

General

Catalog

and

Announcement of Courses

1977-78

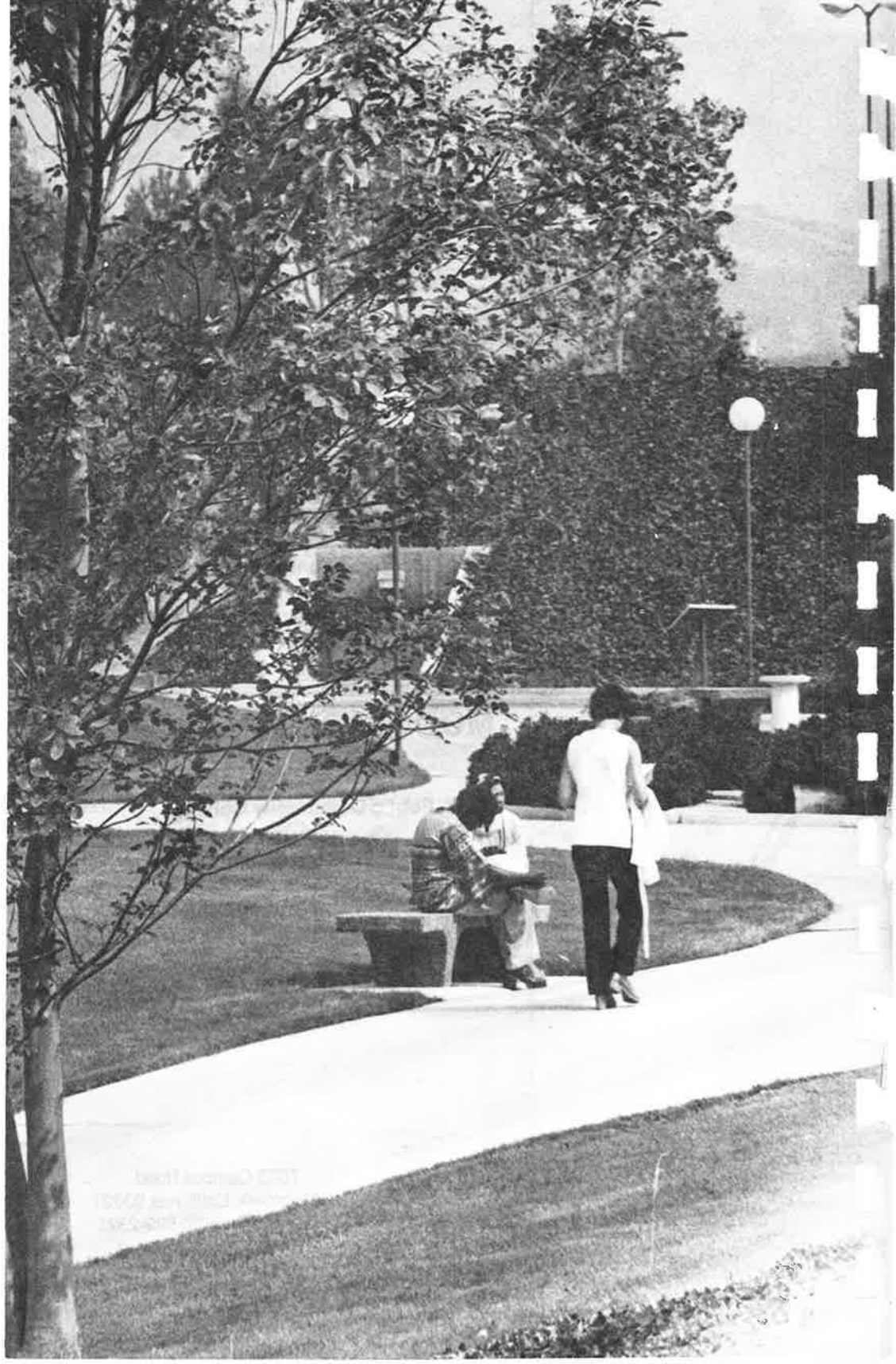
MOORPARK COLLEGE

A Public Community College

Accredited by the

Western Association of Schools and Colleges

7075 Campus Road
Moorpark, California 93021
Telephone (805) 529-2321



1972
1973
1974

1975
1976
1977

1977-78

COLLEGE CALENDAR

FALL SEMESTER, 1977

August 22-31

September 5

September 6

September 16

November 11

November 24-25

December 19 - January 2

January 3

January 19-25

January 18-26

January 25

SPRING SEMESTER, 1978

January 30

February 10

February 13

February 20

April 21-24

May 29

May 30 - June 8

June 2 - 9

June 9

SUMMER SESSION, 1978

June 12

June 16

July 4

September 6, 1977 - January 25, 1978

Fall Semester registration

On-campus permit

Satellite campus

Legal holiday - Labor Day

First day of instruction

First day of late registration

First day to add/drop

Last day of registration

Last day to add classes

Legal holiday - Veterans Day

Thanksgiving vacation

Christmas vacation

Classes resume

Final examinations, Fall Semester

SPRING SEMESTER on-campus permit registration

End of fall semester

January 30, 1978 - June 9, 1978

First day of Instruction

First day of late registration

First day to add/drop

Last day of late registration

Last day to add classes

Legal holiday - Lincoln's Birthday

Legal holiday - Washington's Birthday

Spring vacation

Legal holiday - Memorial Day

SUMMER SESSION registration

Final examinations, Spring Semester

End of spring semester

GRADUATION

June 12, 1978 - September 1, 1978

First day of instruction, summer session

First day of late registration

First day to add/drop

Last day of late registration

Last day to add classes

Legal holiday - Fourth of July

HISTORY

Moorpark College, one of the three colleges operated by the Ventura County Community College District, was established by Board action on March 19, 1963. The 134-acre site is located between the cities of Simi Valley and Moorpark, primarily serving the communities of eastern Ventura County.

Dr. John J. Collins was appointed President by Board action on July 1, 1966. During the next 14 months Dr. Collins and his staff completed plans for staffing, curriculum, student services and plant occupancy. The doors opened to students for the first time during the fall 1967 semester, with an enrollment of 2,500 day and evening students.

In the fall of 1969 the first building to be added to the original campus facilities, the Applied Arts Building, opened with space especially designed for a number of occupational programs. The Administration of Justice, Early Childhood Development, Graphic Arts, and Home Economics programs are housed in this facility. The fall semester of 1975 brought on two new buildings, one combining spaces for the Humanities and the Social Sciences and one exclusively for Music.

In 1977-78 a new building for Agriculture and a new building for Student Support Services are expected to open.

From its initial student body the total enrollment at Moorpark College has grown to approximately 10,000 day and evening students. The college has committed itself to taking its programs into the local communities with courses now being offered in both the Conejo and Simi Valleys. In addition, a special bilingual-bicultural program is offered in the community of Moorpark.

A continuing emphasis is being placed on more occupational programs stressing open entry/open exit instructional approaches. For instance, a new Automotive Program and an Electronics Program are now operating at the Occupational Education Center in the Simi Valley, some three miles from the main campus.

PHILOSOPHY AND GOALS

Moorpark College is dedicated to meeting the educational needs of the community it serves.

It is the primary objective of the College to provide educational experiences beyond the high school level that will assist students in realizing their greatest potential. To achieve this goal, the College accepts the responsibility for providing programs that will:

1. Cultivate individual cultural and vocational abilities.
2. Assist students in perceiving and utilizing the resources in order to achieve a richer and more productive life.
3. Prepare students for citizenship in a free society.

The guiding philosophy of Moorpark College is based on an enduring belief that all people want to realize their own potential; and that armed with this powerful motivating force, they have the capacity to learn and to direct their own destiny. To make progress toward this major objective, it is essential that all members of the college community:

1. Have access to information about the natural environment, about themselves, about society and about their heritage.
2. Be provided an opportunity to gain understanding of important issues, concepts and relationships.
3. Enjoy freedom to inquire, to explore, to take issue and to choose.
4. Develop a level of competency that gives them a chance to become self-sustaining and discerning.

OBJECTIVES

Because the College is committed to fulfilling the varying individual educational needs of the high school graduates and the adults in the community, the following programs are provided by the College:

A program of **General Education** which offers intellectual and cultural experiences for the personal development needed by students to realize their full potential as individuals in a free society.

An **Occupational** program to provide students with the skills and related instruction necessary for beginning employment, advancement, and retraining in a number of semi-professional, industrial, business, and technical fields. The employment opportunities and needs of the area served by the College are emphasized.

A **Developmental** program designed to make up students' inadequacies in certain areas in order to prepare them to undertake successfully further education and training at the college level.

A **Guidance** program planned to make individual students aware of their abilities and opportunities in order that they may make suitable educational-vocational choices and may realize maximum benefit from their college experiences.

A **Community Service** and **Continuing Education** program to provide for the cultural, social, intellectual and recreational needs of the area which the College serves.

A **Co-curricular** program that provides students with opportunities for participation in creating activities that lead to their personal growth in leadership and in social and civic responsibility.



Mr. Robert B. Lamb
Board President

**Ventura County
Community College District
BOARD OF TRUSTEES**



Mr. E. Thomas
Jolicoeur



Dr. William M.
Simpson



Mr. Robert F. Stone



Mr. Vincent M. Turner



Dr. Ray E. Loehr

**District
Superintendent**



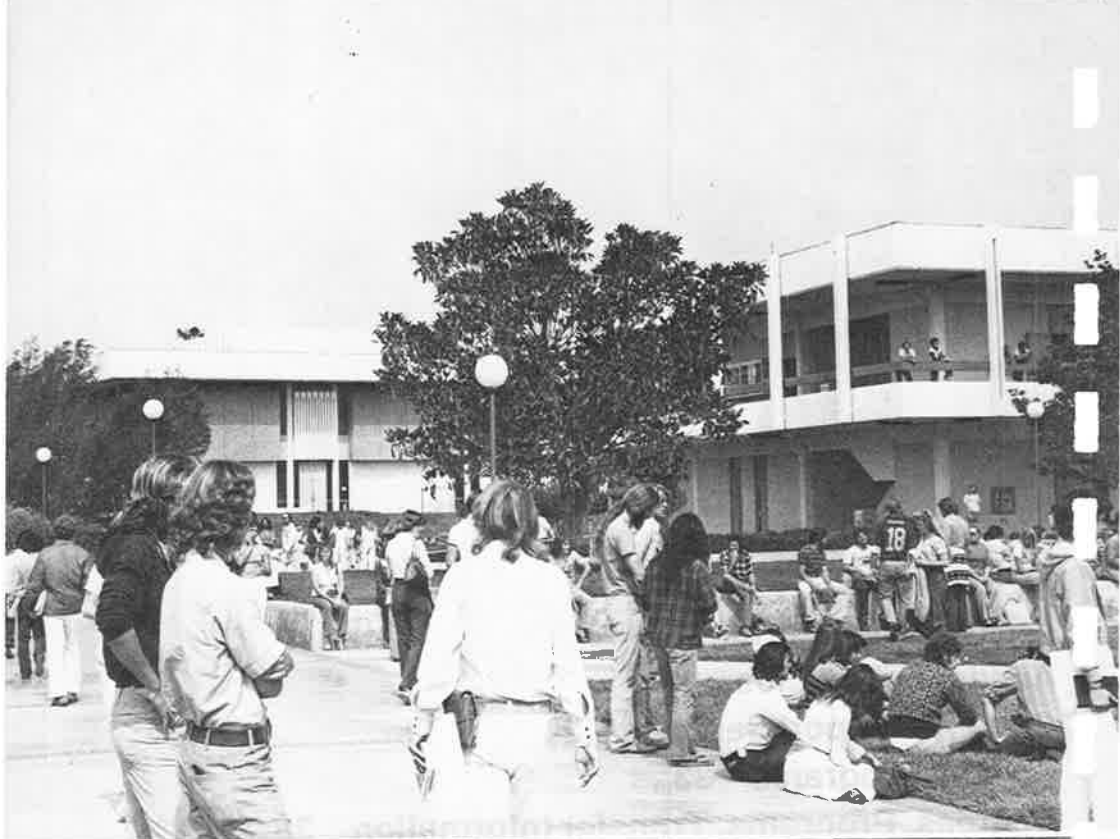
Dr. W. Ray Hearon

**Moorpark College
President**



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**ADMISSIONS
INFORMATION**

ADMISSIONS

Eligibility

Admission to Moorpark College is open to any high school graduate, anyone possessing a high school proficiency certificate, or any adult eighteen years of age or older and capable of profiting from instruction. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

A student is eligible to attend Moorpark College if her/his legal residence is within the Ventura County Community College District. Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Board of Trustees and on payment of tuition fees, a schedule of which appears in a section that follows. A student whose legal residence is in certain specified California community college districts may be admitted to Moorpark College provided that student secures a permit from the community college district in which he/she is a legal resident.

Further information regarding residence requirements may be obtained from the residence clerk in the Admissions Office.

Admission Procedures

Students who are enrolling for the first time or who are returning after an absence of one or more semesters must complete an application for admission. Application forms may be obtained by going in person to the Records Office at the college, by writing to Moorpark College, 7075 Campus Road, Moorpark, CA 93021, or by telephoning 529-2321 or 647-7622 (Area 805). Students who have been enrolled in classes at Moorpark College in the immediately-preceding semester will receive in the mail a continuing student application form. Completed application forms should be submitted to the Records Office at the earliest possible date preceding the beginning of the semester for which admission is desired.

Students who have attended any accredited college or university and who wish to enroll in Moorpark College must have transcripts of all previous college or university academic work on file at the college if they fall into any of the following categories: 1. plan to work for a degree or certificate; 2. plan to participate in inter-collegiate athletics; 3. plan to apply for veteran's benefits; or 4. were placed on probation or dismissed from last institution of attendance. These transcripts should be sent directly to Moorpark College from the institution previously attended.

Registration Procedures

After the processing of the admission application, a Permit to Register/Identification Card will be mailed to the student. The Permit to Register is, in effect, a reservation of date and time during the registration period for enrolling in classes. A schedule of classes for the semester will also be mailed to the student; this schedule shows class offerings and gives complete instructions for registration.

Late registration is permitted during the first two weeks of the semester; after that, students must seek permission for admission from the Associate Dean of Students for Admissions and Records. Students who are officially registered in the college may add classes until the end of the second week of the semester, provided they have the written permission of the instructor for each class being added. Students will receive credit for classes attended only if they are officially registered in the college and have officially added the classes.

Advanced Placement for High School Students

In accordance with the California Education Code, high school students who are in their junior or senior year are permitted to enroll in college courses for the Fall and Spring Semesters. Summer Session is limited to students who have completed their junior (11th

grade) year in high school. An approved advanced placement form, signed by the high school principal or designee, is required before a student is permitted to register.

Credit for Armed Services Training and Experiences

Currently credit is neither evaluated nor granted for courses in educational experiences from the armed forces. Therefore, no credit for USAFI or basic military training can be directly granted. However, there are procedures where credit may be gained through cooperating institutions that can be acceptable by the college.

Residency Requirements

The right of a student to attend any public community college in California is conditioned by certain residence qualifications as follows:

1. *District Resident* — must be a legal resident of Ventura County and have resided in California for one year prior to the residency determination date for the semester they are planning to attend. Students who meet district residence requirements do not pay tuition. The residency determination dates for the 1977-78 school year are as follows:

| | |
|----------------------------|---------------|
| Fall Semester 1977 | Sept. 4, 1976 |
| Spring Semester 1978 | Jan. 29, 1977 |
| Summer Session 1978 | June 11, 1977 |

2. *Residents of Another District* are those students who do not legally reside in Ventura County but who otherwise qualify as a California resident may be admitted in accordance with the interdistrict attendance agreement with the district in which they reside.

3. *"Nonresidents"* are those students who have not legally resided in California for one full year immediately preceding the residence determination date for the semester in which they are planning to enroll. Students classified as nonresidents shall be required to pay tuition fees.

4. *Foreign Students* are classified as nonresidents and shall be required to pay tuition fees for each semester in attendance.

5. The Ventura County Community College District maintains interdistrict attendance agreements with the other public community college districts of California. Notices of attendance restrictions which are in effect for the current fiscal year are on file in the Office of Admissions at Moorpark College, in compliance with Section 25505.5 of the Education Code.

See Appendix II of the catalog for the list of California Community college districts with which the Ventura County Community College District maintains interdistrict attendance agreements.

Foreign Students

Foreign students are admitted under a quota system, must have permission to register from the Associate Dean of Students/Admissions, and follow this procedure:

1. Submit a completed application for admission.
2. Provide evidence of proficiency in the use of the English language. Students are required to complete the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 505. For information, write:
Educational Testing Service
Box 899
Princeton, N.J. 08540
3. State a specific objective.
4. Submit a letter of recommendation and transcripts from preparatory schools and colleges previously attended.
5. Submit a confidential statement of finance.
6. Submit a health statement from a California licensed physician which must include TB chest x-ray results.

7. Interview and clear with the director of the college health services.
8. Show proof of major medical insurance.
9. Sign a student statement of understanding and responsibility.
10. Immigration Department Form I-20A will be issued only after all other prerequisites for admission have been met.
11. Payment of tuition fee prior to enrollment (for the 1977-78 school year, tuition has been established at \$47.00 per unit with a maximum fee of \$705.00 per semester for 15 or more units).

Moorpark College attempts to select for admission only those foreign students who are above average in scholastic achievement and personal qualifications.

Full Time Student

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

Unit Requirements for Benefits

Unit requirement per semester to qualify for:

- a) Veteran and War Orphan benefits under G.I. Bill - 12 or more units, full subsistence. (3/4 subsistence: 9-11 units; 1/2 subsistence: 6-8 units).
- b) Social Security Benefits - 12 units (no benefits payable if course load drops below 12-unit minimum).
- c) Automobile Insurance and other insurance benefits - 12 units.
- d) Athletic Eligibility — 12 units
- e) Student Government — 12 units

Transcript

Two transcripts are furnished each student free of charge. A fee of \$1.00 is charged for each additional transcript.

Affirmative Action - Title IX Requirements

The Ventura County Community College District and Moorpark College are committed to providing an equal opportunity for admission, student financing, student support facilities and activities, and employment, regardless of race, color, religion, sex, age or national origin. See Appendix V for full Affirmative Action statement.

Expenses

Moorpark College, as one of California's public community colleges, charges resident students no tuition for instruction. An out-of-state resident is charged a non-resident fee (see non-resident fee information). Students must furnish all books and supplies needed for their courses; these materials may be purchased at the College Bookstore. In many courses a laboratory or materials fee may be required.

Other expenses students must consider in attending a community college include housing, food, and transportation. These costs may vary greatly from one student to another, depending on individual circumstances, i.e., whether the student is living with her/his parents or is living independently, is married or single, etc. It is estimated that the total annual cost of attendance at a community college to a full-time student and/or his or her parents could range from about \$1,800 to as much as \$2,500 for a resident and as much as \$5,000 for a non-resident.

Tuition or Non-Resident Fee

Tuition is required of non-resident students only (out-of-state or out-of-country). The 1977-78 fee schedule has been established at \$47.00 per unit with a maximum of \$705 for 15 or more units per semester.

Tuition Refunds

Eligibility and amount of tuition fee refund are determined by the date the student officially applies for a refund through the Records Office. Refunds shall require the approval of the Dean of Admissions and Records.

Refunds are determined by the number of units for which there has been original financial charges. NO refunds shall be authorized beyond the third week of summer session nor beyond the fourth week of the regular semester.

The Dean of Admissions and Records shall compute the amount of the refund and notify the Campus Business Office in writing as to the amount of the refund. The student shall be refunded by check through the Campus Business Office within a reasonable time following official notification.

The following schedule of refunds will be in effect for tuition students who withdraw from college:

| | | |
|----------------|-------------------------|-----------------|
| | Fall or Spring Semester | |
| 1st week | | 100% of tuition |
| 2nd week | | 75% of tuition |
| 3rd week | | 50% of tuition |
| 4th week | | 25% of tuition |
| | Summer Session | |
| 1st week | | 100% of tuition |
| 2nd week | | 50% of tuition |
| 3rd week | | 25% of tuition |

A complete table of refunds appears in Appendix I.

Health Fee

The Ventura County Community College District Board of Trustees has established a required health fee for all students enrolling in the college. The schedule for the 1977-78 school year is as follows:

| | |
|------------------------|--------|
| Regular Semester | \$4.00 |
| Summer School | \$2.00 |

Parking Fee

The Board of Trustees of the Ventura County Community College District has established a parking fee for those students who wish to park a vehicle on campus. The fee schedule for the 1977-78 school year is as follows for all vehicles parked on campus:

| | |
|------------------------|--------|
| Regular Semester | \$6.00 |
| Summer School | \$3.00 |

Parking permits may be purchased at the Campus Business Office. Traffic citations will be issued to students parking on campus without a valid permit. For those persons who do not drive a car to campus regularly, but may do so occasionally, there is a coin-operated lot for which the cost is 25 cents.

Health and Parking Fee Refunds

Students who *officially* withdraw from the college prior to the end of the second week of classes during the regular semester (or the end of the first week of summer school) may request a refund of their health and parking fees. A \$1 service charge will be deducted from all refunds.



ACADEMIC POLICIES

ACADEMIC POLICIES

Grading System

The quality of a student's work is indicated by grade points. These are computed on the basis of the following table:

| | | |
|-----|-------------------|--|
| A | - Excellent | 4 grade-points per unit |
| B | - Good | 3 grade-points per unit |
| C | - Average | 2 grade-points per unit |
| D | - Minimum passing | 1 grade-point per unit |
| F | - Failing | 0 grade-point per unit |
| I | - Incomplete | 0 grade-point per unit |
| W | - Withdraw | 0 grade-point per unit |
| CR* | - Credit | 0 grade-point (unit credit granted) |
| NC* | - No credit | 0 grade-point (no unit credit granted) |

*Courses taken on a credit-no credit basis are disregarded in calculating grade point average. However, units earned on a "credit" basis shall be counted as elective credit toward satisfaction of curriculum requirements.

CR is used to denote "passed with credit" when no letter grade is given. CR is assigned for work of such quality as to warrant a letter grade of C or better.

NC is used to denote "no credit" when no letter grade is given.

Incomplete Grades

A grade of I (incomplete) is given to those students who fail to complete the required work of the course because of extenuating circumstances, missing the final examinations because of illness, or who have petitions granted to take late examinations.

At the time the instructor assigns the "I" grade he will also assign an alternate letter grade to be awarded the student in the event that the incomplete work is not completed. If the student makes up the work within one semester, the instructor will assign a new letter grade. After one semester, if the incomplete work is not made up, the alternate grade initially assigned for the course will take effect. Incomplete grades are not to be counted in computing grade point averages.

Credit-No Credit Courses

Colleges of the district are authorized to grant credit in specified courses on a Credit-No Credit basis upon approval of the Board of Trustees.

Repeated Courses

A course in which a grade of C or better has been earned may not be repeated except as stated in the catalog course description or following a prolonged lapse of time between a prerequisite course and a subsequent course. Students must confer with the appropriate college administrative officer before repeating a course in which they have received a C or better letter grade. Any course in which a grade of D or F was earned may be repeated for the purpose of improving the recorded grade. The first grade may be lined through and omitted from the computation of cumulative grade point average. The second grade earned in such cases of repetition shall become the grade considered in computing the grade point average.

Senior colleges or universities may not accept credit for work which represents a repetition of high school work. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by these senior colleges or universities.

Withdrawal from College

It is the student's responsibility to formally clear the record if he or she withdraws from college before the end of the semester. Grades at the time of withdrawal will be recorded according to the rules governing dropping of courses.

Dropping a Course

The student may drop a course at any time during the semester. No grade check will be made during the first six weeks. Beginning with the seventh week, a student may be dropped with a "W" or with an "F," at the discretion of the instructor. The student dropping a course should notify his instructor and/or record the drop promptly in the Records Office.

Courses Open to Enrollment

Each course offered by the Ventura County Community College District and its colleges is fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites to the class or program, unless specifically exempted by statute.

Credit by Examination

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught in the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. The student's record shall show course identification and the number of units credit granted by examination; no letter grades shall be awarded. Each division of the college determines the courses for which credit by examination may be granted.

Exception to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.

For the purpose of this policy, a course shall mean an organized area of instruction of one semester's duration as described in the college catalog with units designated, and which is regularly offered on the schedule of classes. Regularly offered shall mean a frequency of not less than once in two years.

Credit by examination may be granted only to a student who is registered at the college and is in good standing.

The amount of unit credit granted by examination to an individual shall not count toward requirements of residency.

Offering of Course as Described in Catalog

Occasionally there may be course changes concerning prerequisites, contents, hours, or units of credit made after publication of catalog. Efforts will be made through the class schedules, public media, and at time of registration to notify students of any changes other than as described in the catalog.

Use of Listening or Recording Devices

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without prior consent of the teacher and school administration. Any student who has need to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, the notice of consent will be filed with the Dean of Instruction.

Availability of District Library Resources

The libraries at Moorpark, Oxnard and Ventura College are available to a student enrolled at any of the three colleges. The appropriate college identification card may be used at the college libraries. In addition, the Total Interlibrary Exchange (TIE) and the Black-Gold Exchange Systems permit a student to request materials from the other two libraries as well as

from all members of the systems. This greatly increases the access students have to library resources. Please see your college libraries for further details.

Probation and Dismissal

The policies of the District and Moorpark College regarding probation and dismissal practices are summarized briefly as follows:

Policy on Probation: A student shall be placed on probation (a) when the cumulative or semester grade average falls below 2.00 or, (b) when the student has taken at least 12 units on a "credit-no credit" basis and has accumulated "no-credit" grades in at least half but less than three-fourths of all units attempted.

Policy on Academic Dismissal: A student is subject to dismissal (a) when the grade averages for three consecutive semesters fall below 1.75, (b) when a student has taken at least 12 units on a "credit-no credit" basis and has received "no credit" grades in three-fourths or more of the units attempted and (c) when a student is deficient 20 or more grade points.

The entire statement of the policy adopted by the District Board of Trustees on Admissions, Probation, Dismissal and Readmission appears in Appendix III of the catalog.

Dean's List

Special recognition is accorded students who complete a program of 12 or more units in letter grades with a 3.50 grade point average or higher during a semester. These students are placed on the Dean's List and given appropriate recognition on campus and in the community.

NOTES



STUDENT SUPPORT SERVICES

STUDENT SUPPORT SERVICES

COUNSELING AND GUIDANCE SERVICES

A variety of counseling services is available on a day and evening basis to Moorpark College students, including those taking classes at the satellite campus centers. Through a coordinated guidance program counselors assist students with their academic planning and also in social and personal matters. An out-growth of these services is the group of counselor-taught Personal Growth courses.

Counselors representing major areas of study perform three principal functions: (1) assistance of students in planning academic programs; (2) supervision of student programs to insure progress toward graduation; and (3) assistance of students in the selection of courses which meet the requirements of a major.

The Personal Growth classes conducted by members of the counseling staff are designed to fulfill two primary purposes; one, to aid students in personal and social adjustment; and the second, to provide guidance in the matter of career development. The topics covered by the Personal Growth courses are described in the Announcement of Courses section of this catalog.

Academic Counseling

Accurate information about program requirements and course prerequisites are essential for planning courses of study. The counselors serve as valuable resource people in helping to select appropriate classes; it is their concern to keep abreast of requirements in majors and in general education both for graduation and for transfer.

Each student is assigned a counselor, usually on the basis of the major chosen by the student. If a student is not decided on a major field, a counselor will be assigned to assist in making the choice and in selecting suitable courses.

Students may arrange for academic advising through the Counseling Center in the Administration Building. It is advisable to call for a counseling appointment, particularly during the periods of time preceding and during registration. For students who may drop in for help with an academic problem, there is usually a counselor available at the counter in the Counseling Center. In addition, counselors attempt to keep some hours in their schedules open for students who may come to the Counseling Center for immediate assistance.

Career Counseling

Special counseling service is available to help students make decisions in choosing, changing, or confirming career goals. The Career Development Center offers students the resources in the form of personal counseling assistance and an extensive collection of printed and audio-visual material by which they may make informed career decisions. In addition to its resource material, the Center sponsors a variety of career related activities, including workshops and presentations which provide current information on occupational fields and on programs in universities and four-year colleges.

The Career Development Center, located in the Campus Center, is open on a drop-in or appointment basis Monday through Friday from 9 a.m. to 3 p.m. and Monday through Thursday from 6 p.m. to 9 p.m. Though the atmosphere is informal and personal, the Center makes available the specific information and guidance that decisions on careers require.

Personal Counseling

The Drop-In Center was established at Moorpark College in order that students might have a place to go for help with their personal concerns. The Drop-In Center provides a private setting in which students may discuss their concerns confidentially with members of the counseling staff who have the professional skills to help students having difficulties and seeking alternatives in their personal lives. Various programs are offered continuously, including free legal aid and referrals to outside agencies.

The Drop-In Center is located on the second floor of the Library (Room L-215) and is open Monday through Thursday from 9 a.m. to 3 p.m. On Friday the Center is open from 9 a.m. to 12 noon; students are invited to drop in during any of these periods or may call for an appointment.

Career Planning and Placement

The Job Placement Center bridges the college's academic and career programs with the broader community and facilitates the students' transition into the world of work. It provides students with the chance to seek employment opportunities before graduation. The objectives of the Center are: To assist all present and former students to secure desirable employment; to develop and maintain close working relationships with employers; and, to assemble and provide information on labor market trends.

Among the services the Job Placement offers are these:

1. Assistance in procuring employment in full-time, part-time, temporary, and vacation work.
2. Maintenance of weekly listings of available employment in business, industry, government, and educational institutions.
3. Assistance and listings by representatives of the Employment Development Department (EDD).
4. Presentation of group workshops in job search, interview techniques, and resumé writing.
5. Maintenance of volunteer information and referral, and graduate files.

HEALTH SERVICES

Health services are available at the Health Center in the Administration Building of the college. The college nurse is on duty daily to attend students and to confer with them regarding health and illness problems. A doctor's services are available on appointment basis during specified hours, which are posted in the Health Center. A nurse is on duty during the hours of evening classes.

The services of the doctor and the nurses are available through the payment of the student health fees, as are specific services (some require an added nominal fee):

Emergency & First Aid Treatment

Counseling & Referrals:

Family Planning

Venereal Disease

ANY Health Related Problems

Immunizations:

Flu (small charge)

Tetanus

Screening and Testing:

Blood Pressure

Hearing

Hemoglobin

Mononucleosis

Pap Smear (small charge)

Pregnancy

Pre-marital Blood Test

Sickle Cell

Tuberculosis

Urinalysis

Veneral Disease

Vision

Accident Insurance

In addition to the medical services available, the health fee entitles students to an accident insurance policy. This policy covers accidents on and off campus during school-sponsored activities and on the way to and from school within one hour each way. It pays "usual and customary" expenses in coordination with any private medical insurance the student may have.

It is the student's responsibility to report any accident to the instructor, the athletic trainer, or the Health Office within 72 hours of occurrence. All student accident insurance claims are processed through the Health Office; the student should contact the office for the Insurance Claims Forms to cover medical expenses.

Optional Accident and Health Reimbursement Insurance

Students desiring coverage for non-school related accidents or for medical expense due to an illness may purchase such coverage on an individual basis. Dependent coverage is available under this plan. Applications may be obtained from the Health Office.

STUDENT FINANCIAL SUPPORT SERVICES

Financial Aid Programs

Financial assistance is based on the student's need for help in successfully pursuing an educational program. Eligibility for financial aid is determined by a U.S. Office of Education-approved needs analysis system which calculates the difference between the ability of students and their families to provide for their financial needs and the amount required to meet educational expenses while attending college. Students interested in applying for financial aid should visit, or write the Student Financial Services Center to obtain the CSS Financial Aid Form, the Ventura County Community College District Financial Aid Institutional Data Sheet, and detailed application process instructions.

The policy of the Ventura County Community College District is in compliance with the provisions of the Civil Rights Act of 1964 in Title IX of the Educational Amendments of 1972 in that no financial aid applicant will be discriminated against on the basis of race, religion, color, national origin, marital status, age, sex, or physical impairment.

Financial aid recipients must be enrolled for a minimum of 12 units each semester in order to receive full benefits. Continued eligibility requires successful completion of not less than 12 units each semester with a minimum 1.75 grade point average. A student may receive a maximum of 5 semesters of aid while attending this institution.

Various programs are available, including grants, loans, scholarships, and part-time employment support. These programs may be funded partially or totally by various levels of government, by the college district, by the student body and faculty, and by the community donors. The financial aid programs are subject to change due to the fact that funds may become depleted or the level of participation by the various funding agencies may be reduced.

Grants

Grants are awarded to students who meet specific requirements for eligibility. Grants are available in varying amounts of assistance and they may be considered to be gifts since they do not call for repayment. The grant programs are the Basic Educational Opportunity Grant (BEOG); the Educational Opportunity Grant (EOPG); and the Supplemental Education Opportunity Grant (SEOG). Of these three, only the BEOG award is made totally independent of the school; all undergraduate students are eligible to apply. The application form for the Basic Education Opportunity Grant (BEOG) is available from the College's Financial Services Center, other post-secondary educational institutions, and high schools.

Loans

Students with financial aid eligibility may qualify for loans either through Moorpark College, where loans can be incorporated as a part of the regular financial aid package, or may

apply to banks or savings and loan institutions. The loans bear simple 3-7% interest on the unpaid balance. Interest is not charged nor repayment required until nine months after the borrower ceases to be at least a half-time student. Repayment of loans may be scheduled over a 10-year period. Students should contact the Financial Services Director for advice regarding the most suitable type loans for them.

Work Study Program

A limited number of part-time jobs on and off campus are available to students who qualify on the basis of need. Under this program students are assigned work which is often in the nature of on-the-job training; the pay for the work is a portion of the students' financial aid packages.

Scholarships

A number of scholarships are available to Moorpark College students through community, state and campus organizations. The qualifications that must be met to be eligible for receiving one of these scholarships depend on a number of conditions which include scholastic achievement, need, residence, and field of study. All students are encouraged to check the scholarship possibilities; there are a number of donors who give to scholars regardless of family income, primarily to recognize diligence and past academic achievement. Announcement of available scholarships is made in the college newspaper and through periodic bulletins. All scholarships are processed through the Financial Services Center; interested students should make inquiry there with the counselor for scholarships for complete details.

Below are listed the available scholarships, organized according to application deadlines.

October Deadlines

- American Society of Women Accountants
- Camarillo-Somis Business and Professional Women
- International Business and Professional Women

December Deadlines

- California State Scholarship
- Soroptimists
- UC Berkeley Alumni

January Deadlines

- Bank of America
- CTA
- UCSB Engineering Scholarship
- Associated Student Body

February Deadlines

- National Charity League - Oxnard and Conejo Valley

March Deadlines

- Home Economists in Homemaking
- Meadowlark Service League
- Rotary International
- Ventura County Legal Secretaries
- American Legion Auxiliary

April Deadlines

- AAUW - Simi Valley
- Business and Professional Women's Foundations
- California Farm Bureau Foundation
- Edison Career Development Award
- National Secretaries Association
- Thousand Oaks Rotary
- Ventura Area Panhellenic Association

May Deadlines

California Lutheran College Leadership
Delta Theta Tau Sorority
Faculty Wives
Horticulture Scholarship
L. W. Flaco Feldmiller Scholarship
Phyllis Arnold Art Scholarship
Robert Sharp Bean (Agriculture) Scholarship
Steve Herzog Memorial
USC Accounting Scholarship
Ventura County Citrus Growers
Opti-Mrs. of Ventura County
IMAGES
Club Civico Mexicano de Camarillo

June Deadlines

Real Estate Educational Endowment
United California Bank
California PTA Nursery School Education

No Definite Deadlines

Freemasonry
Society of Certified Public Accountants
Society of Petroleum Engineers (AIME)
Vicki Carr
Youth Opportunity Foundation
Floral Artists of Ventura County
Moorpark College Departmental Awards

Air Force ROTC

Through arrangements with the University of Southern California both the two and four-year Air Force ROTC programs and two, three, and four-year scholarships are available to qualified men and women attending Moorpark College. Both aptitude and physical examinations are required.

Scholarships cover costs of enrollment, books, and a monthly subsistence allowance. The subsistence allowance is paid also to non-scholarship cadets enrolled in the two-year program and in the last two years of the four-year program.

Freshman men and women may enter the four-year program by enrolling in the first year Aerospace Studies Course (AS100) at USC. Students desiring the two-year program should apply early in the fall of the year prior to the year in which they wish to enter.

Male students who are physically qualified and plan to enter pilot training receive 25 hours of free flight instruction during their last year in the program. Academic credit is granted for AFROTC courses in accordance with institutional policies governing transfer credit. The programs lead to commissions as a second lieutenant in the United States Air Force Reserve.

Interested students should call the Air Force ROTC office at USC, (213) 746-2670.

E.O.P. SERVICES

The Extended Opportunity Program (EOPS) is a combination of financial aid the supportive services designed to inform, recruit, and assist students from low income families. EOPS is a state-funded program. Its goals are to academically motivate economically and socially disadvantaged students to pursue higher education at Ventura County Community Colleges and to assist in transferring to four-year colleges or universities. Within the program students are offered a variety of services tailored to meet their individual needs.

The EOPS staff is comprised of a director, a counselor, several peer counselors and secretary all of whom are willing and able to help students achieve their educational and life goals. New students are invited to drop by the EOPS office, located in the Financial Services Center to see if they meet program requirements. The following services are available: 1) Academic and Personal Counseling; 2) Peer Counseling; 3) Health Services; 4) Short Term Emergency Loans, Grants; 5) Transportation; 6) Tutoring; 7) Housing and Job Placement; 8) Employment and 9) Outreach.

EOPS Application Procedure

1. Complete FAF (Financial Aid Form) and BEOG (Basic Education Opportunity Grant) applications for financial assistance. Apply early. Assistance in filling out these forms is available at the EOPS office.
2. Complete the EOPS Form 1 information sheet at the EOPS office.
3. Make an appointment for an interview with the EOPS Counselor.
4. Proof of income is needed (Income Tax Form 1040A or 1040 for the past year parents' income is required).

EOPS Eligibility Criteria

1. The student must enroll as a full-time student, 12 or more units per semester, and satisfactorily complete a minimum of 24 units per school year (Fall, Spring and Summer).
2. The student must be making normal progress towards a goal, certificate or degree as determined by the college, with a satisfactory average of "C" or better for each semester.
3. Each EOPS student must make regular attendance at tutorial peer counseling, vocational orientation and EOPS meetings.
4. The student's family income must not exceed \$7500 for a family of four (with \$900 for each additional child or dependent).

For further information concerning the EOPS program, please contact: EOPS Office, Financial Services Center, 7075 Campus Road, Moorpark, CA 93021. Phone: (805) 529-2321, Ext. 285.

VETERANS SERVICES

Eligibility for Benefits

The programs of Moorpark College are approved by the Veterans Administration for veterans. Veterans are eligible for educational assistance if they have had active duty for a continuous period of 181 days or more, any part of which occurred in the last ten years. Widows and children of deceased or totally disabled servicemen may also apply for benefits.

Veterans are entitled to 1½ months of educational benefits for each month or fraction of a month of active duty up to a maximum of 45 months. Veterans are eligible for educational benefits for ten years after release from active duty.

Admissions Information

All students who expect to receive veterans benefits must fill out a Veterans Information Card each semester. It is the student's responsibility to see that this card is submitted to the Veterans Office and that he/she is registered in the correct number of units. All classes added after add-drop week will be certified to the VA effective the actual date the classes are added through the Records Office.

New students who have never applied for VA benefits will need to complete an application that can be obtained in the Veterans Office. Also submit copies of DD-214 and, if applicable, marriage certificates and birth certificates of all children.

Transferring or returning students who have previously received VA benefits but have not used them at Moorpark College or have attended another college since attending Moorpark will need to fill out a Change of Place and Training form.

Change in number of dependents must be verified with copies of marriage and/or birth certificates.

Change of address should be reported on a VA form available in the Veterans Office.

Transcripts of all college work completed must be on file in the Counseling Office for students receiving VA benefits by the first semester of attendance.

Repeated courses will require prior approval from the Veterans Counselor if they are to be included as units for VA benefits.

Upon completion of the Associate Degree or more than 60 units, veterans are expected to transfer to a four-year college or to have completed their terminal objective. In the event the student wishes to return to Moorpark College, he/she may pursue only such additional courses as are required by the degree-granting institution necessary to satisfy the approved degree objective. A list of required courses must be submitted to the Veterans Counselor prior to enrollment certification.

Withdrawals

The Veterans Administration will not pay for courses in which a grade of W (withdraw), NCR (no-credit) or INC (incomplete) has been assigned unless mitigating circumstances are shown.

Academic Probation for Veterans

Veteran students are placed on "academic probation" when any one or more of the following conditions exist:

1. Failure to achieve and maintain at least a 2.0 cumulative grade point average for any one or multiple semesters, or
2. Receipt of "W", "NC", "INC" and/or "F" grades in more than 50% of the recorded units in any semester, or
3. Accumulation of more than 50% "W", "NC", "INC" and/or "F" recorded units for multiple semesters.

A veteran student placed on "academic probation" will be removed from that status by achieving a cumulative grade point average of at least 2.0 and by earning credits in more than one-half of the cumulative units attempted.

Veteran students placed on "academic probation" are considered as *not* making "satisfactory progress" and are required to obtain academic counseling.

The Veterans Administration requires all colleges and universities to notify them when a V.A. Educational Benefit recipient fails to achieve "satisfactory progress" during two consecutive semesters. The Veterans Administration will suspend educational benefits to the student upon such notification by the institution.

The above conditions apply specifically to the students' eligibility to receive veterans' benefits. For policies regarding admissions and continued enrollment for students under probation, see the full statement of Board policy in the Appendix.

Assistance Services

The Veterans Service Office in the Administration Building is the center of information for veterans' educational benefits. The Veterans Benefits Assistant is assigned to provide information regarding benefits and school policies, and to assist veterans in their transactions with the Veterans Administration. Veterans should consult with the Veterans Benefits Assistant, the Veterans Counselor, and Veterans Representatives to find out about the specific services, such as tutorial benefits and special counseling, available to veterans, in addition to those services available to all students of the college. Veterans should be particularly

aware of the Veterans Administration regulations and restrictions which must be observed in order to receive benefits.

TV Consortium Classes

Veterans benefits can be obtained for classes offered through the college TV Consortium Classes, provided the majority of units are by classroom attendance. For further information contact the Veterans Services Office.

STUDENT ACTIVITIES

The Campus Center serves as the hub for student activities outside the classroom. The Student Services Center, located off the lobby of the Campus Center, houses the offices of the Director of Student Activities and the Associated Student Body leaders.

Associated Student Body

The Associated Student Body of the college is the student governing organization. This organization carries the major responsibilities for student government, campus organizations, and the student activity program in general. Offices and committee assignments offer entry into campus and state level policy-making groups.

Guidelines for conducting student affairs are found in the Student Constitution, a document which has been developed and ratified by Moorpark College Students. The structure of student government and the duties of its officers are detailed in the constitution. The ASB handles budget matters and supports and coordinates activities for the organized campus groups. The student organization provides a path for input to faculty and administration through committee assignments. Students interested in participating in student government activities should see the Student Activities Assistant.

Campus Clubs and Organizations

Students desiring to associate themselves with others having common interests have a broad spectrum of possible campus organizations from which to choose. Some dozen and a half clubs are available for active involvement.

Transportation

The Student Services Center keeps a file on rides and riders wanted, as does the EOP office. Students may also use the Ride Board in the Center to post and to look for ride notices. The College District does not provide student transportation.

Housing

Moorpark is strictly a commuter college and has no campus housing. The Student Services Center attempts to provide help by listing available living accommodations in the community, but this does not imply that the College has approved the housing that has been listed. Making arrangements for housing is the responsibility of the student.

Bookstore

The Student Bookstore carries in stock the textbooks and supplies required in all the classes offered each semester. It is often possible to find the needed books at a savings in the used book section.

In cases where a purchased book is no longer needed, the book may be returned to the bookstore for a refund if this is done within a limited time. Each semester, ordinarily during final exam week, the Bookstore has a buy-back period, when books in useable condition may be sold back by students.

The Bookstore handles a variety of other goods and services for the students. It is open daily Monday through Friday from 8 a.m. to 3:30 p.m. and evenings, Monday through Thursday, from 6:00 to 9:00 p.m.

Cafeteria

The school cafeteria service is planned to satisfy a variety of appetites and pocketbooks. The food available ranges from quick snacks to complete hot meals. The hours of service Monday through Thursday are from 7:30 a.m. to 2:20 p.m. and Fridays from 7:30 to 1:30 p.m.

Lost and Found

Students who lose belongings on campus have two places to check for possible recovery of missing items. Both the Student Services Center in the Campus Center and the switchboard in the Administration Building serve as collection points for lost and found items.

Poster Regulations

All posters must be approved for posting through the Student Services Center.

Students Rights and Responsibilities

The Students Rights and Responsibilities document gives details about standards of conduct, procedures in student disciplinary matters, students' right of free expression and advocacy, the chartering of campus organizations, and the use of college facilities.

A second document, the Family Educational Rights and Privacy Act of 1974, spells out students' rights to review and to challenge the accuracy of their individual records. This latter document is in Appendix IV of the catalog; both documents are available for review in the Student Services Center.

Forensics Program

Moorpark College has established a reputation for having an excellent forensics program. The College's forensics teams consistently give outstanding performances in speech and debate tournaments at regional, state and national meets; Moorpark has earned championships at all levels repeatedly for several years. Students who are interested in participation in this program should contact one of the forensics coaches, either Mr. Richard Strong or Mr. James Wyman.

Musical Groups

There are both vocal and instrumental music performance groups at Moorpark College which invite student participation.

The College Choir presents a number of concerts during the year and sings for many outdoor programs, giving its members opportunity to perform in several different settings.

Membership in the Jazz/Rock Ensemble and in the Symphonic Band is open to students who can read music and perform with competence. The Ensemble has enjoyed considerable success in competitive performances, having received top honors at the Pacific Coast Collegiate Jazz Festival at Berkeley and the International Reno Jazz Festival; it has also played a number of professional engagements in Southern California.

Varsity Sports

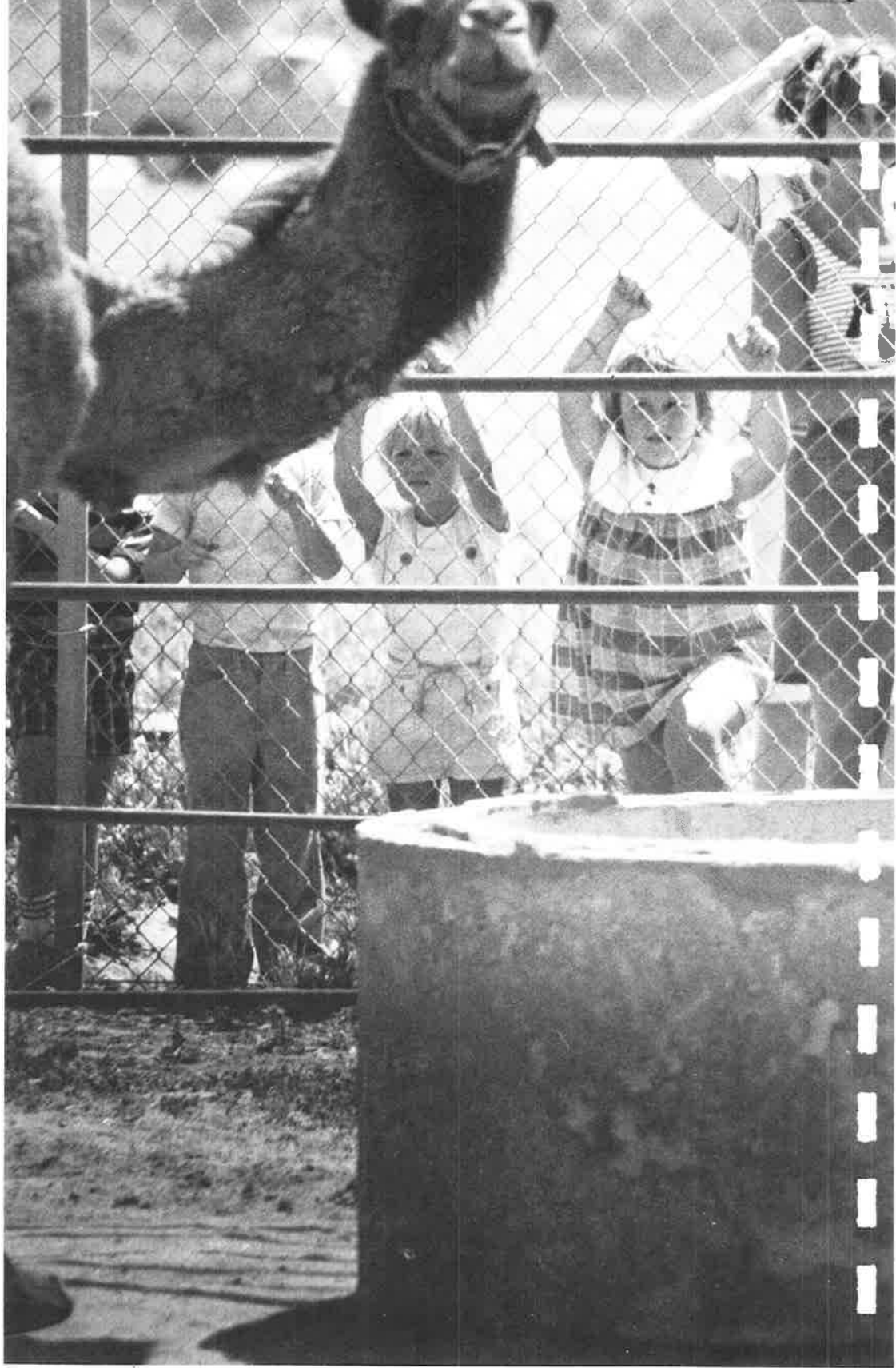
A variety of sports programs are offered to men and women interested in challenging themselves as individuals and others as a member of a Raider athletic team.

It is significant to note that every sport - minor as well as major - enjoys equal status at Moorpark College. This philosophy is clearly demonstrated by the college's success in the Western State Conference Athletic Supremacy race. Moorpark has been a consistent winner in this competition, with outstanding records of best performance in all sports.

To compete in athletics, all students must meet the eligibility requirements of the Western State Conference, which include enrollment and attendance in 12 units of college study. Varsity sports are highly competitive and require an advanced degree of skill. Students must be willing to devote extra time to travel and after-hours training programs.

These activities are under the supervision of the Athletic Director.

NOTES



SPECIAL PROGRAMS

BILINGUAL EDUCATION PROGRAM

Moorpark College offers a series of courses designed specifically for Spanish-speaking students. In addition to the Chicano Studies 50 series, bilingual courses are offered in: Social Sciences, Math, Technology, Physical Education, and in the Humanities. Certificates are offered in the fields of Electronics, Instructional Aide and Secretarial Sciences for the bilingual student. For further information see course descriptions in the Chicano Studies section.

PROGRAMA EDUCACIONAL BILINGUE

El Colegio de Moorpark ofrece una serie de cursos diseñados específicamente para estudiantes de habla hispana. En adición a las doce materias enumerados abajo, los cursos bilingües se ofrecen en: Ciencias Sociales, Matemáticas, Tecnología, Educación Física y Humanidades. Se ofrecen certificados en los campos de: Electrónica, Ayudante de Maestro y Ciencias en Secretariado para el estudiante bilingüe.

COMMUNITY SERVICES

Philosophy of Community Services

Moorpark College serves its community not only by offering formal educational programs, but also by presenting cultural and educational activities of an informal nature. The college has a responsibility to the community to make available facilities, staff, and financial resources that will encourage the presentation of stimulating programs in the fields of art, music, dance, drama, and recreation. These programs are designed to enrich the community and are open to the public as well as the college community. The following kinds of services have resulted from a continuing effort to meet community needs:

1. Non-Credit Educational Services
 - Short Courses designed to meet the interests of all persons capable of benefiting by them - from young children to senior citizens.
 - Lecture Series featuring well-known experts on a variety of current issues.
 - Faculty Lectures on campus during evening hours which share the instructional expertise with the non-student public.
2. Cultural Events
 - Annual Art Festival and purchase of prize-winning pieces.
 - Art Gallery Shows held monthly in the Administration Building.
 - Art of the Cinema, a weekly showing of the best in films domestic, foreign, and student-produced.
 - Dance, Drama, and Music programs, featuring both student and professional groups.
 - Film/Lecture Travel Series
 - Special Events Programs, such as Chicano awareness, human awareness, Black awareness, etc.
3. Recreation, including three open community recreation nights per week, basketball and touch football leagues, track meets, and instructional programs in skiing, soccer, tennis, etc.
4. Public Information
 - Dissemination of information to the public via the local news media is regarded as an integral part of the Community Services function.
5. Facility Use
 - College facilities are made available to the public through the Community Services office under terms of the Civic Center Act.

DISABLED STUDENTS PROGRAM

Moorpark College offers a special program to students who have permanent physical disabilities. The purpose of the program is to provide for equal opportunity in the educational process and to help disabled students to become integrated in the total student body.

For the last two years, the college has been in the process of eliminating architectural barriers from the campus to provide disabled students with free access to all areas of the campus. Elevators have been installed in most buildings with the remaining installations scheduled soon. In addition, special ramps, handrails and automatic doors have also been installed.

A variety of special services are provided through the Disabled Students Office in the trailer at the west end of the Campus Center. (A new student support services building is scheduled to open in February, 1978; it will house the Disabled Students Program.)

The following special services are offered to disabled students: adaptive physical education, interpreters for the deaf, special large print materials, mobility assistance, note takers, print magnifiers, one-step pre-registration, reader services, vocational skill assessment, special parking areas, transcript service, tape recorders, specialized tutoring services, transportation, academic and career guidance.

LEARNING DIAGNOSIS PROGRAM

Students who have learning problems in one or more areas are eligible to enroll in Developmental Learning courses. The purpose of this program is to provide special educational opportunities to assist students to succeed in the total program at Moorpark College. Especially designed class work and tutorial sessions are available to help students in:

- Basic Reading
- Intermediate Reading
- Arithmetic Skills
- Spelling
- Study Skills
- Personal Growth

Tutorial skills may be developed by tutoring learning disabled students under direct supervision of instructional staff members.

LEARNING RESOURCES CENTER

Moorpark College offers a Learning Resources Center available for all students needing supplementary assistance for their regular academic or vocational programs. Individualized work is possible following diagnosis of deficiencies in such areas as mathematics, English and reading skills. Self-paced materials, pre- and post-testing are available on an individualized basis to students.

Individualized tutoring is also available to students having diagnosed difficulties in specified subject matter areas. Work is graded on a credit/no credit basis ; the number of hours of tutoring is adjusted to the amount of need diagnosed. Work done in the Center does not appear on the student's permanent record.

SCHOOL FOR SENIOR STUDIES

Moorpark College's School for Senior Studies is designed to serve the unique needs of men and women who are already in or are preparing for retirement. It is planned particularly for those individuals who believe in the principle of lifelong learning and wish to continue to grow through creative use of their leisure time.

The activities of the School for Senior Studies are offered at various sites in the local communities that are served by Moorpark College. Special courses and other activities are located in such facilities as senior centers, recreation sites, residential care homes, retirement developments, and on the campus of Moorpark College. Activity formats include full semester courses, short courses of six-to-eight week duration, forums, seminars, and workshops. The School for Senior Studies provides benefits through its senior privilege card, entitling holders to free guest privileges at community service activities.

SCHOOL OF CREATIVE STUDIES

The Moorpark School of Creative Studies offers a special program of studies for students who in high school or in college have demonstrated ability to work individually in a particular subject of their interest. The courses are not intended to expose the student to a fixed quantity of information, but rather enable the student to develop and implement his/her talents in a single area of specialization.

Enrollment is limited, thereby enabling faculty members to provide intensive and individualized instruction to each student. Classes are planned to encourage substantial original investigation and to provide occasion for open, active dialogue between students and faculty.

The school offers courses in such curricular areas as Humanities, Mathematics, Life Science, Performing Arts, Physical Science and Social Science. Each student is responsible for developing, in cooperation with an advisor, an individualized program of studies flexible enough to allow for progress and development in the chosen field along with related areas. All courses in the program meet the general education requirements of the University of California and the California State Colleges and Universities, as well as major private institutions.

Admission to the program will be on invitation to students based upon evidence of work submitted, personal recommendations and academic records. Each prospective student will also be interviewed by a representative from the School of Creative Studies.

WOMEN'S STUDIES

The Moorpark Women's Program is an integrated, two-semester course of study designed to meet the needs of women entering school for the first time after an absence of some years. The curriculum is designed to aid students to develop their intellectual, emotional and physical potentialities by offering courses in such areas as English Literature, Sociology, History, Physiology, Mathematics, Physical Science, Anthropology, Urban Studies, Physical Education, Health Education, Study Skills, Personal Growth and other subjects that emphasize the women's perspective.

Faculty in the program are individuals who are sensitive to the movement of contemporary women toward individuality and freedom of people.

Units earned can be credited toward an AA Degree and/or transfer to a four-year institution. The makeup of the program varies substantially from year to year; the most recent semester schedule should be checked for the current offerings.

WORK EXPERIENCE EDUCATION

Moorpark College offers an educational program in Cooperative Vocational Work Experience which combines work experience gained by students on the job with academic instruction. The program's based on the principle that well-educated individuals develop most effectively through an educational pattern which incorporates experiences beyond the campus. Through these structured experiences in business, industry, government, and human services, the students bring an enrichment to their college studies which enhance their total development.

Eligibility for Program

Students working at a job directly related to their college major are eligible for Vocational Work Experience. A minimum of 5 hours per week is required for each unit of college credit. In addition, students must be enrolled in at least 8 units of course work at Moorpark College including Work Experience units. Students must also be enrolled in at least one course in their major unless they have completed 12 units in their major. A maximum of 16 units of Work Experience may be earned.

Enrollment Procedure

Students working 20 hours or more per week in a job related to their college major may be eligible for the maximum of 4 units of lower division college credit each semester. Employment for less than 20 hours per week may qualify a student for 1, 2, or 3 units of credit. The following steps must be taken to enroll:

- A. Be admitted by the Cooperative Work Experience Office during the first week of registration.
- B. Secure permission of his/her employer.
- C. Complete semester objectives under direction of a faculty advisor.
- D. Receive evaluation from his/her employer.
- E. Attend a regularly scheduled one hour weekly coordinating class. Attendance in this class is mandatory for credit in work experience.

Work Experience Major Areas

| | |
|------------------------------|-----------------------------|
| Accounting Technician | Computer Graphics |
| Administration of Justice | Photo Composition |
| Corrections | Sales |
| Court Administration | Technical Representative |
| Law Enforcement | Construction Design |
| Physical Evidence Technician | Data Processing |
| Security Services | Early Childhood Development |
| Agriculture | Electronics Technology |
| Agronomy | Fashion Design |
| Animal Science | Governmental Management |
| Landscape Management | Graphic Design |
| Nursery Management | Graphics Production |
| Alcohol Studies | Industrial Supervision |
| Automotive Technology | Instructional Aide |
| Banking and Finance | Marketing |
| Broadcast Engineering | Offset Lithography |
| Business Management | Photography |
| Cinematography | Real Estate |
| | Recreation Technology |
| | Secretarial Science |
| | Administrative Aide |
| | Secretarial Technician |



**DEGREES, PROGRAMS AND
TRANSFER INFORMATION**

GRADUATION REQUIREMENTS

As authorized by the Education Code and Title 5 of the Administrative Code of the State of California, Moorpark College and the Ventura County Community College District Board of Trustees confers the Associate in Arts Degree, the Associate in Science Degree, and Certificates of Achievement on students who *provide the required* transcripts, meet the respective requirements as shown below, and who file with the appropriate college official a notice of intent to graduate *or receive a certificate*.

ASSOCIATE IN ARTS DEGREE

A. Basic Requirements

1. Completion of 60 semester units with a cumulative Grade Point Average (GPA) of not less than 2.00.
2. A 2.00 GPA in all work in residence which applies to the degree.
3. Completion of at least 12 semester units in attendance at the college in the district granting the degree, or completion of 45 semester units in residence in colleges of the district (with a minimum of 12 semester units in residence at the college granting the degree) if not in attendance at the time of qualifying for graduation.
4. A major consisting of at least 18 semester units in a specified field of study (curriculum pattern) as approved by the Office of Instruction. Specific curriculum patterns are available through counselors or the Office of Instruction. A student who meets the requirements for transfer to a four-year college or university, and who has completed lower division subject requirements of the major, is assumed to have met major requirements for an Associate in Arts degree.

In designated academic and occupational curricula, the Associate in Arts degree may be conferred in the specified field of study, such as business, music, etc.

B. General Education Requirements

1. The completion of at least 24 units of general education, in addition to those units used to satisfy the requirements in the major field of study. At least 15 units shall be completed in areas a through d:
 - a. Humanities — two courses chosen as follows:
 - (1) One course in Fine and Performing Arts from:
Art, Cinema, Music, Photography, Theatre Arts.
 - (2) One course from above areas or from:
English (except 3, 5, 51-56); Foreign Language (except Span 50); Humanities; Journalism; Philosophy; Special Education 10A, 10B, 10C; Speech (except 55); Telecommunications 1, 5, 8, 9.
 - b. Natural Sciences — two courses chosen from:
Anatomy; Anthropology 1; Biology (except 12, 15); Botany; Chemistry; Environmental Science; Geography 1, 1L, 5, 60A-Z; Geology; Microbiology; Physical Science; Physics; Physiology.
 - c. Social Sciences — two courses chosen as follows:
 - (1) One course in History and Institutions from:
History 3, 4, 5, 6, 7A, 7B, 12; Political Science 1, 2, 3, 7, 8, 9, 10; Urban 1A, 1B.
 - (2) One other course from:
Anthropology (except 1); Chicano Studies (except 50-56); Econom-

- ics 1, 2, 4; Folklore; General Studies 3; Geography (except 1, 1L, 5, 11, 60A-Z); History; Political Science; Psychology; Sociology.
- d. Learning Skills — Two courses chosen as follows:
- (1) One course in written composition from:
Business 28; Chicano Studies 54C, 56; English 1A, 1B, 3, 5, 54C, 56.
 - (2) One course from:
Chicano Studies 53C, 55B; Math; Philosophy 7; Reading 1A, 1B, 2, 4A, 4B, 5, 53C; Speech.
- e. Health Science/Physical Education — two courses chosen from:
Health Science 1, 2, 3, 4, 5, 7, 14, 15; Physical Education; Special Education 1.

NOTE:

1. A student may not use the same course to satisfy both general education and major requirements.
2. A co-numbered course may be used to satisfy requirements in either, but only one, of the areas to which it may be applicable.
3. Any course, except those designated as repeatable for credit, will be counted only once to satisfy general education requirements.
4. For transfer requirements, consult the catalog and/or a counselor.

Moorpark College offers designated Associate in Arts degrees in the following program areas:

- Art
- Cinematography
- Early Childhood Development
- Geology
- Music
- Telecommunications
- Theatre Arts - Acting
- Theatre Arts - Directing

ASSOCIATE IN SCIENCE DEGREE

- A. Basic Requirements
1. Completion of 60 semester units with a cumulative Grade Point Average (GPA) of not less than 2.00.
 2. A 2.00 GPA in all work in residence which applies to the degree.
 3. Completion of at least 12 semester units in attendance at the college in the district granting the degree, or completion of 45 semester units in residence in colleges of the district (with a minimum of 12 semester units in residence at the college granting the degree) if not in attendance at the time of qualifying for graduation.
Work counted in fulfillment of degree requirements at one college cannot be used at another college for a duplicate degree.
 4. A major consisting of at least 24 semester units in a specific field of study (curriculum pattern) as approved by the Office of Instruction. Specific curriculum patterns are available in the Counseling Office. The Associate in Science degree may be granted only in physical and biological sciences, engineering, or occupational curriculums.

B. General Education Requirements

1. The completion of at least 15 units of general education from areas a and b below in addition to those units used to satisfy the requirements in the major field of study:
 - a. A minimum of one course in each of the areas listed below:
 - (1) Humanities - one course chosen from:
Art; Cinema; English (except 3, 5, 51-56); Foreign Language (except Span 50); Humanities; Journalism; Music; Philosophy; Photography; Special Education 10A, 10B, 10C; Speech (except 55) Telecommunications 1, 5, 8, 9; Theatre Arts.
 - (2) Natural Sciences - one course chosen from:
Anatomy; Anthropology 1; Biology (except 12, 15); Botany; Chemistry; Environmental Science; Geography 1, 1L, 5, 60A-Z; Geology; Microbiology; Physical Science; Physics; Physiology.
 - (3) Social Sciences - one course chosen from:
Anthropology (except 1); Chicano Studies (except 50-56); Economics 1, 2, 4; Folklore; General Studies 3; Geography (except 1, 1L, 5, 11, 60A-Z); History; Political Science; Psychology; Sociology; Urban 1A, 1B.
 - b. Learning Skills - two courses chosen as follows:
 - (1) One course in written composition from:
Business 28; Chicano Studies 54C, 56; English 1A, 1B, 3, 5, 54C, 56.
 - (2) One course from:
Chicano Studies 53C, 55B; Math; Philosophy 7; Reading 1A, 1B, 2, 4A, 4B, 5, 53C; Speech.
2. The completion of two courses in Physical Education/Health Science chosen from:
Health Science 1, 2, 3, 4, 5, 7, 14, 15; Physical Education; Special Education 1.

NOTE:

1. A student may not use the same course to satisfy both general education and major requirements.
2. A co-numbered course may be used to satisfy requirements in either, but only one, of the areas to which it may be applicable.
3. Any course, except those designated as repeatable for credit, will be counted only once to satisfy general education requirements.
4. For transfer requirements, consult the catalog and/or a counselor.

Moorpark College offers designated Associate in Science degrees in the following program areas:

- Accounting Technician
- Administration of Justice - Corrections
- Administration of Justice - Court Administration
- Administration of Justice - Law Enforcement
- Administration of Justice - Physical Evidence Technician
- Administration of Justice - Security Services
- Agronomy/Soil Science
- Alcohol Studies
- Animal Science
- Automotive Technology
- Banking and Finance
- Broadcast Engineering

Business Management
Computer Graphics - Photocomposition
Computer Graphics - Sales
Computer Graphics - Technical Representative
Court Reporting
Data Processing
Electronics Technology
Exotic Animal Training and Management
Fashion Design
Governmental Management
Graphic Design
Graphic Production
Home Economics
Industrial Supervision
Instructional Aide
Landscape Management
Marketing
Nursery Management
Photography
Real Estate
Recreation Technology
Secretarial Science - Administrative Aide
Secretarial Science - Secretarial Technician

GUIDELINES FOR ADDITIONAL DEGREES

Moorpark College will award one Associate in Arts and one or more Associate in Science degrees under the following conditions:

1. General Requirements
 - a. Students who have earned an A.A. degree at Moorpark College or another institution may earn one or more A.S. degree(s) at Moorpark College. Students who have earned an A.S. degree at Moorpark College or another institution may earn *one* A.A. degree at Moorpark College.
 - b. General education requirements earned for one degree may be applied toward other degree(s) and any deficiencies in general education must be completed.
 - c. Candidates for additional degrees must complete a minimum of 12 units of credit, in residence, at Moorpark College subsequent to the completion of requirements for the previous Associate degree. In addition, candidates must be in attendance at Moorpark College in the semester during which graduation requirements for the additional degree are completed.
2. Specific Requirements
 - a. For an Associate in Arts degree - 12 or more additional units completed in residence after the awarding of the first degree. Requires the completion of all general education units and courses required for the A.A. degree. Only one A.A. degree may be earned.
 - b. For an Associate in Science degree - 12 or more additional units to be completed in residence after the awarding of the first degree. Some or all of this 12-unit requirement will be met in completing the required units listed in the catalog for the specific major. When the completion of the specific major does not require 12 additional units, the remaining units are to be selected from the

recommended courses for the major. Completion of all general education courses required for the A.S. degree.

3. The Dean of Student Personnel Services shall be the arbiter when questions of interpretation arise concerning courses from other colleges and universities, lower division transfer requirements, major requirements, and other questions which may arise involving graduation.

CERTIFICATES OF ACHIEVEMENT

A Certificate of Achievement will be granted to any student who meets the following requirements:

- A. Units of Work - The satisfactory completion of not less than 24 units of work chosen from the designated required courses of a major within the occupational curriculums will be the basis for the awarding of a certificate.
- B. Residence Requirements - A student must complete 12 semester units in combination at Oxnard, Moorpark or Ventura College or the last six semester units at one of the three colleges. Exception: Any student seeking a Certificate of Achievement from Moorpark College may submit all course work applicable from Oxnard and/or Ventura College to be counted toward the Certificate of Achievement requirement.
- C. Scholarship Requirements - The attainment of a C (2.00) average for all work is required for a certificate.
- D. Application for Certificate - The student must file a formal written application in the Counseling Office. Work counted toward the granting of a certificate by one college cannot be used at another college for a duplicate certificate.
- E. Where there are not 24 units listed in a specific curriculum, the remaining units shall be selected from the list of approved elective courses of that occupational program area.

Moorpark College offers Certificates of Achievement in the following program areas:

Accounting Technician
Alcohol Studies
Bank Services
Business Management
Construction Design Technology
Court Reporting
Data Processing
Electronics Technician
Exotic Animal Care and Handling
Governmental Management
Industrial Supervision
Instructional Aide
Landscape Management
Marketing
Nursery Education
Nursery Management
Offset Lithography
Real Estate
Secretarial Science - Administrative Aide
Secretarial Science - Secretarial Technician

ASSOCIATE IN ARTS DEGREES

ART

Associate in Arts Degree*

This program provides students with a curriculum design that is preparatory for transfer to most universities and professional schools of art.

Required Courses:

| | | Units |
|---------|-------------------------|-------|
| Art 1A | Art History | 3 |
| Art 1B | Art History | 3 |
| Art 4A | Color and Design | 2 |
| Art 4B | Color and Design | 2 |
| Art 12A | Drawing and Composition | 3 |
| Art 12B | Drawing and Composition | 3 |

Required Optional Courses:

Select ten (10) additional units of any other art courses.

Total minimum required units — 26

Recommended Courses: Anth 2; Hist 1AB; Mus 8; Photo 1A

*See also *Associate in Science in Fashion Design*

*See also *Transfer Information — Art*

CINEMATOGRAPHY

Associate in Arts Degree*

This program is designed to offer students a comprehensive background in the field of film making. The curriculum includes scripting through actual filming with practical experiences designed for possible future employment.

Required Courses:

| | | Units |
|---------|---------------------------------|-------|
| Cine 2 | Art and Techniques of Film | 6 |
| Cine 3A | Advanced Cinematic Production I | 3 |

Required Optional Courses:

Select nine (9) units from the following courses:

| | | |
|--|-------------------------------|---|
| Cine 1 | History of the Motion Picture | 3 |
| Cine 10 | Main Currents in World Cinema | 3 |
| Cine 11A | Masterpieces of World Cinema | 3 |
| Cine 11B | Masterpieces of World Cinema | 3 |
| Select three (3) units from the following courses: | | |
| Cine 15 | Introductory Animation | 4 |
| Photo 1A | Beginning Photography | 3 |

Total minimum required units — 21

*See also *Transfer Information — Film Studies*

EARLY CHILDHOOD DEVELOPMENT

Associate in Arts Degree*

This program offers comprehensive training of teachers and aides for work with young children in Nursery School settings. Career opportunities for both full and part-time work are increasing and are available to both men and women.

| Required Courses: | | Units |
|--------------------------|---|--------------|
| ECD 30A | Child Growth and Development I | 3 |
| ECD 38 | Observation in the Nursery School | 3 |
| ECD 39A | Supervised Participation in the Nursery School | 3 |
| ECD 39B | Supervised Field Experience in the Nursery School | 3 |
| ECD 40 | Child, Family and Community | 3 |
| ECD 41 | Nursery School Programs | 3 |
| ECD 43 | Parent, Teacher Communications and Conferencing | 3 |
| HS 5 | Safety and First Aid | 2 |

Required Optional Courses:

Select six (6) units from the following courses:

| | | |
|--------|----------------------------------|---|
| ECD 51 | Music in the Nursery School | 3 |
| ECD 52 | Art in the Nursery School | 3 |
| ECD 53 | Science in the Nursery School | 3 |
| ECD 54 | Literature in the Nursery School | 3 |

Select one (1) of the following courses:

| | | |
|----------|---|---|
| Psych 1A | Introduction to Psychology | 3 |
| Psych 3 | Psychology of Interpersonal Relationships | 3 |

Total minimum required units — 32

**See also Certificate Program for Nursery Education*

**See also Transfer Information — Child Development*

GEOLOGY

Associate in Arts Degree*

This program is designed to emphasize the background and education necessary to transfer to most universities and colleges preparatory to a professional career in the geological sciences.

| Required Courses: | | Units |
|--------------------------|--------------------------|--------------|
| Geol 1 | Rocks, Minerals and Maps | 3 |
| Geol 2 | Physical Geology | 3 |
| Geol 3 | Historical Geology | 3 |
| Geol 4 | Mineralogy-Petrology | 3 |

Required Optional Courses:

Select six (6) units from any geology, physics or chemistry courses.

