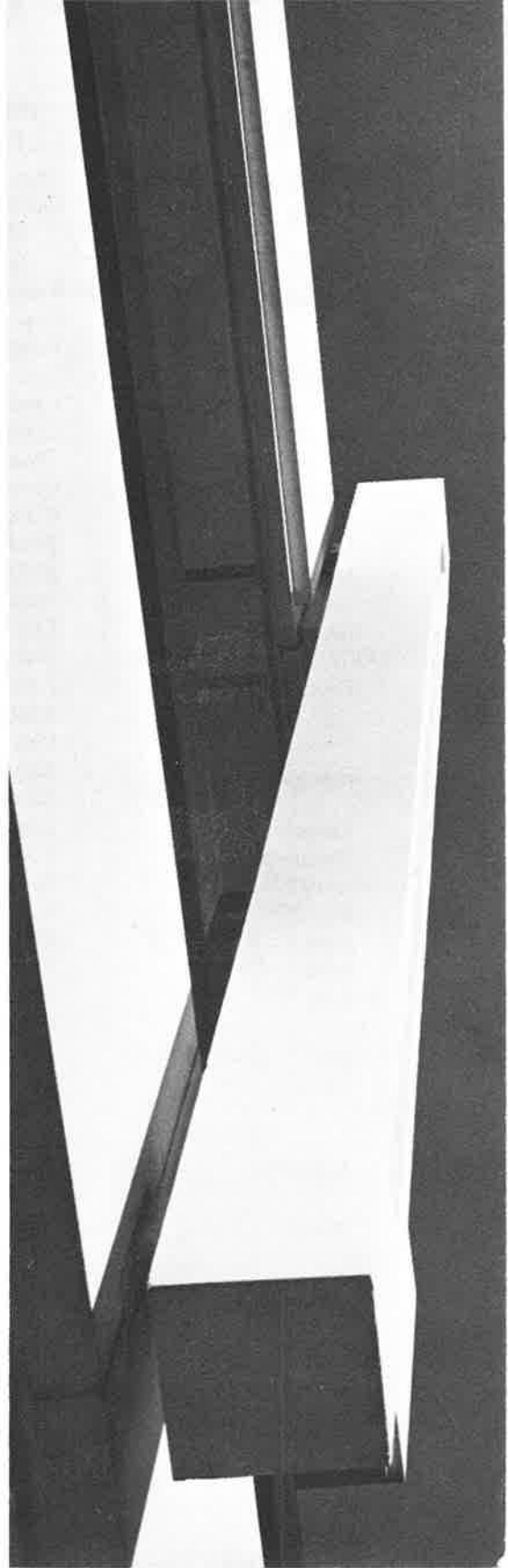


General Catalog
and
Announcement
of Courses

MOORPARK COLLEGE
A Public Community College

Accredited by
The Western Association
of Schools and Colleges

705 Campus Road
Moorpark, CA
93021
(805) 529-2321
(805) 647-7622



1980-81 COLLEGE CALENDAR

<i>FALL SEMESTER, 1980</i>	<i>September 8, 1980 - January 28, 1981</i>
August 20 - August 29	Fall Semester registration On-campus permit Satellite campus
September 8	First day of instruction First day of late registration First day to add/drop
September 19	Last day of registration Last day to add classes
November 11	Legal holiday - Veterans Day
November 27-28	Thanksgiving vacation
December 19 - January 2	Christmas vacation
January 5	Classes resume
January 21-28	Final examinations, Fall Semester
January 21 - January 29	SPRING SEMESTER on-campus permit registration
January 28	End of fall semester
<i>SPRING SEMESTER, 1981</i>	<i>February 2, 1981 - June 12, 1981</i>
February 2	First day of Instruction First day of late registration First day to add/drop
February 13	Last day of registration Last day to add classes
February 12	Legal holiday - Lincoln's Birthday
February 16	Legal holiday - Washington's Birthday
April 13 - April 17	Spring Vacation
May 25	Legal holiday - Memorial Day
June 1 - 5	SUMMER SESSION registration
June 5 - 12	Final examinations, Spring Semester
June 12	End of spring semester GRADUATION
<i>SUMMER SESSION, 1981</i>	<i>June 16, 1981 - September 5, 1981</i>
June 15	First day of instruction, summer session First day of late registration First day to add/drop
June 19	Last day of late registration Last day to add classes
July 3	Legal holiday - Fourth of July

Ventura County Community College District Board of Trustees



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Moorpark College



W. Ray Hearon
President

Ventura County Community College District



James Moore, Jr.
Acting Superintendent

HISTORY

Moorpark College, operated by the Ventura County Community College District, was established by Board action on March 19, 1963. When it opened its doors four years later, it became the second college of what was eventually to become a three-college district including Ventura College and Oxnard College. 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.

Subsequent to the resignation of Dr. Collins in 1971, Dr. Robert A. Lombardi became the second president of Moorpark College. He in turn was succeeded in 1974 by Dr. W. Ray Hearon, who currently serves in that position.

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. With the 1971 spring semester the Creative Arts Building came on line to provide space for general classrooms, faculty offices, and Theatre Arts rehearsal, workshop and storage facilities. The fall semester of 1975 brought on a complex of two new buildings, one combining spaces for the Humanities and the Social Sciences and one exclusively for Music.

Last year, a new building providing classrooms and faculty offices for Agriculture and a Student Support Services Building were opened on campus. In addition, modifications were made to both the Library Building and Science/Math Building to expand laboratory facilities and provide an elevator access to the second floors. Additional construction anticipated in the next three years will include a new Vocational Arts Building.

From its initial student body the total enrollment at Moorpark College has grown to approximately 8,500 day and evening students. The college continues to commit itself to taking its programs into the communities with courses now being offered in both the Conejo and Simi Valleys. In addition, a special bilingual-bicultural program is offered, with some instruction in this program 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.

Planned for opening in the Spring of 1982 is a new Exotic Animal Training and Management facility on a nine acre parcel of land donated to the college district by the Strathern Ranch and located at the northeast corner of the college property. This addition will not only increase the campus acreage but will also provide for expansion of a unique and effective vocational program.

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; 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:

- *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.
- *Occupational* programs 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.
- *Developmental* programs 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.
- *Guidance* 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.
- *Community Service* and *Continuing Education* programs to provide for the cultural, social, intellectual and recreational needs of the area which the College serves.
- *Co-curricular* programs that provide students with opportunities for participation in creating activities that lead to their personal growth in leadership and in social and civic responsibility.

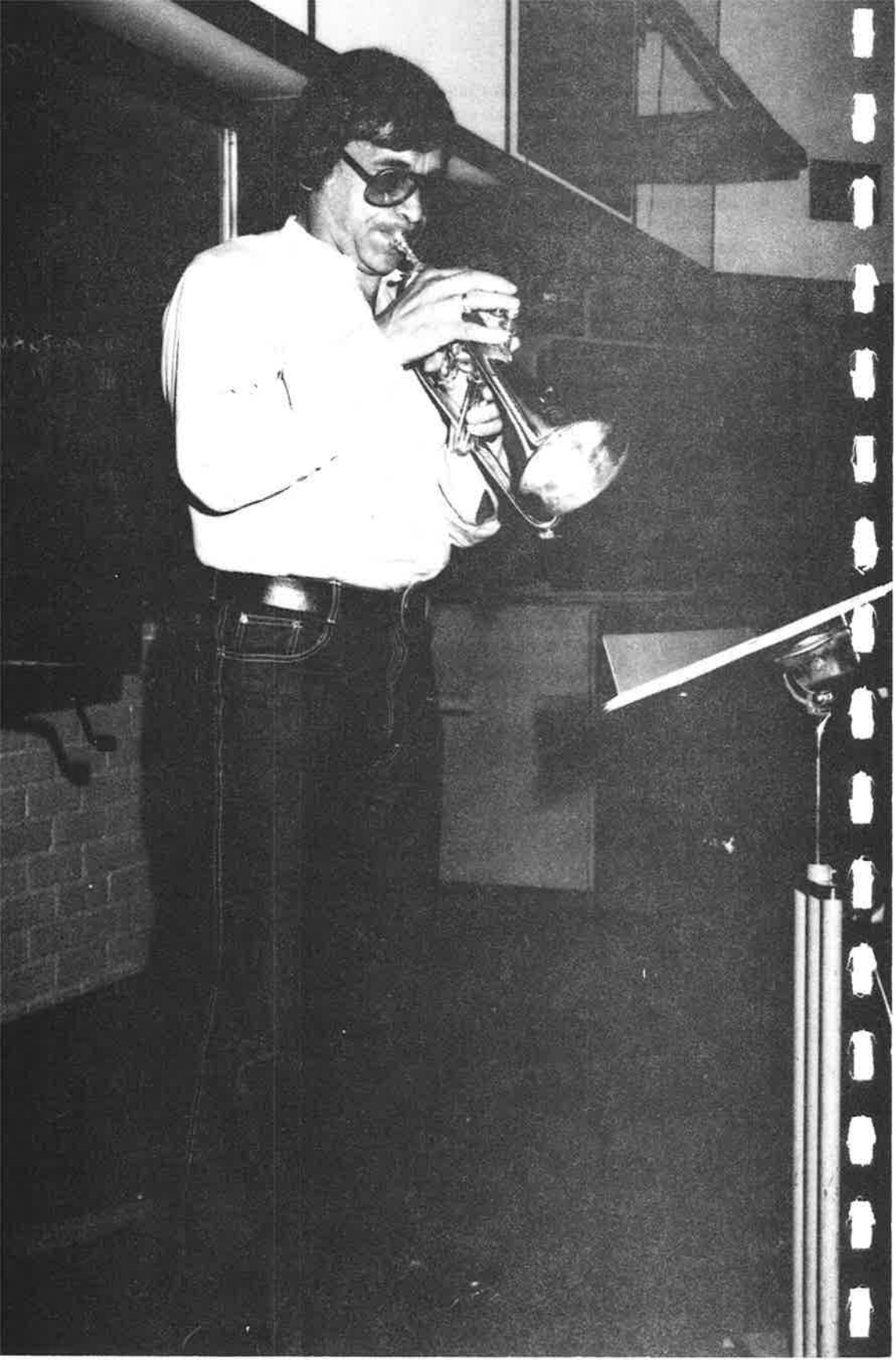
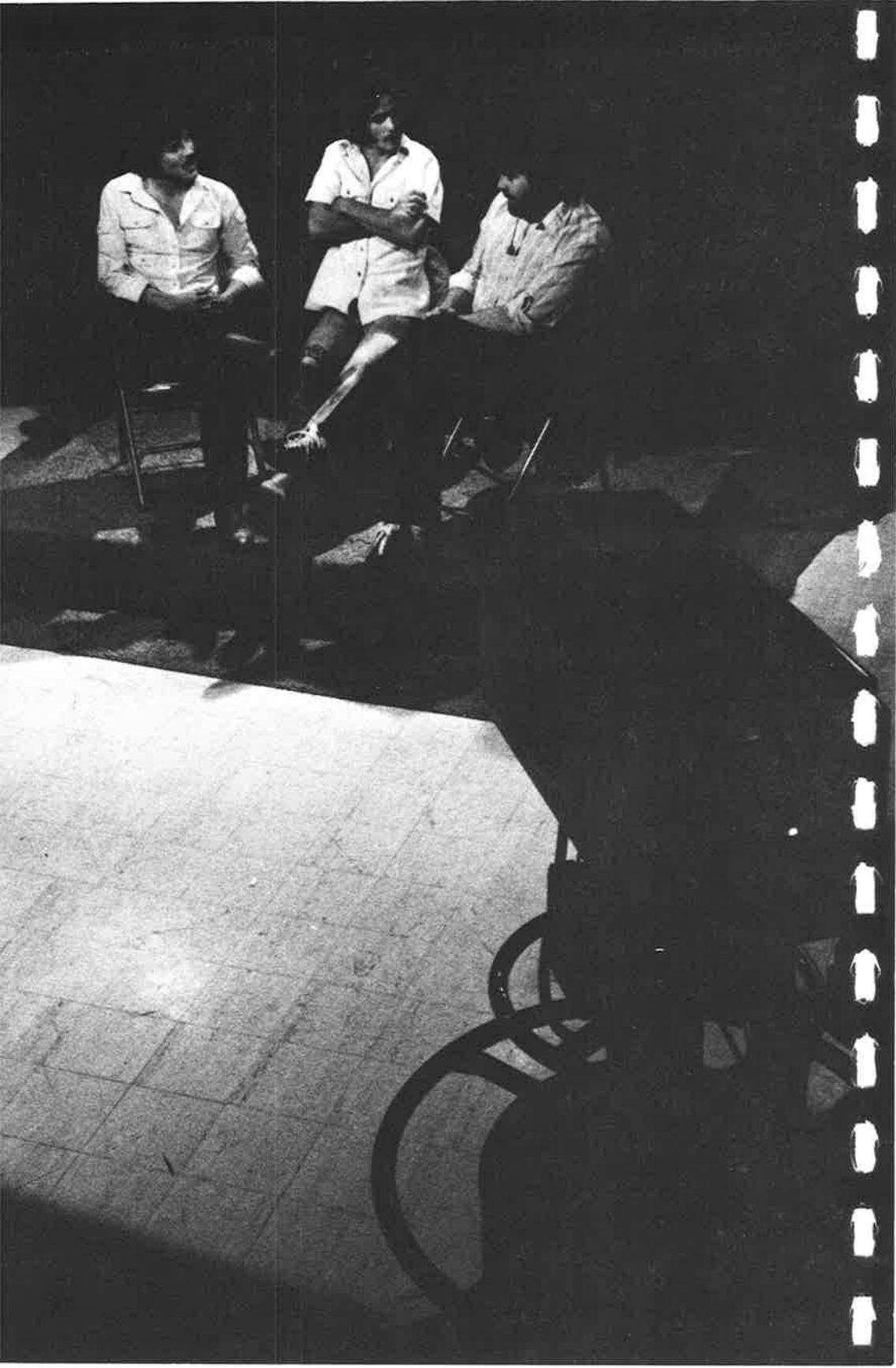


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**ADMISSIONS
INFORMATION**

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 the 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.

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 he/she is planning to attend. Students who meet district residence requirements do not pay tuition. The residency determination dates for the 1979-80 school year are as follows:

Fall Semester 1980	Sept. 7, 1980
Spring Semester 1981	Feb. 1, 1981
Summer Session 1981	June 14, 1981

2. *Residents of Another District* are those students who do not legally reside in Ventura County but who otherwise qualify as California residents. Such students 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 V of the catalog for the list of California Community college districts with which the Ventura County Community College District maintains interdistrict attendance agreements.

Tuition or Non-Resident Fee

Tuition is required of non-resident students only (out-of-state or out-of-country). The 1980-81 fee schedule has been established at \$60.00 per unit with a maximum of \$900 for 15 or more units per semester.

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.

Foreign Students

Foreign students are admitted under a quota system, must have permission to register from the Associate Dean of Records/Admissions, and must 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. Payment of tuition fee prior to enrollment (for the 1980-81 school year, tuition has been established at \$60.00 per unit with a maximum fee of \$900.00 per semester for 15 or more units).

Immigration Department Form I-20A will be issued only after all prerequisites for admission have been met.

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

Admission Procedures

A student who is enrolling for the first time or who is 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 continuing student application forms. 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. A student who is officially registered in the college may add classes until the end of the second week of the semester, provided he/she has 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.

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 1980-81 school year is as follows:

Regular Semester Fee	\$5.00
Summer School Intersession	\$2.50

The following exceptions will apply:

Courses lasting up to 2 weeks	No fee and no services
Courses lasting from 3 to 9 weeks	\$2.50

The following will be considered reasons for exemption:

- Religion
- Apprenticeship
- Low Income

Refund: Request for a refund must be made prior to the end of the second week of the semester.

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 vehicles on campus. The fee schedule for the 1980-81 school year is as follows for all vehicles parked on campus:

Regular Semester Fee:	
Car	\$10.00
Motorcycle	7.00

Short-Term Parking Fees:

12 weeks or longer	Full Fee
6 to 11 weeks	Car - \$7.00, Motorcycle - \$4.00
1 to 5 weeks	Car - \$3.50, Motorcycle - \$2.00

Summer Intersession:

Car	\$5.00
Motorcycle	3.50

In no case will a combination of two permits (one car and one motorcycle) cost less than \$12.00 regular semester, and \$7.00 summer session. Second Vehicle permits may be purchased for \$2.00 and Replacement permits may be purchased for \$1.00. These permits may be purchased at the Campus Business Office. Traffic citations will be issued to students parking on campus without valid permits. For those persons who do not drive cars to campus regularly, but may do so occasionally, there is a coin-operated lot, with a limited number of spaces, for which the cost is 25 cents.

Refund: Request for a refund must be made prior to end of the second week of the semester.

Transcript

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

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 her/his 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.

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

Credit for Military Service

The colleges of the Ventura County Community College District will recognize and grant credit to veterans for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

A veteran who has completed a continuous active duty period of 181 days or more with the United States Military Service (Air Force, Army, Coast Guard, Marine Corps and Navy) and has completed a minimum of 12 units with a "C" average in the colleges of this District may petition and be allowed credit as follows: 1. Three semester units of elective credit (no title, no grade) 2. The veteran may in addition to the credit allowable under terms of "1", be allowed credit for formal service school courses offered by the United States Military Services recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. The credit allowed will be added to that permitted under provisions of "1" and reported as elective credit (no title, no grade). 3. Veterans will be allowed full advanced standing credit for "College Level" courses completed under the auspices of DANTES or the United States Armed Forces Institute. Such credit will be treated in the same manner and under the same policies as allowing credit from accredited colleges and universities.

Any work taken by a veteran while in military service at an accredited college or university and for which the college or university issues a regular transcript showing the credits allowable toward its own degrees, will be allowed advanced standing credit toward the Associate Degree in the same manner as if the student had pursued the courses as a civilian.

Veterans should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this District will be accepted by other institutions of higher education. In no case shall the total number of semester units allowed under numbers "1" and "2" above, exceed 12.

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.

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 will require the approval of the Dean of Admissions and Records.

Refunds are determined by the number of units for which there have 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 refund will be made 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 VI.





**ACADEMIC
POLICIES**

ACADEMIC POLICIES

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.

GRADING SYSTEM

The quality of a student's work will be measured by a grading system as follows:

A	- Excellent	4 grade points per semester unit
B	- Good	3 grade points per semester unit
C	- Average	2 grade points per semester unit
D	- Minimum passing	1 grade point per semester unit
F	- Failing	0 grade point per semester unit
I	- Incomplete	0 grade point per semester unit
W	- Withdraw	0 grade point per semester 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 recording of an I (incomplete) mark is given to those students who fail to complete the required work of the course because of extenuating circumstances, which are verified cases of accidents, illness or other circumstances beyond the control of the student.

The student shall be required to make up the work within the next two semesters of enrollment in order to receive a new letter grade from the instructor. If the incomplete is not made up within the specified time, it shall remain on the permanent record. Incompletes are not to be counted in computing grade point averages.

The student should be aware that other colleges or universities may have policies relating to the evaluation of incompletes on transfer student transcripts which could have an adverse effect on the student’s academic status.

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. A student who wishes to enroll in a course on such a grading basis should discuss this matter with the instructor at the first meeting of the class. It is advisable that students take courses in the area of their majors, and courses related to the major, on a letter grade basis rather than “Credit-NO-Credit” basis. A student may not accumulate more than 20 units toward graduation under the “credit-no-credit” system of grading

Course Repetition

Courses taken at any college in which a grade of D, F, or other substandard grade has been earned may be repeated for the purpose of improving a recorded grade. Prior approval by the college President or authorized representative(s) shall be required. Students shall petition for such approval through the Dean of Admissions and Records.

Upon completion of the repeated course, the lowest grade earned shall be omitted from the computation of the cumulative grade point average and lined through on the permanent record. The permanent record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The Dean of Admissions and Records shall maintain a careful record of action taken under Course Repetition.

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

Class Attendance

Students are responsible for maintaining regular class attendance. It is also the responsibility of students, at the beginning of the semester, to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled. When a student’s absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, after due warning, request that the Director of Admissions and Records drop such student from the class and that a grade be recorded in accordance with the policy for “Dropping a Course”.

If other eligible students are present and seeking admission to a class, failure of a student to be present at the first scheduled meeting of that class may result in exclusion.

In the event of being dropped or excluded, the student may petition for reinstatement when just cause for absence exists. Such petition must be presented in writing to the Office of Admissions and Records for administrative review. The faculty member involved will be consulted prior to any action upon a student petition for reinstatement.

Academic Renewal Without Course Repetition

Students who are having difficulty meeting academic requirements due to a grade point deficiency may petition to have a portion of previous college work disregarded from all considerations associated with meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate in a well-defined program.

- a. A student may petition, once only, to eliminate grade point calculations and credits or a portion of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for one of the following forms of Academic Renewal:
 1. That 30 or fewer semester units of previous college work taken consecutively, be disregarded; or
 2. That 15 or fewer semester units of previous substandard (less than C or equivalent) college work taken during any two semesters, not necessarily consecutive, be disregarded.
- b. The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. In the absence of such policies, Ventura County Community College District's provision will prevail.
- c. To qualify for Academic Renewal, the following conditions shall be met:
 1. Prior approval by the college President or authorized representative(s) shall be required. Students shall petition for such approval through the Dean of Admissions and Records. The student shall be required to provide the necessary transcripts and indicate the course work to be disregarded was (1) substandard (2) not reflective of the student's present demonstrated ability and level of performance.
 2. At least two years must have elapsed since the most recent course work to be disregarded was completed. Courses and units taken at any institution may be disregarded.
 3. Since completion of the most recent course work to be disregarded, the student must have subsequently completed at any accredited college or university, course work which amounts to at least 30 semester units with a minimum G.P.A. of 2.40.
- d. Upon granting the petition of Academic Renewal, the student's permanent record shall be lined through and annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- e. The Dean of Admissions and Records shall maintain a careful record of action taken under Academic Renewal Without Course Repetition.

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.

Open Course Policy

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 Administrative Code, commencing with Section 51820.

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 currently enrolled in at least one course in the college; has completed at least 12 units in the colleges of the district; and, has a minimum cumulative grade point average of 2.00. Students may petition for credit by examination for courses in which they: have not completed more advanced work; have not received previous high school or college credit; and, have not received a grade of A, B, C, D, F, CR, NC (or equivalent grades) at any high school or college. In order to petition a student must have submitted transcripts of all high school and college course work. A student may challenge a specific course one time only and will receive unit credit for the highest level course in a sequence of courses which have been successfully challenged. A maximum of 12 units of course work may be challenged. An unsuccessful challenge will not be recorded on the student's permanent record. Transcript entries shall distinguish credits obtained by examination from credits obtained as a result of regular course enrollment.

Petitions for credit by examination are available in the Counseling Office. The petition for credit by examination must be approved a minimum of four weeks before the administration of the examination. Courses allowed to be petitioned will be determined by the appropriate instructor and division director at the time of the petition. The course must be administered prior to the last day of the final examination period.

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

Extension Course Credit

Normally credit is not granted for extension course work, including correspondence courses. The acceptance of such units for credit by the college will depend on the treatment of the particular course by the institution which offered the course. A petition for acceptance of such course work should be accompanied by material which explains the course content and indicates the kind of credit given by the offering institution.

In cases where the granting of credit for extension or correspondence courses is petitioned, it may be required that the student's competency in such course work be validated according to credit-by-examination procedures, as explained elsewhere in this section.

Repetition of General Education Credit

Lower division credit units previously earned by a student to fulfill general education requirements for a baccalaureate degree may be accepted to fulfill general education requirements for a designated associate degree only.

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.

Field Trips

Field trips are required activities for a number of courses in the college curriculum. For any such courses it is intended that they be clearly identified in the college catalog and in the schedule of classes. For other courses, a field trip may be an optional activity for the students enrolled. According to policy adopted by the college district's governing board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

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.

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

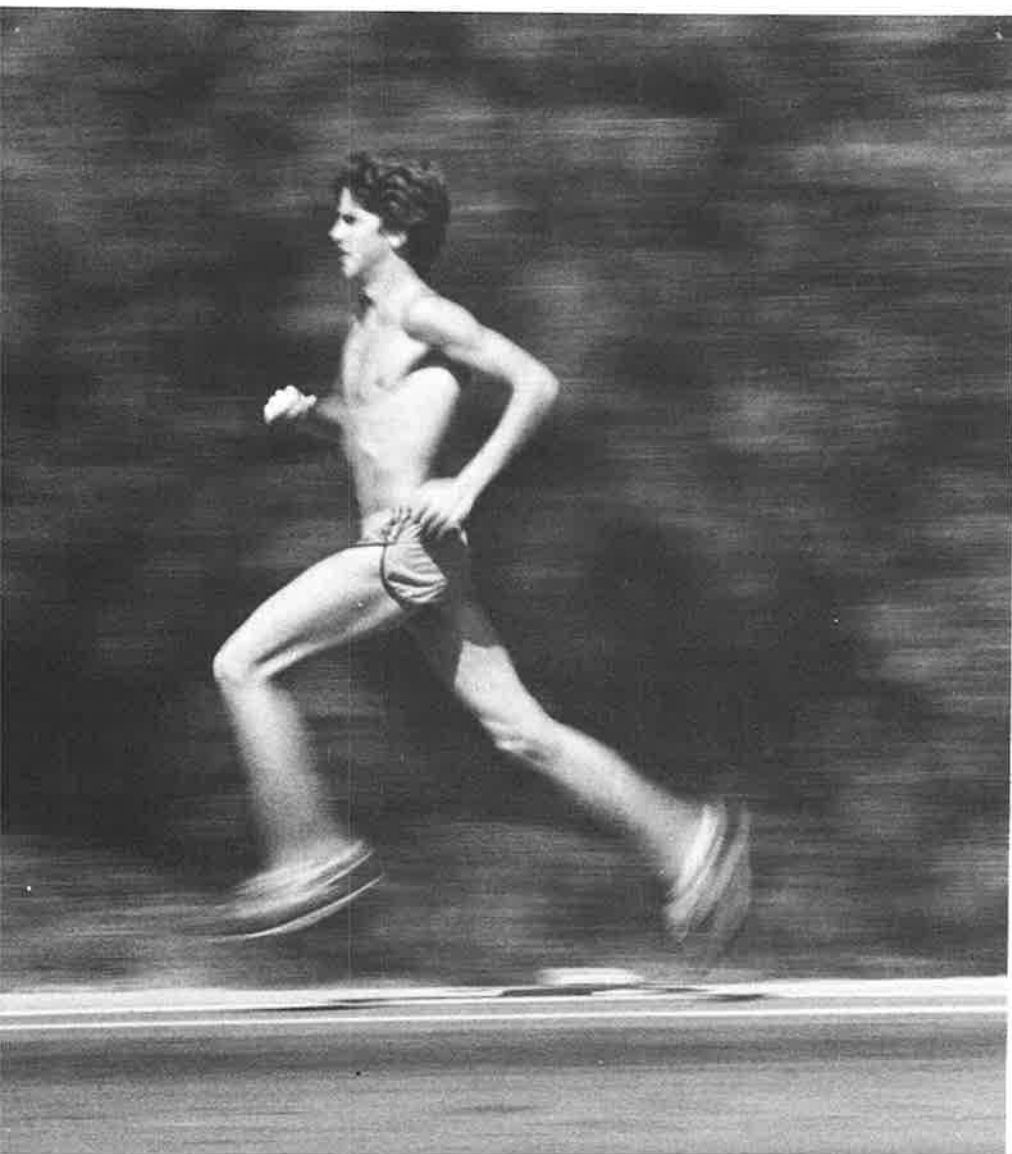
The libraries at Moorpark, Oxnard and Ventura College are available to a student enrolled at any of the three colleges. The appropriate college identification card may be used at the college libraries. In addition, the Total Interlibrary Exchange (TIE) and the Black-Gold Exchange Systems permit a student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

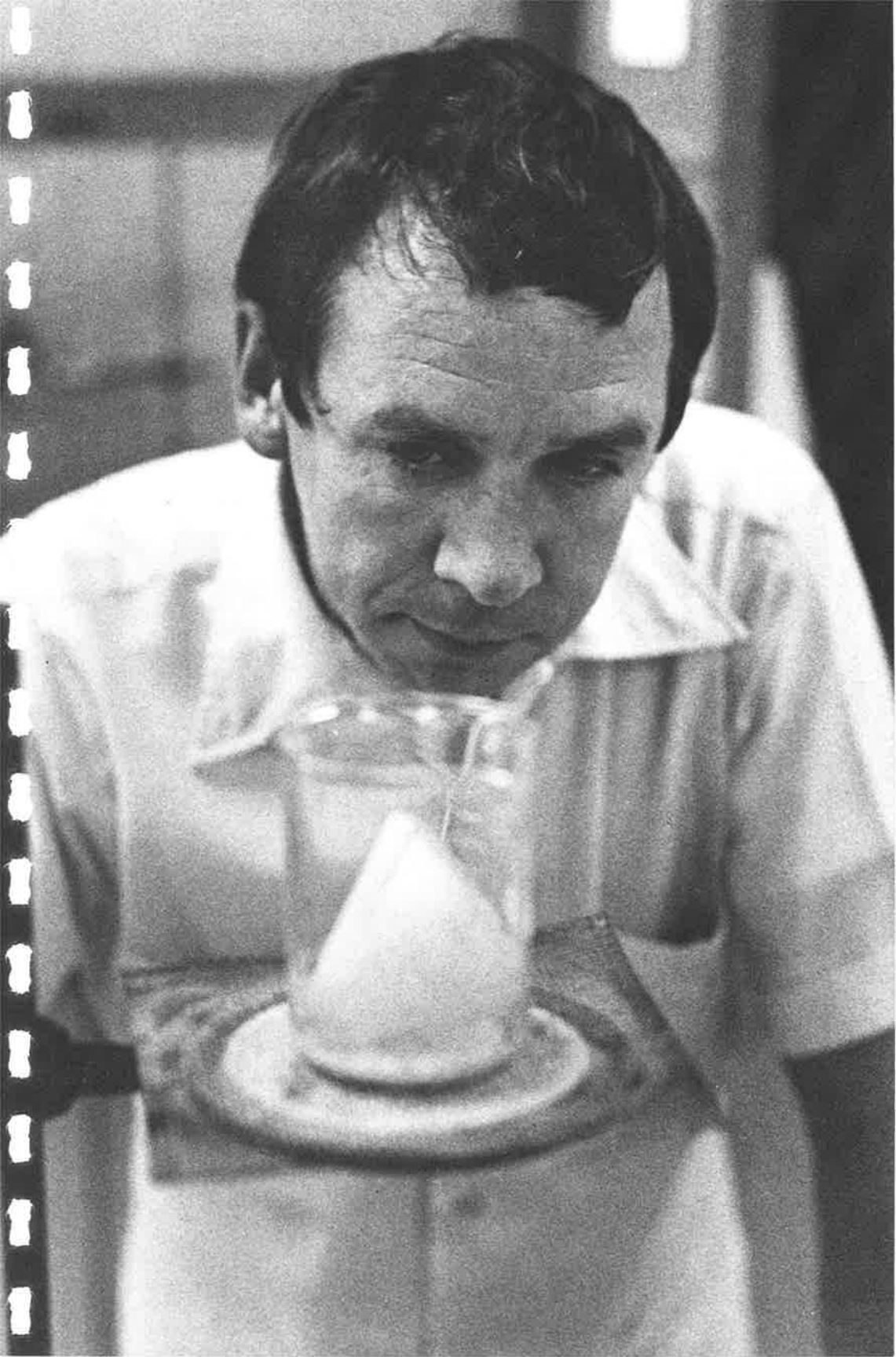
Probation and Dismissal

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.





WOMEN'S CENTER

OPEN TO ALL WOMEN AND MEN



**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 in planning academic programs; (2) supervision of programs to insure progress toward graduation; and (3) assistance 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; (1) to aid students in personal and social adjustment; (2) 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 is essential for planning courses of study. Counselors serve as valuable resource people in helping to select appropriate classes. It is their concern to keep abreast of any changes that may affect completion of majors, general education and/or transfer requirements.

If a student has not selected a major field of study, a counselor will be assigned to assist her/him 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 open some hours in their schedules for students who may come to the Counseling Center for immediate assistance.

Career Counseling

The Career Development and Placement Center offers a variety of services and resources designed to aid students in the process of choosing, changing or confirming career goals. Professional career counseling is available Monday through Friday from 9 a.m. to 3 p.m. and Tuesday and Wednesday evenings from 6 to 9 p.m. Students are advised to make counseling appointments in advance, although every effort is made to accommodate students on a drop-in basis.

A series of occupational interest and aptitude assessments is available at a nominal cost, when it is agreed that such a series would be beneficial to the student's progress.

Students are encouraged to use the resources of the Center in researching chosen or tentative career goals. These materials, written as well as audio visual, represent the local, state and national job markets and are constantly updated in order to provide current and relevant planning aids. Additionally, a wide range of career planning and job search workshops and seminars is offered throughout the school semester. For dates, times and topics inquire at the Career Development and Placement Center, located in the Campus Center Building.

Personal Counseling

Moorpark College, consistent with its stated philosophy of providing a comprehensive education, one backed by supportive services, offers its students a unique opportunity to

explore concerns and life situations which affect learning and personal growth with a professional counselor. A pleasant, confidential, and unhurried environment is provided.

Getting the maximum benefit out of going to college sometimes involves complications that influence direction. Students are encouraged to come to the counseling area where a concerned, professional counselor will be there to assist with non-academic concerns, with or without appointment or fee.

Job Placement

The Job Placement Office functions as an activity of the Career Development and Placement Center. The office serves to bridge 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; 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 referrals to 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 and First Aid Treatment

Counseling and 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

A minor (under age 18) will be required to present a signed parent or guardian PERMISSION FOR EMERGENCY CARE form at time of registration.

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 and supervised activities. 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 college 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, Health Reimbursement 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 and supervised activities. 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 college 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.

Students desiring coverage for non-school related accidents or for medical expense due to illnesses 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 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 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% to 7% interest on the unpaid balance. Interest is not charged nor payment 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 a student must meet 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 coordinator of scholarships for complete details.

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

September

Indian Fellowship Program

October

American Society of Women Accountants
Business and Professional Women's Foundation
Indian Health Employees Scholarship Fund, Inc.

November

Nursery School Education (PTA)
General Electric Foundation

December

Harry S. Truman Scholarship
Soroptimist
Indian Health Employees Scholarship Fund, Inc.
American Institute of Aeronautics and Astronautics
Los Robles Hospital Scholarship

February

Bank of America
California Home Economics Association
Nursery School Education (PTA)
Scott, Foresman/Floyd L. Ruch Introductory Psychology Scholarship
American Society of Women Accountants
The Iola Lovas Foundation
Bilingual-Crosscultural Teacher Development Scholarship
Associated Student Body Scholarship
Photographic Art and Science Foundation-Brooks Institute of Photography
Photographic Art and Science Foundation/Rochester Institute of Technology
The National Charity League Scholarship
The University of Chicago Talent Search

March

California Farm Bureau
County Engineers Association of California
Edison Career Development Award
Real Estate Endowment
American College Scholarship
Bell Laboratories-Society of Women Engineers

United Technologies Corporation Scholarship-Society of Women Engineers
SWE Founders Scholarship-Society of Women Engineers
RCA Scholarship-Society of Women Engineers
Lillian Moller Gilbreth Scholarship-Society of Women Engineers
Herbert A. White Scholarship-Society of Women Engineers
General Electric Foundation Scholarship-Society of Women Engineers
University of California, Riverside Merit Scholarship
Anacapa Chapter-The National Secretaries Association (International)
Health Professions Summer Scholarship Program
Rotary Foundation Educational Awards
Delta Theta Tau Scholarship
California Association of Nurserymen

April

Ventura County Association for the Retarded
Ventura County Legal Secretaries Association
Ventura Area Panhellenic Association
American Association of University Women, Simi Valley
Business and Professional Women's Foundation

May

The Gomer Sims Award-Southern Calif. Golf Course Superintendents Association
American Association of Medical Assistants
Business and Professional Women's Foundation
American Fund for Dental Health
UC Riverside Transfer Scholarship
Southern California Golf Course Superintendents Association
National Association of Women in Construction-Simi/Conejo Chapter No. 254

June

Charlie Baron Memorial Award (Conejo Valley Board of Realtors)
L. W. "Flaco" Feldmiller Scholarship
Catholic Press Council Scholarship
American Dental Trade Association
Dentsply International, York, PA
Illinois Dental Laboratory
National Association of Dental Laboratories
William A. Joy Memorial Scholarship
Robert J. Rothstein Memorial Scholarship
Jess F. Jelenko, Sr. Memorial Scholarship
Charles M. Gothe Memorial Scholarship
Indian Health Employees Scholarship Fund, Inc.

August

TRW Scholarship-Society of Women Engineers
Westinghouse Bertha Lamme Scholarship-Society of Women Engineers

Unspecified

Maple Creek Willie Scholarship
Mexican American Bar Association of Ventura County
Robert S. Bean Memorial Scholarship
Ventura County Women for Agriculture
The Ejidos of Baja California Scholarship Fund

Air Force ROTC

Through arrangements with the University of Southern California, (USC), the University of California at Los Angeles (UCLA) and Loyola Marymount University (LMU), two-

three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC program leads to a commission as a Second Lieutenant in the Air Force Reserve. Two- and three-year scholarships are available to qualified students on a competitive basis. Four-year scholarships for incoming students must be applied for before December 15 in the year prior to entering college. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. All qualified cadets are provided 25 hours of flying training during their final year in the program. For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, California 90007, (213) 741-2670, the Department of Aerospace Studies, University of California, Los Angeles, California, 90024, phone (213) 825-1742 or Department of Aerospace Studies, Loyola Marymount University, Los Angeles, California, 90045, phone (213) 642-2770.

E.O.P. Services

The Extended Opportunity Program (EOPS) is a combination of financial aid and supportive services designed to inform, recruit, and assist students from low income families. EOPS is a state-funded program. Its goals are to 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 Student Services building to see whether 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 SAAC (Student Aid Application for Calif.) 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. Provide proof of income. (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 \$8250 for a family of four (with \$900 for each additional child or dependent).

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

VETERAN'S SERVICES

Eligibility for Benefits

The programs of Moorpark College are approved for veterans educational benefits. Veterans are eligible for educational assistance under Chapters 34 and 35 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 prior to 12/31/76 and who were released under conditions other than dishonorable.

Veterans who entered military service before 12/31/76 are entitled to one and a half 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.

Anyone entering military service after 12/31/76 will be covered under the new Chapter 32. Each person entering military service after 12/31/76 has the right to enroll in and make contributions to the educational benefits program at any time during active duty. The minimum requirement for eligibility for educational benefits under this Chapter is twelve consecutive months of participation.

Admissions Information

All students who expect to receive veterans benefits must contact the Veterans Office each semester. It is the student's responsibility to process the necessary paperwork in the Veterans Office and be properly registered in the units indicated.

New students who have never applied for VA benefits will need to complete applications that can be obtained in the Veterans Office. Copies of DD-214 and, if applicable, marriage certificates and birth certificates of all children must also be submitted.

Transferring or returning students who have previously received VA benefits but have not used them at Moorpark College or have attended other colleges since attending Moorpark will need to fill out Change of Place and Training forms, available in the Veterans Office.

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 end of 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. Approval of courses must be obtained from the Veterans Counselor prior to enrollment certification.

Advance Benefits Payment

Students requesting advance pay will need to contact the Veterans Office concerning eligibility and deadlines.

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 accepted by the Veterans Administration.

Academic Probation for Veterans

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

1. Cumulative grade point average is less than 2.0.
2. Semester grade point average is less than 2.0.
3. Less than 50% of attempted units have been completed.

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 expected to obtain academic counseling from the college Veterans Counselor.

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 and will notify the veteran of proper procedures to be reinstated.

The above conditions apply specifically to the student’s 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 Student Services 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, and/or the Veterans counselor, 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.

Modular Classes

A modular class is a class that is not a full semester in length. Veterans benefits are paid for only the actual length of the class.

Student Activities

The Student Activities Office, located in the Campus Center, is one of the heaviest student traffic areas within the college. The reason for this is that the office is designed to meet the needs of students who are interested in activities outside the classroom. These activities include student government, campus clubs, and governance committees. Information concerning housing and transportation is available. The staff will attempt to answer any questions concerning college life and to refer students to the proper offices where specific concerns can be handled.

Associated Student Body

The student governing organization is known as the Associated Student Body. Elected and appointed officials are responsible for conducting the business of government as representatives of the students at large. Seeking office and volunteering for committee assign-

ments offers entry into campus and state level policy-making groups.

The structure of student government and the duties of its officers are specified in the constitution. The ASB handles sales of student activity cards which are the major source of income each year. The student organization provides a means of input to faculty and administration through assignment of members to various campus governance committees. Students interested in participating in student government should contact the Student Activities Director.

Campus Clubs and Organizations

Involvement in a club offers the incoming student an opportunity to associate with others who have common interests. Club sign-up sheets are available in the Student Activities Office. Students interested in forming new clubs to meet interests not presently being served can follow procedures set up by the office.

Transportation

The Student Activities Office maintains a card file in which students can specify whether they are looking for a ride or need riders for their carpool. Students may also post notices to look for rides; such notices must carry approved for posting stamp that is available in the office. The college district does not provide student transportation.

Housing

Moorpark is strictly a commuter college and has no campus housing. The Student Activities Office 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 is listed. Making arrangements for housing is the responsibility of the student.

Bookstore

The Raider Bookstore carries in stock the textbooks and supplies required in all the classes offered each semester. Used texts can be purchased at considerable savings. Students may return books for refunds, provided they follow a clearly specified policy which is well publicized. There are book buy-back periods offered each semester when books in usable condition may be sold back by students. The bookstore also stocks a variety of goods and sundries most used by college students.

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.

Lost and Found

Students who lose belongings on campus should check for possible recovery of missing items. The switchboard in the Administration Building serves as a collection point for lost and found items.

Poster Regulations

Any posters, flyers, or other printed materials which advertise programs or events that are CLEARLY IDENTIFIED as having Moorpark College sponsorship may be circulated and posted without bearing an "approved for posting" stamp. All other printed materials must be approved for posting in the Student Activities Office.

Student Grievance Policy

A complete description of the College Grievance Policy is contained in Appendix IV.

Students seeking information about this policy should consult the Dean of Student Services.

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 outside 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.

Intercollegiate Athletics

Moorpark College offers a wide variety of sports programs to men and women who are interested in competing on an intercollegiate athletic level.

The college fields teams in volleyball, tennis, basketball, softball, track, and cross country for women and in football, basketball, wrestling, cross country, track, baseball, golf, and tennis for men. The Raider athletic teams compete in the Western State Conference, one of the finest conferences in California.

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, which awards the conference's best overall athletic program. Moorpark has been a consistent winner in this competition, with outstanding records of performance in all sports.

Raider athletes are fortunate to attend a college which boasts both a beautiful campus and first-rate athletic facilities. Among the facilities are the Raider Pavilion, home of the Raider basketball, volleyball, and wrestling teams; a driving range and putting green for golf; ten tennis courts; many challenging cross country courses; excellent baseball and softball diamonds; and a comprehensive track and field stadium.

Future construction plans at the college include a football stadium for the Raider gridiron squad.

To compete in intercollegiate athletics, students must meet the eligibility requirements of the Western State Conference, which includes enrollment and attendance in 12 units of study. Varsity sports are competitive and require an advanced degree of skill. Students must be willing to devote extra time to traveling to matches and practicing.

The intercollegiate sports teams are all under the supervision of the college Athletic Director.





**SPECIAL
PROGRAMS**

MOORPARK BILINGUAL EDUCATION PROGRAM

Moorpark College offers a program of instruction designed specifically for the Spanish-speaking population through its Bilingual Education Center located in the community of Moorpark. Courses are offered in phonetics, speech, grammar, writing, reading and vocabulary building. Spanish courses intended to aid Spanish-speaking students by giving them a strong grasp of grammar and structure in their primary language, are also offered at the Center.

Many of the instructors teaching in the program are bilingual in English and Spanish, and the instruction is as individualized as possible. A language laboratory with modern equipment and materials is utilized in language instruction in the classroom and is also available for students to use on their own. E.O.P.S., counseling, and tutoring are also available.

Classes are also offered in mathematics, the social sciences, the humanities, electronics, and typing. Certificates are offered in Electronics, Office Technology, and automotive technology.

PROGRAMA EDUCACIONAL BILINGÜE DE MOORPARK

En su Centro Educacional Bilingüe, localizado en la comunidad de Moorpark, el colegio de Moorpark ofrece un programa de instrucción designado especialmente para la población de habla española. Se ofrecen cursos de inglés con énfasis en fonética, gramática, escritura, lectura, y vocabulario.

Además, ofrecemos cursos de español para los que desean mejorar su propia lengua. Estos cursos son designados para dar ayuda al estudiante con la gramática española para así aprovechar las oportunidades de trabajo que se ofrecen a las personas bilingües. La mayoría de los profesores son bilingües en inglés y español, y la instrucción es tan individual como posible. Un laboratorio de lenguas, con equipo y materiales modernos, está a la disposición de los estudiantes. Este laboratorio es utilizado en la instrucción de la clase y también por estudiantes que desean usarlo en su tiempo libre.

También son ofrecidos los servicios de ayuda financiera, de consejeros, y tutores.

Cursos en matemáticas, ciencias sociales, humanidades, electrónica, y mecanografía también son ofrecidos. Ofrecemos certificados en electrónica, tecnología de oficinas, y tecnología automotriz.

COMMUNITY SERVICES

In addition to providing formal instructional programs, Moorpark College serves the continuing education needs of its community by offering a variety of educational opportunities through its Community Services program. This program is designed to make College resources available to the general public as well as the college community. Community Services programming includes the following activities:

1. Short courses which utilize special skills and knowledge of the College staff and other experts;
2. Workshops and special events which assist the community in resolving unsolved problems and in long range planning;
3. Coordination of use of College facilities and services by community groups when such use does not interfere with the College's regular schedule.

DISABLED STUDENTS PROGRAM

Moorpark College offers a special program for students who have permanent physical disabilities. The purpose of the program is to provide an equal opportunity in the educational process and to help disabled students to become integrated into 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 all two-story buildings. In addition, special ramps, handrails and automatic doors have been installed.

A variety of special services are provided through the Disabled Students Office in the Student Services Building.

The following special services are offered:

1. Interpreter services for the deaf
 - Notetaking services
 - Mobility assistance
 - Reader services
 - Transcribing services
 - Specialized tutoring
 - Peer advising
 - One-stop registration
 - Vocational skills assessment
 - Special parking areas
 - Transportation
 - Academic and career guidance
 - Job placement services
 - Special equipment including:
 - tape recorders
 - talking calculator
 - print magnifiers
 - large print materials
 - closed circuit television
 - page turners
 - electric typewriters
 - left and right handed typewriters
 - calculators
 - speech compressors

LEARNING DISABILITIES PROGRAM

The Learning Disabilities Program can assist college students with the essential tools needed for success in their classes. Many students need help in basic reading, spelling and arithmetic skills as well as individualized special techniques for the realization of their full potential academically or vocationally.

Utilizing a large variety of instructional materials and diagnostic methods, the program's specially designed class work and tutorial sessions provide assistance on a personalized basis. Students advance at their own pace, improving their proficiency in the areas of basic and intermediate reading, arithmetic skills, spelling, study skills and personal development.

An educational program is planned at the Learning Disabilities office in the Student Services Building to meet the student's specific academic needs or vocational goals.

LEARNING RESOURCES CENTER

Individual programs personally designed to meet the student's needs, after free private diagnostic testing, are available. Many students need the multitude of programs available in the Learning Center in order to brush up on skills they need to survive in their classes or to prepare for classes they have yet to take. Spelling, grammar and usage, essay writing,

outlining, memorizing, and concentrating, increased speed and comprehension in reading, counseling, all are part of the Learning Center's offerings.

TUTORIAL CENTER

One-to-one and group tutoring are available to all Moorpark College students for any courses they are taking at Moorpark College. There is no charge for tutoring, and it does not appear on student's transcripts. All tutors are Moorpark College students recommended by faculty.

INTERDISCIPLINARY COURSES

Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. These courses are team-taught by several teachers and present the student with ideas from different points of view by individuals who have studied and been trained in the particular disciplines included in the course. Courses for 5, 6, and even 12 units are available. Consult the student schedule for these combinations.

THE OAKS RETAILING PROGRAM

In order to capitalize on the availability of the Oaks Regional Shopping Center in Thousand Oaks, Moorpark College has instituted a special retailing program designed to introduce students to the world of business and retailing. This program is built around three basic courses: Business 30, Introduction to Business and Economics; Bus 39, Business Communication and Personal Growth 2, Career Development. The two business classes which are required in all business degree and certificate programs are supplemented by a Career Development class. The retailing program is enriched by guided tours of the major department stores and by the use of key people by personnel and management from retailing as speakers and resource persons for our students. Classes are generally scheduled from 10:00 a.m. to 1:00 p.m. during the day and 7 p.m. to 10 p.m. in the evening at various locations in the Oaks Regional Shopping Center.

WOMEN'S STUDIES

The Moorpark Women's Program is a selection of outstanding courses dealing with various issues and concerns of women in today's society. These courses will assist in obtaining a college degree, developing employable skills, and increasing personal growth. Units earned are credited toward the AA degree and toward transfer to a four-year college.

The Women's Program emphasizes freedom of choice and provides an academic setting to explore the varied options available to women today. The Women's Program offers the students an opportunity to enjoy the company and support of others while taking classes of special interest.

Courses offered in the program cover a wide range of interest. Included in the offerings are Literature, Psychology, History, Humanities, Film, Sociology, Physical Education, Health Science, Study Skills, Personal Growth, and other subjects that emphasize the woman's perspective. Consult the most recent schedule of classes for the current offerings.

WORK EXPERIENCE EDUCATION

Moorpark College offers an educational program in Cooperative Work Experience which combines work experience gained by students on the job and academic instruction. The program is 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 ser-

VICES, the students bring an enrichment to their college studies which enhances their total development.

Eligibility for Program

Students working at a job directly related to their college major are eligible for Cooperative Work Experience. A minimum of five (5) hours per week is required for each unit of college credit. In addition, students must be enrolled in at least seven (7) units of course work at Moorpark College including Cooperative Work Experience units. Students must also be enrolled in at least one (1) course in their major unless they have completed twelve (12) units in their major. A maximum of sixteen (16) units of Cooperative Work Experience may be earned.

Enrollment Procedure

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

1. Be admitted by the Cooperative Work Experience Office the first week of registration
2. Secure permission of his/her employer
3. Complete semester objectives under direction of a faculty advisor
4. Receive evaluation from his/her employer
5. Attend a regularly scheduled coordinating class or seminar.

Parallel Program Between Education and the U.S. Navy Civilian Careers

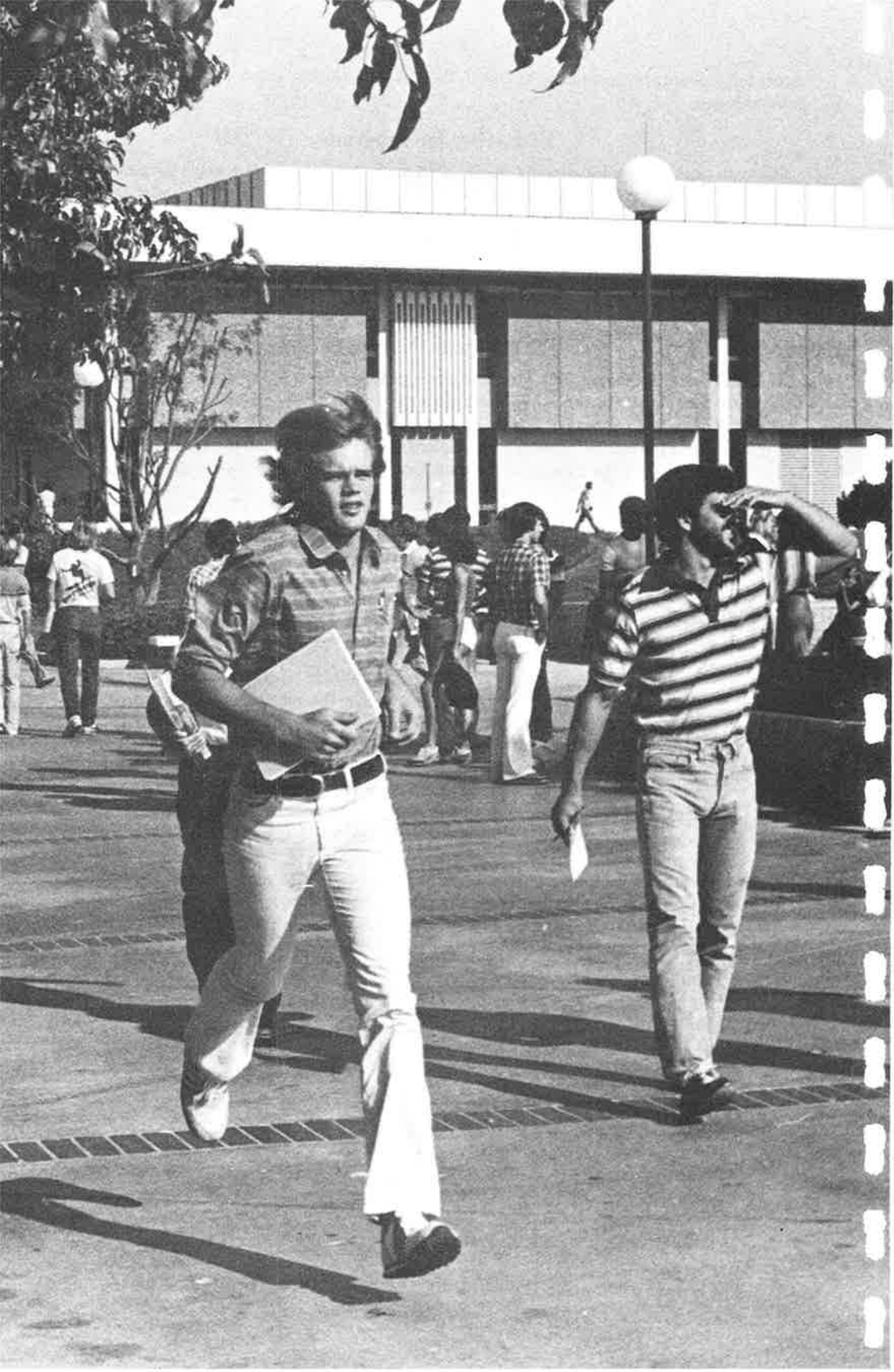
The Navy Administrative Educational Program develops college students for professional, administrative and managerial careers through on-the-job-training.

The program provides work experience in a professional career field on a trial basis before committing yourself to a permanent job. Upon graduation and completion of the cop program, you will have specific work experience to offer an employer.

The requirements for participation in the program are:

- ... Completion of the freshmen academic year (preferably sophomore year).
- .. If an upperclassman, have at least 30 semester or 45 quarter credits to complete before graduation.
- .. Attain at least a 2.0 overall scholastic average (on a 4.0 scale) or the equivalent, as well as have grade C or above in all major fields of study.

To apply, contact the Cooperative Work Experience Office in the Administration Building, Room 179.



**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 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 art, 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, Humanities 2, 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 15); Botany; Chemistry; Environmental Science; Geography 1, 1L, 5, 60A-M; 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; Humanities 1; 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); Economics 1, 2, 4; Folklore; General Studies 3; Geography (except 1, 1L, 5, 11, 60A-M); 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.;
Humanities 1.
 - (2) One course from:
Chicano Studies 53C, 55B; Humanities 2; Math; Philosophy 7;
Reading 1A, 2, 4A, 4B, 5, 53C; Speech.
- e. Health Science/Physical Education — two courses chosen from:
Health Science 1, 2, 3, 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
- 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 15); Botany; Chemistry; Environmental Science; Geography 1, 1L, 5, 60A-M; 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-M); Humanities 1; 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.; Humanities 1.
 - (2) One course from:
Chicano Studies 53C, 55B; Humanities 2; 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, 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. General education requirements are not met by Independent Studies (22 series) courses.

3. Courses listed in the schedule with an "X" designation are not normally accepted for general education credit, except for PE activity courses.

4. A co-numbered course may be used to satisfy requirements in either, but only one, of the areas to which it may be applicable.

5. Any course, except those designated as repeatable for credit, will be counted only once to satisfy general education requirements.

6. 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 - Law Enforcement
- Agronomy/Soil Science
- Alcohol Studies
- Animal Science
- Automotive Mechanics
- Banking and Finance
- Biology
- Broadcast Engineering
- Business Management
- Cinematography
- Commercial Art

Computer Graphics - Photocomposition
 Computer Graphics - Sales
 Computer Graphics - Technical Representative
 Court Reporting
 Data Processing
 Early Childhood Development
 Electronics Technology
 Engineering
 Exotic Animal Training and Management
 Fashion Design
 Geology
 Governmental Management
 Graphic Design
 Graphic Production
 Home Economics
 Industrial Supervision
 Instructional Aide
 Journalism
 Landscape Management
 Marketing
 Mathematics
 Nursery Management
 Office Technology-Administrative Aide
 Office Technology — Office Technician
 Photography
 Physics
 Real Estate
 Recreation Technology
 Volunteer Services Training and Management

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 Specialist
- Electronics Technician
- Exotic Animal Care and Handling
- Governmental Management
- Industrial Supervision
- Instructional Aide
- Landscape Management
- Marketing
- Nursery Education
- Nursery Management
- Office Technology — Administrative Aide
- Office Technology — Office Technician
- Offset Lithography
- Real Estate

ASSOCIATE DEGREES

ACCOUNTING TECHNICIAN

Occupational

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.

<i>Required Courses:</i>	<i>Units</i>
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	3
DP 1 Introduction to Data Processing	3
OT 2B Calculating Machines	1
OT 10 Individualized Typing Laboratory	1.5
<i>Total minimum required units — 29.5</i>	

Suggested Course Sequence:

First Semester		Third Semester	
Bus 1A	3	Con Ed 7	1.5
Bus 30	3	DP 1	3
OT 2B	1	OT 10	3
	7		7.5
Second Semester		Fourth Semester	
Bus 1B	3	Bus 31	3
Bus 6	3	Bus 33A	3
	6	Bus 39	3
			9

**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

Occupational

Associate in Science Degree*

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

<i>Required Courses:</i>		<i>Units</i>
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 14	Juvenile Procedure	3
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

Total minimum required units — 24

*Recommended Courses: **Pol Sci 3, Psych 1A, Soc 1 (See also p. 000)*

Suggested Course Sequence:

First Semester		Third Semester	
AJ 1	3	Select six (6) units from required optional courses	
AJ 2	3		
AJ 3	3		
	<hr/>		
	9		
Second Semester		Fourth Semester	
AJ 4	3	Select three (3) units from required optional courses	
AJ 5	3		
	<hr/>		
	6		

**See also Associate in Science in Administration of Justice - Law Enforcement*

***See also Transfer Information — Administration of Justice*

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 - LAW ENFORCEMENT

Occupational

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.

<i>Required Core Courses:</i>		<i>Units</i>
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

Area A

Required Optional Courses:

Select six (6) units from the following courses:

AJ 10	Patrol Procedures	3
AJ 11	Criminal Investigation	3
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 89A	Institute/Defense Tactics	1
AJ 89H	Institute/Firearms	1

Area B

Select three (3) 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

Total minimum required units — 24

Suggested Course Sequence:

<i>First Semester</i>		<i>Third Semester</i>	
AJ1	3	Select 6 units of required optional courses from either Area A or Area B	
AJ2	3		
AJ3	3		
	9		
<i>Second Semester</i>		<i>Fourth Semester</i>	
AJ4	3	Select 3 units of required optional courses from either Area A or Area B	
AJ5	3		
	6		

**See also Associate in Science in Administration of Justice - Corrections*

*** See also Transfer Information — Administration of Justice*

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.

AGRONOMY/SOIL SCIENCE

Occupational

Associate in Science Degree*

This curriculum provides training in several areas of Agriculture such as soils, fertilizers, entomology, irrigation, seed and crop production and management. Current employment opportunities exist in such fields as teaching, research, extension, quality control, inspection, sales and services and production agriculture.

<i>Required Courses:</i>	<i>Units</i>
Ag 2 Plant Structure	3
Ag 23A Special Projects in Agriculture	3
Ag 23B Special Projects in Agriculture	3
Ag 50 Introduction to Agronomy	3
Ag 51 Vegetable Crop Production	3
Ag 52 Soils	3
Ag 53 Economic Entomology	3
Ag 66 Record Keeping	3
<i>Total minimum required units — 24</i>	

Recommended Courses: Ag 17AB, 18, 65, 69

Suggested Course Sequence:

First Semester		Third Semester	
Ag 23A	3	Ag 2	3
Ag 50	<u>3</u>	Ag 23B	<u>3</u>
	6		6
Second Semester		Fourth Semester	
Ag 52	3	Ag 51	3
Ag 66	<u>3</u>	Ag 53	<u>3</u>
	6		6

Include recommended courses where possible.

See also Transfer Information — Soil Science

ALCOHOL STUDIES*

Occupational

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.

<i>Required Courses:</i>	<i>Units</i>
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
Urban 43 Interviewing, Counseling and Tutoring	3
<i>Total minimum required units — 24</i>	

Recommended Courses: Biol 1; Spn 32

Required Optional Courses:

Select twelve (12) units from the following courses:

AS 60A-Z	Topics in Alcohol Studies	1-3
Soc 2	Social Problems	3
Urban 1A	Contemporary Urban Issues	3
Urban 41	Introduction to Probation, Parole and Corrections	3
Urban 42	Affecting Human Behavior	3

**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

Occupational

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:

		<i>Units</i>
Ag 23A	Special Projects in Agriculture	3
Ag 30	Introductory Animal Husbandry	3
Ag 31	Feeds and Feeding	3
Ag 32	Beef Production	3
Ag 33	Sheep Production	3
Ag 39	Animal Health and Sanitation	3
Ag 40	Horse Husbandry I	3
Ag 52	Soils	3

Total minimum required units — 24

Recommended Course: Ag 66

*Recommended Courses:** Pol Sci 3, Psych 1A, Soc 1*

**See also Transfer Information — Animal Science*

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.

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.

<i>Required Courses:</i>		<i>Units</i>
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: Art 2; Hist 1AB; Mus 8; Photo 1A

**See also Associate in Science in Commercial Art or Fashion Design*

**See also Transfer Information — Art*

AUTOMOTIVE MECHANICS

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
Bus 4	Business Mathematics	3
Auto 4	Vocational Auto Repair	4
Auto 5	Automotive Engine Repair	5
Auto 6	Brakes and Front-end Repair	5
Auto 7	Automotive Transmission Repair	5
Auto 8	Automotive Tune-up	5
Select one (1) of the following courses:		
Bus 39	Business Communications	3
<i>Total minimum required units — 30</i>		

BANKING AND FINANCE

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
Bus 1A	Accounting Principles I	3
Bus 28	Business English	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
<i>Total minimum required units — 27</i>		

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

**See also Certificate Program for Bank Services*

**See also Transfer Information — Business Administration*

BEHAVIORAL SCIENCE

Associate in Arts Degree

This program is recommended not only for students wishing an A.A. degree, but also for those who intend to transfer to a four-year institution or university with a major in one or more of the Behavioral Science fields. Transfer students should consult the transfer requirements section as additional courses are required by transfer institutions. Students with an A.A. degree in the Behavioral Sciences may be qualified for immediate employment in public social service agencies.

<i>Required Courses:</i>		<i>Units</i>
Anth 2	Cultural Anthropology	3
Anth 3	Archaeology	3
Psych 1A	Introduction to Psychology	3
Psych 3	Psychology of Interpersonal Relationships	3
Soc 1	Introduction to Sociology	3
Soc 2	Social Problems	3

Required Optional Courses:

Select three (3) units from the following courses;*		3
Anth 4**		
Anth 9	Female of the Species	3
Ch St 1**	The Chicano in Contemporary Society	3
Ch St 2**	Chicano Culture	3
Psych 6	The Psychology of Sex Differences	3
Soc 6**	The Chicano in Contemporary Society	3
Soc 8	Minority Group Relations	3
VSTM 2A-C	Field Service for Volunteers	3

Total minimum required units — 21

Recommended Courses: Math 15; Eng 1A; Speech 1

See Behavioral Science Brochure for additional information and suggested course sequence.

**Not all of the Women's or Ethnic Studies courses will be taught each semester. Check with the Behavioral Science Department concerning when the course(s) of interest will be offered.*

***Co-numbered course*

BIOLOGY

Associate in Science Degree*

This program is designed to award a designated associated degree Biology. These requirements were chosen by faculty to optimize students' preparation for upper division course work for **Bachelor of Science degrees in Biology offered by four-year institutions. Since the course work in geology is sequential, students may spend less time earning an Associate in Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in biology. For students not completing Bachelor degrees, this degree will provide evidence of their level of achievement at Moorpark College. This evidence should give students some advantages in seeking employment in technical areas.

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3, and 7 or equivalent.

Chemistry — one year high school chemistry or Chem 12 or equivalent.

Physics — one year high school physics or Ph 12 or equivalent if student plans to take Ph 4.

Biology students are strongly encouraged to take advantage of summer school class offerings.

<i>Required Courses:</i>	<i>Units</i>
Biol 2AB General Biology	4
Chem 25AB General Chemistry	12
Math 25AB Calculus with Analytic Geometry	10
Ph 4 Mechanics of Solids and Fluids	5
Ph 5 Electricity and Magnetism	4

Total minimum required units — 39

Note: Chem 8, 9 (Organic Chemistry), Ph 6 is strongly recommended as an elective.

Suggested course sequence:

First Semester		Third Semester	
Chem 1A	6	Biol 2A	4
	6	Math 25B	5
		Ph 4	5
			14
Second Semester		Fourth Semester	
Chem 1B	6	Biol 2B	4
Math 25A	5	Ph 5	4
	11		8

*See also Transfer Information — Biology

BROADCAST ENGINEERING

Occupational

Associate in Science Degree*

This program is designed for the student interested in the technical aspects of radio, television, and related industries. Recent graduates have been employed as floor managers, assistant technical directors, cable television installers, and maintenance technicians.

<i>Required Courses:</i>	<i>Units</i>
EL 5A Technical Electronics I	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
TC 49 Cooperative Work Experience - Telecommunications	4

Required Optional Courses:

Select one (1) of the following courses:

TC 3A Television Production Workshop	3
TC 4A Remote TV Production Workshop	3
TC 10A CATV Engineering and Maintenance	3
TC 10B CATV Engineering and Maintenance	3
TC 10C Advanced CATV Engineering and Maintenance	3
TC 18B Advanced Music and Sound Recording	3

Total minimum required units — 28

Recommended Courses: Chem 12; EL 15, 20ABCD, 28A; Ph 2AB; TC 1, 3B, 4B

Suggested Course Sequence:

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

*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

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total minimum required units — 24</i>		

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

Suggested Course Sequence:

First Semester		Third Semester	
Bus 30	3	Bus 37	3
Bus 33A	<u>3</u>	Bus 50	<u>3</u>
	6		6
Second Semester		Fourth Semester	
Bus 31	3	Bus 51	3
Bus 39	<u>3</u>	DP 1	<u>3</u>
	6		6

**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.

CHEMISTRY

Associate in Arts Degree*

This program is designed to award a designated associated college degree to those students who have completed a course of specialization in Chemistry. These requirements were chosen by faculty to optimize students' preparation for upper division course work for **Bachelor of Science degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate in Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in chemistry. In addition, the earning of this degree will be evidence of achievement of technical skills which may be helpful towards the seeking of immediate employment.

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3, 7 or equivalent

Chemistry — one year high school chemistry or Chem 12 or evidence of achievement of technical skills which may be helpful towards the seeking of immediate employment.

Chemistry students are strongly encouraged to take advantage of summer school class offerings.

Required Courses:

		<i>Units</i>
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Chem 8, 9	Elementary Organic Chemistry, and Organic Chemistry Lab	2
Or		
Chem 7A	Organic Chemistry	5
Math 16A	Applied Calculus I	3
Math 16B	Applied Calculus II	3
Ph 2A	General Physics	4
Ph 2B	General Physics	4

Total minimum required units — 31

Recommended Course: Chem 5

Suggested Course Sequence:

First Semester		Third Semester	
Chem 1A	6	Ph 2A	4
	6	Math 16A	3
			7
Second Semester		Fourth Semester	
Chem 1B	6	Chem 8	3
	6	Chem 9	2
		Ph 2B	4
		Math 16B	3
			12



CINEMATOGRAPHY

Occupational

Associate in Science 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.

<i>Required Courses:</i>		<i>Units</i>
Cine 2	Art and Techniques of Film	3
Cine 3A	Advanced Cinematic Production I	3
Cine 3B	Advanced Cinematic Production II	3
Photo 1A	Beginning Photography	3
<i>Required Optional Courses:</i>		
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
<i>Total minimum required units — 21</i>		

**See also Transfer Information — Film 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.

COMMERCIAL ART

Occupational

Associate in Science Degree*

The Commercial Art program is designed to prepare students for entry-level employment in advertising agencies, printing and publishing, department stores, television and motion picture studios, advertising departments of large companies, or commercial art studios. For some the training offered at Moorpark College may prepare them for a free lance career. Students will learn to draw, paint, plan, design, think two-dimensionally and three-dimensionally, and to satisfy art directors and clients. Graduates of this program will have a knowledge of composition, design, perspective, lettering and advertising layout.