Total minimum required units — 18

**See also Transfer Information — Geological Sciences*

MUSIC

Associate in Arts Degree*

This program is designed for the students interested in specializing in music education leading to transfer to most universities and/or a professional career in music.**

| Required Courses: | | Units |
|--------------------------|------------------------------|--------------|
| Mus 2A | Music Theory | 4 |
| Mus 2B | Music Theory | 4 |
| Mus 9A | Music History and Literature | 3 |
| Mus 9B | Music History and Literature | 3 |

| | | |
|---------|------------------------|---|
| Mus 25A | Piano for Music Majors | 2 |
| Mus 25B | Piano for Music Majors | 2 |

Required Optional Courses:

Select four (4) units from the following courses which may be repeated for credit:

| | | |
|---------|------------------------------|---|
| Mus 10 | Concert Choir | 2 |
| Mus 11 | Chamber Choir | 1 |
| Mus 12 | Vocal Ensemble | 2 |
| Mus 15 | Orchestra | 1 |
| Mus 18A | Beginning Jazz/Rock Ensemble | 2 |
| Mus 18B | Advanced Jazz/Rock Ensemble | 2 |
| Mus 19 | Instrumental Music Workshop | 1 |
| Mus 20 | Piano Ensemble | 2 |
| Mus 26 | Baroque Consort | 1 |

Total minimum required units — 22

**See also Transfer Information — Music*

***All students are encouraged to enroll in at least one performance class each semester.*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

TELECOMMUNICATIONS

Associate in Arts Degree*

This program offers a comprehensive curriculum that provides students with basic knowledge of broadcasting. In addition, introductory specialization is available in such fields as broadcast journalism, production, creative/performance and advertising/sales management.

Required Courses:

| | | Units |
|----------|------------------------------------|--------------|
| Cine 1 | History of the Motion Picture | 3 |
| Photo 1A | Beginning Photography | 3 |
| TC 1 | Mass Comm.: Intro. to Broadcasting | 3 |
| TC 2 | Broadcast Studio Operation | 3 |
| TC 8 | Voice and Diction | 3 |

Required Optional Courses:

Select nine (9) units from one of the following areas of specialization:

Area A

| | | |
|----------|------------------------------|---|
| Journ 15 | Investigative Report Writing | 3 |
| TC 5 | Radio-Television Writing | 3 |
| TC 12 | Broadcast Journalism | 3 |

Area B

| | | |
|-------|--|---|
| TC 3A | Television Production Workshop | 3 |
| TC 3B | Remote Television Production Workshop | 3 |
| TC 4A | Television Directing and Editing | 3 |
| TC 7 | Radio Production Workshop | 3 |
| TC 14 | Scenic Design, Special Effects for TV and Film | 3 |
| TC 17 | Directing Experimental Television | 3 |

Area C

| | | |
|-------|----------------------------------|---|
| TC 3A | Television Production Workshop | 3 |
| TC 4A | Television Directing and Editing | 3 |
| TC 4B | Remote Telecasting | 3 |
| TC 5 | Radio-Television Writing | 3 |

| | | |
|--|------------------------|---|
| TC 9 | Acting for Film and TV | 3 |
| Area D | | |
| Bus 36 | Retail Merchandising | 3 |
| Bus 37 | Marketing | 3 |
| Bus 38 | Advertising | 3 |
| TC 19 | Broadcast Advertising | 3 |
| Total minimum required units — 24 | | |

**See also Associate in Science in Broadcast Engineering*

**See also Transfer Information — Radio - Television - Broadcasting*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

THEATRE ARTS - ACTING

Associate in Arts Degree*

This program is designed to emphasize skills required for acting in those desiring to transfer to a university or college or to seek to enter the acting profession.

| Required Courses: | | Units |
|--------------------------|-----------------------------------|--------------|
| ThA 1 | Introduction to the Theatre | 3 |
| ThA 2A | Fundamentals of Acting | 3.5 |
| ThA 3 | Voice and Diction | 3 |
| ThA 10A | Rehearsal and Performance | 2 |
| ThA 10B | Rehearsal and Performance | 2 |
| ThA 26 | Theatrical Make-up, Art and Craft | 3 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|--------|------------------------|---|
| ThA 4A | History of the Theatre | 3 |
| ThA 4B | History of the Theatre | 3 |

Select one (1) of the following courses:

| | | |
|--------|-------------------------|-----|
| ThA 2B | Fundamentals of Acting | 3.5 |
| ThA 14 | Acting - Summer Theatre | 3 |

Total minimum required units — 22.5

Recommended Courses: Mus 13A; ThA 10C, 10D, 23, 24 and 25

**See also Associate in Arts in Theatre Arts - Directing*

**See also Transfer Information — Theatre Arts*

THEATRE ARTS - DIRECTING

Associate in Arts Degree*

This program is designed to emphasize skills required for directing in those desiring to transfer to a university or college or to seek to enter the directing profession.

| Required Courses: | | Units |
|--------------------------|-----------------------------|--------------|
| ThA 1 | Introduction to the Theatre | 3 |
| ThA 2A | Fundamentals of Acting | 3.5 |
| ThA 3 | Voice and Diction | 3 |
| ThA 4A | History of the Theatre | 3 |
| ThA 4B | History of the Theatre | 3 |
| ThA 10A | Rehearsal and Performance | 2 |

| | | |
|---------|-------------------------------|---|
| ThA 10B | Rehearsal and Performance | 2 |
| ThA 15 | Stage Direction | 3 |
| ThA 25 | Scene Design and Construction | 3 |

Total minimum required units — 25.5

Recommended Courses: ThA 10C, 10D, 23, 24, and 26

**See also Associate in Arts in Theatre Arts - Acting*

**See also Transfer Information — Theatre Arts*

OCCUPATIONAL CURRICULA

On the following pages are the curricula patterns showing courses in the major which prepare students for Associate in Arts Degrees, Associate in Science Degrees, and Certificates of Achievement in designated occupational areas at Moorpark College.

ASSOCIATE IN SCIENCE DEGREES

ACCOUNTING TECHNICIAN

Associate in Science Degree*

This program is designed to provide comprehensive training that will enable students to enter accounts clerk positions in industry and government. It is also designed to permit employed persons to gain skills leading to promotions in the accounting field.

Required Courses:

| | Units | |
|-----------|--|-----|
| Bus 1A | Accounting Principles I | 3 |
| Bus 1B | Accounting Principles II | 3 |
| Bus 6 | Accounting Forms and Procedures | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 33A | Business Law I | 3 |
| Bus 39 | Business Communications | 3 |
| Con Ed 7 | Income Tax Law | 2 |
| DP 1 | Introduction to Data Processing | 3 |
| Sec Sc 2B | Calculating Machines | 1 |
| Sec Sc 10 | Individualized Typing Laboratory | 1.5 |

Total minimum required units — 28.5

**See also Certificate Program for Accounting Technician*

**See also Transfer Information — Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

ADMINISTRATION OF JUSTICE - CORRECTIONS

Associate in Science Degree*

This program is designed to meet the continuing need for law enforcement specialists in the field of corrections.

Required Courses:

| | Units | |
|------|---|---|
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Concepts of Criminal Law | 3 |
| AJ 3 | Community Relations | 3 |

| | | |
|------|---|---|
| AJ 4 | Legal Aspects of Evidence | 3 |
| AJ 5 | Principles and Procedures of the Justice System | 3 |

Required Optional Courses:

Select nine (9) units from the following courses:

| | | |
|-------|---|---|
| AJ 41 | Introduction to Probation, Parole and Corrections | 3 |
| AJ 42 | Affecting Human Behavior | 3 |
| AJ 43 | Interviewing, Counseling and Tutoring | 3 |
| AJ 44 | Techniques of Group Counseling | 3 |
| AJ 45 | Fundamentals of Crime and Delinquency | 3 |
| AJ 46 | Institutional and Field Services | 3 |

Total minimum required units — 24

Suggested Course Sequence:

| First Semester | | Third Semester | |
|------------------------|---|---|--|
| AJ 1 | 3 | Select six (6) units from required optional courses | |
| AJ 2 | 3 | | |
| AJ 3 | 3 | | |
| | 9 | | |
| Second Semester | | Fourth Semester | |
| AJ 4 | 3 | Select three (3) units from required optional courses | |
| AJ 5 | 3 | | |
| | 6 | | |

*See also Associate in Science in Administration of Justice - Court Administration, Law Enforcement, Physical Evidence Technician, or Security Services

* See also Transfer Information — Administration of Justice

ADMINISTRATION OF JUSTICE - COURT ADMINISTRATION

Associate in Science Degree*

This program is designed for students interested in law enforcement occupations and seeking a specialization in working within the judicial system.

Required Courses:

| | | Units |
|-------|---|--------------|
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Concepts of Criminal Law | 3 |
| AJ 3 | Community Relations | 3 |
| AJ 4 | Legal Aspects of Evidence | 3 |
| AJ 5 | Principles and Procedures of the Justice System | 3 |
| AJ 27 | Civil Duties and Procedures | 3 |
| AJ 28 | Court Administration | 3 |
| AJ 29 | Judicial Processes | 3 |

Total minimum required units — 24

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------------|---|-----------------------|---|
| AJ 1 | 3 | AJ 27 | 3 |
| AJ 2 | 3 | | |
| AJ 3 | 3 | | |
| | 9 | | 3 |

| Second Semester | | Fourth Semester | |
|-----------------|---|-----------------|---|
| AJ 4 | 3 | AJ 28 | 3 |
| AJ 5 | 3 | AJ 29 | 3 |
| | 6 | | 6 |

**See also Associate in Science in Administration of Justice - Corrections, Law Enforcement, Physical Evidence Technician, or Security Services*

**See also Transfer Information — Administration of Justice*

ADMINISTRATION OF JUSTICE - LAW ENFORCEMENT

Associate in Science Degree*

This program offers training of students in the varied aspects of law enforcement work. Background is provided for those interested in being recruited by law enforcement agencies as well as upgrading of skills for those already employed in law enforcement.

| Required Courses: | Units |
|--|-------|
| AJ 1 Introduction to Administration of Justice | 3 |
| AJ 2 Concepts of Criminal Law | 3 |
| AJ 3 Community Relations | 3 |
| AJ 4 Legal Aspects of Evidence | 3 |
| AJ 5 Principles and Procedures of the Justice System | 3 |

Required Optional Courses:

Select nine (9) units from the following courses:

| | |
|---|---|
| AJ 9 Firearms | 1 |
| AJ 10 Patrol Procedures | 3 |
| AJ 11 Criminal Investigation | 3 |
| AJ 12 Defense Tactics | 1 |
| AJ 13 Traffic Control and Investigation | 3 |
| AJ 14 Juvenile Procedure | 3 |
| AJ 16 Constitutional Law for Police | 3 |
| AJ 18 Narcotics Investigation | 3 |
| AJ 19 Vice Control | 3 |
| AJ 20 Police Administration | 3 |

Total minimum required units — 24

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------|---|---|--|
| AJ 1 | 3 | Select 6 units from required optional courses | |
| AJ 2 | 3 | | |
| AJ 3 | 3 | | |
| | 9 | | |
| Second Semester | | Fourth Semester | |
| AJ 4 | 3 | Select 3 units from required optional courses | |
| AJ 5 | 3 | | |
| | 6 | | |

**See also Associate in Science in Administration of Justice - Corrections, Court Administration, Physical Evidence Technician, or Security Services*

**See also Transfer Information — Administration of Justice*

ADMINISTRATION OF JUSTICE - PHYSICAL EVIDENCE TECHNICIAN

Associate in Science Degree*

This program is designed for those students interested in specialization in skills of scientific methods of criminal detection.

| Required Courses: | | Units |
|--------------------------|---|--------------|
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Concepts of Criminal Law | 3 |
| AJ 3 | Community Relations | 3 |
| AJ 4 | Legal Aspects of Evidence | 3 |
| AJ 5 | Principles and Procedures of the Justice System | 3 |
| AJ 11 | Criminal Investigation | 3 |
| AJ 23 | Physical Evidence | 3 |
| AJ 24 | Evidence Photography | 3 |
| AJ 25 | Evidence and the Laboratory | 3 |

Total minimum required units — 27

Suggested Course Sequence:

| First Semester | | Third Semester | |
|------------------------|---|------------------------|---|
| AJ 1 | 3 | AJ 23 | 3 |
| AJ 2 | 3 | AJ 24 | 3 |
| AJ 3 | 3 | | — |
| | — | | 6 |
| | 9 | | |
| Second Semester | | Fourth Semester | |
| AJ 4 | 3 | AJ 25 | 3 |
| AJ 5 | 3 | | — |
| AJ 11 | 3 | | 3 |
| | — | | |
| | 9 | | |

*See also *Associate in Science in Administration of Justice - Corrections, Court Administration, Law Enforcement, or Security Services*

*See also *Transfer Information — Administration of Justice*

ADMINISTRATION OF JUSTICE - SECURITY SERVICES

Associate in Science Degree*

This program provides training for those students interested in employment in security services work for the private sector.

| Required Courses: | | Units |
|--------------------------|---|--------------|
| AJ 1 | Introduction to Administration of Justice | 3 |
| AJ 2 | Concepts of Criminal Law | 3 |
| AJ 3 | Community Relations | 3 |
| AJ 4 | Legal Aspects of Evidence | 3 |
| AJ 5 | Principles and Procedures of the Justice System | 3 |
| AJ 33 | Security Services System | 3 |
| AJ 34 | Business and Retail Security | 3 |
| AJ 35 | Industrial Security | 3 |

Total minimum required units — 24

Suggested Course Sequence:

| First Semester | | | Third Semester | |
|------------------------|-------|-------|------------------------|-------|
| AJ 1 | 3 | AJ 34 | | 3 |
| AJ 2 | 3 | | | 3 |
| AJ 3 | 3 | | | 3 |
| | <hr/> | | | <hr/> |
| | 9 | | | |
| Second Semester | | | Fourth Semester | |
| AJ 4 | 3 | AJ 35 | | 3 |
| AJ 5 | 3 | | | 3 |
| AJ 33 | 3 | | | 3 |
| | <hr/> | | | <hr/> |
| | 9 | | | |

*See also Associate in Science in Administration of Justice - Corrections, Court Administration, Law Enforcement, or Physical Evidence Technician
 *See also Transfer Information — Administration of Justice

AGRONOMY/SOIL SCIENCE

Associate in Science Degree*

This curriculum prepares graduates for employment in professional positions in agronomic and horticultural production, quality control and inspection, and sales and service areas.

Required Courses:

Units

| | | |
|---------|---------------------------------|---|
| AB 2 | Record Keeping | 3 |
| Ag 21 | Soils | 3 |
| Ag 23A | Special Projects in Agriculture | 3 |
| Ag 23B | Special Projects in Agriculture | 3 |
| Agron 1 | Introduction to Agronomy | 3 |
| Agron 2 | Vegetable Crop Production | 3 |
| Ent 1 | Economic Entomology | 3 |
| LH 2 | Plant Structure | 3 |

Total minimum required units — 24

Recommended Courses: AB 1; Ag 10; LH 1, 28, 29

Suggested Course Sequence:

| First Semester | | | Third Semester | |
|-----------------------|-------|--------|-----------------------|-------|
| Agron 1 | 3 | LH 2 | | 3 |
| Ag 23A | 3 | Ag 23B | | 3 |
| | <hr/> | | | <hr/> |
| | 6 | | | 6 |

| Second Semester | | Fourth Semester | |
|-----------------|---|-----------------|---|
| AB 2 | 3 | Ent 1 | 3 |
| Ag 21 | 3 | Agron 2 | 3 |
| | 6 | | 6 |

Include recommended courses where possible.

*See also Transfer Information — Soil Science

ALCOHOL STUDIES*

Associate in Science Degree**

This program has been designed in cooperation with various community agencies throughout Ventura County and at Ventura and Oxnard Colleges. It offers both general information on the abuse and misuse of alcohol and a training program for students interested in working in the field of alcohol abuse service.

| Required Courses: | Units |
|--|-------|
| AS 1 Introduction to Alcohol Studies | 3 |
| AS 2 Techniques of Counseling | 3 |
| AS 3 The Pharmacology of Drug Abuse | 3 |
| AS 4 Field Experience in Alcohol Studies | 3 |

Required Optional Courses:

Select twelve (12) units from the following courses:

| | |
|---|-----|
| AS 60A-Z Topics in Alcohol Studies | 1-3 |
| Ch St 2 Chicano Culture | 3 |
| Psych 3 Psychology of Interpersonal Relationships | 3 |
| Soc 2 Social Problems | 3 |
| Urban 1A Contemporary Urban Issues | 3 |
| Urban 1B Contemporary Urban Issues | 3 |
| Urban 42 Affecting Human Behavior | 3 |

Total minimum required units — 24

Recommended Courses: Biol 1; Spn 32ABC

*Formerly Substance Abuse

**See also Certificate Program for Alcohol Studies

Any student who has partially completed the requirements of this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

ANIMAL SCIENCE

Associate in Science Degree*

This program provides training in the selection, care, development and marketing of commercial animals for sale. Current employment opportunities exist in such fields as livestock grower, horse trainer and meat wholesaler.

| Required Courses: | Units |
|--|-------|
| Ag 21 Soils | 3 |
| Ag 23A Special Projects in Agriculture | 3 |
| Ag 23B Special Projects in Agriculture | 3 |
| AH 1 Introductory Animal Husbandry | 3 |
| AH 2 Feeds and Feeding | 3 |
| AH 5 Horse Husbandry I | 3 |

| | | |
|-------|------------------------------|---|
| AH 6 | Horse Husbandry II | 3 |
| AH 10 | Animal Health and Sanitation | 3 |

Total minimum required units — 24

Recommended Course: AB 2

**See also Transfer Information — Animal Science*

AUTOMOTIVE TECHNOLOGY

Associate in Science Degree

This program is designed to provide students with necessary skills and knowledge for entry-level employment in the automotive repair business. Open entry/open exit "working shop" laboratory offers practical experience supplemented with related lecture material.

| | |
|----------------------------|--------------|
| Required Courses: | Units |
| Bus 4 Business Mathematics | 3 |

Required Optional Courses:

Select a minimum of four (4) units from each of the following open-lab courses. A 20-unit minimum is required from the four (4) course areas:

| | | |
|--------|--------------------------------|------|
| Auto 5 | Automotive Engine Repair | 4-10 |
| Auto 6 | Brakes and Front-end Repair | 4-10 |
| Auto 7 | Automotive Transmission Repair | 4-10 |
| Auto 8 | Automotive Tune-up | 4-10 |

Select one (1) of the following courses:

| | | |
|--------|-------------------------|---|
| Bus 28 | Business English | 3 |
| Bus 39 | Business Communications | 3 |

Total minimum required units — 26

BANKING AND FINANCE

Associate in Science Degree*

This program is designed for students interested in careers in banking. The Moorpark College curriculum is cooperatively coordinated with the American Institute of Banking as serves both those seeking future employment and those already employed in the banking industry.

| | |
|--|--------------|
| Required Courses: | Units |
| Bus 1A Accounting Principles I | 3 |
| Bus 33A Business Law I | 3 |
| Bus 39 Business Communications | 3 |
| Bus 50 Elements of Supervision | 3 |
| Bus 70 Principles of Bank Operation | 3 |
| Bus 75 Basic Elements of Money and Banking | 3 |
| Bus 76 Bank Marketing and Public Relations | 3 |
| Econ 1 Principles of Micro-Economics | 3 |
| Econ 2 Principles of Macro-Economics | 3 |

Total minimum required units — 27

Recommended Courses: Bus 71, 72; Math 12; Soc 8

**See also Certificate Program for Bank Services*

**See also Transfer Information — Business Administration*

BROADCAST ENGINEERING

Associate in Science Degree*

This program is designed for the student interested in the technical aspects of the radio and television industry. Basic training for incoming radio and TV engineers is provided.

| Required Courses: | Units | |
|--------------------------|---|---|
| EL 5A | Basic Electricity | 3 |
| EL 10A | Electronics Drafting I | 3 |
| TC 2 | Broadcast Studio Operation | 3 |
| TC 6A | Basic Electronics for FCC Licensing | 3 |
| TC 6B | Basic Electronic Circuits for FCC Licensing | 3 |
| TC 11 | Radio Station Engineering/Maintenance | 3 |
| TC 18A | Music and Sound Recording | 3 |
| VWE 49 | Vocational Work Experience - Telecommunications | 4 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|-------|--------------------------------|---|
| TC 3A | Television Production Workshop | 3 |
| TC 3B | Remote TV Production Workshop | 3 |

Total minimum required units — 28

Recommended Courses: Chem 12; EL 15, 20ABCD, 28A; Ph 2AB; TC 1, 4AB

Suggested Course Sequence:

| First Semester | | Third Semester | |
|------------------------|---|------------------------|---|
| TC 2 | 3 | TC 11 | 3 |
| EL 5A | 3 | TC 18A | 3 |
| | 6 | | 6 |
| Second Semester | | Fourth Semester | |
| TC 3A or TC 3B | 3 | EL 10A | 3 |
| TC 6A | 3 | VWE 49 | 4 |
| TC 6B | 3 | | 7 |
| | 9 | | |

*See also Associate in Arts in Telecommunications

*See also Transfer Information — Radio - Television - Broadcasting

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

BUSINESS MANAGEMENT

Associate in Science Degree*

This program is designed to provide students with the job skills necessary for performance in management positions in business or industry.

| Required Courses: | Units | |
|--------------------------|--|---|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 33A | Business Law I | 3 |
| Bus 37 | Marketing | 3 |
| Bus 39 | Business Communications | 3 |
| Bus 50 | Elements of Supervision | 3 |

| | | |
|--------|---------------------------------|---|
| Bus 51 | Personnel Management | 3 |
| DP 1 | Introduction to Data Processing | 3 |

Total minimum required units — 24

Recommended Courses: Bus 3, 4, 56; Psych 3; Soc 8

**See also Certificate Program for Business Management*

**See also Transfer Information — Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

COMPUTER GRAPHICS - PHOTOCOMPOSITION

Associate in Science Degree*

This program is designed for the student with background in both data processing and graphics who is interested in training for the new photocomposition aspect of the graphics industry.

Required Courses:

Units

| | | |
|-------|--|---|
| DP 1 | Introduction to Data Processing | 3 |
| DP 4A | Computer Programming I: COBOL | 3 |
| DP 5 | Computer Programming BAL | 3 |
| DP 8A | Operating Systems | 3 |
| DP 18 | Computer Programming - FORTRAN | 3 |
| GC 1 | Introduction to Graphic Communications | 3 |
| GC 3A | Copy Preparation - Photocomposition | 3 |
| GC 3B | Advanced Copy Preparation - Photocomposition | 3 |
| GC 4 | Layout and Design Techniques | 3 |

Total minimum required units — 27

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------|---|-----------------|---|
| DP 1 | 3 | DP 5 | 3 |
| GC 1 | 3 | GC 3A | 3 |
| | — | | — |
| | 6 | | 6 |
| Second Semester | | Fourth Semester | |
| DP 4A | 3 | DP 8A | 3 |
| GC 4 | 3 | DP 18 | 3 |
| | — | GC 3B | 3 |
| | 6 | | — |
| | | | 9 |

**See also Associate in Science in Computer Graphics - Sales or Computer Graphics - Technical Representative*

**See also Transfer Information — Data Processing and Graphic Communications*

COMPUTER GRAPHICS - SALES

Associate in Science Degree*

This program is designed for the student with a math and data processing background interested in training with graphics applications. Emphasis here is also upon sales experience to qualify for employment in the rapidly-expanding computer graphics industry.

| Required Courses: | | Units |
|--------------------------|--|--------------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 35 | Salesmanship | 3 |
| Bus 37 | Marketing | 3 |
| DP 1 | Introduction to Data Processing | 3 |
| DP 4A | Computer Programming I: COBOL | 3 |
| GC 1 | Introduction to Graphic Communications | 3 |
| GC 3A | Copy Preparation - Photocomposition | 3 |
| GC 4 | Layout and Design Techniques | 3 |
| GC 11A | Process Camera | 3 |

Total minimum required units — 27

Suggested Course Sequence:

| First Semester | | Third Semester | |
|------------------------|---|------------------------|---|
| Bus 30 | 3 | Bus 35 | 3 |
| DP 1 | 3 | GC 3A | 3 |
| GC 1 | 3 | GC 11A | 3 |
| | 9 | | 9 |
| Second Semester | | Fourth Semester | |
| DP 4A | 3 | Bus 37 | 3 |
| GC 4 | 3 | | 3 |
| | 6 | | 3 |

**See also Associate in Science in Computer Graphics - Photocomposition or Computer Graphics - Technical Representative*

**See also Transfer Information — Data Processing and Graphic Communications*

COMPUTER GRAPHICS - TECHNICAL REPRESENTATIVE

Associate in Science Degree*

This program is designed for the data processing student with an interest in the growing computer graphics industry. Opportunities exist for those who would specialize in the technical aspects of this emerging field.

| Required Courses: | | Units |
|--------------------------|--|--------------|
| DP 1 | Introduction to Data Processing | 3 |
| DP 5 | Computer Programming BAL | 3 |
| DP 8A | Operating Systems | 3 |
| DP 8B | Data Management | 1.5 |
| EL 20A | Basic Electronics: DC | 4 |
| EL 20B | Basic Electronics: AC | 4 |
| EL 20C | Solid State Devices | 5 |
| GC 1 | Introduction to Graphic Communications | 3 |
| GC 3A | Copy Preparation - Photocomposition | 3 |

Total minimum required units — 29.5

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------------|---|-----------------------|-----|
| DP 1 | 3 | DP 5 | 3 |
| GC 1 | 3 | DP 8B | 1.5 |
| | 6 | EL 20B | 4 |
| | | | 8.5 |

Second Semester**Fourth Semester**DP 8A
EL 20A3 EL 20C
4 GC 3A5
3

7

8

**See also Associate in Science in Computer Graphics - Photocompositon or Computer Graphics - Sales*

**See also Transfer Information — Data Processing and Graphic Communications*

COURT REPORTING**Associate in Science Degree***

This program, as well as fulfilling all requirements for the Certificate in Court Reporting, includes completion of some of the general education requirements for the Associate Degree. The program is designed to provide students with skills for working as court reporters, as well as related areas requiring stenotype professions.

Special Notes:

- (1) Admission is open to all interested students. However, an English entrance examination is required prior to entrance into the program. In addition, students will be required to satisfy prerequisites before being admitted to certain courses.
- (2) The course work below complies with the basic standards formulated by the Certified Shorthand Reporters Board (CSR) of the State of California as being essential for students' training prior to taking the State examination to become a Certified Shorthand Reporter.
- (3) Please refer to Certificate of Achievement for recommendation on sequence of courses.

Required Courses:**Units**

| | | |
|--------------|---------------------------------|-----|
| Bus 28 | Business English | 3 |
| Bus 33A | Business Law I | 3 |
| CR 1 | Beginning Stenotypy | 4 |
| CR 2 | Machine Shorthand Workshop I | 8 |
| CR 3 | Machine Shorthand Workshop II | 8 |
| CR 4 | Machine Shorthand Workshop III | 8 |
| CR 5 | Machine Shorthand Workshop IV | 8 |
| CR 6 | Machine Shorthand Workshop V | 8 |
| CR 15 | Punctuation for Court Reporters | 1 |
| CR 16 | Spelling for Court Reporters | 1 |
| CR 20 | Anatomy for Court Reporters | 5 |
| CR 25A | Law for Court Reporters I | 3 |
| CR 25B | Law for Court Reporters II | 3 |
| CR 30 | Court Reporting Techniques I | 3 |
| CR 31 *** | Court Reporting Techniques II | 1 |
| Read 2 | Word Power | 3 |
| Sec Sc 13A** | Intermediate Typing I | 1.5 |
| Sec Sc 13B** | Intermediate Typing II | 1.5 |
| Sec Sc 30A | Medical Terminology I | 1.5 |
| Sec Sc 30B | Medical Terminology II | 1.5 |
| Sec Sc 31 | Legal Terminology | 1.5 |

Required Optional Courses:

Select one (1) of the following courses:

Engl 1A Composition and Literature 3

Engl 3X Writing Skills 3

Select one (1) of the following courses:

Read 1A Basic Reading Skills 3

Read 4A Techniques of Reading 3

Total minimum required units — 83.5

Students may satisfy the requirements for CR 1, CR 2, Sec Sc I3A/B by passing an examination in typing and an examination in machine shorthand. Students may enroll in any other course in machine shorthand by producing evidence from a recognized school of court reporting that they have attained the required speed of the course in which they wish to enroll.

*See also Certificate Program for Court Reporting

**May be waived if student shows evidence of ability to type 60 wpm.

***Students are eligible to enroll in CR 31 internship program when writing 190 wpm and above.

DATA PROCESSING**Associate in Science Degree***

This program is designed for students interested in employment in business and industry using computer applications. Emphasis is placed upon business data processing for training entry-level programmers and related management personnel.

Required Courses:

| | | Units |
|--------|--|--------------|
| Bus 1A | Accounting Principles I | 3 |
| Bus 1B | Accounting Principles II | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| DP 1 | Introduction to Data Processing | 3 |
| DP 4A | Computer Programming I: COBOL | 3 |
| DP 4B | Computer Programming II: COBOL | 3 |
| DP 6 | Data Processing Systems | 3 |
| DP 9 | Computer Programming Lab | 1-1-1-1 |

Required Optional Courses:

Select one (1) of the following courses:

DP 5 Computer Programming BAL 3

DP 12 Computer Programming - PL/1 3

Select one (1) of the following courses:

DP 7A Computer Programming RPG 3

DP 18 Computer Programming - FORTRAN 3

Total minimum required units — 31**Suggested Course Sequence:**

| | First Semester | | Third Semester | |
|--------|-----------------------|---------------|-----------------------|---|
| Bus 30 | 3 | Bus 1B | | 3 |
| DP 1 | 3 | DP 5 or DP 12 | | 3 |
| DP 4A | 3 | DP 9 | | 1 |
| DP 9 | 1 | | | — |
| | — | | | 7 |
| | 10 | | | |

| | Second Semester | | Fourth Semester | |
|--------|---|----------------|------------------------|---|
| Bus 1A | 3 | DP 6 | | 3 |
| DP 4B | 3 | DP 7A or DP 18 | | 3 |
| DP 9 | 1 | DP 9 | | 1 |
| | <hr style="width: 100%; border: 0.5px solid black;"/> | | | <hr style="width: 100%; border: 0.5px solid black;"/> |
| | 7 | | | 7 |

**See also Certificate Program for Data Processing*

**See also Transfer Information — Data Processing and Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

ELECTRONICS TECHNOLOGY

Associate in Science Degree*

This program is designed to train students in the rapidly-increasing number of technological developments in the electronics industry that have created an ever greater number of job opportunities. There is a wide choice of careers for the electronics technology student, including occupations in the areas of business, industry, government and education. An open entry/open exit instructional approach is used.

Required Courses:

| | Units |
|---|--------------|
| EL 10A Electronics Drafting I | 3 |
| EL 20A Basic Electronics: DC | 4 |
| EL 20B Basic Electronics: AC | 4 |
| EL 20C Solid State Devices | 5 |
| EL 20D Digital Circuits | 5 |
| EL 28A Electronic Measurements I | 3 |

Total minimum required units — 24

Recommended Courses: EL 15; Math 6

**See also Certificate Program for Electronics Technician*

**See also Transfer Information — Electronics Technology*

EXOTIC ANIMAL TRAINING AND MANAGEMENT

Associate in Science Degree*

This program offers a program of training for students interested in entering the expanding world of animal training and related employment. The rapid development of recreational animal parks, ecologically oriented zoos and animal entertainment centers presents many career options to graduates of this curriculum.

Required Courses:

| | Units |
|--|--------------|
| EATM 1 Biology of Exotic Animals | 3 |
| EATM 2A Exotic Animal Behavior | 1.5 |
| EATM 2B Exotic Animal Nutrition | 1.5 |
| EATM 3A Operant Conditioning | 1.5 |
| EATM 3B Elementary Veterinary Practice | 1.5 |
| EATM 11A Exotic Animal Care and Handling | 2 |
| EATM 11B Exotic Animal Care and Handling | 2 |
| EATM 12 Animal Park Planning and Design | 3 |
| EATM 13A Exotic Animal Management and Supervision | 2 |
| EATM 13B Exotic Animal Management and Supervision | 2 |

| | | |
|----------|------------------------------------|---|
| EATM 21 | Exotic Animal Training | 3 |
| EATM 23 | Laboratory Animal Techniques | 4 |
| EATM 31 | Theatrical Aspects of Animal Parks | 2 |
| EATM 32 | Public Relations in Animal Parks | 2 |
| EATM 33 | Administration in Animal Parks | 2 |
| EATM 40A | Field Experience in EATM | 3 |
| EATM 40B | Field Experience in EATM | 3 |

Total minimum required units — 39

Recommended Courses: AH 8A; Biol 1; Engl 3; Geog 1; HS 1, 5; Psych 1A

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------|-----|-----------------|---|
| EATM 1 | 3 | EATM 13A** | 2 |
| EATM 2A | 1.5 | EATM 21** | 3 |
| EATM 2B | 1.5 | EATM 40B | 1 |
| EATM 11A | 2 | | — |
| EATM 32 | 2 | | 6 |
| | — | | |
| | 10 | | |
| Second Semester | | Fourth Semester | |
| EATM 3A | 1.5 | EATM 12 | 3 |
| EATM 3B | 1.5 | EATM 13B | 2 |
| EATM 11B | 2 | EATM 33 | 2 |
| EATM 23 | 4 | EATM 40B | 2 |
| EATM 31 | 2 | | — |
| EATM 40A | 3 | | 9 |
| | — | | |
| | 14 | | |

**See also Certificate Program for Exotic Animal Care and Handling*

***These courses must be taken concurrently*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

FASHION DESIGN

Associate in Science Degree*

This program offers students opportunity to train for employment as designers in the rapidly-growing California fashion industry. Emphasis is upon developing design solutions to problems.

| Required Courses: | | Units |
|-------------------|--|-------|
| Art 4A | Color and Design | 2 |
| Art 12A | Drawing and Composition | 3 |
| Art 45A | Beginning Illustration | 2 |
| Art 45B | Beginning Illustration | 2 |
| GC 1 | Introduction to Graphic Communications | 3 |
| HE 31 | Textiles | 3 |
| HE 32 | Clothing Construction | 3 |
| HE 35 | Flat Pattern Design | 3 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|--------|-------------|---|
| Art 1A | Art History | 3 |
| Art 1B | Art History | 3 |

Required Courses to be Introduced in Spring 1978:

| | |
|----------------|---|
| Textile Design | 3 |
| Fashion Design | 2 |
| Draping | 2 |

Total minimum required units — 31**Recommended Courses: Art 14A, 42, 44; HE 37A; Photo 1A****See also Associate in Science in Graphic Design or Associate in Arts in Art***See also Transfer Information — Art and Home Economics***GOVERNMENTAL MANAGEMENT****Associate in Science Degree***

This program is designed for the dual purpose of both entry-level skills training and advancement on-the-job in the area of local government management positions.

| Required Courses: | | Units |
|--------------------------|---|--------------|
| Econ 1 | Principles of Micro-Economics | 3 |
| Engl 1A | Composition and Literature | 3 |
| GM 1 | Introduction to Government Administration | 3 |
| GM 2 | State and Local Governmental Management | 3 |
| GM 3 | Introduction to Human Services | 3 |
| GM 4 | Urban Planning Practices | 3 |
| GM 6 | Elements of Government Finance | 3 |
| GM 48 | Governmental Management Practicum | 1-3 |
| Urban 1A | Contemporary Urban Issues | 3 |
| Urban 1B | Contemporary Urban Issues | 3 |

Total minimum required units — 28**Recommended Courses: Env Sc 2; Hist 7B; Math 15****See also Certificate Program for Governmental Management***See also Transfer Information — Urban Studies***GRAPHIC DESIGN****Associate in Science Degree***

This program is designed for students interested in the artistic aspects of graphics. Emphasis is upon commercial art skills preparing students for employment in graphic design positions.

| Required Courses: | | Units |
|--------------------------|--|--------------|
| Art 4A | Color and Design | 2 |
| Art 12A | Drawing and Composition | 3 |
| Art 40 | Commercial Design | 3 |
| Art 41 | Lettering and Typography | 2 |
| Art 42 | Advertising Design | 2 |
| GC 1 | Introduction to Graphic Communications | 3 |
| GC 2 | Copy Preparation and Composing System | 3 |
| GC 4 | Layout and Design Techniques | 3 |
| GC 5A | Silk Screen Process | 2 |
| GC 11A | Process Camera | 3 |
| GC 11B | Advanced Process Camera | 3 |

Total minimum required units — 29

Recommended Courses: Art 1A, 1B, 2, 4B, 44; GC 3A, 31; Photo 1A

Suggested Course Sequence:

| First Semester | | Third Semester | |
|------------------------|-------|------------------------|-------|
| Art 4A | 2 | Art 41 | 2 |
| Art 12A | 3 | GC 11A | 3 |
| GC 1 | 3 | | <hr/> |
| | <hr/> | | 5 |
| | 8 | | |
| Second Semester | | Fourth Semester | |
| Art 40 | 3 | Art 42 | 2 |
| GC 2 | 3 | GC 5A | 2 |
| GC 4 | 3 | GC 11B | 3 |
| | <hr/> | | <hr/> |
| | 9 | | 7 |

**See also Associate in Science in Fashion Design*

**See also Transfer Information — Art and Graphic Communications*

GRAPHIC PRODUCTION

Associate in Science Degree*

This program offers students training for employment in the field of graphic communications. Emphasis here is upon production skills in composing, camera, lithography and bindery operations.

Required Courses:

| | Units |
|---|--------------|
| GC 1 Introduction to Graphic Communications | 3 |
| GC 2 Copy Preparation/Composing Systems | 3 |
| GC 4 Layout and Design Techniques | 3 |
| GC 11A Process Camera | 3 |
| GC 11B Advanced Process Camera | 3 |
| GC 21 Stripping and Platemaking | 3 |
| GC 26A Lithography | 3 |
| GC 26B Advanced Lithography | 3 |
| GC 27 Letterpress Printing | 3 |
| GC 31 Graphic Communications Lab | 1-2 |

Total minimum required units — 28

Recommended Courses: GC 3A, 5A, 11C, 32

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------------|-------|-----------------------|-------|
| GC 1 | 3 | GC 4 | 3 |
| GC 11A | 3 | GC 21 | 3 |
| GC 26A | 3 | | <hr/> |
| | <hr/> | | 6 |
| | 9 | | |

Second Semester

| | | | |
|--------|-------|-------|--|
| GC 2 | 3 | GC 27 | |
| GC 11B | 3 | GC 31 | |
| GC 26B | 3 | | |
| | <hr/> | | |
| | 9 | | |

Fourth Semester

| | |
|--|-------|
| | 3 |
| | 1-2 |
| | <hr/> |
| | 4 |

**See also Certificate Program for Offset Lithography*

**See also Transfer Information — Graphic Communications*

Any student who has partially completed the requirements for this program; as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

HOME ECONOMICS**Associate in Science Degree***

This program is designed for participation of students at many levels of home economics. Emphasis is upon providing practical skills and knowledge for attaining useful and enjoyable living styles.

Required Courses:

| | | Units |
|-------|-------------------|--------------|
| HE 5A | Interior Design I | 3 |
| HE 10 | Nutrition | 3 |
| HE 31 | Textiles | 3 |

Required Optional Courses:

Select one (1) course from each of the following areas of emphasis. In addition, select six (6) units at large from areas A, B or C.

Area A

| | | |
|-------|----------------------|---|
| HE 11 | Food Preparation | 3 |
| HE 15 | Cooking Creatively | 3 |
| HE 16 | Foreign Food Cookery | 3 |
| HE 17 | Cooking on a Budget | 3 |

Area B

| | | |
|--------|-----------------------|---|
| HE 32 | Clothing Construction | 3 |
| HE 35 | Flat Pattern Design | 3 |
| HE 37A | Tailoring I | 3 |
| HE 37B | Tailoring II | 3 |

Area C

| | | |
|---------|---------------------------------|---|
| ECD 30A | Child Growth and Development I | 3 |
| ECD 30B | Child Growth and Development II | 3 |
| Psych 4 | Child Psychology | 3 |

Total minimum required units — 24

Recommended Courses: Econ 1, 2; Env Sc 1, 2; Geog 1; Phy Sc 1; Spch 1

**See also Transfer Information — Home Economics*

INDUSTRIAL SUPERVISION**Associate in Science Degree***

This program is designed both for students wishing to qualify for opportunities in industrial supervision as well as those currently employed in an industrial supervisory position. It provides assistance to management in the development of qualified supervisors for industry.

| Required Courses: | | Units |
|--------------------------|--|--------------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 39 | Business Communications | 3 |
| Bus 50 | Elements of Supervision | 3 |
| Bus 51 | Personnel Management | 3 |
| Bus 52 | Labor Management Relations | 3 |
| Bus 54 | Human Relations for Supervisors | 3 |
| Bus 55 | Industrial Safety Procedures | 3 |
| Bus 56 | Business and Professional Speech | 3 |

Total minimum required units — 27

Recommended Courses: Bus 33A, 53; DP 1; Soc 8

**See also Certificate Program for Industrial Supervision*

**See also Transfer Information — Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

INSTRUCTIONAL AIDE

Associate in Science Degree*

This program is structured to provide students with training as aides to work in school districts with children from kindergarten through high school. Assignments range from special education, early childhood education and English as a second language to general assistance to the classroom instructor.

| Required Courses: | | Units |
|--------------------------|---|--------------|
| Ed 1 | Introduction to Education | 3 |
| Ed 7 | Instructional Materials Lab | 2 |
| Ed 10A | Instructional Skills I | 3 |
| Ed 10B | Instructional Skills II | 3 |
| Psych 3 | Psychology of Interpersonal Relationships | 3 |
| Psych 4 | Child Psychology | 3 |

Required Optional Courses:

Select nine (9) units from the following courses:

| | | |
|----------|---------------------------------------|-----|
| Ch St 2 | Chicano Culture | 3 |
| ECD 30B | Child Growth and Development II | 3 |
| Ed 60A-Z | Topics in Education | 1.5 |
| Soc 2 | Social Problems | 3 |
| Soc 8 | Minority Group Relations | 3 |
| Urban 1A | Contemporary Urban Issues | 3 |
| Urban 1B | Contemporary Urban Issues | 3 |
| Urban 42 | Affecting Human Behavior | 3 |
| Urban 43 | Interviewing, Counseling and Tutoring | 3 |

Total minimum required units — 26

**See also Certificate Program for Instructional Aide*

**See also Transfer Information — Liberal Studies*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

LANDSCAPE MANAGEMENT

Associate in Science Degree*

This program is designed to provide a background of education and experience in landscape horticulture with parallel training for the business field. Rapid growth of suburban living and recreational facilities is generating demand for employment in this field.

Required Courses:

| | | Units |
|--------|--|-------|
| Ag 21 | Soils | 3 |
| Ag 23A | Special Projects in Agriculture | 3 |
| Ag 23B | Special Projects in Agriculture | 3 |
| LH 2 | Plant Structure | 3 |
| LH 3 | Plant Propagation | 3 |
| LH 4 | Plant Identification of Ornamentals | 3 |
| LH 5 | Landscape Construction and Maintenance | 3 |
| LH 6 | Landscape Design | 3 |
| LH 25A | Turfgrass Management | 3 |
| LH 25B | Turfgrass Management | 3 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|-------|--|---|
| Ent 1 | Economic Entomology | 3 |
| LH 26 | Insects and Diseases and Their Control | 3 |

Total minimum required units — 33

Recommended Courses for the Major: AB 2; Biol 1; LH 1, 7, 23, 24, 28, 29

Suggested Course Sequence:

| First Semester | | Third Semester | |
|-----------------|---|-----------------|---|
| Ag 23A | 3 | Ag 23B | 3 |
| LH 2 | 3 | LH 25A | 3 |
| LH 6 | 3 | | |
| | — | | — |
| | 9 | | 6 |
| Second Semester | | Fourth Semester | |
| Ag 21 | 3 | LH 5 | 3 |
| LH 3 | 3 | LH 25B | 3 |
| LH 4 | 3 | LH 26 or Ent 1 | 3 |
| | — | | — |
| | 9 | | 9 |

Include Recommended Courses wherever possible.

NOTE: LH 25A and B Turfgrass Management — taught on alternate years.

*See also Certificate Program for Landscape Management

*See also Transfer Information — Ornamental Horticulture

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

MARKETING

Associate in Science Degree*

This program is designed to prepare students for opportunities in marketing occupations in business and industry. A foundation in business and economic function is provided with an understanding of specialized skills common to marketing activities.

| Required Courses: | | Units |
|--------------------------|--|--------------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 33A | Business Law I | 3 |
| Bus 35 | Salesmanship | 3 |
| Bus 36 | Retail Merchandising | 3 |
| Bus 37 | Marketing | 3 |
| Bus 38 | Advertising | 3 |
| Bus 39 | Business Communications | 3 |

Total Minimum required units — 24

Recommended Courses: Bus 3, 4, 56; DP 1; Psych 3; Soc 8

**See also Certificate Program for Marketing*

**See also Transfer Information — Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

NURSERY MANAGEMENT

Associate in Science Degree*

This program is designed for the student seeking a background and experience in landscape horticulture with an emphasis upon learning the nursery business and related business activities. The growth of suburban areas has been accompanied by growth in the nursery industry and the consequent need for more people entering the field.

| Required Courses: | | Units |
|--------------------------|-------------------------------------|--------------|
| Ag 21 | Soils | 3 |
| Ag 23A | Special Projects in Agriculture | 3 |
| Ag 23B | Special Projects in Agriculture | 3 |
| LH 1 | Introduction to Horticulture | 3 |
| LH 2 | Plant Structure | 3 |
| LH 3 | Plant Propagation | 3 |
| LH 4 | Plant Identification of Ornamentals | 3 |
| LH 6 | Landscape Design | 3 |
| LH 7 | Nursery Practice | 3 |
| LH 30 | Decorative Container Gardening | 3 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|-------|--|---|
| Ent 1 | Economic Entomology | 3 |
| LH 26 | Insects and Diseases and Their Control | 3 |

Total minimum required units — 33

Recommended Courses: AB 2; Biol 60F; LH 5, 23, 24, 28, 29

Suggested Course Sequence:

| | First Semester | 3 | Third Semester | 3 |
|------|-----------------------|---|-----------------------|---|
| LH 1 | | 3 | Ag 23A | 3 |
| LH 2 | | 3 | LH 7 | 3 |
| LH 6 | | 3 | | 3 |
| | | — | | — |
| | | 9 | | 9 |

Second Semester**Fourth Semester**

| | | | |
|-------|-------|----------------|-------|
| Ag 21 | 3 | Ag 23B | 3 |
| LH 3 | 3 | Ent 1 or LH 26 | 3 |
| LH 4 | 3 | LH 30 | 3 |
| | <hr/> | | <hr/> |
| | 9 | | 9 |

Include recommended courses wherever possible.

**See also Certificate Program for Nursery Management*

**See also Transfer Information — Ornamental Horticulture*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

PHOTOGRAPHY**Associate in Science Degree***

This program is designed for students to acquire the skills necessary to enter the very competitive profession of photography. Instruction in both black and white and color photography along with the latest equipment mastery is provided.

Required Courses:**Units**

| | | |
|-----------|------------------------------|---|
| Art 4A | Color and Design | 2 |
| GC 4 | Layout and Design Techniques | 3 |
| Photo 1A | Beginning Photography | 3 |
| Photo 1B | Intermediate Photography | 3 |
| Photo 2** | The History of Photography | 3 |
| Photo 3 | Basic Color | 3 |
| Photo 4 | Advanced Photography | 3 |
| Photo 5 | Color Printing | 3 |
| Photo 8 | Basic Photo-Journalism | 3 |

Total minimum required units — 26**Recommended Courses: Art 1A, 1B, 4B, 12A, 12B; Cine 1, 2****Suggested Course Sequence:****First Semester****Third Semester**

| | | | |
|----------|-------|---------|-------|
| Art 4A | 2 | Photo 3 | 3 |
| Photo 1A | 3 | Photo 8 | 3 |
| | <hr/> | | <hr/> |
| | 5 | | 6 |

Second Semester**Fourth Semester**

| | | | |
|-----------|-------|---------|-------|
| Photo 1B | 3 | GC 4 | 3 |
| Photo 2** | 3 | Photo 4 | 3 |
| | <hr/> | Photo 5 | 3 |
| | 6 | | <hr/> |
| | | | 9 |

**See also Transfer Information — Art*

***New class to be introduced in Spring 1978*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

REAL ESTATE

Associate in Science Degree*

This program is planned to fill the local demand for skilled real estate salespersons and brokers. The courses are designed to meet the state requirements for licensing of salespersons and advancement of these people to broker status.

Required Courses:

| | | Units |
|--------|--|-------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 35 | Salesmanship | 3 |
| Bus 39 | Business Communications | 3 |
| RE 91 | Real Estate Principles | 3 |
| RE 92 | Legal Aspects of Real Estate | 3 |
| RE 93 | Real Estate Practices | 3 |
| RE 94A | Real Estate Appraisal | 3 |
| RE 95 | Real Estate Finance | 3 |
| RE 96 | Real Estate Economics | 3 |

Total minimum required units — 27

Recommended Courses: Bus 1A, 33A; Esc 1; RE 94B; Spch 1; Urban 1A

**See also Certificate Program for Real Estate*

**See also Transfer Information — Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

RECREATION TECHNOLOGY

Associate in Science Degree*

This program is designed for individuals seeking employment in the rapidly-expanding field of recreation. Instruction leads to an understanding of the planning and supervision of recreational activities in both public service and industry positions.

Required Courses:

| | | Units |
|---------|---|-------|
| Psych 3 | Psychology of Interpersonal Relationships | 3 |
| Rec 1 | Introduction to Community Recreation | 3 |
| Rec 2 | Program Planning in Recreation | 3 |
| Rec 3 | Recreation Leadership | 3 |
| Rec 4 | Social Recreation | 3 |
| Rec 5 | Outdoor Recreation | 3 |
| Rec 8A | Field Experiences in Recreation | 3 |
| Rec 8B | Field Experiences in Recreation | 3 |

Total minimum required units — 24

Recommended Courses: HS 5; Rec 6; Soc 1

**See also Transfer Information — Recreation*

SECRETARIAL SCIENCE - ADMINISTRATIVE AIDE

Associate in Science Degree*

This curriculum has been designed for students who plan to enter the world of secretarial work. Opportunities exist in commercial, industrial, governmental and educational areas along with upward mobility toward executive level positions.

Required Courses:

| | | Units |
|------------|------------------------|--------------|
| Sec Sc 3 | Records Management | 2 |
| Sec Sc 11A | Beginning Typing I | 1.5 |
| Sec Sc 11B | Beginning Typing II | 1.5 |
| Sec Sc 13A | Intermediate Typing I | 1.5 |
| Sec Sc 13B | Intermediate Typing II | 1.5 |

Required Optional Courses:

Select three (3) units from Bus 28 or Sec Sc 1ABC:

| | | |
|-----------|--|---|
| Bus 28 | Business English | 3 |
| Sec Sc 1A | Skill Development for Secretaries: Spelling | 1 |
| Sec Sc 1B | Skill Development for Secretaries: Vocabulary | 1 |
| Sec Sc 1C | Skill Development for Secretaries: Punctuation | 1 |

Select twenty and a half (20.5) units by taking all of the courses in either Area A or Area

B:

Area A

Select either Sec Sc 20 or Sec Sc 21AB.

| | | |
|------------|-------------------------------|-----|
| Bus 39 | Business Communications | 3 |
| Sec Sc 2A | Copy Processing | 1 |
| Sec Sc 4 | Secretarial Procedures | 3 |
| Sec Sc 14 | Advanced Typing | 1.5 |
| Sec Sc 20 | Beginning Shorthand | 4 |
| Sec Sc 21A | Gregg Shorthand Principles I | 2 |
| Sec Sc 21B | Gregg Shorthand Principles II | 2 |
| Sec Sc 23A | Intermediate Shorthand I | 2 |
| Sec Sc 23B | Intermediate Shorthand II | 2 |
| Sec Sc 24A | Advanced Shorthand I | 2 |
| Sec Sc 24B | Advanced Shorthand II | 2 |

Area B

| | | |
|-----------|------------------------------|-----|
| Bus 39 | Business Communications | 3 |
| CR 1 | Beginning Stenotypy | 4 |
| CR 2 | Machine Shorthand Workshop I | 8 |
| Sec Sc 2A | Copy Processing | 1 |
| Sec Sc 4 | Secretarial Procedures | 3 |
| Sec Sc 14 | Advanced Typing | 1.5 |

Select a minimum of four (4) units from the following courses:

| | | |
|------------|--|-----|
| Bus 1A | Accounting Principles I | 3 |
| Bus 3 | Applied Accounting | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| Econ 1 | Principles of Micro-Economics | 3 |
| Sec Sc 2B | Calculating Machines | 1 |
| Sec Sc 2C | Transcribing Machines | 1 |
| Sec Sc 12 | Typewriting: Speed Building | 1 |
| Sec Sc 30A | Medical Terminology I | 1.5 |
| Sec Sc 30B | Medical Terminology II | 1.5 |
| Sec Sc 31 | Legal Terminology | 1.5 |

Total minimum required units — 35.5

*See also Certificate Program for Secretarial Science - Administrative Aide

SECRETARIAL SCIENCE - SECRETARIAL TECHNICIAN

Associate in Science Degree*

This program is designed for students interested in gaining clerical skills for employment as clerks and technicians in secretarial related fields.

| Required Courses: | | Units |
|--------------------------|------------------------|--------------|
| Sec Sc 3 | Records Management | 2 |
| Sec Sc 11A | Beginning Typing I | 1.5 |
| Sec Sc 11B | Beginning Typing II | 1.5 |
| Sec Sc 13A | Intermediate Typing I | 1.5 |
| Sec Sc 13B | Intermediate Typing II | 1.5 |

Required Optional Courses:

| | | |
|--|--|-----|
| Select three (3) units from Bus 28 or Sec Sc 1ABC: | | |
| Bus 28 | Business English | 3 |
| Sec Sc 1A | Skill Development for Secretaries: Spelling | 1 |
| Sec Sc 1B | Skill Development for Secretaries: Vocabulary | 1 |
| Sec Sc 1C | Skill Development for Secretaries: Punctuation | 1 |
| Select fourteen (14) units from the following courses: | | |
| Bus 1A | Accounting Principles I | 3 |
| Bus 3 | Applied Accounting | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 39 | Business Communications | 3 |
| Sec Sc 2A | Copy Processing | 1 |
| Sec Sc 2B | Calculating Machines | 1 |
| Sec Sc 2C | Transcribing Machines | 1 |
| Sec Sc 12 | Typewriting: Speed Building | 1 |
| Sec Sc 20** | Beginning Shorthand | 4 |
| Sec Sc 21A** | Gregg Shorthand Principles I | 2 |
| Sec Sc 21B** | Gregg Shorthand Principles II | 2 |
| Sec Sc 23A | Intermediate Shorthand I | 2 |
| Sec Sc 23B | Intermediate Shorthand II | 2 |
| Sec Sc 25** | Refresher Shorthand | 2 |
| Sec Sc 26** | Stenoscrypt ABC Shorthand | 2 |
| Sec Sc 30A | Medical Terminology I | 1.5 |
| Sec Sc 30B | Medical Terminology II | 1.5 |
| Sec Sc 31 | Legal Terminology | 1.5 |

Total minimum required units — 25

*See also Certificate Program for Secretarial Science - Secretarial Technician

**If shorthand selected, choose from Sec Sc 20 or 21AB or 25 or 26.

CERTIFICATES OF ACHIEVEMENT

ACCOUNTING TECHNICIAN

Certificate of Achievement*

This program offers basic training in accounting for both students seeking employment and those already employed but needing skills improvement. Successful program completion should qualify individuals for beginning positions in accounting occupations.

Required Courses:

| | | Units |
|-----------|--|--------------|
| Bus 1A | Accounting Principles I | 3 |
| Bus 1B | Accounting Principles II | 3 |
| Bus 4 | Business Mathematics | 3 |
| Bus 6 | Accounting Forms and Procedures | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 33A | Business Law I | 3 |
| Bus 39 | Business Communications | 3 |
| Con Ed 7 | Income Tax Law | 2 |
| DP 1 | Introduction to Data Processing | 3 |
| Sec Sc 2B | Calculating Machines | 1 |
| Sec Sc 10 | Individualized Typing Laboratory | 1.5 |

Total minimum required units — 31.5

**See also Associate in Science in Accounting Technician*

**See also Transfer Information — Business Administration*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

ALCOHOL STUDIES*

Certificate of Achievement**

This program is designed for the student who is interested in the major social problem of alcohol abuse and who is seeking training toward working with people in solving their problems.

Required Courses:

| | | Units |
|------|-------------------------------------|--------------|
| AS 1 | Introduction to Alcohol Studies | 3 |
| AS 2 | Techniques of Counseling | 3 |
| AS 3 | The Pharmacology of Drug Abuse | 3 |
| AS 4 | Field Experience in Alcohol Studies | 3 |

Required Optional Courses:

Select twelve (12) units from the following courses:

| | | |
|----------|---|-----|
| AS 60A-Z | Topics in Alcohol Studies | 1-3 |
| Ch St 2 | Chicano Culture | 3 |
| Psych 3 | Psychology of Interpersonal Relationships | 3 |
| Soc 2 | Social Problems | 3 |
| Soc 4 | Marriage and the Family | 3 |
| Urban 1A | Contemporary Urban Issues | 3 |
| Urban 1B | Contemporary Urban Issues | 3 |
| Urban 3 | Human Development in the Social Environment | 3 |

Total minimum required units — 24

**Formerly Substance Abuse*

***See also Associate in Science in Alcohol Studies*

Any student who has partially completed the requirements for this program previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

BANK SERVICES

Certificate of Achievement*

This program has been designed by Moorpark College in cooperation with the American Institute of Banking to provide students with an understanding of banking services that will lead to employment in the banking field.

| Required Courses: | | Units |
|--|--|--------------|
| Bus 39 | Business Communications | 3 |
| Bus 50 | Elements of Supervision | 3 |
| Bus 56 | Business and Professional Speech | 3 |
| Bus 70 | Principles of Bank Operation | 3 |
| Bus 79A | Seminar in Negotiable Instruments and Loss Prevention | 1 |
| Econ 1 | Principles of Micro-Economics | 3 |
| Econ 2 | Principles of Macro-Economics | 3 |
| Psych 3 | Psychology of Interpersonal Relationships | 3 |
| Required Optional Courses: | | |
| Select one (1) of the following courses: | | |
| Bus 1A | Accounting Principles I | 3 |
| Bus 3 | Applied Accounting | 3 |
| Select two (2) of the following courses: | | |
| Bus 35 | Salesmanship | 3 |
| Bus 76 | Bank Marketing and Public Relations | 3 |
| Sec Sc 11AB | Beginning Typing I/II | 1.5/1.5 |
| Total minimum required units — 31 | | |

*See also *Associate in Science in Banking and Finance*

*See also *Transfer Information — Business Administration*

BUSINESS MANAGEMENT

Certificate of Achievement*

This program offers skill training for management positions in business and industry. Individuals already employed may improve their abilities toward promotion through this curriculum.

| Required Courses: | | Units |
|--|--|--------------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 33A | Business Law I | 3 |
| Bus 37 | Marketing | 3 |
| Bus 39 | Business Communications | 3 |
| Bus 50 | Elements of Supervision | 3 |
| Bus 51 | Personnel Management | 3 |
| DP 1 | Introduction to Data Processing | 3 |
| General Education Courses** | | 6 |
| Total minimum required units — 30 | | |

*See also *Associate in Science in Business Management*

*See also *Transfer Information — Business Administration*

**Courses are to be selected from those that meet the General Education requirements for the Associate Degree.

CONSTRUCTION DESIGN TECHNOLOGY

Certificate of Achievement*

This program is designed to prepare individuals with entry-level skills in the field of structural technology with emphasis placed on design aspects.

| Required Courses: | | Units |
|--------------------------|--------------------------|--------------|
| Bus 39 | Business Communications | 3 |
| ET 2 | Introduction to Drafting | 3 |
| ET 3 | Mechanical Drawing | 3 |
| ET 10 | Technical Illustration | 3 |
| Math 3 | Intermediate Algebra | 5 |

Required Optional Courses:

Select nine (9) units from the following courses:

| | | |
|------|--|---|
| ET 5 | Architectural Drawing (Wood Frame) | 3 |
| ET 6 | Architectural Drawing (Masonry Construction) | 3 |
| ET 7 | Architectural Drawing (Concrete Structures) | 3 |
| ET 8 | Architectural Drawing (Steel Structures) | 3 |

Total minimum required units — 26

**See also Transfer Information — Engineering*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

COURT REPORTING

Certificate of Achievement*

Moorpark College trains court reporters in a 6-semester course of study—a program which is recognized by the California State Certified Shorthand Reporters Board (CSRFB). One of the requirements permitting a person to take the State examination to become a Certified Shorthand Reporter is that the person has completed a court reporting program at a school whose program has been approved by the CSRFB. This course of study is designed so that students may qualify for taking the State examination for Certified Shorthand Reporters.

Special Notes:

- (1) Admission is open to all interested students. However, an English entrance examination is required prior to entrance into the program. In addition, students will be required to satisfy prerequisites before being admitted to certain courses.
- (2) The course work below complies with the basic standards formulated by the Certified Shorthand Reporters Board (CSRFB) of the State of California as being essential for students taking prior to becoming a Certified Shorthand Reporter.

Required Courses - Suggested Course Skills:

The following sequence of courses is strongly recommended. It requires a total of 2,- 050 hours of preparation in both classroom and laboratory.

Total minimum required units — 83.5

| First Semester | | Third Semester | |
|-----------------------------|-------|------------------------------|----|
| Bus 33A | 3 | CR 4 | 8 |
| CR 1 | 4 | CR 15 | 1 |
| Engl 1A or Engl 3X | 3 | CR 16 | 1 |
| Read 2 | 3 | CR 20 | 5 |
| Sec Sc 13A** | 1.5 | | — |
| Sec Sc 13B** | 1/5 | | 15 |
| Sec Sc 31 | 1.5 | | |
| | <hr/> | | |
| | 17.5 | | |
| Second Semester | | Fourth Semester | |
| Bus 28 | 3 | CR 5 | 8 |
| CR 2 | 8 | CR 25B | 3 |
| CR 25A | 3 | CR 30 | 3 |
| Sec Sc 30A | 1.5 | | — |
| Sec Sc 30B | 1.5 | | 14 |
| | <hr/> | | |
| | 17 | | |
| First Summer Session | | Second Summer Session | |
| CR 3 | 8 | CR 6 | 8 |
| Read 1A or Read 4A | 3 | CR 31*** | 1 |
| | <hr/> | | |
| | 11 | | 9 |

*See also Associate in Science in Court Reporting

**May be waived if student shows evidence of ability to type 60 wpm.

***Students are eligible to enroll in CR 31 internship program when writing 190 wpm and above.

DATA PROCESSING

Certificate of Achievement*

This program is designed for students interested in learning some basic skills of data processing with the goal of immediate employment in business or industry utilizing data processing techniques and equipment.

Required Courses:

| | | Units |
|--------|--|--------------|
| Bus 1A | Accounting Principles I | 3 |
| Bus 1B | Accounting Principles II | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| DP 1 | Introduction to Data Processing | 3 |
| DP 4A | Computer Programming I: COBOL | 3 |
| DP 4B | Computer Programming II: COBOL | 3 |
| DP 5 | Computer Programming BAL | 3 |
| DP 6 | Data Processing Systems | 3 |

Total minimum required units — 24

*See also Associate in Science in Data Processing

*See also Transfer Information — Data Processing and Business Administration

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

ELECTRONICS TECHNICIAN

Certificate of Achievement*

This program is designed for the student seeking immediate employment in the electronics industry. It offers specialization in these areas: electronics research and development, electronics production, and television and radio electronics. An open entry/open exit instructional lab approach is used.

Required Courses:

| | | Units |
|--------|-----------------------------|-------|
| EL 15 | Mathematics for Electronics | 3 |
| EL 20A | Basic Electronics: DC | 4 |
| EL 20B | Basic Electronics: AC | 4 |
| EL 20C | Solid State Devices | 5 |
| EL 28A | Electronic Measurements I | 3 |

Required Optional Courses:

Select five (5) units from the following:

| | | |
|--------|---|---|
| EL 6A | Basic Electronics for FCC Licensing | 3 |
| EL 6B | Basic Electronic Circuits for FCC Licensing | 3 |
| EL 10A | Electronics Drafting I | 3 |
| EL 20D | Digital Circuits | 5 |
| EL 42 | Basic Electronic Fabrication | 3 |

Total minimum required units — 24

**See also Associate in Science in Electronics Technology*

**See also Transfer Information — Electronics Technology*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

EXOTIC ANIMAL CARE AND HANDLING

Certificate of Achievement*

This program is designed to train exotic animal handlers and keepers for employment in recreational animal parks, zoos and animal entertainment centers.

Required Courses

| | | Units |
|----------|------------------------------------|-------|
| EATM 1 | Biology of Exotic Animals | 3 |
| EATM 2A | Exotic Animal Behavior | 1.5 |
| EATM 2B | Exotic Animal Nutrition | 1.5 |
| EATM 3A | Operant Conditioning | 1.5 |
| EATM 3B | Elementary Veterinary Practice | 1.5 |
| EATM 11A | Exotic Animal Care and Handling | 2 |
| EATM 11B | Exotic Animal Care and Handling | 2 |
| EATM 23 | Laboratory Animal Techniques | 4 |
| EATM 31 | Theatrical Aspects of Animal Parks | 2 |
| EATM 32 | Public Relations in Animal Parks | 2 |
| EATM 40A | Field Experience in EATM | 3 |

Total minimum required units — 24

Recommended Courses: AH 8A; Biol 1; HS 5; Psych 1A

Suggested Course Sequence:

| First Semester | | Second Semester | |
|----------------|-----|-----------------|-----|
| EATM 1 | 3 | EATM 3A | 1.5 |
| EATM 2A | 1.5 | EATM 3B | 1.5 |
| EATM 2B | 1.5 | EATM 11B | 2 |
| EATM 11A | 2 | EATM 23 | 4 |
| EATM 32 | 2 | EATM 31 | 2 |
| | — | EATM 40A | 3 |
| | 10 | | — |
| | | | 14 |

**See also Associate in Science in Exotic Animal Training and Management*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

GOVERNMENTAL MANAGEMENT

Certificate of Achievement*

This program offers training for local governmental management positions. An emphasis is placed upon course work for those individuals already employed who are seeking on-the-job advancement.

Required Courses:

| | | Units |
|----------|---|-------|
| Env Sc 2 | Environment and Man | 4 |
| GM 1 | Introduction to Government Administration | 3 |
| GM 2 | State and Local Governmental Management | 3 |
| GM 3 | Introduction to Human Services | 3 |
| GM 4 | Urban Planning Practices | 3 |
| GM 6 | Elements of Government Finance | 3 |
| Hist 7A | Social and Political History of the United States | 3 |
| Hist 7B | Social and Political History of the United States | 3 |
| Math 15 | Introductory Statistics | 4 |
| Urban 1A | Contemporary Urban Issues | 3 |
| Urban 1B | Contemporary Urban Issues | 3 |

Total minimum required units — 35

**See also Associate in Science in Governmental Management*

**See also Transfer Information — Urban Studies*

INDUSTRIAL SUPERVISION

Certificate of Achievement*

This program is planned for students seeking to qualify for industrial supervisory positions as well as those already employed who wish to improve their abilities.

Required Courses:

| | | Units |
|--------|--|-------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 39 | Business Communications | 3 |
| Bus 50 | Elements of Supervision | 3 |
| Bus 51 | Personnel Management | 3 |
| Bus 52 | Labor Management Relations | 3 |
| Bus 54 | Human Relations for Supervisors | 3 |

| | | |
|-----------------------------|----------------------------------|---|
| Bus 55 | Industrial Safety Procedures | 3 |
| Bus 56 | Business and Professional Speech | 3 |
| General Education Courses** | | 6 |

Total minimum required units — 33

Recommended Courses: Bus 33A, 53; DP 1; Soc 8

**See also Associate in Science in Industrial Supervision*

**See also Transfer Information — Business Administration*

***Courses are to be selected from those that meet the General Education requirements for the Associate Degree*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

INSTRUCTIONAL AIDE

Certificate of Achievement*

This program is designed to provide a certificate of achievement for students desiring to work as instructional aides in grades kindergarten through high school.

Required Courses:

| | Units | |
|--------|-----------------------------|---|
| Ed 1 | Introduction to Education | 3 |
| Ed 7 | Instructional Materials Lab | 2 |
| Ed 10A | Instructional Skills I | 3 |
| Ed 10B | Instructional Skills II | 3 |

Required Optional Courses:

Select thirteen (13) units from the following:

| | | |
|----------|---|--------|
| ECD 30B | Child Growth and Development II | 3 |
| Ed 60A-Z | Topics in Education | 1.5 |
| Ed 89A-Z | Institutes in Education | .5-1.5 |
| Psych 3 | Psychology of Interpersonal Relationships | 3 |
| Psych 4 | Child Psychology | 3 |
| Urban 1A | Contemporary Urban Issues | 3 |
| Urban 1B | Contemporary Urban Issues | 3 |
| Urban 43 | Interviewing, Counseling and Tutoring | 3 |

Total minimum required units — 24

**See also Associate in Science in Instructional Aide*

**See also Transfer Information — Liberal Studies*

LANDSCAPE MANAGEMENT

Certificate of Achievement*

This program is designed for the student seeking training opportunities and experience in the field of landscaping. Rapid growth of need for landscapers in suburban areas is anticipated over the next few years.

Required Courses:

| | Units | |
|--------|-------------------------------------|---|
| Ag 21 | Soils | 3 |
| LH 4 | Plant Identification of Ornamentals | 3 |
| LH 23 | Landscape Gardening and Management | 3 |
| LH 25A | Turfgrass Management | 3 |
| LH 25B | Turfgrass Management | 3 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|-------|--|---|
| Ent 1 | Economic Entomology | 3 |
| LH 26 | Insects and Diseases and Their Control | 3 |

Select six (6) units from the following courses:

| | | |
|-------|--------------------------------|---|
| LH 24 | Landscape Design for Homes | 3 |
| LH 28 | Pesticide Licensing | 3 |
| LH 29 | Irrigation Systems | 3 |
| LH 30 | Decorative Container Gardening | 3 |

Total minimum required units — 24

**See also Associate in Science in Landscape Management*

**See also Transfer Information — Ornamental Horticulture*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

MARKETING

Certificate of Achievement*

This program offers a basic education for students desiring to enter marketing positions or for those individuals already employed and seeking improvement of sales related skills.

| Required Courses: | Units | |
|--|--|---|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 31 | Business Organization and Management | 3 |
| Bus 33A | Business Law I | 3 |
| Bus 35 | Salesmanship | 3 |
| Bus 36 | Retail Merchandising | 3 |
| Bus 37 | Marketing | 3 |
| Bus 38 | Advertising | 3 |
| Bus 39 | Business Communications | 3 |
| General Education Courses** | | 6 |
| Total minimum required units — 30 | | |

**See also Associate in Science in Marketing*

**See also Transfer Information — Business Administration*

***Courses are to be selected from those that meet the General Education requirements for the Associate Degree.*

NURSERY EDUCATION

Certificate of Achievement*

This program offers training to students interested in working with young children in Nursery School settings.

| Required Courses: | Units | |
|-----------------------------|---|---|
| ECD 30A | Child Growth and Development I | 3 |
| ECD 38 | Observation in the Nursery School | 3 |
| ECD 39A | Supervised Participation in the Nursery School | 3 |
| ECD 39B | Supervised Field Experience in the Nursery School | 3 |
| ECD 40 | Child, Family and Community | 3 |
| ECD 41 | Nursery School Programs | 3 |
| ECD 43 | Parent and Teacher Communications and Conferencing | 3 |
| General Education Courses** | | 6 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|----------|---|---|
| Psych 1A | Introduction to Psychology | 3 |
| Psych 3 | Psychology of Interpersonal Relationships | 3 |

Total minimum required units — 30

**See also Associate in Arts in Early Childhood Development*

**See also Transfer Information — Child Development*

***Courses are to be selected from those that meet the General Education requirements for the Associate Degree.*

NURSERY MANAGEMENT

Certificate of Achievement*

This program is designed for the student seeking fundamental knowledge of the nursery industry and the necessary skills for employment.

Required Courses:

| | | Units |
|-------|-------------------------------------|-------|
| Ag 21 | Soils | 3 |
| LH 4 | Plant Identification of Ornamentals | 3 |
| LH 23 | Landscape Gardening and Management | 3 |

Required Optional Courses:

Select one (1) of the following courses:

| | | |
|-------|----------------------------|---|
| LH 6 | Landscape Design | 3 |
| LH 24 | Landscape Design for Homes | 3 |

Select one (1) of the following courses:

| | | |
|-------|--|---|
| Ent 1 | Economic Entomology | 3 |
| LH 26 | Insects and Diseases and Their Control | 3 |

Select one (1) of the following courses:

| | | |
|--------|----------------------|---|
| LH 2 | Plant Structure | 3 |
| LH 7 | Nursery Practice | 3 |
| LH 25A | Turfgrass Management | 3 |
| LH 25B | Turfgrass Management | 3 |

Select six (6) units from the following courses:

| | | |
|-------|--------------------------------|---|
| LH 27 | Homeowners Plant Propagation | 3 |
| LH 28 | Pesticide Licensing | 3 |
| LH 29 | Irrigation Systems | 3 |
| LH 30 | Decorative Container Gardening | 3 |

Total minimum required units — 24

**See also Associate in Science in Nursery Management*

**See also Transfer Information — Ornamental Horticulture*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

OFFSET LITHOGRAPHY

Certificate of Achievement*

This program prepares students for various employment opportunities in the field of offset lithography production. Both technical and practical experience in the operation of modern graphics equipment is offered.

Required Courses:

| | | Units |
|--|--|--------------|
| Chem 12 | Elementary Chemistry I (or equivalent) | 4 |
| GC 1 | Introduction to Graphic Communications | 3 |
| GC 2 | Copy Preparation/Composing Systems | 3 |
| GC 4 | Layout and Design Techniques | 3 |
| GC 11A | Process Camera | 3 |
| GC 11B | Advanced Process Camera | 3 |
| GC 21 | Stripping and Platemaking | 3 |
| GC 26A | Lithography | 3 |
| GC 26B | Advanced Lithography | 3 |
| GC 31 | Graphic Communications Lab | 1-2 |
| Total minimum required units — 29 | | |

**See also Associate in Science in Graphic Production*

**See also Transfer Information — Graphic Communications*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

REAL ESTATE

Certificate of Achievement*

This program is designed for students desiring immediate employment in the real estate business. It offers a full curriculum for training of both salespersons and brokers.

Required Courses:

| | | Units |
|-----------------------------|--|--------------|
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 35 | Salesmanship | 3 |
| Bus 39 | Business Communications | 3 |
| RE 91 | Real Estate Principles | 3 |
| RE 92 | Legal Aspects of Real Estate | 3 |
| RE 93 | Real Estate Practices | 3 |
| RE 94A | Real Estate Appraisal | 3 |
| RE 95 | Real Estate Finance | 3 |
| RE 96 | Real Estate Economics | 3 |
| General Education Courses** | | 6 |

Total minimum required units — 33

Recommended Courses: Bus 1A, 33A; Esc 1; RE 94B; Spch 1; Urban 1A

**See also Associate in Science in Real Estate*

**See also Transfer Information — Business Administration*

***Courses are to be selected from those that meet the General Education requirements for the Associate Degree.*

Any student who has partially completed the requirements for this program as previously published in the college catalog may elect to complete this program using either those previous requirements (if completed within four years) or the current requirements as published above.

SECRETARIAL SCIENCE - ADMINISTRATIVE AIDE

Certificate of Achievement*

This curriculum has been designed for students who plan to enter the world of secretarial work. Opportunities exist in commercial, industrial, governmental and educational areas along with upward mobility toward executive level positions.

| Required Courses: | | Units |
|--------------------------|------------------------|--------------|
| Sec Sc 3 | Records Management | 2 |
| Sec Sc 11A | Beginning Typing I | 1.5 |
| Sec Sc 11B | Beginning Typing II | 1.5 |
| Sec Sc 13A | Intermediate Typing I | 1.5 |
| Sec Sc 13B | Intermediate Typing II | 1.5 |

Required Optional Courses:

Select three (3) units from Bus 28 or Sec Sc 1ABC:

| | | |
|-----------|--|---|
| Bus 28 | Business English | 3 |
| Sec Sc 1A | Skill Development for Secretaries: Spelling | 1 |
| Sec Sc 1B | Skill Development for Secretaries: Vocabulary | 1 |
| Sec Sc 1C | Skill Development for Secretaries: Punctuation | 1 |

Select either Area A or Area B and complete all thirteen and a half (13.5) units:

Area A

Select either Sec Sc 20 or Sec Sc 21AB.

| | | |
|------------|-------------------------------|-----|
| Sec Sc 14 | Advanced Typing | 1.5 |
| Sec Sc 20 | Beginning Shorthand | 4 |
| Sec Sc 21A | Gregg Shorthand Principles I | 2 |
| Sec Sc 21B | Gregg Shorthand Principles II | 2 |
| Sec Sc 23A | Intermediate Shorthand I | 2 |
| Sec Sc 23B | Intermediate Shorthand II | 2 |
| Sec Sc 24A | Advanced Shorthand I | 2 |
| Sec Sc 24B | Advanced Shorthand II | 2 |

Area B

| | | |
|-----------|------------------------------|-----|
| CR 1 | Beginning Stenotypy | 4 |
| CR 2 | Machine Shorthand Workshop I | 8 |
| Sec Sc 14 | Advanced Typing | 1.5 |

Select five and a half (5.5) units from the following courses:

| | | |
|------------|-------------------------|-----|
| Bus 39 | Business Communications | 3 |
| Sec Sc 2A | Copy Processing | 1 |
| Sec Sc 2B | Calculating Machines | 1 |
| Sec Sc 2C | Transcribing Machines | 1 |
| Sec Sc 4 | Secretarial Procedures | 3 |
| Sec Sc 30A | Medical Terminology I | 1.5 |
| Sec Sc 30B | Medical Terminology II | 1.5 |
| Sec Sc 31 | Legal Terminology | 1.5 |

Total minimum required units — 30

**See also Associate in Science in Secretarial Science - Administrative Aide*

SECRETARIAL SCIENCE - SECRETARIAL TECHNICIAN

Certificate of Achievement*

The following program offers basic education in clerical skills leading to employment in secretarial and clerical positions in business and industry.

| Required Courses: | | Units |
|--------------------------|------------------------|--------------|
| Sec Sc 3 | Records Management | 2 |
| Sec Sc 11A | Beginning Typing I | 1.5 |
| Sec Sc 11B | Beginning Typing II | 1.5 |
| Sec Sc 13A | Intermediate Typing I | 1.5 |
| Sec Sc 13B | Intermediate Typing II | 1.5 |

Required Optional Courses:

Select three (3) units from Bus 28 or Sec Sc 1ABC:

| | | |
|-----------|--|---|
| Bus 28 | Business English | 3 |
| Sec Sc 1A | Skill Development for Secretaries: Spelling | 1 |
| Sec Sc 1B | Skill Development for Secretaries: Vocabulary | 1 |
| Sec Sc 1C | Skill Development for Secretaries: Punctuation | 1 |

Select nineteen (19) units from the following courses:

| | | |
|--------------|--|-----|
| Bus 1A | Accounting Principles I | 3 |
| Bus 3 | Applied Accounting | 3 |
| Bus 30 | Introduction to Business and Economics | 3 |
| Bus 39 | Business Communications | 3 |
| Econ 1 | Principles of Micro-Economics | 3 |
| Sec Sc 2A | Copy Processing | 1 |
| Sec Sc 2B | Calculating Machines | 1 |
| Sec Sc 2C | Transcribing Machines | 1 |
| Sec Sc 12 | Typewriting: Speed Building | 1 |
| Sec Sc 14 | Advanced Typing | 1.5 |
| Sec Sc 20** | Beginning Shorthand | 4 |
| Sec Sc 21A** | Gregg Shorthand Principles I | 2 |
| Sec Sc 21B** | Gregg Shorthand Principles II | 2 |
| Sec Sc 23A | Intermediate Shorthand I | 2 |
| Sec Sc 23B | Intermediate Shorthand II | 2 |
| Sec Sc 25** | Refresher Shorthand | 2 |
| Sec Sc 26** | Stenoscript ABC Shorthand | 2 |
| Sec Sc 30A | Medical Terminology I | 1.5 |
| Sec Sc 30B | Medical Terminology II | 1.5 |
| Sec Sc 31 | Legal Terminology | 1.5 |

Total minimum required units — 30

**See also Associate in Science in Secretarial Science - Secretarial Technician*

***If shorthand selected, choose from Sec Sc 20 or 21AB or 25 or 26.*

Other Programs In The Ventura County Community College District of Special Interest

At Ventura College

Nursing Program

Moorpark College students may prepare for admission to the nursing program at Ventura College and may partially fulfill course requirements of that program by successful completion of specific courses at Moorpark College. Courses required in the program which may be taken at Moorpark College include the following (Science courses should be taken in the order listed):

- Chemistry 1A or 12
- Biology 2A
- Anatomy 1*
- Microbiology 1
- Physiology 1
- English 1A or 1B
- Speech 1

Admission to the program at Ventura College requires the student to demonstrate specified levels of proficiency in general mathematics and English. Students interested in admission to the Ventura College nursing program should refer to the requirements which are more fully outlined in the Ventura College catalog and should consult with a counselor and with members of the life science instructional staff at Moorpark.

In addition to the nursing program, Ventura College offers occupational instruction exclusively in the following areas:

Welding

Apprenticeship Education

Machine Shop

Water and Waste Water Treatment

*May be taken concurrently with Biology 2A.

At Oxnard College

The newest college in the Ventura County Community College District is developing an extensive occupational curricula. The following two programs are exclusively offered by Oxnard College:

Fire Science Technology

Hotel and Restaurant Management.

TRANSFER INFORMATION

Admission with advanced standing to the California public four-year colleges and universities is guaranteed to all students of this state who meet the specified minimum requirements. These requirements are, basically, the completion of 56 acceptable ¹ units of college level courses with a minimum overall grade point average (GPA) of 2.0, that is, a "C" average.

California's public four-year institutions are organized into two state-wide systems: nine campuses make up the University of California (UC system) ² and nineteen campuses make up the California State University and Colleges (CSUC system). ²To insure admission to either of the systems students are advised to make application during the announced application-filing periods. Admission is not guaranteed to any particular campus of either system; nor is acceptance in the major area of the student's first choice assured. Because specific majors at some campuses may be impacted or may allow only limited enrollment, students may be re-directed to campuses of their second choice for certain majors, or may need to change to a different major. Consequently, students are advised, and in some cases are required, to complete both the general education, or breadth, requirements and the lower division courses required in the major before transferring to a four-year school. It is advantageous for students to choose the college or university of transfer as early in their educational careers as possible.

Private and out-of-state colleges and universities each have their own admission requirements which ordinarily differ from those of California's public institutions. Students who plan

¹ The transfer credit for each Moorpark College course is shown with the course description in the Course Announcement section of this catalog.

² The UC system campuses: Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz. The CSUC system campuses: Bakersfield, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, Sonoma, Stanislaus.

to transfer to any school whether public or private, in-state or out-of-state, should refer to the catalog of that particular school and consult with a counselor.

Transfer Requirements in General Education

General education, or breadth, requirements for a few of the four-year colleges and universities are shown on the immediately succeeding pages of this catalog. The requirements are shown for those institutions to which a majority of Moorpark College students ultimately transfer. Consequently, the patterns of courses selected are those which satisfy the schools of the California State University and College system, in particular the campus at Northridge, and the closest campuses of the University of California, along with nearby California Lutheran College at Thousand Oaks.

Students are cautioned to refer to the catalogs of the colleges or universities to which they intend to transfer and to consult with a counselor, particularly for schools in California's public systems not shown here and for private and out-of-state institutions.

California State University and College System

A Moorpark College student who is planning to transfer to one of the California State University and College System campuses may satisfy the General Education breadth requirements for a bachelor's degree by completing the 40 unit pattern of course work described below:

| | |
|----------------------------|----------|
| I. Natural Sciences | 9 units |
| II. Humanities | 9 units |
| III. Social Sciences | 9 units |
| IV. Basic Subjects | 6 units |
| V. Breadth | 3 units |
| VI. Phys. Educ. and Health | 4 units |
| | 40 units |

Points to keep in mind:

1. Completion of all six sections of these requirements will certify to the CSUC schools that the student has fulfilled all General Education requirements prior to transferring. The following schools have additional GE requirements: Bakersfield, Hayward, Humboldt, San Bernardino.
2. It is possible to complete separately any of the six sections at Moorpark College and receive partial certification in those sections; it will be necessary for the student to complete the remaining sections after transferring, as defined by the transfer school.
3. Students are advised to consult the catalog of the state college or university which they plan to attend for requirements unique to that school. (Example: completion of Social Sciences section may not satisfy History and Institutions requirements.)
4. Courses completed at other colleges are ordinarily not applicable toward meeting these Moorpark College requirements. (Exception: appropriate courses completed at the other colleges of the Ventura County Community College District — Oxnard College and Ventura College — are applicable.) Students who have completed college courses at schools outside this district should consult the catalogs of the four-year schools they plan to attend since the general education requirements listed here are not universally applicable.
5. Students who plan to attend one of the campuses of the University of California or a private or out-of-state school should consult the catalog of the particular school to determine the course work needed to meet General Education requirements at the institution. While many of the courses listed below transfer to the University of California system and other institutions, they do not necessarily satisfy the General Education requirements. More information on this point is given in another part of this catalog segment.

6. The list of courses which follows includes those courses which may be used to meet the General Education requirements; it is not a complete listing of all courses which transfer to the schools of the California State College and University system as requirements in a major or as electives. Transferability of courses may be checked in the catalog or with a counselor.

7. Although it is not necessary for a student to complete an Associate Degree in order to transfer to a four-year school, many of the courses taken to satisfy Associate Degree requirements are transferable and, in many cases, may be used to meet transfer General Education requirements.

8. For any questions, check with a counselor.

The courses that will satisfy requirements in the six sections listed above are shown on the following pages.

SECTION I — NATURAL SCIENCES. A minimum of 9 units with at least one course from each Group (A & B) including one laboratory* course from either Group.

Group A

Anatomy 1*.

Anthropology 1.

Biology 1*, 2A*, 2B*, 16, 17, 60A-Z*.

Botany 1*.

Environmental Science 2*.

Microbiology 1*.

Physiology 1*.

Group B

Chemistry 1A*, 1B*, 5*, 7A*, 7B*, 8, 9*, 12*, 13*.

Environmental Science 1*, 20*.

Geography 1, 1L*, 5, 5L*, 60A-Z.

Geology 1*, 2, 3, 4*, 21, 41, 51, 61.

Physical Science 1*, 4, 5, 5L*, 10.

Physics 2A*, 2B*, 4*, 5*, 6*, 10, 12.

SECTION II — HUMANITIES. A minimum of 9 units with at least one course from each Group (A, B & C):

Group A

Art and/or Music — Any transferrable course(s).

Group B (3 units)

English 1B.

Group C

Anthropology 4.

Business 56.

Chicano Studies 2, 13A, 13B, 15.

Cinema 1, 2, 3A, 3B, 10, 11A, 11B.

English 10A, 10B, 11, 13, 15A, 15B, 17, 18, 19, 21, 25, 28, 29A, 29B, 30, 31, 33, 39, 44, 45, 46.

French 1, 2, 3, 4.

German 1, 2, 3, 4.

History 1A, 1B.

Humanities 1A, 1B, 9, 13, 18, 21, 60A-Z.

Italian 1, 2.

Journalism 1, 2.

Philosophy 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12.

Photography 1A, 2.

Russian 1, 2.

Spanish 1, 2, 3, 4, 5A, 5B, 6.

Special Education 10C.

Speech 1, 2, 5, 16, 56.

Telecommunications 1, 5.

Theatre Arts 1, 2A, 2B, 4A, 4B, 10, 11A, 11B, 15, 16, 21.

SECTION III — SOCIAL SCIENCES. A minimum of 9 units with at least one course from each Group (A, B & C):

Group A

Chicano Studies 4.

History 3, 4, 5, 6, 7A, 7B, 12.

Group B

Chicano Studies 8.

Political Science 1, 2, 3, 7, 8, 9, 10.

Urban Studies 1A, 1B.

Group C

Anthropology 2, 3, 5, 7, 8, 60A-Z.

Chicano Studies 1, 7.

Economics 1, 2, 4.

Folklore 1, 2.

General Studies 3.

Geography 2, 3, 4, 9, 10.

History 1A, 1B, 3, 6, 8, 9A, 9B, 10A, 10B, 11, 12, 15A, 15B, 60A-Z.

Political Science 4, 60A-Z.

Psychology 1A, 1B, 3, 4, 5, 6, 9, 60A-Z.

Sociology 1, 2, 3, 4, 5, 6, 7, 8, 60A-Z.

Urban Studies 1A, 1B.

SECTION IV — BASIC SUBJECTS. A minimum of 6 units with at least one course from each Group (A & B):

Group A (3 units)

English 1A.

Group B

Data Processing 1.

Math 3, 5, 6, 7, 10, 12, 13, 14, 15, 16A, 16B, 18, 20, 25A, 25B, 25C, 30, 31, 33, 35.

Philosophy 7.

Reading 4A, 5.

Secretarial Science 11A, 11B.

Speech 1, 2.

SECTION V — BREADTH ELECTIVES. A minimum of 3 units from I-IV above or from the following (courses must be outside student's major):

Administration of Justice 1.

Business 30, 33A.

Early Childhood Development 30A, 30B.

Economics 30.

Engineering 4.

Graphic Communications 1.

Home Economics 10, 11, 31.

Landscape Horticulture 1.

Personal Growth 1A-Z, 2.

Recreation 1.

SECTION VI — PHYSICAL EDUCATION AND HEALTH A minimum of 4 units with at least 2 units from each Group (A & B):

Group A (2 units)

Physical Education: Any activity course(s).

Group B (2 units)

Health Science 1, 2, 3, 5, 7, 14, 15.

Special Education 1.

California State University, Northridge

Graduation requirements for a bachelor's degree include General Education requirements plus American History/Institution requirements. These requirements may be completed prior to or after transferring, dependent upon student choice.

REQUIRED IF A STUDENT HAS COMPLETED UNITS AT A COLLEGE OUTSIDE THE VENTURA DISTRICT AND HAS NOT BEEN CERTIFIED BY MOORPARK COLLEGE.

1. 40 units in acceptable General Education courses are *required*.
2. AT LEAST 32 UNITS SELECTED FROM SECTIONS A THROUGH D.

Courses **NOT** applicable to the meeting of General Education requirements are:

1. Courses taken within the department of the major (except Basic Subjects in Section D).
2. Courses taken to meet the State Requirements in American History and Local Government (History 7A or 7B, plus Political Science 3 will satisfy this requirement).

Section A: The Social Sciences

Minimum: Eight units from at least two disciplines

Anthropology 1, 2, 3, 4, 5, 6, 7, 8, 60H

Chicano Studies 1, 2, 4, 8

Economics 1, 2, 4

Geography 2, 3, 4, 9, 10

History 1A, 1B, 3, 4, 5, 6, 7A, 7B, 8, 9A, 9B, 10A, 10B, 11, 12, 15A, 15B

Political Science 1, 2, 3, 4, 7, 8, 9, 10

Psychology 1A, 1B, 3, 4, 5, 6, 9

Sociology 1, 2, 3, 4, 5, 6, 8

Urban Studies 1A, 1B

Section B: The Natural Sciences

Minimum: Eight units from at least two disciplines

Anatomy 1

Biology 1, 2A, 2B, 16, 17

Botany 1

Chemistry 1A, 1B, 5, 7A, 7B, 8, 9, 12, 13

Environmental Science 1, 2 *

Geography 1, 1L, 5, 5L

Geology 1, 2, 3, 4, 21, 41, 51, 61

Physics 2A, 2B, 4, 5, 6, 10, 12

Physical Science 1, 4, 5, 5L, 10

Microbiology 1

Physiology 1

* ES1 is a physical science and ES2, biological; therefore these two courses will satisfy the area requirement.

Section C: The Humanities

Minimum: Eight units from at least two disciplines

Art **— All transferable courses. Recommended: Art 1A, 1B, 2, 4A, 4B, 4C, 12A, 12B

Chicano Studies 3A, 3B, 13A, 13B, 15

Theatre Arts 1, 2A, 2B, 11A, 11B

English 1B, 13, 15A, 15B, 17, 18, 19, 21, 28, 29A, 29B, 30, 31, 33, 39, 44, 45, 46

Humanities 9, 18

Foreign Language

French 1, 2, 3, 4, 5

German 1, 2, 3, 4

Italian 1, 2

Russian 1, 2

Spanish 1, 2, 3, 4 5A, 5B, 6

Music: **—All transferable courses. Recommended: Music 1, 8, 24A, 24B

Philosophy 1, 2, 3, 4, 5, 6, 10, 11, 12

Photography 1A

Speech 5

Section D: Basic Subjects

Minimum: Six units from at least two disciplines

English 1A

Math — All transferable courses except 18, 22, 48

Philosophy 7

Speech 1, 7

Section E: Breadth Electives

Minimum: Four units from at least two disciplines

Business 33A

Chicano Studies 7

Data Processing 1, 4A, 4B, 18

Engineering 4, 5, 6, 18

Health Science 1

Home Economics 10, 31

Journalism 1

Mathematics 18 — (same as DP 18)

Physical Education activities

Recreation 6

Sociology 7 — (same as Chicano Studies 7)

Telecommunications 1

** General Education credit will not be given unless at least two units are completed within the discipline.

University of California System

Students who plan to transfer to one of the campuses of the University of California System, which includes Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz campuses, should check the General Education (Breadth) requirements shown in the catalog of that particular school.

The General Education Requirements for the Bachelor of Arts degree in the College of Letters and Science only at the University of California at *Santa Barbara* are shown here:

University of California at Santa Barbara

General Education Requirements

For *B.A.* degree (not *B.S.*) only in the *College of Letters and Science* (most majors will lead to a *B.A.* in *L&S* - when in doubt, check the UCSB catalog or see your counselor.)

1. Courses in the *subject area* of a student's major do not fulfill G.E. requirements in areas B through E (an English major, for example, will take English and history - the English courses may not be used for G.E. but the history courses may partially satisfy G.E. requirements).
2. These requirements may be completed at UCSB.

Area A: English, Reading and Composition — 6 units

English 1A and 1B courses (6 units are required and the maximum transferable credit allowed is 6 units; courses should not be repeated).

Area B: Natural Science and Mathematics — 2 courses

Anatomy 1.

Biology 1, 2A, 2B, 16, 60A, 60H.

Botany 1.

Microbiology 1.

Physiology 1.

Chemistry 1A, 1B, 5, 7A, 7B, 8, 9, 12, 13.

Geology 1, 2, 3, 4, 21, 41, 51 (if 3 units), 61.

Math 5, 6, 7, 12, 13, 14, 15, 16A, 16B, 25A, 25B, 25C, 30, 31, 33, 35.

Physics 2A, 2B, 4, 5, 6, 10, 12.

Physical Science 1, 10.

Area C: Fine Arts — 2 courses

Art 1A, 1B 2, 3, 20.

Cinema 1, 10.

Humanities * 18, 21.

Music 5, 8, 9A, 9B, 29.

Theatre Arts 1, 4A, 4B.

Area D: Humanities — 2 courses

English 6, 10A, 10B, 13, 15A, 15B, 17, 18, 19, 21, 25, 28, 29A, 29B, 30, 31, 39A, 39B, 45, 46.

French 3, 4.

German 3, 4.

Humanities * 18, 21.

Journalism 1.

* Humanities 18 or 21 may be counted once only in either group C or D.

Library Technology 6.
Philosophy 1, 2, 3, 4, 5, 6, 7, 10, 11, 12.
Spanish 3, 4, 6.
Speech 1, 2, 3, 5, 7.
Telecommunications 1.

Area E: History, Social Science and Psychology — 2 courses ** Anthropology 2, 3, **4**,
5, 7, 8.

Business 33A or 33B.

Chicano Studies **1, 2, 4, 8.**

Economics 1, 2, 4.

Geography 2, 3, 9, 10.

History 1A, 1B, **3, 4, 5, 6, 7A, 7B, 8, 9A, 9B,** 10A, 10B, 11, 12, 15A, 15B.

Political Science **1, 2, 3, 4, 7, 8, 9, 10.**

Psychology 1A, 3, 4, 5, 6.

Sociology 1, 2, 3, 4, 5, **6, 7, 8.**

Urban Studies 1A, 1B.

Plus: American History and Institutions

**Student may fully satisfy area E *and* American History and Institutions requirements by completing any 2 courses in boldface type from Area E.

University of California, Los Angeles

College of Letters and Science

Composition Requirement: Writing courses may be acceptable by petition only upon submission of writing samples.

Students will complete Plan A or Plan B. For divisional distribution of majors, consult the current UCLA General Catalog. To apply on the breadth requirements, a course must have 1½ or more semester units of credit. A one-unit lab science course will apply if it is combined with the lecture. *No course in the student's major department will apply on the breadth requirements.* Evaluation for transfer based on units, not courses.

PLAN A: OPTION 1: 3 courses (12 quarter units or 8 semester units) in each of 3 Divisions outside the Division of the student's major. **OPTION 2:** 3 courses, excluding elementary and intermediate foreign language, in each of two Divisions outside the Division of the student's major and in addition semester course 4 in one foreign language. For the purpose of both options, courses in other Divisions used in preparation for the major may apply.

PLAN B: 7 courses (28 quarter units or 19 semester units) in one Division outside the Division of the student's major and 1 course (4 quarter units or 3 semester units) in each of the other Divisions or 2 courses (8 quarter units or 6 semester units) in one of the other Divisions. No elementary or intermediate course in foreign language applies if the student has not completed semester course 4 (equivalent to courses 5, 6 at UCLA) in any language. With the completion of course 4, elementary and intermediate courses 1, 2, and 3 in any foreign language may be used on Plan B.* Courses required for the major or in preparation for the major may not be used on Plan B.

HUMANITIES: Art 1AB, 2, 3, 5, 20; Chicano Studies 15; Cinematography 1, 10; English 1A, 1B, 6, 10AB, 13, 15AB, 17-19 21, 25, 28-31, 33, 39, 44-46; Humanities 1AB¹ (maximum 3 units per course), 13, 18, 21; Library Technology 6; Music 8, 9AB; Physical Science 2; Speech 1, 2, 7; Theater Arts 4AB, 21. ALL TRANSFERABLE COURSES FROM: Folklore, French* (except 22AB), Russian* (except 22AB), Spanish* (except 5AB, 22AB)

LIFE SCIENCE: Anthropology 1; Environmental Science 1, 2, 20; Psychology 1B, ALL TRANSFERABLE COURSES FROM: Biological Sciences (except 17, 22AB, 60A-Z).

PHYSICAL SCIENCE: Geography 1, 5, 5L if taken with 5 (except 60A-Z). ALL TRANSFERABLE COURSES FROM: Chemistry (except 22AB); Geology (except 22AB); Mathematics (except 5, 6, 10, 13, 18, 22AB); Physics (except 12, 22AB); Physical Science (except 2, 4, 22AB).

SOCIAL SCIENCE: Anthropology 2-5AD, 7, 8; Economics 1, 2, 4; Chicano Studies 1, 2, 4, 8; Geography 2, 3, 9, 10; Humanities 1AB¹ (3 units maximum each course); Psychology 1A, 4-6; ALL TRANSFERABLE COURSES FROM: History (except 22AB, 60A-Z); Political Science (except 22AB, 60A-Z); Sociology (except 7, 22AB, 60A-Z).

Private or Out-of-State Schools

Students who are planning to enter one of California's many private four-year schools, or an out-of-state public or private school, should carefully check the general education requirements for that particular school. It is doubtful that either of the requirement patterns outlined for the two California public systems would be completely applicable at other institutions.

Transfer information, including general education requirements, for California Lutheran College at nearby Thousand Oaks is shown here:

¹ Hum 1A or 1B: 3 units, Humanities; & 3 units, Social Science.
Hum 1A & 1B: 6 units, Humanities; & 6 units, Social Science.

California Lutheran College

GENERAL TRANSFER INFORMATION

1. A 2.0 (C) grade on all work attempted is required for transfer. For purpose of calculation, all grades are counted, including repeated courses. A repeated course does not "erase" an earlier grade.
2. Maximum of 70 credits are transferable from a community college.
3. "D" grades are granted transfer credit *except* in major.
4. Both BA and BS degrees are offered. The essential difference in the two degrees which applies to community college transfers is item 3 below.
5. Most majors require at least 32 credits with 20-24 credits at the upper division level. Consult the CLC catalog for specific departmental requirements.

GENERAL EDUCATION REQUIREMENTS

1. **CREATIVE ARTS** — 6 credits required
Any course(s) from the following departments:
Art
Music
Speech (required, but may be waived by proficiency examination)
Theatre Arts
2. **ENGLISH** — 6 credits required
3 credits of English 1
3 credits of literature (English majors may take English 30 or 31 but should not take English 17).
3. **FOREIGN LANGUAGE** — 8 credits in one language required for Bachelor of Arts. Bachelor of Science candidates may earn 8 credits in mathematics, logic, computer science or statistics in lieu of foreign language. See CLC catalog for specific departmental requirements.
4. **NATURAL SCIENCE** — 7 credits required
Laboratory Science — 4 credits
Mathematic or Science — 3 credits
5. **PHYSICAL EDUCATION** — 3 credits required
6. **RELIGION AND PHILOSOPHY** — 6 to 9 credits required
Sophomore transfers — 6 credits religion at CLC plus 3 credits in philosophy or upper division religion.
Junior transfers — 3 credits of religion at CLC; 3 additional credits of religion or philosophy.
7. **SOCIAL SCIENCES** — 12 credits required
Select two courses in two departments:
Anthropology
Business
Economics
Geography
Psychology
Sociology
Political Science

Select one course: History 7A, 7B

Select one course: Political Science 1, 3 (Political Science majors take Political Science 3)

TRANSFER CURRICULA

The information of the following pages shows the requirements for advanced standing in selected majors at nearby public four-year institutions to which Moorpark College students normally transfer. Major requirements at other colleges and universities will be similar, but *students should refer to the catalogs of the schools to which they expect to transfer and consult with a counselor for more accurate information.*

Each of the nineteen campuses of the California State Universities and Colleges and the nine campuses of the University of California accepts the maximum of 70 semester units in transferable courses completed in a community college.

The curricula show those Moorpark College courses which may be used to meet the lower division requirements for most of the majors selected by Moorpark students. Listed below are those majors for which curricula are shown.

| | |
|---------------------------|-------------------------------|
| Administration of Justice | Health Sciences |
| Agriculture/Agri-Business | History |
| Animal Science | Home Economics |
| Anthropology | Journalism |
| Art | Law and Society |
| Biology | Liberal Studies |
| Black Studies | Mathematics |
| Business Administration | Music |
| Business Education | Ornamental Horticulture |
| Chemistry | Philosophy |
| Chicano Studies | Physical Education |
| Child Development | Physical Science |
| Computer Science | Physics |
| Dance | Political Science |
| Data Processing | Pre dental |
| Earth Science | Pre medical |
| Economics | Pre nursing |
| Electronics Technology | Pre veterinary |
| Engineering | Psychology |
| English | Radio-Television-Broadcasting |
| Film Studies | Recreation |
| Foreign Languages | Religious Studies |
| Forestry | Social Sciences |
| Geography | Sociology |
| Geological Sciences | Soil Science |
| Graphic Communications | Theatre |
| | Urban Studies |

In addition to satisfying requirements in the major, students must meet the general education requirements for the transfer school. Listed earlier in this section are the general education requirements which apply to particular four-year schools.

Administration of Justice

There is a broad range of opportunities for men and women in all branches of law enforcement - federal, state, local, and private - in prevention of crime, detection and apprehension of criminals, enforcement of laws and ordinances, rehabilitation of offenders, deterrence of delinquency, and correctional work.

Certification and approval of the Administration of Justice curriculum has been given by the California State Commission of Peace Officers Standards and Training.

Major requirements for upper division standing at:

California Lutheran College:

AJ 1, 2, 3, 4, 5 and 3 additional units from AJ 11, 14, 16.

California State University, Los Angeles:

AJ 1, 2, 3, 4, 5; Pol Sci 3; Psych 1A; Soc 1.

See also the AS degree and certificate programs in the Administration of Justice.

Agriculture/Agri-Business

The curriculum in Agriculture/Agri-Business is designed to prepare students for a diversity of careers in this field by giving them a broad understanding of the basic factors in production, management, processing, distribution, marketing, sales, and services.

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

AB 2; Ag 21; Agron 1; AH 1; Bio 1; Bot 1; Chem 12, 1A; Econ 1; Engl 1A; Ent 1; Math 3, 5; Speech.

Other lower division courses to be taken after transfer.

See also the transfer curricula in Animal Science, Forestry, Ornamental Horticulture, and Soil Science.

Animal Science

Emphasis in this program may be placed on the scientific, production, or management aspects of man's domestic animal resources. The major leads to a variety of career opportunities in management and production including positions in feed and food processing, financial institutions, chemical industries, extension services, education, and government services.

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

Ag 10, 21; AH 1, 2, 5, 6; Bio 2A; Bot 1; Chem 1A, 1B, 8, 9; Econ 1; Engl 1A; Math 3, 5; Micro 1; Speech 1. Other lower division courses to be taken after transfer.

University of California, Davis:

AH 1; Bio 2A; Bot 1; Chem 1A, 1B; Micro 1; Physics 2A, 2B; Physio 1.

See also the AS degree program in Animal Science.

Anthropology

Anthropology is a study of humans and their learned social behavior - their cultures - at all times and all over the world. Most graduates with a degree in Anthropology are likely to pursue careers in teaching, government service, research, law, or business.

Major requirements for upper division standing at:

California State University, Northridge:

Anthro 1, 2, 3; Math 15.

University of California, Santa Barbara:

(Cultural Emphasis) Anthro 1, 2, 3.

(Physical Emphasis) Anthro 1, 2, 3; Bio 1; Anat 1.

Art

The students who elect to major in the field of art have a variety of opportunities open to them. Choices include careers in teaching, art criticism, journalism, historic preservation, or work as practicing artists in ceramics, painting, sculpture, drawing, commercial art, and photography.

Major requirements for upper division standing at:

California State University, Northridge:

Art 1A, 1B, 4A, 4B, 4C, 12A, 12B, and 6-10 units of Art electives.

University of California, Santa Barbara:

(History emphasis) Art 1A, 1B; two courses from 2, 3, 20; one course from 8A, 12A, 15A, 16A, 17A, 18A, 19A or Photo 1A; Hist 1A, 1B; one year of a foreign language.

(Studio emphasis) Art 1A, 1B, 4A, 4B, 4C; 3 courses from 8A, 12A, 15A, 16A, 17A, 18A, 19A, and Photo 1A; Hist 1A, 1B.

See also Associate degrees in Art and Photography.

Biology

Study in biology leads to a wide range of careers upon the attainment of the baccalaureate degree. Many students prepare for entry into graduate or professional schools upon graduation; programs in dentistry, medicine, nursing, pharmacy, and similar professions depend upon emphasis in biological sciences. Careers are found in teaching, research, government service.

Major requirements for upper division standing at:

California State University, Northridge:

Bio 2A, 2B; Chem 1A, 1B, Physics 2A, 2B. Math proficiency at Math 7 level required.

University of California, Santa Barbara:

Bio 2A, 2B; Chem 1A, 1B, 8, 9; *Math 25A, 25B; *Physics 2A/2B or 4/5.

*Refer to UCSB catalog for Mathematics and Physics requirements in the different majors available.

See also the Health Science and pre-professional majors (predental, premedical, prenursing, preveterinary).

Black Studies

The Black Studies program is designed to provide a broad cross-cultural orientation focusing on the heritage and contemporary social situation of Black people and instruction for students who intend to do graduate work in the area of ethnic studies or allied areas in the social sciences, humanities, and arts.

Major requirements for upper division standing at:

University of California, Santa Barbara:

Hist 3, 10A, 10B. 4 courses from the following, with not more than 2 from any one department: Anthro 1, 2, 3; Econ 1, 2; Geog 1, 2; Hist 1A/1B or 7A/7B; Phil 1; Pol Sci 1, 2, 3; Soc 1.

Business Administration

The major in Business Administration is designed to prepare students for a wide range of careers in the world of business. The areas of specialization available include accounting, finance, investments, real estate, marketing, office administration, management, production, operations management, operations research, and statistics.

Major requirements for upper division standing at:

California State University, Northridge:

Core of course requirements* for the seven available options: Bus 1A, 1B, 33A; Econ 1, 2; Math 12 or 16A or 25A; Bus 223 to be taken after transfer.

*Business majors who have not completed Math 12 or an equivalent course are required to take a mathematical placement test during their first semester at CSUN. They should enroll in the mathematics course in which the test places them as soon as possible.

Students preparing for the Operations Research and Statistics option must take Math 25A; for the Accounting option, complete an additional Math course from among: Math 16A, 16B, 25A, 25B.

Consult a counselor and the CSUN catalog for requirements in sub-options under the Accounting and Office Management Options.

See also the AS degree and certificate programs in Accounting Technician, Management, Marketing, Data Processing.

Business Education

The curriculum in Business Education is intended primarily to prepare students for teaching in the business area. Careers in teaching in business education programs are usually found at the secondary level.

Major requirements for upper division standing at:

California State University, Northridge:

Bus 1A, 1B, 33A; Econ 1, 2; Math 12.

Bus 223 to be taken after transfer.

Consult a counselor and the CSUN catalog for proficiency requirements in the areas of specialization with this major.

Chemistry

A wide range of opportunities awaits the chemist in business, industry, government, and in the field of education. Approximately three-fourths of all chemists are employed by private industry in such fields as petroleum, primary metals, electrical equipment, aerospace, paper, food, and rubber.

Major requirements for upper division standing at:

California State University, Northridge:

(BA): Chem 1A, 1B, 5; Math 16A, 16B; Physics 2A, 2B.

(BS): Chem 1A, 1B, 5; Math 25A, 25B, 25C, 35; Physics 4, 5, 6.

University of California, Santa Barbara:

Chem 1A, 1B; Math 25A, 25B, 25C; Physics 4, 5, 6. (Take Math 35 also for BS.)

Chicano Studies

Successful completion of the Chicano Studies program prepares students for work in the Barrio, education, politics, social services, and various other positions in government service and private industry.

Major requirements for upper division standing at:

California State University, Northridge:

Ch St 2 (or Soc 6), Ch St 7 (or Soc 7), Ch St 15 (or Engl. 45).

Child Development

This program will be of interest to students who wish to seek work in any of a variety of positions such as teacher or administrator in preschool settings, playground and recreation supervisors, parent educators, and other positions involving work with children and their families.

Major requirements for upper division standing at:

California State University, Northridge:

Math 15; Physio 1 or Psych 1B

See also the AA degree and certificate programs in Early Child Development and the Liberal Studies transfer major.

Computer Science

Computer science study may lead to a career in management information systems, in the design of computer operating systems and related software, and in applications that support science and engineering.

Major requirements for upper division standing at:

California State University, Northridge:

DP 1,5, 8A, 18 (or Math 18); Math 25A, 25B, 25C; Physics 4, 5. Choose two additional courses from Math 31, 35, and Physics 6.

University of California, Santa Barbara:

Math 18, 25A, 25B, 25C, 30, 31, 35.

Dance

The degree in Dance prepares students for further professional study toward a performing career and can be used as a step toward a career in teaching, both in a private studio and in schools or colleges.

Major requirements for upper division standing at:

University of California, Santa Barbara:

Anat 1 or Physio 1; Art 2; Music 8 or ThA 1; ThA 10A, 23; PE 5E, 10B, 10E. Audition required.

Data Processing

This program prepares students to seek employment in a variety of applications in the business world, such as accounting, finance, marketing, and related operations.

Major requirements for upper division standing at:

California State Polytechnic University, Pomona:

Bus 1A, 1B; DP 1, 4B, 18.

DP 245 to be taken after transfer.

See also the AS degree and certificate programs in Data Processing and the Business Administration option at CSUN.

Earth Science

This program involves the study of natural phenomena of the earth designed to contribute to the students' liberal education and to prepare them for professions which require familiarity with astronomy, meteorology, oceanography, physical geography, and geology.

Major requirements for upper division standing at:

California State University, Northridge:

Bio 2A; Chem 1A/1B or 12/13; Geog 1 or Geol 2; Geog 5 (Phy Sci 5), Phy Sci 10; Math 15 or 16A; Physics 2A, 2B.

Economics

The major in economics leads to careers in business or government and offers valuable preparation for various professions including law and journalism. The study of economics provides the opportunity to build a solid foundation for graduate study in either economics or administration.

Major requirements for upper division standing at:

California State University, Northridge:

Bus 1A, 1B; Econ 1, 2; Math 12.

University of California, Santa Barbara:

(Economics): Econ 1, 2; Math 15

(Business Economics): Bus 1A, 1B; Econ 1, 2; Math 15

(Economics/Math): Econ 1, 2; Math 25A, 25B, 25C, 30, 35

Education (See Liberal Studies)

Electronics Technology

Technological developments in the electronic industry continue to create opportunities for persons who have been well-trained in that field. There is a wide choice of careers for the electronics technology student, including occupations in business, industry, education, and government.

Major requirements for upper division standing at:

California Polytechnical State University, San Luis Obispo and California State Polytechnic University, Pomona:

Chem 1A; EL 10A, 10B, 20A, 20B, 20C, 20D, 28A; Math 7, 16A; Physics 2A, 2B.

See also the AS degree and certificate programs in Electronics Technology.

Engineering

The field of engineering is a particularly broad one which affords the student the choice of several areas in which to specialize. The lower division course work described below is designed to provide basic preparation for any of these choices.

Major requirements for upper division standing at:

California State University, Northridge:

Chem 1A; Engr 1, 4, 5, 12, 18*; Math 18, 25A, 25B, 25C, 35; Physics 4, 5, 6.

*Engr 227L to be taken after transfer.

University of California, Santa Barbara:

Chem 1A, 1B; Engr 6; Math 25A, 25B, 25C, 35; Physics 4, 5, 6. (Engr 12 is required for Mechanical and Environmental Engineering at UCSB.)

English

Career opportunities in English include teaching; journalism; advertising; copywriting; writing for stage, screen, television, and magazines. Studies in English provide preparation for the professions, government service, and politics.

Major requirements for upper division standing at:

California State University, Northridge:

Engl 1A, 1B, 13, 15A, 15B

University of California, Santa Barbara:

Engl 1A, 1B, 15A, 15B, 30; Hist 1A, 1B; Foreign Language — 4 semesters or equivalent.

Film Studies

This is an interdisciplinary major dedicated to the study of film as a humanistic discipline. The Film Studies major is aimed at providing a basis for critical evaluation of this medium which is becoming more and more a part of our lives.

Major requirements for upper division standing at:

University of California, Santa Barbara:

Cine 1; Hist 1A/1B or 7A/7B; Th A 4A; one course from Art 2, 3, 20 or Mus 8.

See also the AA degree program in Cinematography.

Foreign Languages

Studies in foreign languages provide specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Major requirements for upper division standing at:

California State University, Northridge:

FRENCH: French 3, 4; Engl 30 or 31.

GERMAN: German 3, 4; Engl 30 or 31.

ITALIAN: Italian 1, 2.

RUSSIAN: Russian 1, 2.

SPANISH: Spanish 3, 4; Engl 30 or 31.

Additional lower division courses to be taken at CSUN

University of California, Santa Barbara:

FRENCH: French 1, 2, 3, 4 or equivalent.

GERMAN: German 1, 2, 3, 4 or equivalent.

ITALIAN: Italian 1, 2 or equivalent.

RUSSIAN: Russian 1, 2 or equivalent.

SPANISH: Spanish 1, 2, 3, 4 or equivalent.

Additional lower division courses to be taken at UCSB.

Forestry

The program in Forestry provides the student with a wide perspective of the scientific and professional aspects of that area. The options which are presented give an emphasis in forest management and forest science. Graduates enter employment with private forest industries and government agencies.

Major requirements for upper division standing at:

California State University, Humboldt:

Ag 21; Bio 2A, 2B; Bot 1; Chem 1A; Math 16A or 25A, 18; Physics 2A.

University of California, Berkeley:

Bio 2A, 2B; Chem 1A, 1B; Econ 1, 2; Engr 8A; Engl 1A, 1B; Geol 2; Math 15, 16A, 16B; Physics 2A, 2B

Geography

Geography is the study of place and space; it is the description of land, sea, and air, and the distribution of plant and animal life including man and his industries. The most rapidly increasing area of employment for people trained in geography is planning, planning at all levels - local, regional, and national. Education is a second major career area for geographers, while a background in geography is an asset in travel, recreation, industry, and international trade and commerce.

Major requirements for upper division standing at:

California State University, Northridge:

Select one course from each of two categories:

1. Physical: Geog 1, 5 (Phy Sci 5)

2. Human: Geog 2, 3, 4

University of California, Santa Barbara:

Geog 1, 2; Bio 1. or 2A or Bot 1.

Geological Sciences

This major is concerned with study of the earth's rocks and minerals and of the physical, chemical, and biological processes, past and present, at work in the earth's interior and on its surface. Career opportunities in the geological sciences are numerous in educational, governmental, and industrial organizations. Careers may be concerned with environmental problems, production, research, and teaching.

Major requirements for upper division standing at:

California State University, Northridge:

(Geology option): Geol 2; Chem 1A, 1B; Math 25A, and 25B or Math 15/18; Physics 2A/2B or 4/5.

(Geophysics option): Geol 2; Chem 1A, 1B; Math 25A, 25B, 25C, 35; Physics 4, 5, 6.

University of California, Santa Barbara:

A total of 30-32 semester units in lower division. Geol 2, 3, 4; remaining units to be chosen from:

- a) Bio 1 or 2A/2B or Bot 1
 - b) Chem 1A, 1B and Physics 2A, 2B or Physics 4, 5
 - c) Math 25A, 25B and Math 25C or 15; Foreign language, 4 semesters or equivalent.
- See also the AA degree program in Geology.

Graphic Communications

The growing graphics industry offers opportunities on a wide scale to the majors in Graphic Communications. Creative layout and design, advertising sales, graphics photography, lithography and bindery operations are some of the special areas in which employment is available. Management and operation of computer controlled equipment provide new opportunities for careers in graphics.

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

GC 1, 4, 5A, 11A, 21, 26A, 32; Journ 1.

Additional lower division courses to be taken at Cal Poly.

See also the AS degree programs in Computer Graphics, Graphic Design, and Graphic Production.

Health Science

The objective of the Health Science major is the development and education of students in preparation for professional careers in a variety of health fields. The curricula, based upon a foundation in the liberal arts and the natural and behavioral sciences, are directed to special preparation for the various activities in the specific health fields.

Major requirements for upper division standing at:

California State University, Northridge:

The Bachelor of Science in Health Science is offered with seven different options, all of which require these core courses: Bio 2A, 2B; Chem 12; Health Sci 1; Psych 1A; Soc 1. Additional requirements in the individual options:

1. Biostatistics and Applied Epidemiology: Micro 1 or Physio 1; Math 7, 16A, 16B.
2. Community Health: Micro 1; Physio 1; Math 5 or 15.
3. Environmental and Occupational Health: Chem 8, 9, 13*; Math 7; Micro 1; Physio 1; Physics 2A, 2B.
4. Health Administration: Bus 1A, 1B; Math 5 or 7 or 15; Micro 1; Physio 1.
5. Physical Therapy: Anat 1; Chem 13*; Math 5 or 7; Physio 1; Physics 2A, 2B.
6. School Health Education: Anat 1; Math 5 or 15; Micro 1; Physio 1.
7. Nursing Services: Health Sci 5; Math 15.

*Chem 1A and 1B may be offered by the student in lieu of Chem 12 and 13 in the Physical Therapy and the Environmental and Occupational Health Options.

University of California, Santa Barbara:

Bio 2A; Anat 1; Physio 1; Chem 1A, 1B; Math 15; Physics 2A, 2B; Psych 1A. Pre-Physical Therapy Option: Bio 2B; Math 14; Soc 1. Gen. Health Option: Chem 8, 9; Math 14; Anth 1.

History

The study of history is a valuable basis for many careers both within and outside the social sciences. The majority of persons directly employed as historians today work in schools and colleges while others are employed by federal and state agencies, non-profit foundations, libraries, or corporations.

Major requirements for upper division standing at:

California State University, Northridge:

Hist 1A or 1B; 7A or 7B; 9A/B or 10A/B or 15A or 15B.

University of California, Santa Barbara:

Hist 1A, 1B, and 12 additional units of History of which 6 units should be selected from 10A, 10B, 15A, 15B.

Home Economics

The objectives for this major are to develop concepts and to promote knowledge in several major areas of emphasis. These areas include nutrition, child development, home management, housing and interiors, textiles and clothing, and home economics education.

Major requirements for upper division standing at:

California State University, Northridge:

HE 10, 30, 31. Home Econ 180 to be taken after transfer. Additional lower division courses, by option:

Teaching: HE 11, 32; Chem 12, 13

General: Contact CSUN Home Econ Dept.

Business: HE 11, 32; Chem 12, 13; Journ 2.

Dietetics: HE 11; Chem 8, 9, 12, 13; Bio 2A; Micro 1; Physio 1; Math 5; Psych 1A or Soc 1; Engl 1A or 1B.

Also see AS degree program in Home Economics.

Journalism

The Journalism major program has a two-fold purpose: to provide preparation for careers in newspaper and magazine editorial work, television and radio news, or public relations, and, to provide a study of the media of mass communications for those students who feel it would contribute to their liberal education.

Major requirements for upper division standing at:

California State Universities, Northridge and San Jose:

Journ 1, 2.

Law and Society

Careers in urban planning, court management, probation, counseling, legal practice, and all levels of government service are open to graduates of the Law and Society program. Graduate studies open to the student range from the social sciences and criminal justice to judicial administration and management and law school.

Major requirements for upper division standing at:

University of California, Santa Barbara:

Phil 7; Pol Sci 3; Soc 1. Three courses from: Anthro 2; Econ 1, 2; Hist 1A, 1B, 7A, 7B; Math 15; Pol Sci 1, 2; Psych 1A.

Liberal Studies

The major in Liberal Studies is designed primarily for students seeking the multiple subjects (elementary) credential, but is open to all students. This major is *not* appropriate for most students intending to teach in a public junior or senior high school. The completion of the Liberal Studies major automatically satisfies the General Education requirements of the University.

While the four components are common to this major at any Cal State campus, the specific courses required in each component will vary between campuses. Plan to see your counselor for more details about this major - do this early to avoid errors in course selection.

Major requirements for advanced standing at:

California State University, Northridge:

- I. English
 - A. 3 units from: English 1A; or Speech 1 or 7.
 - B. 3 units from: English 1B; 30, 31 or 45.
 - C. 3 units from: English 1A or 1B (if not taken above), or any G.E. transfer English Literature course.
- II. Math-Science
 - A. Math 10
 - B. Biology 1 or 2A.
 - C. 1 course from: Chemistry 1A or 12; or Physical Science 1; or Physics 2A or 10.
 - D. 1 course from: Geography 1 or 5; or Geology 2 or 3; or Physical Science 5.
 - E. 3 units from any G.E. transfer Math or Science course.
- III. Social Science
 - A. 3 units from: History*
 - B. Geography 2.
 - C. Anthropology 2.
 - D. 1 course from: Psychology 1A; or Sociology 1.
 - E. 3 units from any G.E. transfer Social Science course (Political Science3).*
- IV. Humanities-Fine Arts
 - A. 6 units from: Art 1A, 1B, 2, 3; Cinema 1; English Literature (any G.E. transfer course); Foreign Language (not conversational); History (any G.E. transfer course); Humanities; Journalism 1, 2; Music 1, 2A, 2B, 2C, 2D, 5, 8, 9A, 9B; Philosophy; Physical Education 5B, 5C, 5D; Recreation 1, 2, 3, 4, 6; Telecommunications 1, 3, 7; or Theatre Arts 2A, 2B.
 - B. 3 units from any course listed in I-IV above.

Mathematics

The Mathematics degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government. Many areas, such as the physical, biological, and social sciences, engineering, economics, and business, are dependant upon the use of applied mathematics in developing solutions to practical problems.

* Students may satisfy both the component requirements *and* the American History and Institutions requirements by completing: One U.S. History course - 3, 4, 5, 6, 7A, 7B or 12 and Political Science 3.

Major requirements for upper division standing at:

California State University, Northridge:

Math 18, 25A, 25B, 25C, 31; Physics 4, 5.

University of California, Santa Barbara:

(BA and BS) Math 18, 25A, 25B, 25C, 30. For the BA and BS in Mathematical Science at UCSB the student should also take Math 31 and 35.

See also the transfer program in Economics for the BA in Economics/Mathematics at UCSB.

Music

Degree programs in Music are designed primarily to provide preparation leading to careers in performance, teaching, composition, and music history. Opportunities for other careers in music are found in music publishing, management, librarian work, television, radio, recording, and films. The requisite background for these careers is found in the basic music major curricula; specialized training in these areas comes in upper division and graduate work.

Major requirements for upper division standing at:

California State University, Northridge:

Mus 2A, 2B, 2C, 2D, 9A, 9B. Students should select at least one ensemble course in each of four semesters from: Mus 10, 11, 12, 15, 18, 19.

University of California, Santa Barbara:

Mus 2A, 2B, 2C, 2D, 9A, 9B, 25A, 25B, 25C. Audition required.

See also the AA degree program in Music.

Ornamental Horticulture

This curriculum offers the student comprehensive preparation for positions in the nursery, greenhouse, landscape, and florist industries. Many graduates qualify for management positions in those industries as well as supervisory positions in parks and grounds and positions in the field of teaching.

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

Ag 10,21; Bot 1; Bus 1A, 1B; Chem 12, 1A; Econ 1; Engl 1A; LH 1, 2, 3, 5, 6, 7; Math 3, 5; Micro 1; Psych 1A; Speech 1.

See also the AS degree and certificate programs in Landscape Management and Nursery Management.

Philosophy

The Philosophy major is intended to provide undergraduate preparation for graduate study in philosophy and to contribute to a broad general education and to preprofessional training in areas (e.g. law, theology) where early specialization is normally not encouraged.

Major requirements for upper division standing at:

California State University, Northridge:

Phil 7; other lower division courses to be taken after transfer.

University of California, Santa Barbara:

Phil 7; other lower division courses to be taken after transfer.

Physical Education

The major in Physical Education is designed to permit flexibility in preparing students for various professional goals. Graduates may find careers in such fields as teaching, therapeutics, coaching, recreation work, dance, and work with scientific foundations.

Major requirements for upper division standing at:

California State University, Northridge:

Core courses: Anat 1, Bio 1 or 2A, Physio 1; PE 23A, 23B.

Men Majors: PE 24A, 24B

Women Majors: PE 5A, 25A, 25B

In lieu of PE 23A - 25B, students may take PE 5C, 5D, 5E, 5F. If exercising this option students should contact CSUN PE department.

Additional lower division courses to be taken after transfer.

University of California, Santa Barbara:

Anat 1; Chem 1A; Math 15; Physics 2A or 10; PE 20A; Physio 1; Psych 1A; Soc 1; and 4 units of PE activity courses to include: aquatics, tumbling, track and field, weight training (men only), figure control (women only), volleyball and tennis.

See also the program in Recreation.

Physical Science

The major in Physical Science is designed to prepare students for a diversity of professions requiring an understanding of the fundamentals of the physical sciences. Such professions include teaching science at the secondary level, technical administration in government and industry, legal work with patents, scientific librarianship, and scientific journalism.

Major requirements for upper division standing at:

California State University, Northridge:

Chem 1A, 1B; *Math 25A, 25B, 25C, 35; Physics 2A/2B or 4/5/6.

* For these Mathematics courses, the student may substitute Math 16A, 16B and take Math 255C after transfer.

Physics

The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as astronomy, biophysics, environmental science, oceanography, and scientific instrumentation.

Major requirements for upper division standing at:

California State University, Northridge:

Core courses: Chem 1A; Math 25A, 25B, 25C, 35; Physics 4, 5, 6.

Physics option: Chem 1B

Applied Physics: Math 18; Engr 18 (Engr 227L to be taken after transfer).

Mathematical Physics: Math 18, 35

University of California, Santa Barbara:

Chem 1A, 1B; Math 25A, 25B, 25C, 35; Physics 4, 5, 6.

Political Science

Political Science, the study of government and politics, leads to an understanding of the institutions of government and the role of citizens and leaders at every level of government. The major in political science provides 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.

Major requirements for upper division standing at:

California State University, Northridge: Pol. Sci. 2, 3; Engl 1A; Math 15. Two courses from: Ch St 2 (Soc 6), Hist 1B, Phil 2, Soc 2.

University of California, Santa Barbara:

Pol Sci 1, 2, 3, and one other lower division Pol Sci course.

Preidental

Moorpark College offers courses which will meet the basic educational requirements for admission to several dental schools. Students are advised to determine and to satisfy specific requirements of the dental schools to which they expect to apply. Specific requirements for two of the five dental schools in California are shown below.

Major requirements for upper division standing at:

University of California, Los Angeles:

Bio 2A, 2B; Chem 1A, 1B, 8, 9; Engl 1A; Physics 2A, 2B; Psych 1A.

University of Southern California:

Bio 2A, 2B; Chem 1A, 1B, 7A, 7B; Engl 1A, 1B; Physics 2A, 2B.

Premedical

Students who plan to apply for admission to a medical school should ascertain and satisfy the specific requirements for the medical schools to which they expect to apply. Lower division course work needed in preparation for admission to certain of California's seven medical schools is listed here.

Major requirements for upper division standing at:

University of California, Davis:

Bio 2A, 2B; Chem 1A, 1B, 8, 9; Engl 1A, 1B; Math 16A, 16B; Physics 2A, 2B.

University of California, Los Angeles:

Bio 2A, 2B; Chem 1A, 1B, 8, 9; Engl 1A, 1B, and one literature course; Math 16A, 16B; Physics 2A/2B or 4/5.

University of Southern California:

Bio 2A, 2B; Chem 1A, 1B, 7A, 7B; Engl 1A, 1B; Physics 2A, 2B.

Prenursing

Students wishing to apply for admission to a four-year program leading to the Bachelor of Science degree in nursing may satisfy most of the lower division requirements at Moorpark College. It is advisable to determine the specific requirements for the nursing school to which it is intended that application be made.

Major requirements for upper division standing at:

University of California, Los Angeles:

Bio 2A, 2B; Anthro 2; Chem 1A, 1B, 8, 9; Engl 1A, 1B; Physics 10; Psych 1A; Soc 1; HE 10; Micro1.

California State University, Los Angeles:

Bio 2A; Anat 1; Micro 1; Physio 1; Chem 12/13 or 1A/1B; Anthro 2; Psych 1A; Soc 1.

See also the Ventura College nursing program.

Preveterinary

Students may meet the lower division requirements in preparation for admission to schools of veterinary science by taking specific courses at Moorpark College. It is advisable for students to learn the lower division requirements at the schools to which they intend to apply.

Major requirements for upper division standing at:

University of California, Davis:

Bio 2A, 2B; Chem 1A, 1B, 8, 9; Engl 1A, 1B; Physics 2A, 2B; Physio 1.

See also the AS degree and transfer programs in Animal Science.

Psychology

The major in psychology provides a study of the behavior of individuals and groups in contemporary society. The graduate in this major is prepared for positions in research and teaching, counseling, and working with individuals in clinical settings. The major also provides the student with the background for graduate study in the field of psychology and related specialties.

Major requirements for upper division standing at:

California State University, Northridge:

Psych 1A, 1B; Math 15

University of California, Santa Barbara:

Core courses: Psych 1A, 1B; Math 15. Additional courses for:

BA in Developmental Psychology: Bio I.

BS in Physiological Psychology: Bio 2A, 2B; Chem 1A, 1B, 8, 9; Physics 2A, 2B; Math 16A, 16B; Physio 1.

Radio—Television—Broadcasting

This major is designed for students who plan professional or academic careers in educational or commercial radio or television. The major provides training for positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

Major requirements for upper division standing at:

California State University, Northridge:

TC 1, 5; TC 3A or Cine 2

See also the AA degree and program in Telecommunications.

Recreation

Students in the Recreation major program are prepared for professional careers as leaders, directors, supervisors, or administrators in public, commercial, or private recreation agencies. The major provides the opportunity for specialization in a number of areas, including these: general recreation, social service agencies, college and university programs, therapeutic recreation, camping and outdoor recreation, park and recreation administration, and recreation in the minority community.

Major requirements for upper division standing at:

California State University, Northridge:

Rec 1, 2, 3, 4; other lower division courses to be taken after transfer.

See also the AS degree program in Recreation Technology and the Physical Education major.

Religious Studies

The Religious Studies major is designed to provide a background for understanding the forms and traditions of religion that have appeared in human culture. Professional careers in research and/or teaching are open in education at all levels, and graduates can also pursue careers in related areas — various forms of ministry, counseling, or social work.

Major requirements for upper division standing at:

California State University, Northridge:

Phil 11; other lower division courses to be taken after transfer.

University of California, Santa Barbara:

Phil 10 or 11.

Social Sciences

The major in Social Sciences permits undergraduates to explore a broad spectrum of the social sciences in order to obtain an acquaintance with their socio-cultural, economic, and political aspects and to develop a greater concentration in one of these areas of study. This major will satisfy much of the required liberal studies background for students who are planning to teach in elementary schools.

Major requirements for upper division standing at:

University of California, Santa Barbara:

Hist 1A, 1B; Anthro 2 or 3 or Soc 1 ; Geog 2 or Pol Sci 3; Econ 1, 2; one additional course - see UCSB catalog for details.

Sociology

Sociologists study the groups, institutions, and societies which are formed by humans; the structure and behavior of such groups are analyzed to understand the influence of group activities on individual members and members influence on other members and other groups. The Sociology major is intended to provide undergraduate preparation leading to careers in law, social work, urban and environmental planning, public service, counseling, mental health, and many similar service professions.

Major requirements for upper division standing at:

California State University, Northridge:

Soc 1, 3; Math 5 or 15 (or a satisfactory score on Math placement test after transfer)

University of California, Santa Barbara:

Soc 1, 3, and one of the following sequences:

- a) Anthro 2 and one additional Anthro course (not physical).
- b) Econ 1, 2
- c) Hist 1A, 1B
- d) Pol Sci 1, 2, 3
- e) Psych 1A and one upper division Psych course after transfer.

Soil Science

The Soil Science major prepares graduates for employment in professional positions as soil conservationists, land appraisers, farm advisers, farm managers, or agriculture teachers as well as for farm operators. Study in this curriculum can also lead to specialized positions such as soil surveyors, laboratory technicians, college instructors, and soil specialists.

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

AB 2; Ag 10, 21; Agron 1; Bot 1; LH 1; Chem 12, 1A; Micro 1; Math 3, 5; Econ 1.

University of California, Davis:

Bio 2A; . Bot 1; Chem 1A, 1B, 8; Econ 1; Engl 1A, 1B; Geol 2; Math 15, 16A, 16B, 18; Physics 2A, 2B.

Speech

For the lower division requirements in the Speech major, students are advised to consult a counselor and the catalog of the four-year school to which they intend to transfer.

Theatre Arts

People who major in the various specialties of the dramatic arts tend toward a professional career in theatre, television, or films. A large number go into teaching or into commu-

nity theatre activities. Many have used training in theatre arts toward attaining confidence and self-assurance in professions such as law, the ministry, or business.

Major requirements for upper standing at:

California State University, Northridge:

ThA 2A, 2B, 4A, 4B, 23, 24, 25, 26.

Th 300 to be taken after transfer.

University of California, Santa Barbara:

Core courses: 1, 4A, 10A, 10B.

Additional courses in these emphases:

Acting: ThA 2A, 2B, 3A, 26

Directing: ThA 2A, 23, 25

Design and Technical Theatre: ThA 23, 24, 25, 26; HE 31, 35

See also the AA degree programs in Theatre Arts.

Urban Studies

This is an interdisciplinary program focusing on major problems which stem from the complexities and pressures of the urban environment in a highly industrialized society. The degree may lead to employment in governmental and voluntary agencies concerned with planning and providing human services. Some students may wish to enter graduate study in such professional schools as city planning, public administration, social welfare, or law.

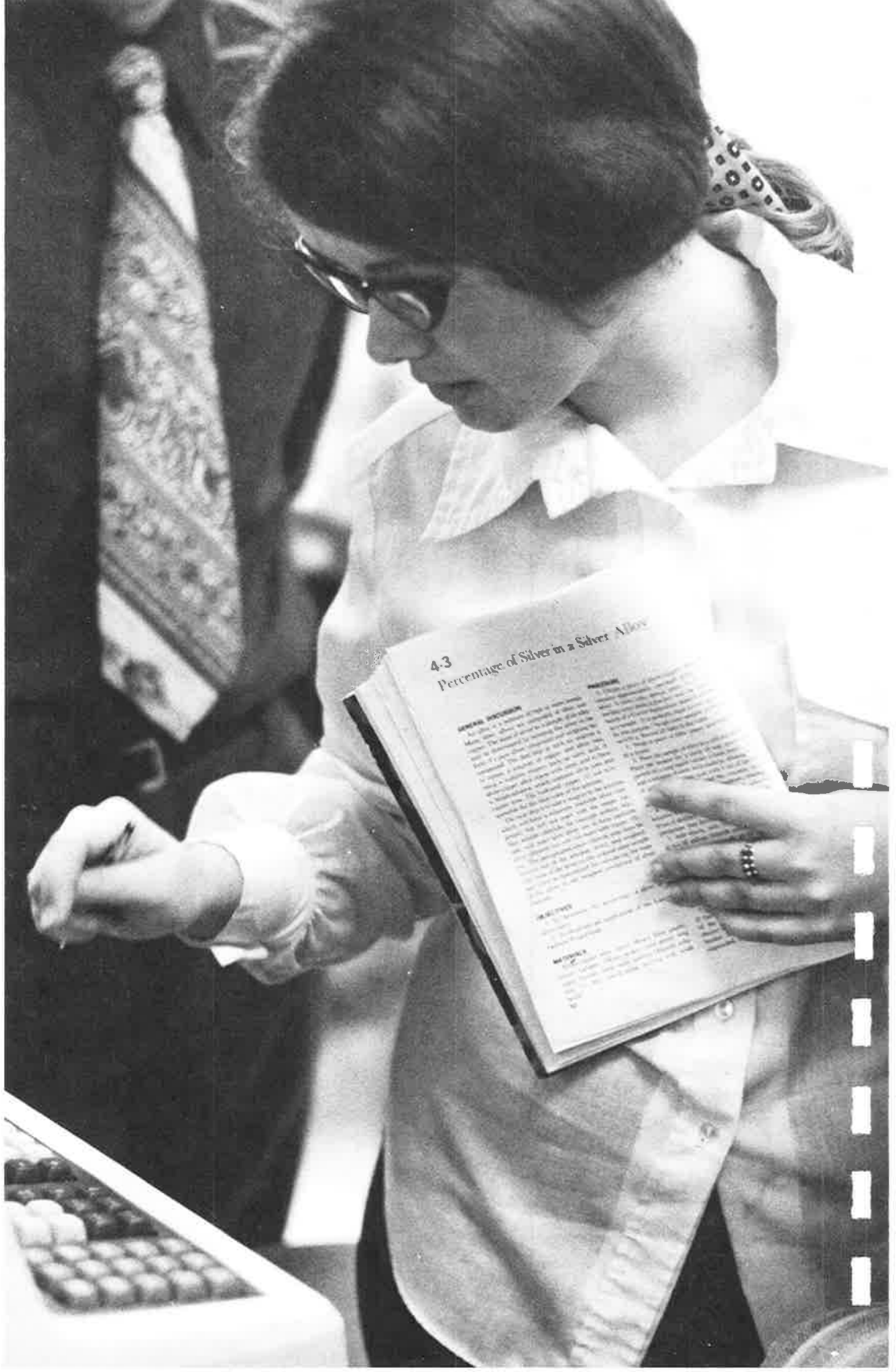
Major requirements for upper division standing at:

California State University, Northridge:

Econ 1, 2; Geog 9 or Urban 1A; Math 15.

See also AS degree programs in Administration of Justice, Alcohol Studies, and Government Management.

NOTES



4-3 Percentage of Silver in a Silver Alloy

GENERAL PROCEDURE

1. Weigh a sample of the alloy (approximately 0.5 g) into a clean, dry beaker.

2. Add a small amount of concentrated nitric acid to dissolve the alloy.

3. Dilute the solution with distilled water to a known volume.

4. Filter the solution through a filter paper into a clean beaker.

5. Add a few drops of a dilute solution of sodium chloride to the filtrate.

6. Allow the mixture to stand for a few minutes.

7. Filter the precipitate through a filter paper into a clean beaker.

8. Wash the precipitate with a small amount of distilled water.

9. Dry the precipitate in a desiccator.

10. Weigh the dried precipitate.

RESULTS

Weight of alloy = 0.50 g

Weight of precipitate = 0.15 g

Percentage of silver = $\frac{0.15}{0.50} \times 100 = 30\%$

DISCUSSION

The results show that the alloy contains 30% silver. This is in agreement with the theoretical composition of the alloy.

CONCLUSION

The percentage of silver in the alloy is 30%.

**ANNOUNCEMENT
OF COURSES**

ANNOUNCEMENT OF COURSES

In the section that follows there appears in alphabetical order by title a brief description of every course in the Moorpark College curriculum. Included with each description is information regarding the unit value of the course, the weekly hours or total hours of the course meetings, and the transfer status of the course. In the case of those courses for which there are prerequisites (i.e., previous preparation of some nature is required), such prerequisites are stated before the course description is given.

The transfer status of the course with regard to the California State University and College system (CSUC) and the University of California system (UC) is indicated following the course description. The course may be accepted for credit by the CSUC system only, by both the CSUC and UC systems, or by neither system. For some courses it will be indicated that there are limitations to the credit granted in the UC system. It is emphasized that the limitations apply to the UC system only; each credit limitation is explained. In those instances where UC transfer credit is shown as pending, a counselor should be consulted. Should no transfer credit statement appear following a course description, that course is not acceptable for credit at any of the California public four-year institutions and, normally, not acceptable at private or out-of-state institutions as well.

Administration of Justice

AJ 1 — Introduction to the Administration of Justice

3 Units

Prerequisite: Concurrent enrollment in AJ 2 is recommended.

Class Hours: 3 lecture

The history and philosophy of administration of justice in America; recapitulation of the system; identifying of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment and rehabilitation; ethics, education and training for professionalism in the system. *Transfer credit: CSUC; UC*

AJ 2 — Concepts of Criminal Law

3 Units

Prerequisite: Concurrent enrollment in AJ 1 is recommended.