<i>Required Courses:</i>		<i>Units</i>
Art 1A	Art History	3
Art 1B	Art History	3
Art 4A	Color and Design	2
Art 12A	Drawing and Composition	3
Art 20	Twentieth Century Art	3
Art 40	Commercial Design	3
Art 41	Lettering and Typography	2
Art 42	Advertising Design	2
Art 45A	Beginning Illustration	2
Art 45B	Beginning Illustration	2
GC 4	Layout and Design Techniques	3
Photo 1A	Beginning Photography	3

Required Optional Courses:

Select two (2) units from the following courses:

GC 10ABC**	Commercial Art Internship	1-1-1
GC 30	Reproduction Process	2

Total minimum required units — 33

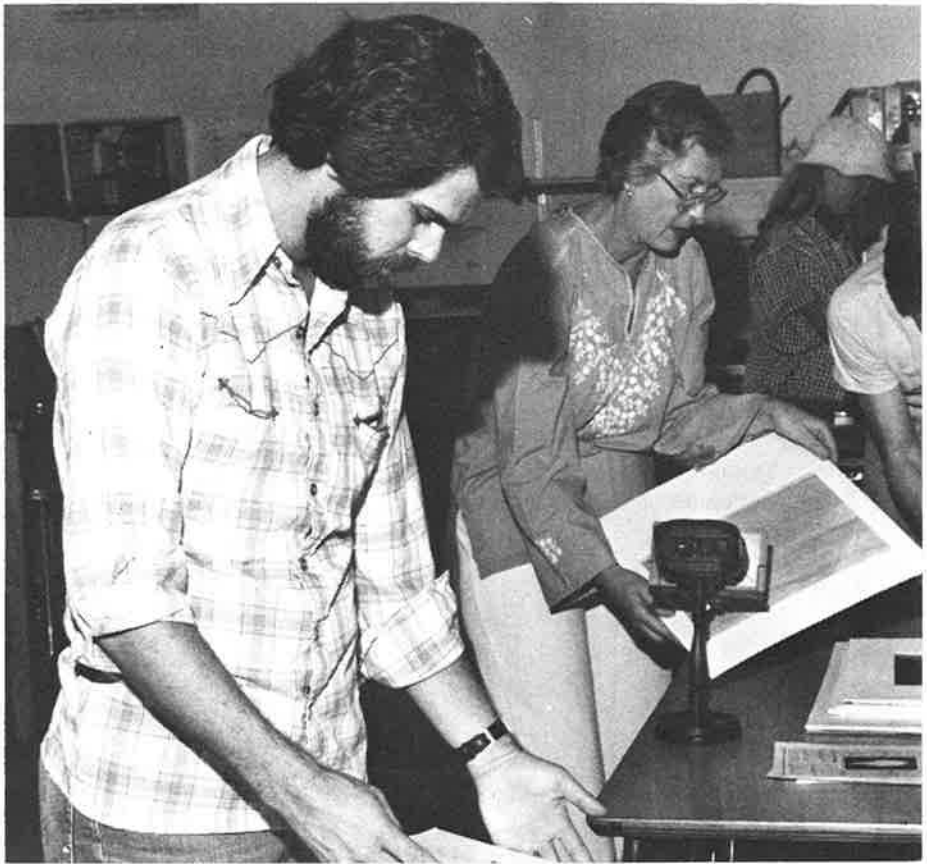
*Recommended Courses: Art 3, 4B, 12B, 13A1B; CA 8**, 9**; GC 11A; Photo 3*

Suggested Course Sequence:

First Semester		Third Semester	
Art 1A	3	Art 20	3
Art 4A	2	Art 45B	2
Art 12A	3	GC 4	3
	<hr/>	Photo 1A	3
	8		<hr/>
			11
Second Semester		Fourth Semester	
Art 1B	3	GC 10ABC or GC 30	2
Art 41	2	Art 40	3
Art 45A	2	Art 42	2
	<hr/>		<hr/>
	7		7

**See also Associate in Arts in Art or Associate in Science in Fashion Design or Graphic Design*

**See also Transfer Information — Art*



COMPUTER GRAPHICS – PHOTOCOMPOSITION

Occupational

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:

		<i>Units</i>
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
	<u>6</u>		<u>6</u>
Second Semester		Fourth Semester	
DP 4A	3	DP 8A	3
GC 4	3	DP 18	3
	<u>6</u>	GC 3B	3
			<u>9</u>

**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

Occupational

Associate in Science Degree*

This program is designed to prepare the students for a career in the area of sales. Various opportunities in sales and sales support are available in the expanding computer graphics industry.

<i>Required Courses:</i>		<i>Units</i>
Bus 30	Introduction to Business and Economics	
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
<i>Total minimum required units — 27</i>		

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		6

**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

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total minimum required units — 29.5</i>		

Suggested Course Sequence:

First Semester		Third Semester	
DP 1	3	DP 5	3
GC 1	3	DP 88	1.5
	<hr/>	EL 20B	4
	6		<hr/>
			8.5
Second Semester		Fourth Semester	
DP 8A	3	EL 20C	5
EL 20A	4	GC 3A	3
	<hr/>		<hr/>
	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

Occupational

Associate in Science Degree*

This 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.
- (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.

<i>Required Courses:</i>		<i>Units</i>
Bus 33A	Business Law I	3
CR 1	Beginning Stenotypy	8
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
OT 12B**	Typewriting: Speedbuilding II	1
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5

Read 2	Word Power	3
Read 4A	Techniques of Reading	3
Read 5	Speed Reading	3
<i>Total minimum required units — 81.5****</i>		

Students may satisfy the requirements for CR 1, CR 2, OT 12B 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 180 wpm and above.*

*****Does not include units for typing.*

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.

DATA PROCESSING

Occupational

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:

	<i>Units</i>	
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
DP 14	Computer Programming BASIC	3

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 15	Structured Techniques	3

Total minimum required units — 34

Recommended Courses: DP 8A, 8B, 11, 18; Econ 1, 2

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	<u>1</u>
DP 9	<u>1</u>		7
	10		
Second Semester		Fourth Semester	
Bus 1A	3	DP 6	3
DP 4B	3	DP 7A or DP 15	3
DP 9	1	DP 9	<u>1</u>
DP 14	<u>3</u>		7
	10		

**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.

EARLY CHILDHOOD DEVELOPMENT

Occupational

Associate in Science 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:

		<i>Units</i>
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

Suggested Course Sequence:

First Semester	
ECD 30A	3
ECD 38	3
Psych 1A or Psych 3	3
	<hr/>
	9

Third Semester	
ECD 41	3
HS 5	2
ECD 52 or ECD 53	3
	<hr/>
	8

Second Semester	
ECD 39A	3
ECE 40	3
ECD 51 or ECD 54	3
	<hr/>
	9

Fourth Semester	
ECD 39B	3
ECD 43	3
	<hr/>
	6

**See also Certificate Program for Nursery Education*
**See also Transfer Information — Child Development*



ELECTRONICS TECHNOLOGY

Occupational

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 even 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.

<i>Required Courses:</i>		<i>Units</i>
EL 10A	Electronics Drafting I	3
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 20D	Digital Circuits	5
EL 28A	Electronic Measurements I	3
EL 33	Introduction to Microprocessors	3

Total minimum required units — 30

Recommended Courses: EL 15; Math 6

Suggested Course Sequence:

First Semester		Third Semester	
EL 15	3	EL 20C	5
EL 20A	4	EL 10A	3
	7		8
Second Semester		Fourth Semester	
EL 20B	4	EL 20D	5
EL 28A	3	EL 33	3
	7		8

**See also Certificate Program for Electronics Specialist or Electronics Technician*

**See also Transfer Information — Electronics Technology*

ENGINEERING

Associate in Science Degree*

This program is designed to award a designated associate degree to those students who have completed a course of specialization in Engineering. These requirements were chosen by our faculty to optimize our students' preparation for upper division course work for **Bachelor of Science degrees in Engineering offered by four-year institutions. Since the course work in engineering is sequential, students may spend less time earning an Associate in Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in engineering. For students not completing Bachelor degrees, this degree will provide evidence of their level of achievement at Moorpark College. This evidence should give students some advantages in seeking employment in technical areas.

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3, and 7 or equivalent.

Chemistry — one year high school chemistry or Chem 12 or equivalent.

Physics — one year high school physics or Ph 12 or equivalent.

Engineering students are strongly encouraged to take advantage of summer school class offerings.

<i>Required Courses:</i>		<i>Units</i>
Chem 1A	General Chemistry	6
Engr 12	Engineering Materials	3
Engr 16	Engineering Statics and Strength of Materials	4
Ph 4	Mechanics of Solids and Fluids	5
Ph 5	Electricity and Magnetism	4
Ph 6	Heat, Sound, Optics and Modern Physics	4
Math 25A	Calculus with Analytic Geometry I	5
Math 25B	Calculus with Analytic Geometry II	5
Math 25C	Calculus with Analytic Geometry III	5
Engr 4	Introduction to Engineering Design	3
<i>Total minimum required units — 44</i>		

First Semester		Third Semester	
Math 25A	5	Math 25C	5
Engr 4	3	Ph 5	4
Chem 1A	6	Engr 12	3
	14		12
Second Semester		Fourth Semester	
Math 25B	5	Ph 6	4
Ph 4	5	Engr 16	4
	10		8

**See also Transfer Information — Engineering*



EXOTIC ANIMAL TRAINING AND MANAGEMENT

Occupational

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:

		<i>Units</i>
EATM 1A	Biology of Exotic Land Animals	3
EATM 2A	Exotic Animal Behavior	1.5
EATM 2B	Animal Health and Safety	1.5
EATM 3A	Operant Conditioning	1.5
EATM 3B	Exotic Animal Nutrition	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 21A	Exotic Animal Training	3
EATM 23	Elementary Veterinary Procedures	4
EATM 31	Theatrical Aspects of Animal Parks	2
EATM 32	Public Relations in Animal Parks	2
EATM 33	Administration of Animal Parks	2
EATM 40A	Field Experience in EATM	3
EATM 40B	Field Experience in EATM	3

Total minimum required units — 39

Recommended Courses: AG 43; Biol 1; Engl 2 or 3; EATM 21B; Geog 1; HS 1, 5; Psych 1A



Suggested Course Sequence:

First Semester		Third Semester	
EATM 1A	3	EATM 12	3
EATM 2A	1.5	EATM 13A	2
EATM 2B	1.5	EATM 21	3
EATM 11A	2	Or	
EATM 32	2	EATM 40B	3
	<hr/>	EATM 23	3
	10		<hr/>
			14
Second Semester		Fourth Semester	
EATM 1B	3	EATM 13B	2
EATM 3A	1.5	EATM 21	2
EATM 3B	1.5	Or	
EATM 11B	2	EATM 40B	3
EATM 31	2	EATM 33	2
	<hr/>		<hr/>
	10		7
Summer Session			
EATM 40A	3		

**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:

		<i>Units</i>
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
Art 1B	Art History
Art 2	Art Appreciation

Required Courses to be Introduced in Spring 1981:

Textile Design	3
Fashion Design	2
Draping	2

Total minimum required units — 31

Recommended Courses: Art 14A, 42, 44; Bus 36; HE 37A; Photo 1A

**See also Associate in Science in Commercial Art or Graphic Design or Associate in Arts in Art*

**See also Transfer Information — Art and Home Economics*

GEOLOGY

Associate in Science Degree*

This program is designed to award a designated associate degree to those students who have completed a course of specialization in Geology. These requirements were chosen by faculty to optimize students' preparation for upper division course work for **Bachelor of Science degrees in Geology offered by four-year institutions. Since the course work in geology is sequential, students may spend less time earning an Associate in Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in geology. In addition, the earning of this degree will be evidence of achievement of technical skills which may be helpful towards the seeking of immediate employment.

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3 and 7 or equivalent.

Chemistry — one year high school chemistry or Chem 12 or equivalent.

Physics — one year high school physics or Ph 12 or equivalent if student plans to take Ph 4.

Geology students are strongly encouraged to take advantage of summer school offerings.

Required Courses:

		<i>Units</i>
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Geol 2	Physical Geology	3
Geol 3	Earth History	3
Geol 4	Mineralogy-Petrology	3
Math 15	Introductory Statistics	4
Or		
Math 25C	Calculus with Analytic Geometry III	5
Math 25A	Calculus with Analytic Geometry I	5
Math 25B	Calculus with Analytic Geometry II	5
Ph 2A	General Physics	4
Or		
Ph 4	Mechanics of Solids and Fluids	5
Ph 2B	General Physics	4
Or		
Ph 5	Electricity and Magnetism	4

Total minimum required units — 43 - 45

Suggested Course Sequence:

First Semester		Third Semester	
Chem 1A	6	Geol 3	3
Geol 2	3	Math 25A	5
	<hr/>	Ph 2A	4
	9		<hr/>
			12
Second Semester		Fourth Semester	
Chem 1B	6	Geol 4	3
Math 15	4	Math 25B	5
	<hr/>	Ph 2B	4
	10		<hr/>
			12

**See also Transfer Information — Geology*

GOVERNMENTAL MANAGEMENT

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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
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

Occupational

Associate in Science Degree*

This program is designed for the student interested in the artistic aspects of Graphic Communications. Emphasis is upon production art for commercial advertising and design.

<i>Required Courses:</i>	<i>Units</i>
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 3A Copy Preparation/Photocomposition	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
GC 30 Reproduction Process	2
GC 31 Graphic Internship	1

Total minimum required units — 32

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

Suggested Course Sequence:

First Semester		Third Semester	
Art 4A	2	Art 41	2
Art 12A	3	GC 11A	3
GC 1	3	GC 30	2
	8		7
Second Semester		Fourth Semester	
Art 40	3	Art 42	2
GC 3A	3	GC 5A	2
GC 4	3	GC 11B	3
	9	GC 31	1
			8

**See also Associate in Science in Commercial Art or Fashion Design*

**See also Transfer Information — Art and 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.

GRAPHIC PRODUCTION

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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
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 Internship	1
GC 32	Estimating and Scheduling	3
<i>Total minimum required units — 31</i>		

Recommended Courses: GC 5A, 11C

Suggested Course Sequence:

First Semester		Third Semester	
GC 1	3	GC 3B	3
GC 11A	3	GC 4	3
GC 26A	3	GC 21	3
	<hr/> 9		<hr/> 9
Second Semester		Fourth Semester	
GC 3A	3	GC 31	1
GC 11B	3	GC 32	3
GC 26B	3		<hr/> 4
	<hr/> 9		

**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.

<i>Required Courses:</i>		<i>Units</i>
HE 5A	Interior Design I	3
HE 10	Nutrition	3
HE 31	Textiles	3
HE 32	Clothing Construction	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

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
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

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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

**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

Occupational

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:

		<i>Units</i>
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
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.

JOURNALISM

Occupational

Associate in Science Degree*

This program is designed to introduce students to the field of Journalism with possible preparation for entry level positions as stringers, lay-out workers, advertising assistants, and other production related jobs. An internship program in connection with local print media is available.

<i>Required Courses:</i>		<i>Units</i>
Journ 1	Mass Comm.: Intro to Print Media	3
Journ 2	News Reporting and Writing	3
Journ 10A	Newspaper Production	3
Photo 1A	Beginning Photography	3

Required Optional Courses:

Select six (6) units from the following courses:

Journ 3	Feature Writing	3
Journ 10B	Newspaper Production	3
Journ 11A	Magazine Editing	3
Journ 11B	Magazine Editing	3

Select six (6) units from the following courses:

Journ 7	Layout and Design Techniques	3
Journ 8	Basic Photo-Journalism	3
Journ 14	Introduction to Public Relations	3
Journ 15	Investigative Report Writing	3
TC 1	Mass Comm.: Intro to Broadcasting	3

Total minimum required units — 24

Recommended Courses: Bus 38; GC 1

**See also Transfer Information — Journalism*



LANDSCAPE MANAGEMENT

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
Ag 1	Introduction to Horticulture	3
Ag 2	Plant Structure	3
Ag 3	Plant Propagation	3
Ag 4	Plant Identification of Ornamentals	3
Ag 5	Landscape Construction and Maintenance	3
Ag 6	Landscape Design	3
Ag 14A	Turfgrass Management	3
Ag 14B	Turfgrass Management	3
Ag 23A	Special Projects in Agriculture	3
Ag 23B	Special Projects in Agriculture	3
Ag 52	Soils	3

Required Optional Courses:

Select one (1) of the following courses:

Ag 15	Insects and Diseases and Their Control	3
Ag 53	Economic Entomology	3

Total minimum required units — 36

Recommended Courses for the Major: Ag 7, 12, 13, 17AB, 18, 66; Biol 1

Suggested Course Sequence:

First Semester		Third Semester	
AG 1	3	AG 14A	3
AG 2	3	AG 23B	3
AG 6	3		<hr/>
AG 23A	3		6
	<hr/>		
	12		
Second Semester		Fourth Semester	
AG 3	3	Ag 5	3
Ag 4	3	Ag 14B	3
Ag 52	3	Ag 15 or Ag 53	3
	<hr/>		<hr/>
	9		9

Include Recommended Courses wherever possible.

NOTE: Ag 14A 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

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total Minimum required units — 24</i>		

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

Suggested Course Sequence:

First Semester		Third Semester	
Bus 30	3	Bus 38	3
Bus 39	3	Bus 31	3
	<hr/> 6		<hr/> 6
Second Semester		Fourth Semester	
Bus 33A	3	Bus 35	3
Bus 37	3	Bus 36	3
	<hr/> 6		<hr/> 6

**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.

MATHEMATICS

Occupational

Associate in Science Degree*

This program is designed to award a designated associate degree to those students who have completed a course of specialization in Mathematics. These requirements were chosen by faculty to optimize students' preparation for upper division course work for Bachelor of Arts degrees in Mathematics offered by four-year institutions. Since the course work in mathematics is sequential, students may spend less time earning an Associate in Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in mathematics. In addition, the earning of this degree will be evidence of achievement of technical skills which may be helpful towards the seeking of immediate employment.

Physics — one year high school physics or Physics 12 or equivalent.

Mathematic students are strongly encouraged to take advantage of summer school offerings.

<i>Required Courses:</i>		<i>Units</i>
Math 18	Computer Programming FORTRAN	3
Math 25A	Calculus with Analytic Geometry I	5
Math 25B	Calculus with Analytic Geometry II	5
Math 25C	Calculus with Analytic Geometry III	5
Math 31	Introduction to Linear Algebra	3
Math 35	Applied Differential Equations	3
Ph 4	Mechanics of Solids and Fluids	5
Ph 5	Electricity and Magnetism	4

Total minimum required units — 33

Recommended courses: Chem 1A; DP 1, 9; Math 15, 30; Ph 6

Suggested Course Sequence:

First Semester		Third Semester	
Math 18	3	Math 25C	5
Math 25A	5	Math 31	3
	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>	Ph 5	4
	8		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
			12
Second Semester		Fourth Semester	
Math 25B	5	Math 35	3
Ph 4	5		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>
	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/>		3
	10		

**See also Transfer Information — Mathematics*

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.**

<i>Required Courses:</i>		<i>Units</i>
Mus 2A	Music Theory	4
Mus 2B	Music Theory	4
Mus 9A	Music History and Literature	3
Mus 9B	Music History and Literature	3

Area Specializations

Vocal Music

<i>Required Courses:</i>		<i>Units</i>
Mus 13A	Fundamentals of Vocal Technique I	2
Mus 13B	Fundamentals of Vocal Technique II	2
Mus 13C	Advanced Vocal Development I	2
Mus 13D	Advanced Vocal Development II	2
From the following list of options select one (1) for each semester:		
Mus 10	Concert Choir	2
Mus 12	Voice Ensemble	2
Mus 60D	Oratorio Chorus	2
Mus 16	Voice in Opera Workshop	2

Recommended:

Mus 25A	Piano for Music Majors	2
Mus 25B	Piano for Music Majors	2
Mus 25C	Piano for Music Majors	2
Mus 9B	Music History & Literature	3
Mus 2C	Music Theory	4

Total minimum required units — 22

Suggested Course Sequence:

Instrumental Music

Required Courses:

One instrumental ensemble performance class each semester selected from the following:

Mus 18A	Beginning Jazz/Rock Ensemble	2
Mus 18B	Advanced Jazz/Rock Ensemble	2
Mus 19	Instrumental Music Workshop	1
and		
Mus 28	Instrumental Conducting	2
plus		
Mus 9B	Music History and Literature	3

Recommended:

Mus 25A	Piano for Music Majors	2
Mus 25B	Piano for Music Majors	2
Mus 2D	Music Theory	4

Music Theory & Composition

Required Courses:

Mus 25A	Piano for Music Majors	2
Mus 25B	Piano for Music Majors	2
Mus 25C	Piano for Music Majors	2
Mus 2C	Music Theory	4
Mus 2D	Music Theory	4
Mus 9B	Music History and Literature	3

Recommended courses for option: Any Music Performance classes from Instrumental, Vocal, or Piano Ensemble.

Keyboard Music

Required Courses:

Mus 25A	Piano for Music Majors	2
Mus 25B	Piano for Music Majors	2
Mus 25C	Piano for Music Majors	2
Mus 9B	Music History & Literature	3
Mus 20	Piano Ensemble	2

Select one (1) performance class each semester from the following:

Mus 20	Piano Ensemble	2
Mus 10	Concert Choir	2
Mus 12	Vocal Ensemble	2
Mus 60D	Oratorio Chorus	2

Recommended Courses:

Mus 3A	Music Reading and Musicianship II	2
Mus 2C	Music Theory	4

VOCAL MUSIC EMPHASIS

First Semester	
Mus 13A	2
Mus 2A	4
Vocal Performance Class (Select one)	
Mus 10	2
Mus 12	2
Mus 60D	2
Mus 16	2
Recommended: One of the following	
Mus 25A	2
Mus 13A	2
	18

Third Semester	
Mus 13 C	2
Mus 9A	3
Vocal Performance Class (Select one)	
Mus 10	2
Mus 12	2
Mus 60D	2
Mus 16	2
Recommended:	
Mus 2C	4
Mus 25C	2
	19

Second Semester	
Mus 13B	2
Mus 2B	4
Vocal Performance Class (Select one)	
Mus 10	2
Mus 60D	2
Mus 16	2
Recommended:	
Mus 25B	2
	16

Fourth Semester	
Mus 13D	2
Vocal Performance Class (Select one)	
Mus 10	2
Mus 12	2
Mus 60D	2
Mus 16	2
Recommended:	
Mus 9B	3
Mus 24D	2
	15

Suggested Course Sequence:

INSTRUMENTAL EMPHASIS

First Semester	
Instrumental Ensemble	
Performance Class	2
Mus 2A	4
Suggested Courses:	
Mus 25A	2
	8

Third Semester	
Instrumental Ensemble	2
Performance Class	
Mus 9A	3
Suggested Course:	
Mus 2C	4
	9

Second Semester	
Instrumental Ensemble	
Performance Class	2
Mus 2B	3
Suggested Course:	
Mus 25B	4
	9

Fourth Semester	
Instrumental Ensemble	2
Performance Class	
Mus 9B	3
Suggested Course:	
Mus 2D	4
	9

MUSIC THEORY & COMPOSITION EMPHASIS

Suggested Course Sequence

First Semester		Third Semester	
Mus 2A	4	Mus 2C	4
Mus 25A	2	Mus 25C	2
Suggested Course: A music performance class from instrumental, vocal, or piano ensemble classes	2	Mus 9A	3
	8		9

Second Semester		Fourth Semester	
Mus 2B	4	Mus 2D	4
Mus 25B	2	Mus 9B	3
Suggested Course: A music performance class from instrumental, vocal, or piano ensemble classes	2	Suggested Courses: Mus 24D	
	8		7

Suggested Course Sequence:

PIANO EMPHASIS

First Semester		Third Semester	
Mus 25A	2	Mus 25C	2
Mus 2A	4	Mus 9B	3
Performance Class (Select one)		Performance Class (Select one)	
Mus 20	2	Mus 20	2
Mus 10	2	Mus 10	2
Mus 12	2	Mus 12	2
Mus 60D	2	Mus 60D	2
Recommended:		Recommended:	
Mus 3A	2	Mus 2C	4
	16		17

Second Semester		Fourth Semester	
Mus 25B	2	Mus 20	2
Mus 2B	4	Mus 9A	3
Performance Class (Select one)			
Mus 20	2		5
Mus 10	2		
Mus 12	2		
Mus 60D	2		
	14		

**See also Transfer Information — Music*

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

NURSERY MANAGEMENT

Occupational

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.

<i>Required Courses:</i>	<i>Units</i>
Ag 1 Introduction to Horticulture	3
Ag 2 Plant Structure	3
Ag 3 Plant Propagation	3
Ag 4 Plant Identification of Ornamentals	3
Ag 6 Landscape Design	3
Ag 7 Nursery Practice	3

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3 and 7 or equivalent.

Ag 19 Decorative Container Gardening	3
Ag 23A Special Projects in Agriculture	3
Ag 23B Special Projects in Agriculture	3
Ag 52 Soils	3

Required Optional Courses:

Select one (1) of the following courses:

Ag 15 Insects and Diseases and Their Control	3
Ag 53 Economic Entomology	3

Total minimum required units — 33

Recommended Courses: Ag 5, 12, 13, 17 AB, 18, 66; Biol 60F

Suggested Course Sequence:

First Semester	3	Third Semester	3
Ag 1	3	Ag 7	3
Ag 2	3	Ag 23A	3
Ag 6	<u>3</u>		<u>6</u>
	9		
Second Semester	3	Fourth Semester	3
Ag 3	3	Ag 19	3
Ag 4	3	Ag 23B	3
Ag 52	<u>3</u>	Ag 15 or Ag 53	3
	9		<u>9</u>

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.

OFFICE TECHNOLOGY - ADMINISTRATIVE AIDE

Occupational

Associate in Science Degree*

This program is designed to prepare students for work in today's offices in which shorthand and language skills are especially important. Opportunities exist in commercial, industrial, governmental and educational areas.

Required Courses:

		<i>Units</i>
OT 2B	Calculating Machines	1
OT 3	Records Management	2
OT 4	Office Procedures	3
OT 11A*	Beginning Typing I	1.5
OT 11B*	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
OT 14	Advanced Typing	1.5
Bus 28	Business English	3
Bus 39	Business Communications	3
Selected Shorthand Courses**		8



Optional Courses for the Major:

OT 2C	Transcribing Machines	1
OT 12A	Typewriting Speedbuilding I	1
OT 12B	Typewriting: Speedbuilding II	1
OT 15	Intro to Word Processing	3
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
OT 89A	IBM Memory Typewriter	1.5
OT 89B	IBM Mag Card A Typewriter	1.5
OT 89C	IBM Electronic 75 Typewriter	1.5
OT 89D	Lexitron Word Processor	2
Bus 3	Applied Accounting	3
Bus 4	Business Mathematics	3
Bus 30	Intro to Business & Economics	3
DP 1	Intro to Data Processing	3

Total minimum required units — 27.5

**If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Optional Course List. Total minimum required units shall be 27.5.*

***Student may select 8 units from OT 20, OT 21A, OT 21B, OT 23A, OT 23B, OT 24A, OT 24B, OT 25, OT 26.*

Suggested Course Sequence:

First Semester		Third Semester	
OT 11A	1.5	OT 13B	1.5
OT 11B	1.5	OT 2B	1
Bus 28	3	OT 3	2
Shorthand	2	Shorthand	2
	<u>8</u>		<u>6.5</u>
Second Semester		Fourth Semester	
OT 13A	1.5	OT 14	1.5
Bus 39	3	OT 4	3
Shorthand	2	Shorthand	2
	<u>6.5</u>		<u>6.5</u>

**See also Certificate Program for Office Technology — Administrative Aide*

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.

OFFICE TECHNOLOGY - OFFICE TECHNICIAN

Occupational

Associate in Science Degree*

This degree pattern does not require shorthand. The student has the option of emphasizing a general business background or a technical area. Students are prepared to work in offices requiring office machines skills as well as a basic business knowledge.

<i>Required Courses:</i>	<i>Units</i>
OT 3 Records Management	2
OT 11A** Beginning Typing I	1.5
OT 11B** Beginning Typing II	1.5
OT 13A Intermediate Typing I	1.5
OT 13B Intermediate Typing II	1.5
Bus 28 Business English	3

Required Optional Courses:

Select fourteen (14) units from the following courses:

Bus 3 Applied Accounting	3
Intro to Business & Economics	3
Bus 39 Business Communications	3
DP 1 Intro to Data Processing	3
OT 2B Calculating Machines	1
OT 2C Transcribing Machines	1
OT 12A Typewriting: Speedbuilding I	1
OT 12B Typewriting: Speedbuilding II	1
OT 15 Intro to Word Processing	3
OT 26 Stenoscript ABC Shorthand	2
OT 30 Medical Terminology	3
OT 31 Legal Terminology	1.5
OT 89A IBM Memory Typewriter	1.5
OT 89B IBM Mag Card A Typewriter	1.5
OT 89C IBM Electronic 75 Typewriter	1.5
OT 89D Lexitron Word Processor	2

Total minimum required units — 25

Suggested Course Sequence:

First Semester		Third Semester	
OT 3	2	OT 13A	1.5
OT 11A	1.5	Required Optional	<u>5</u>
Required Optional	<u>2</u>		6.5
	5.5		
Second Semester		Fourth Quarter	
OT 11B	1.5	OT 13B	1.5
Bus 28	3	Required Optional	<u>5</u>
Required Optional	<u>2</u>		6.5
	6.5		

 **If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Optional Course List. Total Minimum units shall be 25.

*See also Certificate Program for Office Technology - Office Technician

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

Occupational

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:

		<i>Units</i>
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
	5		6
Second Semester		Fourth Semester	
Photo 1B	3	GC 4	3
Photo 2	3	Photo 4	3
	6	Photo 5	3
			9

 *See also Transfer Information — Art

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.

PHYSICS

Associate in Science Degree*

This program is designed to award a designated associate degree to those students who have completed a course of specialization in Physics. These requirements were chosen by faculty to optimize students' preparation for upper division course work for **Bachelor of Science in Physics offered by four-year institutions. Since the course work is sequential, students may spend less time earning an Associate of Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in physics. In addition, the earning of this degree will be evidence of achievement of technical skills which may be helpful towards the seeking of immediate employment.

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3 and 7 or equivalent.

Chemistry — one year high school chemistry or Chem 12 or equivalent.

Physics — one year high school physics on Physics 12 or equivalent if student plans to take Physics 4.

Physics students are strongly encouraged to take advantage of summer school offerings.

Required Courses:

Ph 4	Mechanics of Solids and Fluids	5
Ph 5	Electricity and Magnetism	4
Ph 6	Heat, Sound, Optics and Modern Physics	4
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Math 25A	Calculus with Analytic Geometry I	5
Math 25B	Calculus with Analytic Geometry II	5
Math 25C	Calculus with Analytic Geometry III	5
Math 35	Applied Differential Equations	3

Total minimum required units — 43

Recommended courses: Math 18, 31

Suggested Course Sequence:

First Semester		Third Semester	
Chem 1A	6	Math 25C	5
Math 25A	5	Ph 5	4
	11		9
Second Semester		Fourth Semester	
Chem 1B	6	Math 35	3
Math 25B	5	Ph 6	4
Ph 4	5		7
	16		

**See also Transfer Information — Physics*

REAL ESTATE

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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

Occupational

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.

<i>Required Courses:</i>		<i>Units</i>
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 8	Field Experiences in Recreation	3-3

Total minimum required units — 24

Recommended Courses: HS 5; Soc 1

**See also Transfer Information — Recreation*

TELECOMMUNICATIONS

Associate in Arts Degree*

This program offers a varied curriculum that provides students with introductory knowledge of broadcasting. Emphasis is possible in introductory specialization is available in such fields as broadcast journalism, production techniques, advertising/sales management.

<i>Required Courses:</i>	<i>Units</i>
Cine 1 History of the Motion Picture	3
or	
Cine 10 Main Currents in World Cinema	3
Photo 1A Beginning Photography	3
TC 1 Mass Comm.: Intro. to Broadcasting	3
TC 2 Broadcast Studio Operation	3
TC 5 Radio - Television Writing	

Required Optional Courses:

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

Television Option

TC 13A Television Production Workshop	3
TC 13B Television Directing and Editing	3
TC 9 Acting for Film & TV	3

Radio Option

TC 8 Voice and Diction	3
TC 7B*** Advanced Radio Production Workshop	3
TC 11 Radio Station Engineering & Maintenance	3
TC 6A Basic Electronics for FCC Licensing	3
TC 6B Basic Electronics Circuits for FCC	3
TC 7 Radio Production Workshop	3
TC 7A* Radio Production Workshop	3
TC 17** Advanced Television Production	3
Photo 1A Beginning Photography	3

*Formerly TC 7

**Revised Course

*** New Course

*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:

		<i>Units</i>
ThA 1	Introduction to the Theatre	3
ThA 2A	Beginning Acting	3.5
ThA 2B	Intermediate Acting	3.5
ThA 2C	Advanced Acting	3.5
ThA 3	Voice and Diction	3
ThA 10	Production and Performance	3-3

Required Optional Courses:

Select two (2) of the following courses:

ThA 23	Lighting, Design and Sound	3
ThA 24	Theatrical Costuming, Design and Construction	3
ThA 25	Scene Design and Construction	3
ThA 26	Theatrical Make-up, Art and Craft	3

Total minimum required units — 28.5

Recommended Courses: Engl 15AB, 17; Mus 13A; PE 5E; ThA 9, 13, 14

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

**See also Transfer Information — Theatre Arts*

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 - 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.

<i>Required Courses:</i>		<i>Units</i>
ThA 1	Introduction to the Theatre	3
ThA 2A	Beginning Acting	3.5
ThA 2B	Intermediate Acting	3.5
ThA 10	Production and Performance	3-3
ThA 15A	Beginning Stage Direction	3
ThA 15B	Intermediate Stage Direction	3

<i>Required Optional Courses:</i>		<i>Units</i>
Select one (1) of the following courses:		
ThA 23	Lighting, Design and Sound	3
ThA 25	Scene Design and Construction	3

Total minimum required units — 25

Recommended Courses: Engl 15AB, 17; ThA 14, 21, 24, 26

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

**See also Transfer Information — Theatre Arts*

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.

VOLUNTEER SERVICES, TRAINING AND MANAGEMENT

Occupational

Associate in Science Degree

This program is designed to provide the student with effective training for working with the various communities Agencies and Organizations throughout Ventura County. Volunteer opportunities are offered in correctional, Social and Educational Services. In addition, Field Service Education aids the student in career exploration and development by giving on-the-job practical experience.

<i>Required Courses/Optional Units:</i>		<i>Units</i>
A minimum of twenty-four (24) units of work must be taken by selecting sufficient units from the following courses:		
VSTM 2	Field Service for Volunteers	1.5-9
VSTM 4	Training for Volunteers in Human Services	3
VSTM 5	Orientation & Procedures for Volunteer Counselors	1.5-6
VSTM 6	Small Group Applications	3
VSTM 7	Volunteer Personnel Interaction	1-6
VSTM 8	Local Contemporary Social Problems	1
VSTM 89	Volunteer Institutes	1-6

Total minimum required units — 24

Recommended Courses: AS2; Psych 3; Soc 2, 6, 8; Urban 3, 42, 43, 44

Suggested Course Sequence:

	First Semester		Third Semester
VSTM 2		VSTM 5	
VSTM 4		VSTM 7	
VSTM 5		VSTM 89	
	Second Semester		Fourth Semester
VSTM 5		VSTM 7	
VSTM 6		VSTM 8	
VSTM 89		VSTM 89	

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:

	<i>Units</i>
Bus 1A ✓	3
Bus 1B ✓	3
Bus 4	3
Bus 6	3
Bus 30 ✓	3
Bus 31	3
Bus 33A -	3
Bus 39	3
Con Ed 7 ✓	3
DP 1 ✓	3
OT 2B	1
OT 10	1.5
<i>Total minimum required units — 32.5</i>	

Suggested Course Sequence:

First Semester		Second Semester	
Bus 1A	3	Bus 1B	3
Bus 4	3	Bus 6	3
Bus 30	3	Bus 31	3
Bus 39	3	Bus 33A	3
Con Ed 7	3	DP 1	3
OT 2B	1		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>
OT 10	<u>1.5</u>		15
	17.5		

 *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.

<i>Required Courses:</i>		<i>Units</i>
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
Soc 2	Social Problems	3
Soc 4	Marriage and the Family	3
Urban 1A	Contemporary Urban Issues	3
Urban 3	Human Development in the Social Environment	3
Urban 41	Introduction to Probation, Parole and Corrections	3
Urban 43	Interviewing, Counseling and Tutoring	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.

<i>Required Courses:</i>		<i>Units</i>
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 89M	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
OT 11AB	Beginning Typing I/II	1.5/1.5
<i>Total minimum required units — 31</i>		

**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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total minimum required units — 30</i>		

Suggested Course Sequence:

First Semester		Second Semester	
BUS 30	3	BUS 31	3
BUS 33A	3	BUS 39	3
BUS 37	3	BUS 51	3
BUS 50	3	DP 1	3
General Education	<u>3</u>	General Education	<u>3</u>
	15		15

**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.

<i>Required Courses:</i>		<i>Units</i>
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 (CSR B). 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 CSR B. 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.
- (2) The course work below complies with the basic standards formulated by the Certified Shorthand Reporters Board (CSR B) 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 2,094 hours of preparation in both classroom and laboratory.