Class Hours: 3 lecture

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. (formerly AJ 4) *Transfer credit: CSUC; UC*

AJ 3 — Community Relations

3 Units

Class Hours: 3 lecture

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 interrelationship and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system, Justice Administration and the development of positive relationships between members of the system and the public. (formerly AJ 7) *Transfer credit: CSUC; UC*

AJ 4 — Legal Aspects of Evidence

3 Units

Prerequisites: AJ 1 and AJ 2

Class Hours: 3 lecture

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (formerly AJ 8) *Transfer credit: CSUC; UC*

AJ 5 — Principles and Procedures of the Justice System

3 Units

Prerequisites: AJ 1 and AJ 2

Class Hours: 3 lecture

An in-depth study of the role and responsibilities of each segment within the administration of justice system; law enforcement, judicial, corrections. A past, present, and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. (formerly AJ 15) *Transfer credit: CSUC; UC*

- AJ 9 — Firearms** **1 Unit**
 Class Hours: 3 laboratory
 The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; shotgun and other special weapons. *Transfer credit: CSUC*
- AJ 10 — Patrol Procedures** **3 Units**
 Prerequisites: AJ 1 and AJ 2
 Class Hours: 3 lecture
 Responsibilities, techniques, and methods of police patrol; handling complaints, mechanics of arrest, preliminary investigations, field notetaking and report writing. *Transfer credit: CSUC*
- AJ 11 — Criminal Investigation** **3 Units**
 Prerequisites: AJ 1 and AJ 2
 Class Hours: 3 lecture
 Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids, modus operandi, sources of information; interviews and interrogations; follow-up and case preparation. *Transfer credit: CSUC*
- AJ 12 — Defense Tactics** **1 Unit**
 Class Hours: 3 activity
 Protection against persons armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-alongs; restraint of prisoners and the mentally ill; fundamental use of the baton. This course partially fulfills PE 1 requirement of Law Enforcement majors.
- AJ 13 — Traffic Control and Investigation** **3 Units**
 Prerequisites: AJ 1 and AJ 2
 Class Hours: 3 lecture
 Traffic law enforcement, regulation, and control, fundamentals of traffic accident investigation; California Vehicle Code. *Transfer credit: CSUC*
- AJ 14 — Juvenile Procedure** **3 Units**
 Prerequisites: AJ 1 and AJ 2
 Class Hours: 3 lecture
 The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. *Transfer credit: CSUC*
- AJ 16 — Constitutional Law for Police** **3 Units**
 Prerequisite: AJ 2.
 Class Hours: 3 lecture
 Admissibility of evidence and confessions; recent judicial decisions interpreting civil rights; problems involving the reconciliation of individual rights and collective security and the prevention of criminality. Special emphasis on the Bill of Rights and major enforcement problems and constitutional limitations in perspective (former title: Arrest, Search and Seizure). *Transfer credit: CSUC*
- AJ 17 — Fingerprint and Document Examination** **3 Units**
 Prerequisites: AJ 1, and AJ 2.
 Class Hours: 3 lecture
 This course teaches the basics of fingerprinting, fingerprint pattern interpretation, fingerprint classification and searching, development of latent prints; the fundamental of handwriting and questioned document comparison; exemplar preparation, check classification, court preparation and presentation. *Transfer credit: CSUC*
- AJ 18 — Narcotics Investigation** **3 Units**
 Prerequisites: AJ 1,2,3,4, and 5 (Core Program).
 Class Hours: 3 lecture
 The identification of marijuana, opiates, cocaine, dangerous drugs, hallucinogens, and their paraphernalia. Principles of identifying and dealing with the "user." Laws and court decisions relating to the offender, fundamentals of arrest, search, report writing, and court testimony. The prevention and control of drug abuse as it relates to society. *Transfer credit: CSUC*
- AJ 19 — Vice Control** **3 Units**
 Prerequisites: AJ 1,2,3,4, and 5 (Core Program).
 Class Hours: 3 lecture
 Detection, repression and control of vice, gambling, prostitution, liquor law and sex offender violation. Vice law and court procedures. The course is intended to provide knowledge and skill in the recognition, investigation and control of vice offenders. *Transfer credit: CSUC*

AJ 20 — Police Administration**3 Units**

Prerequisites: AJ 1 and AJ 32.
Class Hours: 3 lecture

Administrative, management and organization principles applicable to law enforcement agencies. Fundamentals of organization and management of patrol, traffic, detective, juvenile, vice records and detention units. Personnel management, fiscal activities and planning, manpower deployment, formulation of policies and regulations. *Transfer credit: CSUC*

AJ 22A/B — Directed Studies In Administration of Justice**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.
Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of law enforcement on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

AJ 23 — Physical Evidence**3 Units**

Prerequisite: AJ 11
Class Hours: 3 lecture

Identifying, collecting, and preserving physical evidence; the role of the evidence technologist; methods and techniques of crime scene recording; use of field evidence equipment; familiarization of personal identification techniques with comprehensive instruction in fingerprint evidence; methods and techniques of physical evidence from initial discovery to final presentation in court. *Transfer credit: CSUC*

AJ 24 — Evidence Photography**3 Units**

Prerequisite: AJ 23 (May be taken concurrently).
Class Hours: 3 lecture

History and development of photography in the Administration of Justice; the role of photography in the system; types and uses of cameras and equipment; principles of light and lighting; application of darkroom techniques; utilization of special techniques in the justice system; application of photography to police work. *Transfer credit: CSUC*

AJ 25 — Evidence and the Laboratory**3 Units**

Prerequisite: AJ 24.
Class Hours: 3 lecture

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. *Transfer credit: CSUC*

AJ 27 — Civil Duties and Procedures**3 Units**

Prerequisite: AJ 1.
Class Hours: 3 lecture

The duties, rights, and liabilities of marshals, civil deputies, peace officers, and clerical personnel in civil law enforcement. Includes levies, service of civil process, third party claims, writs, sales and delivery actions. *Transfer credit: CSUC*

AJ 28 — Court Administration**3 Units**

Prerequisite: AJ 27.
Class Hours: 3 lecture

A study of court management and the role of the court administrators; duties and responsibilities of magistrates, court officers and attaches; emphasis on new dimensions of court reform and court management techniques. *Transfer credit: CSUC*

AJ 29 — Judicial Processes**3 Units**

Class Hours: 3 lecture

An overview of the system of federal and California courts with a careful examination of the various roles and duties of court-support personnel. Designed for persons seeking or continuing employment in the courts of California. *Transfer credit: CSUC*

AJ 32 — Police Supervision — In-Service**3 Units**

Prerequisite: AJ 1 or AJ 41.
Class Hours: 51 total lecture

A course designed for regular and reserve officers and first and second line supervisors. Duties and responsibilities of the police supervisor, analysis of personnel problems, complaints, and grievances; employee relations; principles of efficient leadership. *Transfer credit: CSUC*

AJ 33 — Security Services System**3 Units**

Prerequisites: AJ 1 and AJ 2.

Class Hours: 3 lecture

History and development of the security services function; interrelationships to the legal process; career roles and operational processes in various types of security organizations. *Transfer credit: CSUC*

AJ 34 — Business and Retail Security**3 Units**

Prerequisites: AJ 33.

Class Hours: 3 lecture

History and development of security services by business and retail organizations; methods used in provision of security; and techniques in loss prevention, detection and control. *Transfer credit: CSUC*

AJ 35 — Industrial Security**3 Units**

Prerequisite: AJ 34.

Class Hours: 3 lecture

Philosophy and history of industrial security services. Survey of contemporary industrial practices; protection of facilities, risk reduction and safety practices. Security employee responsibilities. *Transfer credit: CSUC*

AJ 39 — Team Policing Management**3 Units**

Prerequisite: AJ 1 or AJ 20.

Class Hours: 3 lecture

The philosophy and history of the team policing concept, including a description of management and team building methods for use in motivating personnel and achieving objectives.

AJ 40A-Z — Seminar on Critical Issues in Law Enforcement**1 Unit**

Prerequisite: AJ 1.

Class Hours: 16 lecture total

A short-term lecture course designed to facilitate discussion of critical issues and contemporary problems faced by law enforcement and other employees of the justice system. Emphasis on small group discussions and interaction led by recognized authorities and experts in the criminal justice field.

AJ 41 — Introduction to Probation, Parole and Corrections**3 Units**

Class Hours: 3 lecture

An introduction to the legal and practical aspects, practices, and procedures of probation and parole including an analysis of both with emphasis on rehabilitation and classification methods in criminology. (Co-numbered Urban 41). *Transfer credit: CSUC*

AJ 42 — Affecting Human Behavior**3 Units**

Class Hours: 3 lecture

Knowledge and skills leading to effectiveness in interpersonal relations and increased understanding of self and others, with emphasis on facilitating effective communication. (Co-numbered Urban 42). *Transfer credit: CSUC*

AJ 43 — Interviewing, Counseling and Tutoring**3 Units**

Class Hours: 3 lecture

Introduction to the principles and practices of interviewing, counseling, and tutoring. An integral part of the two-year curriculum in correctional services, designed to answer the national need of the "new careers" on all academic levels in people-to-people services. These include counselor and group counselor aides, teacher aides, eligibility workers, social worker technicians, and other pre-professional positions. (Co-numbered Urban 43). *Transfer credit: CSUC*

AJ 44 — Techniques of Group Counseling**3 Units**

Class Hours: 3 lecture

Techniques of counseling in groups with people of a variety of ages. Group exploration and sharing of feelings about problems presented. Recognition of unique and common problems, and participation in understanding and behavior change. (Co-numbered Urban 44). *Transfer credit: CSUC*

AJ 45 — Fundamentals of Crime and Delinquency**3 Units**

Prerequisite: AJ 1 or AJ 41.

Class Hours: 3 lecture

An introduction to major types of criminal behavior, role careers to offenders, factors which contribute to the production of criminality or delinquency: methods used in dealing with violators in the justice system; the changing roles of police, courts, and after-care process of sentence, probation, prisons, and parole; changes of the law in crime control and treatment processes. *Transfer credit: CSUC*

AJ 46 — Institutional and Field Services**3 Units**

Prerequisite: AJ 45.

Class Hours: 3 lecture

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confined and field settings.

AJ 89A-Z — Institutes in Law Enforcement**½-1½ Units**

Prerequisites: AJ 1,2,3,4, and 5 (Core) or possession of P.O.S.T. Basic Certificate.

Class Hours: 8-24 lecture total

A short term lecture series on specialized law enforcement technology designed for criminal justice personnel.

Aeronautics

AERO 1 — Private Pilot Ground School**4 Units**

Class Hours: 4 lecture

Ground School designed to prepare the student for FAA private pilot written examination. Includes principles of flight, instrumentation, navigation, flight planning, weather and communications.

AERO 4 — Instrument Rating Ground School**3 Units**

Prerequisite: Aero 1 or private commercial license.

Class Hours: 3 lecture

Prepares student for the FAA Instrument Pilot written examination. Topics include weather, flight planning, fuel management, enroute charts and Victor airways, approach plates, F.A.R.'s, F.A.A. publications, holding patterns, VOR, ILS, DME, NDB, missed approaches and emergencies.

AERO 89A-Z — Private/Commercial Pilot Seminar**½-1½ Units**

Prerequisite: Flying experience. Prefer licensed pilots (including student license).

Class Hours: 8-24 lecture total

The Private/Commercial Pilot Seminar is designed to provide a means for aviators to keep abreast of constantly changing FAA rules and procedures. At present, it consists of four short courses, each for one unit. The titles are: Federal Air Regulations, Flight Planning and Communications, Ground/Air Operation and All-Weather Flight Operations.

Agriculture

AG 10 — Agriculture Construction and Maintenance**2 Units**

Class Hours: 1 lecture, 3 laboratory

Construction techniques, materials, structural planning and maintenance of agricultural structures and equipment. Carpentry and masonry tools, hardware and materials as applied to construction and maintenance of various agricultural structures. Use of hand power equipment. *Transfer credit: CSUC*

AG 21 — Soils**3 units**

Class Hours: 2 lecture, 3 laboratory

Physical, chemical, and biological properties of soils, the factors determining productivity; soil classification interpretation and evaluation of soil practices used in agriculture; laboratory work in soil sampling and testing, organic materials and microbiology, alkaline soils and reclamation; use of soil maps; soil and water experiments. *Transfer credit: CSUC; UC*

AG 22A/B — Directed Studies in Agriculture**1-3/1-3 Units**

Prerequisites: A specific course in the field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of agriculture on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. Class work can be done by arrangement. *Transfer credit: CSUC*

AG 23A/B — Special Projects in Agriculture**1-3 Units**

Prerequisites: Previous or concurrent enrollment in Agriculture class.

Class Hours: 3-9 laboratory

For students who are interested in furthering their knowledge or skills beyond that offered in scheduled classes. Maximum 6 units - 3 per semester. Lab work can be done by arrangement. *Transfer credit: CSUC*

Agriculture Business

AB 1 — Introduction to Agri-Business

3 Units

Class Hours: 2 lecture, 3 laboratory

Business principles as they apply to agriculture business enterprises in related agricultural areas that service and supply production agriculture, i.e., agricultural chemical sales and services, agricultural equipment sales and service to others. *Transfer credit: CSUC*

AB 2 — Record Keeping

3 Units

Class Hours: 2 lecture, 3 laboratory

The study of basic record keeping procedures used in production agriculture. Required course for all Agriculture students. *Transfer credit: CSUC*

Agronomy

AGRON 1 — Introduction to Agronomy

3 Units

Class Hours: 2 lecture, 3 laboratory

Plant structures and their functions; crop ecology and basic factors affecting crops and crop production. Identification of crops, seeds and weeds. Weed control in this locality. Seed production, including certified seed. *Transfer credit: CSUC; UC*

AGRON 2 — Vegetable Crop Production

3 Units

Prerequisite: Agron 1

Class Hours: 2 lecture, 3 laboratory

Economic importance, adaptation, cultural practices, marketing, pest control, calendar of operations, cost analysis of major representative crops of the area. Environmental relationships, moisture, temperature, general weather influence on crops in the locality. *Transfer credit: CSUC*

Alcohol Studies

AS 1 — Introduction to Alcohol Studies

3 Units

Class Hours: 3 lecture

An introduction into the use and misuse of alcohol from physiological, sociological and psychological perspectives. Focus will be placed upon alcoholism as a major health problem. Factors underlying etiology and recovery will be discussed. *Transfer credit: CSUC*

AS 2 — Techniques of Counseling

3 Units

Class Hours: 3 lecture

Major counseling techniques and treatment modalities will be studied, explored and demonstrated such as, behavior modification, reality therapy, gestalt therapy, transactional analysis, client-centered therapy, etc. Specific emphasis will be placed upon methods of dealing with alcohol-related problems, the alcoholic and the family of the alcoholic. (formerly SA 2) *Transfer credit: CSUC*

AS 3 — The Pharmacology of Drug Abuse

3 Units

Class Hours: 3 lecture

Survey of the pharmacological principles underlying the actions of drugs, the pharmacological aspects of drug tolerance, habituation and abuse, and the pharmacological activity of drugs in altering mood and behavior. The biological, psychological, social and cultural dimensions of substance abuse are studied. This course is a requirement in the Alcohol Studies (Substance Abuse) programs, both AS Degree and Certificate, but does not satisfy the Natural Science requirement for the Associate Degree. (co-numbered Biol 15) *Transfer credit: CSUC*

AS 4 — Field Experience in Alcohol Studies

3 Units

Prerequisites: AS 1 and AS 2 or equivalent.

Class Hours: 1 lecture, 6 laboratory

Training in the field of alcohol studies. Students will be assigned to community agencies within Ventura County specializing in the prevention and treatment of alcohol-related problems. (formerly SA 8) *Transfer credit: CSUC*

AS 60A-Z — Topics in Alcohol Studies

1-3 Units

Class Hours: 1-3 lecture

A course considering specialized, specific topics in drug information, education, rehabilitation and treatment, which are not covered in great detail in the general alcohol abuse course offerings. Topics to be offered from time to time include: Vocation Rehabilitation; Resource Programs and Services Information; Living Sober, Women and Alcohol; Youth and Alcohol; Alcohol and Industry; Cannibas; The Amphetamines; The Barbiturates; The Hallucinogens; Drug Synergism; Behavior Modifications; Cross Cultural Influence upon Alcohol Misuse.

Anatomy

AN 1 — General Human Anatomy

4 Units

Prerequisite: Biol 1 or Biol 2A or equivalent

Class Hours: 2 lecture, 6 laboratory

The functional anatomy of human organs and organ systems with some histological studies, using non-human mammals for dissection, but with emphasis on the human structure and demonstrations on cadaver. *Transfer credit: CSUC; UC*

Animal Husbandry

AH 1 — Introductory Animal Husbandry

3 Units

Class Hours: 3 lecture

Survey of livestock production in the community, state, nation, and world. Study of anatomy and physiology, genetics, nutrition, livestock selection, management, and marketing of the breeds of beef, dairy, swine, sheep and poultry and their products. *Transfer credit: CSUC; UC*

AH 2 — Feeds and Feeding

3 Units

Prerequisite: AH 1 or equivalent

Class Hours: 2 lecture, 3 laboratory

Nutritional requirements of livestock. Balancing of feed rations. Costs of feed rations. *Transfer credit: CSUC*

AH 5 — Horse Husbandry I

3 Units

Class Hours: 2 lecture, 3 laboratory

Horse selection; nutrition; internal, external parasite control; disease control programs. *Transfer credit: CSUC*

AH 6 — Horse Husbandry II

3 Units

Prerequisite: AH 5

Class Hours: 2 lecture, 3 laboratory

Horse ranch management, breeding and care of the mare and foal, basic training techniques. Field trips to local equine centers. *Transfer credit: CSUC*

AH 7A/B — Lectures in Horse Husbandry

3/3 Units

Class Hours: 3 lecture

Lecture series given on the selection, health and care of horses. Topics include quarter horse selection; arabian horse selection; saddle breeds and selection; thoroughbred selection; inoculations; safety; common diseases; feeds; and colt care. *Transfer credit: CSUC*

AH 8A — Beginning Horseback Riding

2 Units

Class Hours: 1 lecture, 3 laboratory

Beginning riding techniques, care and use of horse and equipment, safety and first aid, types of riding and equipment, appreciation of the animal, and its relationship to the environment. Lab or materials fee will be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

AH 8B — Intermediate Horseback Riding

2 Units

Prerequisite: AH 8A or equivalent

Class Hours: 1 lecture, 3 laboratory

Intermediate riding techniques; English riding; Western riding; practical training; use of equipment involved in those riding techniques. Lab or materials fee will be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

AH 9 — Horse Training

2 Units

Prerequisite: AH 5 or AH 6 or equivalent

Class Hours: 1 lecture, 3 laboratory

Halter training of foals, beginning training of yearlings and two year olds, lounging techniques, driving, breaking to the saddle. Showing the young halter horse. Lab or materials fee may be required.

AH 10 — Animal Health and Sanitation

3 Units

Prerequisite: AH 1 or equivalent

Class Hours: 2 lecture, 3 laboratory

Introduction to disease causes, control and prevention in livestock. Laboratory work in sanitation, animal control, equipment and instrument identification.

Anthropology

ANTH 1 — Physical Anthropology

3 Units

Class Hours: 3 lecture

A course on human evolution and human diversity, including such areas as genetics, primatology, osteology, the fossil record, present-day human variation, and bio-cultural adaptations in the past and present. *Transfer credit: CSUC; UC*

ANTH 2 — Cultural Anthropology

3 Units

Class Hours: 3 lecture

Basic concepts and methods for analyzing society and culture, illustrated with examples drawn largely from non-western societies; study of the structure and evolution of cultures. *Transfer credit: CSUC; UC*

ANTH 3 — Archaeology

3 Units

Class Hours: 3 lecture

Historical development, theory and techniques of archaeology. The study of the Prehistoric cultures as revealed through the excavation and analysis of their material remains. Selected topics in the archaeology of both the New and Old World. *Transfer credit: CSUC; UC*

ANTH 4 — Chicano Culture

3 Units

Class Hours: 3 lecture

The social and cultural heritage of the Chicano emphasizing middle American Civilizations, and including the cultural evolution of the Chicano from the Spanish conquest to present day America. The course is concerned with the contributions made by the Chicanos to the United States culture, especially in the fine arts, literature, and orally transmitted heritage. (Co-numbered Chicano Studies 2). *Transfer credit: CSUC; UC*

ANTH 5 — Archaeological Field Methods

3 Units

Prerequisite: Anth 3, or concurrent enrollment in Anth 3, or equivalent.

Class Hours: 1 lecture, 6 laboratory, Saturdays

A course in practical archaeology for students who desire to expand their existing knowledge of archaeological field work. The emphasis in this course will be on actual site excavation and laboratory analysis. May be taken for credit to a maximum of 24 units. *Transfer credit: CSUC; UC pending*

ANTH 7 — Peoples and Cultures of the World

3 Units

Class Hours: 3 lecture

An in-depth study of selected peoples and cultures from major cultural areas of all continents. Emphasis will be on traditional cultures and changes induced by contact with the greater world. *Transfer credit: CSUC; UC*

ANTH 8 — Sex and Gender in Human Societies

3 Units

Class Hours: 3 lecture

An exploration of the evolution and nature of human sexual differences and similarities, and of the cultural factors influencing the development of sex roles and stereotypes in non-western and western societies, including our own. *Transfer credit: CSUC; UC*

ANTH 22A/B — Directed Studies in Anthropology

1-3/1-3 Units

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Anthropology on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ANTH 60A-Z — Topics in Anthropology

3 Units

Prerequisite: A previous course in Anthropology or equivalent

Class Hours: 3 lecture

A course considering specialized topics in Anthropology which are not covered in detail in the general Anthropology course offerings. Examples of topics to be offered from time to time include: Indians of North America; Old World Prehistory; Magic, Religion, and Witchcraft. (Anthropology 60A and 60B are co-numbered with Folklore 1 and 2). *Transfer credit: CSUC; UC credit limitations. See counselor.*

Art

Students planning to take more than 12 units of Art courses marked with * and/or more than 16 units of those marked with † should consult a counselor. The UC system accepts only that limited number of units in the respective cases.

ART 1A — Art History

3 Units

Class Hours: 3 lecture

Survey of the history of art of the western world from prehistoric times to the middle ages, including ancient, medieval, classic, early Christian and Byzantine. Emphasis on techniques in architecture, painting and sculpture as well as an examination of the key figures in art history. *Transfer credit: CSUC; UC*

ART 1B — Art History

3 Units

Class Hours: 3 lecture

Survey of the history of art of the western world from the middle ages to modern times; continued emphasis on techniques of producing art as well as an examination of the key figures in art history. *Transfer credit: CSUC; UC*

ART 2 — Art Appreciation

3 Units

Class Hours: 3 lecture

A one semester survey to acquaint the student with the major periods and styles of art of the western world and to develop understanding of the visual arts. (Also see Humanities 6) *Transfer credit: CSUC; UC*

ART 3 — Modern Art Forms

3 Units

Prerequisite: Art 2

Class Hours: 3 lecture

Modern art forms build upon the foundation of art appreciation to investigate many of the movements, events and personalities of twentieth-century painting, sculpture and architecture. Special emphasis is placed on current developments and exhibitions. *Transfer credit: CSUC; UC*

ART 4A — Color and Design

2 Units

Class Hours: 1 lecture, 3 laboratory

A basic course providing background in the use of design principles; specific problems in line, shape, texture and form. Emphasis on color theory and its practical applications. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

ART 4B — Color and Design

2 Units

Prerequisite: Art 4A

Class Hours: 1 lecture, 3 laboratory

The study of color and design as it is used in the art of painting. Methods of employing these ingredients are also considered in many of the fields, including commercial usage. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

ART 4C — Color and Design

2 Units

Prerequisite: Art 4B

Class Hours: 1 lecture, 3 laboratory

The use of various materials such as wood, metal, cardboard, plaster, to form aesthetic designs in actual space rather than simulated pictorial space. The development of design sculpturally. Introduction to the work of leading 20th Century sculptors. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

ART 5 — The City as Art

3 Units

Class Hours: 2 lecture, 3 laboratory

Los Angeles is a city to be discovered, studied and appreciated as one integrated work of art. Through lectures and many field trips students will become aware of the cultural sub-groups which make up the city, much as the tesserae make the mosaic. They will also explore museums, galleries and private collections as well as "outside art resources" such as fairs, street art, freeway sculpture, and the general explosion of technological and spiritual resources that are Los Angeles. *Transfer credit: CSUC; UC*

ART 8A[†] — Beginning Ceramics

3 units

Class Hours: 1 lecture, 6 laboratory

Practice in the techniques of elementary clay construction including pinch, coil, slab methods, and introduction to throwing on the potter's wheel. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 8B† — Beginning Ceramics**3 Units**

Prerequisite: Art 8A

Class Hours: 1 lecture, 6 laboratory

Practice in the technique of elementary clay construction including coil, slab methods, and introduction to throwing on the potter's wheel; experimentation in sculptural forms and the development of glazes. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 9A† — Ceramic Design**3 Units**

Prerequisites: Art 8B and Art 4A

Class Hours: 1 lecture, 6 laboratory

An advanced study in ceramics with emphasis on exploration of clay bodies, glaze materials, glaze calculations, firing, and independent projects. This course is designed to develop growth and individual creative expression. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 9B† — Ceramic Design**3 Units**

Prerequisite: Art 9A

Class Hours: 1 lecture, 6 laboratory

A more in-depth study in ceramics with emphasis on exploration of clay bodies, glaze materials, glaze calculations, firing, and independent projects. This course will emphasize glaze calculations and kiln practices. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 10A† — Ceramics Handbuilding**2 Units**

Class Hours: 6 laboratory

Exploration of clay handbuilding techniques. No introduction to throwing on the potter's wheel. Emphasis on coil, slab, and pinch methods of forming ceramics. Introduction to glazing and firing techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 10B† — Ceramics Handbuilding**2 Units**

Prerequisite: Art 10A

Class Hours: 6 laboratory

Advanced development of the handling of clay with greater emphasis on individual problem solving and casting procedures. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 11† — Cast Ceramics**1 Unit**

Class Hours: 3 laboratory

This class includes glazing techniques, casting methods, and glaze methods and techniques. All work is cast earthenware and low fire ceramics. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 12A* — Drawing and Composition**3 Units**

Class Hours: 1 lecture, 6 laboratory

Basic drawing experience stressing graphic representation of objects through a variety of media and techniques; particular emphasis upon the fundamental means of pictorial composition, depth perception, perspective and rendering. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 12B* — Drawing and Composition**3 Units**

Prerequisite: Art 12A

Class Hours: 1 lecture, 6 laboratory

A further exploration of drawing media: pen and ink, watercolor washes, advanced problems in rendering, concepts of illustrative drawing and concepts of analytic abstraction will be pursued. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 13A* — Life Drawing**3 Units**

Prerequisite: Art 12A or equivalent

Class Hours: 1 lecture, 6 laboratory

Drawing the human figure from the live model; emphasis on structure proportion, form and composition; practice in the use of linear and tonal concepts. Many different media will be explored including charcoal, conte crayon, pencil, pen and ink. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 13B* — Life Drawing**3 Units**

Prerequisite: Art 13A

Class Hours: 1 lecture, 6 laboratory

Drawing the human figure from the live model; freedom of expression. Emphasis on structure, proportion, form and composition. The student will be expected to have mastered the elements of the first semester. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 13C/D* — Life Drawing**3/3 Units**

Prerequisites: Art 13B for 13C; 13C for 13D

Class Hours: 1 lecture, 6 laboratory

Drawing the human figure, beginning with skeletal structure, using many media including charcoal, pencil, pen and ink, conte crayon, and pastels. Emphasis on structure, proportion, form and composition; practice in the use of linear and tonal concepts. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 14A† — Silkscreen**2 Units**

Class Hours: 6 laboratory

Introduction to and study of silkscreen as an artist's tool. Student will construct silkscreen and learn basic techniques. Particular emphasis on various inks, stopouts and their solvents; group and individual critiques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 14B† — Advanced Silkscreen**2 Units**

Prerequisite: Art 14A

Class Hours: 6 laboratory

Emphasis on individual development of expression. Student should expect to produce multi-color runs. Encouragement of student to develop personal approach to silkscreen. Lab or materials fee may be required. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 15A† — Beginning Printmaking**3 Units**

Prerequisite: Art 4A

Class Hours: 1 lecture, 6 laboratory

Introduction to and exploration of the printmaking media available to the artist. Work will include relief (wood block and linocut) as well as intaglio (etching, engraving, aging, etc.) first semester emphasis on relief, collagraph and embossed print. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 15B† — Beginning Printmaking**3 Units**

Prerequisite: Art 15A

Class Hours: 1 lecture, 6 laboratory

In-depth exploration of the intaglio techniques: line etching, aquatint, sugar lift, experimental techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 15C† — Advanced Printmaking**3 Units**

Prerequisite: Art 15B

Class Hours: 1 lecture, 6 laboratory

Advanced work in intaglio and relief print instruction. Particular emphasis on individual solutions and in-depth exploration of experimental techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 15D† — Advanced Printmaking**3 Units**

Prerequisite: Art 15C

Class Hours: 1 lecture, 6 laboratory

Advanced work in intaglio or relief printmaking. Emphasis is on individual solutions and in-depth exploration of experimental techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 16A* — Painting**3 Units**

Prerequisite: Art 12B or Art 4B or equivalent

Class Hours: 1 lecture, 6 laboratory

A beginning course pertaining to the nature of structural and expressive values in contemporary painting; practice in the building of form, control or pictorial order, and the uses of color and light. The course is designed to give beginning students a thorough background in the fundamental skills necessary to master the basic techniques of painting. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 16B* — Painting

Prerequisite: Art 16A

Class Hours: 1 lecture, 6 laboratory

The class continues to develop the skills and concepts necessary for a solid foundation in painting. Emphasis on technical competence and individual concepts; experimentation with traditional and newer painting materials. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 16C* — Advanced Painting

Prerequisite: Art 16B

Class Hours: 1 lecture, 6 laboratory

The class deals with more advanced painting concepts and techniques. The student will now attempt to build on the foundation laid in the first two semesters. The search will now be aimed at a more personal and unique form of self-expression in painting. The student will be encouraged to experiment more with subject matter that lends itself to more personal interpretations. The student teacher relationship will be on a one-to-one basis. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 16D* — Advanced Painting

Prerequisite: Art 16C

Class Hours: 1 lecture, 6 laboratory

The class deals with advanced painting concepts and techniques. The search will now be aimed at a more personal and unique form of self-expression in painting. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 17A* — Landscape Painting

Prerequisite: Art 4B or Art 12B or equivalent

Class Hours: 1 lecture, 6 laboratory

Painting from nature out of doors in various media, such as acrylics, oils, water color, and pastels. The course is designed to acquaint the student with painting skills and concepts as they apply to landscape. NOT ALL OUTDOORS. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 17B* — Landscape Painting

Prerequisite: Art 17A

Class Hours: 1 lecture, 6 laboratory

The course is designed to further expand the skills and concepts of painting as they apply to landscape. More emphasis will be placed on a more personal and creative approach to landscape painting. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 18A* — Water Color

Prerequisites: Art 4A, Art 12A or equivalent

Class Hours: 1 lecture, 6 laboratory

The course deals with a thorough understanding of the water color media. The class begins with simple water color exercises leading to more complex problems to be solved in a personal and creative way. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 18B* — Water Color

Prerequisite: ART 18A or equivalent

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will experiment with the use of the multiple image in subject matter. Both landscape and still life subjects will be explored. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 18C* — Water Color

Prerequisite: Art 18B

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will continue to experiment with the use of the multiple image in subject matter. Both landscape and still subjects will be explored as well as more advanced and personal areas of investigation that the student will bring to the course. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

ART 18D* — Water Color**3 Units**

Prerequisite: Art 18C

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will continue to experiment but will be expected to bring something new, personal, and unique to the class. The emphasis will strictly be on the personal growth and development of the individual. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 19A/B† — Sculpture**2/2 Units**

Prerequisite: Art 19A for 19B

Class Hours: 6 laboratory

Art 19A: A studio course in the fundamentals of sculpture, exploring historical and aesthetic aspects of sculpture in conjunction with practical project experience. Media: cardboard, clay, plaster, wood, wire, metal and plastics. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Art 19B: Advanced problems in sculptural forms with emphasis on individual projects, evaluation, growth, and direction. Media: same as 19A and other media with consent of instructor. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 20 — Twentieth Century Art**3 Units**

Prerequisites: Art 1A and 1B

Class Hours: 3 lecture

Survey of major art movements and personalities of the Twentieth Century from the post-impressionists, through the isms of the first fifty years into the conceptual art of the seventies. *Transfer credit: CSUC; UC*

ART 21A† — Advanced Sculpture**3 Units**

Prerequisites: Art 4C, 12B, and 19B

Class Hours: 1 lecture, 6 laboratory

Opportunity to explore the physical characteristics of selected materials and processes used in sculpture. Independent research and projects are employed. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 21B† — Advanced Sculpture**3 Units**

Prerequisite: Art 21A

Class Hours: 1 lecture, 6 laboratory

A further study in sculpture media (clay, plaster, welding, wood and stone) and their aesthetic concepts. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 22A/B — Directed Studies in Art**1-3/1-3 Units**

Prerequisites: A course in the specified field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of art on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 24† — Mixed Media**3 Units**

Class Hours: 1 lecture, 6 laboratory

Exploration of various art media and techniques with an emphasis on recent innovation in art. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 25* — Mural Painting**2 Units**

Class Hours: 1 lecture, 3 laboratory

An art class giving students an opportunity to work together on wall mural projects. This will give the students a chance to encounter each other in a group situation, working on concept and execution of a collective problem. Lab or materials fee may be required. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 32A† — Beginning Batik**2 Units**

Class Hours: 6 laboratory

Batik is the study of the art of dyeing fabrics by covering areas of the fabric with Batik wax to create pleasant designs and color combinations. The course will cover the history of Batik as well as traditional and contemporary techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 32B† — Intermediate Batik**2 Units**

Prerequisite: Art 32A

Class Hours: 6 laboratory

Intermediate course in Batik fabric design with an emphasis on creating individual projects utilizing methods learned in first semester of Batik and direct pigment and dye techniques explored in this course. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 34† — Enameling**2 Units**

Class Hours: 1 lecture, 3 laboratory

Introduction to basic enameling techniques, including preparation of copper, design-lumps, threads, swirls, controlled design, sgraffito and stencils. Individual projects and assignments will be emphasized in advanced sections. Lab or materials fee may be required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 35† — Quilting and Patchwork**2 Units**

Class Hours: 1 lecture, 3 laboratory

Students will complete an original or traditional quilt, or series of small projects. Emphasis on fine hand techniques and on quilts as design media. Wadding, trapunto, Seminole and San Blas techniques will be covered as well as quilt-as-you-go and novelty forms, pattern drafting, mitering, bindings and care and repair of antique quilts. Individual design and execution projects will be emphasized in advanced sections. Lab or materials fee may be required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 38† — Jewelry**2 Units**

Class Hours: 1 lecture, 3 laboratory

Exploring non-conventional approaches in jewelry making. Utilizing fundamental techniques in bronze, copper and stainless steel. Working in various mediums as copper enameling, forming acrylic plastic and the application of gem stones. Lab or materials fee may be required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 40 — Commercial Design**3 Units**

Prerequisites: Art 4B, Art 12B, or equivalent

Class Hours: 2 lecture, 3 laboratory

Emphasis on typographic design and experimental media as they affect Graphic Communications. Includes logotype concepts, letterheads, poster design, book jackets, magazine and book layouts and package design. Lab or materials fee may be required. *Transfer credit: CSUC*

ART 41† — Lettering and Typography**2 Units**

Prerequisites: Art 4B, Art 12B, or equivalent

Class Hours: 1 lecture, 3 laboratory

Basic lettering with pen and brush, constructed letters in Gothic, Roman, Italic, Script, Text and Modern type faces. Emphasis on essentials underlying character form and distribution of the pages for layouts. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 42 — Advertising Design**2 Units**

Prerequisites: Art 4B, Art 12B, or equivalent

Class Hours: 1 lecture, 3 laboratory

Experiences in rendering, type specifications and figure indication which lead into advertisement layouts and their translation into pasteup and camera-ready art. Comprehensive presentations; flat ads; packaging; point-of-sale displays; development of a photographic unit. Lab or materials fee may be required. *Transfer credit: CSUC*

ART 43* — Perspective and Rendering**2 Units**

Class Hours: 1 lecture, 3 laboratory

Study of one, two and three point black and white perspective drawing of objects; shading; freehand sketching; and rendering. Media shall include pen and pencil. Lab or materials fee may be required. *Transfer credit: CSUC, UC credit limitations. See counselor.*

ART 44 — Product Design**3 Units**

Prerequisite: Art 4A, Art 8A or suitable portfolio.

Class Hours: 2 lecture, 3 laboratory

Form and mass as applied to simple product design problems. Re-design of consumer products. Using surface development and model making skills, students carry the problem of designing tools, small household appliances, office and industrial equipment, from idea sketches to working drawings and finished scale models. Examination of manufacturing methods, material limitations. Emphasis on appearance and function. Lab or materials fee may be required. *Transfer credit: CSUC*

ART 45A/B — Beginning Illustration**2/2 Units**

Prerequisites: Art 13A or equivalent; 45A for 45B
Class Hours: 6 laboratory

Analysis of the contemporary figure for style, clothing and implied movement. Elegance, poise, dignity and mood. Wash drawing and dry media for newspaper and magazine layout. Lab or materials fee may be required. *Transfer credit: CSUC*

ART 45C/D — Advanced Illustration**2/2 Units**

Prerequisites: Art 45B for 45C; Art 45C for 45D
Class Hours: 6 laboratory

Emphasis will be placed on the development of individual style in advanced techniques of illustration. Individual projects will be required of the student. Lab or materials fee may be required. *Transfer credit: CSUC*

ART 46 — Presentation Graphics**2 Units**

Prerequisite: Art 4A or presentation of suitable portfolio.
Class Hours: 6 laboratory

Utilization of media for presentation materials for Commission and City Council consideration. Students will prepare flip charts, graphs, over-head projection transparencies and slide presentations. *Transfer credit: CSUC*

ART 47 — Scenographics for Television**3 Units**

Prerequisite: Art 4A or equivalent
Class Hours: 1 lecture, 6 laboratory

This course introduces the student of commercial art, graphics and telecommunications to the unusual problems of Scenic Design and Graphics. An exposure to current, professional, technical solutions is provided as well as the development of expertise in television graphic communications, special effects, set design and construction and human engineering in a creative environment. *Transfer credit: CSUC*

Automotive Technology

AUTO 4 — Vocational Auto Repair**4 Units**

Class Hours: 2 lecture, 6 laboratory

Principles of internal combustion engines encompassing history, design, construction, operation and repair. Includes information on job opportunities stressing vocational careers, customer service and employee-employer relations. Laboratory experiences to simulate those of a working automotive agency. Field trips may be scheduled. Lab or materials fee may be required.

AUTO 5 — Automotive Engine Repair**4-10 Units**

Prerequisite: Auto 4 or equivalent
Class Hours: 3 lecture, 3-21 laboratory

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in the field of automotive engine repair. Students are taught automotive engine systems, engine sub-assembly, overhaul, cylinder and valve service for air and water cooled engines, foreign and domestic. Experience is gained in typical working situations similar to those found in the automotive repair industry. Lab or materials fee may be required.

AUTO 6 — Brakes and Front-end Repair**4-10 Units**

Prerequisite: Auto 4 or equivalent
Class Hours: 3 lecture, 3-21 laboratory

This course is designed to provide a trainee with the skills and knowledge required for job-entry level skills and capability in automotive brakes and front-end repair. Students are taught diagnosis, repair, and final required testing of popular brake, steering and suspension systems. Experience is gained in typical working situations similar to those found in the automotive repair industry. Lab or materials fee may be required.

AUTO 7 — Automotive Transmission Repair**4-10 Units**

Prerequisite: Auto 4 or equivalent
Class Hours: 3 lecture, 3-21 laboratory

This course is designed to provide a trainee with the skills and knowledge required for entry-level capability in automotive transmission repair. Students are taught hydraulic principles, diagnosis, manual transmission service and rebuild, clutch service, automatic transmission service and principles of power flow. Experience is gained in typical working situations found in the automotive repair industry. Lab or materials fee may be required.

AUTO 8 — Automotive Tune-up**4-10 Units**

Prerequisite: Auto 4 or equivalent

Class Hours: 3 lecture, 3-21 laboratory

This course is to provide the trainee with the skills and knowledge required for entry-level capability in auto tune-up. Students are taught automotive diagnosis, carburetion, electrical systems, emission control, and automotive engine component repair. Experience is gained in typical working situations similar to those found in the automotive repair industry. Lab or materials fee may be required.

AUTO 9A — Beginning Auto Service**3 Units**

Class Hours: 2 lecture, 3 laboratory

A lecture and laboratory course that offers the student a basic understanding of the function and operation of automotive engines with emphasis upon engine diagnosis equipment, diagnostic techniques, basic tune-up, and service and maintenance of the chassis and related systems. Lab or materials fee may be required.

AUTO 9B — Intermediate Auto Service**3 Units**

Prerequisite: Auto 9A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is designed to develop skills in general automotive repair using hand and power tools common to the automotive industry. Instruction will be given in the subjects of brake re-building, carburetion, charging systems, cranking systems, cooling and lubrication systems, emission control, tune-up, engine diagnosis, and engine overhaul. Lab or materials fee may be required.

AUTO 9C — Advanced Auto Service**3 Units**

Prerequisite: Auto 9B or equivalent

Class Hours: 2 lecture, 3 laboratory

This lecture and laboratory course offers instruction in advanced engine re-building, transmission overhaul, differential overhaul, front-end alignment, electrical systems, auto air conditioning service, and tune-up and engine diagnosis. Lab or materials fee may be required.

AUTO 9D — Auto Service Special Projects**3 Units**

Prerequisite: Auto 9C or equivalent

Class Hours: 2 lecture, 3 laboratory

This course offers instruction in special automotive projects, engine swapping, chassis building, suspension modification and special fabrication projects. Lab or materials fee may be required.

AUTO 22A/B — Directed Studies in Automotive Mechanics**1-3/1-3 Units**

Prerequisites: A previous course in the specific field and consent of the instructor and Division Director.
Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of automotive mechanics on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units.

AUTO 40 — Consumer Auto Repair**2 Units**

Class Hours: 2 lecture

Basic automotive instruction in all owner repairable areas of modern automobiles. Related information is offered in common hand tools, automotive trade practices, parts replacement, minor engine diagnosis and repair. Program will prepare the student for applying theories to direct "hands-on" applications.

AUTO 89A-Z — Institutes in Automotive Mechanics**½-1½ Units**

Class Hours: 8-24 lecture total

A short-term lecture course designed to improve the abilities and skills of the participants in operating and maintaining a variety of automobiles.

Biology

BIOL 1 — Principles of Biology**4 Units**

Class Hours: 3 lecture, 3 laboratory

Introductory biology for students *not majoring* in the natural sciences. Emphasis on basic concepts, especially genetics, evolution and ecology. Particular attention will be given to the implications of biological areas in human affairs. Students planning to major in biology or related subject matter areas should enroll in Biol 2A. **NOTE:** Biol 1 is not a prerequisite for Biol 2B. *Transfer credit: CSUC; UC*

BIOL 2A/B — General Biology

Prerequisite: Chem 1A or Chem 12 (may be taken concurrently). Biol 2A for 2B

Class Hours: 3 lecture, 3 laboratory

This is a full year course for those students wishing two semesters of biology, and for the biological science and preprofessional major.

Biology 2A — This course covers cell structure; function and regulation; bio-energetics, classical and molecular genetics, plant and animal development, and an introduction to evolution.

Biology 2B — This course covers physiological processes including neural, hormonal, and muscular; immune response, behavior, ecology and survey of the major plant and animal groups. *Transfer credit: CSUC; UC*

3 Units

BIOL 15 — The Pharmacology of Drug Abuse

Class Hours: 3 lecture

Survey of the pharmacological principles underlying the actions of drugs, the pharmacological aspects of drug tolerance, habituation and abuse, the pharmacological activity of drugs in altering mood and behavior. The biological, psychological, social and cultural dimensions of substance abuse is studied. The course is a requirement in the Alcohol Studies (Substance Abuse) programs, both AS Degree and Certificate, but does not satisfy the Natural Science requirement for the Associate Degree. (co-numbered AS 3) *Transfer credit: CSUC*

3 Units

BIOL 16 — Human Biology

Class Hours: 3 lecture

This course explores the human species as an animal and the place of the species in the biosphere. Especially considered are population, energy and agronomy, genetics, behavior, normal human physiology, stress, nutrition, fitness, aging and death. The course is normally taught in conjunction with Anthropology 1 as a 6-unit offering in life science. *Transfer credit: CSUC; UC*

3 Units

BIOL 17 — Heredity, Evolution and Society

Class Hours: 3 lecture

An introduction to the basic principles of modern genetics and evolutionary theory with specific references to the human species. Through the study of mechanisms of human inheritance and the influence of the environment, the origin and nature of human differences will be examined. The emphasis will be upon the social, political and psychological ramifications of the biological laws governing heredity and organic evolution. *Transfer credit: CSUC; UC*

1-3/1-3 Unit

BIOL 22A/B — Directed Studies in Biology

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of biology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

BIOL 60A-Z — Topics in Biology

Class Hours: 2 lecture, 3 laboratory

This is a series of courses, each of which considers a specific topic in Biology not covered in greater detail in the general biological course offerings. The following courses are now included in the Biology 60 series: Biology 3A/B, Biology 10, Biology 14, Botany 3A/B, Botany 4A/B, Zoology 3A/B. These courses may require field work. *Transfer credit: CSUC; UC credit limitations. See counselor*

The topic courses which have been developed are:

60A — Marine Life and Its Environment

Lecture, laboratory and field course with emphasis upon marine life forms in relation to their environment and an introduction. Field trips required. (formerly Biol 3A/B)

60B — Fresh Water Ecology

A study of fresh water ecosystems including taxonomy, morphology and physiology of aquatic organisms. Factor interaction describing the distribution and abundance of organisms in relation to various kinds of pollution will be reviewed. Methods of water analysis and fixed data collection for ecosystem analysis will be covered. Field trips required.

60C — California Safari

This course will study the major biological communities of California, examining their ecological relationships, their distribution, and their use by man. A nine-day trip through the state will be part of the course.

60D — Plant Ecology

Introduction to plant ecology including analysis of the environment, interactions with other organisms, a survey of the plant communities of California and human influences on vegetation. Weekly field trips required.

60E — Southern California Vertebrates

Studies of local vertebrates (excluding fishes) in the field. Emphasis will be on identification, behavior and ecology. Field trips to local habitats will be made as well as some longer ones (to be arranged). Emphasis may vary from year to year. (formerly Zoo 3A/B)

60F — Plant Identification

A field course in the identification of plants. The fall semester deals with trees and fall flowers. The spring semester deals with ferns and spring flowers. A basic part of the course concerns the principles of taxonomy. Local natural biotic communities are studied together with the horticultural species, both native and exotic. (formerly Botany 3A/B)

60G — Botany Workshop

The purpose of this course is to familiarize students with all of the problems and techniques in setting up an herbarium, an aquatic garden, a native botanic garden, and an aboretum, and in the rehabilitation of streams. Much of the activity of the course requires field work. (formerly Botany 4A/B)

60H — Natural History of the Conejo

A lecture and field study of the natural features, animals, and plants of the Conejo Valley. The local ecological communities are visited and described. Some attention is given to cultivated areas. (formerly Biol 14)

Botany

30T 1 — General Botany

5 Units

Prerequisite: Biology 1 or Biology 2A highly recommended.

Class Hours: 3 lecture, 6 laboratory

Introductory study of morphology, anatomy and physiology of seed plants; emphasis on such biological principles of physical and chemical aspects of life, cellular organization, reproduction, and heredity.

Transfer credit: CSUC; UC

Business

3US 1A — Accounting Principles 1

3 Units

Prerequisite: None (Bus 3 recommended)

Class Hours: 3 lecture

Basic principles of accounting are studied as a foundation for advanced study, and as a vocational skill. Areas of emphasis in the course are the accounting cycle, internal control; methods of accounting for assets, liabilities, expenses, revenues, owner's equity (sole proprietorships, partnerships and corporations). *Transfer credit: CSUC; UC*

3US 1B — Accounting Principles II

3 Units

Prerequisite: Bus 1A

Class Hours: 3 lecture

Basic principles of accounting are studied as a foundation for advanced study; and as a vocational skill. Areas of emphasis in the course are accounting principles for partnerships and corporations. Other topics include manufacturing enterprises, cost accounting, department and branch accounting, accounting data for management uses, financial statement analysis, and statement of changes in financial position. *Transfer credit: CSUC; UC*

3US 3 — Applied Accounting

3 Units

Class Hours: 3 lecture

Fundamentals of double-entry bookkeeping theory and application; the bookkeeping cycle and its application to sole proprietorship in trading concerns and service enterprises, financial statements; accounting for notes and securities; banking and petty cash transactions. Not open to students who have passed Bus 1A. *Transfer credit: CSUC*

3US 4 — Business Mathematics

3 Units

Prerequisite: Math 9B or equivalent. (May be taken concurrently.)

Class Hours: 3 lecture

A review of fundamental arithmetic and algebraic processes with application to business problems. Fractions, decimals, skills in areas of mark-up, discounts, interest, installment debt and other business practices are presented. (co-numbered Math 4)

BUS 6 — Accounting Forms and Procedures**3 Units**

Prerequisite: Bus 1A or concurrent enrollment in Bus 1A

Class Hours: 3 lecture

Accounting systems for small and medium-sized businesses are studied as a foundation for a vocational skill and advanced study. Areas of emphasis in the course are systems for wholesale, retail, service trades and manufacturing concerns. Areas of concentration within the systems of study are accounts receivable, payable records, cash receipts and disbursements, job cost, etc. Can be used as preparation for upper division work. *Transfer credit: CSUC*

BUS 22A/B — Directed Studies in Business**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of business on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

BUS 28 — Business English**3 Units**

Class Hours: 3 lecture

This course offers a review of basic grammatical rules. Emphasis will be placed on terminology commonly used in the business community. Topics included are: sentence construction, capitalization, punctuation, spelling, and word usage. *Transfer credit: CSUC*

BUS 30 — Introduction to Business and Economics**3 Units**

Class Hours: 3 lecture

Basic concepts and functions of business and economics and the application of economic thinking to the operation and evolution of business. Explores business organization and finance, demand and supply, money and banking, business decision making, and inflation. Emphasis on the practical use of business and economic understanding. (co-numbered Econ 30) *Transfer credit: CSUC*

BUS 31 — Business Organization and Management**3 Units**

Prerequisite: Bus 30

Class Hours: 3 lecture

Basic concepts of organization theory and their effect on the manager's role in accomplishing organizational objectives through others. *Transfer credit: CSUC*

BUS 32 — Small Business Management**3 Unit**

Class Hours: 3 lecture

The role of the small business man in the American economy, training in performing the various functions of business including setting up, staffing and organizing, advertising, selling, budgeting, and personnel for retail stores, service firms and industrial organizations. *Transfer credit: CSUC*

BUS 33A — Business Law I**3 Units**

Class Hours: 3 lecture

Fundamental principles of law as they relate to business transactions. Origins of the legal system, law of contracts, enforceable agreements, real and personal property law, bailments, securities, transactions, court system; case approach emphasized. *Transfer credit: CSUC; UC credit limitations. See counselor.*

BUS 33B — Business Law II**3 Units**

Prerequisite: Bus 33A

Class Hours: 3 lecture

Principles of law as applied to employer-employee relationships, agency-legal relationships; rights and liabilities of parties, business organizations, and negotiable instruments; case approach emphasized. *Transfer credit: CSUC; UC credit limitations. See counselor.*

BUS 35 — Salesmanship**3 Unit**

Prerequisite: Bus 30

Class Hours: 3 lecture

Elements of effective salesmanship; sales personality, development of the sales plan, securing projects, counseling buyers, the demonstration, handling objections, self-management, and public relations. *Transfer credit: CSUC*

BUS 36 — Retail Merchandising**3 Units**

Prerequisite: Bus 30

Class Hours: 3 lecture

Merchandising control and budgeting, location, equipment, advertising, discount stores, shifts consumption patterns, credits and collections, and store services. *Transfer credit: CSUC*

BUS 37 — Marketing**3 Units**

Prerequisite: Bus 30

Class Hours: 3 lecture

The full spectrum of marketing activities from production to consumer. Includes market research and the development of a marketing strategy, product development in relation to company and environmental constraints, pricing, promotion and selecting appropriate channels of distribution. *Transfer credit: CSUC*

BUS 38 — Advertising**3 Units**

Prerequisite: Bus 30

Class Hours: 3 lecture

Introduction to the field of advertising. Media, budgeting, market research, layout, copywriting, advertising agencies. Student receives actual practice in the planning of an advertising campaign. *Transfer credit: CSUC*

BUS 39 — Business Communications**3 Units**

Class Hours: 3 lecture

Understanding of the theories of communication and barriers that prevent communication from taking place. Students develop the ability to write typical business letters in a variety of situations. Emphasis on vocabulary development and improvement of written communication skills. *Transfer credit: CSUC*

BUS 50 — Elements of Supervision**3 Units**

Class Hours: 3 lecture

A basic course covering in general terms the total responsibilities of a supervisor; organization, duties and responsibilities, human relations, grievances, training, rating promotion, quality and quantity control. *Transfer credit: CSUC*

BUS 51 — Personnel Management**3 Units**

Prerequisite: Bus 50 or equivalent.

Class Hours: 3 lecture

Personnel management as a staff function in the process of manpower administration in the organization. Policies and methods of obtaining and developing an efficient work force, including manpower planning, recruitment, selection, placement, training, management, development, performance, evaluation, compensation practices, safety, benefits, and administration. *Transfer credit: CSUC*

BUS 52 — Labor Management Relations**3 Units**

Prerequisite: Bus 51 or equivalent.

Class Hours: 3 lecture

History and development of the labor movement, development of labor legislation - the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act; supervisor's responsibility for good labor relations, union contract and grievance procedure. *Transfer credit: CSUC*

BUS 53 — Cost and Job Control for Supervisors**3 Units**

Prerequisite: Bus 50 or equivalent

Class Hours: 3 lecture

Determination of costs in industry; cost control and related factors, materials, waste, salvage, quality control, quantity control, control of time, supervisor's responsibility for costs. Determination of job methods control and improvements; basic principles of work simplification including time and motion study techniques. *Transfer credit: CSUC*

BUS 54 — Human Relations for Supervisors**3 Units**

Prerequisite: Bus 50 or equivalent

Class Hours: 3 lecture

Designed to help the supervisor improve techniques of dealing with others. Emphasis on understanding human behavior, individualizing contracts with subordinates and applying management principles to interpersonal relationships. (co-numbered Urban 54) *Transfer credit: CSUC*

BUS 55 — Industrial Safety Procedures**3 Units**

Prerequisite: Bus 50

Class Hours: 3 lecture

A review of plant safety techniques and procedures. Analysis of safety problems and methods of prevention. Emphasis of understanding provisions of the Occupational Safety and Health Act (OASHA) and their significance to the industrial supervisor.

BUS 56 — Business and Professional Speech**3 Units**

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions. Topics covered will be presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organizations. Individual attention will be given to the needs and interests of the student. (co-numbered Speech 56) *Transfer credit: CSUC*

BUS 70 — Principles of Bank Operation**3 Units**

Class Hours: 3 lecture

Basic banking functions and the principles of banking operations. Includes receiving and paying operations, accounting, legal relationships, management, controls, and bank services.

BUS 71 — Installment Credit**3 Units**

Class Hours: 3 lecture

The techniques of installment lending are presented. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, collecting the amounts due. Emphasis is also placed on inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BUS 72 — Analysis of Financial Statements**3 Units**

Prerequisite: Bus 1B

Class Hours: 3 lecture

The course deals with characteristics of financial statements and financial statement analysis. A study of goals, methods, and tools for analysis are studied. In addition, accounts receivable, inventories, projected statements, cash budgets and cash flow are studied. Emphasis is placed on financial analysis from a banking viewpoint.

BUS 73 — Commercial Loan Decisions**3 Units**

Prerequisite: Bus 72

Class Hours: 3 lecture

Credit analysis for unsecured business loans, the borrowing process, nature of business capital, economic consideration, evaluation of loan requests, reconciliation and projections.

BUS 74 — Bank Management**3 Units**

Prerequisite: Bus 70

Class Hours: 3 lecture

This course is aimed at the advanced level of bank employees. Bank management is specifically designed to aid in developing managerial ability through an increased understanding of the problems confronting bank managers.

BUS 75 — Basic Elements of Money and Banking**3 Units**

Prerequisite: Bus 70

Class Hours: 3 lecture

This course is designed primarily to promote the appreciation and comprehension of the functions of money and of banks in a modern economy, particularly in the U.S.

BUS 76 — Bank Marketing and Public Relations**3 Units**

Class Hours: 3 lecture

This class covers fundamental concepts and philosophy of bank marketing; marketing information and research; product distribution, promotion, and pricing strategies and marketing planning; selling techniques and public relations directed toward the branch banker.

BUS 77 — International Banking**3 Units**

Class Hours: 3 lecture

The objective of this course is to present the basic framework and fundamentals of international banking. How money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks and how money is changed from one currency to another.

BUS 79A/B/C — Banking and Finance Seminars**1/1/1 Units**

Class Hours: 16 lecture total

These seminars are geared to persons already in the banking industry with an emphasis on recent trends, conditions and ideas within the field.

BUS 80 — Advertising and Promotion for Small Business**3 Units**

Class Hours: 3 lecture

A course designed to instruct the small business owner in how to develop and implement an advertising promotion and/or publicity program on a limited budget.

BUS 89A-Z — Institutes in Business**½-1½ Units**

Class Hours: 8 - 24 lecture total

A series of special lectures and discussions on selected topics to be chosen as demand and opportunities arise. These will be of great interest to the business/economics student.

Chemistry

CHEM 1A — General Chemistry**6 Units**

Prerequisites: Satisfactory score on chemistry placement test, one year of high school chemistry or Chem 12, and Math 3 or equivalent.

Class Hours: 5 lecture, 3 laboratory

LECTURE: Topics covered include: atomic theory and stoichiometry; thermochemistry; quantum theory and electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; solutions; titrations and qualitative analysis.

LABORATORY: Use of analytical balance; spectroscopy; gravimetric and volumetric analysis; stoichiometry; thermochemistry; solutions; titrations and qualitative analysis. *Transfer credit: CSUC; UC*

CHEM 1B — General Chemistry**6 Units**

Prerequisite: Chem 1A

Class Hours: 5 lecture, 3 laboratory

LECTURE: Topics covered include: phase equilibria; equilibria in gases and solutions; thermodynamics; chemical kinetics; precipitation reactions; acids and bases; complex ions; oxidation-reduction and electro chemistry.

LABORATORY: Equilibria; thermodynamics; chemical kinetics; electro chemistry; titrations and qualitative analysis. *Transfer credit: CSUC; UC*

CHEM 5 — Quantitative Analysis**4 Units**

Prerequisite: Grade of C or better in Chem 1A/B or equivalent.

Class Hours: 2 lecture, 6 laboratory

The course will consider analytical chemical techniques. The emphasis will be on instrumental analytical procedures. The analysis will be gravimetric, volumetric, potentiometric, and spectrophotometric. *Transfer credit: CSUC; UC*

CHEM 7A/B — Organic Chemistry**5/5 Units**

Prerequisites: Grade of C or better in Chem 1A/B or equivalent; 7A for 7B.

Class Hours: 3 lecture, 6 laboratory

A thorough study of organic chemistry. Emphasis is placed on application of modern principles to a study of the structure, reactivity and synthesis of aliphatic and aromatic compounds. Techniques, preparation and identification of organic chemicals using modern instrument methods. *Transfer credit: CSUC; UC*

CHEM 8 — Elementary Organic Chemistry**3 Units**

Prerequisite: Chem 1B with a grade of C or better.

Class Hours: 3 lecture

A study of the properties and reactions of carbon compounds with emphasis on structure and mechanism. Topics covered include: synthesis and characterization of organic compounds; spectroscopic analysis; biochemistry. *Transfer credit: CSUC; UC credit limitations No Credit at UC if taken after Chem 7A/7B. See counselor.*

CHEM 9 — Organic Chemistry Lab**2 Units**

Prerequisite: Chem 8 (may be taken concurrently)

Class Hours: 6 laboratory

A lecture-laboratory dealing with the synthesis, characterization and spectroscopic analysis of organic compounds. *Transfer credit: CSUC; UC credit limitations. No Credit at UC if taken after Chem 7A/7B. See Counselor.*

CHEM 12 — Introductory Chemistry I**4 Units**

Prerequisites: One year high school general science or Physical Science 1 and one year high school Algebra or Math 1B (may be taken concurrently).

Class Hours: 3 lecture, 3 laboratory

A course designed for non-science majors, emphasizing principles of inorganic chemistry, structure of atoms and molecules, periodic table and chemical calculations. This course fulfills prerequisite requirements for Chem 1A. *Transfer credit: CSUC; UC credit limitations. No credit at UC if taken after Chem 1A/1B. See Counselor.*

CHEM 13 — Introductory Chemistry II**4 Units**

Prerequisite: Chem 12 or one year of high school chemistry.

Class Hours: 3 lecture, 3 laboratory

An introduction to the fundamental concepts of organic chemistry and biochemistry with applications to agriculture, industry and nutrition. Electro chemistry and equilibria will also be discussed. *Transfer credit: CSUC, UC credit limitations. No credit at UC if taken after Chem 1A/1B. See Counselor.*

CHEM 22A/B — Directed Studies in Chemistry**1-3/1-3 Units**

Prerequisites: A course in the specific field of study and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of chemistry on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Chicano Studies

CH ST 1 — The Chicano in Contemporary Society**3 Units**

Class Hours: 3 lecture

An analysis of the socio-economic and political problems confronting the Chicano with emphasis on proposed solutions. Particular focus will be placed on the effects of the school system. (Co-numbered Soc 6) *Transfer credit: CSUC; UC*

CH ST 2 — Chicano Culture**3 Units**

Class Hours: 3 lecture

The social and cultural heritage of the Chicano, emphasizing middle American civilizations, and including the evolution of the Chicano from the Spanish conquest to present day America. The course is concerned with the contributions made by Chicanos to the United States, especially in the fine arts, literature, and orally transmitted heritage. (Co-numbered Anth 4) *Transfer credit: CSUC; UC*

CH ST 3A/B — Spanish for the Spanish Speaking**3/3 Units**

Prerequisite: A speaking knowledge of the Spanish language.

Class Hours: 3 lecture

The methodical presentation of the basic communication skills of Spanish for students who are from Spanish speaking backgrounds. Emphasizing vocabulary building and conversation, both semesters increase proficiency in understanding, speaking, reading, and writing Spanish. Special attention is focused on correct grammar and written communications for the Chicano. (Co-numbered Spn 5A/B) *Transfer credit: CSUC; UC*

CH ST 4 — History of the Chicano in the Southwest**3 Units**

Class Hours: 3 lecture

A survey of the history of the Chicano from the pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the region and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas). (Co-numbered Hist 4) *Transfer credit: CSUC; UC*

CH ST 7 — Field Work in Barrio Studies**3 Units**

Prerequisite: Completion of Ch St 1

Class Hours: 1 lecture, 6 laboratory

Field study observation of selected barrios, institutions, and agencies to be conducted under supervision and after preparatory instruction to acquaint students with the barrio. (Co-numbered Soc 7) *Transfer credit: CSUC; UC*

CH ST 8 — Political Patterns in the U.S.**3 Units**

Class Hours: 3 lecture

Fundamental principles of U.S. Government, federal, state and local in theory and practice. Emphasis on state and local government of the Southwest with particular attention given to the legislative process, political parties, pressure groups, and implementation of policy at county and municipal levels. Special emphasis on the participation of the Mexican-American in our political institutions. (Co-numbered Pol Sci 8) *Transfer credit: CSUC; UC*

CH ST 13A/B — Contemporary Chicano Theatre**2/2 Units**

Class Hours: 2 lecture

Chicano Theatre and Music from its recent inception to its present development will be studied so as to present the Chicano movement and its effect on the Chicano community. (Co-numbered ThA 11A/B) *Transfer credit: CSUC; UC credit limitations. See counselor.*

CH ST 15 — Chicano Literature in English**3 Units**

Class Hours: 3 lecture

Critical analysis in seminar form of Chicano literature. Concern is to present a point of view from the artistic eyes of the Chicano. Discussions will emphasize a cross cultural examination of poetry, prose, fiction and non-fiction works. (Co-numbered Engl 45) *Transfer credit: CSUC; UC*

CH ST 22A/B — Directed Studies — The Chicano**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Chicano studies on an independent studies basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

CH ST 50 — Spanish Writing Workshop for the Spanish Speaking**3 Units**

Prerequisite: Spanish speaking

Class Hours: 2 lecture, 3 laboratory

Reading and writing elementary Spanish, thorough grammar review, vocabulary building, spelling, and syntax. This course is offered for the Spanish-speaker. May be taken for credit to a maximum of 6 units. (Co-numbered Span 50)

CH ST 50 — Escritura en Español para Personas de Habla Hispana**3 Unidades**

Prerequisites: Que el estudiante sea de habla hispana

2 horas de clase y 3 de laboratorio semanales

Descripción: El estudiante aprende a leer e escribir en español, por medio de una revisión gramatical, construcción de vocabulario, ortografía y sintaxis. Este curso se ofrece para personas de habla hispana. Se puede tomar por un máximo de 6 unidades de crédito. (Co-numerado Spanish 50)

CH ST 51 — Phonetics for the Spanish Speaking**3 Units**

Prerequisite: Spanish speaking

Class Hours: 2 lecture, 3 laboratory

Individual speech improvement. Analysis and classification of the sounds of American English speech. Practice in correct pronunciation, articulation, stress, and rhythm through the use of phonetic transcription. Through the practice of oral drills and the use of tape recorders, students will work at correcting their pronunciation. The emphasis is placed on the sounds that present special difficulties to Spanish speakers. May be taken for credit to a maximum of 6 units. (Co-numbered Engl 51)

CH ST 51 — Fonética para Personas de Habla Hispana**3 Unidades**

Prerequisites: Que el estudiante sea de habla hispana

2 horas de clase y 3 de laboratorio semanales

Descripción: Mejoramiento individual de oratoria; análisis y clasificación de los sonidos del lenguaje en el inglés americano. Práctica correcta de la pronunciación, articulación, acentuación y ritmo por medio del uso de la transcripción fonética. Con la práctica de ejercicios orales y el uso de grabadoras, los estudiantes trabajarán corrigiendo su propia pronunciación. Se pondrá énfasis — sobre los sonidos que presenten dificultades especiales a las personas de habla hispana. Se puede tomar por un máximo de 6 unidades de crédito. (Co-numerado English 51)

CH ST 52 — Study Skills for the Spanish Speaking**4 Units**

Prerequisite: Spanish speaking

Class Hours: 4 lecture

This course is designed to provide Spanish speaking students with the theory and findings on how students learn. Topics will include: time management, note-taking, writing an outline, preparing for examinations, use of the dictionary, the library, learning resources center and other systematic approaches to study. (Co-numbered Engl 52)

CH ST 52 — Métodos de Estudio para Personas de Habla Hispana**4 Unidades**

Prerequisites: Que el estudiante sea de habla hispana

4 horas de clase semanales

Descripción: Este curso está diseñado para proveer a los estudiantes de habla hispana la teoría y descubrimientos relacionados con el proceso de aprendizaje. Los tópicos incluirán: Aprovechamiento del tiempo, tomar notas, escribir bosquejos, prepararse para los exámenes, usar el diccionario, la biblioteca, centro de recursos de aprendizaje y otras relaciones sistemáticas con el estudio. (Co-numerado English 52)

CH ST 53A — Basic Reading and Vocabulary for the Spanish Speaking 3 Units

Prerequisites: Ch St 50 and Ch St 51 and Ch St 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with basic reading skills and vocabulary development through the study of phonics and word derivation. Grammatical analysis of simple sentences will be undertaken, as well, and correct use of parts of speech: verbs, nouns, personal pronouns, and adjectives. (Co-numbered Read 53A)

CH ST 53A — Lectura Básica y Vocabulario para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 50 y Ch St 51 y Ch St 52 o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso cubrirá lectura básica y desarrollo del vocabulario por medio del estudio de sonidos y derivación de palabras. Práctica de análisis gramatical de oraciones simples, también el uso correcto de las partes del idioma: verbos, nombres, pronombres personales y adjetivos. (Co-numerado Reading 53A)

CH ST 53B — Intermediate Reading and Vocabulary for the Spanish Speaking 3 Units

Prerequisite: Ch St 53A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with reading textual material for vocabulary development. Emphasis will be on pronunciation as well as speed and fluency and on developing comprehension through the analysis of parts of speech: adverbs, prepositions, conjunctions, and interjections. (Co-numbered Read 53B)

CH ST 53B — Lectura Intermedia y Vocabulario para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 53A o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso cubrirá material de lectura textual para el desarrollo del vocabulario. Se pondrá énfasis tanto en la pronunciación como la velocidad, fluidez, y desarrollo de la comprensión por medio del análisis de las partes de la oración: adverbios, preposiciones, conjunciones e interjecciones. (Co-numerado Reading 53B)

CH ST 53C — Advanced Reading and Vocabulary for the Spanish Speaking 3 Units

Prerequisites: Ch St 53B and Ch St 54B or equivalent

Class Hours: 2 lecture, 3 laboratory

Designed to provide individual and group instruction in mastering a variety of reading skills important to successful college work. Reading assignments will be gathered from a variety of sources. In addition to the textbook, newspaper clippings, magazine features, Chicano publications are used. Emphasis is on analysis evaluation, and discussion of current issues. (Co-numbered Read 53C)

CH ST 53C — Lectura Avanzada y Vocabulario para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 53B y Ch St 54B o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Diseñada para proveer instrucción individual y en grupos adiestrándose en una variedad de importantes métodos de lectura necesarios para tener éxito en el trabajo del colegio. Las tareas de lectura serán recopiladas de una variedad de fuentes. Además del libro de texto, se usarán recortes de periódicos, artículos de revistas y publicaciones chicanas. Se pondrá énfasis en el análisis, evaluación y discusión de temas actuales. (Co-numerado Reading 53C)

CH ST 54A — Beginning English for the Spanish Speaking 3 Units

Prerequisites: Ch St 50 and Ch St 51 and Ch St 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with the structure of the English language. Specifically, emphasis will be placed on oral and listening comprehension. (Co-numbered Engl 54A)

CH ST 54A — Inglés Elemental para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 50 y Ch St 51 y Ch St 52 o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Esta clase cubrirá la escritura del idioma inglés. Especialmente se pondrá énfasis en la práctica oral y la comprensión oral. (Co-numerado English 54A)

CH ST 54B — Intermediate English for the Spanish Speaking 3 Units

Prerequisite: Ch St 54A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will provide practice in oral English communication with an emphasis on conversation skills. Listening and talking in small groups. (Co-numbered Engl 54B)

CH ST 54B — Inglés Intermedio para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 54A o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso proveerá práctica de comunicación oral en inglés con énfasis sobre métodos de conversación; escuchando y hablando en grupos pequeños. (Co-numerado English 54B)

CH ST 54C — Advanced English for the Spanish Speaking 3 Units

Prerequisites: Ch St 54B and Ch St 53B or equivalent

Class Hours: 2 lecture, 3 laboratory

Intensive practice in oral English communication with an emphasis on conversation skills. Listening and talking in large and small groups. Use of complex sentences, perfect tenses, anomalous verbs, idiomatic expressions will be emphasized. Writing summaries and short essays to increase fluency in oral expressions will be encouraged. (Co-numbered Engl 54C)

CH ST 54C — Inglés Avanzado para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 54B y Ch St 53B o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Práctica intensiva de comunicación oral en inglés con énfasis sobre métodos de conversación, escuchando y hablando en grupos grandes y pequeños. Uso de oraciones complejas, tiempos compuestos, verbos irregulares y se pondrá énfasis en expresiones idiomáticas. Se destacará la escritura de resúmenes e ensayos cortos para aumentar la abundancia de expresiones orales. (Co-numerado English 54C)

CH ST 55A — Beginning Speech for the Spanish Speaking 3 Units

Prerequisites: Ch St 51 and CH St 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

Bilingual composition and delivery of various type speeches. Analysis of basic principles of effective oral communication. Emphasis on developing logical thinking, fluent oral expression. Spanish and/or English used in speech preparation and delivery. Lab work on listening and recording speeches. (Co-numbered Speech 55A)

CH ST 55A — Discurso Elemental para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 51 y Ch St 52 o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Composición bilingüe y organización de discursos de varios tipos. Análisis de principios básicos de la comunicación oral efectiva. Énfasis sobre el desarrollo del pensamiento lógico, expresión oral abundante. Español y/o Inglés empleado en la preparación y desarrollo del discurso. (Co-numerado Speech 55A)

CH ST 55B — Intermediate Speech for the Spanish Speaking 3 Units

Prerequisite: Ch St 55A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to the principles and techniques of oral interpretation of literature. Development of the ability to read aloud before an audience in order to build self-confidence and poise. Recitals to be selected from Spanish and English literature. Emphasis is on Chicano authors. Lab work on listening and recording speeches. (Co-numbered Speech 55B)

CH ST 55B — Discurso Intermedio para Personas de Habla Hispana 3 Unidades

Prerequisitos: Ch St 55A o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso es una introducción a los principios y técnicas de interpretación oral... desarrollo de la habilidad para leer en voz alta ante una audiencia para así poder ganar confianza en sí mismo. Se seleccionarán recitales de la literatura en español y en inglés con énfasis sobre autores chicanos. Se trabajará en el laboratorio escuchando y grabando discursos. (Co-numerado Speech 55B)

CH ST 56 — Writing Skills for the Spanish Speaking 5 Units

Prerequisites: Ch St 54B and Ch St 53B or equivalent

Class Hours: 5 lecture

Writing short papers, essays, summaries of assigned readings. Vocabulary development, grammar review. Evaluation of student writing by instructor and students. (Co-numbered English 56)

CH ST 56 — Métodos de Escritura para Personas de Habla Hispana 5 Unidades

Prerequisitos: Ch St 54B y Ch St 53B o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Escritura de temas cortos, ensayos, resúmenes de lecturas asignadas. Desarrollo del vocabulario, revisión gramatical. Evaluación de la escritura del estudiante por el instructor y los estudiantes. (Co-numerado English 56)

Cinematography

CINE 1 — History of the Motion Picture 3 Units

Class Hours: 3 lecture

An historical and critical survey, with examples of the motion picture both as a developing art form and as a medium of mass communication. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 2 — Art and Techniques of Film 6 Units

Class Hours: 6 lecture

A basic course presenting techniques of motion picture photography, script writing, and film production. Several areas are covered including documentary, educational and expressive modes. Productions in super 8. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 3A — Advanced Cinematic Production I 3 Units

Prerequisite: Cine 2

Class Hours: 2 lecture, 3 laboratory

Advanced studies in directing motion pictures. Includes in-depth studies of great motion picture directors as well as lab exercises in which students direct scenes with actors. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 3B — Advanced Cinematic Production II 3 Units

Prerequisite: Cine 2

Class Hours: 2 lecture, 3 laboratory

Course will include advanced studies in film production techniques and will include recording, lighting, editing, and sound mixing. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 4 — Advanced Editing 3 Units

Prerequisite: Cine 3A or Cine 3B

Class Hours: 2 lecture, 3 laboratory

This class examines the particulars of the editor's job. It examines the artistic aspect as well as the technical aspect. Lectures and lab assignments will investigate such elements as time, rhythm, visual and aural relationship, and montage. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 6 — Film Effects, Motion Pictures 3 Units

Prerequisite: Cine 2

Class Hours: 2 lecture, 3 laboratory

A course which instructs in the building of miniature sets, the use of special effects, back and forward projection, multiple and rotating projection, and general problem solving for motion pictures. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 10 — Main Currents in World Cinema 3 Units

Class Hours: 3 lecture

Studies in the History of Motion Pictures will cover directors, countries and movements not covered in Cine 1. *Transfer credit: CSUC; UC*

CINE 11A — Masterpieces of World Cinema — Film Genres 3 Units

Prerequisite: Cine 1 or Cine 10

Class Hours: 3 lecture

The film genre is a form of film distinguished by subject matter, theme, or techniques. Examples: The Western, the Horror Film, the Thriller, Musicals, Screwball Comedy, Swashbuckler, etc. Every time this class is offered a new genre will be chosen to be studied. Films will be viewed at every meeting. *Transfer credit: CSUC; UC*

CINE 11B — Masterpieces of World Cinema — Film Authors 3 Units

Prerequisite: Cine 1 or Cine 10

Class Hours: 3 lecture

In any film, there is generally one individual who is the dominant artistic creator of that film. In this class the work of one such author will be studied. Examples of film authors: Ingmar Bergman, Frank Capra, Federico Fellini, Akira Kurasawa, John Ford, D.W. Griffith, Jean Renoir. *Transfer credit: CSUC; UC*

CINE 15 — Introductory Animation**4 Units**

Class Hours: 3 lecture, 3 laboratory

Instructional emphasis on a simple, basic approach to animation filmmaking. Course offers the student an unusual opportunity to explore and create visual images in color which move on a motion picture canvas. Includes early history and evolution of animation art; analytical study of vintage and contemporary films. Designed to exercise imagination, expressions, and experimentation with ideas in motion. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 17 — Advanced Animation**4 Units**

Prerequisite: Cine 15

Class Hours: 3 lecture, 3 laboratory

Study of advanced animation techniques. Exposure to the disciplines and standard practices of the animation industry; application of techniques, disciplines, and practices on major projects. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

CINE 22A/B — Directed Studies in Cinematography**1-3/ 1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of cinematography on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Consumer Education

CON ED 3 — Personal Finance**3 Units**

Class Hours: 3 lecture

Basic course designed to improve student's management of personal financial affairs. Problem solving and practical experience in the development of an individual's budgets, investment, insurance, loans, taxes, social security, etc. (formerly Bus 40) *Transfer credit: CSUC*

CON ED 4 — Principles of Investments**3 Units**

Class Hours: 3 lecture

An introduction to the theory and practice of investing. Includes a thorough examination of stocks, bonds, real estate, government obligation, tax shelters, insurance and annuities. Topics will also include portfolio management and financial analysis. (formerly Bus 45) *Transfer credit: CSUC*

CON ED 5 — Real Estate and You**2 Units**

Class Hours: 2 lecture

Explains aspects of real estate for the consumer by providing for informed decisions about renting vs. buying, use of professional personnel, kinds of property, loan procurement, taxes, liens, appraisal, pricing, escrow, titles, insurance, real estate investments, buying and selling procedures and income tax considerations.