*Total minimum required units — 81.5*****

First Semester		Fourth Semester	
CR 1	8	CR 4	8
OT 31	1.5	CR 20	5
Read 5	3	CR 25B	3
	<u>12.5</u>		<u>16</u>

Second Semester		Fifth Semester	
Bus 33A	3	CR 5	8
CR 2	8	CR 15	1
OT 128B**	1	CR 16	1
Read 2	3	Read 4A	3
	<hr/> 15		<hr/> 13
Third Semester		Sixth Semester	
CR 3	8	CR 6	8
CR 25A	3	CR 30	3
OT 30	3	CR 31***	1
	<hr/> 14		<hr/> 12

**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 180 wpm and above.*

*****Does not include units for typing.*

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.

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
DP 14	Computer Programming BASIC	3
DP 15	Structured Techniques	3
<i>Total minimum required units — 30</i>		

**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 SPECIALIST

Certificate of Achievement

The student completing an Electronics Specialists Certificate would usually be employed as an aide to a senior electronic technician. The certificate allows a person to obtain work in the field of electronics in the minimum amount of time. The program itself is designed for those students without an extensive mathematical background and especially those who are more interested in practical applications rather than abstract theory.

NOTE: Students entering this program must have taken Math 9 or equivalent.

Required Courses:

		<i>Units</i>
EL 1	Introduction to Electronics	3
EL 5A	Technical Electronics I	3
EL 5B	Technical Electronics II	3
EL 10A	Electronics Drafting I	3
EL 20D	Digital Circuits	5
EL 28A	Electronic Measurements I	3
EL 33	Introduction to Microprocessors	3
EL 41	Electronics Assembly	3
EL 42	Basic Electronic Fabrication	3
EL 44	Fundamentals of Electronic Troubleshooting	2
ET 20	Technical Mathematics	3

Total minimum required units — 24

Recommended Courses: EL 15; Math 1

Suggested Course Sequence:

First Semester		Second Semester	
EL 5A	3	EL 5B	3
EL 10A	3	EL 28A	3
EL 41	3	EL 42	3
ET 20	3	EL 44	2
	12		11

**See also Associate in Science in Electronics Technology or Certificate Program for Electronics Technician*

**See also Transfer Information — Electronics Technology*

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:

		<i>Units</i>
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
<i>Total minimum required units</i>		<i>24</i>

**See also Associate in Science in Electronics Technology or certificate Program for Electronics Specialist*

**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.

<i>Required Courses:</i>	<i>Units</i>
EATM 1A	3
EATM 2A	1.5
EATM 2B	1.5
EATM 3A	1.5
EATM 3B	1.5
EATM 11A	2
EATM 11B	2
EATM 23	4
EATM 31	2
EATM 32	2
EATM 40A	3
<i>Total minimum required units — 24</i>	

Recommended Courses: AG 43; Biol 1; HS 5; Psych 1A

Suggested Course Sequence:

First Semester		Second Semester	
EATM 1A	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
	<hr/>	EATM 40A	3
	10		<hr/>
			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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total minimum required units — 35</i>		

**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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total minimum required units — 33</i>		

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.

<i>Required Courses:</i>		<i>Units</i>
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:

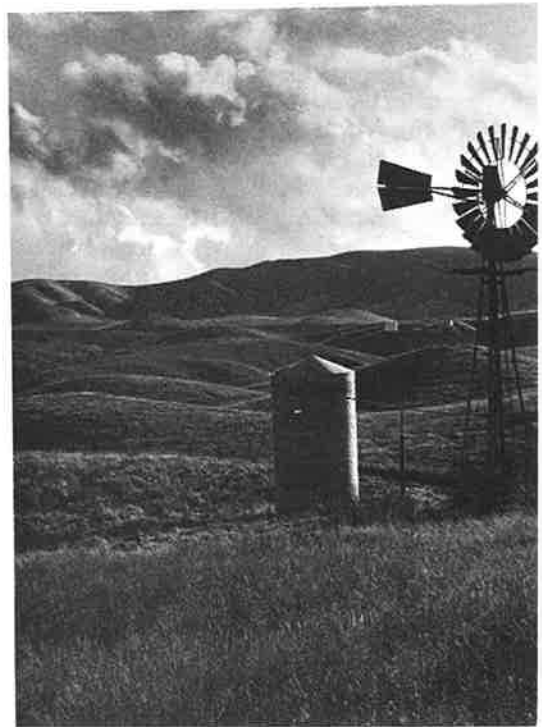
Select thirteen (13) units from the following:

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 4	Plant Identification of Ornamentals	3
Ag 12	Landscape Gardening and Management	3
Ag 14A	Turfgrass Management	3
Ag 14B	Turfgrass Management	3
Ag 52	Soils	3

Required Optional Courses:

Select one (1) of the following courses:

Ag 15	Insects and Diseases and Their Control	3
Ag 53	Economic Entomology	3

Select six (6) units from the following courses:

Ag 13	Landscape Design for Homes	3
Ag 17A	Agriculture Pesticide Licensing I	3
Ag 17B	Agriculture Pesticide Licensing II	3
Ag 18	Irrigation Systems	3
Ag 19	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

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 31	3
Bus 33A	3	Bus 35	3
Bus 37	3	Bus 36	3
Bus 39	3	Bus 38	3
General Education	3	General Education	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 15		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 15

**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.

<i>Required Courses:</i>	<i>Units</i>
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
<i>Required Optional Courses:</i>	
Select one (1) of the following courses:	
Psych 1A Introduction to Psychology	3
Psych 3 Psychology of Interpersonal Relationships	3
<i>Total minimum required units — 30</i>	

**See also Associate in Science 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.

<i>Required Courses:</i>		<i>Units</i>
Ag 4	Plant Identification of Ornamentals	3
Ag 12	Landscape Gardening and Management	3
Ag 52	Soils	3
<i>Required Optional Courses:</i>		
Select one (1) of the following courses:		
Ag 6	Landscape Design	3
Ag 13	Landscape Design for Homes	3
Select one (1) of the following courses:		
Ag 15	Insects and Diseases and Their Control	3
Ag 53	Economic Entomology	3
Select one (1) of the following courses:		
Ag 2	Plant Structure	3
Ag 7	Nursery Practice	3
Ag 14A	Turfgrass Management	3
Ag 14B	Turfgrass Management	3
Select six (6) units from the following courses:		
Ag 16	Homeowners Plant Propagation	3
Ag 17A	Agriculture Pesticide Licensing I	3
Ag 17B	Agriculture Pesticide Licensing II	3
Ag 18	Irrigation Systems	3
Ag 19	Decorative Container Gardening	3
<i>Total minimum required units — 24</i>		

**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 occupations in the offset lithography industry. Emphasis upon basic and advanced skills for camera and presswork.

<i>Required Courses:</i>		<i>Units</i>
Chem 12	Introductory Chemistry I (or equivalent)	4
GC 1	Introduction to Graphic Communications	3
GC 3A	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 Internship	1
<i>Total minimum required units — 29</i>		

**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.

<i>Required Courses:</i>		<i>Units</i>
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
<i>Total minimum required units — 33</i>		

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.

OFFICE TECHNOLOGY - ADMINISTRATIVE AIDE

Certificate of Achievement*

This program is designed to prepare students for work in today's offices in which shorthand and language skills are especially important. Opportunities exist in commercial, industrial, governmental, and educational areas.

<i>Required Courses:</i>		<i>Units</i>
OT 2B	Calculating Machines	1
OT 3	Records Management	2
OT 4	Office Procedures	3
OT 11A**	Beginning Typing I	1.5
OT 11B**	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
OT 14	Advanced Typing	1.5
Bus 28	Business English	3
Bus 39	Business Communications	3
Selected Shorthand Courses***		8

Required Optional Courses:

Select 2.5 units from the following courses:		
OT 2C	Transcribing Machines	1
OT 12A	Typewriting: Speedbuilding I	1
OT 12B	Typewriting: Speedbuilding II	1
OT 15	Intro to Word Processing	3
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
OT 89A	IBM Memory Typewriter	1.5
OT 89B	IBM Mag Card A Typewriter	1.5
OT 89C	IBM Electronic 75 Typewriter	1.5
OT 89D	Lexitron Word Processor	2
Bus 3	Applied Accounting	3
Bus 4	Business Mathematics	3
Bus 30	Intro to Business & Economics	3
DP 1	Introduction to Data Processing	3

Suggested Course Sequence:

First Semester		Second Semester	
OT 11A	1.5	OT 13A	1.5
OT 11B	1.5	OT 13B	1.5
OT 2B	1	OT 14	1.5
OT 3	2	OT 4	3
OT 28	3	OT 39	3
Shorthand	4	Shorthand	4
		Required Optional	2.5
	13		17

**See also Associate in Science in Office Technology - Administrative Aide*

***If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Optional Course List. Total Minimum required units shall be 27.5.*

**** Student may select 8 units from OT 20, OT 21A, OT 21B, OT 23A, OT 23B, OT 24A, OT 24B, OT 25, OT 26.*

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.

OFFICE TECHNOLOGY - OFFICE TECHNICIAN

Certificate of Achievement*

This certificate pattern does not require shorthand. The student has the option of emphasizing a general business background or a technical area. Students are prepared to work in offices requiring office machine skills as well as a basic business knowledge.

Required Courses:		Units
OT 3	Records Management	2
OT 11A**	Beginning Typing I	1.5
OT 11B**	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
Bus 28	Business English	3

Required Optional Courses:

Select fourteen (14) units from the following courses:

Bus 3	Applied Accounting	3
Bus 30	Intro to Business & Economics	3
Bus 39	Business Communications	3
DP 1	Intro to Data Processing	3
OT 2B	Calculating Machines	1
OT 2C	Transcribing Machines	1
OT 12A	Typewriting: Speedbuilding I	1
OT 12B	Typewriting: Speedbuilding	1
OT 15	Intro to Word Processing	3
OT 26	Stenoscrypt ABC Shorthand	2
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
OT 89A	IBM Memory Typewriter	1.5
OT 89B	IBM Mag Card A Typewriter	1.5
OT 89C	IBM Electronic 75 Typewriter	1.5
OT 89D	Lexitron Word Processor	2

Total minimum required units — 25

Suggested Course Sequence:

First Semester		Second Semester	
OT 3	2	OT 13A	1.5
OT 11A	1.5	OT 13B	1.5
OT 11B	1.5	Bus 28	3
Required Optional	7	Required Optional	7
	<hr/> 12		<hr/> 13

**See also Associate in Science in Office Technology - Office Technician*

***If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Optional Course List. Total minimum required units shall be 25.*

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.

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):

English 1A or 1B

Speech 1

Physiology 1A

Sociology 1 or 2 or 8 or Anth 2

ECD 30A or B

One course from Humanities Section

2 PE or 2 HS or one of each for additional A.S. degree requirements.

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

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 acceptable¹ 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).² To insure admis-

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

sion 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 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
TOTAL	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.

*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.

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 additional information regarding California State University and College system general education requirements students should consult a counselor and check the CSUC Transfer Card.

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-H*.

Botany 1*.

Environmental Science 2*.

Microbiology 1*.

Physiology 1*.

Group B

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

Environmental Science 1*, 3, 20*.

Geography 1, 1L*, 5, 5L*, 60B, 60C.

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

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

Physics 2A*, 2B*, 4*, 5*, 6*, 10, 11, 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). (except Art 22, Music 22, 60A, 60B)

Group B (3 units)

English 1B.

Group C

Anthropology 4.

Business 56.

Chicano Studies 2, 3A, 3B, 13A, 13B, 15, 16A, 16B.

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

English 6, 10A, 10B, 11, 13, 15A, 15B, 17, 18, 19, 21, 25, 29A, 29B, 30, 31, 33, 39, 44, 45, 46.

French 1, 2, 3, 4.

German 1, 2, 3, 4.

Hebrew 1, 2.

History 1A, 1B.

Humanities 1, 2, 9, 13, 18, 21, 60S, T, Z

Italian 1, 2.

Journalism 1, 2, 3.

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, 10A, 10B, 10C, 10D, 16, 56.

Telecommunications 1, 5, 9.

Theatre Arts 1, 2A, 2B, 2C, 4A, 4B, 9, 10, 11A, 11B, 15A, 15B, 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.

Urban Studies 1A.

Group C

Anthropology 2, 3, 5, 7, 8, 9, 60A-M, 60R, 60W

Chicano Studies 1, 7.

Economics 1, 2, 4.

Folklore 1, 2, 3. *Chicano

General Studies 3

Geography 2, 3, 4, 9, 10.

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

Political Science 4, 60A, 60C.

Psychology 1A, 1B, 3, 4, 5, 6, 7.

Sociology 1, 2, 3, 4, 5, 6, 7, 8, 60C.

Urban Studies 1A, 1B, 60A.

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, 18.

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

Office Technology 11A, 11B.

Philosophy 7.

Reading 4A, 5.

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.

Agriculture 1.

Business 30, 33A.

Early Childhood Development 30A.

Economics 30.

Engineering 4, 5.

Env Sc 5.

Graphic Communications 1.

Home Economics 10, 11, 31.

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 (12 units)

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

Special Education 1.

California State University, Northridge - General Education Requirements

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.

The CSUN General Education has been revised. The new program will take effect in the Fall, 1981. Students enrolled in Moorpark College in the Spring, 1981 semester may follow the current pattern as long as attendance is continuous. CSUN evaluates transfer records for the non-certified students in accordance with the following course distributions:

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 3, 4, 5, 6, 7A, 7B, or 12, plus Political Science 3, 8 or Urban Studies 1A).

Section A: The Social Sciences

Minimum: Eight units from at least two disciplines

Anthropology 1, 2, 3, 4, 5, 7, 8, 9

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

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*, 3.

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, 2C, 4A, 4B, 11A, 11B

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

Humanities 5A, 5B, 6, 8, 9, 15, 18

Foreign Language

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

French 1, 2, 3, 4

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

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, 16, 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

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 College of Letters and Science

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.

General Education Requirements

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.

Botany 1.

Microbiology 1.

Physiology 1.

Chemistry 1A, 1B, 5, 7A, 7B, 8, 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.

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, 29A, 29B, 30, 31, 39, 45, 46.

French 3, 4.

German 3, 4.

Humanities 21.

Journalism 1.

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, 100, 11, 12, 15A, 15B.

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

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

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

Urban Studies 1A, 1B.

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

Plus: American History and Institutions

University of California, Los Angeles College of Letters and Science

Shown below are the Moorpark College courses which may be used to meet the current breadth requirements for the College of Letters and Science at the University of California, Los Angeles. Students who completed less than 24 semester units before the Fall 1978 term must meet the requirements which follow. Those who completed 24 or more units before Fall 1978 may fulfill either these requirements or those described in the 1977-78 UCLA General Catalog.

BREADTH REQUIREMENTS

The student will satisfactorily complete 24 semester units, eight courses, with at least 2 courses in each division outside the division of his major field. (See UCLA catalog for divisional distribution of majors.) To apply, a course must earn at least 1.5 semester units. One-unit laboratory science courses apply only if combined with the lecture. Courses in the major department may not be used.

Language courses 1, 2, and 3 apply as Humanities, provided the 3rd semester (or 4th quarter) in the same language has been satisfactorily completed. Conversational courses

are not applicable. The UCLA catalog gives rules concerning deduction for duplication of high school language credit.

Composition Requirement: May be satisfied by completion of English 1A or 1B with a grade of "C" or better. The course used to satisfy this requirement may not be used on breadth.

Section I — PHYSICAL SCIENCE. Chemistry 1AB through 13; Geography 1, 1L with lecture only, 5, 5L with lecture only Geology 1 through 4, 21, 41, 51 for 2 or 3 units only, 61; Mathematics 7, 14, 15, 16AB, 25ABC, 30, 31, 33, 35; Physical Science 1, 4, 5, 5L with lab. only, 10; Physics 2AB, 4, 5, 6, 10, 12.

Section II — LIFE SCIENCE. Agronomy 1; Anatomy 1; Anthropology 1; Biology 1, 2AB, 16, 17; Botany 1; Entomology 1; Environmental Science 1, 2, 20; Microbiology 1; Physiology 1; Psychology 1B.

Section III — SOCIAL SCIENCE. Anthropology 2 through 8, Chicano Studies 1, 2, 4, 8; Economics 1, 2, 4; Geography 2, 3, 4, 9; History 1A through 15AB; Humanities 1; Political Science 1 through 10; Psychology 1A, 4, 5, 6; Sociology 1 through 6, 8.

Section IV — HUMANITIES. Art 1AB, 2, 3, 5, 20; Chicano Studies 15, 16AB; Cinematography 1, 10; English 1AB, 6, 10AB, 13 through 21, 25 through 46; Folklore 1, 2; French 1, 2, 3, 4; German 1, 2, 3, 4; Hebrew 1, 2; Humanities 2, 13, 18, 21; Italian 1, 2; Music 8, 9AB; Philosophy 1 through 12; Physical Science 2; Russian 1, 2; Spanish 1, 2, 3, 4, 6; Speech 1, 2, 7; Theatre Arts 4AB, 21.

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:

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.
6. Prospective transfer students are encouraged to schedule an appointment with the Director of Transfer Services for counseling and preliminary transcript evaluations. Students should call the Admissions Office at 492-2411.

GENERAL EDUCATION REQUIREMENTS

1. **CREATIVE ARTS** — 6 credits required from Art, Music, Speech (required but may be waived, by proficiency examination), and Theatre Arts.
Recommended Moorpark College courses:
Art 1A, 1B, 2, 4A, 4B, 4C, 12A, 12B, 16A, 16B
Music 1, 8, 9A, 9B
Speech 1, 2, 5, 7

2. **ENGLISH** — 6 credits required, 3 units of English 1 and 3 units of Literature.
Recommended Moorpark College courses:
English 1A, 1B
English 13, 15A, 15B, 17, 18, 19, 21

NOTE: English majors may take English 30 or 31 but should not take English 17.

3. **FOREIGN LANGUAGE** — 8 credits required.
Bachelor of Arts required 8 credits in one language. Bachelor of Science candidates may earn 8 credits in mathematics, logic, computer science and/or statistics in lieu of foreign language. See CLC catalog for specific departmental requirements.
Recommended Moorpark College courses: French 1, 2, 3, 4 German 1, 2, 3, 4 Spanish 1, 2, 3, 4 BACHELOR OF SCIENCE OPTION DP 4A, 4B Math 5, 6, 7, and 15 (Statistics) Philosophy 7 (Logic)

4. **NATURAL SCIENCE** — 7 credits required, including 4 laboratory science course credits and 3 credits in mathematics or science without laboratory.

Recommended Moorpark College courses:

- a. Laboratory Science
Anatomy 1
Biology 1, 2A, 2B
Botany 1
Chemistry 1A, 1B
Environmental Science 1, 2
Geology
Physical Science 1
Physics 2A, 2B
Physiology 1
- b. Mathematics or science without laboratory
Biology 16, 17
Geology 2, 3, 21
Mathematics 5, 6, 7, 10, 12, 13, 14, 15, 16A, 16B, 18

5. **PHYSICAL EDUCATION** — 3 units of activity courses required.

6. **RELIGION AND PHILOSOPHY** — 6-9 Credits required.

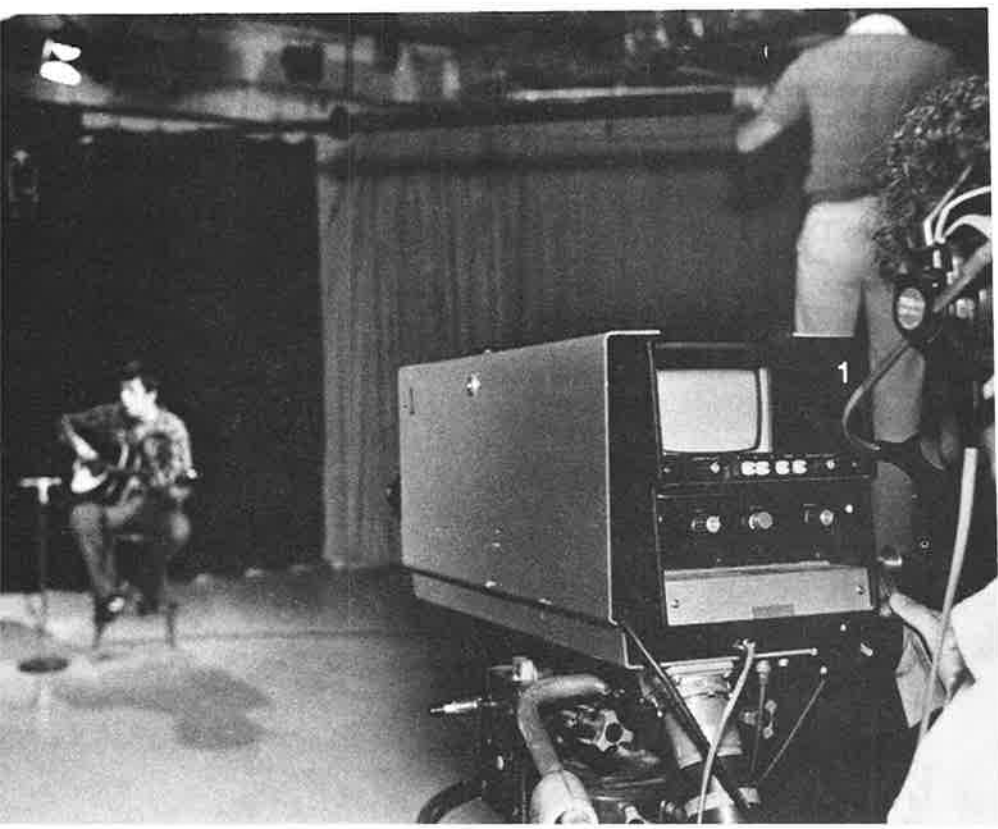
Sophomore transfers — 6 credits in Religion at CLC plus 3 credits in Philosophy or upper division Religion.

Junior transfers — 3 credits of Religion at CLC; 3 additional credits of Religion or Philosophy.

Recommended Moorpark College courses:

Philosophy 1, 2

7. **SOCIAL SCIENCE** — 7 credits required from the following areas.
Recommended Moorpark College courses:
Administration of Justice 1, 2
Anthropology 1, 2
Business 1A, 1B
Economics 1, 2, 4
Geography 2, 3, 4
Psychology 1A, 1B, 3, 4, 5
Sociology 1, 2, 3, 4, 5
Political Science 1, 2, 3, 4
8. **HISTORY** — 4 credits required.
Recommended Moorpark College courses:
History 3, 6, 8, 9A, 9B, 10A, 10B, 11, 12, 13, 15A, 15B.
9. **AMERICAN INSTITUTIONS** — 3 credits required.
Recommended Moorpark College courses:
Political Science 1, 3, 8
Urban Studies 1A



TRANSFER CURRICULA

The information on 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 complete 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	History
Agriculture/Agri-Business	Home Economics
Animal Science	Journalism
Anthropology	Law and Society
Art	Liberal Studies
Biology	Mathematics
Black Studies	Music
Business Administration	Ornamental Horticulture
Business Education	Philosophy
Chemistry	Physical
Chicano Studies	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
Health Sciences	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 where many Moorpark College students transfer.

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 degrees 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:

Ag 30, 50 or 53, 52, 65, 66; Bio 1 or 2A; Bus 1A, 1B, 33A; Chem 12, 1A; Econ 2; Engl 1A; Math 3, 15; 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 30, 31, 40, 41, 52, 69; Bio 2A, 2B; Bot 1; Chem 1A, 1B, 8, 9; Econ 2; Engl 1A; Math 3; Micro 1; Speech 1, 2. Other lower division courses to be taken after transfer.

University of California, Davis:

AH 1; Bio 2A; Bot 1 or Micro 1; Chem 1A, 1B; Math 15; 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. (exclude Art 2)

University of California, Santa Barbara:

(History emphasis) Art 1A, 1B; two courses from 2, 3, 20; Hist 1A, 1B; one year of a foreign language.

(Studio emphasis) Art 4A; 12 units (4 courses) from 16ABCB, 17AB, 18ABCD, 25, 19AB, 21AB, 14AB, 15ABCD, 8AB, 9AB, 12AB, 13ABCD, 8 units (2 courses) from Art 1A,B, 20; 8 units History (1A and 1B recommended)

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.

(Cellular and Molecular Option) Math 25A or 16A.

(Environmental Option) Math 16A

(Medical Technology Option) Chem 5

(General Options):

Physiological - Physio 1

Structural and Developmental - Anat 1

Elective - Math 16A

Organismal and Environmental Biology - to be taken after transfer.

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, and consult with counselor.

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, (which may include "information systems") finance, investments, real estate, marketing, office administration, management, production, operations management, operations

research, and statistics. Information systems may be a separate option in the Business Administration major. See Data Processing and Computer Science.

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; DP 1, 14.

*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.

Students preparing for Office Administration option need to demonstrate proficiency at prescribed levels in typing, shorthand and business machines. For further information consult counselor.

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.

University of Southern California:

Econ 1, 2; Bus 1A, 1B

Mathematics Option:

A. Math 5, 6, 16A, 16B

B. 7, 16A, 16B

C. 12, 16A, 16B

General Education at USC for Business is separate from College of Letters, Arts, and Sciences. See your counselor for specific requirements.

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; DP 1, 14.

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 Anth 4), Ch St 7 (or Soc 7), Ch St 15 (or Engl. 45).

University of California, Santa Barbara:

Ch St 1, 2, 3A or 3B; Spanish 6.

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. Recommended General Education courses: Psych 1A, Biol 1 or 2A.

See also the AA degree and certificate programs in Early Child Physics 6 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, (or Math 18); Math 25A, 25B, 25C, 31; Physics 4, 5. Choose 11-13 units from at least two disciplines: Bus 1A, 1B, Math 35, and Physics 4, 5, 6.

University of California, Santa Barbara:

Math 18, 25A, 25B, 25C, 31, 35. (Math 18 recommended.)

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 10, 23; PE 5E, 10B, 10E. Audition required.

Data Processing

This program prepares students to write computer programs to support the solution of management problems. Applications are primarily in the business world, in the areas of accounting, finance, and management.

Major requirements for upper division standing at:

California State Polytechnic University, Pomona:

Bus 1A, 1B, 33A; DP 1, 4A, 4B, 6; Econ 1, 2; Math 16A.

P 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, Geol 3; Geog 5 (Phy Sci 5), Phy Sci 10; 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, 1B; Engr 4, 5, 12, 16*; 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 18; Math 25A, 25B, 25C, 35; Physics 4, 5, 6. (Engr 4 is recommended for all Engr majors; Engr 16 is required for Mechanical and Environmental Engineering at UCSB; Engr 12 is recommended for Chemical, Mechanical, and Nuclear Engr majors 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:

Option I - Literature:

Category A (6 units) - Engl 19 and a course after transfer

Category B (3 units) - Engl 13, 15A, 15B

Option II - Writing:

Category A (6 units) - Engl 10A, 10B, 19

Category B (3 units) - Engl 13, 15A, 15B

Option III - Contract option:

Consult faculty advisor at CSUN.

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, and 31.

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

ITALIAN: Italian 1, 2.

RUSSIAN: Russian 1, 2.

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

Additional lower division courses to be taken at CSUN

University of California, Santa Barbara:

FRENCH: French 1, 2, 3, 4, or equivalent, 31AB.

GERMAN: German 1, 2, 3, 4 or equivalent, 31AB.

ITALIAN: Italian 1, 2 or equivalent.

RUSSIAN: Russian 1, 2 or equivalent.

SPANISH: Spanish 1, 2, 3, 4 or equivalent, 5AB, 6.

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

University of California, Berkeley:

Bio 2A, 2B; Chem 1A; 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, 3; Chem 1A, 1B; Math 25A, and 25B or Math 15 and 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, Math 25ABC, 31; Physics 4, 5, 6.

See also the AS 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: Chem 12; Health Sci 1; Psych 1A; Soc 1.

Additional requirements in the individual options:

1. Biostatistics and Applied Epidemiology: Bio 2A; Micro 1; Physio 1; Math 18/DP 18, Math 25A/B.
2. Health Education: Bio 1; Micro 1, or Biol 16 or ES 20; Physio 1; Math 12.
3. Environmental and Occupational Health: Bio 2A; Chem 8, 9, 13*; Math 7; Micro 1; Physio 1; Physics 2A, 2B.
4. Health Administration: Bio 1; Bus 1A, 1B; Math 12; Micro 1; Physio 1.
5. Physical Therapy: Anat 1; Bio 2A; Chem 13*; Math 7; Physio 1; Physics 2A, 2B.
6. School Health Education: Anat 1; Bio 2A; Math 5 or 15; Micro 1; Physio 1.
7. School Nursing/Nursing Services: Bio 1; HS 5; Math 15.
8. Radiologic Technology: Bio 1, Anat 1, Physio 1, Chem 13, Physics 2A, 2B, Math 7.

*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.

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; one other History course from list or 3, 11.

University of California, Santa Barbara:

Hist 1A, 1B, and 12 additional units of History of which 3 units should be selected from 10A, 10B, 15A, 15B and 3 units from History 3, 11.

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; Pol Sci 1, 3, 4, 7; 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, 45, or 46.
- C. 3 units electives additional upper division courses after transfer.

II. Math-Science

- A. Math 10
- B. Biology 1 or 2A or 2B.
- 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. At least one course taken from above should be a lab course.
- F. 5-6 units of elective credit from transferable Math or Science courses.

III. Social Science

- A. 3 units from History 1A, 1B, 7A, 7B, 15A, 15B. Possible substitute: Chic Studies 2, Hist 3, Anthro 4, and Socio 6.
- 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 Science 3).*

IV. Humanities-Fine Arts — For requirements in this area see the CSUN catalog.

NOTE: GE transfer courses refer to courses which are included in the CSUC GE transfer courses (page 96).

* 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.

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.

Major requirements for upper division standing at:

California State University, Northridge:

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

Note: For a BS in Applied Mathematics add Math 35.

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.

Note: Ensemble courses similar to CSUN courses will be accepted.

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 69, 52, 53; Bot 1; Bus 1A, 1B; Chem 1A, 1B; Econ 2; Engl 1A; Ag 1, 3, 4, 5, 6, 7, 12; Engr 8A; Math 3; 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:

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, PE 5E or 1W, Physio 1, ten units of professional activities from 23A, 24A, 25A.

Selected activities courses may substitute for these courses. Contact CSUN Physical Education Department for details.

University of California, Santa Barbara:

Anat 1; Chem 1A and 1B; 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 16A, 16B; Physics 2A/2B.

Note: Students seeking a teaching credential must take additional lower division courses as outlined in the CSUN catalog.

Physical Therapy (See Health Science)

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, Physics 4, 5, 6.

Physics option: Chem 1B; Math 35.

Applied Physics: Math 18, 35; Engr 12 (Engr 227L to be taken after transfer).

Mathematical Physics: Recommended - Math 18.

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 (Anth 4), Engl 46; Hist 1B; Phil 2; Soc 2.

University of California, Santa Barbara:

Pol Sci 1, 3, and 2 or 4. Cognate Field Requirements: 5 courses to be chosen from 3 areas with at least one course from each area:

Area 1, History: Hist 1A, 1B, 5, 7A, 7B, 15A, 15B.

Area 2, Economics: Econ 1, 2.

Area 3, Socio Cultural: Anthro 2, 7; Geog 2; Soc 1, 2.

Predental

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; Engl 1A; Physics 2A, 2B; Psych 1A. (Chem 8 and 9 recommended.)

University of Southern California:

Bio 2A, 2B; Chem 1A, 1B; Engl 1A, 1B; Physics 2A, 2B. (one year organic chemistry)

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; (Chem 8, 9; Math 16A, 16B or 25A, B highly recommended) Physics 2A, 2B.

University of California, Los Angeles:

Bio 2A, 2B; Chem 1A, 1B, 8, 9; Engl 1A, 1B, and one literature course; Physics 2A/2B. (Chem 8, 9; Math 16A, B or 25A, B highly recommended)

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; Engl 1A, 1B; Physics 10; Psych 1A; Soc 1; HE 10; Micro 1.

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 1 or 16 or 17.

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 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 pro-

grams, 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, 5, 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:

AG 1, 50, 52, 53.66; Bot 1; Bus 3 or 1A; Chem 1A, 1B; Econ 2; Engr 8A; Micro 1; Math 3 or 5.

University of California, Davis:

Bio 2A; Bot 1; Chem 1A, 1B, 8, 9; Econ 1 or 2; Engl 1A, 1B; Geol 2; Math 15, 16A, 16B, 18; Physics 2A, 2B; Speech.

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 community theatre activities. Many have used training in theatre arts toward attaining confidence and self-assurance in professions such as law, the ministry, or business.

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: ThA 1, 4A, 10.

Additional courses in these emphases:

Acting: ThA 2A, 2B, 3, 26

Directing: ThA 2A, 23, 25

Design and Technical Theatre: ThA 23, 24, 25, 26; HE 28 or 32

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



**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**

Class Hours: 3 lecture

Basic topics covered in this class include: 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**

Class Hours: 3 lecture

This class deals with the following major topics: historical development and philosophy of law, including 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. *Transfer credit: CSUC; UC*

AJ 3 — Community Relations **3 Units**

Class Hours: 3 lecture

Students in this course make an in-depth exploration 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. *Transfer credit: CSUC; UC*

AJ 4 — Legal Aspects of Evidence **3 Units**

Prerequisites: AJ 1 and AJ 2

Class Hours: 3 lecture

The student becomes acquainted with the origin, development philosophy and constitutional basis of evidence in this class. Other topics to be covered include 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. *Transfer credit: CSUC; UC*

AJ 5 — Principles and Procedures of the Justice System **3 Units**

Class Hours: 3 lecture

The course provides an in-depth study of the role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, and corrections. The student also learns about each sub-system procedure, from initial entry to final disposition, as well as the relationship each segment maintains with its system members. *Transfer credit: CSUC; UC*

- AJ 10 — Patrol Procedures (S)** **3 Units**
Class Hours: 3 lecture
Responsibilities, techniques, and methods of police patrol are emphasized in this class. The student learns about the handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. *Transfer credit: CSUC*
- AJ 11 — Criminal Investigation (F)** **3 Units**
Prerequisites: AJ 1 and AJ 2
Class Hours: 3 lecture
Instruction covers the fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids, modus operandi; source of information; interviews and interrogation; follow-up and case preparation. *Transfer credit: CSUC*
- AJ 13 — Traffic Control and Investigation (S-even years)** **3 Units**
Class Hours: 3 lecture
Students learn about traffic law enforcement, regulation, and control, as well as fundamentals of traffic accident investigation as required to uphold the California Vehicle Code. *Transfer credit: CSUC*
- AJ 14 — Juvenile Procedure (S)** **3 Units**
Class Hours: 3 lecture
The course focuses upon the organization, functions, and jurisdiction of juvenile agencies. Other topics include the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. *Transfer credit: CSUC*
- AJ 16 — Constitutional Law for Police (F-odd years)** **3 Units**
Prerequisite: AJ 2.
Class Hours: 3 lecture
Major topics concern the 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. Particular attention is given the relationship between the Bill of Rights and major enforcement problems. The changing nature of constitutional limitations are seen in perspective. *Transfer credit: CSUC*
- AJ 18 — Narcotics Investigation (S)** **3 Units**
Class Hours: 3 lecture
Students learn to identify marijuana, opiates, dangerous drugs, hallucinogens, and their paraphernalia. Principles of identifying and dealing with the “user.” are also delineated. Other topics include: 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 (F)** **3 Units**
Class Hours: 3 lecture
This course covers the detection, repression and control of vice. Topics include gambling, prostitution, liquor, sex offender violations, 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 22A/B—Independent Studies In Administration of Justice** **1-3/1-3 Units**
Prerequisites: A previous course in the specific field and the consent of the instructor and Division Director.
Class Hours: 1-3 tutorial
The course is 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 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, this course includes 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 (F) 3 Units

Class Hours: 3 lecture

Students acquire the knowledge and skills which lead to effectiveness in interpersonal relations and increased understanding of self and others. Emphasis is placed on facilitating effective communication. (co-numbered Urban 42). *Transfer credit: CSUC*

AJ 43 – Interviewing, Counseling and Tutoring (S) 3 Units

Class Hours: 3 lecture

This is an introduction to the principles and practices of interviewing, counseling and tutoring. It is 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 (F) 3 Units

Class Hours: 3 lecture

Students are taught the various techniques of group counseling to deal with individuals drawn from different socio-economic and ethnic backgrounds. (co-numbered Urban 44). *Transfer credit: CSUC*

AJ 49A-D – Cooperative Work Experience – Administration of Justice 1-4 Units

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Administration of Justice design a learning contract involving expanded responsibilities and/or new learning opportunities beyond those experienced during previous employment.

AJ 60A-Z – Topics in Administration of Justice 1-3 Units

Prerequisites: To be determined with each Topic

Class hours: To be determined with each Topic

A lecture course designed to facilitate discussion of critical issues and contemporary problems faced by law enforcement and other employees of the criminal justice system. Emphasis will be placed on small group discussions and interaction led by recognized authorities and experts in the criminal justice field. These courses are announced on a semester basis in the schedule of classes.

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

This short term lecture series concentrates on specialized law enforcement technology designed for criminal justice personnel.

Topics which have been developed include:

89M – Officer Survival - Plainclothes 1½ Units

Class Hours: 24 lecture total

89N – Institutes in Law Enforcement - Background Investigations 1½ Units

Class Hours: 24 lecture total

Agriculture

AG 1 – Introduction to Horticulture 3 Units

Class Hours: 3 lecture

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*

AG 2 — Plant Structure

3 Units

Prerequisite: AG 1 or equivalent (may be taken concurrently)

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*

AG 3 — Plant Propagation

3 Units

Class Hours: 2 lecture, 3 laboratory

Production of native 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. Field trips may be required. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

AG 4 — Plant Identification of Ornamentals

3 Units

Prerequisite: AG 2 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 hours plants. *Transfer credit: CSUC; UC credit limitations. See counselor.*

AG 5 — Landscape Construction and Maintenance

3 Units

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. *Transfer credit: CSUC*

AG 6 — Landscape Design

3 Units

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. Actual lab experience in landscape design and proper layout of a landscape. Field trips may be required.

AG 7 — Nursery Practice

3 Units

Class Hours: 2 lecture, 3 laboratory

Forcing of flowering plants. Citrus and avocado propagation. Cost analysis of basic nursery practices. *Transfer credit: CSUC*

AG 12 — Landscape Gardening and Management

3 Units

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*

AG 13 — Landscape Design for Homes

3 Units

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*

AG 14A/B — Turfgrass Management**3/3 Units**

Class Hours: 3 lecture

AG 14A: 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.*

AG 14B: 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. This course is taught on alternate semesters; eg 1978-79, 80-81,82-83, etc. *Transfer credit: CSUC, UC credit limitations. See counselor.*

AG 15 — 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*

AG 16 — 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. Lab or materials fee may be required.

AG 17A — Agriculture Pesticide Licensing I**3 Units**

Prerequisites: None. AG 15 recommended.

Class Hours: 3 lecture

This course provides review for the agriculture pesticide license in herbicides, insecticides, and vertebrate pests. Laws and regulations are studied.

AG 17B — Agriculture Pesticide Licensing II**3 Units**

Prerequisites: AG 17A. AG 15 recommended.

Class Hours: 3 lecture

This course prepares students for licensing in plant nematodes, pathogens, growth regulators, calibrations, and calculations.

AG 18 — 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*

AG 19 — 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.

AG 22A/B—Independent Studies in Agriculture**1-3/1-3 Units**

Prerequisites: A previous course in the field and the consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

This class is 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

Interested students may further their knowledge and skills beyond those offered in scheduled classes. Maximum 6 units - 3 per semester. Lab work can be done by arrangement. *Transfer credit: CSUC*

- AG 24— Home Gardner** **3 Units**
Class Hours: 3 lecture
A course designed to make home gardening easier, more economical and enjoyable. Students will gain understanding regarding necessary soil structure, correct watering practices, soil amendments, selection of lawn and ground covers, flowering plants, trees, fruits, and vegetables.
- AG 30— Introductory Animal Husbandry** **3 Units**
Class Hours: 2 lecture, 3 laboratory
This survey of livestock production in the community, state, nation, and world is a study of the following: anatomy and physiology, genetics, nutrition, livestock selection, management, and marketing of the breeds of beef, dairy cattle, swine, sheep, and poultry and their products. *Transfer credit: CSUC; UC*
- AG 31 — Feeds and Feeding** **3 Units**
Prerequisite: AG 30 or equivalent
Class Hours: 2 lecture, 3 laboratory
The nutritional requirements of livestock, the balancing of feed rations, and the costs of feed rations are the focus of this course. *Transfer credit: CSUC*
- AG 32— Beef Production** **3 Units**
Class Hours: 2 lecture, 3 laboratory
Instruction centers on the care and management of a breeding herd of commercial cattle in California. Considered are the general aspects of production, factors affecting cost of production, improvement of the breeding herd, trends in the industry affecting income, and use of progressive methods of operations. California production is emphasized and related to United States and world beef situations. Students are introduced to breeds, market classes, grades and feedlot management.
- AG 33—Sheep Production** **3 Units**
Class Hours: 2 lecture, 3 laboratory
Students make a study of sheep breeds, with particular emphasis on adaptation to specific areas and types of production. They also study in detail the feeding, climatic, and topographical characteristics of the major California sheep production areas, with reference to their effect on management procedures. Course also includes a survey of the basic characteristics of the several types of sheep operations and a practical consideration of wool production.
- AG 39 — Animal Health and Sanitation** **3 Units**
Prerequisite: AG 30 or equivalent
Class Hours: 2 lecture, 3 laboratory
This introduction to the causes, control and prevention of diseases in livestock also features laboratory work in sanitation, animal control, equipment and instrument identification.
- AG 40— Horse Husbandry I** **3 Units**
Class Hours: 2 lecture, 3 laboratory
Horse selection, nutrition, internal and external parasite control, and disease control programs are covered in this course. *Transfer credit: CSUC*
- AG 41— Horse Husbandry II** **3 Units**
Prerequisite: AG 40
Class Hours: 2 lecture, 3 laboratory
Students learn horse ranch management, breeding and care of the mare and the foal, as well as basic training techniques. Course includes field trips to local equine centers. *Transfer credit: CSUC*
- AG 42A/B— Lectures in Horse Husbandry** **3/3 Units**
Class Hours: 3 lecture
In this series on the selection, health and care of horses, topics include: quarter horse selection, Arabian horse selection, thoroughbred selection, saddle breeds and selection, inoculations, safety, common diseases, feeds, and colt care. *Transfer credit: CSUC*

- AG 45— Horse Training** **2 Units**
 Prerequisite: AG 40 or AG 41 or equivalent
 Class Hours: 1 lecture, 3 laboratory
 This class concentrates on the halter training of foals, beginning training of yearlings and two-year-olds, lounching techniques, the driving and breaking to the saddle. Students also learn to show the young horse. Lab or materials fee may be required.
- AG 49A-D — Cooperative Work Experience — Agriculture** **1-4 Units**
 Prerequisites: Placement at a work station
 Class Hours: 5-20 employment, 1 by arrangement
 Students employed in a field related to Agriculture design a learning contract involving expanded responsibilities and/or new learning opportunities beyond those experienced during pervious employment.
- AG 50 — Introduction to Agronomy** **3 Units**
 Class Hours: 2 lecture, 3 laboratory
 Students study plant structures and their functions; crop ecology and basic factors affecting crops and crop production. They also develop skill in identification of crops, seeds and weeds, as well as in weed control in this locality and seed production, including certified seed. *Transfer credit: CSUC; UC*
- AG 51 — Vegetable Crop Production** **3 Units**
 Prerequisite: Ag 50
 Class Hours: 2 lecture, 3 laboratory
 Major representative crops of the area are studied relative to their economic importance, adaptation, cultural practices, marketing, pest control, calendar of operations, and cost analysis. Environmental relationships, moisture, temperature, and general weather influence on crops in the locality are also examined. *Transfer credit: CSUC*
- AG 52 — Soils** **3 units**
 Class Hours: 2 lecture, 3 laboratory
 Course material covers: 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 53 — Economic Entomology** **3 Units**
 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*
- AG 60A-Z — Topics In Agriculture** **1-3 Units**
 Prerequisites: To be determined with each Topic
 Class Hours: To be determined with each Topic
 The courses will consider specific specialized topics in Agriculture which are not covered in depth in the regular agriculture course offerings. Topics to be offered could include: Dog and Cat Care, Home Gardening, Residential Sprinklers, Range Management, Forage and Pasture, Artificial Insemination, Lake Management, Livestock Production. *Transfer Credit: See Counselor*
 Topics which have been developed include:
- 60B — Home Vegetable Gardening** **1½ Units**
 Class Hours: 16 lecture, 24 laboratory total
 Students are provided the opportunity to learn to prepare, plant and care for vegetables which are common to the local gardens.
- 60C — Beef Production** **1½ Units**
 Class Hours: 24 lecture total
 Instruction centers on the care and management of a breeding herd of commercial cattle in California.

60D – Sheep Production **1½ Units**

Class Hours: 24 lecture total

Students make a study of sheep breeds, with particular emphasis on adaptation to specific areas and types of production.

60E – Livestock Production **1½ Units**

Class Hours: 24 lecture total

AG 65— Introduction to Agri-Business **3 Units**

Class Hours: 3 lecture

The course focuses upon 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*

AG 66— Record Keeping **3 Units**

Class Hours: 2 lecture, 3 laboratory

This required course for all Agriculture students is the study of basic record keeping procedures used in production agriculture. *Transfer credit: CSUC*

AG 69 – Agriculture Construction and Maintenance **2 Units**

Class Hours: 1 lecture, 3 laboratory

Instruction is given in construction techniques, materials, structural planning and maintenance of agricultural structures and equipment. Use of carpentry and masonry tools, hardware and materials, as applied to construction and maintenance of agricultural structures, is also taught. Students learn to use hand power equipment. *Transfer credit: CSUC*

AG 70 – 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*

AG 71 – 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*

AG 72 – Park Site Development **3 Units**

Class Hours: 2 lecture, 3 laboratory

Construction of systems necessary to development of park sites of tools required. *Transfer credit: CSUC*

Agriculture Business

(See Agriculture)

Agronomy

(See Agriculture)

Alcohol Studies

AS 1 – Introduction to Alcohol Studies **3 Units**

Class Hours: 3 lecture

Focus will be placed upon alcohol as a major health problem in this introduction to the use and misuse of alcohol from physiological, sociological, and physiological perspectives. *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. *Transfer credit: CSUC*

AS 3 – The Pharmacology of Drug Abuse**3 Units**

Class Hours: 3 lecture

This is a 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 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

For training in the field of alcohol studies, students will be assigned to community agencies within Ventura County which specialize in the prevention and treatment of alcohol-related problems. *Transfer credit: CSUC*

AS 60A-Z – Topics in Alcohol Studies**1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This course considers 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; Cannibis; The Amphetamines; The Barbiturates; The Hallucinogens; Drug Synergism; Behavior Modifications; Cross Cultural Influence upon Alcohol Misuse. *Transfer credit: See Counselor*

Topics which have been developed include:

60A – Marriage/Cross Cultural Influences**3 Units**

Class Hours: 3 lecture

This is an exploration of the social and psychological consequences of the misuse of alcohol by ethnic minorities.

60B – The Agape Process**1 Unit**

Class Hours: 16 lecture total

The Agape Process is an educational, preventive process. It is a simplified, non-analytic, pragmatic method of creating interest in improving the quality of life by learning and experiencing values that push us to fulfill our basic longings.

60C – Pharmacology of Alcohol Dependency**1½ Units**

Class Hours: 1½ lecture

Students are given a brief survey of human physiology, alcohol use and alcohol dependency.

60D – Vocational Rehabilitation of Alcoholics**3 Units**

Class Hours: 3 lecture

To familiarize students with the function of the State Rehabilitation Department and with the various vocational rehabilitation services available to assist alcoholics, their families and children is the purpose of this course.

60E – Drinking and Driving**1 Unit**

Class Hours: 16 lecture total

This is an introduction to the dimensions of the drinking and driving problem in the U. S. as well as in California and Ventura.

60W — Women and Alcohol

Class Hours: 16 lecture total

This course is an investigation into the female alcoholic and problem drinkers.

1 Unit

Anatomy

AN 1 — General Human Anatomy

Prerequisite: Biol 1 or Biol 2A or equivalent

Class Hours: 2 lecture, 6 laboratory

This is a study of 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*

4 Units

Animal Husbandry

(See Agriculture)

Anthropology

ANTH 1 — Physical Anthropology

Class Hours: 3 lecture

This course on human evolution and human diversity includes 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*

3 Units

ANTH 2 — Cultural Anthropology

Class Hours: 3 lecture

The focus is upon the basic concepts and methods for analyzing society and culture, illustrated with examples drawn largely from non-western societies. The structure and evolution of cultures are also studied. *Transfer credit: CSUC; UC*

3 Units

ANTH 3 — Archaeology

Class Hours: 3 lecture

The historical development, theory and techniques of archaeology are studied, as are the prehistoric culture as revealed through the excavation and analysis of their cultural remains. Included also are selected topics in the archaeology of both the new and the old world. *Transfer credit: CSUC; UC*

3 Units

ANTH 4 — Chicano Culture

Class Hours: 3 lecture

This study of the social and cultural heritage of the Chicano emphasizes middle American civilizations, and includes 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*

3 Units

ANTH 5 — Archaeological Field Methods

Prerequisite: Anth 3, or concurrent enrollment in Anth 3, or equivalent.

Class Hours: 1 lecture, 6 laboratory, Saturdays

A course in practical archaeology, this is intended 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 credit limitations, see Counselor*

3 Units

ANTH 7 — Peoples and Cultures of the World

Class Hours: 3 lecture

An in-depth study will be made 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*

3 Units

ANTH 8 – Sex and Gender in Human Societies **3 Units**

Class Hours: 3 lecture

This is 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 9 – Female of the Species **3 Units**

Class Hours: 3 lecture

An exploration of human female nature and cultural experience in anthropological perspective. A survey of the evolution of female anatomy and behavior, and an examination of the variety of women's roles and stereotypes in different types of cultures, including our own. *Transfer credit: CSUC; UC*

ANTH 22A/B—Independent Studies in Anthropology **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

Students who are interested in furthering their knowledge of anthropology on an independent study basis are assigned problems which 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 **1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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. *Transfer credit: See counselor.*

Topics which have been developed include:

60A – Introduction to Folklore **3 Units**

Class Hours: 3 lecture

The course surveys folktales, legends, folkmusic and other forms of oral literature. (Co-numbered Folk 1)

60B – Introduction to American Folklore **3 Units**

Class Hours: 3 lecture

A survey of various forms of American folklore and an examination of those forms in various regional and ethnic areas in America make up the content of this course. (Co-numbered Folk 2)

60C – Indians of California **3 Units**

Class Hours: 3 lecture

Students get a multi-dimensional look at aboriginal inhabitants of California from 1800 to the present.

60D – Archaeology of Ancient Mexico **3 Units**

Class Hours: 3 lecture

An anthropological consideration of the cultures of ancient Mexico utilizes archaeological and ethnohistorical information.

60E – Indians of North America **3 Units**

Class Hours: 3 lecture

The culture of specific North American Indian groups from each of the major culture areas of North America are studied.

60F – Anthropology Through Film **3 Units**

Prerequisite: A previous course in Anthropology

Class Hours: 3 lecture

Students make an in-depth study of selected basic concepts of anthropology through the use of film and assigned readings.

- 60G — Magic, Religion and Witchcraft** **3 Units**
 Class Hours: 3 lecture
 A survey of the origins and functions of magic, religion, and witchcraft is made.
- 60H — Cultural Evolution** **3 Units**
 Class Hours: 3 lecture
 This course will focus on the evolution of human culture.
- 60I — The Chumash and Their Neighbors** **3 Units**
 Class Hours: 3 lecture
 This will be an in-depth look at the Chumash, the major aboriginal population to occupy Ventura County in pre-Contact times.
- 60J — Egyptology: Archaeology of the Land of the Pharaohs** **3 Units**
 Class Hours: 3 lecture
 This course will emphasize the archaeological contributions to a better understanding of the historical and cultural development of Ancient Egypt.
- 60K — Folklore and Oral History of Ventura County** **3 Units**
 Class Hours: 3 lecture
 The course will deal with the folklore and oral history of the Ventura County area.
- 60M — Hopi - A Multivaried View** **3 Units**
 Class Hours: 3 lecture
 Students are given an in-depth view of the Hopi Indians of the southwestern United States, their culture, ceremonialism, subsistence and world view as seen from past to present.
- 60N — As Man Behaves** **3 Units**
 Class Hours: 3 lecture
- 60R — Anthropological Research Methods** **3 Units**
 Prerequisites: A previous course in Anthropology
 Class Hours: 2 lecture, 3 laboratory
 The method and madness of undertaking various selected aspects of anthropological research are studied in this course.
- 60W — Anthropology of Women** **3 Units**
 Class Hours: 3 lecture
 A survey is made of woman's role and status in the United States and in a variety of other societies throughout the world.

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 (F)** **3 Units**
 Class Hours: 3 lecture
 This survey of the history of art of the western world, from prehistoric times to the middle ages, includes ancient, medieval, classic, early Christian and Byzantine art. Emphasis is placed on techniques in architecture, painting and sculpture as well as an examination of the key figures in art history.
Transfer credit: CSUC; UC
- ART 18 — Art History (S)** **3 Units**
 Prerequisite: Art 1A recommended
 Class Hours: 3 lecture
 The history of art of the western world from the middle ages to modern times continues an emphasis on the techniques of producing art as well as 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 acquaints the student with the major periods and styles of art of the western world and develops understanding of the visual arts. (Also see Humanities 6) *Transfer credit: CSUC; UC (not recommended for Art majors)*

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

This basic course provides background in the use of design principles. Students are given specific problems in line, shape, texture and form. Emphasis is placed 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

Color and design as they are used in the art of painting are studied. Methods of employing these ingredients in many fields, including commercial usage, are also considered. 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

Design is developed sculpturally, as various materials such as wood, metal, cardboard and plaster, are used to form aesthetic designs in actual space, rather than simulated pictorial space. The course also includes an 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

Students receive practice in the techniques of elementary clay construction, including pinch, coil and slab methods, as well as an introduction to 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

In addition to practicing the techniques of elementary clay construction, including pinch, coil and slab methods, students experiment in sculptural forms and in 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
This is an advanced study in ceramics, with emphasis on exploration of clay bodies, glaze materials, glaze calculations, firing, and independent projects. The 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
Students make a more in-depth study of ceramics, with emphasis on clay bodies, glaze materials, glaze calculations, firing, and independent projects. 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
Clay handbuilding techniques are explored, without introduction to throwing on the potter's wheel. Emphasis is on coil, slab and pinch methods of forming ceramics. Course also includes an 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 places 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 stresses graphic representation of objects through a variety of media and techniques; particular emphasis is placed on 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
The drawing media of pen and ink and watercolor washes are further explored. Advanced problems in rendering, concepts of illustrative drawing and concepts of analytic abstraction will also be dealt with. 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
Students will learn to draw the human figure from the live model. Emphasis is placed on structure, proportion, form and composition, as well as on 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

Exercising freedom of expression, students learn how to draw the human figure from the live model. Emphasis is placed upon structure, proportion form and composition. The student will be expected to have mastered the elements of Art 13A. 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

Students will draw the human figure, beginning with a skeletal structure, using many media, including charcoal, pencil, pen and ink, conte crayon and pastels. Emphasis is placed on structure, proportion, form and composition, as well as on 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-Serigraph Printmaking **2 Units**

Class Hours: 6 laboratory

In this introduction to and study of silkscreen as an artist's tool in printmaking, students will construct a silkscreen and learn basic techniques. Particular emphasis is given to various inks, stopouts and their solvents. Group and individual critiques are made. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 14B† – Advanced Silkscreen-Serigraph Printmaking **2 Units**

Prerequisite: Art 14A

Class Hours: 6 laboratory

Emphasis is on individual development of expression in printmaking. The student should expect to produce multi-color runs and is encouraged to develop a 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

This introduction to and exploration of the printmaking media available to the artist includes work in relief (wood block and linocut), as well as intaglio (etching, engraving, aging, etc.), with emphasis on relief, collograph 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

An in-depth exploration of the intaglio techniques includes 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 places 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 places 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 16A* — Painting **3 Units**

Prerequisite: Art 12B or Art 4B or equivalent

Class Hours: 1 lecture, 6 laboratory

Beginning course deals with the nature of structural and expressive values in contemporary painting. Students receive practice in the building of form, control or pictorial order, and the uses of color and light. It is designed to give beginning students a thorough background in the fundamental skills necessary to mastery of the basic techniques of painting. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 16B* — Painting **3 Units**

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 is placed on technical competence and individual concepts. Students experiment with both traditional and newer painting materials. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

ART 16C* — Advanced Painting **3 Units**

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.*

ART 16D* — Advanced Painting **3 Units**

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.*

ART 17A* — Landscape Painting **3 Units**

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.*

ART 17B* — Landscape Painting **3 Units**

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.*

ART 18A* — Water Color **3 Units**

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.*

ART 18B* — Water Color**3 Units**

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.*

ART 18C* — Water Color**3 Units**

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.*

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 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: This is a studio course in the fundamentals of sculpture, exploring historical and aesthetic aspects of sculpture in conjunction with the practical project experience. Media used will be 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: Students will be given advanced problems in sculptural forms, with emphasis on individual projects, evaluation, growth and direction. Media used will be the same as in Art 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

The course surveys the major art movements and personalities of the twentieth century, from the post-impressionists, through 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

This class provides students with an 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

Students make 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—Independent Studies in Art

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

Students who are interested in furthering their knowledge of art on an independent study basis are assigned problems which 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

Various art media and techniques are explored. Emphasis is 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

This intermediate course in batik design emphasizes creation of individual projects which utilize methods learned in Art 32A and exploration of direct pigment and dye techniques. 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

Students are introduced 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

Students explore non-conventional approaches in jewelry making, utilizing fundamental techniques in bronze, copper and stainless steel. They also work in various media, such as copper enameling, and how to form acrylic plastic and apply 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**

Class Hours: 2 lecture, 3 laboratory

Emphasizing typographic design and experimental media as they affect graphic communications, the course also 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**

Class Hours: 1 lecture, 3 laboratory

Students learn basic lettering with pen and brush and construction of letters in Gothic, Roman, Italic, Script, Text and Modern type essentials underlying character form and distribution of the pages for distribution of the pages for layouts. Lab or materials fee may be required. *Transfer Credit: CSUC; UC credit limitations. See counselor.*

ART 42 — Advertising Design**2 Units**

Class Hours: 1 lecture, 3 laboratory

Students gain experience in rendering, type specifications and figure indication which lead into advertising layouts and their translation into pasteup and camera-ready art. They will also learn how to execute comprehensive presentations, flat ads, packaging, point-of-sale displays, and how to develop 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

This is a study of one-, two- and three-point black and white perspective drawing of objects. It includes freehand sketching and rendering in 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

Students learn how to apply principles of form and mass to simple product design problems and how to redesign consumer products. Using surface development and model-making skills, students carry the problem of designing tools, small household appliances and office and industrial equipment from idea sketches to working drawings and finished scale models. They also examine manufacturing methods and limitations. Emphasis is on appearance and function. Lab or materials fee may be required. *Transfer credit: CSUC*

ART 45A/B — Beginning Illustration**2/2 Units**

Prerequisites: 45A for 45B

Class Hours: 6 laboratory

The contemporary figure is analyzed for style, clothing and implied movement. Elegance, poise, dignity and mood are studied. Students learn to use wash drying 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

Students learn to utilize various media as presentation materials for Commission and City Council consideration. They will prepare flip charts, over-head projection transparencies and slide presentations. *Transfer credit: CSUC*

ART 60A-Z — Topics in Art

1-3 Units

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A special series of courses dealing with specific topics in Art which are not covered in great detail in the general Art course offerings. These courses are announced on a semester basis in the schedule of classes.

The topic courses which have been developed include:

60A — Drawing for Etching

2 Units

Class hours: 1 lecture, 3 laboratory

Prerequisites: Art 12B or equivalent

Automotive Technology

AUTO 4 — Vocational Auto Repair

4 Units

Class Hours: 2 lecture, 6 laboratory

The course encompasses the principles of internal combustion machines, their history, design, construction, operation and repair. Also included are: information on job opportunities, especially vocational careers; customer service; employee-employer relations. Laboratory experiences simulate those of a working automotive agency. Field trips may be scheduled. Lab or materials fee may be required.

AUTO 5 — Automotive Engine Repair

5 Units

Prerequisite: Auto 4 or equivalent

Class Hours: 3 lecture, 6 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. *Transfer credit: CSUC credit limitations. See counselor.*

AUTO 6 — Brakes and Front-end Repair

5 Units

Prerequisite: Auto 4 or equivalent

Class Hours: 3 lecture, 6 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. *Transfer credit: CSUC credit limitations. See counselor.*

AUTO 7 — Automotive Transmission Repair

5 Units

Prerequisite: Auto 4 or equivalent

Class Hours: 3 lecture, 6 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. *Transfer credit: CSUC credit limitations. See counselor.*

AUTO 8 — Automotive Tune-up **5 Units**

Prerequisite: Auto 4 or equivalent

Class Hours: 3 lecture, 6 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. *Transfer credit: CSUC*

AUTO 9 — Auto Service **2 Units**

Class Hours: 1 lecture, 3 laboratory

A basic understanding of the function and operation of automotive engines. Emphasis on engine diagnosis, cooling and lubrication, charging system, basic tune-up, and brake repair. Course may be repeated three times for credit. Lab or materials fee may be required.

AUTO 11 — Small Engine Repair **3 Units**

Class Hours: 2 lecture, 3 laboratory

The theory and operating principals 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.

AUTO 12 — 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.

AUTO 13 — Intermediate Motorcycle Repair **3 Units**

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.

AUTO 14 — Advanced Motorcycle Repair **3 Units**

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.

AUTO 22A/B — Independent 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

The class is 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 89A-Z — Institutes in Automotive Mechanics **½-1½ Units**

Class Hours: 8-24 lecture total

This short-term lecture course is designed to improve the abilities and skills of the participants in operating and maintaining a variety of automobiles.

Topics which have been developed include:

89D — Automotive Electrical Systems **1½ Units**

Class Hours: 24 lecture total

89H — Honda Car Repair **1½ Units**

Class Hours: 24 lecture total

Biology

BIOL 1 – Principles of Biology

4 Units

Class Hours: 3 lecture, 3 laboratory

This is introductory biology for students *not majoring* in the natural sciences. Emphasis is 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

4/4 Units

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*

BIOL 3 – Marine Life and Its Environment

3 Units

Class Hours: 2 lecture, 3 laboratory

Studies of local marine life, including plants, invertebrates and vertebrates (fish, birds, and mammals). Various local habitats will be visited, such as mudflats, sandy beaches, rocky beaches, and tidepools. Emphasis will be placed on the identification and ecological relationships of common animals and plants. Weekend field trips may be arranged. *Transfer credit: CSUC*

BIOL 4 – Vertebrates of Southern California

3 Units

Prerequisites: None, Biol 1 or 2A recommended

Class Hours: 2 lecture, 3 laboratory

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. *Transfer credit: CSUC*

BIOL 14 – Natural History of the Conejo

3 Units

A 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. *Transfer credit: CSUC*

BIOL 15 – The Pharmacology of Drug Abuse

3 Units

Class Hours: 3 lecture

This is a survey of the pharmacological principles underlying the action 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 are studied. The course is a requirement in the Alcohol Studies 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*

BIOL 16 – Human Biology

3 Units

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*

BIOL 17 — Heredity, Evolution and Society

3 Units

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*

BIOL 22A/B — Independent Studies in Biology

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 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.*

Botany

BOT 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*

BOT 2 — Native Plant Communities of California

3 Units

Class Hours: 2 lecture, 3 laboratory

An introduction to the ecology and native vegetation of California. Topics include plant identification, ecology, and adaptations of California flora. Some weekend field trips to natural areas around the state will be required. Recommended for wildlife, forestry, conservation, or recreation majors. *Transfer credit: CSUC; UC*

BOT 3 — Plant Identification

3 Units

Class Hours: 2 lecture, 3 laboratory

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. *Transfer credit: CSUC; UC*

Business

BUS 1A — Accounting Principles I

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*

BUS 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*

BUS 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*

BUS 4 — Business Mathematics**3 Units**

Prerequisite: Math 9 or equivalent.

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 7 — Income Tax Law**3 Units**

Class Hours: 3 lecture

This course is designed to help students to understand the federal and California principles of income tax law as they relate to individual income taxes and for sole proprietorships. The preparation of federal and state income tax forms will be covered.

BUS 22A/B — Independent Studies in Business**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 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

Develops competency in the fundamentals and mechanics of preferred Business English usage, including grammar, sentence structure, punctuation, proofreading and written expression. Provides students a background to write business letters and business reports. *Transfer credit: CSUC*

BUS 30 — Introduction to Business and Economics**3 Units**

Class Hours: 3 lecture

A survey of business and industry utilizing basic economic principles. Topics include organization, financing, marketing, personnel, business operations and laws affecting partnerships, proprietorships and corporations. (co-numbered Econ 30) *Transfer credit: CSUC*

BUS 31 — Business Organization and Management**3 Units**

Prerequisite: Bus 30

Class Hours: 3 lecture

The manager's responsibility for planning, organizing, directing, controlling and coordinating, including basic functions of an organization and responsibility in carrying out objectives in accordance with the organization's plan. *Transfer credit: CSUC*

BUS 32 — Small Business Management**3 Units**

Class Hours: 3 lecture

Establishing and operating a small business. Topics include planning, financing, staffing, marketing, site selection, budgeting and record keeping. *Transfer credit: CSUC*

- BUS 33A — Business Law I** **3 Units**
 Class Hours: 3 lecture
 Fundamental principles of law pertaining to business transactions. Origins of the legal systems and present-day court systems and procedures. Topics covered include law of contracts, sales, real and personal property, bailments and consumer protection. *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 agencies, negotiable instruments corporation, partnerships, business transactions, trusts, wills, insurance, and the inter-relationship of government and business. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- BUS 34 — 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.
- BUS 35 — Salesmanship** **3 Units**
 Prerequisite: Bus 30
 Class Hours: 3 lecture
 Fundamental principles of personal selling. Emphasis on sales techniques, sales personality, sales planning, securing prospects, counseling buyers, handling objections, public relations and business ethics. Students will participate in the planning and presentation of actual sales demonstrations. *Transfer credit: CSUC*
- BUS 36 — Retail Merchandising** **3 Units**
 Prerequisite: Bus 30
 Class Hours: 3 lecture
 Merchandising activities in small and large businesses considered from the standpoint of the retailer. Includes topics such as budgeting, personal relations, buying and selling, site and facility selection, pricing, distribution, and customer service. *Transfer credit: CSUC*
- BUS 37 — Marketing** **3 Units**
 Prerequisite: Bus 30
 Class Hours: 3 lecture
 A review of marketing from production to consumer. Topics include market research, marketing strategy, product development, environmental constraints, pricing, promotion and selection of appropriate channels of distribution. *Transfer credit: CSUC*
- BUS 38 — Advertising** **3 Units**
 Prerequisite: Bus 30
 Class Hours: 3 lecture
 Examines the role of advertising in the marketing programs in business and industry. Topics includes consumer analysis, ad media, budgeting, market research, layout, copy-writing, typography, advertising agencies and opportunities in advertising. *Transfer credit: CSUC*
- BUS 39 — Business Communications** **3 Units**
 Class Hours: 3 lecture
 A practical course to help students develop communicatin skills through business correspondence. Provides training in writing various types of letters commonly used in business such as inquiries, sales, collections, credit, customer relations, and employmnet appropriation techniques. Reviews communication theory, human relations and motivational effects of correspondence. Develops further skills in listening and speaking. *Transfer credit: CSUC*
- BUS 40 — 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 42 – 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. *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 60A-Z — Topics in Business**1-3 Units**

Class Hours: To be determined with each topic.

A special series of courses dealing with specific topics in business and industry which are not included in the Business offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor.*

The topic courses which have been developed are:

60D — A History of American Business**3 Units**

Prerequisite: A previous course in Business

Class Hours: 3 lecture

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 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 80 — Introduction to Savings and Loan**3 Units**

Class Hours: 3 lecture

An introduction to the modern business environment, and the role of savings institutions therein. Surveys savings associations historical development, organization, competitive position and future direction.

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 1 (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 — Independent Studies in Chemistry**1-3/1-3 Units**

Prerequisites: A previous 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 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: 2 lecture, 3 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 Sc 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 16A — Mexican Film - Film Genres **3 Units**

Class Hours: 3 lecture

This course will study the different genres of Mexican film, such as El Charro, The 1910 Revolution, the Serial and Mexican comedy. Social commentary films will be viewed at each meeting. Most films will be in Spanish; some will have English subtitles. *Transfer credit: CSUC; UC pending.*

CH ST 16B — Mexican Film - Film Authors **3 Units**

Class Hours: 3 lecture

In this course a variety of Mexican film authors will be studied, such as Jose Estrada, Jorge Fons, Solomon Laiter, Luis Alcoriza, and Emilio Fernandez. Films will be shown in Spanish; some will have English subtitles. *Transfer credit: CSUC, UC pending.*

CH ST 22A/B — Independent Studies — The Chicano **1-3/1-3 Units**

Prerequisites: A previous 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 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 Spn 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 media 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**

Prerequisitos: 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**

Prerequisitos: 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**3Units**

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 cubre 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 Personal 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**

Prerequisites: 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 varis 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**

Prerequisites: 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 si 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 Engl 56)

CH ST 56 — Métodos de Escritura para Personas de Habla Hispana **3 Unidades**

Prerequisites: Ch St 54B y Ch St 53B o equivalente

5 horas de clase 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 Engl 56)

CH ST 60A-Z — Topics in Chicano Studies **1-3 Units**

Prerequisite: To be determined with each Topic.

Class Hours: To be determined with each Topic

A course considering specialized, specific topics concerning the Chicano which cannot be covered in depth in the general Chicano Studies offerings. Courses which will be offered include: Health Care in the Barrio, Bilingual/Bicultural Education, Affirmative Action, and Local History of the Chicano. *Transfer credit: See Counselor.*

Topics which have been developed include:

60A — Mexican Authors **3 Units**

Class Hours: 3 lecture

Readings from the works of major Mexican authors including Augustin Yanez, Octavio Paz, Samuel Ramos and Carlos Fuentes.

60B — The Undocumented Worker **1 Unit**

Class Hours: 16 lecture total

An analysis of the socio-economic problems experienced by the undocumented worker.