CON ED 7 — Income Tax Law**2 Units**

Class Hours: 2 lecture

This course is designed to help students to understand principles of tax laws, court decisions, and administrative rulings as they apply to individual income taxes and preparation of returns. California income tax law is also discussed. (formerly Bus 34)

CON ED 8 — Consumer Law**3 Units**

Class Hours: 3 lecture

Law for the consumer of layman surveying citizen's rights and obligations in our society. Practical application of law to common business transactions. (formerly Bus 41)

CON ED 9 — Small Claims and Civil Procedures**3 Units**

Class Hours: 3 lecture

Procedures for collecting money through small claims court and and civil court. Discusses how to act, prosecute or defend oneself in small claims court and procedures in the event of a civil suit. (formerly Bus 42)

CON ED 12 — Consumer Protection**3 Units**

Class Hours: 3 lecture

This course is designed to help students develop a sound decision-making procedure based upon their values, understand their rights and responsibilities as consumers in our society, and fulfill their roles in directing the economy, consumer credit, making effective purchasing decisions and the role of private and government agencies involved in consumer protection and information.

CON ED 14 — Great Consumer Contest**3 Units**

Class Hours: 3 lecture

This course is designed to provide consumer education and prepare the student for more intelligent purchasing and allocation of financial resources.

CON ED 15 — Family Risk Management**2 Units**

Class Hours: 2 lecture

A course designed to provide student with the ability to successfully deal with a variety of consumer risks. Items to be covered include civil liability and the law; property risks; home, auto, medical and life insurance; Social Security and estate planning.

CON ED 89A-Z — Institutes in Consumer Education**½-1½ Units**

Class Hours: 8-24 lecture total

A special set of seminars designed to help students become more competent in their roles as consumers. Covers topics such as money management, real estate transactions, consumer protection, and purchasing guidelines.

Court Reporting

CR 1 — Beginning Stenotypy**4 Units**

Prerequisites: Ability to type and adequate English skills.

Class Hours: 4 lecture, 1 laboratory

Student will study theory and operation of Stenography shorthand machine. This course is designed to develop a knowledge of Stenograph theory, machine dexterity, fluent reading ability, and ability to take dictation between 60 and 80 wpm. (formerly Bus 26A)

CR 2 — Machine Shorthand Workshop I**8 Units**

Prerequisites: CR 1 or equivalent and typing speed of 45 wpm.

Class Hours: 5 lecture, 9 laboratory

The student will review theory and operation of the Stenograph machine to develop sufficient skill to take new material dictation for five minutes at 100 wpm and transcribe notes with at least 98% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit may be granted upon passed speed tests at speeds indicated. Lab or material fee may be required. (formerly Bus 26B)

CR 3 — Machine Shorthand Workshop II**8 Units**

Prerequisites: CR 2 or equivalent.

Class Hours: 5 lecture, 9 laboratory

The student will continue to develop knowledge of machine shorthand theory and skill in operating the Stenograph machine to achieve sufficient skill to take new material dictation for five minutes at 130 wpm with 98% accuracy in transcription. Emphasis in this course is placed on speed building, accurate transcription, and two-voice dictation. Units of credit may be granted upon passed speeds (130 wpm). Lab or material fee may be required. (formerly Bus 26C)

CR 4 — Machine Shorthand Workshop III**8 Units**

Prerequisites: CR 3 or equivalent.

Class Hours: 5 lecture, 9 laboratory

The student continues to develop skill in operating the Stenograph machine. New material will be dictated for 5 minutes at 150 wpm and notes will be transcribed with at least 99% accuracy. Continued practice on multi-voiced dictation. The field of taking depositions will be explored. Units of credit will be granted when the speed objective is attained. Lab or materials fee may be required. (formerly Bus 26D)

CR 5 — Machine Shorthand Workshop IV**8 Units**

Prerequisites: CR 4 or equivalent, Sec Sc 30A/B recommended for court reporting majors.

Class Hours: 5 lecture, 9 laboratory

The student will continue to develop skill in operating the Stenograph machine and learn to take new material dictated for 5 minutes at 180 wpm and to transcribe notes with at least 99% accuracy. Continued practice will be given on multi-voice dictation. Requirements of most reporting professions will be met except that of Certified Shorthand Reporters (CSR). Units of credit will be granted when the speed objective is attained. Lab or material fee may be required. (formerly Bus 26E)

CR 6 — Machine Shorthand Workshop V**8 Units**

Prerequisites: CR 5 or equivalent.

Class Hours: 5 lecture, 9 laboratory

The student will continue to develop skill in operating the Stenograph machine and will learn to take new material dictated for 5 minutes at 200-225 wpm and transcribe with at least 99% accuracy. Continued practice will be given on multi-voice dictation. Final preparation for taking the Certified Shorthand Reporters examination given by the State of California. Units of credit will be granted when the speed objective is attained. Lab or material fee may be required. (formerly Bus 26F)

CR 15 — Punctuation for Court Reporters**1 Unit**

Class Hours: Open-entry/open-exit Course: 32 hours lecture/laboratory total

This self-paced course presents fundamental rules for punctuating written English and applies these rules to specific problems encountered by the shorthand reporters. (formerly Bus 5D)

CR 16 — Spelling for Court Reporters**1 Unit**

Class Hours: Open-entry/open-exit Course: 32 hours lecture/laboratory total

This self-paced course is designed to help students become accurate spellers. Emphasis is on words routinely encountered by the court reporter. (formerly Bus 5E)

CR 20 — Anatomy for Court Reporters**5 Units**

Class Hours: 5 lecture

A specialized course for court reporting students including a general course of study of the human anatomy, skeleton structure, body functions and systems, medical records and autopsy reports. (formerly Bus 27G)

CR 25A — Law for Court Reporters I**3 Units**

Prerequisites: Sec Sc 31 and Bus 33A

Class Hours: 3 lecture

Substantive law including the structure of the judicial systems. Principles of contract law, domestic relations, real property, torts, agency, corporate, and decedent estate laws. (formerly Bus 29B)

CR 25B — Law for Court Reporters II**3 Units**

Prerequisites: CR 25A

Class Hours: 3 lecture

Continuation of law for court reporters with emphasis on principles of law of equity (Remedies), negotiable instruments, summary proceedings, criminal and civil procedure, pre-trial discovery procedures, the trial including functions of the reporter and other parties, appellate procedures, survey of Constitutional Law. (formerly Bus 29C)

CR 30 — Court Reporting Techniques I**3 Units**

Prerequisites: Completion of Read 2; CR 4, 15, 16; Sec Sc 30B and 31.

Class Hours: 3 lecture total

Instruction in the use of office dictating equipment with emphasis on clarity of enunciation, designation of plural and past tenses, spelling of unusual vocabulary, punctuation, and general operation of the equipment. Ten hours of the course will provide the student with a thorough understanding of reference material and the ability to use such material accurately in citing names, places, quotations, authors, and state and federal codes. (formerly Bus 26G)

CR 31 — Court Reporting Techniques II**1 Unit**

Prerequisites: CR 5 or ability to take new material dictation at 180 wpm.

Class Hours: 12 lecture, 13 laboratory total

An introduction to the field of court reporting and conference reporting, providing an overview of the opportunities available, and duties of the court reporter. Ethics of the profession will be studied. When the student reaches speed proficiency of 180 words per minute on unfamiliar material, arrangements are made to allow the student to sit in and report actual proceedings of court trials, and depositions with a Certified Shorthand Reporter. (formerly Bus 26H)

Data Processing

Students planning to take more than 12 units of Data Processing courses marked * should consult a counselor; the UC system allows credit for the first 12 units only.

DP 1* — Introduction to Data Processing**3 Units**

Class Hours: 3 lecture

An introductory course covering the history, development and application of data processing principles. The course will cover data processing functions from all aspects; manual, mechanical, electromechanical and electronic systems. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 4A* — Computer Programming I: COBOL**3 Units**

Prerequisites: DP 1 or equivalent and Math 3 or equivalent. Concurrent enrollment in DP 9 recommended.

Class Hours: 3 lecture

Familiarization with basic computer programming concepts used in the solving of business data processing problems. Completion of assigned class problems provides experience in actual programming using COBOL language. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 4B* — Computer Programming II: COBOL**3 Units**

Prerequisites: DP 4A or equivalent. Concurrent enrollment in DP 9 recommended.

Class Hours: 3 lecture

A study of advanced COBOL programming techniques, with particular emphasis on disk file concepts, for solving business data processing problems such as payroll, accounts payable, inventory, etc. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 5* — Computer Programming BAL**3 Units**

Prerequisites: DP 2 or equivalent and knowledge of a programming language. Concurrent enrollment in DP 9 recommended.

Class Hours: 3 lecture

Familiarization with programming for the third generation "byte" computers stressing the IBM/360 series. Completion of assigned class problems provides experience in actual programming using Assembly language. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 6* — Data Processing Systems**3 Units**

Prerequisites: DP 1 or equivalent

Class Hours: 3 lecture

Data processing systems and procedures, analysis of various existing business data processing principles. Required of most business and economics departments for non-data and data systems concepts. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 7A* — Computer Programming RPG**3 Units**

Prerequisites: DP 1 or equivalent. Concurrent enrollment in DP 9 recommended

Class Hours: 3 lecture

Basic computer programming concepts and development techniques. Laboratory development and problem solving using IBM Report Program Generator. Completion of assigned class problems provides experience in actual programming using RPG language. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 7B* — General Purpose Simulative System**1½ Units**

Prerequisites: DP 1 or equivalent and at least one semester of computer programming

Class Hours: 3 lecture for 8 weeks.

Familiarization with concepts and techniques of using a computer for the operation of simulation models. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 8A* — Operating Systems**3 Units**

Prerequisites: DP 1 or equivalent and at least one semester of computer programming.

Class Hours: 3 lecture

Concepts, techniques and use of operating systems. Methods of coding and maintenance of operating systems for computers with multi-processing capabilities. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 8B* — Data Management**1½ Units**

Prerequisites: DP 1 or equivalent and at least one semester of computer programming

Class Hours: 3 lecture for 8 weeks.

Familiarization with concepts and techniques of data files construction, management and control. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 9 — Computer Programming Laboratory**1 Unit**

Prerequisite: Concurrent enrollment in a programming course.

Class Hours: 3 laboratory

Laboratory experience to accompany computer programming classes. Actual programming of problems to support the lecture portions of the class. May be taken for credit with each programming class. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC*

DP 10 — Data Processing Methods for Business**2 Units**

Class Hours: 2 lecture

An introductory course covering the history, development and application of data processing principles. Required of most business and economics departments for non-data processing majors. Not open to students who have completed DP 1. *Transfer credit: CSUC*

DP 11 — Keypunch Operation**1 Unit**

Prerequisite: High School typing or equivalent.

Class Hours: 3 laboratory

The basic operation principles of the IBM 029 keypunch with laboratory experience on the equipment.

DP 12 — Computer Programming — PL/1**3 Units**

Prerequisites: DP 1 or equivalent and 2 years of high school algebra or Math 3. Concurrent enrollment in DP 9 recommended.

Class Hours: 3 lecture

Familiarization with basic computer programming concepts used in solving business or engineering data processing problems. Laboratory experience in actual programming using the PL/1 language is available in the DP 9 laboratory. Language is important for users of IBM 370 computer series. *Transfer credit: CSUC*

DP 18* — Computer Programming — FORTRAN**3 Units**

Prerequisites: Math 3 or equivalent. Concurrent enrollment in DP 9 recommended.

Class Hours: 3 lecture

Familiarization with basic digital computer programming concepts. Designed to introduce students to the computer in problem solving using flow diagramming techniques, emphasizing the use of FORTRAN language. Instruction will include applying FORTRAN to various disciplines as determined by the individual student's needs. (Co-numbered Math 18) *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 20* — Introduction to Numerical Methods**3 Units**

Prerequisites: Math 18/DP 18 and Math 16A or Math 18/DP 18 and Math 25A.

Class Hours: 3 lecture

Error analysis; power series calculation of functions; roots of equations; simultaneous equations; numerical integration; interpolation and curve fitting. These numerical methods will be practically applied on the IBM 360 using FORTRAN IV. (Co-numbered Math 20) *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 22A/B — Directed Studies in Data Processing**1-3/1-3 Units**

Prerequisites: Advanced standing and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Data Processing on an independent study basis. Assigned work can involve the programming of a complete data processing application under the direction and guidance of an instructor. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Developmental Learning

DL 1ABC — Arithmetic Skills**1/1/1 Unit**

Prerequisite: Approval of director of Learning Diagnosis Center

Class Hours: 3 laboratory

Review of addition, subtraction, multiplication, and division. Topics include whole numbers, common fractions, percent, with special emphasis on practical consumer problems and simple interest. Introduction to algebra to be taught in individual one-to-one learning sessions.

DL 2ABC — Basic Reading**1/1/1 Unit**

Prerequisite: Approval of Learning Disabilities Specialist

Class Hours: 3 laboratory

For students reading at fourth grade levels or below. Offers new approaches to learning basic reading skills including phonics, work attack, vocabulary, spelling and writing. May be taken for credit to a maximum of 6 units.

DL 3ABC — Developmental Reading**1/1/1 Unit**

Prerequisite: Approval of Learning Disabilities Specialist

Class Hours: 3 laboratory

For students reading at fifth through eighth grade levels. Personalized instruction to develop total reading, writing, spelling, and listening skills required for success in college and vocations. May be taken for credit to a maximum of 6 units.

DL 4ABC — Personal Development**1/1/1 Unit**

Prerequisite: Approval of Learning Disabilities Specialist

Class Hours: 3 laboratory

Parallels PG 1 with variations for special learning style of Learning Disability students. Emphasizes development of self-concept, realistic appraisal of strengths, interpersonal relations and assertiveness. May be taken for credit to a maximum of 3 units.

DL 5ABC — Career Planning**1/1/1 Units**

Prerequisite: Approval of Learning Disabilities Specialist

Class Hours: 3 laboratory

This class assists one in systematically examining the components of career choice. The class will focus on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills, decision making process and self-assessment instruments will help identify tentative career possibilities. Procedures and materials will be adapted for the learning styles of participants. May be taken for credit to a maximum of 3 units.

DL 6ABC — Tutoring Methods**1/1/1 Unit**

Prerequisite: Appropriate academic skills and consent of instructor

Class Hours: 16 lecture total

Course will include tutoring methods; basic techniques of individualized instruction; utilization of materials, texts and audiovisual equipment to support instruction for students with special learning needs. May be taken for credit to a maximum of 3 units.

DL 7A-F — Tutoring Practicum**each segment - 1 unit**

Prerequisite: DL 6 or equivalent

Class Hours: 3 laboratory

Tutoring Learning Disabled students under direct supervision of instructional staff. May be taken for credit to a maximum of 6 units.

Early Childhood Development

ECD 22A/B — Directed Studies in Early Childhood Development**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Early Childhood Development on an independent study basis. Assigned problems will involve library, laboratory observation and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

ECD 30A — Child Growth and Development I**3 Units**

Class Hours: 3 lecture

A study in depth of the cognitive social, emotional and physical development of the normal child in relation to the home and the early years of school: special attention to prenatal and infant development through age 6. *Transfer credit: CSUC; UC credit limitations - Maximum credit allowed is one course from ECD 30A, 30B.*

ECD 30B — Child Growth and Development II**3 Units**

Class Hours: 3 lecture

Knowledge and understanding of how the social, emotional, intellectual and physical growth of the young child affects the child from age 6 through adolescence; emphasis on the relationship of early childhood development to the child's later functioning academically, psychologically and socially in school, with his peers and his family. *Transfer credit: CSUC; UC credit limitations - Maximum credit allowed is one course from ECD 30A, 30B*

ECD 38 — Observation in the Nursery School**3 Units**

Class Hours: 2 lecture, 3 laboratory

An introduction to child growth and development and working with young children in the nursery school setting. Students will observe children's activities in and development and teacher planning and interaction within the nursery school setting. Extended experiences in community observations (field trips, bus trips, stores). *Transfer credit: CSUC*

ECD 39A — Supervised Participation in the Nursery School**3 Units**

Prerequisites: ECD 30A or B and ECD 38 previous or concurrent. Verification of annual tuberculin test required.

Class Hours: 2 lecture, 3 laboratory

Training in nursery school procedures and practices for students who will be teaching young children or those who are now employed in nursery schools, Head Start Centers, and day-care facilities. Students will gain practical experience while actually working with the young children in the nursery school setting. *Transfer credit: CSUC*

ECD 39B — Supervised Field Experience in the Nursery School 3 Units

Prerequisite: ECD 39A. Verification of annual tuberculin test required.

Class Hours: 2 lecture, 3 laboratory

Extended training in observation-participation and planning of the nursery education experiences of young children in community nursery school settings; i.e., child care facility, private and church programs, Head Start and special education in addition to the campus laboratory experience. *Transfer credit: CSUC*

ECD 40 — Child, Family and Community 3 Units

Class Hours: 3 lecture

Pattern of child-rearing in contemporary society. Interaction of family and community. Significance of personal and social values in family life and community action. Individual and social resources for family health and welfare and improving child development. *Transfer credit: CSUC; UC credit limitations — Maximum credit allowed is one course from ECD 40 and ECD 55.*

ECD 41 — Nursery School Programs 3 Units

Class Hours: 3 lecture

A survey of philosophies and programs in the field of Nursery Education. Experience in planning a curriculum for a nursery school program. Special emphasis provided for selection and arrangement of equipment and materials to furnish a rich environment for the mental and physical growth of nursery school children. *Transfer credit: CSUC*

ECD 42 — Nursery School Administration 3 Units

Prerequisites: ECD 40 and ECD 41 recommended

Class Hours: 3 lecture

Origin of nursery school movement in California. Types and essentials of nursery schools, including licensing, legislation standards, daily routines, teacher responsibility, and public relations. This course will include principles and practices of communication skills for the teacher and administrator with other staff members in the Nursery School and between the school and the home. *Transfer credit: CSUC*

ECD 43 — Parent and Teacher Communications and Conferencing 3 Units

Class Hours: 3 lecture

A course to increase knowledge and effectiveness in parent-teacher conferencing with an emphasis on techniques that facilitate skillful communication. Understanding parental and teacher goals and expectations in relationship to the young child.

ECD 44 — The Parent as a Teacher 3 Units

Class Hours: 3 lecture

This course will offer research, materials and experiences which will provide parents and other adults in the community with an opportunity to study the varied aspects of the education of young children; there will be a focus on establishing closer ties between the school and the family and on the parent as a teacher.

ECD 45 — Parent-Child Communication 1 Unit

Class Hours: 2 lecture for 8 weeks

Practical communication skills and problem-solving techniques for family life enrichment. Theory and practice in active listening, behavior modification, democratic parenting, valuing, building self esteem, etc.

ECD 51 — Music in the Nursery School 3 Units

Class Hours: 3 lecture

Designed to help teachers in understanding the growth and development of children in relation to music at home and at school. Also to help prospective teachers of young children gain skill in conducting a music program in the Nursery School. In particular, emphasis will be placed on skill, construction and playing of simple musical instruments, creative rhythm, and composing songs. *Transfer credit: CSUC*

ECD 52 — Art in the Nursery School 3 Units

Class Hours: 3 lecture

A course to provide opportunities for teachers to learn how to help their children in the field of art. To help teachers in understanding the growth and development of children in relation to creative experience both at home and at school. The development of practical materials in the creative arts and an understanding of the individual child to his own creative expression. *Transfer credit: CSUC*

ECD 53 — Science in the Nursery School 3 Units

Class Hours: 3 lecture

To provide opportunities for teachers to learn how to help their children in the field of science. To help teachers in understanding the growth development of children in relation to science both at home and at school; the development of practical materials in a science area. *Transfer credit: CSUC*

ECD 54 — Literature in the Nursery School**3 Units**

Class Hours: 3 lecture

Exploration of various experiences appropriate to the development of young children including picture books, flannel graphs, poetry, puppetry, records, television, and dramatic play. Emphasis on developing language concepts and skills. *Transfer credit: CSUC*

ECD 55 — Movement/Rhythm Activities for the Nursery School**3 Units**

Class Hours: 3 lecture

An overview of programs, methods, and materials which can be utilized in an Early Childhood environment to promote motor development, movement and rhythm experiences for young children. *Transfer credit: CSUC; UC credit limitations. Maximum credit allowed is one course from ECD 40 and ECD 55.*

ECD 56 — Practical Spanish for Teachers of Young Children**3 Units**

Class Hours: 3 lecture

A course for teachers, aides and other community workers and/or volunteers who interact with children and their parents in a bi-lingual program. Designed to help students in the field understand and speak Spanish in the classroom and in the parent-teacher meetings. Course is intended to meet needs of students with little or no Spanish background.

ECD 60A-Z — Topics in Early Childhood Development**1-3 Units**

Class Hours: 1-3 lecture

A course considering specialized specific topics in ECD which are not covered in great detail in general ECD course offerings. Topics to be offered from time to time include: Issues in Day Care, Infant Care, Prenatal Care, Programs for Toddlers, Parent Education, Child Abuse, special focuses in Early Childhood curriculum. *Transfer Credit: CSUC*

ECD 89A-Z — Institutes in Early Childhood Development**½ - 1½ Units**

Class Hours: 8-24 lecture total

A short term lecture-workshop series designed primarily for a nursery school personnel in the teaching and administrative roles. This course will provide opportunity to gain understanding and skills in the areas of communication with children, parents, staff, and community agencies.

Economics

ECON 1 — Principles of Micro-Economics**3 Units**

Class Hours: 3 lecture

The development of a method of thinking by investigating and applying the principles of economic inquiry. An introduction to economic institutions and to issues of economic policy, especially those issues relating to the efficient use of scarce resources. Exchange as a social system of making choices about the consumption, production, and distribution of those resources. (formerly Econ 1B) *Transfer credit: CSUC; UC*

ECON 2 — Principles of Macro-Economics**3 Units**

Prerequisite: Econ 1 or equivalent

Class Hours: 3 lecture

The development of a method of thinking by investigating and applying the principles of economic inquiry. An introduction to economic institutions and to issues of economic policy, especially as those issues relate to the levels of employment and prices and to the rate of economic growth. Exchange as a social system of making choices that determine policies, that influence or determine aggregate economic activity. (formerly Econ 1A) *Transfer credit: CSUC; UC*

ECON 4 — Economic Development of the United States**3 Units**

Class Hours: 3 lecture

The evolution of U.S. economic institutions as revealed by economic analysis and quantitative data. The application of economics to other social sciences, to social change, and to economic problems. *Transfer credit: CSUC; UC*

ECON 22A/B — Directed Studies in Economics**1-3/1-3 Units**

Prerequisites: A previous course in the specific field of study and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Independent study in economics under the guidance of an instructor. Course will involve library work and study of selected problems pertinent to the student's interest area. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ECON 30 — Introduction to Business and Economics**3 Units**

Class Hours: 3 lecture

Basic concepts and functions of business and economics and the application of economic thinking to the operation and evolution of business. Explores business organization and finance, demand and supply, money and banking, business decision making, and inflation. Emphasis on the practical use of business and economic understanding. (co-numbered Bus 30) *Transfer credit: CSUC*

Education

ED 1 — Introduction to Education**3 Units**

Class Hours: 3 lecture

A class that explores the issues and problems involved at all levels of American Education, including: historical, social, philosophical and psychological foundations and organization of education, and examines the contributions of educators to the profession, students and the community. Some topics to be covered are: relations between home and school, how are schools organized, function of the school in reducing poverty, past and present teaching practices, and the relationship of the handicapped child to a regular program or special education program. *Transfer credit: CSUC; UC*

ED 7 — Instructional Materials Laboratory**2 Units**

Class Hours: 1 lecture, 3 laboratory

A comprehensive laboratory course for the purpose of developing instructional materials for the classroom. Materials covered are charts, posters, slides, film-strips, overhead transparencies, slide-tape presentations, photocopies and thermal master.

ED 10A — Instructional Skills I**3 Units**

Class Hours: 3 lecture

A survey of educational principles, objectives, methods, and materials which classroom aides will encounter in elementary or secondary school. Special attention given to practical learning theory, techniques for individualizing instruction, components of an integrated lesson, assessment measures, and curriculum content, especially in the basic skills. Aide utilization and differentiated staffing clarified.

ED 10B — Instructional Skills II**3 Units**

Prerequisite: Ed 10A

Class Hours: 3 lecture

Expanded treatment of course content introduced in Education 10A. Particular emphasis given to teaching reading, listening, math, language arts, and learning disabilities.

ED 12 — Behavioral Principles**3 Units**

Class Hours: 3 lecture

An introduction to behavioral theory in learning principles. Consideration will be given to experimental analysis of behavior, antecedent, and consequences, as well as a demonstration of ability to alter behavior using contingencies of reinforcement and stimulus control. Emphasis will be on class discussion and peer learning as well as selected class studies.

ED 13 — Behavioral Techniques**3 Units**

Prerequisite: Ed 12 or equivalent.

Class Hours: 3 lecture

This course will examine counter-conditioning theory and practice, including the formulation of a counter-conditioning therapy program which will be implemented with a selected subject. Emphasis will be on developing a competence in utilizing counter-conditioning techniques.

ED 14 — Contingency Management**3 Units**

Prerequisite: Ed 13 or equivalent.

Class Hours: 3 lecture

A review of contingencies of reinforcement as they apply to educational and mental health settings. Laboratory assignments will focus on the application of contingencies of reinforcements involving the effect of behavioral consequences, transfer from continuous interval schedules of reinforcement and behavioral self-control experiments.

ED 15 — Applied Behavior for Parents**3 Units**

Prerequisite: Ed 14 or equivalent.

Class Hours: 3 lecture

A review of the basic principles of human behavior, especially as applied to child management and child development. Attention will be given to the use of behavior modification, logical consequences, family conferencing, and communications techniques as methods of improving children's behavior.

ED 22A/B — Directed Studies in Education**1-3/1-3 Units**

Prerequisites: A previous course in the specific field and consent of the instructor and Division Director.
Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of education on an independent study basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units.

ED 48A/B — Education Practicum**1-3/1-3 Units**

Class Hours: 3-9 laboratory

On-the-job training without financial compensation as an instructional aide under the continuous direction and supervision of an instructor. Prior to enrollment in the course, the student must meet with the director of the instructional aide program for approval and assignment to his/her class.

ED 60A-Z — Topics in Education**1½ Units**

Class Hours: 1½ lecture

A course considering specialized specific topics in education which are not covered in great detail in the general education course offerings. Topics to be offered from time to time include: a bi-lingual, bi-cultural approach to learning; communication between the teaching team (aide-teacher-parent-student); the education of children with handicaps (hyperactive, physically disabled, etc.); introduction to the teaching of reading (oral language development, phonics in the reading program); individualized instruction (learning center contracting).

ED 89A-Z — Institutes in Education**½-1½ Units**

Class Hours: 8-24 lecture total

A short term lecture-seminar-workshop series considering selected aspects of the delivery of educational services in a contemporary context designed for personnel employed in the field of education.

Electronics Technology

EL 1 — Introduction to Electronics**3 Units**

Class Hours: 2 lecture, 3 laboratory

A non-mathematical presentation of basic concepts and laboratory skills relating to electronics and their applications to business, entertainment, science and industry. This is an introductory course in electronics. Self-paced instruction.

EL 5A — Basic Electricity**3 Units**

Class Hours: 2 lecture, 3 laboratory

This course presents the fundamentals of electrical circuits especially used in technical equipment. The lecture sessions will present basic theory for motor circuits, lighting circuits, control circuits, etc. The laboratory work will complement the lecture with actual testing and troubleshooting of typical equipment such as motor operated equipment, light control circuits, etc. *Transfer credit: CSUC*

EL 5B — Industrial Electronics**3 Units**

Prerequisite: EL 5A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course is designed to familiarize students with maintenance, service and operation of electrical and electronic devices commonly used in industry. The course is descriptive rather than mathematical and covers electron tubes, semi-conductor devices, and their circuits. *Transfer credit: CSUC*

EL 6A — Basic Electronics for FCC Licensing**3 Units**

Prerequisites: EL 5A or equivalent

Class Hours: 3 lecture

This course will review basic electronics especially pertaining to broadcasting to prepare the student for the Federal Communications examination for the FCC Second Class Radio Telephone Operators License. (co-numbered TC 6A)

EL 6B — Basic Electronics Circuits for FCC Licensing**3 Units**

Prerequisite: EL 6A

Class Hours: 3 lecture

Review of basic electronic circuits as applied to radio communications. Intended to prepare the student for passing the Federal Communication Commission First Radio Telephone Operators License exam. (co-numbered TC 6B)

EL 7A/B — CATV Engineering and Maintenance**3 Units**

Prerequisite: EL 5A or equivalent.

Class Hours: 2 lecture, 3 laboratory

A vocational/professional orientation to cable television system design, installation and maintenance. Includes all activities from repair to pole climbing. Industry entry level skills are developed. (co-numbered TC 10A/B)

EL 7C — Radio Station Engineering and Maintenance**3 Units**

Prerequisite: EL 6B or equivalent.

Class Hours: 2 lecture, 3 laboratory

A hands-on technical course involving radio station construction, engineering and maintenance functions. Students will have an opportunity to apply skills in maintenance and modification of campus Class B FM station (Ventura County coverage). (co-numbered TC 11)

EL 10A/B — Electronics Drafting I and II**3/3 Units**

Prerequisite: None for 10A; 10A or equivalent for 10B.

Class Hours: 2 lecture, 3 laboratory

EL 10A - Review of basic drafting as applied to electronics. Practice and development of skills in drawing symbols, block diagrams and schematic diagrams. Students will have an opportunity to redesign circuit diagrams. *Transfer credit: CSUC.*

EL 10B - Review and development of advanced drafting work such as printed circuits, wiring diagrams, mechanical construction and special diagrams. *Transfer credit: CSUC*

EL 15 — Mathematics for Electronics**3 Units**

Prerequisites: High School Algebra or Math 1B or equivalent.

Class Hours: 3 lecture

Review and application of basic mathematical and algebraic skills to electronic circuit problems. Various methods of solution used for series and parallel circuits. *Transfer credit: CSUC*

EL 20A — Basic Electronics: DC**4 Units**

Prerequisites: High School Algebra or Math 1B or equivalent.

Class Hours: 3 lecture, 3 laboratory

Passive DC circuit theory. Use of Ohm's and Kirchhoff's laws to solve simple DC circuit problems. Application of basic theorems, such as Thevenin's or Norton's equivalent circuit for solving more complex circuits. The DC characteristics of resistors, inductors and capacitors will be studied. Laboratory work provides practical experience for theoretical relationships. *Transfer credit: CSUC*

EL 20B — Basic Electronics: AC**4 Units**

Prerequisite: EL 20A

Class Hours: 3 lecture, 3 laboratory

Passive circuit response to A.C. signals. Use of Ohm's and Kirchhoff's laws in A.C. circuits. The A.C. response of circuits with resistance, reactance and impedance. Laboratory work emphasizes practical aspects of A.C. relationships. *Transfer credit: CSUC*

EL 20C — Solid State Devices**5 Units**

Prerequisite: EL 20B

Class Hours: 4 lecture, 3 laboratory

Active electronic devices and circuits. Operation and analysis of the diode and transistor as a circuit component. Comparison of linear and nonlinear systems. Gain; frequency response; principles of feedback. Solid state and vacuum devices. Device application; small signal amplifiers; power amplifiers; oscillators; special purpose applications. Laboratory emphasizes application of active circuit theory. *Transfer credit: CSUC*

EL 20D — Digital Circuits**5 Units**

Prerequisite: EL 20C

Class Hours: 4 lecture, 3 laboratory

This course provides the student with basic information on digital circuits. This includes boolean algebra, logic arrangements, digital integrated circuits, the various number systems, etc. Laboratory work emphasizes the practical aspects of the course. *Transfer credit: CSUC*

EL 22A/B — Directed Studies in Electronics**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Electronics Technology on an independent study basis. Assigned problems will involve library, laboratory and field. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

EL 28A — Electronic Measurements I **3 Units**

Prerequisite: EL 5A or equivalent.

Class Hours: 2 lecture, 3 laboratory

Theory and practice in the use of laboratory equipment to test electronic devices and circuits. Typical tests are for gain, frequency response, frequency and time measurement; component and circuit evaluation, calibration of electronic test equipment. Laboratory work emphasizes the use of electronic measuring equipment and also the design of measurement systems to obtain specified information. *Transfer credit: CSUC*

EL 28B — Electronics Measurements II **3 Units**

Prerequisite: EL 28A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course emphasizes the actual theory of operation of the electronic circuits in the electronic test and measurement equipment. The laboratory stresses the maintenance, repair, and calibration of electronics test equipment. *Transfer credit: CSUC*

EL 31 — Integrated Circuit Devices **3 Units**

Prerequisite: EL 20D

Class Hours: 2 lecture, 3 laboratory

An in-depth study of present day integrated circuit devices such as; General Purpose Logic Devices, Multivibrators, Registers and Counters, Arithmetic Logic Units, ROMs, RAMs, Linear Integrated Circuits, Integrated Circuit applications in consumer electronics. The laboratory stresses the development of good electronic design techniques and familiarity with present day industry standard integrated circuits. *Transfer credit: CSUC*

EL 32 — Op Amp Circuit Design **3 Units**

Prerequisite: EL 20C or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will cover the use of Op Amps in circuit design. Topics covered will include amplifiers, integrators, differentiators, non-linear function generators, active filters, comparators, and oscillators. Representative circuits of each type covered will be designed, built and tested.

EL 33 — Introduction to Microprocessors **3 Units**

Class Hours: 3 lecture

A general introduction to the operation and application of the microprocessor. The course will include numbering systems and basic logic building blocks, partitioning and architecture; interfacing and interface devices, the TTY, CRT, keyboard, cassette loader; programming; microprocessor applications; the 8080 microprocessor will be stressed throughout the course. Demonstrations on the 8080 MMD-1 will be offered.

EL 41 — Electronics Assembly **3 Units**

Class Hours: 2 lecture, 3 laboratory

The course will provide theory and practice in the assembly of electronic components on circuit boards. It will include soldering techniques for components on boards and typical wire terminal connections. The common industry standards, such as the color code, electronic component designations, etc., will be presented.

EL 42 — Basic Electronic Fabrication **3 Units**

Class Hours: 2 lecture, 3 laboratory

The student will fabricate and assemble a typical electronic device such as a power supply or test meter. Steps include cutting, drilling and bending the chassis. Mounting components and connecting them finishes the construction. Testing is the final step. *Transfer credit: CSUC*

EL 89A-Z — Institutes in Electronics **½ - 1½ Units**

Class Hours: 8 to 24 lecture total

A short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities. Emphasis is placed on the acquisition of specialized knowledge in a particular segment of electronics.

Engineering

ENGR 1 — The Engineering Profession **½ Unit**

Class Hours: 1 lecture for 8 weeks

A study of the engineering profession, its requirements, opportunities, and responsibilities. Presentations by members of the engineering profession. *Transfer credit: CSUC ; UC*

ENGR 4 — Introduction to Design**3 Units**

Prerequisite: High school drafting or ET 2

Class Hours: 2 lecture, 3 laboratory

A course designed to further the student's understanding of the engineering profession through group design studies. Lecture discussions on systematic design, techniques, graphical and written communications and the anatomy of the engineering curriculum and profession. *Transfer credit: CSUC; UC*

ENGR 5 — Environment and Technology**2 Units**

Class Hours: 2 lecture

A study of environmental problems encountered in a technologically advanced society. The responsibilities that the technologist and the citizen have in relation to the environment. Consideration is given to air and water pollution, safety problems, urbanization and environmental comfort. *Transfer credit: CSUC; UC*

ENGR 6 — Computer Solutions to Engineering Problems**3 Units**

Prerequisite: Math 25A

Class Hours: 3 lecture

The use of digital computers in the solution of engineering problems, programming and programming languages. Emphasis will be placed on the solution of engineering problems using the FORTRAN and PL 1 programming languages. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ENGR 8A — Surveying**3 Units**

Class Hours: 2 lecture, 3 laboratory

Affords the student the opportunity to make engineering measurements. The student studies in detail these three areas of land measurement - horizontal, angular and elevation. The theory of random errors, the probability curve and the theory of least squares is explained and applied. *Transfer credit: CSUC; UC*

ENGR 8B — Advanced Surveying**3 Units**

Prerequisite: Engr 8A

Class Hours: 2 lecture, 3 laboratory

Lectures, laboratory instruction on vertical control, precise leveling, horizontal control, triangulation, trilateration, traverse, electronic distance measurements, least square adjustment of control survey observations, state coordinate system, astronomical observations for azimuth and latitude. *Transfer credit: CSUC; UC*

ENGR 12 — Engineering Statics and Strength of Materials**4 Units**

Prerequisite: Math 25A

Class Hours: 4 lecture

Vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, theories of strength. *Transfer credit: CSUC; UC*

ENGR 18 — Engineering Materials**3 Units**

Prerequisites: Chem 1B and Ph 5.

Class Hours: 3 lecture

Application of basic principles to the selection and use of engineering materials, analysis of the internal structures of materials and dependence of properties upon these structures; the study of the behavior of materials in service. *Transfer credit: CSUC; UC*

Engineering Technology

ET 1 — Engineering Technology**½ Unit**

Class Hours: 1 lecture for 8 weeks

An introductory course describing the requirements, opportunities, and responsibilities of technicians in the various fields of engineering and technology. Members of the profession will speak. *Transfer credit: CSUC*

ET 2 — Introduction to Drafting**3 Units**

Class Hours: 2 lecture, 3 laboratory

An introduction to drafting and graphic practice. Use and care of drafting equipment and instruments, lettering, theory of orthographic projection, pictorial drawings, sketches, working drawings. Prerequisite to all drafting and design courses. *Transfer credit: CSUC*

ET 3 — Mechanical Drawing**3 Units**

Prerequisite: ET 2 or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course in mechanical drawing is designed to expand and increase skills in mechanical drawing. It will cover complete working drawings, exploded view and assembly drawings, emphasizing section views, screws and fasteners, inking and increased skill in lettering. *Transfer credit: CSUC*

ET 5 — Architectural Drawing (Wood Frame)**3 Units**

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

Design and drafting of small wood frame buildings with consideration given to costs, location, client needs and possibilities of wood framing. Planning and preparation of complete working drawings. Includes field trips to construction sites. *Transfer credit: CSUC*

ET 6 — Architectural Drawing (Masonry Construction)**3 Units**

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

A course in clay brick and concrete masonry as applied to the total building and its details. In addition to a commercial building, a fireplace and walls will be drawn. *Transfer credit: CSUC*

ET 7 — Architectural Drawing (Concrete Structures)**3 Units**

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

A course in concrete structures including buildings, bridges and frames. Placement and details of steel reinforcement is emphasized. The relationship between concrete and other types of construction is shown. *Transfer credit: CSUC*

ET 8 — Architectural Drawing (Steel Structures)**3 Units**

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

A course in steel-frame construction and typical details found in commercial structures. Study is made of shop drawings and their interrelationship to the entire building, emphasizing the need for the drawings for the complete structure to be developed logically, completely, and in accord with currently accepted practices. *Transfer credit: CSUC*

ET 10 — Technical Illustration**3 Units**

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

Preparation of technical illustrations to meet the standards of industry; drawings from blueprints, technical orders and freehand sketches, technical aspects of preparing work for reproduction, axonometric and perspective projection. *Transfer credit: CSUC*

ET 11 — Construction Cost Estimating**3 Units**

Prerequisite: Math 1B

Class Hours: 3 lecture

Principles and practices in making quantity surveys and labor estimates for construction projects. Three field trips. *Transfer credit: CSUC*

ET 12 — Construction Scheduling**3 Units**

Prerequisite: Math 3

Class Hours: 3 lecture

Planning, scheduling, cost, and job control by the network techniques of path and program evaluation review techniques. *Transfer credit: CSUC*

ET 13 — Construction Methods and Procedures**5 Units**

Prerequisite: ET 21

Class Hours: 3 lecture, 6 laboratory

A construction project in which the students will build a structure utilizing concrete, masonry, lumber, plaster, roofing, etc.

ET 15 — Building Codes**2 Units**

Class Hours: 2 lecture

A course that investigates the various building codes that relate to structural, plumbing, heating and air conditioning and electrical components of buildings that are constructed in southern California.

ET 21 — Technical Materials**3 Units**

Class Hours: 3 lecture

Introduction to the properties of materials including physical properties, limitation, design considerations, and measurement procedures.

ET 22A/B — Directed Studies in Engineering Technology**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of technology on an independent study basis. Assigned problems will involve library, laboratory and field. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

ET 23 — Strength of Materials**3 Units**

Prerequisite: ET 25

Class Hours: 3 lecture

Principles of applied mechanics of materials, utilizing basic mathematics in stress-strain concepts, beam analysis, joints and connections, and stress analysis. *Transfer credit: CSUC*

ET 24 — Hydraulics**3 Units**

Prerequisite: Math 2 or concurrent enrollment.

Class Hours: 3 lecture

An introduction to the principles of hydrology and hydraulics with application of these principles of the design of engineering structures. *Transfer credit: CSUC*

ET 25 — Mechanics**3 Units**

Prerequisite: Math 2 or concurrent enrollment.

Class Hours: 3 lecture

A non-calculus course relating to the principles of plane statics and dynamics and their application to engineering problems; force systems, equilibrium conditions, force analysis of structures, friction, fluid statics, kinematics in plane motion. *Transfer credit: CSUC*

ET 31 — Construction Methods for Homeowners**3 Units**

Class Hours: 2 lecture, 3 laboratory

Fundamentals of home improvement including plans and permits, patio slabs and covers, room additions and improvements. Techniques will be discussed, demonstrated and used by students during the lab sessions. Includes field trips.

ET 89A-Z — Institutes in Engineering Technology**1/2-1 1/2 Units**

Class Hours: 8-24 lecture total

A short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities. Emphasis is placed on the acquisition of specialized knowledge in a particular segment of engineering.

English

ENGL 1A — Composition and Literature**3 Units**

Prerequisites: English 3 or acceptable high school achievement or equivalent.

Class Hours: 3 lecture

A course in composition with emphasis on expository writing which demonstrates principles of rhetorical organization, control of diction, clear sentence construction and command of the mechanics of writing. Course work will also include the study and analysis of literature as a model for composition. *Transfer credit: CSUC; UC*

ENGL 1B — Composition and Literature**3 Units**

Prerequisites: English 3 or acceptable high school achievement or equivalent.

Class Hours: 3 lecture

A course in writing expository prose, supplementing the rhetorical emphasis of English 1A. Course work will also include the study and analysis of literature as a model for composition. *Transfer credit: CSUC; UC*

English 1A and 1B replace the English 1A-F sequence of courses previously offered.

ENGL 3 — Writing Skills**5 Units**

Class Hours: 5 lecture

This course is strongly recommended for students who need a review of basic writing skills. Emphasis will be placed on grammar, spelling, vocabulary building and sentence structure, and the student will be provided with intensive practice in developing ideas, organization, and clarity of statement. Student will be expected to write regularly. May be taken for credit to a maximum of 10 units.

ENGL 4A/B — English as a Second Language**3-3 Units**

Class Hours: 2 lecture, 3 laboratory

Identifies needs in speech, writing, reading, vocabulary, spelling of students for whom English is not their principal language. Strengthens these areas so the student will be capable of communicating well in English. Some emphasis will also be placed on American customs. *Transfer credit: CSUC; UC*

ENGL 5 — Introduction to Technical Writing **3 Units**

Class Hours: 3 lecture

This course is designed to instruct students in the fundamentals of technical and documentation writing with particular emphasis on writing clear and concise procedures, policies, manuals and memos.

ENGL 6 — Children's Literature **3 Units**

Class Hours: 3 lecture

Study of books, periodicals, and other library materials suitable for children of elementary school age. Reference books suitable for the lower grades, picture books, fiction, non-fiction, folk tales, story telling, books made into films and other materials will be examined in depth. (co-numbered LT 6).

Transfer credit: CSUC; UC

ENGL 10A — Creative Writing **3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

A writing workshop designed to concentrate on the techniques of writing fiction and poetry; practice in original writing followed by discussion and analysis of student writing. *Transfer credit: CSUC; UC*

ENGL 10B — Creative Writing **3 Units**

Prerequisite: Engl 10A

Class Hours: 3 lecture

Advanced study of literary forms with emphasis on prose and poetry; practice in original writing followed by discussion and analysis. *Transfer credit: CSUC; UC*

ENGL 11 — Radio-Television Writing **3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

This course deals with the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. Training is given in the fundamentals of script format, professional methods, and the ethics and restrictions involved in the broadcasting media. (co-numbered TC5). *Transfer credit: CSUC; UC*

ENGL 13 — Major American Writers **3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Readings from the works of J. Edwards to Le Roi Jones, including Thoreau, Melville, Hawthorne, Poe, Whitman, James Crane, Faulkner, Drieser, Hemingway and selected modern poets. *Transfer credit: CSUC; UC*

ENGL 15A/B — Survey of English Literature **3-3 Units**

Prerequisites: Engl 1A or 1B or equivalent. Class Hours: 3 lecture

Engl 15A: English literature in its cultural framework, from its beginning to the rise of Romanticism. *Transfer credit: CSUC; UC*

Engl 15B: English literature in its cultural framework, from the rise of Romanticism to the present. *Transfer credit: CSUC; UC*

ENGL 17 — Shakespeare **3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

A survey of twelve plays, including romantic comedies, chronicles, tragedies, "dark" comedies, and romances; lectures; critical papers, and class discussions. *Transfer credit: CSUC; UC*

ENGL 18 — The Modern American Novel **3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

An analysis of structure and meaning in the works of Dreiser, Hemingway, Dos Passos, Faulkner, Lewis, Wolfe, Bellow, Ellison, Malamud and I. B. Singer. Written and oral presentations will supplement lecture and classroom discussions. *Transfer credit: CSUC; UC*

ENGL 19 — Introduction to Short Story **3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Study of the form and meaning of short stories through intensive analysis of selected American, British and continental examples. *Transfer credit: CSUC; UC*

ENGL 21 — Contemporary Novels**3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Reading and analysis of post-World War II novels, American and foreign, selected because of their popularity as well as their innovative importance and literary quality. *Transfer credit: CSUC; UC*

ENGL 22A/B — Directed Studies in English**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of the English language, or literature on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ENGL 25 — Playwriting**3 Units**

Class Hours: 3 lecture

Designed for the student to develop his skills in writing for the theater with the possible opportunity of production. (co-numbered ThA 21). *Transfer credit: CSUC; UC*

ENGL 28 — Hispanic Culture and Civilization**3 Units**

Prerequisite: One year college Spanish or reading ability in Spanish.

Class Hours: 3 lecture

Reading and discussion in Spanish of the civilization and culture of Spanish speaking countries, emphasizing one or two countries each semester. (co-numbered Span 6). *Transfer credit: CSUC; UC*

ENGL 29A — Old Testament as Literature**3 Units**

Class Hours: 3 lecture

Reading and discussion of Books of the Old Testament. This includes the 39 books from Genesis to Malachi. An understanding of the history of the Old Testament Apocrypha. Study of form, theme, and style. *Transfer credit: CSUC; UC*

ENGL 29B — New Testament as Literature**3 Units**

Class Hours: 3 lecture

Reading and discussion of Books of the New Testament. This includes the 27 books of the New Testament from Matthew to Revelation. Study of form, theme, and style. *Transfer credit: CSUC; UC*

ENGL 30 — Masterpieces of World Literature I**3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

A survey of representative authors from the time of Homer to the Renaissance, with intensive study of selected Greek, Roman, Medieval and Renaissance masterpieces. *Transfer credit: CSUC; UC*

ENGL 31 — Masterpieces of World Literature II**3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

A survey of major literature from the Renaissance to the present, including such authors as Locke, Moliere, Rousseau, Goethe, Emerson, Tolstoy, Ibsen and Mann. *Transfer credit: CSUC; UC*

ENGL 33 — Modern European Fiction**3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Study of major modern European fiction, including the work of Dostoevsky, Tolstoy, Flaubert, Camus, Verga, Hesse, Gogol, Babal, and Mann. *Transfer credit: CSUC; UC*

ENGL 39 — Major Civilizations Through Drama**3 Units**

Class Hours: 3 lecture

The tribal age, the age of cities, and the development of modern history to be studied through classical drama. A sense of history to be developed from the experiences based on historical study of the Greek, the Roman, the medieval and the modern periods. *Transfer credit: CSUC; UC*

ENGL 40 — Introduction to Library Technology**3 Units**

Class Hours: 3 lecture

For students desiring to develop skills in the use of libraries. Includes a study of library tools such as indexes, bibliographies, encyclopedias, dictionaries; arrangement and use of card catalogs, book catalogs, history of libraries, books and printing. (co-numbered LT 1). *Transfer credit: CSUC; UC*

ENGL 44 — Literature of Latin America in English**3 Units**

Prerequisite: Engl 1A or 1B or equivalent

Class Hours: 3 lecture

Critical analysis of major works in poetry, prose, fiction and non-fiction of major Latin-American authors. Two or three countries will be highlighted. Works will be both traditional and contemporary, to best provide a depth and feeling for the country through their best writers. *Transfer credit: CSUC; UC*

ENGL 45 — Chicano Literature in English**3 Units**

Class Hours: 3 lecture

Critical analysis in seminar form of Chicano Literature. Concern is to present a point of view through the eyes of the Chicano. Discussions will emphasize a cross cultural examination of poetry, prose, fiction and non-fiction works. (co-numbered ChSt 15). *Transfer credit: CSUC; UC*

ENGL 46 — Black Literature**3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Critical analysis in seminar form of Black Literature. Concern is to come to terms with the Black experience in American writings. Selected major figures from the 19th and 20th centuries will be covered, with emphasis given to the most recent authors. *Transfer credit: CSUC; UC*

ENGL 47 — Magazine Editing**3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 2 lecture, 3 laboratory

This is a course in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to magazine production. (co-numbered Journ 11A). *Transfer credit: CSUC; UC credit limitations. See counselor.*

ENGL 51 — Phonetics for the Spanish Speaking**3 Units**

Prerequisites: Spanish speaking

Class Hours: 2 lecture, 3 laboratory

Individual speech improvement. Analysis and classification of the sounds of American English speech. Practice in correct pronunciation, articulation, stress, and rhythm through the use of phonetic transcription. Through the practice of oral drills and the use of tape recorders, students will work at correcting their pronunciation. The emphasis is placed on the sounds that present special difficulties to Spanish speakers. May be taken for credit to a maximum of 6 units. (co-numbered ChSt 51).

ENGL 52 — Study Skills for the Spanish Speaking**4 Units**

Prerequisites: Spanish speaking

Class Hours: 4 lecture

This course is designed to provide Spanish speaking students with the theory and findings on how students learn. Topics will include: time management, note-taking, writing an outline, preparing for examinations, use of the dictionary, the library, learning resources center and other systematic approaches to study. (co-numbered ChSt 52).

ENGL 54A — Beginning English for the Spanish Speaking**3 Units**

Prerequisites: Span 50, Engl 51 and Engl 52 or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will deal with the structure of the English language. Specifically, emphasis will be placed on oral and listening comprehension. This course is not designed for transfer. (co-numbered ChSt 54A).

ENGL 54B — Intermediate English for the Spanish Speaking**3 Units**

Prerequisites: Engl 54A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will provide practice in oral English communication with an emphasis on conversation skills. Listening and talking in small groups. (co-numbered ChSt 54B).

ENGL 54C — Advanced English for the Spanish Speaking**3 Units**

Prerequisites: Engl 54B and Read 53B or equivalent. Class Hours: 2 lecture, 3 laboratory

Intensive practice in oral English communication with an emphasis on conversation skills. Listening and talking in large and small groups. Use of complex sentences, perfect tenses, anomalous verbs, idiomatic expressions will be emphasized. Writing summaries and short essays to increase fluency in oral expressions will be encouraged. (co-numbered ChSt 54C).

ENGL 56 — Writing Skills for the Spanish Speaking

Prerequisites: Engl 54B and Read 53B or equivalent.

Class Hours: 5 lecture

Writing short papers, essays, summaries of assigned readings. Vocabulary development, grammar review. Evaluation of student writing by instructor and students. (co-numbered ChSt 56).

5 Units

Entomology

ENT 1 — Economic Entomology

Class Hours: 2 lecture, 3 laboratory

Common insects that attack agricultural crops and stored products; basic taxonomy of the major orders; identification, life cycles, habits, hosts, economic importance, and control of the principal insects in agriculture; identification and evaluation of beneficial insects. Insect collection required. *Transfer credit: CSUC; UC*

3 Units

Environmental Science

ENV SC 1 — Environmental Science

Class Hours: 3 lecture, 3 laboratory

A discussion of current problems relating to physical and biological science with emphasis on those problems that deal with man and his environment including such topics as energy resources, food, populations, pesticides, water, air and weather. Students will work with equipment used in fields and pollution. (Physical Science credit) *Transfer credit: CSUC; UC*

4 Units

ENV SC 2 — Environment and Man

Class Hours: 3 lecture, 3 laboratory

Relationships between man and his environment in an industrialized culture. Emphasis is upon the biological principles involved in human ecology. Living systems/energy use; man's effect upon the land, noise impact on organism response, economics of conservation and recreation are topics discussed. *Transfer credit: CSUC; UC*

4 Units

ENV SC 20 — Ecology of Baja

Class Hours: 2 lecture, 3 laboratory

An on-site research in human ecology (inter-relationships between man and his biophysical environment), including an 8-day trip to the Baja Peninsula (during Christmas in the fall and Easter in the spring) plus 34 hours of lectures presented before, during, and after the trip. Lab and materials cost is required. *Transfer credit: CSUC; UC*

3 Units

Escrow

ESC 1 — Principles of Escrow

Class Hours: 3 lecture

A basic course in the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. This course is designed to introduce the student to the field of escrow. *Transfer credit: CSUC*

3 Units

ESC 2 — Escrow Practice

Prerequisite: Escrow 1 or equivalent.

Class Hours: 3 lecture

An advanced course covering more unusual and different types of escrows and evaluating possible solutions. *Transfer credit: CSUC*

3 Units

ESC 3 — Escrow Case Problems

Prerequisite: Escrow 2

Class Hours: 3 lecture

Study of unusual and more difficult types of escrows. Study of court decisions and the adaptation thereof as they are correlated to the interpretation of the reasoning behind escrow instructions and procedures. Study of conflicts and disputes in escrow. *Transfer credit: CSUC*

3 Units

Exotic Animal Training and Management

EATM 1 — Biology of Exotic Animals

3 Units

Class Hours: 3 lecture

This course consists of a survey of the animal kingdom as it relates to those animals used in animal parks, zoos, etc. Where possible lectures will be given by experts in the field and demonstration animals will be exhibited. Emphasis will be on behavior patterns, care and feeding, both in captivity and in the natural environment. **THIS COURSE WILL NOT FULFILL SCIENCE REQUIREMENT FOR AN ASSOCIATE DEGREE.**

EATM 2A — Exotic Animal Behavior

1½ Units

Prerequisite: Acceptance into the EATM major.

Class Hours: 3 lecture for 9 weeks.

Course is designed to provide students with an introduction to the behavior of wild and/or exotic animals and the care utilized in their maintenance. It is offered for those interested in working professionally in the field of wild animal training and research. Basic animal behavior patterns will be studied.

EATM 2B — Exotic Animal Nutrition

1½ Units

Prerequisite: EATM 2A

Class Hours: 3 lecture for 9 weeks.

The course is designed to provide the student with a basic understanding of those factors relating to the feeding and nutritional needs of exotic animals in captivity as well as in the wild.

EATM 3A — Operant Conditioning

1½ Units

Prerequisite: EATM 2B

Class Hours: 3 lecture for 9 weeks.

This course provides the student with a basic understanding of the terminology and methods used in training an animal utilizing the operant conditioning approach. Class will include laboratory sessions and each student will be given an animal to work with and train.

EATM 3B — Elementary Veterinary Practices

1½ Units

Prerequisite: EATM 3A

Class Hours: 3 lecture for 9 weeks.

This course is taught by a guest speaker method. Outstanding exotic veterinarians from the area will lecture the students on the various elementary veterinary care procedures needed in working with exotic animals. Efforts will be made to have students accompany the school veterinarian on his bi-monthly inspection tour of the animals in our compound.

EATM 11A/B — Exotic Animal Care and Handling

2-2 Units

Prerequisite: Acceptance into the EATM major.

Class Hours: 6 laboratory

This course is designed to provide students with an opportunity to care for a variety of animals and to learn the essentials in maintaining them in a park or zoo. "Hands-on" approach will be used.

EATM 12 — Animal Park Planning and Design

3 Units

Prerequisite: EATM 3B

Class Hours: 2 lecture, 3 laboratory

This course is designed to acquaint the student with the problems and regulations involved with building an exotic animal facility. Field trips to various facilities and the design of a facility will constitute the core of the course.

EATM 13A/B — Exotic Animal Management and Supervision

2-2 Units

Prerequisites: EATM 3B and 11A and/or 11B.

Class Hours: 6 laboratory

This course is designed for second year students in the EATM major. Students will be responsible for supervising the care of animals in the compound and for managing the compound at night and on weekends and holidays, on a rotational basis.

EATM 21 — Exotic Animal Training

3 Units

Prerequisites: EATM 3B and EATM 11A and/or 11B.

Class Hours: 1 lecture, 6 laboratory

Students will proceed with the application of techniques observed in EATM courses. Each student will train an animal or animals for possible exhibition. Proper care of animals in all respects will be emphasized.

EATM 23 — Laboratory Animal Techniques**4 Units**

Prerequisites: EATM 3B and EATM 11A and/or 11B.

Class Hours: 2 lecture, 6 laboratory

Basic procedures utilized in working with laboratory animals — rats, hamsters, guinea pigs and primates will be taught. Methods of sanitation, diet and elementary laboratory techniques will be employed.

EATM 31 — Theatrical Aspects of Animal Parks**2 Units**

Prerequisites: Acceptance into EATM program.

Class Hours: 1 lecture, 3 laboratory

This is a class set up to acquaint the students with those aspects of show business which are utilized in animal parks, zoos and oceanariums. Course will include make-up, set construction, voice and elocution, scripts, TV and moving pictures in the business. Students will present shows on and off campus.

EATM 32 — Public Relations in Animal Parks**2 Units**

Prerequisites: Acceptance into EATM program.

Class Hours: 1 lecture, 3 laboratory

This course is designed to provide the student with the basic understanding of writing for newspapers, magazines, and research publications, as well as the utilization of photographic techniques and photographic journalism. The making of posters and techniques in advertising will be stressed.

EATM 33 — Administration in Animal Parks**2 Units**

Class Hours: 2 lecture

Emphasis will be on the economic aspects of the wild animal business. It will include legal (local, State and Federal) aspects of maintaining animals in captivity. Budgeting and financial control in parks, contracts, insurance, liability, personnel and the animal business as a commercial enterprise will be emphasized.

EATM 40A/B — Field Experience in EATM**1-6/1-6 Units**

Prerequisite: EATM 2B

Class Hours: 48-288 laboratory total

Field experience is designed to give students an opportunity to discover and explore professional aspects of wild/exotic careers. This experience must be with wild/exotic animals at parks, zoos, oceanariums, circuses, importers, trainers or veterinarians.

Folklore

FOLK 1 — Introduction to Folklore**3 Units**

Class Hours: 3 lecture

A survey of the various forms of Folklore, such as folktales, legends, and other forms of oral literature, folkmusic and the folklore of material culture, and an examination of their historical and social significance. (co-numbered Anth 60A) *Transfer credit: CSUC; UC*

FOLK 2 — Introduction to American Folklore**3 Units**

Class Hours: 3 lecture

Survey of various forms of American Folklore, and an examination of those forms in various regional and ethnic areas in America. (co-numbered Anth 60B) *Transfer credit: CSUC; UC*

Forestry

FOR 1 — Introduction to Forestry**3 Units**

Class Hours: 2 lecture, 3 laboratory

An introduction to the occupations and professions in the area of natural resources with emphasis on the principles underlying the management of forest, parks, wild game and fisheries. Weekly field trips will take students to the local natural resources agencies. *Transfer credit: CSUC; UC*

FOR 2 — Natural Resources**3 Units**

Class Hours: 3 lecture

Economic and social values of our natural resources. History of man in relation to land use, human population in relation to resources; history of the conservation movement; present day conservation practices. *Transfer credit: CSUC; UC*

FOR 5 — Park Site Development**3 Units**

Class Hours: 2 lecture, 3 laboratory

Construction of systems necessary to development of park sites — concrete block wall, brick, watering systems and carpentry. Use of tools required. (co-numbered LH 5) *Transfer credit: CSUC*

French

FR 1 — Elementary French I

4 Units

Class Hours: 4 lecture, 1 laboratory by arrangement

Intensive study of the French language and culture; special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing French and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language laboratory time each week. *Transfer credit: CSUC; UC*

FR 2 — Elementary French II

4 Units

Prerequisite: Fr 1 or 2 years of high school French with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Training in the basic principles of grammar and pronunciation; development of the ability to understand and to express French in oral and written form; extensive use of the language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

FR 3 — Intermediate French I

4 Units

Prerequisite: Fr 2 or 3 years of high school French with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Further study of basic grammar and composition; development of ability to read with greater ease; continued emphasis on oral and written expression. All students will be expected to spend one additional hour per week in the language laboratory. *Transfer credit: CSUC; UC*

FR 4 — Intermediate French II

4 Units

Prerequisite: Fr 3 or 4 years of high school French with an equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

Study and discussions in French of representative literary works; continued emphasis on oral and written expression. Students are expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

FR 22A/B — Directed Studies in French

1-3/1-3 Units

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of French on an independent basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

FR 31A — Beginning Conversational French

3 Units

Class Hours: 3 lecture

An introductory course for non-native speakers of French, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use French in practical situations.

FR 31B — Intermediate Conversational French

3 Units

Prerequisite: Fr 31A or equivalent

Class Hours: 3 lecture

An intermediate course for non-native speakers of French, including study of grammar and principles of usage. Designed for students who have some basic conversational French, but who wish to continue work in this area.

FR 31C — Advanced Conversational French

3 Units

Prerequisite: Fr 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in French. It is especially geared for the student with a French speaking background. The music, art, literature, and architecture of France will serve as the main topics of oral presentation and discussion.

General Studies

GEN ST 1 — The Art of Investigation

3 Units

Class Hours: 3 lecture

An interdisciplinary course intended to introduce students to the various investigative techniques employed in the natural and social sciences and the arts. Students are provided with an opportunity to gain a working knowledge of some of the characteristic methodologies employed by investigators in these fields. *Transfer credit: CSUC; UC*

GEN ST 2 — Methods of Creativity**3 Units**

Class Hours: 3 lecture

This course examines the range of the human senses. Students will discover their capacity for sensual response to their experiences. Special projects which call for creative solutions to problems will also be explored. *Transfer credit: CSUC; UC*

GEN ST 3 — The Ascent of Man**3 Units**

Class Hours: 3 lecture

An examination of the major events in the biological and cultural development of man. The course traces the development of science and art expressions of the special gifts that characterize man and that have made him unique among the animal species. Emphasis is placed on the processes of thought and imagination which are involved in the various attempts made by man to analyze and understand the nature of the universe and of himself. Instruction will involve a combination of television presentations supplemented by several interdisciplinary symposia/discussions. *Transfer credit: CSUC; UC*

GEN ST 5 — Tutoring Methods**1 Unit**

Prerequisites: Demonstration of competency in Basic Skills and/or subject matter area, through (1) GPA; (2) Examination; and (3) recommendation from instructor.

Class Hours: 1 lecture

Course will include tutoring methods, basic techniques of individualized instruction, utilization of materials, texts and audio-visual equipment to support instruction. May be taken for credit to a maximum of 6 units.

GEN ST 6 — Individual Tutorial Assistance**½-3 Units**

Class Hours: 1½-9 laboratory

Students having difficulty in basic skills or subject matter will receive individualized tutoring, the number of hours to depend upon the amount of help needed. May be taken for credit to a maximum of 6 units.

GEN ST 48 — Tutoring Practicum**½-3 Units**

Prerequisite: GC 5 or demonstration of equivalent experience

Class Hours: 1½-9 laboratory

Course will include actual tutoring experience, along with supervisory and evaluative laboratory sessions in Moorpark College classes. May be taken for credit to a maximum of 6 units.

Geography

GEOG 1 — Our Physical Environment**3 Units**

Class Hours: 3 lecture

A study of the physical elements of the landscape envelope of the earth: climate, land-forms, vegetation, soils, hydrography, and the effects of the earth's interior structure. Emphasis is placed on their interrelationships, pattern of distribution on a world scale, and the mutual relationships which exist between man and his physical environment, including ecology and its social ramifications. Map reading, field trips, and field studies involved. *Transfer credit: CSUC; UC*

GEOG 1L — Physical Environment Lab**1 Unit**

Prerequisite: Geog 1 (may be concurrent) or equivalent

Class Hours: ½ lecture, 1½ laboratory

Laboratory to accompany Geog 1. Introduction to earth-sun relations; elements of map and air photo reading and interpretation; practice in landscape description, measurement and analysis. Local field trips required. *Transfer credit: CSUC; UC*

GEOG 2 — Cultural Environment**3 Units**

Class Hours: 3 lecture

Introduction to the broad field of geography — its objectives, principal divisions, basic principles, and applications to present-day world problems, understanding human society in relation to the earth environment with emphasis on the cultural elements. Urban and rural field work involved. *Transfer credit: CSUC; UC*

GEOG 3 — Geography of World Affairs**3 Units**

Class Hours: 3 lecture

A survey of world geography emphasizing the regions, people, and economic activities characteristic of the major political areas of the world. This course is designed for students who desire to improve their understanding of how world affairs are affected by the way we occupy the earth. *Transfer credit: CSUC; UC*

GEOG 4 — Resource Utilization**3 Units**

Class Hours: 3 lecture

Physical and cultural factors influencing the location of economic activities. Analysis of the principal economic production systems especially involved with agriculture, foodstuffs, resources and industrialization in the developed and developing world. Contemporary problems of international economic power struggles. *Transfer credit: CSUC; UC*

GEOG 5 — Introduction to Meteorology**3 Units**

Class Hours: 3 lecture

Introduction to meteorological phenomena; energy, atmospheric circulation, precipitation, storms. Interrelationships between land, sea and atmosphere. Introduction to meteorological instrumentation and reporting. Interpretation of data. Introduction to aviation weather, weather modification. (co-numbered Phys Sci 5) *Transfer credit: CSUC; UC*

GEOG 5L — Introduction to Meteorology Laboratory**1 Unit**

Prerequisite: Geog 5/Phy Sci 5 concurrent or equivalent

Class Hours: 3 laboratory

Laboratory to accompany Geog 5. Introduction to Meteorological observation; cloud identification, instrumentation; interpretation of weather charts and data; weather system identification and analysis. Field trips required. (co-numbered Phys Sci 5L) *Transfer credit: CSUC; UC*

GEOG 9 — Urban Geography**3 Units**

Prerequisites: A course from Political Science, Sociology, Geography 2 or Urban 1A/1B.