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** **3 Units**
Class Hours: 2 lecture, 3 laboratory
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. Lab or materials fee may be required. *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 — Independent Studies in Cinematography **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 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.*

Cooperative Work Experience

CWE 49A-D — Cooperative Work Experience **1-4, 8 Units**

Prerequisites: Placement at a work station

Class Hours: 1 lecture, 5 to 20 or 40 hours employment

This course is designed to help the student understand a specific segment of the employment market. Specific jobs and work standards will be identified and experienced. The Cooperative Work Experience program affords students the opportunity to be employed concurrent with enrollment in academic course work or to alternate semesters of employment with semesters of study. In the alternate semester model, the student is required to work full time for eight units of credit.

Court Reporting

CR 1 — Beginning Stenotypy **8 Units**

Prerequisites: Ability to type and adequate English skills.

Class Hours: 8 lecture

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.

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.

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.

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 98% 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.

CR 5 – Machine Shorthand Workshop IV **8 Units**

Prerequisites: CR 4 or equivalent, OT 30 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 98% 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.

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 98% 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.

CR 15 – Punctuation for Court Reporters **1 Unit**

Class Hours: 2 hours lecture/laboratory

This course presents the fundamental rules for punctuating acceptable syntax and then goes a step further and presents verbatim English as found in courtroom transcripts, jury charge and Congressional Records and modifies the rules to accommodate this English. Extensive use is made of courtroom transcripts and depositions. Students are encouraged to incorporate punctuation into their stenotype notes when taking dictation, using methods in this class.

CR 16 – Spelling for Court Reporters **1 Unit**

Class Hours: 2 hours lecture/laboratory

This course is designed to help students become more proficient spellers. Words were selected from hard-to-spell word lists, from lists of high frequency words used in business correspondence and court reporting and from lists of basic words in the English vocabulary. In addition, foreign words and phrases commonly used in a court of law are presented.

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.

CR 25A – Law for Court Reporters I **3 Units**

Prerequisites: OT 31

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.

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; OT 30 and 31.

Class Hours: 3 lecture

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. Course will include an overview of applications of computer languages in solving business problems with hands on experiences writing and executing BASIC programs on a mini computer. *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 4A* — Computer Programming I: COBOL**3 Units**

Prerequisites: DP 1 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***(Alternating semesters-Fall, day; Spring, evening)*

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*(Alternating semesters - Fall, day; Spring, evening)***3 Units**

Prerequisites: DP 1 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 (F)**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 (S)**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 8A* – Operating Systems (S-evening only)**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 (S-evening only)**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 – Data Entry**1 Unit**

Prerequisite: High School typing or equivalent.

Class Hours: 3 laboratory

The basic operation principles of punched card and magnetic diskette equipment with laboratory experience on the equipment.

DP 12 — Computer Programming—PL/1 (F) 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. (co-numbered Math 19) *Transfer credit: CSUC*

DP 14 — Computer Programming BASIC 3 Units

Class Hours: 3 lecture

Console procedures and an overview of computer hardware organization, data representation internally, instruction forms, flowcharting problems and logic/solutions. Algorithms for problem solutions and demonstrations of inter-active terminals. Concepts and definitions include: labels, variables, subscripts and scientific notation. Also debugging basic statements and elementary coding. Three hours of lab recommended. (co-numbered Math 17) *Transfer credit: CSUC*

DP 15 — Structured Techniques (evenings only) 3 Units

Prerequisite: A previous programming course or equivalent. Concurrent enrollment in DP 9 is recommended.

Class Hours: 3 lecture

A study of improved programming techniques including structured programming. Input/processing/output charts, program support libraries, chief programmer operations and top-down development procedures applicable to high level programming languages.

DP 18* — Computer Programming — FORTRAN 3 Units

Prerequisites: Math 3 or two years high school algebra or equivalent. DP 14 recommended. Concurrent enrollment in Math 9 strongly recommended.

Class Hours: 3 lecture

Introduction to programming and the organization of computers using the FORTRAN language. Basic programming concepts: algorithms, data control structures, debugging, program design, documentation, structured programming. Depending on their primary area of study, students will use FORTRAN to solve problems in Mathematics, Data Processing, Engineering, Physical Science, Life Sciences, Social Sciences, Economics or Business. (Co-numbered Engr 18 and Math 18) *Transfer credit: CSUC; UC credit limitations. See counselor.*

DP 22A/B-Independent Studies in Data Processing 1-3/1-3 Units

Prerequisites: A previous course in the specific field and the consent of the instructor and the 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.*

DP 49A-D — Cooperative Work Experience — Data Processing 1-4, 8 Units

Prerequisites: Placement at a work station

Class Hours: 1 lecture, 5 to 20 or 40 hours employment

This course is designed to help the student understand a specific segment of the employment market. Specific jobs and work standards will be identified and experienced. The Cooperative Work Experience program affords students the opportunity to be employed concurrent with enrollment in academic course work or to alternate semesters of employment with semesters of study. In the alternate semester model, the student is required to work full time for eight units of credit.

DP 60A-Z — Topics in Data Processing 1-3 Units

Prerequisite: To be determined with each Topic.

Class Hours: To be determined with each Topic.

A special series of courses dealing with specific topics in data processing which are not covered in great detail in the general data processing course offerings. These courses are announced on a semester basis in the schedule of classes.

Early Childhood Development

ECD 22A/B – Independent Studies in Early Childhood Development 1-3/1-3 Units

Prerequisites: A previous course in the specific field and the consent of the instructor and the 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 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 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 — Parent-Child Relationships **3 Units**

Class Hours: 3 lecture

The course is designed to provide present and future parents with the skills necessary to foster successful parent-child interaction. There will be a focus on verbal and non-verbal communication. Learning concepts, materials and discussion of the parents' role as the child's most significant "teacher" will be included in course experience. May be taken for credit to a maximum of 6 units. Lab or materials fee may be required.

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 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**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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. Lab or materials fee may be required. *Transfer Credit: See Counselor.*

Topics which have been developed include:

60A — Programs for Toddlers **1½ Units**

Class Hours: 24 lecture total

60B — Understanding Children's Play **1½ Units**

Class Hours: 24 lecture total

60C — Developing Materials for Home-based Learning **1½ Units**

Class Hours: 24 lecture total

60D — Contemporary Influences on Child Rearing Practices **1½ Units**

Class Hours: 24 lecture total

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. *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. *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 — Independent 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 22A/B — Independent 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

1-3 Units

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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). These courses are announced on a semester basis in the class schedule.

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 — Technical Electronics I (F)**3 Units**

Prerequisites: ET20. May be taken concurrently.

Class Hours: 2 lecture, 3 laboratory

A non-mathematical presentation of direct and alternating current circuits and their characteristics. Study of current, voltage in circuits with resistances, capacitors and inductors, magnetism and meters. Use of meters to measure voltage, current and resistance. The laboratory will complement the lecture with actual practical experiences. *Transfer credit: CSUC*

EL 5B — Technical Electronics II (S)**3 Units**

Prerequisite: EL 5A or equivalent.

Class Hours: 2 lecture, 3 laboratory

A non-mathematical presentation of each solid state devices and circuits, transistor gain, troubleshooting a transistor amplifier, field effect transistors and other devices. The laboratory will complement the lecture with actual practical experience. *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 Class Radio Telephone Operators License exam. (co-numbered TC 6B)

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 1 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 1 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 AC signals. Use of Ohm's and Kirchhoff's laws in AC circuits. The AC response of circuits with resistance, reactance and impedance. Laboratory work emphasizes practical aspects of AC 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 — Independent Studies in Electronics **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 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 (S) **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 — Electronic 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 emphasizes the maintenance, repair, and calibration of electronics test equipment. *Transfer credit: CSUC*

EL 31 — Integrated Circuit Devices (F)**3 Units**

Prerequisite: EL 20D

Class Hours: 2 lecture, 3 laboratory

An in-depth study of modern integrated circuits typically used by engineering logic designers. Specification sheets and design applications are analyzed. I. C. devices such as MSI counters and registers, LSI RAM/ROMs and microprocessors are studied. Design techniques include level methods of analysis and advanced Karnamah Mapping. The laboratory stresses the development of good electronic design techniques and familiarity with present day integrated circuits. *Transfer credit: CSUC*

EL 32 — Op Amp Circuit Design (S)**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 44 — Fundamentals of Electronic Trouble Shooting**2 Units**

Prerequisites: EL 5B or EL 20B (may be taken concurrently).

Class Hours: 1 lecture, 3 laboratory

Techniques of trouble shooting typical electronic equipment, e.g., radio, T.V., digital electronic devices, etc. The logical approach to zeroing in on circuit and component faults will be emphasized. The laboratory portion will include demonstrations by the instructor and hands on experience for the students.

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 4 — Introduction to Engineering Design****3 Units**

Class Hours: 1 lecture, 6 laboratory

A course designed to further the student's understanding of the engineering profession. Lecture discussions on systematic design techniques, written communication, and the anatomy of the engineering curriculum and profession. Laboratory in engineering and graphics. Basic ideas in engineering graphics such as views, projections, sections, inter-sections, developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances. Projects in engineering design. *Transfer credit: CSUC; UC pending*

ENGR 5 – Environment and Technology**2 Units**

Class Hours: 2 lecture

A study of environmental problems encountered in a technologically advanced society and 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. (co-numbered Env Sci 5) *Transfer credit: CSUC; UC*

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 Materials**3 units**

Prerequisites: Chem 1A.

Class Hours: 3 lecture

An introductory course on the engineering properties of materials. Application of the basic principles of the atomic and crystal structure of solids to the study of properties, and to the selection and use of engineering materials. (co-numbered PHYS SC 12) *Transfer Credit: CSUC; UC.*

ENGR 16 – Engineering Statics and Strength of Materials**4 Units**

Prerequisite: Engr 12 and Math 25B

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. (co-numbered Phys Sc 16) *Transfer credit: CSUC; UC*

ENGR 18 – Computer Solutions to Engineering Problems**3 Units**

Prerequisite: Math 25A

Class Hours: 3 lecture

Introduction to programming and the organization of computers using the FORTRAN language. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured programming. Depending on their primary area of study, students will use FORTRAN to solve problems in Mathematics, Data Processing, Engineering, Physical Science, Life Sciences, Social Sciences, Economics, or Business. (Co-numbered DP 18 and Math 18) *Transfer credit: CSUC; UC credit limitations. See counselor.*

Engineering Technology**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 1
 Class Hours: 3 lecture
 Principles and practices in making quantity surveys and labor estimates for construction projects. Three field trips. *Transfer credit: CSUC*
 Transfer credit: CSUC
- 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 16 – Blueprint Reading 3 Units**
 Class Hours: 3 lecture.
 The interpretation of mechanical drawings typical of those found in the construction and mechanical fields; theory of common types of projections, dimensioning principles, and machine standards, application by creative sketching and by interpretation of blueprints.
- ET 20 – Technical Mathematics 3 Units**
 Prerequisite: Math 9 or equivalent
 Class Hours: 3 lecture
 Review of operations with whole numbers, study of fractions and decimals, square roots, ratios and proportions. Directed numbers, equations and formulas, solution of systems of equations, exponents, logarithms, coordinate system and graphing, basic geometry and numerical trigonometry - emphasis in practical application.

ET 21 – Construction Materials**3 Units**

Class Hours: 3 lecture

The use and application of building materials as they apply to the structural composition of modern residences, commercial and industrial buildings.

ET 22A/B – Independent Studies in Engineering Technology**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 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*
connections, and stress analysis. *Transfer credit: CSUC*

ET 29 – Fundamentals of Quality Control**3 Units**

Class Hours: 3 lecture

A course intended primarily for those students who are working, or intend to work, in the quality control field. Includes basic nomenclature, functions and practice with major emphasis on quality control manuals, specifications and government publications.

ET 89A-Z – Institutes in Engineering Technology**½-1½ 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 2 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 2 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 2 – Preparatory English**3 Units**

Class Hours: 3 Lecture

This course is intended for students who need to develop the ability to write at the college level. Emphasis will be on writing logical, clear, and coherent essays. Students will have intensive practice in writing papers based on their own experience and on selections from literature and the media. May be repeated for credit to a maximum of 6 Units.

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

A survey study of books and periodicals suitable for children pre-school through ninth grade. Picture books, fiction, non-fiction, folktales, and storytelling will be examined, along with their historical roots and modern publishing trends.

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

This course is a survey of American writing from the colonial era to the present in fiction, non-fiction, poetry, and drama. It includes works by Poe, Melville, Twain, Whitman, James, Wharton, Hemingway, Faulkner, Steinbeck, Robert Frost, Eugene O'Neill, Arthur Miller, Saul Bellow, and contemporary poets and writers. *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 — Independent Studies in English** **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 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 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 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** **5 Units**
 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).
- ENGL 60A-Z — Topics in English** **1-3 Units**
 Prerequisites: To be determined with each Topic
 Class Hours: To be determined with each Topic
 A special series of courses dealing with specific topics in English which are not covered in great detail in the general English offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor*
 Topics which had been developed include:
- 60A — Fundamentals of English** **1 Unit**
 Class Hours: 1 lecture
- 60B — The Shakespeare Plays** **3 Units**
 Class Hours: 3 lecture

Entomology

(See Agriculture)

Environmental Science

- ENV SC 1 — Environmental Science** **4 Units**
 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*
- ENV SC 3 — Energy Resources and Conservation** **3 Units**
 Class Hours: 3 lecture
 An overall quantitative survey of energy resources presently being used, alternate methods of energy generation and various energy conservation methods. Emphasis on practical application and relevant to today's economy.
- ENV SC 2 — Environment and Man** **4 Units**
 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*

ENV SC 5 — Environment and Technology**2 Units**

Class Hours: 2 lecture

A study of environmental problems encountered in a technologically advanced society and 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. (Co-numbered Engr 5) *Transfer credit: CSUC; UC*

ENV SC 20 — Ecology of Baja**3 Units**

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*

ENV SC 22A/B — Independent Studies in Environmental Science**1-3/1-3 Units**

Prerequisites: A previous course in the specific field and consent of instructor and Division Director

Class Hours: 1-3 tutorial

This course is designed for students interested in furthering their knowledge of environmental science on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of six units.

Escrow

ESC 1 — Principles of Escrow**3 Units**

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*

ESC 2 — Escrow Practices**3 Units**

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*

ESC 89A-Z — Institutes in Escrow**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 escrow/real estate student.

Exotic Animal Training and Management

EATM 1A — Biology of Exotic Land 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 1B — Biology of Marine Vertebrates**3 Units**

Class Hours: 3 lecture

This course consists of a survey of those animals living in the marine environment. Emphasis will be on behavior patterns, care and feeding (both in captivity and the natural environment) and their utilization in zoos and aquariums.

- 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 — Animal Health and Safety** **1½ Units**
 Prerequisite: EATM 2A
 Class Hours: 3 lecture for 9 weeks.
 This course is taught by the Guest Speaker method. Outstanding Exotic Veterinarians from the area will lecture students on various animal health and safety procedures which are needed in working with exotic animals. Student will accompany the veterinarian on his bi-monthly inspection tours of the animals in our compound. (formerly EATM 3B)
- 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 — Exotic Animal Nutrition** **1½ Units**
 Prerequisite: EATM 3A
 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. (formerly EATM 2B)
- 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 2B
 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 2B 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 2B 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.
 presentations will also be required of students.

EATM 22A/B – Independent Studies in Exotic Animal Training and Management

1-3/1-3 Units

Prerequisites: Must have successfully completed one semester in the major.

Class hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of the exotic animal field on an independent study basis. Assigned problems will involve library, laboratory and/or field work. May be taken for credit to a maximum of six units.

EATM 23 – Elementary Veterinary Procedures

4 Units

Prerequisite: EATM 13A

Class Hours: 2 lecture, 6 laboratory

The course will deal with the techniques utilized by animal health technicians to assist veterinarians in caring for sick and/or injured animals. Special emphasis will be put upon the detection and treatment of common animal diseases under the direction of an exotic animal veterinarian.

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 of 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 3B

Class Hours: 48-288 laboratory total

Field experience is designed to give students an opportunity to discover and explore the professional aspects of wild/exotic careers. 40A will meet in the compound during the summer for first year students. 40B will meet at the Los Angeles Zoo during the Fall and Spring.

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*

FOLK 3 — Folklore and Oral History of Ventura County

3 Units

Class Hours: 3 lecture

The course will deal with the folklore and oral history of the Ventura County area. Students will be actually working with the County Historical Museum's oral history project by collecting folklore and doing oral history interviews. (Co-numbered Anth 60K) *Transfer credit: CSUC; UC pending*

Forestry

(See Agriculture)

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 — Independent Studies in French

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 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 6A-B — Study Skills**½-1 Units**

Class Hours: 8-16 lecture total

A course designed to meet the needs of students who need to know how to study a textbook, outline, listen and take notes, memorize, concentrate and all other skills necessary for survival and success in college; private individualized diagnostic testing of academic skills is included. May be repeated for credit to a maximum of 6 Units.

GEN ST 48 — Tutoring Practicum**½-3 Units**

Prerequisite: GS 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 Sc 5) *Transfer credit: CSUC; UC*

GEOG 5L – Introduction to Meteorology Laboratory

1 Unit

Prerequisite: Geog 5/Phys 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 Sc 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 — Independent Studies in Geography

1-3/1-3 Units

Prerequisites: A previous 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 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-M — Topics in Physical Geography

1-3 Units

Prerequisites: Prior Course in Geography

Class Hours: To be determined with each Topic

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: See Counselor*

Topics which have been developed include:

60A — Volcanism and Mankind

3 Units

Class Hours: 3 lecture

A survey of the causes and processes of volcanic activity, the resultant landscapes, and the potential limitations of these landscapes for human utilization. Course will require field trips to volcanic landscapes.

60B — Glacial Landscapes

3 Units

Class Hours: 3 lecture

The causes and products of glaciation, both continental and alpine. Field trip to Alpine glaciation sites (California, Pacific Northwest, Western Canada).

60C — Regional Geomorphology

3 Units

Class Hours: 3 lecture

A survey of the interaction between geological structure and climate. Field trips to selected areas.

GEOG 60N-Z — Topics in Cultural Geography

1-3 Units

Prerequisite: Prior Course in Geography

The observation, mapping and analysis of landscapes affected by Class Hours: To be determined with each Topic

Courses will be offered on more specific topics than can be covered in introductory classes. One area of emphasis will be skills courses such as Elementary Map and Aerial Photo Interpretation and Landscape Analysis. *Transfer credit: See Counselor*

Topics which have been developed include:

60N — Landscape Analysis

3 Units

Class Hours: 3 lecture

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 — Independent Studies in Geology

1-3/1-3 Units

Prerequisites: A previous course in the specific field and consent of 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 – Independent Studies in German

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 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. *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. *Transfer credit: CSUC; UC*

GM 4 — Urban Planning Practices

3 Units

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 paraprofessional level in planning. It is recommended for other students planning to work in such agencies as public works, engineering, utilities or administration. *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. *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.

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 3A – Copy Preparation-Photocomposition** **3 Units**
Prerequisite: OT 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. *Transfer credit: CSUC*
- GC 11A – Process Camera (F)** **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. *Transfer credit: CSUC.*
- GC 11B – Advanced Process Camera (S)** **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. *Transfer credit: CSUC*
- GC 11C – Process Camera/Color Separation (F)**
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. *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. *Transfer credit: CSUC*

GC 22A/B – Independent Studies in Graphic Communications**1-3/1-3 Units**

Prerequisites: A previous 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. *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. *Transfer credit: CSUC*

GC 30 – Reproduction Process (S)**2 Units**

Prerequisites: Art 40, GC 4

Class Hours: 1 lecture, 3 laboratory

Basic principles and procedures of the reproduction process with emphasis upon design requirements for the printer. Instructions in stripping, platemaking and photo-lithography including use of process and PMS inks. Reproduction of individual design projects for portfolio presentation.

GC 31 – Graphic Internship (S)**1-2 Units**

Prerequisites: GC 11A, and GC 21

Class Hours: 3-6 laboratory

A production class in which students use the skills and techniques learned in graphics. Students will receive on-the-job experience at assigned companies off campus. Students may also work on campus for college production department.

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*

GC 49A-D – Cooperative Work Experience – Graphic Communications**1-4 Units**

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Graphic Communications design a learning contract involving expanded responsibilities and/or new learning opportunities beyond those experienced during previous employment.

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 overview of major health concepts designed to contribute to the student's understanding of healthful living. Concepts included are: personal fitness and nutrition; mental health; harmful substances including alcohol and drugs; environmental health; safety and first aid; communicable diseases; chronic and degenerative disease; reproduction and contraception; and consumer health. *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 lecture total

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**
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 1 – Elementary Hebrew I **4 Units**
Class Hours: 4 lecture, 1 laboratory by arrangement
Introduces the essentials of grammar and vocabulary with an emphasis on reading, translating, and comprehension. Basic language forms will be reinforced through writing and conversation. *Transfer credit: CSUC; UC pending*

HEB 2 – Elementary Hebrew II **4 Units**
Prerequisite: HEB 1 or equivalent
Class Hours: 4 lecture, 1 laboratory by arrangement
Continues Hebrew 1 with an emphasis on more complex grammatical forms combined with practice in reading, writing, speaking, and translating *Transfer credit: CSUC; UC pending*

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: HEB 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 Southwest**3 Units**

Class Hours: 3 lecture

A survey of the history of the Southwest from pre-Columbian times to the present. Emphasis will be on the cultural, social, economic and political heritage 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. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

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. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

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. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

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 — Independent Studies in History**1-3/1-3 Units**

Prerequisites: A previous 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 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**1-3 Units**

Prerequisite: Previous course in History

Class Hours: To be determined with each Topic

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: See Counselor.*

Topics which have been developed include:

60B — History of Mexico**3 Units**

Class Hours: 3 lecture

60C — World War II - The World at War**3 Units**

Class Hours: 3 lecture

60D — A History of American Business**3 Units**

Prerequisite: A previous course in History

Class Hours: 3 lecture

60T — Historic Site Evaluation**3 Units**

Class Hours: 3 lecture

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 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 10 — Nutrition** **3 Units**
 Class Hours: 3 lecture
 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** **3 Units**
 Class Hours: 2 lecture, 3 laboratory
 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 fee may be required. *Transfer credit: CSUC*
- HE 15 — Cooking Creatively** **3 Units**
 Prerequisites: Food preparation course in high school or college recommended.
 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 fee may be required. *Transfer credit: CSUC*
- HE 17 — Cooking on a Budget** **3 Units**
 Class Hours: 2 lecture, 3 laboratory
 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. Lab or materials fee may be required.
- HE 22A/B — Independent Studies in Home Economics** **1-3/1-3 Units**
 Prerequisites: A previous 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 31 — Textiles (F)** **3 Units**
 Class Hours: 3 lecture
 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** **3 Units**
 Class Hours: 2 lecture, 3 laboratory
 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. May be repeated for credit to a maximum of 12 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

- HE 35* – Flat Pattern Design (S)** **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 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 89A-Z – Institutes in Home Economics** **½-1½ Units**
 Class Hours: variable
 A special series of short courses focusing on particular aspects of Home Economics. Courses dealing in foods; clothing and household management will provide an opportunity for specialized study. Lab or materials fee may be required.

Humanities

- HUM 1 – The Individual and Society** **6 Units**
 Class Hours: 6 lecture
 A course designed to increase students' understanding of history, current social issues, and literature. The course will help students become more aware of the world in which they live and better able to master their freedom and responsibility in a democratic society. Special emphasis will be placed on improving writing skills. Lab or materials fee may be required. *Transfer credit: CSUC; UC*
- HUM 2 – The Individual and The Arts** **6 Units**
 Class Hours: 6 lecture
 A course designed to increase students' understanding of the arts and literature. The course will help students become more aware of the world in which they live through knowledge of the arts past and present. Special emphasis will be placed on improving writing skills. Lab or materials fee may be required. *Transfer credit: CSUC; UC*
- 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 film-makers, 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 – Independent Studies in Humanities **1-3/1-3 Units**

Prerequisites: A previous 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**

Prerequisite: To be determined with each Topic

Class Hours: To be determined with each Topic

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: See counselor.*

Topics which have been developed include:

60A – The Adams Chronicles **3 Units**

Class Hours: 3 lecture

60B – Occult and Mystic Arts **3 Units**

Class Hours: 3 lecture

60C – Cultural Exploration **3 Units**

Class Hours: 9 laboratory

60F – The City **1 Unit**

Class Hours: 16 lecture total

60G — Modern Poetry Class Hours: 16 lecture total	1 Unit
60I — Film Criticism Class Hours: 16 lecture total	1 Unit
60J — Film Class Hours: 3 lecture	3 Units
60K — Black Theatre Class Hours: 2 lecture, 3 laboratory	3 Units
60P — Women in Contemporary Society Class Hours: 3 lecture	3 Units
60Q — Literature of Phenomena Class Hours: 3 lecture	3 Units
60R — Psychic Awareness Class Hours: 3 lecture	3 Units
60S — The Long Search Class Hours: 3 lecture	3 Units
60T — Mythology Class Hours: 3 lecture	3 Units
60Z — Search — Quest for Personal Meaning Class Hours: 3 lecture	3 Units

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 art with limited exploration of music, theatre, 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 Art 2. 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.

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 — Independent Studies in Italian 1-3/1-3 Units

Prerequisites: A previous course in Italian and consent of the 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: 3 lecture

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**

Prerequisite: Eligibility for Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

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.

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. Lab or materials fee may be required. (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. 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 — Independent 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

See Agriculture

Laser Electro-optics Technology

LET 1 — Introduction to Lasers

4 Units

Prerequisite: Math 3 or equivalent

Class Hours: 3 lecture, 3 laboratory

Provides familiarity with the elements of a laser, operation of a helium-neon gas laser, laser physics, optical cavities, properties of laser light, and a survey of laser systems. Safety procedures regarding the operation of lasers will be stressed. *Transfer credit: CSUC*

LET 2 — Basic Electricity & Magnetism

2 Units

Prerequisite: Math 3 or equivalent

Class Hours: 2 lecture

An introductory course in electricity & magnetism designed for entering LET majors. Topics covered include: electric & magnetic fields the scalar potential, electromagnetic forces, Coulomb's Law, Gauss' Law, Faraday's Law, Ampere's Law, Biot-Savart Law, Ohm's Law, simple DC and AC circuits, introductory electronics. (Co-numbered EL 2) *Transfer credit: CSUC*

LET 3 — Laser Optics

5 Units

Prerequisites: LET 1, Math 7

Class Hours: 4 lecture, 3 laboratory

A comprehensive course in introductory geometrical and wave optics. Topics reflection & refraction. Snell's Law, graphical ray tracing, critical angle, deviation, dispersion, displacement, image formation from lenses and mirrors, magnification optical systems, thick lenses, f-stops and apertures, aberrations, wave properties of light, the electromagnetic spectrum, superposition, interference, diffraction, single and multi-slit patterns, diffraction gratings, interferometers, light power & energy, sources of light, polarization reflection & transmission from dielectrics & metals, Brewster's angle Bonr atom energy levels & spectra, frequency doubling, holography, photons and wave-particle duality. Basic darkroom techniques will be introduced. *Transfer credit: CSUC*

LET 4 — Machine Shop Techniques and Drafting

2 Units

Class Hours: 1 lecture, 3 laboratory

An introductory course to familiarize the student with the basic techniques used by the machinist and the draftsperson. Topics in drafting will include: views, projections, sections, symbols used in mechanical and electronic drafting, materials and parts specifications, dimensioning, fits and tolerances. Topics in machine shop techniques will include: use of common hand tools, band saws, drill press, lathe, mill, safety procedures.

LET 6 — Laser Components, Devices & Measurement

5 Units

Prerequisites: LET 3, LET 5

Class Hours: 4 lecture, 3 laboratory

A course designed to acquaint the student with many of the components, devices & measurement techniques used in the LET industry. Components discussed include: optical tables, benches, mounts, mirrors, lenses, gratings, filters, polarizers. Devices discussed include: Q-switches, modulators, beam expanders & isolators. Measurement techniques using spectrometers, monochromators, spectrophotometers & interfacing are discussed. *Transfer credit: CSUC*

LET 22A/B — Independent Studies in LET

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 LET 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*

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*

LDR 2 – Student Leadership

2 Units

Class Hours: 1 lecture, 3 practicum

Designed to provide theory and application for students interested or involved in student government, particularly A.S. Officers, club officers, and persons wishing to serve on campus governance committees. Development of effective leadership qualities will be stressed through an ongoing study of parliamentary procedure, student governance documents, and district, state, and federal in the execution of student activities and programs will be stressed. *Transfer credit: CSUC*

LDR 89A – Workshop in Student Government Leadership

1 Unit

Class Hours: 16 lecture total

Special performance class open to all students, designed to develop skills and effective leadership ability in preparation to serve as an Associated Student officer, as a student club officer, as a student representative on campus governance committees, or as a student involved with the student activities program. *Transfer credit: CSUC*

Learning Skills

LS 1 – Assessment of Learning Skills

3 Units

Prerequisites: Approval of learning disabilities specialist

A semester course designed for assessment and tutoring of learning disabled students by a specially trained staff. Utilization of specialized techniques, materials, texts, and audio-visual equipment to teach or assess fundamental skills and to support academic instruction for students with special learning styles.

LS 4 – Basic Learning Skills

3 Units

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

A highly structured developmental approach to reading. Consists of three mutually reinforcing elements - composition, phonics (the central area of instruction), and reading activities. A multisensory approach in all learning processes is used. May be taken for a maximum of 6 units.

LS 6 – Techniques of Problem Solving/Language

3 Units

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

A foundation course designed to improve creative thinking, problem solving, language, and intellectual capabilities. This course consists of the use of AV materials in the language lab as well as individual instruction in the development of critical thinking. May be taken for a maximum of 12 units.

LS 7 – Techniques of Problem Solving/Math

3 Units

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

A foundation math course designed to improve creative thinking, problem solving, language, and intellectual capabilities. This course consists of the use of AV materials in the math lab as well as individual instruction in the development of critical thinking. May be taken for a maximum of 12 units.

LS 8 – Spelling Improvement

3 Units

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: A foundation course designed to improve spelling efficiency. Special emphasis will be placed on developing spelling competence with every day words used in oral conversation and written themes.

LS 9 – Personal Development

3 Units

Prerequisites: Approval of learning disabilities specialist

Class hours: 3 lecture

This class provides an opportunity for people to meet in small groups in order to share thoughts and feelings and personal concerns with variations for the special learning styles of learning disabled students. Emphasizes development of self concept, realistic appraisal of strengths, interpersonal relations and assertiveness.

LS 10 – Vocabulary Building

3 Units

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

A foundation course designed to improve skills. Special focus will be placed upon understanding the meaning and origin of “common” basic language words.

LS 12 – Tutoring Methods

1-3 Units

Prerequisite: Approval of learning disabled specialist

Class Hours: 1-3 lecture

A basic tutoring foundation course designed to give tutors the techniques to deal with special learning problems.

LS 20 – Assessment of Learning Skills/Lab

½-1½ Units

Prerequisite: Approval of learning disabled specialist

Class Hours: 1½-4½

Open lab for the assessment and tutoring of learning disabled students by specially trained staff. Utilization of specialized technique materials, texts, and audio-visual equipment to teach or assess fundamental skills and to support academic instruction for students with special learning disabilities. May be taken for a maximum of 9 units.

Mathematics

MATH 1 – Elementary Algebra

5 Units

Prerequisites: Math 9 or equivalent

Class Hours: 5 lecture

The real numbers, operations with real numbers, linear equations and inequalities, linear systems, integer exponents, polynomials, factoring, roots and radicals, rational expressions, quadratic equations, quadratic formula.

MATH 2 – Fundamentals of Geometry

3 Units

Prerequisites: Math 1 or one year of high school algebra or equivalent. Math 3 may be taken concurrently.

Class Hours: 3 lecture

Sets; real numbers; methods of proof; definitions and properties of lines, segments, planes, rays, angles, triangles, circles, and polygons; congruence and similarity of triangles; coordinate systems; mensuration; areas; volumes; space geometry; triangle trigonometry; constructions. (offered in Fall Semester)

MATH 3 – Intermediate Algebra

5 Units

Prerequisites: Math 1 or one year high school algebra or equivalent

Class Hours: 5 lecture

Review of elementary algebra, factoring, rational expressions, linear equations and inequalities, determinants and Cramer’s Rule, exponents and radicals, complex numbers, functions and graphs, quadratic equations, exponential and logarithmic functions, sequences and series, probability. *Transfer credit: CSUC*

MATH 4 – Business Mathematics

3 Units

Prerequisites: Math 9 or equivalent.

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. (Math 6 may be taken concurrently)

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. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSUC; UC*

MATH 6 — Trigonometry

3 Units

Prerequisites: Math 3 or two years high school algebra or equivalent. (Math 5 may be taken concurrently)

Class Hours: 3 lecture

Functions and graphs, trigonometric functions, identities, inverse trigonometric functions, solution of triangles, trigonometric equations, polar coordinates, complex numbers, rotation of axes. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSUC; UC*

MATH 7 — College Algebra and Trigonometry

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, strongly recommended for all students planning to enter the Math 25ABC sequence. Real number system, set, 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. Students taking Math 5, 6, 7 will receive a maximum of 6 units credit. Completion of Math 7 is equivalent to completing both Math 5 and Math 6. *Transfer credit: CSUC; UC credit limitations — maximum credit, 3 units.*

MATH 9 — Practical Arithmetic

3 Units

Prerequisites: Satisfactory score on Mathematics placement test

Class Hours: 48 lecture total

Addition, subtraction, multiplication, and division of fractions and formulas. Practical problems involving commissions, interest, discounts, measurement of lengths, areas and volumes, etc. Introduction to basic algebra. Use of hand-held calculators as an aid to arithmetic. All students will be required to have a hand-held calculator.

MATH 10 — Mathematics for Elementary Teachers

3 Units

Prerequisites: Math 1 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. Course designed primarily for business students transferring to CSUN. *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 or Math 7 or Math 12 or equivalent.

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 6 and Math 16A or Math 25A or equivalent.

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. (offered in Spring semester) *Transfer credit: CSUC; CSUC; UC*

MATH 17 — Computer Programming BASIC**3 Units**

Class Hours: 3 lecture

Familiarization with interactive computer programming concepts and techniques with particular emphasis on problem solving using DARTMOUTH BASIC. This is the most commonly used language for modern home and hobby computers.

MATH 18 — Computer Programming - FORTRAN**3 Units**

Prerequisites: Math 3 and 6 or Math 7 or Math 12 or two years of high school algebra plus trigonometry. DP 14 recommended. Concurrent enrollment in DP 9 strongly recommended.

Class Hours: 3 lecture

Introduction to programming and the organization of computers using the FORTRAN language. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured programming. Depending on their primary area of study, students will use FORTRAN to solve problems in Mathematics, Data Processing, Engineering, Physical Science, Life Sciences, Social Sciences, Economics or Business. (Co-numbered DP 18 and Engr 18) *Transfer credit: CSUC; UC credit limitations. See counselor.*

- MATH 19 — 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. (Co-numbered DP 12) *Transfer credit: CSUC*
- 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. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MATH 22A/B — Independent Studied in Mathematics** **1-3/1-3 Units**
 Prerequisites: A previous 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 or equivalent.
 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 or equivalent.
 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 or equivalent.
 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. (offered in fall semester). *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. (offered in Spring semester) *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 9 or Math 1 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, straining, 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 for 2A; 2A for 2B; 2B for 2C and for 2D

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. May not be repeated for credit. *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. May not be repeated for credit. *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. Lab or materials fee may be required. *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. *Transfer credit: CSUC; UC credit limitations. See counselor.*

- MUS 14 – Jazz Choir** **1 Unit**
 Prerequisite: Experience in choral singing
 Class Hours: 3 laboratory
 An ensemble organized for the purpose of studying and performing contemporary music. Primary interest will be placed on jazz music with some study of pop and folk. Lab or materials fee may be required. *Transfer credit: CSUC*
- 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. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 18B* – Advanced Jazz/Rock Ensemble** **2 Units**
 Prerequisite: Competence with a musical instrument⁹⁹
 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. Lab or materials fee may be required. *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. May be taken for credit to a maximum of 4 units. UC credit limitations. See counselor.

MUS 22A/B* – Independent Studies in Music**1-3/1-3 Units**

Prerequisites: A previous 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, ranchetts, 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* — Beginning 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.*

MUS 60A-Z — Topics in Music**1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A special series of courses dealing with specific topics in Music which are not covered in great detail in the general Music course offerings. These courses are announced on a semester basis in the schedule of classes. Lab or materials fee may be required. *May be repeated for credit.*

Topics which have been developed include:

60A — Beginning Organ**2 Units**

Class Hours: 1 lecture, 3 laboratory

60B — Intermediate Organ**2 Units**

Prerequisite: MUS 60A or equivalent level of skill

Class Hours: 1 lecture, 3 laboratory

60C — Piano Literature and Performance**3 Units**

Prerequisite: Music 24C or equivalent level of skill

Class Hours: 3 lecture

60D — Oratorio Chorus**2 Units**

Class Hours: 1 lecture, 3 laboratory

Office Technology**OT 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.

OT 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.

- OT 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.
- OT 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. *Transfer credit: CSUC*
 Lab or materials fee may be required.
- OT 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. *Transfer credit: CSUC*
- OT 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. *Transfer credit: CSUC*
- OT 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. *Transfer credit: CSUC*
- OT 4 — Office Procedures** **3 Units**
 Prerequisites: OT 13A or equivalent.
 Class Hours: 2 lecture, 3 laboratory
 Course offers instructions and practical applications in office techniques and procedures, including receptionist duties, telephone techniques, filing fundamentals, and office correspondence. *Transfer credit: CSUC*
- OT 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; OT 11A, 11B, 12A, 12B, 13A, 13B, 14. Students may enroll at any time during the semester and proceed to the next typing level upon acquiring specified typing speeds.
 Lab or materials fee may be required.
- OT 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. *Transfer credit: CSUC*
- OT 11B — Beginning Typing II** **1½ Units**
 Prerequisite: OT 11A or equivalent.
 Class Hours: 4½ laboratory
 Continuation of OT 11A with emphasis placed on development of speed and accuracy. Introduction to centering, tabulation, and simple manuscript styles. *Transfer credit: CSUC*

- OT 12A — Typewriting: Speedbuilding I** **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.
- OT 12B — Typewriting: Speedbuilding II** **1 Unit**
 Prerequisite: OT 12A
 Class Hours: 3 laboratory
 A course designed for students who have completed OT 12A and who wish to build typing speed and accuracy.
- OT 13A — Intermediate Typing I** **1½ Units**
 Prerequisite: OT 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. *Transfer credit: CSUC*
- OT 13B — Intermediate Typing II** **1½ Units**
 Prerequisite: OT 13A or equivalent
 Class Hours: 4½ laboratory
 A continuation of OT 13A with emphasis placed on further skill building and typing of tabulated reports, office forms, financial statements, and employment applications. *Transfer credit: CSUC*
- OT 14 — Advanced Typing** **1½ Units**
 Prerequisite: OT 13B or equivalent
 Class Hours: 4½ laboratory
 Course refines typewriting skills and develops sustained typing power. Assignments feature letters, manuscripts, statistical tables, reports, and other typical office problems. *Transfer credit: CSUC*
- OT 15 — Introduction to Word Processing** **3 Units**
 Class Hours: 3 lecture
 Course studies the effect automatic keyboards have on the office. The four phases (origination, processing, reproducing, and distribution) of word processing are investigated. The roles of management and the secretary and the career paths that result from the automated equipment are also studied in detail. Field trips will be required. *Transfer credit: CSUC; UC pending, see counselor.*
- OT 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: OT 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. Lab or materials fee may be required.
- OT 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. Lab or materials fee may be required. *Transfer credit: CSUC*
- OT 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. *Transfer credit: CSUC*

- OT 21B — Gregg Shorthand Principles II** **2 Units**
Prerequisite: OT 21A or equivalent
Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total
Continuation of OT 21A. Students should attain a speed of 60 wpm. *Transfer credit: CSUC*
- OT 22A/B — Independent Studies in Office Technology** **1-3/1-3 Units**
Prerequisites: A previous 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 Office Technology 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.
- OT 23A — Intermediate Shorthand I** **2 Units**
Prerequisites: OT 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. *Transfer credit: CSUC*
- OT 23B — Intermediate Shorthand II** **2 Units**
Prerequisite: OT 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. *Transfer credit: CSUC*
- OT 24A — Advanced Shorthand I** **2 Units**
Prerequisites: OT 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. *Transfer credit: CSUC*
- OT 24B — Advanced Shorthand II** **2 Units**
Prerequisite: OT 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. *Transfer credit: CSUC*
- OT 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.
- OT 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.
- OT 30 — Medical Terminology** **3 Units**
Class Hours: 3 lecture
This is a basic course for court reporters designed also to help medical assistants, transcribers and persons in para-medical fields become familiar with medical terminology and practices. Emphasis is placed on mastery of vocabulary in connection with the human body utilizing prefixes, suffixes, diagnostic, operative and symptomatic terms. Also used are medical abbreviations, drug terminology and pronunciations.

OT 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.

OT 89A-Z — Institutes in Office Technology

½-1½ Units

Class Hours: 8-24 lecture total

Series of special lectures and discussions dealing with various aspects of office occupations. Emphasis will be placed on contemporary needs of the students in business and related fields.

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:

1C — Assertion Training for Women

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.

1J — Beyond Male/Female Roles

Prerequisite: PG 1H

Designed to raise the level of awareness about the limitations imposed by sex roles, how personal growth and personal relations between men and women are often inhibited as a result of stereotyping.

1L — Overcoming Shyness

The course will explore the reasons and factors that lead to shyness. It will assist students to feel confident in new social situations in expressing oneself with less anxiety. The course will explore various approaches that can be practiced in our everyday lives.

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.

IS – Re-Evaluation Counseling

Re-evaluation counseling is 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. Students team up and exchange counseling with each other in practice sessions outside of class time.

Insight and change occur spontaneously as part of re-evaluation after adequate emotional discharge has taken place.

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.

1V – Mid-life Change

Students will gain knowledge in the problems and concerns of a person in mid-life and the effect the transition has on the individual. The course will also include ways to help the mid-lifer in her or his place of employment and with her or his significant relations and interactions.

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 for the Disabled

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

Class Hours: 3 lecture

3 Units

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. Lab or materials fee may be required. *Transfer credit: CSUC*

PG 3 – Orientation

Class Hours: 17 lecture total

1 Unit

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 — Values and Society

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. *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. *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. *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. *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. *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. *Transfer credit: CSUC; UC*

PHIL 22A/B — Independent Studies in Philosophy**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 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. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

PHOTO 22A/B — Independent Studies in Photography **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 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*

PHOTO 49A-D — Cooperative Work Experience — Photography **1-4 Units**

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Photography design a learning contract involving expanded responsibilities and/or new learning opportunities beyond those experienced during previous employment.

PHOTO 60A-Z — Topics in Photography **1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A special series of courses dealing with specific topics in Photography which are not covered in great detail in the general Photography offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor*

Topics which have been developed include:

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60A — Field Studies in Photography **1 Unit**

Class Hours: ½ lecture, 1½ laboratory

60B — Field Studies in Photography **2 Units**

Class Hours: 1 lecture, 3 laboratory

60C — Field Studies in Photography **3 Units**

Class Hours: 1 lecture, 6 laboratory

60D — Laboratory Practice **1 Unit**

Class Hours: ½ lecture, 1½ laboratory

60E — Laboratory Practice **2 Units**

Class Hours: ½ lecture, 4½ laboratory

60F — Laboratory Practice **3 Units**

Class Hours: 1 lecture, 6 laboratory

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.

Beginning Activity Courses

The college policy for repeating a course for credit applies to all beginning Physical Education activities courses except PE 14 — Adaptive Physical Education. However, it is permissible for students to repeat intermediate and advanced Physical Education activity courses for credit regardless of the college course repetition policy.

1. Beginning Combative Activities

PE 1G — Analysis of 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 1H — Basic Self-Defense Refresher **½ Unit**

Prerequisite: PE 1G

Class Hours: 4 lecture, 8 activity total

Practical experience in reviewing self defense techniques acquired in PE 1G.

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 1P – Self-Defense for the Disabled **1½ Units**
Class Hours: 1 lecture, 2 activity
This course is designed to provide disabled students with techniques of self defense based on their individual physical capabilities and resources.

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 Aikedo, 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. Lab or materials fee may be required.

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 3P — Leisure Activities for the Disabled **1½ Units**

Class Hours: 1 lecture, 2 activity

Adapted recreational activities for the physically disabled. Students will have the opportunity to participate in a variety of recreational activities which will be modified to allow for maximum participation. Activities include but are not limited to archery, badminton, lawn bowling, golf, tennis, and table tennis.

PE 3Q* — Aerobic - Dancing for Fitness **1½ Units**

Class Hours: 1 lecture, 2 laboratory

Instruction and supervised practice in aerobic dancing as a series series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination, rhythm as well as endurance and strength. *Transfer credit: CSUC; UC.*

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 5 B* — Ballet **1½ Units**

Class Hours: 1 lecture, 2 activity

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 5 D* — Folk, Square, Ethnic Dance **1½ Units**

Class Hours: 1 lecture, 2 activity

Development of Ethnic dance skills, understanding and appreciation. Experiences in Folk, Square, and Round dancing.

PE 5 E* — Modern Dance **1½ Units**

Class Hours: 1 lecture, 2 activity

Development of proficiency of modern dance technique, skills and development of an understanding and appreciation of modern dance as an art form.

PE 5 H* — Social Dance **1½ Units**

Class Hours: 1 lecture, 2 activity

Introduction to basic steps in the foxtrot, cha cha, swing, waltz, tango, samba, rumba, polka, or selected current novelty dances - disco. Open to couples and singles.

PE 5 J* – Modern Jazz **1½ Units**
Class Hours: 1 lecture, 2 activity
Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form.

Intermediate Activity Courses

Students may repeat intermediate Physical Education activity courses for credit.

6. Intermediate Combative Activities

PE 6G – Self-Defense and Assault Prevention **1 Unit**
Prerequisite: PE 1G
Class Hours: 2 lecture/laboratory
Lecture and demonstration of practical self-defense, community safety, and assault prevention. The course emphasizes methods and techniques of defense against weapon assault.

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. Lab or materials fee may be required.

PE 8B* – Backpacking and Outdoor Survival**2 Units**

Prerequisite: 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. Lab or materials fee may be required.

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 8J — Racquetball** **1½ Units**
 Prerequisite: PE 3J or equivalent
 Class Hours: 1 lecture, 2 activity
 This class is a continued development of advanced skills and strategy of Racquetball. A refinement of the over-all game. Lab or materials fee may be required.
- PE 8K — Figure Control** **1½ Units**
 Prerequisite: PE 3K or equivalent
 Class Hours: 1 lecture, 2 activity
 Intermediate instruction and supervised practice in the techniques of progressive resistance exercises using barbells and other weight training equipment.
- 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. Lab or materials fee may be required.

10. Intermediate Dance Classes

- PE 10B* — Ballet** **1½ Units**
 Prerequisite: PE 5B or equivalent
 Class Hours: 1 lecture, 2 activity
 A continuation of beginning ballet commensurate with the ability of the students.
- PE 10D — Folk, Square and Ethnic Dance** **1½ Units**
 Prerequisite: PE 5D or equivalent
 Class Hours: 1 lecture, 2 activity
 A continuation of study in Folk, Square, and Ethnic dance skills

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.

PE 10H – Social Dance**1½ Units**

Prerequisite: PE 5H or equivalent

Class Hours: 1 lecture, 2 activity

Continuation of practice and step acquirement in the Foxtrot, Cha Cha, Swing, Waltz, Tango, Samba, Rumba, Polka, and selected novelty dances. Open to couples and singles.

PE 10J – Modern Jazz**1½ Units**

Prerequisite: PE 5J or equivalent

Class Hours: 1 lecture, 2 activity

A continuation of beginning modern jazz with emphasis on style and form.

ADVANCED ACTIVITY COURSES

Students may repeat advanced Physical Education activity courses for credit.

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**2 Units**

Prerequisites: PE 7V or equivalent

Class Hours: 1 lecture, 3 activity

Continued development of fundamental techniques of volleyball; introduction of advanced strategies of power volleyball; participation in amateur volleyball tournaments held in the community.

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* – Life Saving**1 Unit**

Prerequisite: Intermediate Swimming or equivalent

Class Hours: 9 lecture, 21 activity total

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. Lab or materials fee may be required.

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 15B — Ballet****2 Units**

Prerequisite: PE 10B or equivalent

Class Hours: 1 lecture, 3 activity

A continuation of intermediate ballet. This course involves the analysis of kinesthetic principles as they apply to ballet.

PE 15E — Modern Dance**2 Units**

Prerequisite: PE 10E or equivalent

Class Hours: 1 lecture, 3 activity

A continuation of intermediate modern dance technique with emphasis on skills of performance. Development in techniques of dance composition.

PE 15K † — Dance Production**1-2 Units**

Prerequisites: Beginning and Intermediate Dance or equivalent

Class Hours: 1 lecture, 1-3 activity

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. Lab or materials fee may be required.

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 WSC.

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 WSC.

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 WSC.

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 WSC.

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 WSC.

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. Lab or materials fee may be required.

PE 18V* – Volleyball **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

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.

20. 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; coaching or playing experience.

Class Hours: 2 lecture

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.

PE 21T – Track and Field Theory **2 Units**

Prerequisite: Interest in track and field performance field events.

Class Hours: 1 lecture, 3 laboratory

An in-depth analysis of teaching all track and field events. Special emphasis will be on the use of various medias (films, tapes, literature) to understand the proper technique for each event. *Transfer credit: CSUC*

22. Independent Studies

PE 22A/B – Independent Studies in Physical Education

1-3/1-3 Units

Prerequisites: A previous 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 Classes

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

2½/1½ 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 12 – Engineering Materials**3 Units**

Prerequisite: Chem 1A

Class Hours: 3 lecture

An introductory course on the engineering properties of materials. Application of the basic principles of the atomic and crystal structure of solids to the study of properties, and to the selection and use of engineering materials. (Co-numbered Engr 12). *Transfer credit: CSUC, UC*

PHYS SC 16 – Engineering Statics and Strength of Materials**4 Units**

Prerequisite: Engr 12 and Math 25B

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. (co-numbered Engr 16) *Transfer Credit: CSUC; UC*

PHYS SC 22A/B – Independent Studies in Physical Science**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

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 relativistics 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

And 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

4 Units

Prerequisites: Physics 4 and Math 25B.

Corequisite: Math 25C.

Class Hours: 3 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*

PH 6 — Heat, Sound, Optics and Modern Physics

4 Units

Prerequisites: Physics 5, and Math 25C.

Class Hours: 3 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*

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 11 — The Physics of Hi-Fidelity

3 Units

Prerequisite: Math 1 or equivalent

Class Hours: 3 lecture

An introductory physics course which discusses many of the principles of classical physics such as mechanics, electricity and magnetism, thermodynamics and optics as they apply to hi-fidelity sound systems. Physics 11 also instructs the student in the interpretation of hi-fidelity component specifications and the selection of home audio equipment. *Transfer credit: CSUC; UC*

PH 11L — Hi-Fi Measurements Laboratory

1 Unit

Prerequisite: Prior or concurrent enrollment in Physics 11

Class Hours: 3 laboratory

A laboratory course designed to familiarize the students with the physics of sound, basic electronic circuits and the instrumentation and techniques used in evaluating consumer sound reproduction equipment. Use of instruments such as the generators, tone burst and pink noise generators, spectrum analyzers, oscilloscopes and wow and flutter meters are demonstrated. No previous experience in electronics is required. *Transfer credit: CSUC; UC.*

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 — Independent Studies in Physics

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 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 and major areas of study within political science as they apply 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

Prerequisites: Any one of the following classes: CH ST 8, POL SC 1, 2, 3, 7, 8 or URBAN 1A

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. (C-numbered 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 – Independent Studies in Political Science **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 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 **1-3 Units**

Prerequisites: To be determined with each topic.

Class Hours: To be determined with each topic.

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*

Topics which have been developed include:

60A – Politics of the Future **3 Units**

Class Hours: 3 lecture

60B – U.S. Citizenship **3 Units**

Class Hours: 3 lecture

60C – Politics in the Middle East **3 Units**

Class Hours: 3 lecture

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**

Prerequisite PSYCH 1A or SOC 1

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 7 — Developmental Psychology (Life Span) **3 Units**

Class Hours: 3 lecture

An introduction to the physical, emotional, cognitive, social and cultural aspects of development from conception to death. Emphasis will be placed on acquiring an understanding of the processes of development throughout the life span. Normative behaviors for specific ages and developmental stages will be examined. Selected theories of development and contemporary issues in development will be included. *Transfer credit: CSUC*

PSYCH 22A/B — Independent Studies in Psychology **1-3/1-3 Units**

Prerequisites: A previous 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 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 **1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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: See counselor*

Topics which have been developed include:

60A — Abnormal Psychology **3 Units**

Class Hours: 3 lecture

60C — Psychology of Chicana Class Hours: 24 lecture total	1½ Units
60D — Death and Dying Class Hours: 24 lecture total	1½ Units
60F — Parenting Class Hours: 24 lecture total	1½ Units
60G — Childhood Disorders Class Hours: 24 lecture total	1½ Units
60H — Alternate States of Consciousness Class Hours: 24 lecture total	1½ Units
60J — Modern Therapies Class Hours: 24 lecture total	1½ Units
60K — Human Sexuality Class Hours: 24 lecture total	1½ Units
60P — Third World Women Class Hours: 24 lecture total	1½ Units
60Q — Parapsychology Class Hours: 24 lecture total	1½ Units
60V — Research Seminar Class Hours: 24 lecture total	1½ Units

Reading

READ 1A — Basic Reading Skills Prerequisite: Reading test score or counselor recommendation. Class Hours: 3 lecture, 2 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.	3 Units
READ 1B — Advanced Lab 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.	1 Unit
READ 1C — Advanced Lab 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.	1 Unit
READ 2 — Word Power Class Hours: 3 lecture, 2 laboratory The student will receive special training in the basic principles of word analysis. Latin and Greek roots, prefixes and suffixes, synonyms and anonyms, 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.	3 Units

READ 3 — The Personal Journal

3 Units

Prerequisites: Writing skills equivalent to English 1A

Class Hours: 3 lecture, 2 laboratory

Use of the Language Experience approach to reading mastery, incorporating the journal process as the basic technique. Both writing and reading one's journal allow for expansion in self-concept and reading ability. Individualized reading programs will be constructed for each student.

READ 4A — Techniques of Reading

3 Units

Prerequisites: Read 1A, reading test score, or instructor recommendations.

Class Hours: 3 lecture, 2 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: 3 lecture, 2 laboratory

Provides instruction and training in rapid reading techniques, advanced study and recall methods, and vocabulary building. *Transfer credit: CSUC*

READ 22A/B — Independent Studies in Reading

1-3/1-3 Units

Prerequisites: A previous 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 — Independent 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 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*

*Equivalence to RE 91 can be possession of a California Real Estate Sales License or ability to take a broker's examination.

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.*

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 8 – Field Experiences in Recreation**3 Units**

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. May be repeated for credit to a maximum of 6 units. *Transfer credit: CSUC.*

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 – Independent Studies in Recreation**1-3/1-3 Units**

Prerequisites: A previous course in the specific field and the consent of the instructor and Division Director.

Class Hours: 1-3 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: Variable

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.

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 – Independent 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.*

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. *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. Similarities to other ethnic groups will be incorporated in this analysis. Particular focus is placed on the effects that social institutions have had on the ethnic communities of the Southwest. (Co-numbered Ch St 1) *Transfer credit: CSUC; UC*

SOC 7 – Field Work in Barrio Studies **3 Units**

Prerequisite: Soc 6 or equivalent.

Class Hours: 2 lecture, 3 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 – Independent Studies in Sociology **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 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 60 A-Z — Topics in Sociology

1-3 Units

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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: See counselor.*

Topics which have been developed include:

60B — Law and Society

3 Units

Class Hours: 3 lecture

An introduction to the major issues encountered in the study of Law in American society. The philosophical underpinnings of the law and its relations to the legal order will be explored.

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. *Transfer credit: CSUC; UC*

SPN 22A/B – Independent Studies in Spanish **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 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 32 – Spanish for Public Employees **3 Units**

Class Hours: 3 lecture

A study of communication skills for public employees who function in a bilingual situation. Emphasis is on practical and instructional vocabulary. This course is designed to be adapted to the needs of each employee group.

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 Disabilities **3 Units**

Class Hours: 3 lecture

Overview of historical social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations to provide insights in the area of disabilities. Designed for the disabled student or anyone interested in working with the disabled. (co-numbered HS 14) *Transfer credit: CSUC; UC*

SP ED 2 – Independent Living Skills for the Disabled**3 Units**

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. *Transfer credit: CSUC*

SP ED 4 – Speech Therapy**1 Unit**

Class Hours: 1 lecture

This course is designed to provide speech therapy for students who are experiencing difficulty with their speech including lisping, stuttering and other related speech problems.

SP ED 5A—Introduction to Visually Impaired/Braille**2 Units**

Class Hours: 1 lecture, 3 laboratory

This course is designed for those interested in a basic knowledge of the visually impaired and of Braille. An overview of materials, services, and daily living skills needed by the blind and visually impaired will be included.

SP ED 5B – Intermediate Braille**2 Units**

Prerequisite: Sp Ed 5A or equivalent

Class Hours: 1 lecture, 3 laboratory

An advanced course in Braille designed for those students interested in improving their basic Braille skills for their own use or for working with the visually impaired.

SP ED 10A – Beginning American Sign Language**3 Units**

Class Hours: 3 lecture

An introductory course to the American Sign Language which is the native language of deaf people. This course includes instruction of basic language structure, manual signs, finger spelling and grammar required for simple manual communication with deaf people. *Transfer credit: CSUC*

SP ED 10B – Intermediate American Sign Language**3 Units**

Prerequisite: Sp Ed 10A or demonstrated fluency

Class Hours: 3 lecture

An intermediate course of instruction in the American Sign Language with emphasis in the area of vocabulary, practice in receptive and expressive skills, and study of ASL idioms and syntax. *Transfer credit: CSUC*

SP ED 10C – Advanced American Sign Language**3 Units**

Prerequisite: Sp Ed 10B or equivalent demonstrated fluency.

Class Hours: 3 lecture

An advanced course of study of the American Sign Language for students interested in improving their fluency, vocabulary and communication skills. Recommended for instructors of the deaf, interpreters, and those interested in working with deaf people. *Transfer credit: CSUC*

SP ED 20 – Adapted Physical Education**1½ Units**

Class Hours: 1 lecture, 2 laboratory

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 a physician as to the type of physical activity in which they may participate. Each student works on an individual program in terms of adapted exercise and recreational activities. *Transfer credit: CSUC*

SP ED 24 – Self Defense/Disabled**1½ Units**

Class Hours: 1 lecture, 2 laboratory

This course is designed to provide disabled students with techniques of self-defense based on their individual physical capabilities and resources.

SP ED 30—Career Evaluation**1½ Units**

Prerequisite: Disabled student or referral from Department of Rehabilitation.

Class Hours: 1 lecture, 1½ laboratory

A course designed to help students explore their present vocational interests and abilities. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job related tasks regardless of work history or past work skills. Designed to enable the student to plan and prepare for realistic vocational goals.

SP ED 31— Pre-Vocational Skills**2 Units**

Class Hours: 2 lecture

For functionally limited students who have no or very limited work experience. An introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc.

SP ED 32— Job Seeking Skills for the Disabled**2 Units**

Class Hours: 2 lecture

A course for disabled students who wish to improve their job seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision making, interview techniques, strategies for filling out an application, and employee-employer responsibilities. *Transfer credit: CSUC*

SP ED 33 — Career Exploration**1½ Units**

Prerequisite: Approval of job placement specialist/disabled

Class Hours: 1 lecture, 1½ laboratory

This class is designed to provide disabled persons opportunities to explore and observe occupational areas in which they have expressed interest.

SP ED 22A/B — Independent Studies in Special Education**1-3/1-3 Units**

Prerequisite: 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 special education on an independent study basis. Assignments will include library, laboratory and field work. *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 or 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 – Independent 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. Lab or materials fee may be required. *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. Lab or materials fee may be required. *Transfer credit: CSUC*

TC 3B — Television Directing and Editing

3 Units

Prerequisites: TC 3A

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. Lab or materials fee may be required. (formerly TC 4A) *Transfer credit: CSUC*

TC 4A — 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. Lab or materials fee may be required. (formerly TC 3B)

TC 4B — Remote Telecasting

3 Units

Prerequisites: TC 4A

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. Lab or materials fee may be required. *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 7A — 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. Lab or materials fee may be required. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*
- TC 7B — Advanced Radio Production** **3 Units**
 Class Hours: 2½ lecture, 2½ laboratory
 entry level positions as a radio announcer and/or newscaster at a radio station outside the top 20 major radio markets. Students are given basic background needed in: developing a radio personality; working with and developing music formats; editing, re-writing, and gathering news to function as a broadcast journalist; and preparing an audition tape and resume for use in the job market. *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**
 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 10 — Television Engineering & Maintenance** **3/3 Units**
 Prerequisite: EL 6B or equivalent.
 Class Hours: 2 lecture, 3 laboratory
 A comprehensive hands-on course covering video operation engineering, maintenance and troubleshooting, use of test equipment and electronic repair and record keeping. Course covers all areas of daily studio engineering, from routine daily alignment to in-depth circuit analysis. *Transfer credit: CSUC*
- TC 11 — Radio Station Engineering and Maintenance** **3 Units**
 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 learn skills in maintenance and modification of a local FM radio station. Lab or materials fee may be required. (Co-numbered EL 8)

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. Actual field work is performed using remote recording equipment. (Co-numbered Journ 12) *Transfer credit: CSUC*

TC 17 — Advanced Television Production**3 Units**

Prerequisite: TC 3A

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. Lab or materials fee may be required.

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 and 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 22A/B — Independent Studies in Telecommunications**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 telecommunications on an independent study basis. Assigned problems will involve library, laboratory, and field work.

Maximum of 6 units. *Transfer credit: CSUC***TC 31 — Telecommunications Internship****3 Units**

Prerequisites: TC 17

This internship program provides students with an opportunity to work in a professional telecommunications facility in order to gain valuable, practical training and orientation: Such entities as KGOE, KNJO, Theta Cable Television and KCPB have provided such opportunities.

TC 60A-Z — Topics in Telecommunications**1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A short term or semester long series of courses designed to develop the abilities and skills of students in areas not explored in depth in the general telecommunications course offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor*

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 – Beginning Acting** **3½ Units**
 Class Hours: 2 lecture, 4½ laboratory
 A beginning course in acting techniques and characterization which includes exercises designed to develop individual insight, skill, and discipline in the presentation of dramatic materials. Course includes practical experience in acting and emphasizes stage movement. *Transfer credit: CSUC; UC*
- ThA 2B – Intermediate Acting** **3½ Units**
 Prerequisite: ThA 2A or equivalent level of skill
 Class Hours: 2 lecture, 4½ laboratory
 Further instruction in acting techniques and characterization which includes exercises in pantomime and improvisation. Course will include practical experience with scenes from plays and additional work with stage movement. *Transfer credit: CSUC; UC*
- ThA 2C – Advanced Acting** **3½ Units**
 Prerequisite: ThA 2B or equivalent level of skill
 Class Hours: 2 lecture, 4½ laboratory
 Advanced instruction in acting techniques and characterization with emphasis on refinement of skills including timing, sense memory, and vocal styles. Students will perform in a variety of scenes from plays and continued work with 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**
 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 33 films and television shows. May be taken for credit to a maximum of 12 units. (Co-numbered TC 9). *Transfer credit: CSUC; UC*
- ThA 10 – Production and Performance** **3 Units**
 Class Hours: 144 rehearsal total
 Supervised acting in performance of college sponsored drama production; experience in all activities related to theatre presentations. May be taken for credit to a maximum of 18 units. *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: 144 total for the summer
 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/Directing, Summer Theatre** **3 Units**
 Class Hours: 144 total for the summer
 Participation as an actor and/or director in the summer session theatre productions.
- ThA 15A – Beginning Stage Direction** **3 Units**
 Class Hours: 2 lecture, 3 laboratory
 An introductory study of the art and craft of stage direction, past and present. Course will include practical experience in directing scenes by major playwrights. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSUC; UC*
- ThA 15B – Intermediate Stage Direction** **3 Units**
 theatre with a possible opportunity of production. (Co-numbered Engl 25). *Transfer credit: CSUC; UC*
- ThA 22A/B – Independent Studies in Theatre** **1-3/1-3 Units**
 Prerequisites: A previous 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 – Independent Studies in Selected Urban Issues

1-3/1-3 Units

Prerequisites: A previous course in the specific field and the 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 Class Hours: To be determined with each Topic 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**

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 contacts with subordinates and applying management principles to interpersonal relationships. (co-numbered Bus 54) *Transfer credit: CSUC*

URBAN 60A-Z — Topics in Urban Studies **1-3 Units**

Prerequisites: To be determined with each topic

A course considering specialized topics in Urban Studies which cannot be covered in full depth in the general Urban Studies course Urban Environmental Issues, Urban Politics, and Urban Transportation. *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*

Volunteer Services Training and Management

VSTM 2ABC — Field Service for Volunteers **1½ Units**

Class Hours: 4½ by arrangement

Student volunteers will be assigned to agencies and organizations under the continuous direction and supervision of agency and college personnel. Hours will be arranged for on-going evaluation from the first week of placement to the end of the year. This course will provide volunteers with sufficient information regarding the agencies purpose, organization and philosophy. The specific jobs and work standards will be identified; work time, schedules and extent of commitment will be outlined. May be repeated for credit to a maximum of 9 units.

VSTM 4 — Training for Volunteers in Human Services **3 Units**

Class Hours: 3 lecture

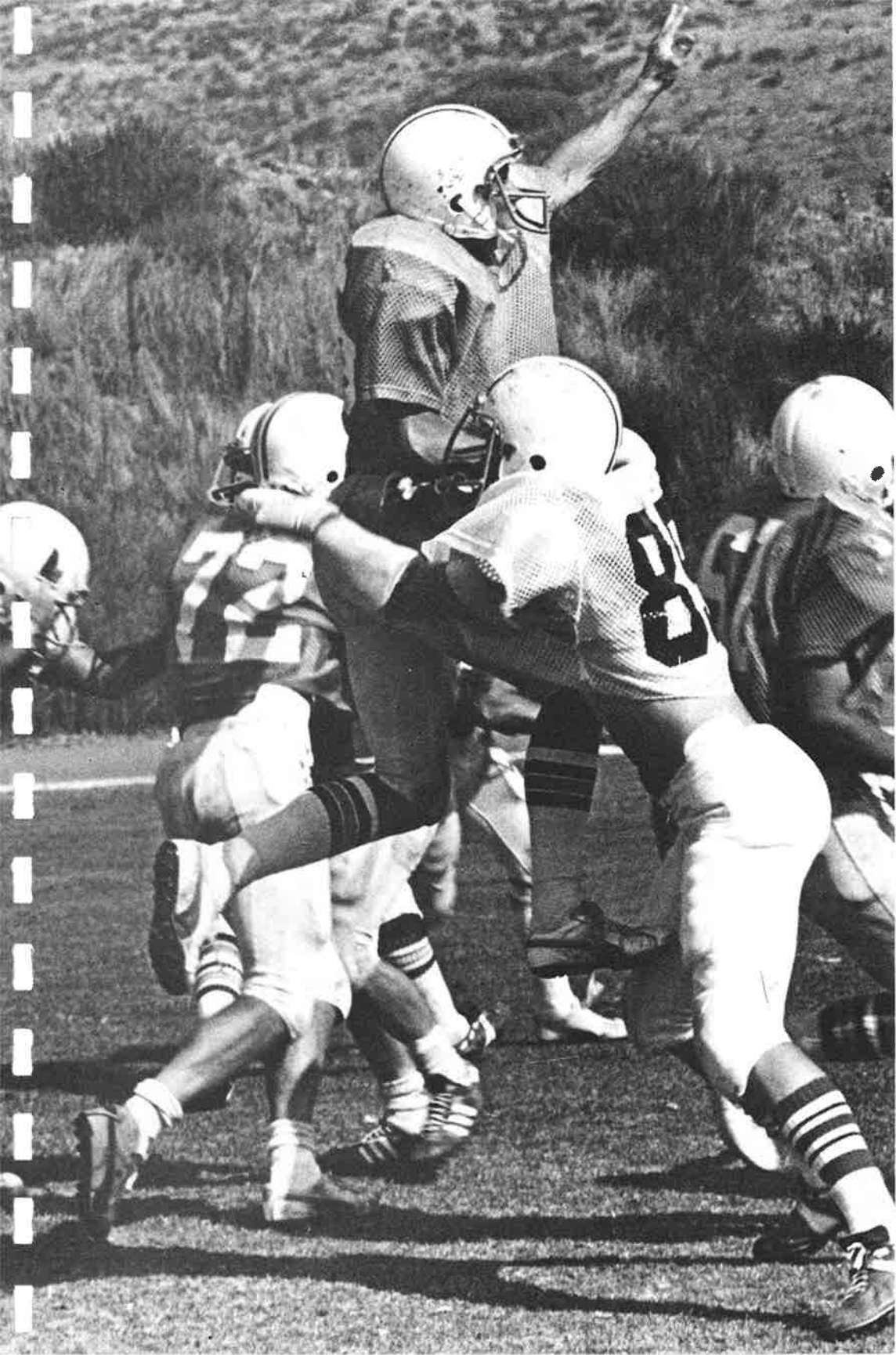
This course is designed to develop the abilities of persons who want to make a more skillful contribution to their community. It focuses on the development of basic people-helping skills, beginning with self-awareness and moving through the exploration of communication skills and awareness of the community. The student will be acquainted with various subject or problem areas frequently encountered by community service organizations and with various community resources.