Class Hours: 3 lecture

A social science elective, general education course. Study and analysis of the process of urbanization. Population patterns, regional analysis, general land use patterns, and their inter-relationships as well as their correlations with the physical and cultural elements will be included. Emphasis will be on the principles and techniques of land use planning in urban areas. *Transfer credit: CSUC; UC*

GEOG 10 — Geography of California**3 Units**

Class Hours: 3 lecture

A study of man's involvement with the varied California landscape. The course includes an examination of the historical settlement, resource utilization and physical environment of the Golden State. Field trips focusing on the local land use pattern will be required. *Transfer credit: CSUC; UC*

GEOG 11A/B — Travel Geography**3/3 Units**

Class Hours: 3 lecture

An examination of the various regions of the world in terms of their attractions both natural and cultural, for travelers. Attention will be given to both well-known and little-known attractions. Geography 11A is not a prerequisite for Geography 11B.

GEOG 22A/B — Directed Studies in Geography**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of geography on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

GEOG 60A-Z — Topics in Physical Geography**3 Units**

Prerequisite: Prior course in Geography

Class Hours: 3 lecture

Course content will be selected to supplement the introductory geography offerings. Topics to be offered from time to time include: "Glacial Landscapes," "Volcanism and Mankind," "Regional Geomorphology." *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Geology

GEOL 1 — Rocks, Minerals and Maps**3 Units**

Class Hours: 2 lecture, 3 laboratory

Identification, classification, origin, and occurrence of common rocks and minerals in hand and field specimens. Interpretation of topographic, aerial and geologic maps. Field trips. Preparation of geologic map report. *Transfer credit: CSUC; UC*

GEOL 2 — Physical Geology**3 Units**

Class Hours: 3 lecture

Materials and structure of the earth; origin and development of land forms; principles and processes of geology including erosion and sedimentation, volcanic, glacial and earthquake activity, introduction to oceanography. *Transfer credit: CSUC; UC*

GEOL 3 — Earth History**3 Units**

Class Hours: 3 lecture

Geologic history of the earth and evolution of life as revealed in the fossil record; elementary problems in paleontology, stratigraphy, structure and geologic mapping. *Transfer credit: CSUC; UC*

GEOL 4 — Mineralogy-Petrology**3 Units**

Prerequisite: Geol 1

Class Hours: 2 lecture, 3 laboratory

Introduction to crystallography; identification of important ore and rock forming minerals by physical methods; origin, occurrence and identification of common igneous, sedimentary and metamorphic rocks in hand, field and thin section specimens. Use of spectroscope and polarizing microscope.

*Transfer credit: CSUC; UC***GEOL 21 — Geology of California****3 Units**

Prerequisite: A previous course in geology

Class Hours: 3 lecture

Study of the geologic provinces of California, including topography, structure, geologic history, lithology and mineral resources. Field trips. *Transfer credit: CSUC; UC*

GEOL 22A/B — Directed Studies in Geology**1-3/1-3 Units**

Prerequisites: Consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of geology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

GEOL 41 — Geology of the National Parks and Monuments**3 Units**

Class Hours: 3 lecture

Survey of the physical and historical geology of the national parks and monuments with emphasis on western America. Field trips. *Transfer credit: CSUC; UC*

GEOL 51 — Field Geology of Southern California**1-3 Units**

Prerequisite: A previous course in geology

Class Hours: Lecture and field trips variable

Field studies and discussions of geologic processes as exemplified at various localities. *Transfer credit: CSUC; UC*

GEOL 61 — Environmental Geology**3 Units**

Class Hours: 3 lecture

Study of geologic hazards. Application of geology to environmental problems such as landslides, earthquakes, floods, etc. Emphasis on local conditions. Field trips. *Transfer credit: CSUC; UC*

German

GER 1 — Elementary German I**4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

Intensive study of the German language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing German and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSUC; UC*

GER 2 — Elementary German II**4 Units**

Prerequisite: Ger 1 or 2 years high school German or an equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

Continued intensive study of the German language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing German and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSUC; UC*

GER 3 — Intermediate German I**4 Units**

Prerequisite: Ger 2 or 3 years of high school German with grades of C or better or equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

First intermediate course in German. Intensive review of basic grammar with some extension and refinement of fundamentals. Further development of reading, writing, and oral skills through the study and discussion of selected stories of the 20th century and other literature. Introduction to other cultural aspects of Germany through the study of contemporary German youth. *Transfer credit: CSUC; UC*

GER 4 — Intermediate German II**4 Units**

Prerequisite: Ger 3 or 4 years high school German.
 Class Hours: 4 lecture, 1 laboratory by arrangement

Advanced study of spoken and written German and of German culture; development of ability to read with greater ease by study and discussion in German of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

GER 22A/B — Directed Studies in German**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.
 Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of German on an independent study basis. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

GER 31A — Beginning Conversational German**3 Units**

Class Hours: 3 lecture

An introductory course for non-native speakers of German, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use German in practical situations such as travel in German speaking nations.

GER 31B — Intermediate Conversational German**3 Units**

Prerequisite: Ger 31A or equivalent
 Class Hours: 3 lecture

An intermediate course for non-native speakers of German, including study of grammar and principles of usage. Designed for students who have some basic conversational German, but who wish to continue work in this area.

Governmental Management

GM 1 — Introduction to Government Administration**3 Units**

Class Hours: 3 lecture

Explores theory and practice of complex organizations with emphasis on administrative structure and functions, the role of bureaucracy, and the conditioning of administration by its environment. Suggests techniques and practices which will help carry out duties effectively. Deals with management analysis techniques; systems analysis and systems implementation; organization audits appraisal and management by objectives; work and time measurement techniques; the organization (chart)--its structure and communications system; forms and records management; manuals and other administrative directives; work simplification; techniques of work-flow and process charting; reports control. (formerly Urban 6)
Transfer credit: CSUC

GM 2 — State and Local Governmental Management**3 Units**

Class Hours: 3 lecture

American state, county, city and special district government explored in terms of urban and metropolitan challenges confronting political units in California and the local vicinity, with emphasis on racial and ethnic relations, problems in provision of public service, crime and justice, planning and renewal, intergovernmental conflict and relations; including a description of administration, identification of sources of fiscal support, inventory of services, and procedures for regulation and modification. *Transfer credit: CSUC*

GM 3 — Introduction to Human Services**3 Units**

Class Hours: 3 lecture

An introductory course identifying the human services in the community and how they function to serve the public. Voluntary and public agencies that assist individuals and groups will be studied. The services include those whose function is in financial assistance, health care, education, correction, recreation, and self-help groups. (formerly Urban 2) *Transfer credit: CSUC; UC*

GM 4 — Urban Planning Practices**3 Units**

Prerequisite: A previous course in community planning.
 Class Hours: 3 lecture

This course is intended to introduce the student to the functions of a planning agency. The nature and development of the general plan and the elements to implement the plan (circulation, housing, open space, land use, conservation, public buildings), and the tools for planning implementation which affect land use. A review of the operation and problems of urban renewal will be included. The course will provide a working knowledge of planning techniques for an individual intending to work at a para-professional level in planning. It is recommended for other students planning to work in such agencies as public works, engineering, utilities or administration. (formerly Urban 5) *Transfer credit: CSUC*

GM 6 — Elements of Government Finance**3 Units**

Class Hours: 3 lecture

A non-technical introduction to the elements of public finance; the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth. (formerly Urban 9) *Transfer credit: CSUC*

GM 48 — Governmental Management Practicum**1-3 Units**

Class Hours: 3-9 laboratory

On-the-job training without financial compensation in the urban services learning center as an instructor aide under the continuous direction and supervision of a college urban services instructor. (formerly Urban 48)

Graphic Communications

GC 1 — Introduction to Graphic Communications**3 Units**

Class Hours: 3 lecture

An orientation to the concepts in Graphic Communications including an overview of layout, design, composition, process camera, letterpress, off-set and silk screen printing. A survey of the industry and employment opportunities. *Transfer credit: CSUC.*

GC 2 — Copy Preparation and Composing System**3 Units**

Prerequisite: Sec Sc 11A or equivalent

Class Hours: 2 lecture, 3 laboratory

An overview and introduction to the basic operation of the IBM Composer, IBM MTST, phototypesetting equipment and the use of headliners. Elements of composition, basic typography, type classification, copyfitting, and machine ruling. (formerly GC 5A). *Transfer credit: CSUC*

GC 3A — Copy Preparation-Photocomposition**3 Units**

Prerequisite: Sec Sc 11A or equivalent

Class Hours: 2 lecture, 3 laboratory

An introduction in computerized typesetting with theory and practical application in the use of photocomposition equipment. A study in theory of keyboard functions, programming terminology, proofing and markup techniques. *Transfer credit: CSUC*

GC 3B — Advanced Copy Preparation-Photocomposition**3 Units**

Prerequisite: GC 3A or equivalent.

Class Hours: 2 lecture, 3 laboratory

Advanced theory and technique in computerized typesetting. Computation and problem solving in copyfitting, type selection and machine programming. Practical application in justification, intermixing film fonts, setting run arounds, etc. for publications and book work. *Transfer credit: CSUC*

GC 4 — Layout and Design Techniques**3 Units**

Class Hours: 2 lecture, 3 laboratory

Practical applications of layout and design techniques for graphic reproduction including the principles of design, and the techniques of layout and paste-up. Preparation of line and tone copy for offset reproduction. Designing roughs and visuals and preparation of single and multi-color mechanicals for use in commercial and publication printing. Study of the point system, type identification and copy markup systems. (co-numbered Journ 7) *Transfer credit: CSUC*

GC 5A — Silk Screen Process**2 Units**

Class Hours: 1 lecture, 3 laboratory

Study of silk screen process and its artistic and commercial application. Instructions in preparation of various silk screen stencil methods. Preparation and care of screens, use of transparent and opaque inks. *Transfer credit: CSUC*

GC 5B — Advanced Silk Screen Process**2 Units**

Prerequisite: GC 5A.

Class Hours: 1 lecture, 3 laboratory

Advanced extension of ideas and images utilizing photo silk screen singly or in combination with other stencil methods. Introduction to the process camera and its application to silk screen printing. Instruction and practice in basic line photography and contact printing. Emphasis in single and multi-color printing and posterization techniques. Further study and use of color combination, transparent and opaque inks. Exploration in speciality printing on various surfaces. (formerly GC 11B) *Transfer credit: CSUC*

GC 11A — Process Camera**3 Units**

Prerequisite: GC 1 or equivalent or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Characteristics of photographic materials, instructions, and practices in the use of a gallery camera for the production of line negatives. Includes instruction and practice in darkroom techniques, use of filters, contact printing, color proofing, posterization techniques and the diffusion transfer process. (formerly GC 6A) *Transfer credit: CSUC.*

GC 11B — Advanced Process Camera**3 Units**

Prerequisite: GC 11A or equivalent

Class Hours: 2 lecture, 3 laboratory

Advanced theory and practice on the gallery camera with emphasis upon halftone photography, including rescreening, duotones, dot manipulation techniques, and halftones for the PMT process. (formerly GC 6B) *Transfer credit: CSUC*

GC 11C — Process Camera/Color Separation**3 Units**

Prerequisite: GC 11B or equivalent trade experience

Class Hours: 2 lecture, 3 laboratory

Orientation and practice in the use of equipment, materials and techniques for color separation photography. Includes three and four color direct and indirect separations with reflection and transmission copy. (formerly GC 6C) *Transfer credit: CSUC*

GC 21 — Stripping and Platemaking**3 Units**

Prerequisite: GC 26A or equivalent

Class Hours: 2 lecture, 3 laboratory

Planning for lithographic press plates. Ruling, scribing, opaquing and retouching negatives, preparation of support for stripping, imposition and assembly. Selection, care and making of pre-sensitized lithographic plates including double burning, step and repeat and surprinting. Negative duplication and various proofing techniques. (formerly GC 7) *Transfer credit: CSUC*

GC 22A/B — Directed Studies in Graphic Communications**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of graphic communications on an independent study basis. Assigned problems will involve library, laboratory and field. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

GC 26A — Lithography**3 Units**

Prerequisite: GC 1 or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Theory and practice in small lithographic press operation. Operational functions of feeder, printing units, inking, dampening, and delivery units. Characteristic of paper and inks for offset lithography. (formerly GC 8A) *Transfer credit: CSUC*

GC 26B — Advanced Lithography**3 Units**

Prerequisite: GC 26A or equivalent

Class Hours: 2 lecture, 3 laboratory

Theory and practice in lithographic press operation. Operational function of stream feeder, printing units, inking, dampening and delivery units. Emphasis in close registration practice in four color process printing. (formerly GC 8B) *Transfer credit: CSUC*

GC 27 — Letterpress Printing**3 Units**

Prerequisite: GC 1 or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Introduction to hand and machine composition with emphasis in letterpress printing as it supports the offset industry. Practice in the operation of the Heidelberg 10x15 platen press including perforating, die-cutting and numbering. (formerly GC 15) *Transfer credit: CSUC*

GC 28 — Introduction to Web Printing**3 Units**

Prerequisite: GC 26B or equivalent.

Class Hours: 2 lecture, 3 laboratory

An introduction to web offset printing. Theory and practice in press makeready, unit timing, press timing, folder settings and engaging units. Operational functions of ink, dampener and printing units. Preventative maintenance and safety precautions are observed. *Transfer credit: CSUC*

GC 31 — Graphic Communications Lab**1-2 Units**

Prerequisites: GC 11A, and GC 21

Class Hours: 3-6 laboratory

Practice in production of offset printing, planning, copy preparation, camera, preparation of plates, presswork, bindery and finishing.

GC 32 — Estimating and Scheduling**3 Units**

Prerequisite: 2 previous courses in Graphic Communications.

Class Hours: 3 lecture

Establishment of unit costs and operational time requirements. Study of catalogs and standard price lists, subcontracting overhead and profit. Production planning including scheduling, routing coordination and quality control. *Transfer credit: CSUC*

Health Science

The UC system will allow credit for only one of the courses indicated below as acceptable for transfer credit in that system.

HS 1 — Health and Society**2 Units**

Class Hours: 2 lecture

Consideration of the nature and function of health in our social pattern. An analysis of major health problems designed to contribute to the student's understanding of his role as an individual and as a contributing member of the community's efforts to implement the advances of medicine and the health sciences. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HS 2 — Women's Health**2 Units**

Class Hours: 2 lecture

Consideration of the nature and function of women's health in our society. An analysis of major female health problems designed to contribute to the student's understanding of the woman's role as an individual and contributing member of the community's efforts to implement the advances of medicine and the health sciences. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HS 3 — Health Concerns in Adult Relationships**2 Units**

Class Hours: 2 lecture

Consideration of the health interrelationships of male/female partnerships; birth control, childbearing, male/female menopause, venereal diseases, male/female hormonal cycles, prostate occurrences. Course work will include attitudinal as well as factual health information on partnering. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HS 5 — Safety and First Aid**2 Units**

Class Hours: 2 lecture

The development of positive attitudes toward safety and the application of the concepts of "What constitutes safe living," the prevention of shock, unconsciousness, poisons, fractures, dressings and bandages, care and treatment of athletic injuries. Successful completion of this course qualifies for the standard or the advanced "American Red Cross First Aid to the Injured" certificate. *Transfer credit: CSUC; UC*

HS 6 — The Trainer and Athletic Injuries**2 Units**

Class Hours: 1 lecture, 3 laboratory

An introductory course in the basic concepts and skills of the athletic trainer. Training room practice, medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, and rehabilitation and diagnostic techniques. Practical experience is provided in taping and for the prevention and care of the athletically injured. THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE ASSOCIATE DEGREE. *Transfer credit: CSUC*

HS 7 — Health in the Later Years**2 Units**

Class Hours: 2 lecture

Informative class designed for senior citizens. Sessions include well-informed speakers on such topics as emotional and nutritional health, visual and hearing problems, sexuality in the older person, death and dying, etc. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HS 9 — Cardiopulmonary Resuscitation**½ Unit**

Class Hours: 8 total lecture

A course designed to teach proficiency in Basic Cardiopulmonary Resuscitation techniques. The emergency procedure can be applied to individuals with cardiovascular disease and to persons suffering from cardiac and respiratory arrest due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Early warning signs and risk factors of heart disease will also be discussed. THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE ASSOCIATE DEGREE.

HS 14 — Survey of Physical Disabilities**3 Units**

Prerequisite: Physically disabled enrolled in regular college program.

Class Hours: 3 lecture

Designed to provide assistance to the physically disabled student based on individual needs. Overview of historical, social, medical, recreational, and educational implications of various physical disabilities. (co-numbered Sp Ed 1) *Transfer credit: CSUC; UC credit limitations, see counselor*

HS 15 — Principles & Practices of Physical Therapy**2 Units**

Class Hours: 2 lecture

This course is designed to give the medically oriented students an insight into the practices, principles and professional opportunities in physical therapy. *Transfer credit: CSUC; UC pending.*

Hebrew

HEB 31A — Beginning Conversational Hebrew**3 Units**

Class Hours: 3 lecture

Basic practical course emphasizing vocabulary essentials, conversational patterns and pronunciation. A language training course designed to produce proficiency in the practical aspects of using the language (Ulpan). Readings will touch on history and customs of modern Israel.

HEB 31B — Intermediate Conversational Hebrew**3 Units**

Prerequisites: Hebrew 31A or equivalent

Class Hours: 3 lecture

Basic course emphasizing verb forms, idiomatic constructions, and conversational skill. Language training course designed to produce proficiency in the use of the language. Text will touch upon the customs and culture of modern Israel.

History

HIST 1A — An Introduction to Western Civilization**3 Units**

Class Hours: 3 lecture

A survey of important events and developments in western civilization from prehistory through the sixteenth century; readings and discussions on important ideas, institutions, and contributions. *Transfer credit: CSUC; UC*

HIST 1B — An Introduction to Western Civilization**3 Units**

Class Hours: 3 lecture

A survey of important events and developments in western civilization from the seventeenth century to modern times; continued readings and discussions on important ideas and institutions. Hist 1A is not a prerequisite for Hist 1B. *Transfer credit: CSUC; UC*

HIST 3 — Afro-American History**3 Units**

Class Hours: 3 lecture

Analysis of the history of the Afro-American in the United States, with special emphasis on contemporary implications on historical events. This course points out the major roles played and contributions made by the Afro-Americans both collectively as a people and as specific individuals in the development of the United States of America. *Transfer credit: CSUC; UC*

HIST 4 — History of the Chicano in the Southwest**3 Units**

Class Hours: 3 lecture

A survey of the history of the Chicano from the pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the region and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas). (co-numbered Ch St 4). *Transfer credit: CSUC; UC*

HIST 5 — United States History**3 Units**

Class Hours: 3 lecture

A thematic and problems approach to a survey of American History. Consideration is focused on the historical development of institutions and values that shape present-day America. Topics include: democratic government; the use of nature; work; political and social reform; experiences of discrimination based on sex, race, and nationality; contributions of individuals and groups. *Transfer credit: CSUC; UC credit limitations: - Only 4.5 units of credit are allowed by UC for History 5 and either History 7A or 7B. Maximum credit allowed for History 5, 7A, and 7B together is a one year course.*

HIST 6 — History of the American Indian**3 Units**

Class Hours: 3 lecture

A survey of the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present. Emphasis will be placed on the peoples and cultures of North America, especially as those peoples have inter-mixed and associated with mainstream Anglo-America. *Transfer credit: CSUC; UC*

HIST 7A — Social and Political History of the United States**3 Units**

Class Hours: 3 lecture

Survey of the creation and development of American Society to 1865. Analysis of the impact of both individuals and groups, evaluation of issues of religion, race, reform revolution, responsive government, sectionalism, and expansion. *Transfer credit: CSUC; UC credit limitations - Maximum credit allowed for History 5, 7A, and 7B together is a one year course.*

HIST 7B — Social and Political History of the United States**3 Units**

Class Hours: 3 lecture

An evaluation of social and political adjustment from 1865 to the present. Significant historical events and issues that affect contemporary Americans are surveyed and analyzed by examining significant individuals and groups. Such issues and events as westward expansion, industrial development, ethnic confrontations and contributions, religious toleration, social and political reform movements, and international involvements are explored. *Transfer credit: CSUC; UC credit limitations - Maximum credit allowed for History 5, 7A, and 7B together is a one year course.*

HIST 8 — History of California**3 Units**

Class Hours: 3 lecture

A survey of the Indian, Spanish, Mexican and American periods of California with consideration of political and cultural developments. *Transfer credit: CSUC; UC*

HIST 9A — History of the Americas**3 Units**

Class Hours: 3 lecture

A study of the Spanish and Portuguese, conquest, exploration and colonization of the New World, and the main developments in colonial life in each area up to the era of Independence. Special emphasis will be placed on the great pre-Columbian cultures in Mexico and Peru, as well as the Iberian experience of Spain and Portugal. *Transfer credit: CSUC; UC*

HIST 9B — History of the Americas**3 Units**

Class Hours: 3 lecture

A study of the comparative development of the American nations since independence considering their constitutions, leadership, religions, relations with each other, and their adjustment to the principle of democracy. Special emphasis will be placed on U.S.-Latin American relations, the growth of the "ABC" nations, and the modern development of Mexico and Cuba. *Transfer credit: CSUC; UC*

HIST 10A/B — African History**3-3 Units**

Class Hours: 3 lecture

A survey of African history with attention given to social and economic as well as political aspects of the development of indigenous cultures and the colonial experience. *Transfer credit: CSUC; UC*

HIST 11 — History of the Jewish People**3 Units**

Class Hours: 3 lecture

This course traces the great ages and ideas of the Jewish people with a view to providing insight into the character and nature of the contemporary Jewish experience. A central focus will be such unique features of Jewish history as time, depth and geographical span, as well as the significance of the experience of a people moving through many cultures and many lands. *Transfer credit: CSUC; UC*

HIST 12 — History of American Women**3 Units**

Class Hours: 3 lecture

Evaluation of the historical development of women's roles in American life, from early Indian cultures to 20th Century suburbia. Literary ideals, legal realities, pro and anti feminist forces; the impact of women on national values and actions. *Transfer credit: CSUC; UC*

HIST 15A — Asia: The Rise of Eastern Civilization**3 Units**

Class Hours: 3 lecture

Survey of early Eastern civilization from antiquity to the time of the coming of the west. Consideration is given geographical aspects, the rise of civilizations, and development of the Chinese and Japanese Empires. *Transfer credit: CSUC; UC*

HIST 15B — Asia in the Modern World**3 Units**

Class Hours: 3 lecture

A survey of Eastern civilization covering cultural, social and political aspects from the time of the initial impact of Western travel and colonialism to the present, including a review of the wars in Viet Nam and Indochina. Particular attention is given developments in China, Japan, Korea, Indochina, and the Indian subcontinent. *Transfer credit: CSUC; UC*

HIST 22A/B — Directed Studies in History**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of history on an independent study basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HIST 60A-Z — Topics in History**3 Units**

Prerequisite: Previous course in History

Class Hours: 3 lecture

A course considering specialized, specific topics in History which cannot be covered in full depth in the general History course offerings. Courses which can be offered include The American West, Great Americans, 20th Century Europe, England through the Ages, the French Revolution, Civil War and Reconstruction, The Space Age, Local History, etc. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Home Economics

Students planning to take more than one of the Home Economics courses marked* should consult a counselor. The UC system allows credit for only one of these courses.

HE 3 — Home Management**2 Units**

Class Hours: 2 lecture

A study of management and efficient use of time, energy, and materials within the home. Designed to enable the student to plan utilization of resources in terms of goals of families and their individual members. *Transfer credit: CSUC*

HE 4 — Household Equipment Management Laboratory**1 Unit**

Class Hours: 3 laboratory

Selection, use, care and maintenance of materials, surfaces, and mechanical equipment used in the home. Emphasis on selection and experimental testing of equipment and materials. *Transfer credit: CSUC*

HE 5A — Interior Design I**3 Units**

Prerequisites: None. Art 4A is recommended.

Class Hours: 3 lecture

Principles and elements of design and color as applied to home interiors. Materials, organization, and arrangement as related to living needs. Offers basic preparation for students who plan to seek employment in the field of interior design. Field trips will be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HE 5B — Interior Design II**3 Units**

Prerequisites: HE 5A

Class Hours: 3 lecture

Advanced study of Interior Design as related to family living. Application of color, materials, and historical styles to contemporary living will be developed. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HE 9 — Eating for Health**1 Unit**

Class Hours: 16 lecture total

Choosing and enjoying foods which lead to better nutritional health. Designed for students interested in basic nutrition practices which can be applied directly to their current and future life styles. For non-majors.

HE 10 — Nutrition

Class Hours: 3 lecture

3 Units

A study of the nutrients, their sources, assimilation, functions and requirements. Current national and international problems. Evaluation of nutritional information in mass media. Good for majors and non-majors. *Transfer credit: CSUC; UC*

HE 11 — Food Preparation

Class Hours: 2 lecture, 3 laboratory

3 Units

Selection and preparation of standard food products. Use of imagination is stressed. Students will gain experience in different kitchen environments such as: gourmet, bachelor, young homemakers, apartment and family. Lab or materials cost may be required. *Transfer credit: CSUC*

HE 14 — Bachelor Foods

Class Hours: 2 lecture, 3 laboratory

3 Units

Mainly pursuits into the field of food preparation. Creativity, space-age cooking, use of "special" ingredients, and barbecue cooking stressed. Practical meal preparation as well as gourmet cooking. Lab or materials cost may be required.

HE 15 — Cooking Creatively

Prerequisites: Food preparation course in high school or college recommended.

3 Units

Class Hours: 2 lecture, 3 laboratory

Use of imagination in preparation of foods and in meal planning. Use of special ingredients stressed, such as cooking with wine, herbs and spices. Experience in dinner preparation from hors d'oeuvre through desserts. Lab or materials cost may be required. *Transfer credit: CSUC*

HE 16 — Foreign Food Cookery

Prerequisites: Food preparation course in high school or college recommended.

3 Units

Class Hours: 2 lecture, 3 laboratory

Techniques and concepts involved in preparation of foods characteristic of foreign countries. Students will gain experience in preparation of foods characteristic of Latin America, Italy, France, Spain, Germany, China and Japan and other countries as selected by students. Lab or materials cost may be required. *Transfer credit: CSUC*

HE 17 — Cooking on a Budget

Class Hours: 2 lecture, 3 laboratory

3 Units

Cooking on a Budget is a necessity for most people. This course is designed to help individuals and families plan and prepare meals which are nutritious and pleasing to the taste as well as inexpensive. Students gain experience in menu planning, purchasing and food preparation.

HE 22A/B — Directed Studies in Home Economics**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of home economics on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

HE 26 — Family Health and Home Nursing

Class Hours: 3 lecture

3 Units

This course consists of studying recent national trends in family health, identification and treatment of common diseases in the home; equipment, food and first aid methods for treating diseases, drug use, accidents and conditions involving handicapped individuals and pregnancy; and methods of preventive care against diseases in families. *Transfer credit: CSUC; UC*

HE 30* — Apparel Selection and Grooming

Class Hours: 3 lecture

3 Units

Applications of the principles of design and color harmonies in selection of clothing. Wardrobe and personal grooming analysis are coordinated pertaining to individual skeletal structure, personality and individual requirements. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HE 31 — Textiles

Class Hours: 3 lecture

3 Units

A care of textile fibers, their construction, characteristics, finishes, uses and care. Designed to give a basic knowledge of textiles which will help the student in selecting and caring for textiles. *Transfer credit: CSUC; UC*

HE 32* — Clothing Construction

Class Hours: 2 lecture, 3 laboratory

3 Units

Psychological, sociological aspects of clothing, clothing construction with emphasis on the commercial pattern, relationship of fabric to design, care of clothing, construction techniques and basic fitting. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HE 35* — Flat Pattern Design**3 Units**

Prerequisites: HE 32 and HE 31 (may be taken concurrently)

Class Hours: 2 lecture, 3 laboratory

Principles and techniques of constructing the basic pattern, original design and construction of a garment using flat pattern methods. Designed to enable the student to create original patterns and garments of appropriate fabrics. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HE 36* — Advanced Pattern Design**3 Units**

Prerequisite: HE 35 or equivalent

Class Hours: 2 lecture, 3 laboratory

Designing patterns of any style quickly and accurately. Stress on development of creative ability and quality craftsmanship. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

HE 37A — Tailoring I**3 Units**

Prerequisites: HE 32 or equivalent

Class Hours: 2 lecture, 3 laboratory

Selection and construction of garments requiring tailoring techniques. Designed to enable the student to select and construct tailored garments of high quality. *Transfer credit: CSUC*

HE 37B — Tailoring II**3 Units**

Prerequisite: HE 37A

Class Hours: 2 lecture, 3 laboratory

Advanced tailoring techniques applied to design and construction of suits and coats. Presentation of custom techniques including fitting, styling, and selection of fabric for the custom touch. *Transfer credit: CSUC*

HE 39 - Creative Stitchery**2 Units**

Class Hours: 1 lecture, 3 laboratory

The course would stimulate the creativity of women to design and make handcrafted items for their homes and family and teach the skills required for making and designing these items. Included will be projects in burlap stitchery, needlepoint, patchwork, quilting, doll making, doll clothes tips, crewel stitchery, macrame, crocheting, and decoupage. May be taken for credit to a maximum of 6 units.

HE 40 — Rug Making**2 Units**

Class Hours: 1 lecture, 3 laboratory

The techniques of designing and creating rugs, woven wall hangings and a variety of woven articles. Student will construct articles from original designs and patterns.

Humanities

HUM 1A/B — The Individual and Society**6-6 Units**

Class Hours: 6 lecture

A general education course designed to increase the student's understanding of the key issues in the social sciences, literature, and the arts. The course is intended to help the student become more aware of his heritage and of the world in which he lives, to make him better able to master his freedom and responsibility in a democratic society, and to improve his skills in oral and written communication. Lab or materials fee may be required.

Humanities 1A will deal with such topics as the meaning of America and its heritage, the relevance of important social and political issues, and the value of the arts.

Humanities 1B will examine such topics as American institutions, people and their symbols, other realities and life styles, and the future. *Transfer credit: CSUC; UC*

Humanities 1A/B fulfills the AA/AS degree graduation requirements in American Institutions, Humanities and English Composition.

HUM 5A/B — Awareness, Choice, and Freedom**9-9 Units**

See Interdisciplinary Studies for a full description of this program.

HUM 6 — Art and the Written Word**6 Units**

See Interdisciplinary Studies for a full description of this program.

HUM 8 — Literature and Music**6 Units**

See Interdisciplinary Studies for a full description of this program.

HUM 9 — Line and Letter**2 Units**

Class Hours: 6 laboratory

An integrated study for students interested in writing and illustration. This course will focus on the relationship of visual images as captured through illustration and language. Experimentation and free expression will be encouraged. Lab or material fee may be required. *Transfer credit: CSUC; UC*

HUM 11 — Meditation**2 Units**

Class Hours: 2 lecture

Analysis and practice in meditative procedures and techniques. A practical approach to increasing awareness through traditional exercises and methods of concentration. Will include practical rules, alignment and relaxation procedures, use of mantra, pantanjali, four viewpoints and various meditative forms for individual, group, and special occasions. *Transfer credit: CSUC; UC*

HUM 13 — The Wisdom of the East; Mythology, Literature and Thought**3 Units**

Class Hours: 3 lecture

A comprehensive, integrated approach to the Eastern experience, with an emphasis on the mythology, literature, and thought of India, China and Japan. The theme of the course is the seminal influence of mythology in Asiatic culture. This complex influence will be studied primarily in relation to the written classics of the Eastern world. To enhance the student's understanding of the theme of the course, the influence of mythology in Asiatic visual and performing arts will be presented through tapes and slides. *Transfer credit: CSUC; UC*

HUM 15 — Communications**6 Units**

See Interdisciplinary Studies for a full description of this program.

HUM 18 — Images of Women in Film**3 Units**

Class Hours: 3 lecture

A psycho-social survey of the stereotypes of women communicated through roles, myths and special personalities in motion pictures. The approach will consider such factors as visions of individual filmmakers, audience demands, censorship and cultural movements. The course will contrast the cinematic image with the actual status of women in an attempt to explore the relationship between reality and the impact of the media. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

HUM 21 — The Yoga Tradition**3 Units**

Class Hours: 3 lecture

A lecture course on the Yoga traditions, their literature and practice. Will cover understanding of Yogas of Hatha and Laya (physical-etheric), Bhakti (Yoga of Devotion), Karma (Yoga of Action), Jnana (Yoga of Wisdom), Raja (The Kingly Yoga) and Agni (Yoga of Synthesis). *Transfer credit: CSUC; UC*

HUM 22A/B — Directed Studies in Humanities**1-3/1-3 Units**

Prerequisites: A course in the specific field with a recommending grade and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Humanities on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

HUM 60A-Z — Topics in the Humanities**1-6 Units**

Class Hours: variable

A special series of courses covering broad humanistic concerns such as history, philosophy, the arts, and literature. These courses will be designed around special topics and announced on a semester basis in the published student schedule. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Interdisciplinary Studies

An American Study (Pol Sci 3/Engl 1A)**6 Units**

This program, using a combination of Political Science and English courses, presents an evaluation of the American spirit and levels of spirit through a literary and political liaison. The successful completion of this team-taught combination will earn for the student credit for Political Science 3 (3 units) and for English 1A (3 units). *Transfer credit: CSUC; UC*

Art and the Written Word (Hum 6)**6 Units**

This course provides an historical overview of the evolution of vision as typified in literature and expression in the visual arts (painting, sculpture, architecture). Works will be presented in their historical context, with strong emphasis given to the changes in forms and kinds of vision in different historical periods. A variety of literary genres will also be explored. Allows Engl 1A or 1B and Art 2 credit. Lab or material fee may be required. *Transfer credit: CSUC; UC*

Awareness, Choice, and Freedom (Hum 5A/B)

9-9 Units

This is a team-taught, interdisciplinary program which offers varying combinations of courses from year to year. The program examines Psychology and English as disciplines, and, most important, as illuminations of human phenomena. It builds on the premise that awareness leads to recognition of choices and that when choice is recognized and acted upon, authentic freedom results. The courses which are incorporated in this offering vary from semester to semester; the course credit is announced in the schedule of classes.

Communications (Hum 15)

6 Units

This is an exploration of various modes and styles of communication. The primary focus will be on literature and self-expression through music with limited exploration of theater, dance and film. Regular writing assignments required. Students will receive 3 units of credit in English 1A or 1B and 3 units of credit in Music 8. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

History and Culture of the North American Indians (Anthro 60E/Hist 6)

6 Units

This combination of history and anthropology provides a cultural and historical survey of the peoples indigenous to the North American continent from pre-Columbian times to the present. The intermixing and association of these peoples with Anglo-Americans is emphasized. Course gives credit for History 6 (3 units) and Anthro 60E (3 units). *Transfer credit: CSUC; UC credit limitations. See counselor.*

Human Biology and Origins (Anthro 1/Bio 16)

6 Units

This is a team-taught combination of courses that will offer 6 units of biological science credit. Students must register for both courses.

The combination provides an in-depth study of the human species as an animal, uniting the disciplines of biology and anthropology to give a broader, more meaningful perspective of what it means to be human. Special emphasis will be placed on the topics of human evolution, population, sexuality, reproduction, anatomy, physiology, and nutrition, and to the place of the human animal in nature. *Transfer credit: CSUC, UC*

Literature and Music (Hum 8)

6 Units

Exploration of relationships between literature and music. This course will emphasize in particular the uses which writers have made of music, and the uses which composers have made of literature. The works of such men as Shakespeare, Beethoven, Dylan, Wordsworth, Mozart, Purcell, Handel and the writers of the Holy Bible, will be studied, as well as important aesthetic movements such as classicism and romanticism. Students will be expected to write regularly and will receive 3 units of credit in English 1A or 1B and 3 units of credit in Music 8. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

Political Behavior (Pol Sci 3/Soc 3)

6 Units

This program combines the disciplines of political science and sociology in a study of politics and society. It provides the student with an opportunity to learn social science research methods and to apply them to the study of people and American politics. The combination of courses gives credit for Political Science 3 (3 units) and Sociology 3 (3 units). *Transfer credit: CSUC; UC*

Team 12 — Building Community: Survival in the Real World

12 Units

The program called Team 12 is a combination of courses from five disciplines designed to give students a broad experience in general education. The program is intended to improve understanding and appreciation of social relationships, of literature and mathematics, and of communication and composition skills. The courses for which credit is given will be announced in the class schedule.

Italian

ITAL 1 — Elementary Italian I

4 Units

Class Hours: 4 lecture, 1 laboratory by arrangement

Intensive study of the Italian language and culture; special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing Italian and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSUC; UC*

ITAL 2 — Elementary Italian II

4 Units

Prerequisites: Ital I or 2 years of high school Italian with grades of C or better or equivalent fluency. Class Hours: 4 lecture, 1 laboratory by arrangement.

Training in the basic principles of grammar and pronunciation; development of the ability to understand and to express Italian in oral and written form; extensive use of the language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

ITAL 22A/B — Directed Studies in Italian**1-3/1-3 Units**

Prerequisites: A course in Italian and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Italian on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ITAL 31A — Beginning Conversational Italian**3 Units**

Class Hours: 3 lecture

An introductory course for non-native speakers of Italian, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use Italian in practical situations.

ITAL 31B — Intermediate Conversational Italian**3 Units**

Prerequisite: Ital 31A or equivalent

Class Hours: 3 lecture

An intermediate course for non-native speakers of Italian, including study of grammar and principles of usage. Designed for students who have some basic conversational Italian, but who wish to continue work in this area.

ITAL 31C — Advanced Conversational Italian**3 Units**

Prerequisite: Ital 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in Italian. It is especially geared for the student with an Italian speaking background. The music, art, literature and architecture of Italy will serve as the main topics of oral presentation and discussion.

Journalism

Students planning to take more than 6 units of the Journalism courses marked with * should consult a counselor. The UC system allows credit for the first 6 units only.

JOURN 1 — Mass Communications: Introduction to Print Media**3 Units**

Class Hours: 3 lecture

A general survey of the development and nature of print journalism in America, its social, political, economic, and cultural implications, with emphasis upon press freedom and responsibility. *Transfer credit: CSUC; UC*

JOURN 2* — News Reporting and Writing**3 Units**

Prerequisite: Eligibility for Engl 1A or 1B or equivalent

Class Hours: 2 lecture, 3 laboratory

An introduction to journalism with an emphasis on developing news writing skills through interviewing, reporting, evaluation of news significance, collection of accurate facts, and writing of news copy. Practical experience is gained through writing for the school newspaper. *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 3* — Feature Writing**3 Units**

Class Hours: 2 lecture, 3 laboratory

The writing of feature articles as used in magazine and newspapers including the techniques used in gathering material. Practical experience given through writing for the school newspaper and magazine. *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 7 — Layout and Design Techniques**3 Units**

Class Hours: 2 lecture, 3 laboratory

Practical applications of layout and design techniques for graphic reproduction including the principles of design, and the techniques of layout and paste-up. Preparation of line and tone copy for offset reproduction. Designing roughs and visuals and preparation of single and multi-color mechanicals for use in commercial and publication printing. Study of the point system, type identification and copy markup systems. (co-numbered GC 4) *Transfer credit: CSUC*

JOURN 8* — Basic Photo-Journalism**3 Units**

Prerequisites: Photo 1A, or suitable portfolio and consent of instructor.

Class Hours: 2 lecture, 3 laboratory

Aspects of photography as applied to mass communication, broadcast and print journalism. Concentration on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Special effects and the utilization of camera and light as creative tools. Basic motion picture techniques. May be taken for credit to a maximum of 9 units. (co-numbered Photo 8) *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 10A/B* — Newspaper Production**3/3 Units**

Prerequisites: Journ 1, Journ 2 or equivalent

Class Hours: 1 lecture, 6 laboratory

This is a course in the conception, development, editing, layout and composition of newspapers. Particular emphasis will be given to finding attractive and effective ways of presenting written and pictorial matter. Instruction will be given in the graphic arts; use of composing and headlining equipment. *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 11A* — Magazine Editing**3 Units**

Prerequisites: Journ 1, Journ 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is a course in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to the magazine production. (co-numbered Engl 47) *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 11B* — Magazine Editing**3 Units**

Prerequisite: Journ 11A

Class Hours: 2 lecture, 3 laboratory

Advanced study in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 12 — Broadcast Journalism**3 Units**

Class Hours: 3 lecture

An advanced practical course in the preparation of radio and television newscasts. Students develop interviewing skills, write original news copy and edit and rewrite wire service copy for on-air purposes (campus FM radio station). Actual field work is performed using remote recording equipment. (co-numbered TC 12) *Transfer credit: CSUC*

JOURN 14 — Introduction to Public Relations**3 Units**

Class Hours: 3 lecture

This is a basic survey course for lay persons and practitioners in the art and science of image building and public/community relations. This course surveys the history and development of PR and enables students to develop skills in Public Relations for profit and non-profit institutions. *Transfer credit: CSUC*

JOURN 15* — Investigative Report Writing**3 Units**

Prerequisites: Journ 2 or equivalent

Class Hours: 1 lecture, 6 laboratory

An in-depth course in investigative reporting, particularly of issues involving state and local government. Extensive field work is performed as well as critical analysis of network documentaries and public affairs reporting. Students in this course will coordinate their activities with urban services program on campus. *Transfer credit: CSUC; UC credit limitations. See counselor.*

JOURN 22A/B — Directed Studies in Journalism**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for selected students who are interested in furthering their knowledge of journalism on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Landscape Horticulture

LH 1 — Introduction to Horticulture**3 Units**

Class Hours: 2 lecture, 3 laboratory

The landscape industry in California, the wholesale grower, the jobs, the retail nursery, the garden center and other outlets for landscape plants and materials. A study of nursery location, organization and operation. Practice in production of ornamental plants. *Transfer credit: CSUC*

LH 2 — Plant Structure**3 Units**

Class Hours: 2 lecture, 3 laboratory

Introduction to plant structure with emphasis on roots, stems, leaves, flowers, fruits, seeds and inflorescences. Gross structure is emphasized rather than microscopic analysis and the objective is to prepare the student for courses in plant propagation and plant identification. This course prepares the student to take Botany. *Transfer credit: CSUC*

LH 3 — Plant Propagation

Prerequisite: LH 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

Production of ornamental trees, shrubs, vines and ground-covers by cuttings, budding, grafting, layerage, separation and division; lining out, balling, bare rooting, canning, growing of cutting material, growing liners; pruning and training espaliers, specimen plant production. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

LH 4 — Plant Identification of Ornamentals

Prerequisites: LH 2 or Biol 2A or Bot 1 or equivalent

Class Hours: 2 lecture, 3 laboratory

Identification, habits of growth, culture of native plants and landscape use of ornamental trees, shrubs, vines, annuals, herbaceous perennials including tropicals, subtropicals and house plants. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3 Units

LH 5 — Landscape Construction and Maintenance

Class Hours: 2 lecture, 3 laboratory

Pruning and maintenance of landscape shrubs and trees. Design and maintenance of landscape watering systems. Construction of concrete block, brick and wood walls and walks. (Co-numbered For 5). *Transfer credit: CSUC*

3 Units

LH 6 — Landscape Design

Class Hours: 2 lecture, 3 laboratory

Basic drafting techniques needed in landscape designing. Use of plant materials in the landscape design. Basic landscape design principles.

3 Units

LH 7 — Nursery Practice

Class Hours: 2 lecture, 3 laboratory

Forcing of flowering plants. Citrus and avocado propagation. Cost analysis of basic nursery practices. *Transfer credit: CSUC*

3 Units

LH 21A/B — Organic Gardening

Prerequisites: None for LH 21A; LH 21A or equivalent for LH 21B

Class Hours: 1 lecture, 3 laboratory

Involves the information necessary to plant and develop an organic garden. Study of soils, organic fertilizers, raised bed planting and other facets of organic gardening. (formerly LH 23A/B, Organic Polyculture)

2-2 Units

LH 23 — Landscape Gardening and Management

Class Hours: 3 lecture

Planting and care of lawns, ground covers, flowers, trees and shrubs, including proper pruning and training; plant growth, weed, insect and disease control; irrigation and fertilization principles; identification and uses of landscape plants; garden maintenance problems of landscape properties, with field laboratory in proper care and use of garden equipment. This is primarily an evening course. *Transfer credit: CSUC*

3 Units

LH 24 — Landscape Design for Homes

Class Hours: 3 lecture

Principles of landscape planning and design for residential properties, with emphasis on the location of lawns, trees, shrubs, walks, driveways, patios, planters and other landscape structures for home and commercial landscaping; laboratory in practical drafting and landscaping design problems. This is primarily an evening course. *Transfer credit: CSUC*

3 Units

LH 25A/B — Turfgrass Management

Class Hours: 3 lecture

LH 25A: Study of turfgrass, including varieties, their selection and use in lawns, public parks, public institutions, playgrounds, athletic fields, golf courses and bowling greens. Identification of turfgrass, establishment of turf areas, soil preparation, irrigation, fertilization and special management factors. This is primarily an evening course. *Transfer credit: CSUC; UC credit limitations. See counselor.*

3-3 Units

LH 25B: Study of the following topics: equipment used with turfgrass management; soil aeration and thatch control; drainage equipments and the use of wetting agents; sprinkler system design and operation; record keeping; personnel management; public relations. This is primarily an evening course. *Transfer credit: CSUC; UC credit limitations. See counselor.*

LH 26 — Insects and Diseases and Their Control **3 Units**

Class Hours: 3 lecture

Study of the common insects and diseases. How to identify and how to control will be emphasized; also emphasis will be placed on biological controls where applicable. This course is designed for professional gardeners, and home gardeners who desire a more thorough knowledge of the common garden insects and diseases found in Southern California. Primarily an evening course. *Transfer credit: CSUC*

LH 27 — Homeowners Plant Propagation **3 Units**

Class Hours: 3 lecture

Propagation of plant materials, through seeds, cuttings, budding, grafting, division and air layering. A course designed for homeowners or non-majors.

LH 28 — Pesticide Licensing **3 Units**

Class Hours: 3 lecture

Agriculture Pesticide Licensing Review — All licenses presently offered reviewed. (formerly LH 23)

LH 29 — Irrigation Systems **3 Units**

Class Hours: 3 lecture

Site analysis, equipment components, basic hydraulics and design techniques as they relate to irrigation systems used in turf and landscape installation. *Transfer credit: CSUC*

LH 30 — Decorative Container Gardening **3 Units**

Class Hours: 3 lecture

The propagation, culture and care of potted plants, hanging baskets, terrariums, dish gardens and tubs. Will include soil mixes, watering, fertilization and general maintenance. Lab or materials fee may be required. Course designed for homeowners, whether majors or non-majors.

Leadership

LDR 1 — Principles of Leadership **1 Unit**

Class Hours: 1 lecture, 1 practicum

The development of effective group leadership through an understanding of the basic tenets of parliamentary procedure. Practical application of parliamentary procedure in the group situation will be emphasized. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC*

Library Technology

LT 1 — Introduction to Library Technology **3 Units**

Class Hours: 3 lecture

For students desiring to develop skills in the use of libraries. Includes a study of library tools such as indexes, bibliographies, encyclopedias, dictionaries; arrangement and use of card catalogs, book catalogs, history of libraries, books and printing. (Co-numbered Engl 40). *Transfer credit: CSUC; UC*

LT 6 — Children's Literature **3 Units**

Class Hours: 3 lecture

Study of the books, periodicals, and other library materials suitable for children of the elementary school age. Picture books, fiction, non-fiction, folk tales, story telling, books made into films and other materials will be examined in depth. (Co-numbered Engl 6). *Transfer credit: CSUC; UC*

LT 48 — Library Internship **2-3 Units**

Prerequisite: LT 1 or equivalent

Class Hours: 1 lecture, 3-6 laboratory

Supervised work in an approved library.

Mathematics

MATH 1AB — Elementary Algebra **3/2 Units**

Prerequisites: Math 9C or equivalent

Class Hours: 5 lecture

Student will simultaneously enroll in both Math 1A and Math 1B

Math 1A - The real numbers, operations with real numbers, linear equations and inequalities, linear systems, integer exponents, and operation with polynomials.

Math 1B - Techniques of factoring, roots and radicals, rational expression, quadratic equations, quadratic formula.

MATH 2 — Fundamentals of Geometry

3 Units

Prerequisites: Math 1B or one year of high school algebra or equivalent. Math 3 may be taken concurrently.

Class Hours: 3 lecture

Methods of proof; congruence; definitions and properties of lines, segments, rays, angles, triangles, circles, and polygons; congruence and similarity of triangles and polygons; rectangular coordinate systems; areas and volumes; space geometry; triangle trigonometry; geometric constructions.

MATH 3 — Intermediate Algebra

5 Units

Prerequisites: Math 1B or one year high school algebra or equivalent

Class Hours: 5 lecture

Real numbers, fundamental operations, factoring, fractions, linear equations and inequalities, exponents and radicals, functions and graphs, quadratic equations, sequences and series, exponential and logarithmic functions, probability. *Transfer credit: CSUC*

MATH 4 — Business Mathematics

3 Units

Prerequisites: Math 9B or equivalent (may be taken concurrently).

Class Hours: 3 lecture

A review of fundamental arithmetic and algebraic processes with application to business problems. Fractions, decimals, mark-ups, discounts, interest installment debt, and other business practices. (Co-numbered Bus 4)

MATH 5 — College Algebra

3 Units

Prerequisites: Math 3 or two years high school algebra or equivalent.

Class Hours: 3 lecture

Polynomial functions, rational function, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, probability, sequences and series, binomial theorem, matrices and determinants. *Transfer credit: CSUC; UC*

MATH 6 — Trigonometry and Analytic Geometry

3 Units

Prerequisites: Math 3 or two years high school algebra or equivalent.

Class Hours: 3 lecture

An integrated course in trigonometry and analytic geometry designed to better prepare the student for Calculus. Functions, equation and graphs, conic sections, trigonometric functions, analytic trigonometry, solution of triangles, polar coordinates, rotation of axis, and complex numbers. *Transfer credit: CSUC; UC*

MATH 7 — Pre-calculus Mathematics

5 Units

Prerequisites: Math 3 or two years of high school algebra or equivalent.

Class Hours: 5 lecture

An integrated course in college algebra and trigonometry designed to prepare students for calculus with analytic geometry. Real number system, sets, inequalities, systems of equations and equalities, matrices and determinants, functions and relations, circular functions, trigonometric functions and applications, inverse relations, complex numbers, exponential and logarithmic functions, theory of equations, sequences and series, mathematical induction, binomial theorem and probability. *Transfer credit: CSUC; UC credit limitations — maximum credit, 3 units.*

MATH 9ABC — Fundamentals of Mathematics

1-1-1 Unit

Class Hours: 3 lecture

Math 9A - Review of addition, subtraction, multiplication, and division. Whole numbers and common fractions, estimating, factors, prime numbers, exponents, square roots, least common multiples and averaging.

Math 9B - Decimal fractions, and percent, with special emphasis on practical business problems of commission, discount, profit and loss, and simple interest.

Math 9C - Introduction to algebra, equations solving, and the use of formulas for perimeters, areas, volumes, and business applications.

MATH 10 — Principles of Mathematics

3 Units

Prerequisites: Satisfactory score on placement test and Math 1B and Math 2 or Plane Geometry and one year of high school algebra or equivalent (Math 2 may be taken concurrently.)

Class Hours: 3 lecture

Language of sets; systems of numeration; the nature of numbers and the fundamentals of operations; the domain of integers; the fields of rational, real and complex numbers. Will satisfy credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not open to students majoring in the physical sciences or mathematics. *Transfer credit: CSUC; UC*

MATH 12 — College Algebra with Business Applications**3 Units**

Prerequisites: Math 3 or two years of high school algebra or equivalent.

Class Hours: 3 lecture

Topics from college algebra and calculus with application to problems in business and economics. Study of real number systems and manipulations, linear, quadratic, exponential and logarithmic functions. Applications - matrix theory, linear systems and probability. Introduction to differential and integral calculus. *Transfer credit: CSUC; UC*

MATH 13 — Mathematics Appreciation**3 Units**

Prerequisites: Satisfactory score on placement test.

Class Hours: 3 lecture

A course designed to show that mathematics can be fun and useful without a heavy emphasis on numbers and its operation. A variety of activities will principally illustrate the thinking process involved in doing mathematics rather than routine manipulation of numbers. The activity approach will include uses of mathematics in art, puzzles, making of solids, etc. *Transfer credit: CSUC; UC*

MATH 14 — Finite Mathematics**3 Units**

Prerequisites: Math 5 or Math 7 or Math 12

Class Hours: 3 lecture

For students of managerial, social, or behavioral science. Laws of deductive reasoning, the algebra of sets, partitions and counting, probability, the algebra of vectors and matrices, applications to linear programming, and the behavioral sciences. *Transfer credit: CSUC; UC*

MATH 15 — Introductory Statistics**4 Units**

Prerequisites: Math 3 or two years of high school algebra or equivalent.

Class Hours: 4 lecture

The nature of statistical methods. The description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, special topics. Problems and problem-solving techniques. *Transfer credit: CSUC; UC*

MATH 16A — Applied Calculus I**3 Units**

Prerequisites: Math 5 and 6 or Math 7 or Math 12 or two years of high school algebra and trigonometry.

Class Hours: 3 lecture

Elements of analytic geometry, differential and integral calculus. The exponential logarithmic and trigonometric functions. The algebra of matrices systems of linear equations and determinants. Linear inequalities. Emphasis on applications in social science, biological science, economics, business administration, architecture and technology. *Transfer credit: CSUC; UC*

MATH 16B — Applied Calculus II**3 Units**

Prerequisites: Math 16A or Math 25A or one year high school calculus.

Class Hours: 3 lecture

Elements of analytic geometry, differential and integral calculus. The exponential logarithmic and trigonometric functions. The algebra of matrices systems of linear equations and determinants. Linear inequalities. Emphasis on applications in social science, biological science, economics, business administration, architecture and technology. *Transfer credit: CSUC; UC*

MATH 18 — Computer Programming - FORTRAN**3 Units**

Prerequisites: Math 3 or two years of high school algebra or equivalent. Concurrent enrollment in DP 9 strongly recommended.

Class Hours: 3 lecture

Familiarization with basic digital computer programming concepts. Designed to introduce students to the computer in problem solving, using flow diagramming techniques, emphasizing the use of FORTRAN language. Instruction will include applying FORTRAN to various disciplines as determined by the individual students' needs. (Co-numbered DP 18) *Transfer credit: CSUC; UC credit limitations. See counselor.*

MATH 20 — Introduction to Numerical Methods**3 Units**

Prerequisites: Math 18 plus Math 16A or Math 25A.

Class Hours: 3 lecture

Error analysis; power series calculation of functions; roots of equations; non-linear simultaneous equations; matrices, determinants, and linear simultaneous equations; numerical integration; interpolation and curve fitting. These numerical methods will be practically applied on the IBM 360 using FORTRAN IV. (Co-numbered DP 20) *Transfer credit: CSUC; UC credit limitations. See counselor.*

MATH 22A/B — Directed Studies in Mathematics**1-3/1-3 Units**

Prerequisites: A course in the proposed field of study, consent of the instructor, and Division Director.
Class Hours: 1-3 tutorial

Independent study in mathematics under the guidance of an instructor. Course will involve library work and study on selected problems pertinent to the student's interest area. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MATH 25A — Calculus with Analytic Geometry I**5 Units**

Prerequisites: Math 5 and 6 or Math 7 with a grade of C or better or qualifying score on placement test.
Class Hours: 5 lecture

The real number system; elements of analytic geometry; functions, limits and continuity; differentiation and integration of algebraic and elementary transcendental functions with applications. *Transfer credit: CSUC; UC*

MATH 25B — Calculus with Analytic Geometry II**5 Units**

Prerequisites: Math 25A or Math 16B
Class Hours: 5 lecture

Differentiation and integration of the trigonometric and hyperbolic functions; techniques of integration; analytic geometry including conic sections, polar coordinates, translations, rotations, and parametric representations of curves; applications of integration; sequences; infinite series; Taylor's Theorem. *Transfer credit: CSUC; UC*

MATH 25C — Calculus with Analytic Geometry III**5 Units**

Prerequisites: Math 25B with a grade of C or better
Class Hours: 5 lecture

Power series L'Hospital's Rule; improper integrals; vector space theory; vector calculus; function of several variables; multiple integrals. *Transfer credit: CSUC; UC*

MATH 30 — Introduction to Modern Algebra**3 Units**

Prerequisite: Math 25A or equivalent
Class Hours: 3 lecture

An introduction to set theory, mappings, the properties of integers, finite groups, and their structure. *Transfer credit: CSUC; UC*

MATH 31 — Introduction to Linear Algebra**3 Units**

Prerequisite: Math 25B or equivalent
Class Hours: 3 lecture

Vectors, planes and lines, linear functions, matrices, systems of linear equations, dimension, determinants, eigenvalues. *Transfer credit: CSUC; UC*

MATH 33 — Introduction to Analysis**3 Units**

Prerequisites: Math 25C
Class Hours: 3 lecture

Elements of real analysis and set theory with emphasis on attaining a thorough understanding of the basic concepts of set theory, algebra and topology of the real numbers, limits, continuity. *Transfer credit: CSUC; UC*

MATH 35 — Applied Differential Equations**3 Units**

Prerequisite: Math 25B
Class Hours: 3 lecture

Linear differential equations, equations with constant coefficients, variation of parameters, Green's functions, laplace transform, systems of linear equations, series solutions, first order differential equations, existence and uniqueness of solutions with emphasis on applications to physics and engineering. *Transfer credit: CSUC; UC*

MATH 48ABCD — Mathematics Practicum**1-3 Units**

Prerequisites: Math 3 (may be taken concurrently)
Class Hours: 3-9 laboratory.

On-the-job training without financial compensation in the math learning center as an instructor aide under the continuous direction and supervision of a college mathematics instructor. Prior to enrollment in the course, the student must meet with a Math 9ABC or Math 1AB instructor for approval and assignment to his class.

Microbiology

MICRO 1 — Principles of Microbiology

5 Units

Prerequisite: Chem 12, and Biol 2A (may be taken concurrently)

Class Hours: 3 lecture, 6 laboratory

Bacteria, algae, fungi, rickettsiae, viruses and protozoa; emphasis on bacterial morphology, anatomy, staining, classification, metabolism and growth, and effects of physical and chemical agents on bacteria; applied microbiology with some emphasis on pathogenic forms and immunity. *Transfer credit: CSUC; UC*

Music

Students planning to take more than 12 units of Music courses marked with * should consult a counselor; the UC system allows credit for the first 12 Units only.

MUS 1 — Fundamentals of Music

3 Units

Class Hours 3 lecture

Designed for the student with little or no prior understanding in music who wishes to learn to read music. Course objective is to gain a basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, an introduction to the piano keyboard, and all necessary preparations for Music 2A. *Transfer credit: CSUC; UC*

MUS 2A/B/C/D — Music Theory

4/4/4/4 Units

Prerequisite: Music 1 or equivalent

Class Hours: 5 lecture

Music 2A - This course is concerned with major and minor scales (structure) all keys, figured primary chords and their inversions in all keys, secondary chords and inversions, chord progressions, modulation by pivot chord to the keys of the dominant and the relative minor, and other closely related keys. *Transfer credit: CSUC; UC*

Music 2B - The dominant seventh chord and its inversions, secondary dominants and dominant ninths, and more remote modulation. *Transfer credit: CSUC; UC*

Music 2C - Chromatic harmony, augmented sixth chords, the Neapolitan 6th chord, eleventh and thirteenth chords and basic use of binary and ternary forms, accompanimental figures, and basic orchestration. *Transfer credit: CSUC; UC*

Music 2D - Counterpoint (tonal), the five species, free counterpoint, Canon at the octave, 2nd, 3rd, 4th, 5th, 6th, and 7th, modulatory episodic writing — culminates in two part invention writing. *Transfer credit: CSUC; UC*

Students should enroll in Music 3A when taking Music 2A and Music 3B when taking either Music 2B, C, or D.

MUS 3A — Music Reading and Musicianship I

2 Units

Prerequisites: Music 1 or equivalent

Class Hours: 1 lecture, 3 laboratory

Course is designed to teach the techniques of reading music and fundamental musicianship. Work includes rhythmic and pitch notations, singing of graded song and choral literature, melodic and rhythmic dictation, and ear training exercises. It is recommended that this class be taken simultaneously with Music 2A. *Transfer credit: CSUC; UC*

MUS 3B — Music Reading and Musicianship II

2 Units

Prerequisite: Music 3A or equivalent

Class Hours: 1 lecture, 3 laboratory

Advanced music reading and ear training; melodic and rhythmic dictation, dictation in more than one part, chromatic and multi-rhythmic dictation. It is recommended that this class be taken simultaneously with Music 2B, C or D. *Transfer credit: CSUC; UC pending.*

MUS 4 — Orchestration and Arranging

3 Units

Prerequisite: Music 2A or equivalent

Class Hours: 3 lecture

Writing and arranging music for orchestral and band instruments and combinations, transpositions and technical considerations, some vocal arranging, rock, jazz, and classical combinations, adaptations and transcriptions. Usually offered in summer session. *Transfer credit: CSUC; UC*

MUS 5 — Survey of Contemporary Music

2 Units

Class Hours: 2 lecture

Designed to present a comprehensive survey of art music, jazz, rock, electronic and other styles of current music in the Los Angeles area. Student involvement and research in class presentations required. *Transfer credit: CSUC; UC*

MUS 6A* — Electronic Music I**3 Units**

Class Hours: 2 lecture, 3 laboratory

A study of the background of electronic music and its role in contemporary music composition. Also instruction in studio techniques involving operation of the Serge Synthesizer and tape recorder functions in composition. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 6B* — Electronic Music II**3 Units**

Prerequisite: Music 6A or equivalent

Class Hours: 2 lecture, 3 laboratory

An extended study of composition with electronic instruments for advanced students. *Transfer credit: CSUC; UC credit limitations. See counselor*

MUS 8 — Music Appreciation**3 Units**

Class Hours: 3 lecture

Survey of musical history with special emphasis on the understanding and enjoyment of music; introduction to the formal principles employed in music. *Transfer credit: CSUC; UC*

MUS 9A — Music History and Literature**3 Units**

Class Hours: 3 lecture

This course begins with a study of the musical activity, influences, and contributions of the Greek and Roman civilizations. It then traces the development of music of the Western world beginning with the Romanesque periods, and ending with the Baroque period. It includes a study of the major instrumental and focal forms and the composers of each period. Considerable emphasis is placed upon listening and analyzing representative works of each period. *Transfer credit: CSUC; UC*

MUS 9B — Music History and Literature**3 Units**

Class Hours: 3 lecture

A study of the changing styles, techniques, and forms of music from the middle of the 18th Century to the present. Special emphasis is placed upon the artistic philosophy of each style period. Intensive consideration is given to the analysis of style and form in representative musical works. Required for music majors. Listening and analysis outside of the classroom is required. *Transfer credit: CSUC; UC*

MUS 10* — Concert Choir**2 Units**

Class Hours: 1 lecture, 3 laboratory

A singing organization for both music majors and non-music majors, which learns and performs choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Performances include on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 11* — Chamber Choir**1 Unit**

Class Hours: 3 laboratory

A choir which performs choral literature suitable for a smaller number of singers. Repertoire includes works of all periods from chant to the modern. At least one concert each semester is performed. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 12* — Vocal Ensemble**2 Units**

Prerequisite: Audition

Class Hours: 1 lecture, 3 laboratory

A select group of singers who study and perform suitable choral music from all periods. In the spring semester the ensemble specializes in the performance of Renaissance music including English and Italian madrigals, French chansons, German Liede, and sacred motets. The ensemble, known as the Renaissance Singers, appears in English Tudor costumes, makes numerous appearances at Concerts, festivals, assembly programs, Renaissance Pleasure Faires, and other community events. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 13A* — Fundamentals of Vocal Technique I**2 Units**

Class Hours: 1 lecture, 3 laboratory

Designed to begin development of the vocal potential, to lay a foundation for proper vocal production, and to correct faulty singing. Material will consist of song literature sung in Italian and English in addition to vocal exercises. Course is designed for both majors and non majors desiring beginning vocal training. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 13B* — Fundamentals of Vocal Technique II**2 Units**

Prerequisite: Music 13A or adequate prior study

Class Hours: 1 lecture, 3 laboratory

Designed to follow Music 13A, the course will further vocal development through advanced vocal exercises and the introduction of advanced song literature. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 13C* — Advanced Vocal Development I**2 Units**

Prerequisite: Music 13B or equivalent

Class Hours: 1 lecture, 3 laboratory

A continuation in developing a proper vocal production. Material to be studied will consist of: English, Italian, German, French art songs. (formerly Music 13B) *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 13D* — Advanced Vocal Development II**2 Units**

Prerequisite: Music 13C or equivalent

Class Hours: 1 lecture, 3 laboratory

A continuation of vocal development through a study of more challenging literature with emphasis on the operatic and oratorio aria in addition to more difficult art song literature. (formerly Music 13C) *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 15* — Orchestra**1 Unit**

Class Hours: 3 laboratory

Preparation and performance of orchestral repertoire. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 16* — Voice in Opera Workshop**2 Units**

Prerequisite: Music 13C or equivalent

Class Hours: 1 lecture, 3 laboratory

The study of song literature taken from the musical theatre. The course work will consist of the studying and performing of opera and musical plays in excerpt or as a complete production. Class designed for singers with proven ability with interest in drama. (formerly Music 13D) *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 17* — Summer Music Theatre**3 Units**

Prerequisite: Audition

Class Hours: 144 laboratory total

A complete musical theatre work will be rehearsed and performed by members of this class for presentation to the community. *Transfer credit: CSUC; UC credit limitations. See Counselor*

MUS 18A* — Beginning Jazz/Rock Ensemble**2 Units**

Prerequisite: Ability to play a musical instrument

Class Hours: 6 laboratory

Rehearsal and performance of music written and arranged for young jazz/rock and big band style. Emphasis placed upon development of fundamental techniques. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 18B* — Advanced Jazz/Rock Ensemble**2 Units**

Prerequisite: Competence with a musical instrument

Class Hours: 6 laboratory

Reading, preparation and performance of music arranged for jazz and rock ensemble big band. Rehearsal for and performance at scheduled concerts is required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor*

MUS 19* — Instrumental Music Workshop**1 Unit**

Prerequisite: Ability to play a musical instrument

Class Hours: 3 laboratory

Instruction in music for instrumental performance. Graded literature for various instrumental combinations for rehearsal and performance. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 20* — Piano Ensemble**2 Units**

Prerequisite: Ability to play the piano

Class Hours: 1 lecture, 3 laboratory

Piano literature for one piano - 4 hands, and two pianos - 4 hands. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 22A/B* — Directed Studies in Music**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of music on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 24A/B/C/D — Piano for Non Music Majors**2/2/2/2 Units**

Prerequisite: None for Music 24A, 24A for 24B, 24B for 24C, 24C for 24D, or equivalent.

Class Hours: 1 lecture, 3 laboratory

Music 24A - Fundamentals of piano playing, music reading, technique, scales, and simple piano literature. Designed for the student with little or no prior piano experience. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 24B - Level 2 piano playing, music reading, technique, scales, and simple piano literature. Greater independence of hands. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 24C - Level 3 piano playing, music reading, technique, scales, triads, keyboard harmonization, piano literature. Greater independence of hands. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 24D - Keyboard harmony, technique, level 4 music reading. More advanced piano literature. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 25A/B/C* — Piano for Music Majors**2/2/2 Units**

Prerequisites: None for 25A, 25A for 25B, 25B for 25C.

Class Hours: 1 lecture, 3 laboratory

Music 25A - Fundamentals of piano playing, with emphasis on keyboard harmony, chord progressions, arpeggios, inversions, scales, harmonization with primary chords, simple improvisations. Sight reading, transposition. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 25B - Fundamentals of piano playing with emphasis on keyboard harmony chord progressions, cadences, major and minor scales, harmonization with secondary chords, improvisation, sight reading, and transposition and piano literature. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 25C - Fundamentals of piano playing, with advanced keyboard harmony skills. Score reading, cadences, modulation, harmonization in major and minor keys using secondary chords, improvisation in binary and ternary forms. Sight reading, transposition, piano literature and score reading. Recommended for all Music Majors. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 26* — Baroque Consort**1 Unit**

Class Hours: 3 laboratory

The study, rehearsal and performance of music literature by varying combinations of Baroque instruments. Included are recorders, krummhorns, rancetts, viola da gambas, harpsichord, or other suitable instruments. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 27* — Choral Conducting**2 Units**

Class Hours: 2 lecture, 1 laboratory

The study of basic conducting techniques and the exploration of choral literature including style, interpretation, and performance. Class members and the concert choir or vocal ensemble will provide the singing ensemble for conducting practice. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 28* — Instrumental Conducting**2 Units**

Prerequisites: Equivalent of Music 1, Music 2A

Class Hours: 2 lecture, 1 laboratory

Basic conducting techniques of various instrumental organizations; exploration of instrumental literature, including style, performance and interpretation. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 29 — Introduction to American Folk Music**3 Units**

Class Hours: 3 lecture

Introduction to, and survey of, the various forms and genres of folk music found in America. Folk music of various regional, ethnic and occupational groups will be studied; students will be encouraged to study the folk music of their own ethnic groups, regional area and background. *Transfer credit: CSUC; UC*

MUS 32* — Folk Guitar**1 Unit**

Class Hours: 3 laboratory

Students will learn to play simple melody lines, first position chords, and will acquire general knowledge of the different types of guitar playing. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 33A* — Introduction to Classical Guitar**1 Unit**

Prerequisite: Music 1 or equivalent

Class Hours: 3 laboratory

Introductory guitar instruction in the classical method. Left and right hand positions and techniques. Introduction of literature of Farly, Renaissance, and Baroque guitar and lute masters. *Transfer credit: CSUC; UC credit limitations. See counselor.*

MUS 33B/C/D* — Intermediate Classical Guitar

1/1/1 Unit

Prerequisites: Music 33A or equivalent for 33B; 33B for 33C; 33C for 33D

Class Hours: 3 laboratory

Introduction to advanced techniques on guitar. Rehearsal and performance of chamber music for guitars alone and guitars with other instruments. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Personal Growth

PG 1A-Z — Personal Growth

2 Units

Class Hours: 2 lecture

Personal growth classes provide an opportunity for people to meet in small groups in order to share thoughts, feelings and personal concerns. These groups give the student a chance to expand personal communication and work toward problem solving in an informal atmosphere with a professional counselor as facilitator. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC*

The topics courses which have been developed are:

1B — Women's Re-entry

This Re-entry course offers the student, particularly the woman, an opportunity to enjoy the company and support of others who are also resuming course work, assessing their objectives, and making decisions for the future.

1C — Assertion Training

The focus of this course is on the individual's capacity to be expressive, open and clear in communication. Learning how to effectively say "no" under pressure, recognizing and dealing with manipulation, and standing up for one's rights in negative, confronting situations are topics considered. The goal is greater awareness and control of life situations as well as more effective and honest communication.