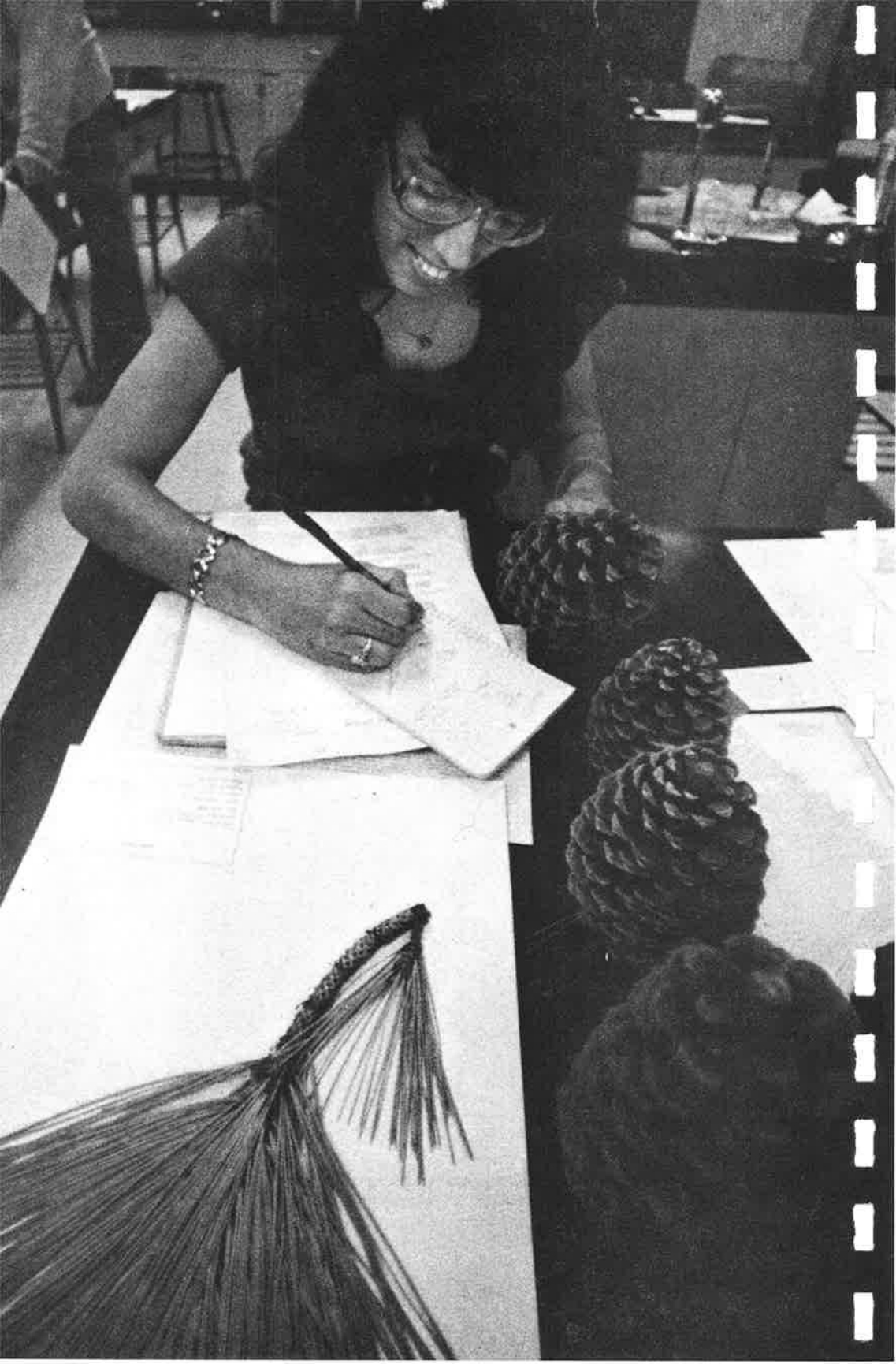
VSTM 5A-E — Orientation and Procedures for Volunteer Counselors and Aides **1½ Units**

Class Hours: 24 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: (A) In-Home counseling with families; (B) Alternative housing for youth; (C) Telephone counseling; (D) One-to-one counseling; (E) Working in a clinic or drop-in center.

- VSTM 6 — Small Group Applications** **3 Units**
 Prerequisite: VSTM 4 or prior experience in community volunteer services.
 Class Hours: 3 lecture
 This course provides experiential learning of small group functioning, small group dynamics, and basic facilitator skills.
- VSTM 7 — Volunteer Personnel Interaction** **1-6 Units**
 Class Hours: 16-96 lecture total
 Short-term seminars offered for volunteers and volunteer managers in the various human/social service fields to provide them with the opportunity to share common problems and explore alternative solutions to areas such as: alternative housing for youth, telephone counseling, parent advocates, and youth advocates. May be repeated for credit to a maximum of 6 units.
- VSTM 8 — Local Contemporary Social Problems** **1 Unit**
 Class Hours: 16 lecture total
 A look at local social problems and how we are coping with them. Public and social service agency personnel will participate in the in the class lectures and discussions.
- VSTM 9 — Hospice: Care of the Dying/2their Families** **1½ Units**
 Class Hours: 26 lecture
 A course designed to prepare volunteers for work with the dying, their families, and others involved in the death crisis. The Hospice concept is emphasized.
- 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.
- VSTM 49A-D — Cooperative Work Experience — Volunteer Services Training and Management** **1-4 Units**
 Prerequisites: Placement at a work station
 Class Hours: 5-20 employment, 1 by arrangement
 The course is designed to help the student understand a specific segment of the employment market. Specific jobs and work standards will be identified in community volunteer agencies.
- VSTM 89A-Z — Volunteer Institutes** **1 Unit**
 Prerequisite: VSTM 2 or prior experience in community volunteer services.
 Class Hours: 16 lecture total
 A short term lecture/workshop series considering selected topics designed for volunteer and volunteer management personnel. Institutes to be offered include: Crisis Intervention, Child Abuse, Suicide Prevention, and Managing Grief and Loss.





**COLLEGE FACULTY
AND ADMINISTRATION**

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DISTRICT ADMINISTRATION

Superintendent Acting James Moore, Jr.
Assistant Superintendent, Business Position Vacant
Assistant to the Superintendent, Instructional Services William H. Lawson
Assistant to the Superintendent, Personnel/Planning Barbara Derryberry
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
Office of Instruction
Dean of Instruction James R. Gayle
Associate Dean, Administrative Services W. Roger Boedecker
Associate Dean, Continuing Education Arthur J. Schechter
Associate Dean,
Occupational Education/Educational Development Lawrence G. Lloyd
Director, Library Services Position Vacant
Director, Community Campus Instructional Service Jack Fleming
Director, Humanities Division Sidney Adler
Director, Science/Mathematics and Engineering Division Floyd Martin
Director, Physical Education Division F. Paul Dunham
Director, Social Sciences Division A. Darlene Pacheco
Director, Technology/Business Division Kenneth E. Ainge
Office of Student Services
Dean of Student Services Stanley L. Bowers
Associate Dean, Counseling William I. Bendat
Director, Admissions and Records Floyd D. Thionnet
Director, Student Financial Services Richard E. Coward
Director, Student Activities/Publications Alicia Long
Director, Athletics F. Paul Dunham

Organization of Departments and Clusters

Coordinator, Agriculture R. Bruce Spiller
Coordinator, Athletics Mary D. Hardy
Department Head, Behavioral Sciences Judith Farrell
Department Head, Biological Sciences David Bishop
Department Head, Business and Economics Marjorie L. Corbell
Coordinator, Bilingual Education Alberto Beron
Coordinator, Communications Tyree Allen
Coordinator, Extended Opportunity Program Services Paul K. Pagson

Department Head, Fine Arts	Kirk D. Aiken
Department Head, History and Institutions	Arthur Bettini
Department Head, Language and Literature	Taylor Klose
Department Head, Mathematics	Charles D. Molnar
Department Head, Performing Arts	Alan Hyams
Department Head, Physical Education	Alvyn O. Nordquist
Department Head, Physical Sciences	Eugene Berg
Coordinator, Grants/Staff Development	Steven Pollock
Coordinator, Special Education	Janet M. Zabolski
Coordinator, Student Health Services	Evelyn G. Moore
Coordinator, Trades and Industry	John E. Thomsen
Coordinator, Work Experience	Position Vacant



FULL-TIME CERTIFICATED STAFF

(Date) indicates year of employment at Moorpark College.

- Adler, Sidney (1968)** *Director, Humanities Division*
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, Business and 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.A., California State University, Fresno; M.A., California Polytechnic College, San Luis Obispo; Ph.D., Colorado State University, Fort Collins, Colorado.
- Bendat, William I. (1970)** *Associate Dean of Students, 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 University, 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)** *Department Head, History and Institutions*
B.A., M.A., University of California, Los Angeles.
- Bianchino, Francis S. (1977)** *Counseling*
B.A., St. Francis College, Brooklyn, N.Y.; M.S., St. John's University, Jamaica, N.Y.; Ph.D., U.S. International University, San Diego.
- Biderman, Sharon (1972)** *Department Head, Business*
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.
- Bittner, James L. (1979)** *Physical Education*
B.A., Mt. Union College, Ohio; M.A., Western State College, Colorado; M.A., California Lutheran College.
- Black, Richard (1968)** *English*
B.A., M.A., University of California, Santa Barbara.
- Boedecker, Roger (1967)** *Associate Dean of Instruction/Continuing Education/Community Director of Library Services*
B.A., M.A., Long Beach State College.
- Bowen, Donald C. (1967)** *Accounting*
B.S., San Diego State University; M.B.A., University of California, Los Angeles; M.A., California State University, Northridge.
- Bowers, Stanley, L. (1977)** *Dean of Student Services*
A.A., Pasadena City College; B.A., California State University, Los Angeles; M.A.T., The Johns Hopkins University; Ed.D., University of Southern California.
- Bridgeman, Gerald (1969)** *Political Science*
A.B., M.A., University of California, Berkeley.
- 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; Ed.D., Brigham Young University.
- 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; M.P.A., Ph.D., USC.
- 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.
- Copsey, Cecile M. (1968)** *History*
B.A., University of California, Berkeley; M.A., University of California, Los Angeles.
- Corbell, Marjorie L. (1970)** *Court Reporting*
A.A., Kansas City Junior College; B.A., Central Missouri State College; M.A., California State University, Long Beach.
- 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.S., University of California, Los Angeles; M.S., California State University, Northridge.
- Davie, John (1971)** *English/Humanities*
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.
- Dodgen, William W. (1971)** *Art*
B.A., Drury College, Springfield, Missouri; M.F.A., Wichita State University, Kansas.
- Dunham, Paul (1967)** *Director, Health SciencelPhysical Education Division; Director, Athletics*
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.
- 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)** *Department Head, 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.
- Fleming, Jack** *Director, Community Campus Instructional Services*
B.A., California State University, Sacramento; M.A., California Lutheran College.
- Garbutt, Max O. (1969)** *Mathematics*
A.B., University of California, Berkeley; M.A., San Jose State College.
- Gayle, James R. (1967)** *Dean of Instruction*
B.S., United States Naval Academy; M.S., Purdue University.
- Ginet, Carole (1968)** *Social Sciences/Humanities/Personal Growth*
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/Coordinator, Communications*
Institute of Design, Chicago. (Sabbatical 1980-81)
- Griffith, W. Randolph (1967)** *History*
B.A., University of California, Riverside; M.A., University of California, Los Angeles.
- 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 (1967)** *English*
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; Ed.D., Nova University, Florida.
- Hardy, Mardi (1973)** *Physical Education/Coordinator, Athletics*
B.S., M.S., University of California, Los Angeles.
- Harper, Clint D. (1978)** *Physics/Engineering*
B.S., M.S., California State University, Northridge; A.M., Ph.D., University of Southern California.
- Harris, Verle D. (1968)** *Engineering Technology*
B.S.E., California State University, Long Beach.
- 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, Bob (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; Ed.D., Nova University, Florida.
- Hurley, John (1967)** *Associate Librarian*
B.A., M.A., California State University, San Diego; M.L.S., University of California, Los Angeles; Ed.D., Nova University, Florida.
- Hyams, Alan (1971)** *Department Head, Performing Arts*
B.A., M.A., California State University, 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)** *Department Head, Language Arts*
B.A., Harvard; M.A., California State University, Northridge.
- Kurtik, Richard (1971)** *Department Head, Physical Science*
B.S., California State College; M.A., University of California, Santa Barbara.
- Lamore, Elizabeth (1977)** *Job Development/Job Placement/Disabled Students*
B.A., M.S., University of Arizona.
- Landstad-Abulaf, 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. (1967)** *Associate Dean of Instruction/Vocational Education and Educational Development*
A.B., M.A., University of Southern California.
- Long, Alicia A. (1979)** *Director, Student Activities and Publications*
B.A., University of Minnesota; M.A., California State University, Northridge.
- 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.A., California Lutheran College.
- Mallory, Norman (1972)** *English*
B.A., M.A., Chico State College.
- Martin, Floyd (1967)** *Director/Sciences/Mathematics and Engineering Division*
B.S., M.A., Arizona State University.
- McCullough, MoDean (1969)** *Physical Education*
B.S., Jamestown College, N.D.; M.S., University of North Dakota.

- Medley, Donald B. (1968)** *Data Processing/Coordinator, Work Experience*
B.V.E., M.A., California State University, Los Angeles; Ed.D., Brigham Young University. (Leave 1980-81)
- Mehr, Sheldon (1970)** *Music*
B.A., University of California, Los Angeles; M.A., California State University, Los Angeles. (Sabbatical Spring 1981)
- 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)** *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)** *Department Head, Mathematics*
B.S., Harvey Mudd College; M.A., University of California, Riverside.
- Moore, Evelyn (1974)** *College Nurse/Counselor Coordinator, Health Services*
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 Development*
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. (Sabbatical 1980-81)
- Nordquist, Alwyn (1967)** *Department Head, 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.
- Pacheco, A. Darlene (1969)** *Director, Social Science Division*
B.A., M.A., Ed.D., Colorado State University.
- Pagson, Paul (1971)** *Coordinator, EOPS*
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.
- Patterson, James (1974)** *Agricultural Coordinator, Agriculture*
B.S., California Polytechnic, Pomona; M.A., California Polytechnic, San Luis Obispo.
- Patterson, Susan (1972)** *Chemistry*
B.S., University of Illinois; M.S., Ph.C., 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)** *Coordinator of Public Services/Psychology*
B.A., Whitman College, Washington; M.A., Ph.D., Claremont Graduate School, California.
- Popiel, Jon E. (1968)** *English*
A.B., M.A., University of California, Los Angeles; M.A., California Lutheran College.
- Rapose, Joel (1972)** *Auto Mechanics*
A.A., Shasta College; B.A., California State University, Chico. M.A., California Lutheran College.
- 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.
- Reinhart, (Eide) Margarete (1974)** *Mathematics*
B.A., M.A., University of Southern California.
- 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.
- Rolff, Karla (1972)** *Anthropology*
B.A., M.A., Ph.D., University of California, Santa Barbara.
- Sardisco, Frank V. (1968)** *Art*
B.A., University of California, Los Angeles; M.F.A., Otis Art Institute.
- Scott, Delmore E. (1969)** *Art*
B.F.A., M.F.A., University of Southern California.
- Sheridan, Pamela (1969)** *English*
B.A., M.A., University of California, Santa Barbara. (Sabbatical 1980-81)
- 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)** *Humanities/French*
B.A., Queens College; M.A., Kansas State University; Ph.D., University of Southern California.
- Smith, Mitchell L. (1972)** *Administration of Justice*
B.A., M.A., San Diego State University.
- Snyder, Carol (1972)** *Department Head, Biological Sciences*
A.B., Occidental College, Los Angeles; M.A., San Diego State University.
- Sommer, Maynard E. (1967)** *Ag/P.E.*
B.S., California State University, Fresno; M.A., University of California, Davis. (Leave 1980-81)
- Soo Hoo-chi, Selina (1977)** *Dance*
A.A., Sacramento City College; B.A., M.A., University of California, Los Angeles.
- Spiller, R. Bruce (1970)** *Agriculture*
B.S., California State University, Fresno; M.A., California Polytechnic, San Luis Obispo.

- Spraggins, M. Thomas (1974)** *Accounting/Business*
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/Coordinator, Trades and Industry*
B.S., Southern University, Louisiana; M.A., California State University, San Francisco.
- Straughan, Jerry E. (1975)** *Political Science/Real Estate*
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; Ed.D., Nova University, Florida.
- 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.
- Thionnet, Floyd D. (1972)** *Director, Admissions and Records*
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)** *Reading/English as a Second Language*
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.
- Wagner, David A. (1969)** *Physical Science*
B.S., Ohio State University; M.A., University of Michigan; M.S.T., University of Missouri.
- Walter, John R. (1971)** *Mathematics*
B.A., University of California, Los Angeles; M.A., University of Oregon.
- Wieder, Les (1977)** *Theater-Telecommunications*
B.A., M.A., California State University, Northridge.
- Wyman, James L. (1974)** *Speech*
B.A., University of Redlands; J.D., Loyola Law School, Los Angeles.
- Young, Kathleen (1974)** *Office Technology*
B.S., California State University, Long Beach; M.A., California Lutheran College.
- Zaboski, Janet (1974)** *Coordinator, Special Education*
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)** *Counseling*
B.S., University of California, Los Angeles; M.A., University of Southern California.

FACULTY EMERITUS

- Bassett, Estella M. (1967)** *College Nurse*
R.N., Saint Mary's Hospital School of Nursing, Rochester, New York; M.S., State University College, Brockport, New York; M.P.H., University of California, Los Angeles. Retired June, 1974.
- Gilman, Richard E. (1967)** *Biological Sciences*
B.S., M.S., St. Mary's College, Winona, Minn.; M.S., University of Southern California. Retired February, 1978.
- Imbach, Marjorie (1971)** *Director, Community Services and Publications*
B.A., University of California, Santa Barbara; M.A., University of California, Los Angeles. Retired June, 1979.
- Lane, James W. (1969)** *Law Enforcement*
A.A., Valley College, Van Nuys, California. Retired June, 1974.
- Lossner, Walter M. (1969)** *Sociology*
B.A., B.D., Concordia Seminary; M.S., Los Angeles State College; Ph.D., University of Southern California. Retired June, 1977.
- Sarnecky, Dorothy (1967)** *Geology*
B.A., Notre Dame; M.S., Stanford University. Retired June, 1979.
- Schonberger, Clinton (1967)** *Department Head, Life Sciences*
B.A., B.S., M.A., University of North Dakota. Retired June, 1973.
- Slama, Michael M. (1966)** *Director of Library Services*
J.D., Charles University, Prague, Czech; M.A., University of Denver. Retired February, 1980.
- Tallman, Maxine, R. (1967)** *Associate Dean of Students/Admission and Records*
A.A., Ventura College; B.A., M.A., University of California, Santa Barbara. Retired June, 1979.



APPENDIX

Appendix I

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 governing board shall be final.

Appendix II

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY ACT

The Ventura County Community College District and its three colleges — Moorpark College, Oxnard College, and Ventura College student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap or age, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978.

Inquiries regarding these laws and regulations, and the corresponding Board policies, may be directed to the District Affirmative Action Officer, c/o District Office, 71 Day Road, Ventura, CA 93003, telephone 642-0161 or 647-7387, Ext. 51.

Appendix III

STUDENT RIGHTS & RESPONSIBILITIES

- I. Associated Students

The Board of Trustees of the Ventura County Community College District recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.
- II. Privileges of Student Organizations
 - A. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
 - B. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off-campus events, unless authorized by the Associated Students.
 - C. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Dean of Students. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
 - D. Chartered student organizations shall be open to all students without respect to race, creed or national origin.
- III. Off-Campus Affiliations

Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off-campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.
- IV. Advocacy and Free Expression
 - A. **PURPOSE.** The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
 - B. **REGISTERED STUDENTS.** Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
 1. That the cause or issue being advocated is legal.
 2. That the District's outside speaker policy is observed.
 3. That college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or his designated representative are respected.
 4. That if, in the judgement of the President of the college or his designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, he may order individual students or chartered student organizations, to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/administrator committee at each college and approved by the college President.
 - C. **NON-STUDENTS.** The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students. However, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.
 - D. **MAINTENANCE OF ORDER.** It shall be the policy of the Board of Trustees of the Ventura County Community College District to cooperate With all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The president of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.
- V. Dress Code

The dress of persons appearing on the campuses of the Ventura County Community College District shall comply with generally accepted standards of hygiene and good taste. Clothing that is worn shall be such as to avoid interference with the educational responsibilities of the District, or with any other approved activities taking place within the District's jurisdiction.
- VI. Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Superintendent, President of the college or the President's designee. This policy applies to all students, staff and citizens.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fundraising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.
- VII. Notices & Posters

Student and other college developed posters and flyers may be distributed or displayed as follows:
Any posters, flyers or other materials which advertise instructional programs, student activities or any

other events that can be CLEARLY IDENTIFIED as having Moorpark College sponsorship may be circulated and posted without bearing the "approved for posting" stamp. All others must bear the "approved for posting" stamp.

VIII. Use of College Facilities

- A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.
- B. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:
 - a. chartered student organizations
 - b. certificated personnel
 - c. organizations of college employees
 - d. the associated students
 - e. groups of ten or more students
 - f. community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).
- C. Reservation of college facilities shall be made in the office of the Associate Dean of Instruction for Continuing Education a reasonable time in advance of the event to permit schedule to be arranged. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Director of Student Activities.
- D. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.
- E. Outdoor Meetings and Events
 1. Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.
 2. The campus center patio is available as a discussion area. The Dean of Students may approve other areas if unusual circumstances require.
 3. Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Dean of Students may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present.
- F. Tables
 1. Student organization and groups cited may maintain a table in the following areas:
 - a. foyer of the campus center
 - b. patios of the campus center
 - c. mall
 2. Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
 3. Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
 4. Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of accosting individuals or by shouting is prohibited.

Appendix IV

STUDENT GRIEVANCE

I. PURPOSE

Students are encouraged to pursue academic studies and other college sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that she or he has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

II. DEFINITION

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

III. PROCEDURES

A. Informal Processes

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Dean of Instruction (for all programs and services controlled by this person) or the Dean of Student Services (for all other college programs and services).

B. Formal Processes

If the aggrieved student believes that the informal consultation processes mentioned in Section I have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

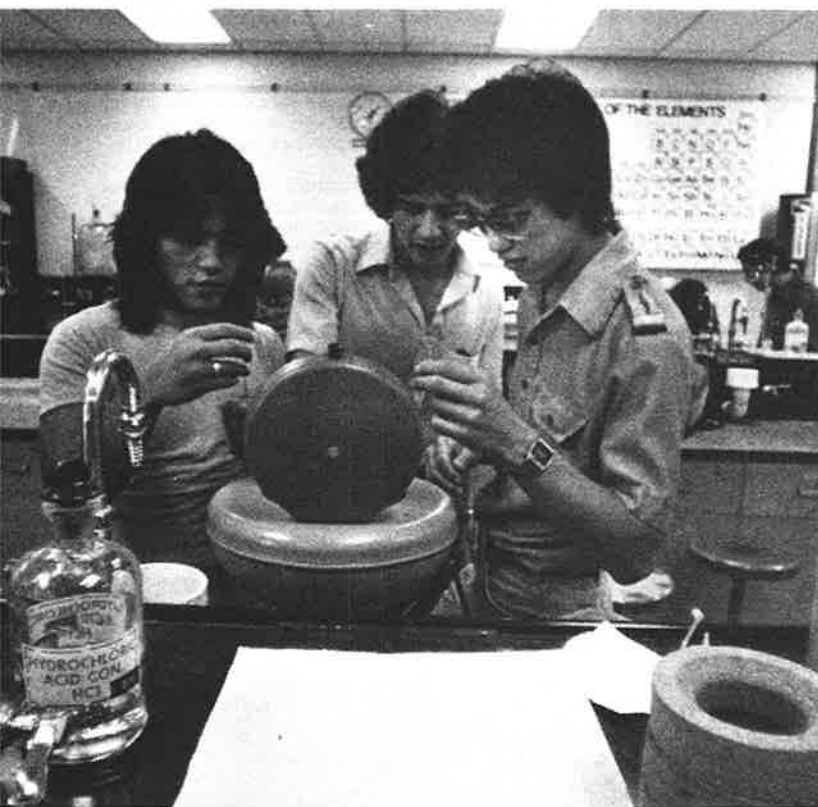
Resolution of grievances may not abrogate state or federal laws and applicable Board of Trustee rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This committee will be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Dean of Student Services within 90 calendar days of the final event in a sequence of events if any. The 90 day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the later delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Dean of Student Services receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section I.
3. The Dean of Student Services will verify the completeness of the written charge and present the charge to the Grievance Committee within ten working days of receipt.
4. The Grievance Committee will review the charges made in Section 2,B, within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section 2.D.).
6. Formal hearing procedures:
 - a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (Sec.2.E.)
 - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.

- d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
- e. The accused person and/or representative may be present as well as the aggrieved person and/or her/his representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
- f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
- g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
- h. The committee shall recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - 1. Concur with the committee's recommendation.
 - 2. Not concur with the committee's recommendation.
 - 3. Take alternative action.
 - 4. The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
- i. The college President at this time, an appeal may be made to the Superintendent of the Ventura County Community College District; if she/he is still dissatisfied with the decision, an appeal may be made to the Board of Trustees who shall render the final decision.
- j. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules regulations and contracts. Insertion of information regarding a case in employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.



Appendix V

STUDENT CONDUCT CODE

I. Standards of Student Conduct (E.C.S. 66300)

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn like other members of the academic community, the students are expected to conduct themselves in accordance with standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policies and procedures.

Disciplinary action may be imposed upon a student by an instructor, an administrator or the governing board for proven misconduct or actual violation of specified college rules and regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus or at a college-sponsored activity within the procedures specified in this document. The Dean of Student Services shall have the power to impose suspension and to recommend expulsion. Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college sponsored activity:

- A. Willful disobedience to directions of college officials acting in performance of their duties.
- B. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
- C. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
- D. Unauthorized entry to our use of the college facilities.
- E. Forgery, alteration, or misuse of college documents, records or identification.
- F. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
- G. Theft or or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
- H. Disorderly, lewd, indecent, or obscene or offensive conduct or expression which interferes with the college's primary educational responsibility.
- I. Assault or battery, abuse, or any threat of force or violence directed toward any member of the community college or campus visitor engaged in authorized activities.
- J. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana or other dangerous drugs; or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana or other dangerous drugs, except as expressly permitted by law.
- K. Possession, while on the college campus or at an on or off-campus college sponsored function, of any of the following weapons (except persons given permission by the college President or his designated representatives or member of the law enforcement agencies, as police officers); any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles, any dirk, dagger, firearm (loaded or unloaded), as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches, any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item to threaten bodily harm.

II. Student Conduct - Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty (s):

- A. **WARNING*** - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- B. **REPRIMAND*** - Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.
*Note: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
- C. **DISCIPLINARY PROBATION** - Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or the president of the student organization involved.
- D. **RESTITUTION** - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
- E. **SUMMARY SUSPENSION** - A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure

that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of 5 school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Dean of Student Services, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

- F. **DISCIPLINARY SUSPENSION** - Disciplinary suspension follows a hearing based on due process. It shall be invoked by the College President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
- G. **EXPULSION** - An expulsion is a long term or permanent denial of class attendance including all campus privileges. The Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus.

III. Student Conduct Due Process

A. Preliminary Action

- 1. The Dean of Student Services shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
- 2. The Dean of Student Services shall confer with the student for the purpose of advising the student of the charge, possible sanctions upon him/her and his/her rights under college regulations, state and federal laws.
- 3. The Dean of Student Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Dean of Student Services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
- 4. At this point, the Dean of Student Services may take any of the following actions:
 - a. Dismiss the charge for lack of merit.
 - b. Issue a warning or a letter of reprimand.
 - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
 - d. Recommend expulsion.
 - e. Remand the case to a Student Conduct Hearing.
- 5. If the student does not accept the Dean of Student Services' decision, the Dean of Student Services shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Section III-B and III-C of this document.

B. Composition of Student Conduct Hearing Committee

- 1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
 - a. One student, one faculty member, and one administrator (other than the Dean of Student Services and his/her immediate staff. These persons are appointed by the College President.
 - b. The President shall designate the chairperson of the Hearing Committee.
 - c. A minimum of one committee shall be selected annually.
 - d. Upon notification of the committee composition, each party is allowed one peremptory challenge, excluding the chairperson.
 - e. A quorum shall consist of all three members of the committee.
 - f. The chairperson will allow any proposed member of the committee to decline participation in the hearing.

C. Formal Hearing Procedures

- 1. A hearing will be called by the chairperson within fifteen working days of the Dean of Student Services' request.
- 2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
- 3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
- 4. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
- 5. The accused person and/or representative may be present as well as the aggrieved person and/or her/his representative. No other persons except schedules single witnesses and the Hearing Committee members shall be present.
- 6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
- 7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
- 8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - a. Concur with the committee's recommendation.
 - b. Not concur with the committee's recommendation.

- c. Take alternative action.
 - d. The college President shall state in writing the reasons for the action taken on the committee's recommendations. The president shall act within ten working days.
9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Superintendent of the Ventura County Community College District; if she/he is still dissatisfied with the decision, an appeal may be made to the Board of Trustees who shall render the final decision.
 10. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

Appendix VI

INTERDISTRICT ATTENDANCE AGREEMENTS AND NOTICES OF

RESTRICTION

Interdistrict attendance agreements and notices of restriction in effect as of March 7, 1980 and thereby effective for the fiscal year 1980-81.

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
- Cerritos Community College District
- Coachella Valley Community College District
- Compton Community College District
- Foothill De Anza Community College District
- Los Angeles Community College District
- Mendocino Community College District
- Merced 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
- Victor Valley Community College District
- West Hills Community College District
- Yuba Community College District

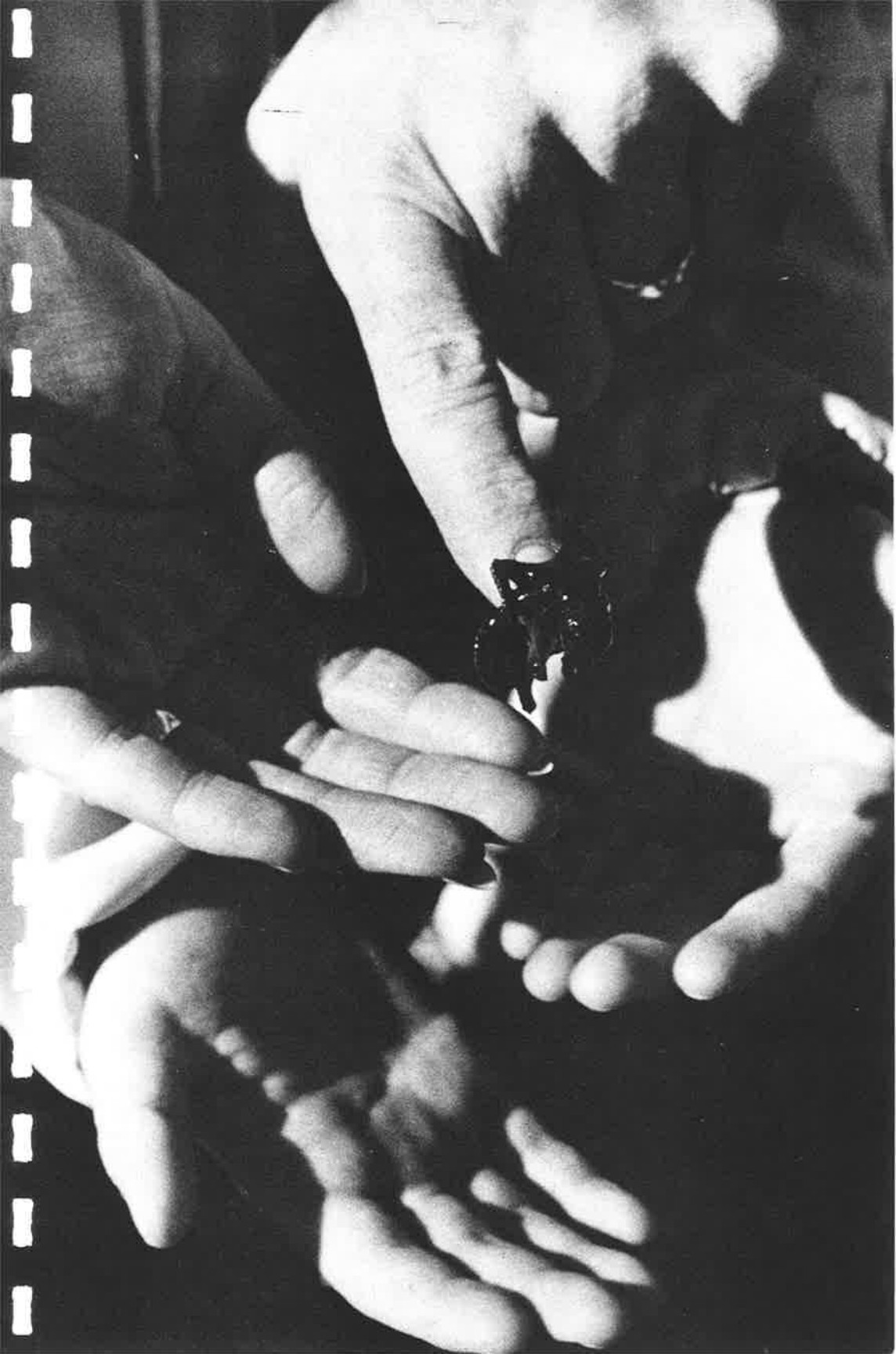
Appendix VII

NON-RESIDENT TUITION FEE 1980-81 REFUND SCHEDULE

Units Enrolled	Tuition Charge	1st Week Refund		2nd Week Refund		3rd Week Refund		4th Week Refund
		Reg	SS	Reg	SS	Reg	SS	*Reg Only
	\$ 30.00	\$ 5.00	\$ 5.00	\$ *5.00	\$ *5.00	\$ *5.00	\$ *5.00	\$ *5.00
1	60.00	35.00	35.00	*35.00	30.00	30.00	15.00	15.00
1½	90.00	65.00	65.00	*65.00	45.00	45.00	22.50	22.50
2	120.00	95.00	95.00	90.00	60.00	60.00	30.00	30.00
2½	150.00	125.00	125.00	112.00	75.00	75.00	37.50	37.50
3	180.00	155.00	155.00	135.00	90.00	90.00	45.00	45.00
3½	210.00	185.00	185.00	157.50	105.50	105.50	52.50	52.50
4	240.00	215.00	215.00	180.00	120.00	120.00	60.00	60.00
4½	270.00	245.00	245.00	202.50	135.00	135.00	67.50	67.50
5	300.00	275.00	275.00	225.00	150.00	150.00	75.00	75.00
5½	330.00	305.00	305.00	247.50	165.00	165.00	82.50	82.50
6	360.00	335.00	335.00	270.00	180.00	180.00	90.00	90.00
6½	390.00	365.00	365.00	292.50	195.00	195.00	97.50	97.50
7	420.00	395.00	395.00	315.00	210.00	210.00	105.00	105.00
7½	450.00	425.00	425.00	337.50	225.00	225.00	112.50	112.50
8	480.00	455.00	455.00	360.00	240.00	240.00	120.00	120.00
8½	510.00	485.00	485.00	382.50	255.00	255.00	127.50	127.50
9	540.00	515.00	515.00	405.00	270.00	270.00	135.00	135.00
9½	570.00	545.00	545.00	427.50	285.00	285.00	142.50	142.50
10	600.00	575.00	575.00	450.00	300.00	300.00	150.00	150.00
10½	630.00	605.00	605.00	472.50	315.00	315.00	157.50	157.50
11	660.00	635.00	635.00	495.00	330.00	330.00	165.00	165.00
11½	690.00	665.00	665.00	517.50	345.00	345.00	172.50	172.50
12	720.00	695.00	695.00	540.00	360.00	360.00	180.00	180.00
12½	750.00	725.00	725.00	562.50	375.00	375.00	187.50	187.50
13	780.00	755.00	755.00	585.00	390.00	390.00	195.00	195.00
13½	810.00	785.00	785.00	607.50	405.00	405.00	202.50	202.50
14	840.00	815.00	815.00	630.00	420.00	420.00	210.00	210.00
14½	870.00	845.00	845.00	652.50	435.00	435.00	217.50	217.50
15 or more	900.00	875.00	875.00	675.00	450.00	450.00	225.00	225.00
	*Maximum	\$25 admin. fee charge		\$25 admin. fee charge		\$25 admin. fee charge		\$25 admin. fee charge
				75% ref.	50% ref.	50% ref.	25% ref.	25% ref.

*Indicates that a minimum administrative fee of \$25 is deducted from those funds.

**No refunds permissible after 3rd week of regular summer session



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