1H — Sexual Awareness

This course emphasizes positive self-image. Roles and expectations in a relationship are explored through exercises in relaxation, fantasy, eye contact, active listening, verbal sharing, and discussion. The objective is to put sexuality in a realistic, yet personal perspective - to deal with concepts of intimacy, value systems, body imagery, and self-acceptance.

1I — Cultural Awareness

This course focuses on the question of what a heritage or culture represents. It traces the cultural past and present. Emphasis is placed on learning about the struggle for cultural survival and self-determination. The individual who takes this class will have an opportunity to examine her/his own level of consciousness. Activities include group discussion, outside class projects and required reading.

1M — Chicana/o College Survival or La Raza En El Colegio

The objective of this course is to familiarize the individual with what the community college life is like and to acquaint the student with the services that will assure his/her success. Rather than being just an orientation course, the class develops and strengthens self-image, study habits, outside and personal resources.

1O — Peer Advisor Training

"Peer Advisement" will give students the opportunity to learn communication skills, both verbal and non-verbal, that will enable them to effectively assist others on campus. During the experiential parts of the class, students will meet in weekly "rap" sessions to discuss their experiences.

1P — Human Communication Skills

This course deals with the issues involved in attempting to understand self and to be understood by others. Participants are encouraged to examine their style of verbal and non-verbal communication. By receiving feedback from the group, an individual is then able to assess strengths and weaknesses and to work on them with group support.

1Q — Women as Winners

This course uses transactional analysis as a basis for examining the roles individuals learn in their lives. By examining traditional myths and fantasy, the group examines life scripts to help reshape "losing" life patterns and produce successful alternatives.

1R — Women's Awareness/Assertiveness Training

This course provides an opportunity for women to share their feelings and diverse experiences in a supportive environment. Problem solving, time management, study habits, self-actualization, consciousness-raising, and decision making skills are some of the topics that usually arise.

1S — Re-Evaluation Counseling

Re-evaluation counseling is designed to assist the rediscovery and full use of a natural relationship between human beings. It uses the natural and spontaneous abilities of humans to heal themselves in order to free themselves from emotional difficulties and live more successful and satisfactory lives. Classroom time consists of lectures on theory which outlines the scope of counseling knowledge, demonstrations of counseling techniques, and discussion of student practice sessions.

1T — More Effective Living

A course designed to explore various techniques for self-exploration and understanding in order that the student may better control his/her involvement. The objective of the course is to familiarize with those techniques which best suit individual needs to meet that end. Areas to be covered include assertion training, affirmation skills, values clarification, communication, and decision-making.

1U — Beginnings Out of Endings

This is personal growth experience for those persons who are in a state of transition due to separation, divorce, alienation, or death. With readings and group interaction, each participant has the opportunity to deal with the question of her/his future.

1X — Single Parenting

This course deals with the myths and realities of an emerging lifestyle. It seeks to normalize the single parent family by focusing on such common problems as managing the practicalities and pressure of the single parent family, dealing with guilt and resentment, establishing responsible visitation arrangements, coping with emotional/medical crises, and others. Most important it helps single parents validate themselves and their roles.

1Y — Effective Life Styles - Functionally Limited

Designed to provide an opportunity to discuss more effective styles of living by sharing thoughts, feelings, and concerns. An emphasis on personal responsibility for one's life style and an awareness of one's effect upon others. Topics to be discussed include relationships, anger, sexuality.

PG 2 — Career Development

3 Units

Class Hours: 3 lecture

This class assists the student in systematically examining the components of career choice. The focus is on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career options. Decision making strategies, interviewing skills, resume writing, application completion and job search techniques will be reviewed. *Transfer credit: CSUC*

PG 3 — Orientation

1 Unit

Class Hours: 17 lecture

An introduction to college; information necessary for successful adaptation for survival at Moorpark College; an opportunity for self-assessment through testing and evaluation; training in study skills and efficient use of time. A class designed to relieve anxiety, and make one feel comfortable.

Philosophy

PHIL 1 — Introduction to Philosophy

3 Units

Class Hours: 3 lecture

Nature and uses of philosophy; possible sources, nature, and criteria of man's knowledge; examination of man's place in the universe, concepts of the self, the mind, and man's freedom; insights of the several types or schools of philosophy on knowledge, reality, and value. *Transfer credit: CSUC; UC*

PHIL 2 — Ethics

3 Units

Class Hours : 3 lecture

An introduction to the philosophy of ethics through a study of some of the basic questions of life; what is good? what is right? how should I live? what are my obligations to others? are morals relative? do we have free will? An attempt is made to review the ideas and arguments of philosophers concerning these, and related issues, and to encourage individual application of the ideas presented. (formerly Phil 1B) *Transfer credit: CSUC; UC*

PHIL 3 — Social and Political Philosophy

3 Units

Class Hours: 3 lecture

A study of the philosophical foundations of social and political thought. Theories about collective human organization can view people as acting naturally according to individual rules; as group members behaving within social roles; and as participants in legal relationships within political institutions. This course is designed to show the importance of philosophical assumptions about collective human nature, by clarifying the differences and connections between these perspectives. (formerly Phil 13). *Transfer credit: CSUC; UC*

PHIL 4 — Philosophy of Science and Knowledge **3 Units**

Class Hours: 3 lecture

A general introduction to the methods of gaining knowledge and using it in practice, with particular attention to the methods of science and its technological applications. The roles of perception, reason, and intuition in generating opinions, beliefs, and knowledge, along with the concepts of doubt, probability and certainty, will be studied. The theoretical and ethical problems of applying knowledge will be explored. *Transfer credit: CSUC; UC*

PHIL 5 — Philosophy of Self and Reality **3 Units**

Class Hours: 3 lecture

Study of the concept of self in relation to the concept of reality. Self may be analyzed into categories like mind, body, consciousness, matter, spirit, energy and soul. These categories are related to each other and are aspects of reality in various philosophies. Aspects of both self and reality may be viewed as unchanging and eternal, or as moving within limited space and time. The purpose of the course is to investigate the connections between these concepts and their application to the problems of free will, the purpose of human action and the place of self in reality. (formerly Phil 12 and 16). *Transfer credit: CSUC; UC*

PHIL 6 — Philosophy of Art and Literature **3 Units**

Class Hours: 3 lecture

An examination of the faculties of creativity and imagination, and their concrete modes of expression in various media, forms and styles; an exploration of the relationship between truth and beauty; a study of the notions of symbol, meaning, and communication in art and its interpretation. Examples will be drawn from literature, the plastic arts and cinema. *Transfer credit: CSUC; UC*

PHIL 7 — Introduction to Logic **3 Units**

Class Hours: 3 lecture

Elementary thought processes, both deductive and inductive; emphasis on definition, verification, validity, forms of argument and of fallacious reasoning; application of various areas of inquiry. *Transfer credit: CSUC; UC*

PHIL 8 — Philosophy of Mysticism **3 Units**

Class Hours: 3 lecture

A study of the metaphysics and practices of mystical philosophies of both the Orient and the West. Two systems of self-transcendence - Pantanjali's Yoga philosophy and classical Alchemy - will be examined. Emphasis will be placed upon the significance of mysticism to contemporary society. *Transfer credit: CSUC; UC*

PHIL 10 — Introduction to Philosophy of Religion **3 Units**

Class Hours: 3 lecture

An examination of the nature and function of religion in individual and cultural contexts, and the possibilities of religious experience. The concepts of religious belief, knowledge, and faith, and the varieties of religious morality, will be studied, in the contexts of both orthodox and mystical experience. The main alternative concepts of deity and man and their relationship will be explored. (formerly Phil 11 and Phil 12). *Transfer credit: CSUC; UC*

PHIL 11 — Survey of World Religions **3 Units**

Class Hours: 3 lecture

Philosophy 11 consists of a systematic study of the major religions of the world. Hinduism, Buddhism, Jainism, Taoism, Confucianism, Zen, Zoroastrianism, Judaism, Christianity, and Islam are among the positions reviewed. In each instance an attempt is made to learn to view the religion from the standpoint of its proponents. The purpose is to promote a broader understanding of the main similarities and differences which these outlooks exhibit, and to acquire an appreciation of their historical connections. (formerly Phil 3). *Transfer credit: CSUC; UC*

PHIL 12 — Religions and Philosophies in Contemporary America **3 Units**

Class Hours: 3 lecture

An exploration of the flourishing contemporary spiritual religions and philosophical movements in America. The ideals and practices of a variety of groups, and their place in the general scheme of American traditions will be examined through literature, participation, visits and discussion. (formerly Phil 15) *Transfer credit: CSUC; UC*

PHIL 22A/B — Directed Studies in Philosophy **1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of philosophy on an independent study basis. Assigned problems will involve writing and research. *Transfer credit: CSUC; UC credit limitations. See counselor*

Photography

Students planning to take more than 12 units of course work from all the Photography courses marked* should consult a counselor; the UC system allows credit for the first 12 units only.

PHOTO 1A* — Beginning Photography

3 Units

Class Hours: 2 lecture, 3 laboratory

A beginning course in photographic theory. Emphasis on photography as a means of creative expression, including a study of the basic principles of camera operation, exposure, developing and printing. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor*

PHOTO 1B* — Intermediate Photography

3 Units

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

An extension of techniques featured in Photo 1A. Emphasis on creativity and exploration of a variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. The following areas will be studied: film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor*

PHOTO 2 — The History of Photography

3 Units

Class Hours: 3 lecture

A survey of the history of photography from Daguerre to the personal images of many well known contemporaries. Studies will include genres and theories that began in the past and which intensify and clarify the direction of work in the present. *Transfer credit: CSUC; UC*

PHOTO 3* — Basic Color

3 Units

Prerequisites: Photo 1B or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

The principles of color photography, the use of correction filters; processing of transparency materials with emphasis on creative use of special effects achieved by unique lighting, films and camera techniques directed towards a more expressive visual statement. Experimental approach encouraged. Lab or materials fee may be required. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

PHOTO 4* — Advanced Photography

3 Units

Prerequisites: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Major emphasis is placed on individual projects. The student will generate ideas and, with instructor guidance, work on the problem of intensifying personal statement through the medium of photography. Students will select their own projects and work with their own ideas, refining technical and aesthetic understanding in black and white and/or color. Areas covered include: zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

PHOTO 5* — Color Printing

3 Units

Prerequisites: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Students will print from color negatives. "Type C" printing techniques will be learned. In addition the following special techniques will be explored: Multiple printing, diffusion, distortion control and exaggeration, combination printing, high contrast, solarization and posterization. Lab or materials fee may be required. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor*

PHOTO 8* — Basic Photo-Journalism

3 Units

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Aspects of photography as applied to mass communications, broadcast and print journalism. Concentration on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Special effects and the utilization of camera and light as creative tools. (co-numbered Journ 8). May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor*

PHOTO 22A/B — Directed Studies in Photography**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of photography on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

Physical Education

Students planning to take more than 4 units of Physical Education courses marked with * and/or more than 8 units of those marked with † should consult a counselor. The UC system accepts only that limited number of units in the respective cases.

All P.E. activity courses are accepted for equal semester credit by schools in the California State University system.

1. Beginning Combative Activities

PE 1G* — Rape and Self Defense**2 Units**

Class Hours: 2 lecture, 1 activity

A current look at the issues of personal assault and rape with practical experience in learning self-defense techniques. Students will study the academic literature as well as the physical responses in assault and rape.

PE 1J* — Judo**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of skill in the elementary fundamentals and techniques of judo. The course covers the rules and a brief history of the sport.

PE 1K* — Karate**1½ Units**

Class Hours: 1 lecture, 2 activity

A course designed to teach the basic art of self-defense and insight into the meaning and origin of Karate.

PE 1U* — Self-Defense**1½ Units**

Class Hours: 1 lecture, 2 activity

By providing for demonstrations and practice in techniques selected from Ju Jitsu, Judo, Karate, and Aikido, personal defense is designed to build self-confidence and prudence in annoying and threatening situation.

PE 1W* — Wrestling**1½ Units**

Class Hours: 1 lecture, 2 activity

Introduction of wrestling as an educational medium which gives the student opportunity for self-expression. The student is taught take downs, rides, escapes, and falls.

2. Beginning Team Activities

PE 2D* — Soccer**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of skill in playing the game of soccer, including the rules, techniques and strategy of playing the game.

PE 2E* — Rugby**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of skill in playing rugby. The course covers rules and the fundamental skills of passing, running, kicking and tackling. Offensive and defensive strategy is also included in the course.

PE 2M* — Softball**1 Unit**

Class Hours: 3 activity

Co-educational instruction and participation in the basic skills and strategy of slow pitch softball.

PE 2V* — Volleyball**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of basic skills in playing volleyball, including rules, techniques of playing power volleyball.

3. Individual Beginning Activities

PE 3A* — Archery**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of skill in archery, including rules, etiquette, safety factors, and techniques of archery.

PE 3B* — Backpacking and Outdoor Survival

2 Units

Prerequisites: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.

Class Hours: 1 lecture, 3 activity

Introduction to backpacking, equipment, clothing, food and recipes, menus, and food lists, cooking, safety, and survival on the trail, in camp, ecology, preparation and participation in backpacking trips required.

PE 3C* — Badminton

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in playing badminton, including rules, etiquette, techniques of playing badminton.

PE 3D* — Bicycle Riding

1½ Units

Prerequisite: Access to a lightweight bicycle.

Class Hours: 1 lecture, 2 activity

An introduction to cycling as a lifetime sport. To make the student aware of the physiological benefits derived from bicycling.

PE 3E* — Bowling

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in bowling, including rules, etiquette, safety features, and techniques. Class is conducted off campus. Lab or materials fee may be required.

PE 3F* — Body Conditioning

1½ Units

Class Hours: 1 lecture, 2 activity

A course designed to increase the understanding of the principles of fitness and the development and maintenance of a high level of efficiency. A course designed to improve body form and function through conditioning exercises. Corrective and therapeutic exercises selected to fill specific needs.

PE 3G* — Golf

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in playing golf. The course covers etiquette, rules, and techniques of playing golf.

PE 3H* — Jogging for Fitness

1½ Units

Class Hours: 1 lecture, 2 activity

This course is designed to help the individual improve his physical health and general well being. The course is open to all students. Emphasis will be placed on endurance training with a gradual increase of running. Special attention will be given to cardiovascular fitness and weight control.

PE 3I* — Sailing

1½ Units

Class Hours: 1 lecture, 2 activity

An introduction to the theory and techniques involved in sailing small sloop rigged boats. An introduction to racing rules and tactics will also be included. Lab or materials fee may be required.

PE 3J* — Racquetball

1½ Units

Class Hours: 1 lecture, 2 activity

The game of racquetball, using the basic principles of handball, is played on an indoor court with a special racquet. The course is designed to cover the fundamentals, strategy, and tactics of this very fast moving game. Lab or materials fee may be required.

PE 3K* — Figure Control

1½ Units

Class Hours: 1 lecture, 2 activity

Instruction and supervised practice in the techniques of progressive resistance exercises using barbells and other weight training equipment. Deals with principles of weight control.

PE 3L* — Skiing

1½ Units

Class Hours: 1 lecture, 2 activity

This course will cover the G.L.M. dry land ski instruction. The course will also cover the purchasing, care and repair of ski equipment and clothing. Lab or materials fee may be required.

PE 3M* — Handball

1½ Units

Class Hours: 1 lecture, 2 activity

A course designed to develop the fundamental techniques and knowledge essential to the game of handball. Instruction is modified to encompass three wall courts.

PE 3N* — Swimming for Fitness**1½ Units**

Prerequisite: Basic swimming ability

Class Hours: 1 lecture, 2 activity

This course is designed to improve swimming techniques of swimmers. Emphasis will be placed on endurance training for improved cardiovascular fitness and weight control. Attention will also be given to survival techniques and emergency procedures.

PE 3R* — Floor Exercise - Tumbling**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of proficiency in elementary skills of tumbling and gymnastics with principles of fitness and the development and maintenance of a high level of efficiency. Emphasis on the development of proficiency in the elementary skills of apparatus.

PE 3S* — Gymnastics - Apparatus**1½ Units**

Class Hours: 1 lecture, 2 activity

Development of proficiency in elementary skills of tumbling and gymnastics with emphasis on safety, basic understanding, and appreciation. Also emphasis on body balance, tumbling, trampoline, and introduction to apparatus.

PE 3T* — Tennis**1½ Units**

Class Hours: 1 lecture, 2 activity

A course designed to cover beginning skills of tennis including etiquette, rules, and techniques of play. Lab or materials fee may be required.

PE 3Y* — Yoga**1½ Units**

Class Hours: 1 lecture, 2 activity

Hatha yoga, an eastern approach to physical well-being that includes relaxation techniques, specific therapy for body control, good health, and some techniques for mental and emotional control. Background of Hatha Yoga and diet will also be covered.

5. Beginning Dance Classes**PE 5A/B* — Ballet****1½/1½ Units**

Class Hours: 1 lecture, 2 activity

PE 5A - Fall. An introduction to basic ballet techniques. Classes will include exercises at the barre to develop flexibility, strength, control and resilience and center practice of simple Port des Bras, Adage and Allegro combinations.

PE 5B - Spring. A continuation of beginning ballet commensurate with the ability of the students.

PE 5C/D* — Folk, Square, Ethnic Dance**1½/1½ Units**

Class Hours: 1 lecture, 2 activity

PE 5C - Fall; PE 5D - Spring. Development of Ethnic dance skills, understanding and appreciation. Experiences in Folk, Square, and Round dancing.

PE 5E/F* — Modern Dance**1½/1½ Units**

Class Hours: 1 lecture, 2 activity

PE 5E - Fall; PE 5F - Spring. Development of proficiency of modern dance technique, skills and development of an understanding and appreciation of modern dance as an art form.

PE 5G/H* — Social Dance**1½/1½ Units**

Class Hours: 1 lecture, 2 activity

PE 5G - Fall; PE 5H - Spring. Introduction to basic steps in the foxtrot, cha cha, swing, waltz, tango, samba, rumba, polka, and selected novelty dances. Open to couples and singles.

PE 5I/J* — Modern Jazz**1½/1½ Units**

Class Hours: 1 lecture, 2 activity

PE 5I - Fall; PE 5J - Spring. Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form.

6. Intermediate Combative Activities**PE 6J* — Judo****1½ Units**

Prerequisite: PE 1J or equivalent

Class Hours: 1 lecture, 2 activity

Development of skill in the advanced fundamentals and techniques of judo.

PE 6K* — Karate**1½ Units**

Prerequisite: PE 1K or equivalent

Class Hours: 1 lecture, 2 activity

Development of skill in the advanced fundamentals and techniques of Karate.

PE 6W* — Wrestling**1½ Units**

Prerequisite: PE 1W or equivalent

Class Hours: 1 lecture, 2 laboratory

A continuation of beginning wrestling (PE 1W) with advanced techniques and takedown, rides, escapes, and falls. Advanced instruction given concerning pinning combination, strategies and tactics.

7. Intermediate Team Activities**PE 7A* — Baseball****1½ Units**

Class Hours: 1 lecture, 2 activity

Class in which advanced techniques and strategies of baseball are developed. A high degree of skill is emphasized during actual games.

PE 7B* — Basketball**1½ Units**

Prerequisites: Basketball experience, understanding of the rules.

Class Hours: 1 lecture, 2 activity

Advanced techniques and strategies in basketball. A continuing development of a high degree of skill is emphasized.

PE 7D* — Soccer**1½ Units**

Prerequisite: PE 2D or equivalent

Class Hours: 1 lecture, 2 activity

Advanced techniques and skills in the game of soccer.

PE 7E* — Rugby**1½ Units**

Prerequisite: PE 2E or equivalent

Class Hours: 1 lecture, 2 activity

Advanced development of the skills in playing rugby. The course covers advanced skills in passing, kicking, and offensive and defensive strategy.

PE 7F* — Football**1½ Units**

Prerequisite: Advanced football ability

Class Hours: 1 lecture, 2 activity

Development of advanced skills in football and the theory behind the different styles of play.

PE 7M* — Softball**1½ Units**

Prerequisite: PE 2M or equivalent

Class Hours: 1 lecture, 2 activity

Class in which advanced techniques and strategies of softball are developed. Development of a high degree of skill is emphasized during actual games.

PE 7Q — Track**1½ Units**

Prerequisite: Basic track ability

Class Hours: 1 lecture, 2 activity

Advanced technique and strategies in track and field. A continuing development of a high degree of skill is emphasized in the preparation for a competitive season. Special attention will be given to the research of the skills needed for the proficiency in the sport. This is a requirement for varsity track candidates.

PE 7V* — Volleyball**1½ Units**

Prerequisites: PE 2V or playing ability in volleyball

Class Hours: 1 lecture, 2 activity

Advanced techniques and strategies in playing power volleyball at the six, four and two man levels. A continuing development of high level skills is emphasized.

8. Intermediate Individual Activities**PE 8A* — Archery****1½ Units**

Prerequisite: PE 3A or equivalent

Class Hours: 1 lecture, 2 activity

A continuing study of archery with technique emphasis upon advanced skills.

PE 8B* — Backpacking and Outdoor Survival**2 Units**

Physical fitness level for mountain hiking and adequate backpacking equipment for participation.

Class Hours: 1 lecture, 3 activity

Instruction in practical skills and background information as well as field experience necessary for implementing basic knowledge of competent, pleasurable, prudent, educational living out-of-doors. Completion of this course will be further preparation for the student to study and experience the mountain, desert and snow wilderness under adverse as well as under ideal conditions.

- PE 8C* — Badminton** **1½ Units**
 Prerequisite: PE 3C or Intermediate skills test
 Class Hours: 1 lecture, 2 activity
 Advanced techniques and strategies in badminton including participation in competitive tournaments and ladders.
- PE 8D* — Bicycle Riding** **1½ Units**
 Prerequisite: PE 3D
 Class Hours: 1 lecture, 2 activity
 A more advanced course in bicycle riding building on the skills and techniques learned in PE 3D. This sport has high life time physiological and psychological benefits.
- PE 8E* — Bowling** **1½ Units**
 Prerequisite: PE 3E or equivalent
 Class Hours: 1 lecture, 2 activity
 Advanced techniques and strategies in bowling and participation in competitive events.
- PE 8F* — Body Conditioning** **1½ Units**
 Prerequisite: PE 3F or equivalent
 Class Hours: 1 lecture, 2 activity
 Advanced techniques and skills of the principles of fitness and the development and maintenance of a high level of efficiency.
- PE 8G* — Golf** **1½ Units**
 Prerequisite: PE 3G or equivalent
 Class Hours: 1 lecture, 2 activity
 Advanced techniques and skill development with special emphasis on links play. Students are assigned play on local courses at their own expense.
- PE 8H* — Jogging for Fitness** **1½ Units**
 Prerequisite: PE 3H or equivalent
 Class Hours: 1 lecture, 2 activity
 This course will develop one's cardiovascular system and take a closer examination of training methods.
- PE 8L* — Skiing** **1½ Units**
 Prerequisite: PE 3L or equivalent
 Class Hours: 1 lecture, 2 activity
 Development of intermediate skiing techniques with skiing on artificial and real snow. Lab or materials fee may be required.
- PE 8M* — Handball** **1½ Units**
 Prerequisite: PE 3M or equivalent
 Class Hours: 1 lecture, 2 activity
 Development of advanced skills in handball and introduction to tournament play. A continuation of beginning handball stressing strategy and competition.
- PE 8S* — Gymnastics** **1½ Units**
 Prerequisites: PE 3R and PE 3S or equivalent
 Class Hours: 1 lecture, 2 activity
 Development of fundamental skills in tumbling, free exercise and apparatus for those already trained in the elementary gymnastic skills.
- PE 8T* — Tennis** **1½ Units**
 Prerequisite: PE 3T or a skills test by instructor
 Class Hours: 1 lecture, 2 activity
 Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and technique.

10. Intermediate Dance Classes

- PE 10B* — Ballet** **1½ Units**
 Prerequisite: PE 5A or equivalent
 Class Hours: 1 lecture, 2 activity
 A continuation of beginning ballet commensurate with the ability of the students.

PE 10E* — Modern Dance**2 units**

Prerequisite: PE 5E or equivalent

Class Hours: 1 lecture, 3 activity

A continuing study of modern dance with technique emphasis upon combination of basic skills. Study of the dance phrase with integration of elements of rhythm, design, dynamics and motivation change.

PE 10G* — Improvisation**1½ Units**

Prerequisite: One beginning dance class or equivalent

Class Hours: 1 lecture, 2 activity

Experience in creating appropriate movement responses to express ideas and feelings. Students will explore various stimulus situations with the ultimate aim at recreating and developing their initial spontaneous responses in the organic form of the dance.

11. Advanced Team Activities**PE 11D* — Soccer****2 Units**

Prerequisite: PE 7D or equivalent

Class Hours: 1 lecture, 3 activity

Open to students interested in competing at the collegiate level. Emphasis of instruction will be on the fundamental skills, rules, team strategies and team play.

PE 11V* — Volleyball**1½ Units**

Prerequisites: PE 7V or equivalent

Class Hours: 1 lecture, 2 activity

Advanced techniques and strategies in playing power volleyball at the six, four, and two man levels. A continuing development of high level skills is emphasized.

13. Advanced Individual Activities**PE 13C* — Body Conditioning****1½ Units**

Prerequisite: Desire to participate in varsity athletics at Moorpark College

Class Hours: 1 lecture, 2 activity

A weight training and conditioning course designed to build strength, power and bulk necessary for the athlete's sport. Exercises will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and power lifting for lower body.

Emphasis will be placed on power lifting. The conditioning phase will emphasize the development of agility, coordination, balance and speed.

PE 13S* — Advanced Life Saving**1 Unit**

Prerequisite: Intermediate Swimming or equivalent

Class Hours: 9 lecture, 21 activity

Instruction and practice in American Red Cross (Advanced) Senior Life Saving and Water Safety. Emphasis is placed on personal safety, safety and self rescue in the use of small craft, elementary forms of rescue, the swimming rescue, basic first aid, artificial respiration, American Red Cross Certification in Senior Life Saving.

PE 13T* — Tennis**1½ Units**

Prerequisite: PE 8T or equivalent.

Class Hours: 1 lecture, 2 activity

Advanced techniques and theory of playing tennis - strategy of tournament playing.

14. Adaptive Physical Education**PE 14* — Adaptive Physical Education****1½ Units**

Prerequisites: Classification for enrollment by Director of School Health Services and College Physician.

Class Hours: 1 lecture, 2 activity

A special course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be classified by the college physician as to the type of physical activity in which they may participate. Each student is given individual attention in terms of adapted and recreational activities suited to his/her work.

15. Advanced Dance Classes**PE 15K/L† — Dance Production****1-2/1-2 Units**

Prerequisites: Beginning and Intermediate Dance or equivalent

Class Hours: 1 lecture, 1-3 activity

15K - Fall; 15L - Spring. Practical experience in the many phases of dance concert and demonstration; i.e., choreography, staging, make-up, costumizing, set designing and construction, lighting, and publicity.

16. Creative Movement

PE 16C⁺ — Creative Movement for Children

3 Units

Class Hours: 2 lecture, 3 activity

A presentation of methods and materials which parents and teachers of pre-school and early elementary aged children can utilize in encouraging and directing creative movement experiences, in the school, home, or various organizations.

17. Men's Intercollegiate Athletics

PE 17A* — Baseball

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

PE 17B* — Basketball

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

PE 17C* — Cross Country

3 Units

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

PE 17F* — Football

3 Units

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

PE 17G* — Golf

3 Units

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

PE 17Q* — Track

3 Units

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

PE 17T* — Tennis

3 Units

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

PE 17W* — Wrestling

3 Units

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

18. Women's Intercollegiate Activities

PE 18B* — Basketball **3 Units**

Prerequisite: Meet requirements for eligibility as established by the SCCCAC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in basketball on the community college level. Instruction in techniques, strategies and rules.

PE 18C* — Cross Country **3 Units**

Prerequisite: Meet requirements for eligibility as established by the SCCCAC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in cross country at the community college level. Instruction in techniques, strategies and rules.

PE 18Q* — Track and Field **3 Units**

Prerequisite: Meet requirements for eligibility as established by the SCCCAC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in track and field events at the community college level. Instruction in techniques, strategies and rules.

PE 18S* — Softball **3 Units**

Prerequisite: Meet requirements for eligibility as established by the SCCCAC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in softball at the community college level. Instruction in techniques, strategies and rules.

PE 18T* — Tennis **3 Units**

Prerequisite: Meet requirements for eligibility as established by the SCCCAC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competitive tennis and competing at the community college level. Instruction in techniques, strategies, and rules.

PE 18V* — Volleyball **3 Units**

Prerequisite: Meet requirements for eligibility as established by the SCCCAC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competitive volleyball and competing at the community college level. Instruction in techniques, strategies, and rules.

Professional Courses

PE 20A — Introduction to Physical Education **2 Units**

Class Hours: 2 lecture

A general survey of the field of Physical Education; exploration of the aims, objectives, scope and contemporary values of Physical Education, project and field work required.

PE 21A† — Baseball Theory **2 Units**

Prerequisite: Advanced baseball ability

Class Hours: 1 lecture, 3 activity

Development of advanced skills in baseball and the theory behind the methods and styles of play. Class members will participate in summer baseball program with lab assignments and will have weekly lectures including films and guest lecturers to facilitate instruction.

PE 21B† — Basketball Theory **2 Units**

Prerequisite: Advanced basketball ability

Class Hours: 1 lecture, 3 activity

Development of advanced skills in basketball and the theory behind different styles of play. Including studying of films, drills, rules, and techniques of coaching.

PE 21F† — Football Theory **2 Units**

Prerequisite: Advanced football ability

Class Hours: 1 lecture, 3 activity

Development of advanced skills in football and the theory behind the different styles of play, including studies of films, drills, rules, and techniques of coaching.

22. Directed Studies

PE 22A/B — Directed Studies in Physical Education **1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of physical education on an independent study basis. Assigned problems will involve laboratory and field work. May be taken for credit to a maximum of 6 units.

Professional Activities Courses

These courses are designed to introduce the prospective physical education major/minor to the basic knowledge and skills essential for the appreciation and performance in the sports or physical activities listed below. The courses cover history, strategy, rules, safety precautions, and basic fundamental skills.

PE 23A† — Professional Activities I **2 Units**

Prerequisite: PE major/minor

Class Hours: 1 lecture, 3 activity

Activities: Archery, badminton, basketball, volleyball.

PE 23B† — Professional Activities III **2 Units**

Prerequisite: PE major/minor

Class Hours: 1 lecture, 3 activity

Activities: Golf, tennis, track, weight training.

PE 23S† — Water Safety Instructor **1 Unit**

Prerequisite: Current Red Cross Advanced Life Saving Certificate

Class Hours: 9 lecture, 21 activity total

The theory and practical techniques needed in teaching water safety techniques and procedures. Course includes certification as an American Red Cross Water Safety Instructor. Instructor with authorization to teach and certify swimming and life-saving classes.

PE 24A† — Men's Professional Activities II **2 Units**

Prerequisite: PE major/minor

Class Hours: 1 lecture, 3 activity

Activities: Baseball, football, rugby, soccer.

PE 24B† — Men's Professional Activities IV **2 Units**

Prerequisite: PE major/minor

Class Hours: 1 lecture, 3 activity

Activities: Basic dance, gymnastics, handball, wrestling.

PE 25A† — Women's Professional Activities II **2 Units**

Prerequisite: PE major/minor

Class Hours: 1 lecture, 3 activity

Activities: Field hockey, flag football, self defense, soccer, softball.

PE 25B† — Women's Professional Activities IV **2 Units**

Prerequisite: PE major/minor

Class Hours: 1 lecture, 3 activity

Activities: Basic dance, modern dance, gymnastics.

26. Sports Officiating

PE 26A/B† — Women's Sports Officiating **2½/2½ Units**

Prerequisite: PE major/minor

Class Hours: 2 lecture, 1 activity

Instruction and laboratory experience in sports officiating for women. Fall semester covers individual sports, spring semester team sports.

27. Men's Sports Officiating

PE 27A/B† — Men's Sports Officiating **2½/2½ Units**

Prerequisite: PE major/minor

Class Hours: 2 lecture, 1 activity

Instruction and laboratory experience in sports officiating for men. Proficiency ratings required to successfully complete the course. Football, basketball, soccer, wrestling are covered during the fall semester; track, baseball, rugby, volleyball are covered in the spring.

28. Pep Squad

PE 28† — Pep Squad **2 Units**

Class Hours: 7 activity

This course is for students interested in the Pep Squad. The course is designed to develop cheer leading skills through instruction in gymnastics and dance.

Physical Science

PHYS SC 1 — Introduction to Physical Science

3 Units

Class Hours: 2 lecture, 3 laboratory

Experimental approach to the nature of the physical world, emphasizing the basic principles of Chemistry and Physics and the ways in which these principles affect matter. Representative topics to be investigated include properties of matter, mixtures and their separations, radioactivity, atomic and molecular theories, and energy. Previous enrollment in Math 1 or equivalent is recommended but not required. *Transfer credit: CSUC; UC*

PHYS SC 2 — Science In Literature

3 Units

Class Hours: 3 lecture

A reading and discussion course to study the principles of science dealt with in non-technical literature. Science fiction novels and short stories will be the principal source of reading material. *Transfer credit: CSUC; UC*

PHYS SC 3 — Measuring Metric

1 Unit

Class Hours: 1 lecture

A course in the use of the metric system designed to prepare the student to "think metric." Concepts and fundamentals of metric measure with the emphasis on applications to various occupational and domestic areas.

PHYS SC 4 — Physical Oceanography

3 Units

Class Hours: 3 lecture

Introduction to physical oceanography. The course will consider the geological, physical and chemical characteristics of the ocean. Topics to be covered include the formation of the ocean basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. *Transfer credit: CSUC; UC*

PHYS SC 5 — Introduction to Meteorology

3 Units

Class Hours: 3 lecture

Introduction to meteorological phenomena; energy, atmospheric circulation, precipitation, storms. Interrelationships between land, sea and atmosphere. Introduction to meteorological instrumentation and reporting. Interpretation of data. Introduction to Aviation Weathers, Weather Modification. (Co-numbered Geog 5) *Transfer credit: CSUC; UC*

PHYS SC 5L — Introduction to Meteorology Laboratory

1 Unit

Prerequisites: Phys Sc 5/Geog 5 concurrent or equivalent.

Class Hours: 3 laboratory

Laboratory to accompany Phys Sci 5. Introduction to meteorological observation; cloud identification, instrumentation; interpretation of weather charts and data; weather system identification and analysis. Field trips required. (Co-numbered Geog 5L) *Transfer credit: CSUC; UC*

PHYS SC 10 — An Introduction to Astronomy

3 Units

Class Hours: 3 lecture

A general interest course that will survey some major consideration in space such as the solar system, birth and death of stars, dimensions of the universe, pulsars, quasars, black holes and the destiny of the universe. *Transfer credit: CSUC; UC*

PHYS SC 22A/B — Directed Studies in Physical Science

1-3/1-3 Units

Prerequisites: A course in the specific field of study and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of physical science on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Physics

PH 2A/B — General Physics

4/4 Units

Prerequisites: High school mathematics through trigonometry or Math 3 or equivalent; Ph 2A for 2B.

Class Hours: 3 lecture, 3 laboratory

PH 2A: An introduction to mechanics, heat and sound. A descriptive course with some quantitative work. Demonstration lectures and solution of problems. A course designed to meet the needs of medical, dental, optometry, and liberal arts students. The role of the laboratory is defined and basic arts of planning, execution, analysis and synthesis in experimentation is practiced.

PH 2B: An introduction to electricity, optics, atomic, nuclear and relativistic physics. Demonstrations, lectures, assignment of problems, and laboratory experiments. A continuation of Ph 2A.

Transfer credit: CSUC; UC credit limitations. See counselor

PH 4 — Mechanics of Solids and Fluids

5 Units

Prerequisites: Math 25A and Physics 12 or equivalent.

Corequisite: Math 25B.

Class Hours: 4 lecture, 3 laboratory

An introductory study of statics and dynamics of particle, rigid bodies, plus an introduction to hydrostatics and hydrodynamics. This course uses calculus and vector analysis and is intended for majors in physics, engineering, chemistry, or mathematics. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

PH 5 — Electricity and Magnetism

5 Units

Prerequisites: Physics 4 and Math 25B.

Corequisite: Math 25C.

Class Hours: 4 lecture, 3 laboratory

An introduction to electricity and magnetism. Emphasis is placed on understanding of field theory and applications of calculus. Topics include: gravitational, electric and magnetic field; Coulomb's Law; Gauss' Law; Faraday's Law; Amperes Law; Biot-Savart Law; Ohms Law; A.C. and D.C. circuits; and introductory electronics. *Transfer credit: CSUC; UC credit limitations. See counselor*

PH 6 — Heat, Sound, Optics and Modern Physics

5 Units

Prerequisites: Physics 5, and Math 25C. Concurrent enrollment in Math 35 is recommended.

Class Hours: 4 lecture, 3 laboratory

An introduction to geometrical optics, wave motion (sound and light), physical optics, thermodynamics. Selected topics in quantum mechanics and special relativity are discussed at an elementary level. The solution of problems in vector calculus and differential equations is demonstrated. *Transfer credit: CSUC; UC credit limitations. See counselor*

PH 10 — Descriptive Physics

3 Units

Class Hours: 3 lecture

Basic principles of physics with topical applications. A descriptive course for non-science majors. *Transfer credit: CSUC; UC credit limitations. No credit* at UC if taken after Physics 2A or Physics 4. See Counselor.

PH 12 — Introduction to Physics

3 Units

Prerequisites: Math 6 or equivalent.

Class Hours: 3 lecture

This is an introductory course covering the basic principles of physics. Emphasis will be on mechanics and electricity. *Transfer credit: CSUC; UC limitations. No credit* at UC if taken after Physics 2A, 4, or 10. See Counselor.

PH 22A/B — Directed Studies in Physics

1-3/1-3 Units

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of physics on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Physiology

PHYS 1 — Introduction to Human Physiology

4 Units

Prerequisites: Chem 12 or equivalent and Bio 2A

Class Hours: 3 lecture, 3 laboratory

Functioning of the human organism; consideration of organ systems and basic structure as necessary to understand the physiological principle involved; laboratory experiments and/or demonstrations to illustrate basic physiological principles, techniques and instruments. *Transfer credit: CSUC; UC*

Political Science

POL SC 1 — Introduction to Government

3 Units

Class Hours: 3 lecture

Basic principles of political science as it applies to government and processes of politics. The student will do research and writing on special topics, and the case study of selected political problems will be used to supplement the lectures and discussions. The course is designed for social science majors, behavioral science majors, and others with strong interest in this area. *Transfer credit: CSUC; UC*

POL SC 2 — Comparative Government**3 Units**

Class Hours: 3 lecture

A comparative study of political and cultural factors that are important in determining political institutions. Industrialized areas are compared with those having less industrialization. Countries studied include the United States, the Soviet Union, China, Japan, and representative European, Latin American, or African nations. *Transfer credit: CSUC; UC*

POL SC 3 — American Government and Politics**3 Units**

Class Hours: 3 lecture

Survey of the main characteristics, historical background, contemporary principles, structure, practice and issues of American government, including the national, California state and local government. *Transfer credit: CSUC; UC*

POL SC 4 — International Relations**3 Units**

Class Hours: 3 lecture

The course is a study of relations between sovereign units. It will concentrate on international organization, theoretical proposals toward and possibilities for world peace, the mechanics of politics among nations, and will consider the formation of American foreign policy. Attention will be paid to the relationship between domestic and foreign politics. *Transfer credit: CSUC; UC*

POL SC 7 — Minority Groups**3 Units**

Class Hours: 3 lecture

A study of political problems which are faced by racial and ethnic minorities in the United States. The focus of this course is to examine the impact and consequences of formal and informal racism, discrimination and sexism which have precluded the full participation of many racial and ethnic groups in the mainstream of American Life. The major emphasis shall be placed on the political process which is often seen as a vehicle for compromising and negotiating majority-minority relations in an attempt to maintain social equilibrium. *Transfer credit: CSUC; UC*

POL SC 8 — Political Patterns in the U.S.**3 Units**

Class Hours: 3 lecture

Fundamental principles of U.S. Government, federal, state and local in theory and practice. Emphasis on state and local government of the Southwest with particular attention given to the legislative process, political parties, pressure groups, and implementation of policy at county and municipal levels. Special emphasis on the participation of the Mexican-American in our political institutions. (Counumbered ChSt 8) *Transfer credit: CSUC; UC*

POL SC 9 — Adjudication of Social Issues**3 Units**

Class Hours: 3 lecture

Exploration of important social issues from a legal point of view. Examines such topics as abortion, drugs, equal rights of women and minority groups, free speech and press, obscenity, privacy, consumers' rights, environmental protection, and the death penalty using the case method approach. *Transfer credit: CSUC; UC*

POL SC 10 — Public Administration and Policy Development**3 Units**

Prerequisites: Prior course in Social Science.

Class Hours: 3 lecture

The course is designed to help the student develop an understanding of what public administration is, how decisions are made in the public bureaucracy, what its tasks are, and how it goes about accomplishing these tasks. In addition to the politics of administrative organization, personnel management, budget administration, and public relations, Government service as a career is also discussed. *Transfer credit: CSUC; UC*

POL SC 22A/B — Directed Studies in Political Science**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of political science on an independent basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

POL SC 60A-Z — Topics in Political Science**3 Units**

Prerequisites: Previous Political Science course

Class Hours: 3 lecture

A course considering specialized, specific topics in Political Science which are not covered in great detail in the general Political Science course offerings. Topics offered from time-to-time may include Elections, Political Parties, Political Theory, Ideology, Technology and the Future, Selected Area and Country Studies, Political Economy, Methodology, Field Courses, Aspects of Political Change. *Transfer credit: CSUC; UC credit limitations. See counselor*

Psychology

PSYCH 1A — Introduction to Psychology

3 Units

Class Hours: 3 lecture

An introduction to the subject matter of psychology with emphasis on heredity and environment, growth and development, sensation and perception, motivation and emotion, learning and cognition, personality, social psychology, mental illness and mental health. *Transfer credit: CSUC; UC*

PSYCH 1B — Introduction to Psychobiology and Experimental Psychology

4 Units

Prerequisites: Psych 1A.

Class Hours: 4 lecture

An Introduction to psychobiological and experimental methodology in psychology with an emphasis on the scientific method, basic statistics, and the physiological bases of behavior. Individual experimental study is included. Recommended as a second course in the major sequence. *Transfer credit: CSUC; UC*

PSYCH 3 — Psychology of Interpersonal Relationships

3 Units

Class Hours: 3 lecture

Orientation in the use of psychological principles applied in understanding human relationships and developing greater self-awareness. Emphasis will be on the nature of humans, human needs, the processes of personal and social dynamics, mental health, and socialization. A combination of experimental and theoretical approaches is used to increase awareness, understanding, choices, and decision-making. *Transfer credit: CSUC; UC*

PSYCH 4 — Child Psychology

3 Units

Class Hours: 3 lecture

The focus of this course will be on the psychology of children as well as on basic principles of developmental psychology. While the major emphasis will be on the child as a person, exploration of the personal, societal, and cultural forces important from birth to puberty will be made. *Transfer credit: CSUC; UC*

PSYCH 5 — Social Psychology

3 Units

Class Hours: 3 lecture

A study of human and social relationships. Topics of study include personal interaction, structure and leadership, role and status, fads and fashions, attitude formation and change, communication and propaganda, nature of prejudice and social change. Stress is placed upon methods of easing group tensions and solving current problems. (co-numbered Soc 5) *Transfer credit: CSUC; UC*

PSYCH 6 — The Psychology of Sex Differences

3 Units

Class Hours: 3 lecture

This course explores the psychological, physiological and sociological determinants of sex differences. Included in this exploration are such topics as sex role development, role conflicts, common stereotypes of the sexes, male and female sexuality, and the psychological implications of the feminist movement. *Transfer credit: CSUC; UC*

PSYCH 9 — Marriage and the Family

3 Units

Class Hours: 3 lecture

A study of the institution of marriage as a significant unit throughout the world. Dating, mate-selection, courtship, engagement, marriage, and parenthood are analyzed cross-culturally. Strong stress on realistic considerate interaction between family members. Exhaustive analysis and appraisal of societal sex attitudes and individual sexual needs and preferences. Realistic, humanistic child-rearing. (co-numbered Soc 4) *Transfer credit: CSUC; UC*

PSYCH 22A/B — Directed Studies in Psychology

1-3/1-3 Units

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of psychology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor*

PSYCH 60A-Z — Topics In Psychology

1½ Units

Class Hours: 24 lecture

A course considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered from time to time include: Adolescence, Abnormal Psychology, Aging, Drugs and Behavior, Parapsychology, Mental Retardation, Modern Therapies, Human Sexuality, Behavior Modification, Hypnosis, Humanistic Psychology, Sex Roles and Socialization, Death and Dying, Biological Feedback, Aggression and Violence, Childhood Disorders. *Transfer credit: CSUC; UC credit limitations. See counselor*

Reading

READ 1A — Basic Reading Skills

3 Units

Prerequisite: Reading test score or counselor recommendation.

Class Hours: 2 lecture, 3 laboratory

Diagnosis of individual reading difficulties; effort to provide student with materials suitable to overcome individual reading problems; improves reading speed, prepares student to take college courses involving reading, builds vocabulary, comprehension, concentration techniques where needed, builds strengths in phonics and dictionary use. This course is designed to improve one's positive self-concept, based upon reading improvement and self-awareness.

READ 1B — Advanced Lab

1 Unit

Prerequisite: Read 1A

Class Hours: 3 laboratory

Improvement of skills in reading and studying that were taught in Reading 1A. This course is entirely laboratory, with emphasis on various projects and kits available in the Reading Lab.

READ 1C — Advanced Lab

1 Unit

Prerequisite: Read 1B

Class Hours: 3 laboratory

A continuation of the skills in reading and studying that were taught in Read 1B. This course is entirely laboratory, with emphasis on using machines and kits available in the Reading Lab.

READ 2 — Word Power

3 Units

Class Hours: 2 lecture, 3 laboratory

The student will receive special training in the basic principles of word analysis. Latin and Greek roots, prefixes and suffixes, synonyms andonyms, context clues. Special attention given to etymology, focus on connotative and denotative word meanings with emphasis on proper choice of words. A multi-learning approach will be used.

READ 4A — Techniques of Reading

3 Units

Prerequisites: Read 1A, reading test score, or instructor recommendations.

Class Hours: 2 lecture, 3 laboratory

Techniques and principles of reading, studying and learning; improvement of vocabulary and comprehension power, including skimming and scanning skills; use of mechanical aids; emphasis on college level reading materials with focus on reading for significant details, main ideas, following printed directions. Logic, understanding figurative language, and inferring author's mood, time, purpose, giving reasons for reading in the future. *Transfer credit: CSUC*

READ 4B — Advanced Reading Lab

1 Unit

Prerequisite: Read 4A

Class Hours: 3 laboratory

Improvement of skills in reading and studying that were learned in Reading 4A. It is a lab-oriented course in which the student may opt to get specialized help reading in the social sciences, the life and physical sciences and math. Help in advanced vocabulary-building and comprehension are also offered. Instructor counseling is available, but student is expected to function independently. *Transfer credit: CSUC*

READ 4C — Advanced Reading Lab

1 Unit

Prerequisite: Read 4B

Class Hours: 3 laboratory

Continued study in the improvement of skills in reading and studying that were learned in Read 4B. Continued specialized help reading in the social sciences, the life and physical sciences and math. Help in advanced vocabulary-building and comprehension are also offered. Instructor counseling is available, but student is expected to function independently. *Transfer credit: CSUC*

READ 5 — Speed Reading**3 Units**

Prerequisites: Eligibility for English 1A or 1B or equivalent.

Class Hours: 2 lecture, 3 laboratory

Provides instruction and training in rapid reading techniques, advanced study and recall methods, and vocabulary building. *Transfer credit: CSUC*

READ 22A/B — Directed Studies in Reading**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their skills on an independent study basis. Assigned problems will involve library, laboratory, field work, or a research paper project. May be taken for credit to a maximum of 6 units.

READ 53A — Basic Reading and Vocabulary for the Spanish Speaking**3 Units**

Prerequisites: Span 50 and English 51 and English 52 or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will deal with basic reading skills and vocabulary development through the study of phonics and word derivation. Grammatical analysis of simple sentences will be undertaken, as well, and correct use of parts of speech: verbs, nouns, personal pronouns, and adjectives. (Co-numbered ChSt 53A)

READ 53B — Intermediate Reading and Vocabulary for the Spanish Speaking**3 Units**

Prerequisite: Read 53A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with reading textual materials for vocabulary development. Emphasis will be on pronunciation as well as speed and fluency and on developing comprehension through the analysis of parts of speech: adverbs, prepositions, conjunctions, and interjections. (Co-numbered ChSt 53B)

READ 53C — Advanced Reading and Vocabulary for the Spanish Speaking**3 Units**

Prerequisites: Reading 53B and English 54B or equivalent.

Class Hours: 2 lecture, 3 laboratory

Designed to provide individual and group instruction in mastering a variety of reading skills important to successful college work. Reading assignments will be gathered from a variety of sources. In addition to the textbook, newspaper clippings, magazine features, Chicano publications are used. Emphasis is on analysis evaluation, and discussion of current issues. (Co-numbered ChSt 53C)

Real Estate

RE 22A/B — Directed Studies in Real Estate**1-3/1-3 Units**

Prerequisites: A previous course in Real Estate and approval of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of real estate on independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units.

RE 81 — Salesperson License Preparation**1½ Units**

Class Hours: 24 lecture total

An intensive course preparing students to take the California Real Estate Salesperson's License Examination. Instructional materials, including several practice exams, will be continuously updated to reflect the most recent and expected changes in the State examination.

RE 85 — Broker's License Review**1½ Units**

Prerequisite: At least three RE courses in the 90 series completed successfully

Class Hours: 24 lecture total

An intensive course reviewing essential material from RE 91, 92, 93, 94A, 95, 96 to prepare students meeting State educational and experience requirements for taking the California Real Estate Broker's License Examination. Instructional materials, including several practice exams will be continuously updated to reflect the most recent and expected changes in State examinations.

RE 89A-Z — Institutes in Real Estate**½-1½ Units**

Class Hours: 8-24 lecture total

A course considering specialized topics in Real Estate which are not covered in detail in the general Real Estate course offerings. Examples of topics to be offered from time to time include: Current Changes in Real Estate Practices; Current Changes in Real Estate Law; Current Changes in Real Estate Finance and Taxation; Current Changes in Real Estate Appraisal; Current Changes in Land Use Planning; and Current Real Estate Sales and Promotion.

RE 91 — Real Estate Principles**3 Units**

Class Hours: 3 lecture

Practical study of California real estate law to assist real estate salesmen and real estate brokers. Designed to provide the necessary knowledge required of candidates for the California Real Estate Salesman's Examination. *Transfer credit: CSUC*

RE 92 — Legal Aspects of Real Estate**3 Units**

Prerequisite: RE 91 or equivalent*.

Class Hours: 3 lecture

Practical study of California real estate law to assist real estate salesmen and brokers in avoiding the legal problems which arise in conjunction with real estate transactions; case study methods are utilized. *Transfer credit: CSUC*

RE 93 — Real Estate Practices**3 Units**

Prerequisite: RE 91 or equivalent*.

Class Hours: 3 lecture

Techniques of operating a real estate business with emphasis on the daily activities of brokers and salesmen; emphasis on securing and qualifying prospects, obtaining listing, and legal factors in the real estate transaction. *Transfer credit: CSUC*

RE 94A — Real Estate Appraisal**3 Units**

Prerequisite: RE 91 or equivalent*.

Class Hours: 3 lecture

A first course in real estate appraisal confined largely to residential property with an introduction to investment property valuation; methods and techniques for determining value for loan and insurance purposes; case study situations and actual field work. *Transfer credit: CSUC*

RE 94B — Appraisal of Income Property**3 Units**

Prerequisite: RE 94A

Class Hours: 3 lecture

Development of skill and judgment in the selection and use of all methods and mechanics of the income approach to the valuation of income-producing properties; apartments, commercial, industrial, and special use properties; land. Acquisition of ability to analyze major types of real estate investments and rate their feasibility. *Transfer credit: CSUC*

RE 95 — Real Estate Finance**3 Units**

Prerequisite: RE 91 or equivalent*.

Class Hours: 3 lecture

Practical study and analysis of money markets, interest rates, and real estate financing, with actual case illustrations demonstrating lending policies, problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties. *Transfer credit: CSUC*

RE 96 — Real Estate Economics**3 Units**

Prerequisite: RE 91 or equivalent*.

Class Hours: 3 lecture

Economic trends in real estate and land use; dynamic factors which create values in real estate; background for more specialized courses in real estate operation and techniques. *Transfer credit: CSUC*

Recreation

The UC system allows credit for only one of the Recreation courses that is transferable to that system; students planning to take more than one of these courses should consult a counselor.

REC 1 — Introduction to Community Recreation**3 Units**

Class Hours: 3 lecture

A general orientation to the field of recreation and parks, and their scope and significance. Study of the agencies and institutions that provide leisure opportunities for the community. Includes history and the nature of recreation as a social force. *Transfer credit: CSUC; UC credit limitations. See counselor.*

*Equivalence to RE 91 can be possession of a California Real Estate Sales License or ability to take a broker's examination.

REC 2 — Program Planning in Recreation**3 Units**

Class Hours: 2 lecture, 3 laboratory

Exploration of the role of the recreation professional with emphasis on principles of program planning. Field work required consisting of practical experience in program planning and evaluation of on-campus or off-campus recreational activities. *Transfer credit: CSUC; UC credit limitations. See counselor.*

REC 3 — Recreation Leadership**3 Units**

Class Hours: 2 lecture, 3 laboratory

The principles of human dynamics as they apply to effective face-to-face and supervisory group leadership. Emphasis is on the identification of various types of groups and the application of leadership techniques to various group situations. *Transfer credit: CSUC; UC credit limitations. See counselor.*

REC 4 — Social Recreation**3 Units**

Class Hours: 3 lecture

Methods and materials for the planning, organization, and conducting of social activities for various groups. Activities will be discussed, practiced, and/or demonstrated. Low organized games and theme activities will be highlighted. *Transfer credit: CSUC; UC credit limitations. See counselor.*

REC 5 — Outdoor Recreation**3 Units**

Class Hours: 3 lecture

Areas covered include recreation, conservation, ecology, forestry, camping, and urbanism. Both theory and skills will be included. Field trips including actual hikes and a camp-out will be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

REC 6 — Therapeutic Recreation**3 Units**

Class Hours: 2 lecture, 3 laboratory

Expansion of role of the recreation professional with emphasis on program planning for the ill and handicapped. Field work required consisting of experiences in planning, conducting and evaluating programs for the ill and handicapped, Baccalaureate level. *Transfer credit: CSUC; UC credit limitations. See counselor.*

REC 8A/B — Field Experiences in Recreation**3/3 Units**

Prerequisite: Rec 1 or Rec 3 or equivalent.

Class Hours: 1 lecture, 6 laboratory

A practical experience course in which students are placed in one or more leadership capacities per semester. Students will gain experience by working with public, private, therapeutic and other recreation agencies. *Transfer credit: CSUC*

REC 10 — Recreational Boating**2 Units**

Class Hours: 2 lecture

A course in boating recreation and safety for boaters and for those who will be employed in the recreation area. The course includes navigation, reading of markers and buoys, proper techniques underway and at anchor, rules of the road, and emergency measures. Field trips are included to an ocean and a lake marina.

REC 15 — Intramural Activities**1 Unit**

Class Hours: 3 activity

Supervised intramural activities are scheduled throughout the semester for three hours a week and one unit of elective college credit on a credit/no-credit basis. Competition in selected seasonal activities for all students. This activity does not fulfill the graduation requirements in Physical Education/Health. Open entry/open exit enrollment. Course may be taken for credit to a maximum of 4 units.

REC 22A/B — Directed Studies in Recreation**1-3/1-3 Units**

Prerequisites: Consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Recreation Leadership on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units. *Transfer credit: CSUC*

REC 89A-Z — Institutes in Recreation**½-1½ Units**

Class Hours: 8-24 lecture total

Selected topics designed to offer study in specific areas of recreation and to present material not covered in other courses. Also to offer and up-date in-service training methods. Field trips may be required.

Recreational Vehicles

RV 4 — Small Engine Repair

3 Units

Class Hours: 2 lecture, 3 laboratory

The theory and operating principles of small two-cycle and four-cycle engines. Practical work in testing, repairing, and operating small engines such as motorcycles, outboard motors, and power lawn mowers. Lab or materials fee may be required.

RV 10 — Introduction to Motorcycle Mechanics

3 Units

Class Hours: 2 lecture, 3 laboratory

This course offers the student a basic understanding of the function and operation of motorcycle engines along with the development of an understanding of the theory of engines and engine operation, maintenance and repair. Program will prepare the student for applying theories to direct "hands-on" applications. Lab or materials fee may be required.

RV 11 — Intermediate Motorcycle Repair

3 Units

Prerequisite: RV 10 or equivalent

Class Hours: 2 lecture, 3 laboratory

Lecture and laboratory course with emphasis upon engine rebuilding, engine diagnosis equipment, diagnostic techniques, transmissions, bearings, clutches, shifting mechanisms and final drives. Lab or materials fee may be required.

RV 12 — Advanced Motorcycle Repair

3 Units

Prerequisite: RV 11 or equivalent

Class Hours: 2 lecture, 3 laboratory

This theory and demonstration course offers instruction in advanced breakdown and assembly, electrical systems, fuel systems, power transmission, frame and suspension theory of motorcycle industrial procedures. Instruction is given in industrial relations, shop records, trade ethics, safety, industrial organizations and the use of trade publications. Lab or materials fee may be required.

RV 22A/B — Directed Studies in Recreational Vehicles

1-3/1-3 Units

Prerequisites: A previous course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of recreational vehicles on an independent study basis. Assigned problems will involve library, laboratory and field work.

RV 30A — Basic Boat Building and Repair

3 Units

Class Hours: 2 lecture, 3 laboratory

This course is designed to develop basic skills in small boat construction and repair, proper use of tools, lofting, framing, painting, restoration, renovation, and scratch built construction of wood, metal, and fiberglass hulls. Lab or materials fee may be required.

RV 30B — Motor Boat Building and Repair

3 Units

Prerequisite: RV 30A or equivalent.

Class Hours: 2 lecture, 3 laboratory

Emphasis on marine engine tune-up, marine electrical systems, boat trailer maintenance and repair, equipment installation, steering and shifting systems, trailer hitch installation, and hull refinishing. Lab or material fee may be required.

RV 30C — Sail Boat Building and Repair

3 Units

Prerequisite: RV 30A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This class offers instruction in advanced boat building and repair projects. Interior design and renovation, custom rigging, engine replacement, hull modifications, flotations, and hull repair projects. Lab or materials fee may be required.

RV 30D — Special Boat Projects

3 Units

Prerequisite: RV 30A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course offers instruction in special marine projects, super structure renovation or replacement. Inboard engine replacement and major structural repair of wood, metal and fiberglass hulls.

RV 89A-Z — Institutes in Recreational Vehicles

½-1½ Units

Class Hours: 8-24 lecture

A short-term lecture course designed to improve the abilities and skills of the participants in operating and maintaining a variety of recreational vehicles.

Russian

RUSS 1 — Elementary Russian I

4 Units

Class Hours: 4 lecture, 1 laboratory by arrangement

Experience in pronunciation, comprehension, reading, simple conversation, simple composition. Supplemented by tapes, film and records. Students will participate in lab sessions. *Transfer credit: CSUC; UC*

RUSS 2 — Elementary Russian II

4 Units

Prerequisites: Russian I or two years of high school Russian.

Class Hours: 4 lecture, 1 laboratory by arrangement.

Continued experience in pronunciation, comprehension and reading. Intermediate conversation, composition. Supplemented by tapes, film and records. Students will participate in lab sessions. *Transfer credit: CSUC*

RUSS 22A/B — Directed Studies in Russian

1-3/1-3 Units

Prerequisites: A previous course in Russian and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Russian on an independent study basis. Assigned work will involve library and field work. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Secretarial Science

SEC SC 1A — Skill Development for Secretaries: Spelling

1 Unit

Class Hours: 2 lecture/laboratory

Program designed to help students to become more proficient spellers. A self-paced, individualized program of instruction. (formerly Bus 5A)

SEC SC 1B — Skill Development for Secretaries: Vocabulary

1 Unit

Class Hours: 2 lecture/laboratory

Program designed to allow students to build their vocabularies. It is a completely individualized, self-instructional program, including correct pronunciation and meanings of words. (formerly Bus 5B)

SEC SC 1C — Skill Development for Secretaries: Punctuation

1 Unit

Class Hours: 2 lecture/laboratory

Program designed to teach the use of all punctuation marks. It is a self-paced, self-instructional program. (formerly Bus 5C)

SEC SC 2A — Copy Processing

1 Unit

Prerequisite: Typing speed of 45 wpm.

Class Hours: 2 lecture/laboratory

Introduction to duplicating machines currently used in the modern office. Typing of stencils and ditto masters, running the fluid duplicator, mimeograph, thermofax, electronic stencil maker, and the Xerox copier. An overview of the total scope of modern duplicating techniques. (formerly Bus 16A) *Transfer credit: CSUC*

SEC SC 2B — Calculating Machines

1 Unit

Class Hours: 2 lecture/laboratory

Development of skill in the operation of the 10 key adding machine by the "touch" method. Course includes practical business problems that can be solved on most office machines. (formerly Bus 16B) *Transfer credit: CSUC*

SEC SC 2C — Transcribing Machines

1 Unit

Prerequisite: Typing speed of 45 wpm.

Class Hours: 2 lecture/laboratory

Course in machine transcription which presents modern business procedures, terminology, and equipment in a working environment, through which realistic skills, attitudes, and knowledge are developed. (formerly Bus 16C) *Transfer credit: CSUC*

SEC SC 3 — Records Management

2 Units

Class Hours: 1 lecture, 3 laboratory

Study of the management of business records from the filing step (alphabetic, numeric, subject, geographic) to the actual purchasing of equipment and supplies, i.e., file cabinets, folders, labels, etc. An up-to-date look at the modern office with slides, films, speakers, and field trips. (formerly Bus 19) *Transfer credit: CSUC*

SEC SC 4 — Secretarial Procedures**3 Units**

Prerequisites: Shorthand 60 wpm, typing 50 wpm, completion of Sec Sc 2ABC and 1ABC or equivalents.

Class Hours: 2 lecture, 3 laboratory

Finishing course for secretarial students. Instruction and practice in performing various office duties, including methods of handling written communications, procuring office supplies, using the telephone, setting priorities, making travel arrangements. Should be taken during second year of secretarial training. (formerly Bus 15) *Transfer credit: CSUC*

SEC SC 10 — Individualized Typing Laboratory

A supervised, self-paced, individualized typing program utilizing slide/tape packages, tests, and student handbooks. All basic instruction is on the IBM Selectric typewriter. Upon enrollment in this course, students will be placed in one of the following typing courses consistent with their abilities; Sec Sc 11A, 11B, 12, 13A, 13B, 14. Students may enroll at any time during the semester and proceed to the next typing level upon acquiring specified typing speeds. (formerly Bus 10)

SEC SC 11A — Beginning Typing I**1½ Units**

Class Hours: 4½ laboratory

Development of basic typewriting skills and techniques. Course content includes keyboard drills, perfection of correct stroking, analysis of errors and operative parts of the typewriter. (formerly Bus 11A) *Transfer credit: CSUC*

SEC SC 11B — Beginning Typing II**1½ Units**

Prerequisite: Sec Sc 11A or equivalent.

Class Hours: 4½ laboratory

Continuation of Bus 11A with emphasis placed on development of speed and accuracy. Introduction to centering, tabulation, and simple manuscript styles. (formerly Bus 11B) *Transfer credit: CSUC*

SEC SC 12 — Typewriting: Speedbuilding**1 Unit**

Prerequisite: Knowledge of keyboard and ability to type 30 wpm.

Class Hours: 3 laboratory

A course designed to build typing speed and accuracy. Students work on drills designed to improve their skills. (formerly Bus 12C)

SEC SC 13A — Intermediate Typing I**1½ Units**

Prerequisite: Sec Sc 11B or equivalent

Class Hours: 4½ laboratory

Student will continue to improve speed and accuracy. Course content includes business letters, tables, memorandum styles and manuscripts. (formerly Bus 12A) *Transfer credit: CSUC*

SEC SC 13B — Intermediate Typing II**1½ Units**

Prerequisite: Sec Sc 13A or equivalent

Class Hours: 4½ laboratory

A continuation of Bus 12A with emphasis placed on further skill building and typing of tabulated reports, office forms, financial statements, and employment applications. (formerly Bus 12B) *Transfer credit: CSUC*

SEC SC 14 — Advanced Typing**1½ Units**

Prerequisite: Sec Sc 13B or equivalent

Class Hours: 4½ laboratory

This course provides experience in complicated typing problems, refines typewriting skills, and develops sustained typing power. Course content includes stencils and spirit masters, government, medical, and technical typing. (formerly Bus 13A) *Transfer credit: CSUC*

SEC SC 19 — Shorthand Learning Center

A supervised, self-paced, individualized-study shorthand program utilizing cassette tapes and IBM Selectric typewriters. Upon enrollment in this course students will be placed in one of the following shorthand courses consistent with their abilities: Sec Sc 21A, 21B, 23A, 23B, 24A, 24B, 25. Students may enroll at any time during the semester and proceed to the next shorthand level upon acquiring specified dictation speeds. (formerly Bus 18).

SEC SC 20 — Beginning Shorthand**4 Units**

Prerequisites: Typing ability and adequate English skills.

Class Hours: 4 lecture, 1 laboratory

Basic principles of reading and writing shorthand. Thorough study of beginning shorthand theory. Students should attain a minimum speed of 50 wpm. Extensive dictation on practice material. (formerly Bus 20A) *Transfer credit: CSUC*

SEC SC 21A — Gregg Shorthand Principles I **2 Units**

Prerequisite: One semester typing or concurrent enrollment

Class Hours: Open-entry/open exit course: 32 hours lecture, 8 hours laboratory total

An individualized, self-paced course in beginning Gregg Shorthand for those who have had previous exposure to the system and who wish a thorough review, or for those who are taking shorthand for the first time and prefer a self-paced; individualized learning mode. (formerly Bus 24A) *Transfer credit: CSUC*

SEC SC 21B — Gregg Shorthand Principles II **2 Units**

Prerequisite: Sec Sc 21A or equivalent

Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total

Continuation of Sec Sc 21A. Students should attain a speed of 60 wpm. (formerly Bus 24B) *Transfer credit: CSUC*

SEC SC 22A/B — Directed Studies in Secretarial Science **1-3/1-3 Units**

Prerequisites: A course in the field and consent of the instructor and Division Director

Class Hours: 1-3 Tutorial

Designed for students who are interested in furthering their knowledge of Secretarial Science on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units.

SEC SC 23A — Intermediate Shorthand I **2 Units**

Prerequisites: Sec Sc 20 or 21B or 60 wpm

Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total

Intensive review of shorthand principles and building of dictation speed on unpracticed material. Students should attain a minimum speed of 70 wpm. Units of credit granted when speed objective is attained. (formerly Bus 20B) *Transfer credit: CSUC*

SEC SC 23B — Intermediate Shorthand II **2 Units**

Prerequisite: Sec Sc 23A or 70 wpm.

Class Hours: Open-entry/open-exit course: 32 hours lecture, 8 hours laboratory total

Intensive review of shorthand principles and building dictation speed on unpracticed material. Students should attain a minimum speed of 80 wpm. Units of credit will be granted when speed is attained. (formerly Bus 20C) *Transfer credit: CSUC*

SEC SC 24A — Advanced Shorthand I **2 Units**

Prerequisites: Sec Sc 23B or two years of high school shorthand or 80 wpm.

Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total

Increased speed on sustained dictation developed through use of expert shortcuts and methods. Further development of accuracy in taking dictation to meet office standards. Emphasis on transcription skills. Students should attain a minimum speed of 90 wpm. Units of credit will be granted when speed objective is obtained. (formerly Bus 21A) *Transfer credit: CSUC*

SEC SC 24B — Advanced Shorthand II **2 Units**

Prerequisite: Sec Sc 24A or 90 wpm.

Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total

Increased speed on sustained dictation developed through use of expert shortcuts and methods. Further development of accuracy in taking dictation to meet office standards. Emphasis on transcription skills. Students should attain a minimum speed of 100 wpm. Units of credit will be granted when speed objective is attained. (formerly Bus 21B) *Transfer credit: CSUC*

SEC SC 25 — Refresher Shorthand **2 Units**

Prerequisite: Previous Training in Shorthand

Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total

Course is designed as a quick, yet thorough, review of Gregg shorthand for those who have previously studied the system. Students must have had a complete course in Gregg. Course reviews all basic theory and transcription principles, with emphasis on speed building. (formerly Bus 23)

SEC SC 26 — Stenoscrypt ABC Shorthand **2 Units**

Class Hours: 2 lecture, 1 laboratory

Stenoscrypt ABC shorthand is a phonetic system of shorthand based on learning 43 easy rules. These rules are presented in the first seven lessons; the remainder of the semester is spent in taking dictation. A speed of 80 wpm can be attained with comparatively little effort. (formerly Bus 25)

SEC SC 30A — Medical Terminology I **1½ Units**

Class Hours: 3 lecture for 8 weeks

This course is designed to help medical assistants, transcribers and persons in para-medical fields become familiar with medical terminology and practices. Basic course for court reporters. Emphasis is placed on mastery of vocabulary in connection with the human body. (formerly Bus 27A)

SEC SC 30B — Medical Terminology II**1½ Units**

Prerequisite: Sec Sc 30A

Class Hours: 3 lecture for 8 weeks

This course is a continuation of Medical Terminology I, Sec Sc 30A. Students will study prefixes and suffixes as well as diagnostic, operative and symptomatic terms. Includes medical abbreviations, drug terminology, and pronunciation. (formerly Bus 27B)

SEC SC 31 — Legal Terminology**1½ Units**

Class Hours: 3 lecture for 8 weeks

A specialized study providing an overview of the general concepts of law and an acquaintance with general legal vocabulary. Basic to the student of court reporting and satellite fields. (formerly Bus 29A)

Sociology

SOC 1 — Introduction to Sociology**3 Units**

Class Hours: 3 lecture

Analysis of human relationships through a study of cultural origins, personality development, social interaction, community organization, collective behavior, social change, institutional growth and social movements. *Transfer credit: CSUC; UC*

SOC 2 — Social Problems**3 Units**

Class Hours: 3 lecture

Sociological analysis of the causes and consequences of social problems confronting contemporary U.S. society such as intergroup conflict, sexism, sexual deviancy, poverty, crime and delinquency, drug addiction and alcoholism. Examination of methodology and use of human skills and resources applied to the study and solution of social problems. *Transfer credit: CSUC; UC*

SOC 3 — Sociological Analysis**3 Units**

Prerequisite: Soc 1

Class Hours: 3 lecture

Examines the nature and logic of the scientific analysis of society and social institutions. Analyzes various methodological tools utilized in social science research and emphasizes clarification of the basic social science issues. Students are required to analyze specific data collected in the field. No background in statistics or college mathematics is needed. *Transfer credit: CSUC; UC*

SOC 4 — Marriage and the Family**3 Units**

Class Hours: 3 lecture

A study of the institution of marriage as a significant social unit throughout the world. Dating, mate-selection, courtship, engagement, marriage and parenthood are analyzed trans-culturally. Strong stress on realistic, considerate interaction between family members. Exhaustive analysis and appraisal of societal sex attitudes and individual sexual needs and preferences. Realistic, humanistic child rearing. (co-numbered Psych 9) *Transfer credit: CSUC; UC*

SOC 5 — Social Psychology**3 Units**

Prerequisite: Psych 1A or Soc 1.

Class Hours: 3 lecture

A study of human social relationships. Topics of study include personal interaction, group interaction, structure and leadership, role and status, fads and fashions, attitude formation and change, communication and propaganda, nature of prejudice and social change. Stress is placed upon methods of easing group tensions and solving current problems. (co-numbered Psych 5). *Transfer credit: CSUC; UC*

SOC 6 — The Chicano in Contemporary Society**3 Units**

Class Hours: 3 lecture

An analysis of the socio-economic and political problems confronting the Chicano with emphasis on proposed solutions. Particular focus is placed on the effects the social institutions have had on the Chicano community with special emphasis on the school system. (co-numbered Ch St 1) *Transfer credit: CSUC; UC*

SOC 7 — Field Work in Barrio Studies**3 Units**

Prerequisite: Completion of Soc 6 or equivalent.

Class Hours: 1 lecture, 6 laboratory.

Field study observation of selected barrios, institutions, and agencies, to be conducted under supervision after preparatory instruction, to acquaint students with the barrio. (co-numbered Ch St 7). *Transfer credit: CSUC; UC*

SOC 8 — Minority Group Relations**3 Units**

Class Hours: 3 lecture

Application of sociological theory to the social processes which affect racial, ethnic, and sexual minorities in the United States. An analysis of the relationship between the functions of the institutions of the society and the problems of the minorities. *Transfer credit: CSUC; UC*

SOC 22A/B — Directed Studies in Sociology**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Sociology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

SOC 60A-Z — Topics in Sociology**3 Units**

Prerequisite: Previous course in Social Science

Class Hours: 3 lecture

A course considering specialized, specific topics in Sociology which are not covered in great detail in general sociology course offerings. Topics to be offered from time-to-time include: Deviant Behavior, Criminology, Law and Society, History of Social Thought, Political Sociology, Policy Making and Social Science, Social Movements, Sexuality in Modern Society, Sociology of Sex Roles, Using Computers in Social Science, Political Economy, and Sociology Through Literature. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Spanish

SPN 1 — Elementary Spanish I**4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

Intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and the unique nature of the people and their history; the language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSUC; UC*

SPN 2 — Elementary Spanish II**4 Units**

Prerequisite: Spn 1 or two years of high school Spanish with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Continued intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and the unique nature of the people and their history; the language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSUC; UC*

SPN 3 — Intermediate Spanish I**4 Units**

Prerequisite: Spn 2 or three years of high school Spanish with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Additional study of spoken and written Spanish and of Spanish culture; development of ability to read with greater ease by study and discussion in Spanish of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

SPN 4 — Intermediate Spanish II**4 Units**

Prerequisite: Spn 3 or four years of high school Spanish

Class Hours: 4 lecture, 1 laboratory by arrangement.

Advanced study of spoken and written Spanish and of Spanish culture; development of ability to read with greater ease by study and discussion in Spanish of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

SPN 5A/B — Spanish for the Spanish Speaking**3/3 Units**

Prerequisite: A speaking knowledge of the Spanish language

Class Hours: 3 lecture

The methodical presentation of the basic communication skills of Spanish for students who are from Spanish speaking backgrounds. Emphasizing vocabulary building and conversation, both semesters increase proficiency in understanding, speaking, reading and writing Spanish. Special attention is focused on correct grammar and written communication for the Mexican-American. (co-numbered Ch. St. 3AB). *Transfer credit: CSUC; UC*

SPN 6 — Hispanic Culture & Civilization**3 Units**

Prerequisite: One year college Spanish or reading ability in Spanish.

Class Hours: 3 lecture

Reading and discussion in Spanish of the civilization and culture of the Spanish speaking countries, emphasizing one or two countries each semester. (co-numbered Engl 28). *Transfer credit: CSUC; UC*

SPN 22A/B — Directed Studies in Spanish**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and Division Director

Class Hours: — 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Spanish on an independent study basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

SPN 31A — Beginning Conversational Spanish**3 Units**

Class Hours: 3 lecture

An introductory course for non-native speakers of Spanish, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use Spanish in practical situations.

SPN 31B — Intermediate Conversational Spanish**3 Units**

Prerequisite: Spn 31A or equivalent

Class Hours: 3 lecture

An intermediate course for non-native speakers of Spanish, including study of grammar and principles of usage. Designed for students who have some basic conversational Spanish, but who wish to continue work in this area.

SPN 31C — Advanced Conversational Spanish**3 Units**

Prerequisite: Spn 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in Spanish. It is especially geared for the student with a Spanish speaking background. The music, art, literature, and architecture of Mexico and Spanish America will serve as the main topics of oral presentation and discussion.

SPN 32A/B/C — Conversational Spanish for Public Employees**1/1/1 Unit**

Class Hours: 3 lecture for 6 weeks

Course for non-native speakers of Spanish, designed especially for practical situations encountered by civil employees in law enforcement, welfare, probation, etc.

SPN 50 — Spanish Writing Workshop for the Spanish Speaking**3 Units**

Prerequisite: Spanish Speaking

Class Hours: 2 lecture, 3 laboratory

Reading and writing elementary Spanish, thorough grammar review, vocabulary building, spelling, and syntax. This course is offered for the Spanish-speaker. May be taken for credit to a maximum of 6 units. (co-numbered Ch St 50).

Special Education

SP ED 1 — Survey of Physical Disabilities**3 Units**

Prerequisite: Physically disabled enrolled in regular college program

Class Hours: 3 lecture

Designed to provide assistance to the physically disabled student based on individual needs. Overview of historical, social, medical, recreational, and educational implications of various physical disabilities. (co-numbered HS 14) *Transfer credit: CSUC; UC*

SP ED 2 — Independent Living Skills for the Disabled**3 Units**

Prerequisite: Limited to disabled students

Class Hours: 3 lecture

This course is designed to provide the disabled student with a variety of practical skills and knowledge about living independently. It includes such things as consumer education, how to work within a budget, adapted homemaking skills and other essential information designed to help the disabled student who wants to be self-sufficient. (formerly Gen St 4) *Transfer credit: CSUC*

SP ED 5A — Beginning Braille Transcribing**2 Units**

Class Hours: 1 lecture, 3 laboratory

Fundamentals of Braille, practice in reading and writing. Material covered includes alphabet, numbers, punctuation and introduction of the short form words and signs. Students will learn to write Braille with a slats and stylus. Some exercises will include story reading and writing, playing cards, and flash cards (for sighted students).

SP ED 5B — Intermediate Braille Transcribing**2 Units**

Prerequisite: Sp Ed 5A or equivalent

Class Hours: 1 lecture, 3 laboratory

Fundamentals of Braille including completion of short form words and signs not covered in Sp Ed 5A. Students will learn to use the Braille typewriter, practice in reading and writing, and learn practical applications of Braille in the home and in the teaching of the blind. Curriculum will be individually based on student need and may include homemaking using Braille, services for the blind, obtaining Braille books and tapes and teaching hints.

SP ED 7 — Work Evaluation for the Functionally Limited**1½ Units**

Class Hours: 1 lecture, 1½ laboratory

This course is designed for students who are unsure of their present abilities. Each student will have an individual evaluation of his/her interests and aptitudes based on hands on work samples and psychometric testing. *Transfer credit: CSUC*

SP ED 8 — Career Exploration for the Functionally Limited**½ Unit**

Class Hours: 4 lecture, 12 laboratory total

A four week course designed to give functionally limited students an overview and practical experience in a vocational area. The student will attend small group introductory sessions in one of ten possible vocational areas. Course can be repeated four times in different vocational areas. *Transfer credit: CSUC*

SP ED 9 — Employment Realities and the Functionally Limited**1½ Units**

Class Hours: 1½ lecture

A course for functionally limited students who wish to improve their job seeking skills and become better acquainted with their rights and obligations as employees. Other topics will include decision making interview techniques, strategies for filling out an application and employee-employer responsibilities will be explored. *Transfer credit: CSUC*

SP ED 10A — Beginning Sign Language**3 units**

Class Hours: 3 lecture

Training in full manual techniques for communication with the deaf, including basic sign and finger spelling and AMESLAN (American Sign Language). (formerly Engl 8A) *Transfer credit: CSUC*

SP ED 10B — Intermediate Sign Language**3 Units**

Prerequisite: Sp Ed 10A

Class Hours: 3 lecture

An intermediate course studying the structure of American Sign Language as used by deaf adults. Emphasis will be on the development of receptive and expressed skills. (formerly Engl 8B) *Transfer credit: CSUC*

SP ED 10C — Advanced Sign Language**3 Units**

Prerequisite: Sp Ed 10B or equivalent

Class Hours: 3 lecture

An advanced class in sign language for students interested in improving their sign language skills or in becoming interpreters for deaf or hearing impaired people. (formerly Engl 9) *Transfer credit: CSUC*

Speech

SPCH 1 — Introduction to Speech**3 Units**

Class Hours: 3 lecture

A multi-dimensional course in oral communications emphasizing: basic principles of effective oral communications in both the public aspects (including public speaking, group communications, oral interpretation) and interpersonal communication, feedback and feeling as well as conflict in communication. Course offers practical training in listening skills as well as organization, research and delivery skills. *Transfer credit: CSUC; UC*

SPCH 2 — Elements of Public Speaking**3 Units**

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

Preparation and formal delivery of various types of speeches, particularly those types requiring persuasive rhetoric; special attention to content and organization, audience motivation, and evaluation; participation in group discussion with practice in parliamentary procedure. Required of speech majors. *Transfer credit: CSUC; UC*

SPCH 3 — Voice and Diction**3 Units**

Class Hours: 3 lecture

Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation, and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken for credit to a maximum of 6 units. (co-numbered ThA 3, TC 8) *Transfer credit: CSUC; UC*

SPCH 5 — Elementary Oral Interpretation**3 Units**

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

Principles and techniques of interpretive reading of prose with understanding and appreciation; evaluation of the literature selected for reading. Performance class. *Transfer credit: CSUC; UC*

SPCH 7 — Argumentation**3 Units**

Class Hours: 3 lecture

A course in the method and practice of formal argumentation and debate. Includes training in research and argument development of propositions of fact, value and policy. Includes training in all kinds and methods of proof, reasoning, cross-examination and delivery skills related to refuting arguments of others, how to cross-examine and be cross-examined, critical listening and note taking. Course provides practical debate speaking situations involving class selected topics and issues as well as community issues where applicable. *Transfer credit: CSUC; UC*

SPCH 10A/B/C/D — Forensics**2/2/2/2 Units**

Class Hours: 1 lecture, 3 laboratory

A course providing training, rehearsal, performance and practicum necessary to a competitive speech team. Provides training in argumentation and debate, informative and persuasive speaking, impromptu and extemporaneous speaking. Research into current, political, economic, legal and social problems. Provides one-to-one training between student and instructor. Students are expected to participate in either interscholastic competition and/or speakers bureaus for various requesting community groups. *Transfer credit: CSUC; UC*

SPCH 16 — Readers Theatre**3 Units**

Prerequisite: Eligibility for Speech 1

Class Hours: 3 lecture

The concepts and practices of oral interpretation of literature. Supervised activities in performing readers theatre before community and college audiences. (co-numbered ThA 16) *Transfer credit: CSUC; UC*

SPCH 17 — Parliamentary Law**2 Units**

Class Hours: 2 lecture

The study of parliamentary law based upon Robert's Rules of Order. Practical application of parliamentary procedure in the group situation will be emphasized. An understanding of the procedures of conducting meetings in a democratic society. Especially applicable to business majors, speech majors and officers of student government.

SPCH 22A/B — Directed Studies in Speech**1-3/1-3 Units**

Prerequisites: A previous course in speech and consent of the instructor and Division Director

Class Hours: 1-3 Tutorial

Designed for students who are interested in furthering their knowledge of speech on an independent study basis. Assigned work will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

SPCH 55A — Beginning Speech for the Spanish Speaking**3 Units**

Prerequisites: English 51 and 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

Bilingual composition and delivery of various type speeches. Analysis of basic principles of effective oral communication. Emphasis on developing logical thinking, fluent oral expression. Spanish and/or English used in speech preparation and delivery. Lab work on listening and recording speeches. (co-numbered Ch St 55A)

SPCH 55B — Intermediate Speech for the Spanish Speaking**3 Units**

Prerequisite: Speech 55A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to the principles and techniques of oral interpretation of literature. Development of the ability to read aloud before an audience in order to build self-confidence and poise. Recitals to be selected from Spanish and English literature. Emphasis is on Chicano authors. Lab work on listening and recording speeches. (co-numbered Ch St 55B)

SPCH 56 — Business and Professional Speech

3 Units

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions. Topics covered will be presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organization. Individual attention will be given to the needs and interests of the student. (co-numbered Bus 56) *Transfer credit: CSUC*

Telecommunications

TC 1 — Mass Communications: Introduction to Broadcasting

3 Units

Class Hours: 3 lecture

A general survey of the development and nature of Radio and Television; its social, political, economic and cultural implications. Required of all TC majors. *Transfer credit: CSUC; UC*

TC 2 — Broadcast Studio Operation

3 Units

Class Hours: 2 lecture, 3 laboratory

Basic studio and control room operation. Practical experience in the various aspects of production, explanation of program patterns, studio procedures, use of equipment, production of programs, and radio-television acting. *Transfer credit: CSUC*

TC 3A — Television Production Workshop

3 Units

Prerequisite: TC 2

Class Hours: 2 lecture, 3 laboratory

This course involves intermediate work in production, camera work, technical direction, lighting, etc. The creation of new program concepts and types is stressed. Each student is responsible for producing his/her own half-hour experimental TV program. *Transfer credit: CSUC*

TC 3B — Remote Television Production Workshop

3 Units

Prerequisite: TC 2

Class Hours: 2 lecture, 3 laboratory

This course in telecasting involves intermediate level and advanced level directing of select "remote" locations programs for videotaping. Creativity will be emphasized along with coordination of all aspects of production.

TC 4A — Television Directing and Editing

3 Units

Prerequisites: TC 3A or 3B

Class Hours: 2 lecture, 3 laboratory

Advanced directing of special projects, experimental, and instructional television programs. Highest quality productions will be included in campus-wide instructional television guide for possible utilization by local cable television systems. *Transfer credit: CSUC*

TC 4B — Remote Telecasting

3 Units

Prerequisites: TC 3A or 3B

Class Hours: 2 lecture, 3 laboratory

Students enrolled in this course will learn the practices and procedures involved in producing the telecast outside the studio. All work will be by arrangement and will involve producing, directing, and crew work on actual productions including football and basketball games, speeches, concerts, dramas, and special events. Field trips are included to inspect major television remote equipment in operation. *Transfer credit: CSUC*

TC 5 — Radio-Television Writing

3 Units

Prerequisite: Engl 1A or 1B or equivalent

Class Hours: 3 lecture

This course deals with the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. Training is given in the fundamentals of script format, professional methods, and the ethics and restrictions involved in broadcast media. (Co-numbered Engl 11) *Transfer credit: CSUC; UC*

TC 6A — Basic Electronics for FCC Licensing

3 Units

Prerequisites: EL 5A or equivalent

Class Hours: 3 lecture

This course will review basic electronics especially pertaining to broadcasting to prepare the student for the Federal Communications examination for the FCC Second Class Radio Telephone Operators license. (Co-numbered EL 6A)

TC 6B — Basic Electronics Circuits for FCC Licensing**3 Units**

Prerequisite: TC 6A

Class Hours: 3 lecture

Review of basic electronic circuits as applied to radio communications. Intended to prepare the student for passing the Federal Communication Commission First Radio Telephone Operators License exam. (Co-numbered EL 6B)

TC 7 — Radio Production Workshop**3 Units**

Prerequisite: TC 1 or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Class offers integrated work in various radio broadcasting functions. Included are announcing, acting, disc jockeying, basic writing, program direction, program production, advertising, radio interviewing, and station operations. *Transfer credit: CSUC*

TC 8 — Voice and Diction**3 Units**

Class Hours: 3 lecture

Individual speech improvement, instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken for credit to a maximum of 6 units. (Co-numbered Speech 3, ThA 3) *Transfer credit: CSUC; UC*

TC 9 — Acting for Film and TV**3 Units**

Prerequisite: ThA 2A or equivalent.

Class Hours: 2 lecture, 3 laboratory

Learning the techniques required in acting before the camera. Includes terminology, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework; microphone techniques and opportunities to perform in student-directed films and television shows. May be repeated for credit to a maximum of 12 units. (Co-numbered ThA 9). *Transfer credit: CSUC; UC*

TC 10A/B — CATV Engineering and Maintenance**3/3 Units**

Prerequisite: EL 5A or equivalent.

Class Hours: 2 lecture, 3 laboratory

A vocational/professional orientation to Cable television system design, installation and maintenance. Includes all activities from repair to pole climbing. Industry entry level skills are developed. (Co-numbered EL 7A/B).

TC 11 — Radio Station Engineering and Maintenance**3 Units**

Prerequisites: TC 6B or equivalent.

Class Hours: 2 lecture, 3 laboratory

A rigorous, hands-on, technical course involving radio station construction, design, engineering and maintenance functions. Students will have opportunities to apply skills in maintenance and modification of Campus Class B (20KW) Stereo FM station. (Co-numbered EL 7C)

TC 12 — Broadcast Journalism**3 Units**

Class Hours: 3 lecture

Advanced practical course in the preparation of radio and television newscasts. Students develop interviewing skills, write original news copy and edit and rewrite wire service copy for on-air purposes (campus FM radio station). Actual field work is performed using remote recording equipment. (Co-numbered Journ 12) *Transfer credit: CSUC*

TC 14 — Scenic Design & Special Effects for TV and Film**3 Units**

Class Hours: 1 lecture, 6 laboratory

This course prepares the student to develop practical and creative methods of developing illusion in television and film. Modular sets and flats for television and film are constructed and special effects projects range from the use of exotic animals to the use of pyrotechnics-explosives. One example of a class project would be a simulated flight. Course may be repeated for credit to a maximum of 6 units. *Transfer credit: CSUC*

TC 17 — Directing Experimental Television**3 Units**

Prerequisite: TC 3A or 3B

Class Hours: 2 lecture, 3 laboratory

Advanced creative productions are developed by students in this course. Productions will be utilized by the campus Media Center and by Ventura County cable television systems for community distribution. May be repeated for credit to a maximum of 12 units.

TC 18A — Music and Sound Recording**3 Units**

Prerequisites: TC 7 or equivalent

Class Hours: 2 lecture, 3 laboratory

An intensive introduction to the theory and practice of audio recording of music and sound. Includes sections on the recording chain, microphones, tape, signal-processing and noise-reduction theory and equipment, consoles, studio session procedures, disc cutting and pressing, quadraphonic sound. Designed for the serious recording engineer. Lab or materials fee may be required. *Transfer credit: CSUC*

TC 18B — Advanced Music/Sound Recording**3 Units**

Prerequisites: TC 18A

Class Hours: 2 lecture, 3 laboratory

An advanced, practical course in the latest recording industry techniques. Students record, dub, mix-down, etc., a variety of concerts and special events. Special projects are developed at major recording studios in Hollywood. Lab or materials fee may be required. *Transfer credit: CSUC*

TC 19 — Broadcast Advertising**3 Units**

Class Hours: 3 lecture

This course presents all facets of radio and television advertising including copywriting, time-buying and selling, research, sales promotion, and management. *Transfer credit: CSUC*

TC 20 — TV-Film Prop and Set Construction**3 Units**

Class Hours: 1 lecture, 6 laboratory

This course offers a practical and professional studio orientation to the construction of motion picture and television sets and properties. Students will design and construct professional calibre properties and sets in conjunction with intra-campus television productions.

TC 21 — Radio Drama**3 Units**

Prerequisites: English 1A or 1B or equivalent

Class Hours: 3 lecture

An intensive course in the creation of dramatic programs for radio. The course involves writing original radio drama and adapting the classic for oral interpretation and broadcast. *Transfer credit: CSUC*

TC 22A/B — Directed Studies in Telecommunications**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of telecommunications on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units. *Transfer credit: CSUC*

Theatre Arts

Students planning to take more than 12 units of Theatre Arts courses marked *should consult a counselor; the UC system allows credit for the first 12 units only.

ThA 1 — Introduction to the Theatre**3 Units**

Class Hours: 3 lecture

Introduction to the theatre as an art form; appreciation of the theatre, past and present. What the theatre is all about, and how to enjoy it. *Transfer credit: CSUC; UC*

ThA 2A — Fundamentals of Acting**3½ Units**

Class Hours: 2 lecture, 4½ laboratory

Introduction to acting techniques and development of characterization; exercises in pantomime, improvisation, movement, voice, rhythm; practical experience in scenes from plays with special emphasis in performance. One-half unit is earned in stage movement. *Transfer credit: CSUC; UC*

ThA 2B — Fundamentals of Acting**3½ Units**

Prerequisites: ThA 2A or equivalent

Class Hours: 2 lecture, 4½ laboratory

Further practice in acting techniques and development of characterization; exercises in pantomime, improvisation, movement, voice, rhythm; practical experience in scenes from plays with special emphasis in performance. One-half unit is earned in stage movement. *Transfer credit: CSUC; UC*

ThA 3 — Voice and Diction**3 Units**

Class Hours: 3 lecture

Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation and voice production. This course is designed for students in drama, forensics, broadcasting or education. May be taken for credit to a maximum of 6 units. (Co-numbered Speech 3, TC 8) *Transfer credit: CSUC; UC*

ThA 4A — History of the Theatre**3 Units**

Class Hours: 3 lecture

A history of man's theatrical development from primitive through present. The first semester covers the periods from early Greek through the Italian Renaissance. Required of Theatre Arts majors. *Transfer credit: CSUC; UC*

ThA 4B — History of the Theatre**3 Units**

Class Hours: 3 lecture

A history of man's theatrical development from English Renaissance to the present. Required of Theatre Arts majors. *Transfer credit: CSUC; UC*

ThA 9 — Acting for Film and TV**3 Units**

Prerequisites: ThA 2A or equivalent

Class Hours: 2 lecture, 3 laboratory

Learning the techniques required in acting before the camera. Includes terminology, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework; microphone techniques and opportunities to work in student-directed films and television shows. May be taken for credit to a maximum of 12 units. (Co-numbered TC 9). *Transfer credit: CSUC; UC*

ThA 10A/B/C/D* — Rehearsal and Performance**2/2/2/2 Units**

Class Hours: 6 rehearsal

Supervised acting in performance of college sponsored drama production; experience in all activities related to theatre presentations. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 11A/B* — Contemporary Chicano Theatre**2/2 Units**

Class Hours: 2 lecture

Chicano Theatre and Music from its recent inception to its present development will be studied so as to present the Chicano movement and its effect on the Chicano community. (Co-numbered ChSt 13A/B). *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 12 — Musical Comedy Workshop**1 Unit**

Class Hours: 3 laboratory

This course deals with the performance of musical comedy and explores such techniques as development of movement, interpretation and character portrayal in musical theatre. The history of the American Musical Theatre will also be discussed.

ThA 13* — Technical Theatre - Summer Theatre**3 Units**

Class Hours: 9 rehearsal

The design and construction of sets and properties; in addition, the operation of lighting and sound equipment for the summer stock theatre production. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 14* — Acting, Summer Theatre**3 Units**

Class Hours: 9 rehearsal

Participation as an actor in the summer stock theatre productions. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 15* — Stage Direction**3 Units**

Class Hours: 2 lecture, 3 laboratory

Study of the craft and art of stage direction, past and present day. Practical experience in direction of scenes by major playwrights. Coordinate activities with ThA 2A/B. May be repeated for credit up to 9 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 16* — Readers Theatre**3 Units**

Prerequisites: Eligibility for Speech 1.

Class Hours: 3 lecture

This is a group activity carrying out the concepts and practices of oral interpretation of literature. Supervised activities in performing readers' theatre before community and college audiences. (Co-numbered Speech 16). *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 17* — Children's Creative Dramatics & Children's Theatre**3 Units**

Class Hours: 2 lecture, 3 laboratory

Understanding the philosophy and techniques of children's creative dramatics and children's theatre, and how to apply them through lecture, participation and demonstration. The culmination of the course will be a children's theatre presentation entirely written, directed and produced by the class. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 21 — Playwriting**3 Units**

Class Hours: 3 lecture

Designed for the student to develop skills in writing for the theatre with a possible opportunity of production. (Co-numbered Engl 25). *Transfer credit: CSUC; UC*

ThA 22A/B — Directed Studies in Theatre**1-3/1-3 Units**

Prerequisites: A course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of the Theatre on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 23* — Lighting, Design and Sound**3 Units**

Class Hours: 2 lecture, 3 laboratory

Basic lighting theories, equipment and procedures. Electric and electronic theatrical effects. Practical application. Required for Theatre Arts majors. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 24* — Theatrical Costuming, Design and Construction**3 Units**

Class Hours: 2 lecture, 3 laboratory

Fundamentals of stage costuming, fabrics, recognition and application and design. Required for Theatre Arts majors. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 25* — Scene Design and Construction**3 Units**

Class Hours: 2 lecture, 3 laboratory

Study of the fundamentals of scene design for the theatre. Analysis of scripts and presenting them in the visual form. Practical application in rendering, floor plans and models. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ThA 26* — Theatrical Make-up, Art and Craft**3 Units**

Class Hours: 2 lecture, 3 laboratory

Materials of make-up and application. Experimentation in juvenile, character, and period make-up for the stage. Required for the Theatre Arts major. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Urban Studies

URBAN 1A — Contemporary Urban Issues**3 Units**

Class Hours: 3 lecture

An introductory course for students who are considering a career in public services. This course focuses on the variety of current issues related to the urban setting such as the ecological effect of urban growth; governmental structure and financing necessary to meet the public demand for government services, cooperation and conflict between federal, state and local governmental bodies, housing, education, law enforcement, racial conflict, land use and urban renewal. This course fulfills the state requirement for study of American Institutions. *Transfer credit: CSUC; UC*

URBAN 1B — Contemporary Urban Issues**3 Units**

Class Hours: 3 lecture

An introductory course with emphasis placed on field research in addition to lectures and library study in the areas of: The ecological effects of urban growth; governmental structure and financing; cooperation and conflict between federal, state and local governmental bodies; housing; law enforcement; education; racial conflict; land use and urban renewal. This course fulfills the state requirement for study of American Institutions. *Transfer credit: CSUC; UC*

URBAN 3 — Human Development in the Social Environment**3 units**

Class Hours: 3 lecture

An analysis of the developmental behavior associated with each stage in human development, and the way social environment either helps or hinders this process. This course will examine examples of disruptive influences on human development and the methods used by human service agencies to minimize these influences. Some of the topics to be covered are in influences on behavior of: poverty, racism, the urban ghetto and barrio, unemployment, etc. *Transfer credit: CSUC*

URBAN 8 — Government Personnel Administration**3 Units**

Class Hours: 3 lecture

Study of principles and practices of personnel management; the procurement, development, maintenance, and use of an effective work force. *Transfer credit: CSUC*

URBAN 10 — Planning, Programming, Budgeting Systems**3 Units**

Class Hours: 3 lecture

An explanation of a systems approach designed to accommodate the multiple functions of budgeting in public service. *Transfer credit: CSUC*

URBAN 22A/B — Directed Studies in Selected Urban Issues**1-3/1-3 Units**

Prerequisites: A course in the specific field and consent of the instructor and the Division Director

Class Hours; 1-3 tutorial

Designed for students who are interested in furthering their knowledge of urban issues on an independent study basis. Assigned topics will involve library, laboratory and field study. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

URBAN 41 — Introduction to Probation, Parole and Corrections**3 Units**

Class Hours: 3 lecture

An introduction to the legal and practical aspects, practices, and procedures of probation and parole including an analysis of both with emphasis on rehabilitation and classification methods in criminology. (co-numbered AJ 41) *Transfer credit: CSUC*

URBAN 42 — Affecting Human Behavior**3 Units**

Class Hours: 3 lecture

Knowledge and skills leading to effectiveness in interpersonal relations and increased understanding of self and others with emphasis on facilitating effective communication. (co-numbered AJ 42) *Transfer credit: CSUC*

URBAN 43 — Interviewing, Counseling and Tutoring**3 Units**

Class Hours: 3 lecture

Introduction to the principles and practices of interviewing, counseling, and tutoring. An integral part of the two year curriculum in correctional services, designed to answer the national need of the "New Careers" on all academic levels in people-to-people services. These include counselor and group counselor aides, teacher aides, eligibility workers, social worker technician, and other pre-professional positions. (co-numbered AJ 43) *Transfer credit: CSUC*

URBAN 44 — Techniques of Group Counseling**3 Units**

Class Hours: 3 lecture

Techniques of counseling in groups with people of a variety of ages. Group exploration and sharing of feelings about problems presented. Recognition of unique and common problems, and participation in understanding and behavior change. (co-numbered AJ 44) *Transfer credit: CSUC*

URBAN 54 — Human Relations for Supervisors**3 Units**

Class Hours: 3 lecture

Designed to help the supervisor improve techniques of dealing with others. Emphasis on understanding human behavior, individualizing contacts with subordinates and applying management principles to interpersonal relationships. (co-numbered Bus 54) *Transfer credit: CSUC*

URBAN 89A-Z — Institutes in Urban Studies**½-1½ Units**

Prerequisite: Urban Service Personnel

Class Hours: 8-24 lecture total

A short term lecture-seminar series on specialized urban issues designed for Urban Studies Personnel. *Transfer credit: CSUC*

Vocational Work Experience

VWE 49A**1-4 Units**

Prerequisite: Full- or part-time employment in a job related to student's college major.

1 hour lecture 5 to 20 hours of employment

This course is designed to help the student understand the employment market; prepare an employment resumé; learn techniques of interviewing; and learn some general rules for the job seeker. In addition it will afford the opportunity for the student to determine personal strengths and weaknesses as they relate to career choices and success.

VWE 49B**1-4 Units**

Prerequisite: Full-or part-time employment in a job related to student's college major.

1 hour lecture, 5 to 20 hours of employment.

The emphasis in this course will be upon employer-employee relationships; developing desirable work habits and attitudes; and employee benefits, rights and responsibilities. Special attention will be given to interacting with co-workers.

VWE 49C**1-4 Units**

Prerequisite: Full- or part-time employment in a job related to student's college major. 1 hour lecture, 5 to 20 hours of employment.

The material in this course will cover organization and management of both small businesses and large enterprises. It will cover labor laws affecting employment and union participation.

VWE 49D**1-4 Units**

Prerequisite: Full- or part-time employment in a job related to student's college major. 1 hour lecture, 5 to 20 hours of employment.

This course will deal mainly with supervision on the job. It will afford the student the opportunity to use the experience and knowledge gained on the job to analyze, interpret and evaluate situations which a supervisor may encounter. Human relations problems involving employees as well as clients will be stressed. Personnel policies will be examined and discussed.

Volunteer Services Training and Management

VSTM 4 — Training for Volunteers in Human Services**3 Units**

Class Hours: 3 lecture

This course is designed to develop the abilities of persons who want to make a more skillful contribution to their community. It focuses on the development of basic people-helping skills, beginning with self-awareness and moving through the exploration of communication skills and awareness of the community. The student will be acquainted with various subject or problem areas frequently encountered by community service organizations and with various community resources.

VSTM 5A-E — Orientation and Procedures for Volunteer Counselors and Aides**1 Unit**

Class Hours: 16 hours lecture total

This course provides an introduction to local needs and an overview of programs utilizing volunteers as counselors. Students may choose one or more of the following: (1) In-Home counseling with families; (2) Alternative housing for youth; (3) Telephone counseling; (4) One-to-one counseling; (5) Working in a clinic or drop-in center.

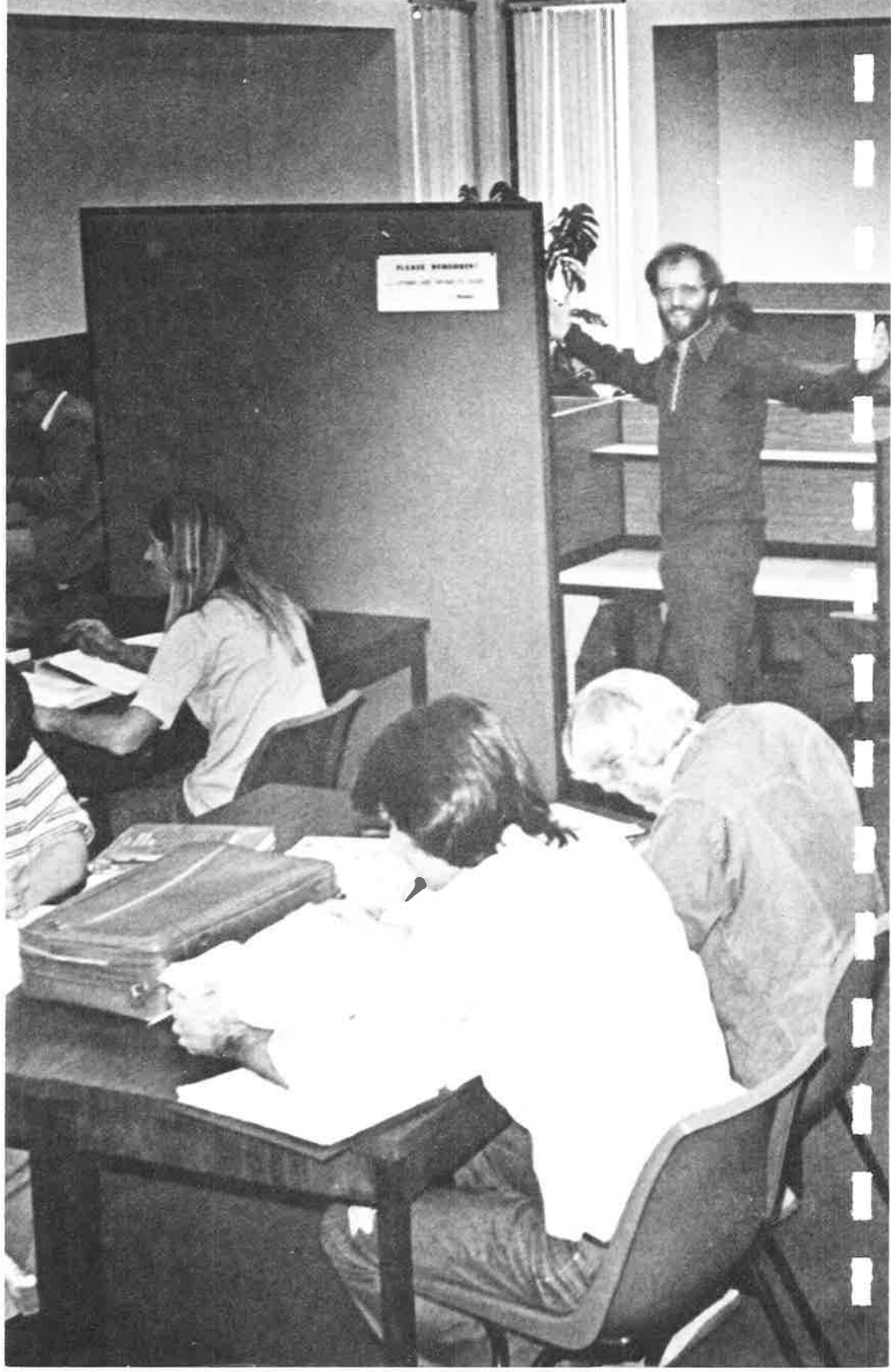
VSTM 18 — Recruitment and Retainment of Volunteers**1 Unit**

Prerequisites: Prior experience in volunteer management

Class Hours: 16 lecture total

This course will explore the mechanics of recruitment so that both agency and volunteer needs are met. It will analyze the elements of an orientation and training program which will provide effective volunteers. Students will also learn interviewing and placement techniques so that the right volunteer is placed on the right job.

NOTES



**COLLEGE FACULTY
AND ADMINISTRATION**

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Mr. Vincent Turner, Vice-President
Mr. E. Thomas Jolicoeur
Dr. William M. Simpson
Dr. Robert Stone

DISTRICT ADMINISTRATION

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Assistant Superintendent, Business Robert W. Pax
Assistant to the Superintendent, Instructional Services William H. Lawson
Assistant to the Superintendent, Personnel/Planning Harry C. Myers
Assistant to the Superintendent, Student Personnel Services James Moore, Jr.
Director, Analytical Studies and Facilities Byron Edde

ADMINISTRATION OF THE COLLEGE

President W. Ray Hearon
Associate Dean, Administrative Services Maynard E. Sommer

Office of Instruction

Dean of Instruction A. Howard Siegel
Associate Dean, Continuing Education W. Roger Boedecker
Associate Dean, General Education James R. Gayle
Associate Dean, Occupational Education/Educational Development Lawrence G. Lloyd
Director, Community Services Marjorie Imbach
Director, Library Services Michael M. Slama
Director, Conejo Valley Campus Sidney Adler
Director, Simi Valley Campus Floyd Martin

Office of Student Personnel Services

Dean of Student Personnel Services Vacant
Associate Dean, Admissions and Records Maxine Tallman
Associate Dean, Counseling William I. Bendat
Director, Financial Support Services Richard Coward
Director, Student Activities Floyd Thionnet
Director, Athletics F. Paul Dunham

Organization of Instructional Divisions and Departments

Division

Director

Humanities John C. Davie
Natural Sciences/Mathematics Donald A. Villeneuve
Physical Education F. Paul Dunham
Social Sciences Carlos B. Ramirez
Technology/Business Kenneth E. Ainge

Department

Department Head

Behavioral Sciences A. Darlene Pacheco
Biological Sciences Larry O. Miller
Business and Economics Donald C. Bowen

| | |
|--------------------------------|--------------------|
| Fine Arts | Kirk Aiken |
| History and Institutions | Joseph G. Gonzalez |
| Language and Literature | John W. Hanft |
| Learning Resources | Janet Zabolski |
| Mathematics | Masato Hayashi |
| Performing Arts | Alan Hyams |
| Physical Sciences | Susan Patterson |

FULL-TIME CERTIFICATED STAFF

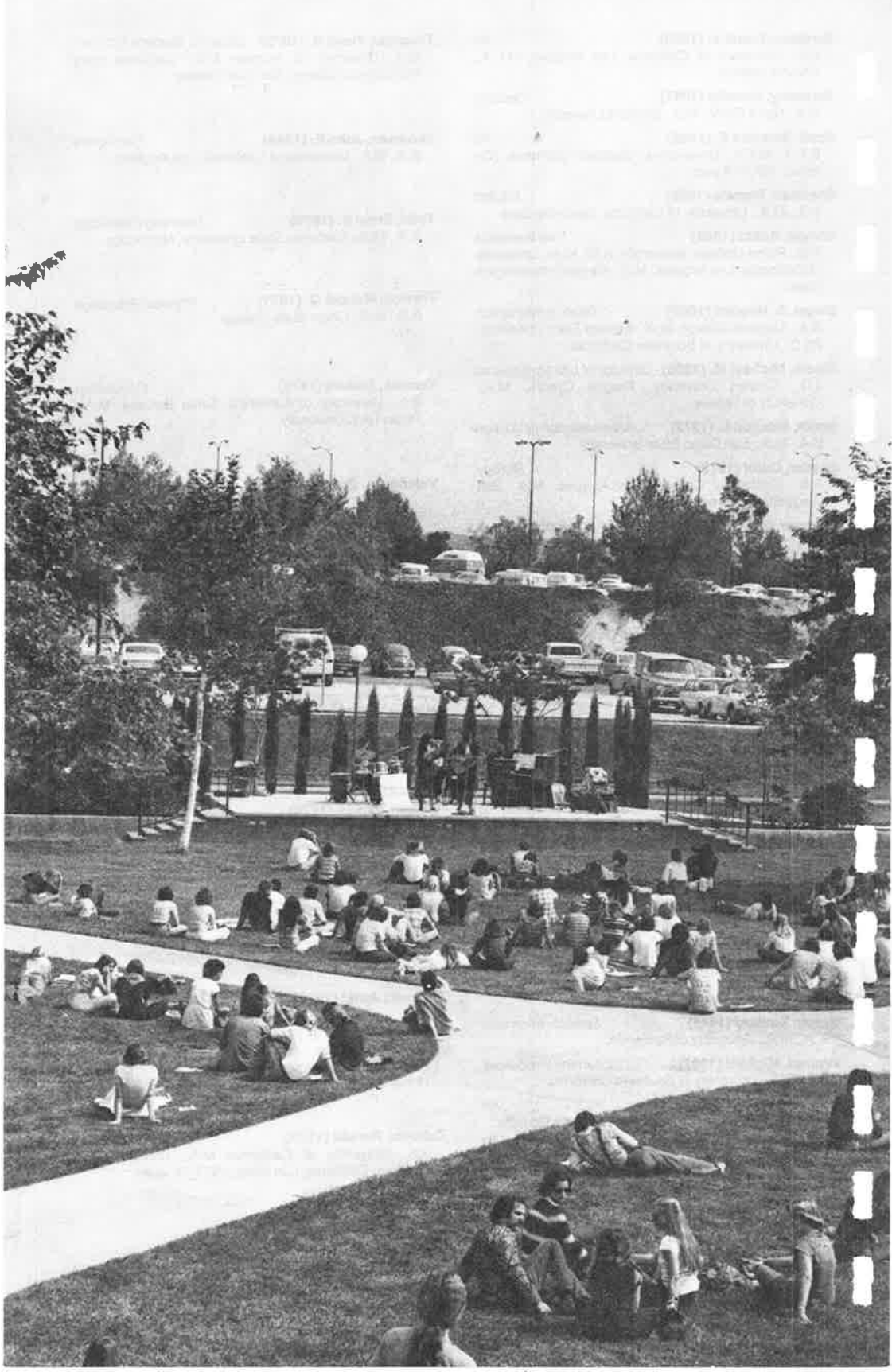
(Date) indicates year of employment at Moorpark College.

- Adler, Sidney (1968)** *Conejo Campus Director*
B.A., M.A., City College of New York; Ph.D.,
University of Southern California.
- Aguilera, Christine S. Ruiz (1972)** *Mathematics*
B.A., University of California, Irvine; M.A., University
of California, San Diego.
- Aiken, Kirk (1969)** *Department Head, Art*
B.A., University of Southern California; M.A.,
California State College, Los Angeles.
- Ainge, Kenneth (1967)** *Director, Technology Division*
A.B., University of California, Santa Barbara; M.A.,
University of California, Los Angeles; Ed.D., Brigham
Young University.
- Alger, Norman (1970)** *Anthropology*
B.S., University of Washington; M.A., University of
California, Santa Barbara.
- Allen, Judith (1968)** *English*
A.B., Pennsylvania State University; M.A.,
Sacramento State College; M.L.S., Immaculate Heart
College.
- Allen Tyree (1974)** *Counseling*
B.A., M.A., California State University, Northridge.
- Anderson, Donald (1968)** *Agriculture*
B.S., California State University, Fresno; M.A.,
California Polytechnic College, San Luis Obispo;
Ph.D., Vocational Education, Colorado State
University, Fort Collins, Colorado.
- Bendat, William I. (1970)** *Associate Dean, Counseling*
B.A., University of California, Los Angeles; M.A.,
California State University, San Diego; Ph.D., Nova
University.
- Berg, Eugene (1970)** *Chemistry*
A.B., University of California, Los Angeles; M.S.,
California State College, Long Beach; Ph.D.,
University of California, Los Angeles.
- Beron, Alberto (1971)** *Mathematics*
B.S., M.A., California State University, Los Angeles.
- Bettini, Arthur J. (1967)** *History*
B.A., M.A., University of California, Los Angeles.
- Biderman, Sharon (1972)** *Secretarial Science*
B.A., Cornell College, Iowa; M.A.E., California
Lutheran College.
- Bishop, David (1968)** *Biological Sciences*
B.S., Washington State University; M.A., University of
California, Santa Barbara.
- Black, Richard (1968)** *English*
B.A., M.A., University of California, Santa Barbara.
- Boedecker, Roger (1967)** *Associate Dean of
Instruction/Continuing Education*
B.A., M.A., Long Beach State College.
- Bowen, Donald C. (1967)** *Department Head, Business*
B.S., San Diego State University; M.B.A., University of
California, Los Angeles.
- Bridgeman, Gerald (1969)** *Political Science*
A.B., M.A., University of California, Berkeley. (On
leave, 1977-78 year)
- Brisby, William L. (1969)** *Exotic Animal
Training and Management*
B.S., Colorado State University; M.S., University of
Southern California.
- Brockett, Donald (1970)** *Health Science*
B.A., M.A., California State University, Fresno.
- Buckner, Kenneth (1968)** *Sociology*
B.S., M.A., University of Southern California.
- Caccavale, John L. (1976)** *Sociology/Psychology*
A.A., Los Angeles City College; B.A., M.A., California
State University, Los Angeles.
- Cochee, Thomas W. (1976)** *Administration of Justice*
B.S., California State College, Los Angeles; M.A.,
University of California, Berkeley.
- Cole, Joan (1974)** *Music*
B.A., M.A., California State University, Northridge.
- Cool, Phyllis (1970)** *Counseling*
B.A., LaVerne College; M.S., NDEA Institute, San
Diego State College. (On leave, 1977-78 year)
- Copsey, Cecile M. (1968)** *History*
B.A., University of California, Berkeley; M.A.,
University of California, Los Angeles.
- Corbell, Marjorie L. (1970)** *Secretarial Science*
A.A., Kansas City Junior College; B.S., Central
Missouri State College.
- Corral, Margarita (1976)** *Counseling*
B.A., M.A., California State University, Northridge.
- Coster, Jan Kilian (1972)** *Philosophy*
B.A., Harvard University; M.A., University of
California, Santa Barbara.
- Coward, Richard (1976)** *Director, Student
Financial Services*
B.A., M.Ed., Western Washington State College.
- Crowe, Judy (1968)** *Home Economics*
B.A., University of California, Los Angeles; M.S.,
California State University, Northridge.
- Dachslager, Howard (1974)** *Mathematics*
B.A., University of Miami; B.S., University of
Wisconsin; Ph.D., University of California, Berkeley.
- Davie, John (1971)** *Director, Humanities Division*
B.A., M.A., University of California, Santa Barbara.
- Deutsch, Dolores (1970)** *Early Childhood
Development*
B.A., University of California; M.A., California State
University, Northridge.
- Dickneider, William C. (1969)** *Economics*
B.S., M.A., University of California, Los Angeles.
- Dobson, Dale Edward (1970)** *Instructional
Media Specialist*
B.A., M.A., California State University, Los Angeles.
- Dodgen, William W. (1971)** *Art*
B.A., Drury College, Springfield, Missouri; M.F.A.,
Wichita State University, Kansas.
- Dunham, Paul (1967)** *Athletic Director;
Director, Health Science/Physical Education/
Recreation Division*
A.A., Taft Community College; B.A., University of
California, Santa Barbara; M.A., California State
University, Northridge.

- Edwards, Richard (1970)** *English*
M.A., Yale University.
- Eide, Margarete (1974)** *Mathematics*
B.A., M.A., University of Southern California.
- Ekback, Hugo (1971)** *English*
B.A., University of California, Riverside; M.A., Chico State College, California.
- Escobedo, Edward (1971)** *Counseling*
B.A., M.Ed., University of California, Santa Barbara.
- Farrell, Judith (1974)** *Psychology*
A.A., Ventura College; B.A., M.A., California State University, Northridge.
- Fecht, Gerald R. (1969)** *History/Humanities*
A.A., Los Angeles Valley College; A.B., M.S., Ph.D., University of Southern California.
- Fierro, Frank (1970)** *Chicano Studies*
A.A., Los Angeles Valley College; B.A., M.A., California State University, Northridge.
- Fink, Paul (1970)** *Philosophy*
B.A., Pennsylvania State University; M.A., University of Rochester.
- Garbutt, Max O. (1969)** *Mathematics*
A.B., University of California, Berkeley; M.A., San Jose State College.
- Gayle, James R. (1967)** *Associate Dean of Instruction/General Education*
B.S., United States Naval Academy; M.S., Purdue University.
- Gilman, Richard E. (1967)** *Biological Sciences*
B.S., M.S., St. Mary's College, Winona, Minn.; M.S., University of Southern California.
(On leave, 1977-78 year)
- Ginet, Carole (1968)** *Speech/Personal Growth/Social Sciences*
A.B., University of California, Berkeley; M.S., University of Southern California.
- Glover, Roland (1968)** *Speech*
B.A., California State University, Los Angeles; M.A., Mt. St. Mary's College.
- Gonzalez, Joseph (1971)** *Department Head, History and Institutions*
A.A., Santa Barbara City College; B.A., M.A., University of California, Santa Barbara.
- Gray, John M. (1971)** *Photography*
Institute of Design, Chicago.
- Griffith, W. Randolph (1967)** *History*
B.A., University of California, Riverside; M.A., University of California, Los Angeles. (On leave, 1978 spring semester)
- Gucciardo, Peter (1971)** *Economics*
A.B., California Lutheran College; M.A., University of Southern California, Los Angeles.
- Halleran, Ronald (1975)** *Recreation*
B.S., California State University, Hayward; M.S., Utah State University; M.A., California Lutheran College.
- Hanft, John W. (1967)** *Department Head, Language and Literature*
B.A., University of California, Riverside; M.A., Chico State College.
- Hannon, James (1971)** *Political Science*
B.A., Wayne State University, Detroit; M.A., University of California, Los Angeles.
- Hardy, Mardi (1973)** *Physical Education*
B.S., M.S., University of California, Los Angeles.
- Harris, Verle D. (1968)** *Engineering Technology*
B.S.E., California State University, Long Beach.
- Hayashi, Masato (1971)** *Department Head, Mathematics*
B.S., California State University, Los Angeles; M.A., California State College, Sonoma.
- Hearon, W. Ray (1967)** *President*
B.A., M.A., University of California, Berkeley; Ed.D., University of California, Los Angeles.
- Henderson, Donald (1974)** *Counseling*
B.A., Austin College; M.S., California State University, Los Angeles.
- Herman, Robert (1968)** *Political Science*
B.A., M.A., University of California, Santa Barbara.
- Heydenreich, John (1971)** *Counseling*
B.S., University of Southern California; M.S., California State College, Los Angeles.
- Hirsch, Robert (1975)** *Political Science*
B.A., M.A., University of California, Los Angeles.
- Ho, Diana (1970)** *English*
A.A., Ventura College; B.A., M.A., San Francisco State College.
- Hurley, John (1967)** *Reference Librarian*
B.A., M.A., San Diego State College; M.L.S., University of California, Los Angeles.
- Hyams, Alan (1971)** *Department Head, Performing Arts*
B.A., M.A., California State University, Los Angeles.
- Imbach, Marjorie (1971)** *Director, Community Services and Publications*
B.A., University of California, Santa Barbara; M.A., University of California, Los Angeles.
- Ingersoll, Orbie (1967)** *Music*
B.A., California State University, Northridge; M.A., University of California, Santa Barbara.
- Keever, John (1969)** *Physical Education*
B.A., University of California, Santa Barbara; M.A., Chico State College.
- Klose, Taylor (1971)** *English*
B.A., Harvard; M.A., California State University, Northridge.
- Kurtik, Richard (1971)** *Chemistry*
B.S., California State College; M.A., University of California, Santa Barbara.
- Landstad-Abulof, Julie A. (1968)** *English*
B.A., University of Southern California; M.A., California State University, Long Beach.
- Lewis nee Mills, Katherine (1975)** *Theater Arts*
B.A., M.A., University of California, Los Angeles; Ph.D., University of California, Santa Barbara.
- Lloyd, Lawrence G. (1968)** *Associate Dean of Instruction/Occupational Education and Educational Development*
A.B., M.A., University of Southern California.
- Long, Knox T. (1968)** *Counseling/History*
B.A., University of California, Santa Barbara; M.A., California State College, Los Angeles.
- Lopez, Robert (1971)** *Archaeology/Anthropology*
B.A., M.A., California State University, Northridge.
- MacTague, Ray (1974)** *Business/Aeronautics*
A.A., Orange Coast College; B.S., California State University, Long Beach; M.S., California State University, Northridge; M.Ed., California Lutheran College.

- Mallory, Norman (1972)** *English*
B.A., M.A., Chico State College.
- Martin, Floyd (1967)** *Simi Campus Director*
B.S., M.A., Arizona State University.
- Marziani, Alex (1973)** *Veterans Counselor*
B.S., University of Southern California; M.A., California State University, Northridge.
- Mason, Kathleen (1967)** *Physical Education*
B.A., B.F.A., University of Utah; M.E.D., University of Maryland.
- McCullough, MoDean (1969)** *Physical Education*
B.S., Jamestown College, N.D.; M.S., University of North Dakota.
- Medley, Donald B. (1968)** *Data Processing*
B.V.E., M.A., California State University, Los Angeles; Ed.D., Brigham Young University.
- Mehr, Sheldon (1970)** *Music*
B.A., University of California, Los Angeles; M.A., California State University, Los Angeles.
- Mendoza, Gilbert R. (1973)** *Physical Education*
B.A., California State University, Fresno; M.A., California Polytechnic, San Luis Obispo.
- Meyer, Harold F. (1969)** *Physics*
B.S., M.A., California State College, Long Beach.
- Miller, Alfred J. (1972)** *Telecommunications*
A.B., University of N. Carolina; M.S., University of Illinois.
- Miller, Larry O. (1971)** *Department Head, Biological Sciences*
B.A., M.A., Ph.D., University of California, Santa Barbara.
- Miller, Robert W. (1967)** *Chemistry/Physical Science*
A.B., Temple University; M.S., University of Arizona.
- Molnar, Charles D. (1968)** *Mathematics*
B.S., Harvey Mudd College; M.A., University of California, Riverside.
- Moore, Evelyn (1974)** *College Nurse*
R.N., Jefferson Medical College Hospital, Pa.; B.S., P.H.N., Catholic University of America, Washington, D.C.; M.A.E., California Lutheran College.
- Moore, Linda (1968)** *Physical Education*
B.A., Purdue University; M.A., California Lutheran College.
- Murphy, David K. (1969)** *Chemistry*
B.S., University of California, Berkeley; M.A., Ph.D., University of California, Santa Barbara.
- Nasatir, Dorothy (1972)** *Early Childhood Education/Psychology/Counseling*
B.S., Purdue University, Indiana; M.A., California State University, Northridge.
- Naseri, Muthena (1974)** *Environmental Science*
B.S., Arkansas State University; M.S., Kansas State University.
- Nava, Gregory (1974)** *Cinema*
B.A., M.A., University of California. (On leave, 1977-78 fall semester)
- Nordquist, Alwyn (1967)** *Physical Education*
B.A., San Diego State University; M.A., Long Beach State University.
- Noyes, Jack (1970)** *Art*
B.S., M.A., University of Michigan.
- Ogden, Gary (1976)** *Biological Science*
A.B., M.A., California State University, Fresno; Ph.D., University of California, Santa Barbara.
- Outland, Barbara (1976)** *Learning Resources*
M.A., California State University, Los Angeles.
- Owen, Earl B. (1967)** *English*
B.A., University of Redlands; M.A., University of California, Los Angeles. (On leave, 1977-78 year)
- Pacheco, A. Darlene (1969)** *Department Head, Behavioral Sciences*
B.A., M.A., Ed.D., Colorado State University.
- Pagson, Paul (1971)** *Social Science/EOP Counselor*
B.A., Loyola University, Los Angeles; M.S., Mount St. Mary's College.
- Parker, Delbert M. (1969)** *Physical Education*
B.S., M.S., University of California, Los Angeles. (On leave, 1978 spring semester)
- Patterson, James (1974)** *Agriculture*
B.S., California Polytechnic, Pomona; M.A., California Polytechnic, San Luis Obispo.
- Patterson, Susan (1972)** *Department Head, Physical Sciences*
B.S., University of Illinois; M.A., University of California, Los Angeles.
- Pearson, Beverly J. (1967)** *Spanish*
B.A., University of Michigan; M.A., University of California, Berkeley.
- Pollock, Steven J. (1968)** *Psychology*
B.A., Whitman College, Washington; M.A., Ph.D., Claremont Graduate School.
- Popiel, Jon E. (1968)** *English*
A.B., M.A., University of California, Los Angeles; M.A., California Lutheran College.
- Ragsdale, George (1968)** *Physical Education*
A.A., Ventura College; B.A., M.A., California State University, Fresno.
- Ramirez, Carlos Brazil (1976)** *Director, Social Science Division*
A.A., New Mexico Military Academy; B.A., San Francisco State University; M.A., University of California, Santa Barbara.
- Rapose, Joel (1972)** *Auto Mechanics*
A.A., Shasta College; B.A., California State University, Chico.
- Raufman, Cecilia (Lisa) (1976)** *Counseling*
B.A., University of California, Los Angeles; M.S., California State University, Los Angeles.
- Rees, Gary W. (1975)** *Geography*
B.A., University of California, Los Angeles; M.A., California State University, Northridge.
- Reynolds, Jack G. (1969)** *Biology*
B.A., M.A., University of California, Berkeley.
- Reynoso, Amado (1969)** *Chicano Studies/Spanish*
B.A., San Diego State College; M.A., San Francisco State College.
- Rolf, Karla (1972)** *Anthropology*
B.A., M.A., University of California, Santa Barbara. (On leave, 1977-78 year)
- Sandhu, Malathi (1974)** *Early Childhood Development*
B.S., Maharaja Sayajirao University, India; M.S., Oregon State University; Ph.D., Pennsylvania State University.

- Sardiaco, Frank V. (1968)** *Art*
B.A., University of California, Los Angeles; M.F.A., Otis Art Institute.
- Sarnecky, Dorothy (1967)** *Geology*
B.A., Notre Dame; M.S., Stanford University.
- Scott, Delmore E. (1969)** *Art*
B.F.A., M.F.A., University of Southern California. (On leave, 1977-78 year)
- Sheridan, Pamela (1969)** *English*
B.A., M.A., University of California, Santa Barbara.
- Shindo, Kokki (1969)** *Mathematics*
A.B., Ripon College, Wisconsin; A.B., M.A., University of California, Los Angeles; M.S., Western Washington State.
- Siegel, A. Howard (1967)** *Dean of Instruction*
B.A., Queens College; M.A., Kansas State University; Ph.D., University of Southern California.
- Slama, Michael M. (1966)** *Director of Library Services*
J.D., Charles University, Prague Czech.; M.A., University of Denver.
- Smith, Mitchell L. (1972)** *Administration of Justice*
B.A., M.A., San Diego State University.
- Snyder, Carol (1972)** *Biology*
A.B., Occidental College, Los Angeles; M.A., San Diego State University.
- Sommer, Maynard E. (1967)** *Associate Dean of Instruction/Administrative Services*
B.S., California State University, Fresno; M.A., University of California, Davis.
- Spiller, R. Bruce (1970)** *Agriculture*
B.S., California State University, Fresno; M.A., California Polytechnic, San Luis Obispo.
- Spraggins, Mark (1974)** *Accounting*
B.S., California State University, Northridge; M.S., Colorado State University; M.A., California Lutheran College.
- Stemen, James A. (1969)** *Music*
B.A., Goshen College; M.A., M.S.M., Southern Methodist University.
- Stephens, Robert T. (1968)** *Mathematics*
B.S., Brigham Young University; M.S., University of California, Riverside.
- Stewart, Sexton (1974)** *Graphics*
B.S., Southern University, Louisiana; M.A., California State University, San Francisco.
- Straughan, Jerry E. (1975)** *Political Science*
B.A., University of California, Los Angeles; M.A., California Lutheran College.
- Stringer, Pauline (1970)** *Home Economics*
B.S., Oklahoma State University; M.S., California State University, Northridge.
- Strong, Richard (1971)** *Speech/Forensics*
B.A., M.A., University of Redlands.
- Strumpf, Michael (1967)** *Learning Resources*
B.S., M.S., University of Southern California.
- Sturgeon, James H. (1967)** *Art*
B.A., M.F.A., University of California, Santa Barbara.
- Sukiennik, Diane (1974)** *Counseling*
M.A., Columbia University, New York.
- Tallman, Maxine R. (1967)** *Associate Dean of Students/Admission and Records*
A.A., Ventura College; B.A., M.A., University of California, Santa Barbara.
- Thionnet, Floyd D. (1972)** *Director, Student Activities*
B.S., University of Arizona; M.S., California State Polytechnic College, San Luis Obispo.
- Thomsen, John E. (1969)** *Electronics*
B.S., M.S., University of California, Los Angeles.
- Todd, Erma B. (1976)** *Learning Disabilities*
B.A., M.A., California State University, Northridge.
- Trevino, Manuel O. (1971)** *Physical Education*
A.B., M.A., Chico State College.
- Ventura, Donato (1971)** *Counseling*
B.A., University of California, Santa Barbara; M.A., Texas Tech University.
- Villeneuve, Donald A. (1976)** *Director, Natural Science, Mathematics Division*
B.S., University of Idaho; M.S., College of the Pacific; M.A., University of Colorado; Ph.D., University of California, Los Angeles.
- Wagner, David A. (1969)** *Chemistry*
B.S., Ohio State University; M.A.T., University of Michigan; M.S.T., University of Missouri.
- Walters, J. Roger (1971)** *Mathematics*
B.A., University of California, Los Angeles; M.A., University of Oregon.
- Wyman, James (1974)** *Speech*
B.A., University of Redlands; J.D., Loyola Law School, Los Angeles.
- Young, Kathleen (1974)** *Secretarial Science*
B.S., California State University, Long Beach; M.A., California Lutheran College.
- Zaboski, Janet (1974)** *Department Head, Learning Resources*
B.S., University of California, Los Angeles; Physical Therapy Degree, Children's Hospital School of Physical Therapy, Los Angeles; M.A., California State University, Northridge.
- Zaboski, Ronald (1970)** *Counselor*
B.S., University of California; M.A., University of Southern California. (On leave, 1977-78 year)



APPENDIX

Appendix I

INTERDISTRICT ATTENDANCE AGREEMENTS AND NOTICES OF RESTRICTION

Interdistrict attendance agreements and notices of restriction in effect as of April 1, 1977 and thereby effective for the fiscal year 1977-78.

Students whose legal residence is in the Ventura County Community College District must present permits for attendance before completing registration for classes in the college district listed below.

Students whose legal residence is in a Community College District listed below must present permits for attendance before completing registration for classes listed in the Ventura County Community College District.

The purpose of this list is to meet the requirements of Education Code 25505.5.

- Barstow Community College District
- Butte Community College District
- Cabrillo Community College District
- Cerritos Community College District
- Compton Community College District
- Foothill De Anza Community College District
- Fremont-Newark Community College District
- Glendale Community College District
- Los Angeles Community College District
- Marin Community College District
- Mendocino Community College District
- Merced Community College District
- Mt. San Jacinto Community College District
- Redwoods Community College District
- Riverside Community College District
- Saddleback Community College District
- San Francisco Community College District
- San Joaquin Delta Community College District
- San Jose Community College District
- San Mateo Community College District
- Santa Barbara Community College District
- Santa Clarita Community College District
- Siskiyou Joint Community College District
- West Kern Community College District
- Yuba Community College District

Appendix II

PRIVACY RIGHTS GOVERNING STUDENT RECORDS

The colleges in this District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law.

RIGHT OF ACCESS

Any currently enrolled or former student has a right of access to any or all student records relating to the student maintained by this District. The editing or withholding of such records is prohibited except as provided by law.

Requests for access shall be in writing, addressed to the Dean of Student Personnel Services at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Dean of Student Personnel Services shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Student records are maintained in a manner to insure privacy of all such records and the colleges in this district shall not, except as authorized, permit any access to or release of any information therein.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The College shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order.

Students may request copies of records for review. A fee of \$1 will be charged per page per copy.

DIRECTORY INFORMATION

The colleges in this District maintain directory information which may be released: student's name, address, telephone number, and place of birth, major field of study, class schedule, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public and private school attended by the student.

Students may indicate that directory information which **shall not be released** providing written notification is given the Dean of Student Personnel Services at the college of attendance at the time of enrollment or earlier if the activity occurs prior to the opening of school.

CHALLENGE

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion of inference, (3) a conclusion or inference outside of the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to Superintendent of the Ventura County Community College District or his designee, the Assistant to the Superintendent of Student Personnel Services. Allegations which have been denied by the Superintendent may be further appealed to the governing board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the governing board shall be final.

Appendix IV

ADMISSION, PROBATION, DISMISSAL AND READMISSION POLICIES

Admission, probation, dismissal, and readmission principles and policies are designed to assist students in making progress toward realistic educational, vocational, and personal goals. Students who choose to enroll should be encouraged to take advantage of the opportunity to realize their full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed. The following principles and policies are consistent with the provisions of the Education Code and Title 5 of the California Administrative Code:

- a. Principles governing the administration of admission-probation-dismissal-readmission policies.
 1. High school graduates or persons 18 years of age or older who are capable of profiting from the Educational Programs and instruction offered or who hold a high school certificate of proficiency, shall be admitted by the colleges of the District.
 2. High school graduates under 18 years of age shall provide an official transcript verifying their graduation or its equivalent.
 3. Non-high school graduates under 18 years of age (advanced placement for high school students) may be admitted in accordance with law.
 4. The admissions officer at each college shall have responsibility of administering probation-dismissal-readmission policies.
 5. Probation-dismissal-readmission policies, as applied to individual students, are to be administered in such a manner as to respect the integrity and privacy of the student.
 6. A dismissed student who applies for readmission must make a written statement supporting readmission. A student who is readmitted must, with the assistance of a counselor, undertake a thorough reassessment of any educational and vocational goals which shall be made a matter of record.
 7. A student transferring to a Ventura County Community College District college from another college is subject to the same probation-dismissal policies as Ventura County Community College District students.
 8. Admission to special programs, as identified by each college, is conditional until complete transcripts have been received from previous colleges attended.
 9. A student subject to dismissal has the right of appeal and/or review.
- b. Policies governing academic probation.
 1. A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling and guidance services, including the regulation of his/her program according to the student's aptitude and achievements.
 2. A student on probation must have counselor approval prior to registration for any semester following publication of the student's name on a probation list.
 3. A student shall be placed on probation when the cumulative or semester grade average falls below 2.00. Computations will be based on all college graded work attempted. W's and INC's will not be included in the computations.
 4. When a student has taken at least 12 units on a "credit-no credit" basis, a student will be placed on probation when he/she has accumulated "no credit" grades in at least one-half but not three-fourths of all units attempted.

- c. Policies governing academic dismissal.
 - 1. A student who does not meet district academic standards is subject to dismissal. Rules governing dismissal apply only to students who have attempted twelve (12) or more cumulative semester units and have completed a minimum of two semesters or equivalent.
 - 2. A student shall be subject to dismissal when the grade averages for three consecutive semesters fall below 1.75. Computations will be based on all college work attempted.
 - 3. A student who is deficient 20 grade points or more shall be subject to dismissal. Computation shall be based on all college work attempted. W's and INC's will not be included in the computations.
 - 4. When a student has taken at least 12 units of a "credit-no credit" basis, a student shall be subject to dismissal when he/she has received "no credit" grades in three-fourths or more of all units attempted.
 - 5. Students enrolled in summer classes shall not be subject to dismissal based on credits earned during summer session.
 - 6. A student dismissed under the above rules shall not be reinstated until a minimum of one semester has elapsed after the dismissal.
- d. Exception to dismissal.
 - 1. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student.
 - 2. At each college of the District, a committee shall be established representing admissions, counseling, and instruction to rule on exceptions in the application of dismissal policies.
- e. Readmission. A student excluded because of low scholarship must submit a written request to the appropriate college authority in applying for readmission. The request shall explain what circumstances or conditions would justify readmission. The procedures specified in section 4.06 must be followed by the colleges.
- f. Cheating or plagiarism. In keeping with the philosophy that students are entitled to the best education that the District's colleges can make available to them and that all instructors, and students share responsibility for seeing that this education is honestly attained, each student is expected to exert an entirely honest effort toward attaining an education. Instructors have the responsibility and authority for dealing with such instances of cheating or plagiarism as may occur in their classes. It is the policy of the District that the instructor may dismiss a student involved in such dishonest behavior from class with a permanent grade of "F." In addition, the faculty member or administration may direct the matter to an officially constituted committee which may recommend further disciplinary action. (See 7.08.) Students affected by this policy ruling may appeal to the appropriate college committee.

Appendix V

AFFIRMATIVE ACTION/TITLE IX STATEMENT

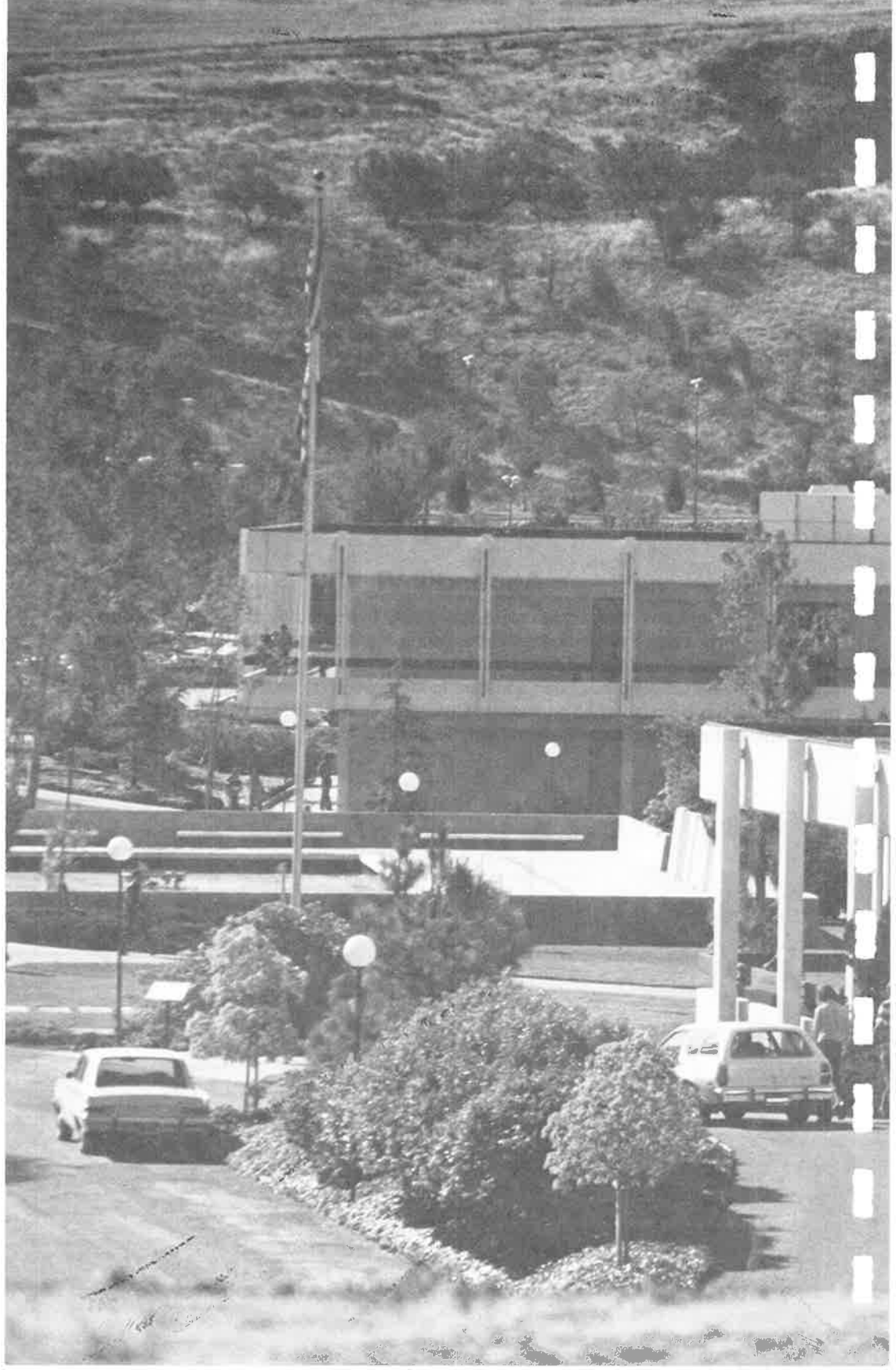
The Ventura County Community College district and Moorpark College are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment, regardless of race, color, religion, sex or national origin.

Notwithstanding any statements in the catalog, all classes are open to any student with the required academic prerequisites. No student may be prohibited from taking a class for any reason other than required academic course work.

It is the policy of Moorpark College not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 education amendments. Inquiries regarding compliance with Title IX may be directed to the Dean of Student Personnel, Ext. 240, Moorpark College, or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Appendix VI

It is the policy of this district 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 district, shall be fully open to enrollment and participation by any person who has been admitted to the college (s) and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administration Code, commencing with Section 51820.



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