

## Twenty Years . . . Three Presidents . . .



*Dr. John Collins, Moorpark College's first President (left); Dr. Robert Lombardi, second President (center); Dr. W. Ray Hearon, current President (right).*

### **Moorpark College General Catalog and Announcement of Courses 1987-1988**

A Public Community College Accredited by the Western Association of Schools and Colleges  
7075 Campus Road, Moorpark, CA 93021  
(805) 529-2321 - (805) 654-6990

#### **Important Notice**

"Important Notice — The Ventura County Community College District and Moorpark College have made every reasonable effort to determine that the information provided in this general catalog is accurate. Courses, programs and requirements together with other matters contained herein are subject to change without notice by the Governing Board and Administration of the Ventura County Community College District. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws." All fees are subject to change at any time.



# The Ventura County Community College Governing Board



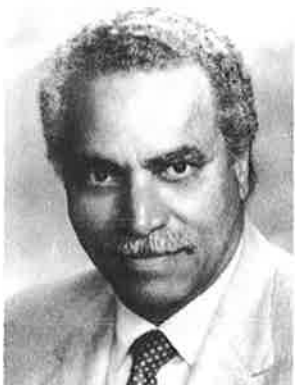
*David Bender, Jr.  
President  
Ojai/Santa Paula Area*



*Dr. Fernando Elizondo  
Ventura/Saticoy Area*



*Dr. James T. Ely  
Simi/Moorpark Area*



*Julian Tarleton, Sr.  
Vice President  
Oxnard/Port Hueneme Area*



*Ruth Oren  
Conejo/Camarillo Area*



*Patricia Mahoney  
Student Representative*



*Dr. Alfred P. Fernandez  
Chancellor*

### **College Administrators:**

Dr. W. Ray Hearon, President, Moorpark College  
Edward W. Robings, President, Oxnard College  
Dr. Robert W. Long, President, Ventura College

### **District Administrators:**

Dr. Alfred P. Fernandez, Chancellor  
Tom Kimberling, Vice Chancellor,  
Administrative Services  
John D. Tallman, Vice Chancellor,  
Instructional Services  
Barbara A. Derryberry, Vice Chancellor,  
Personnel/Affirmative Action



*Dr. W. Ray Hearon  
President, Moorpark College*

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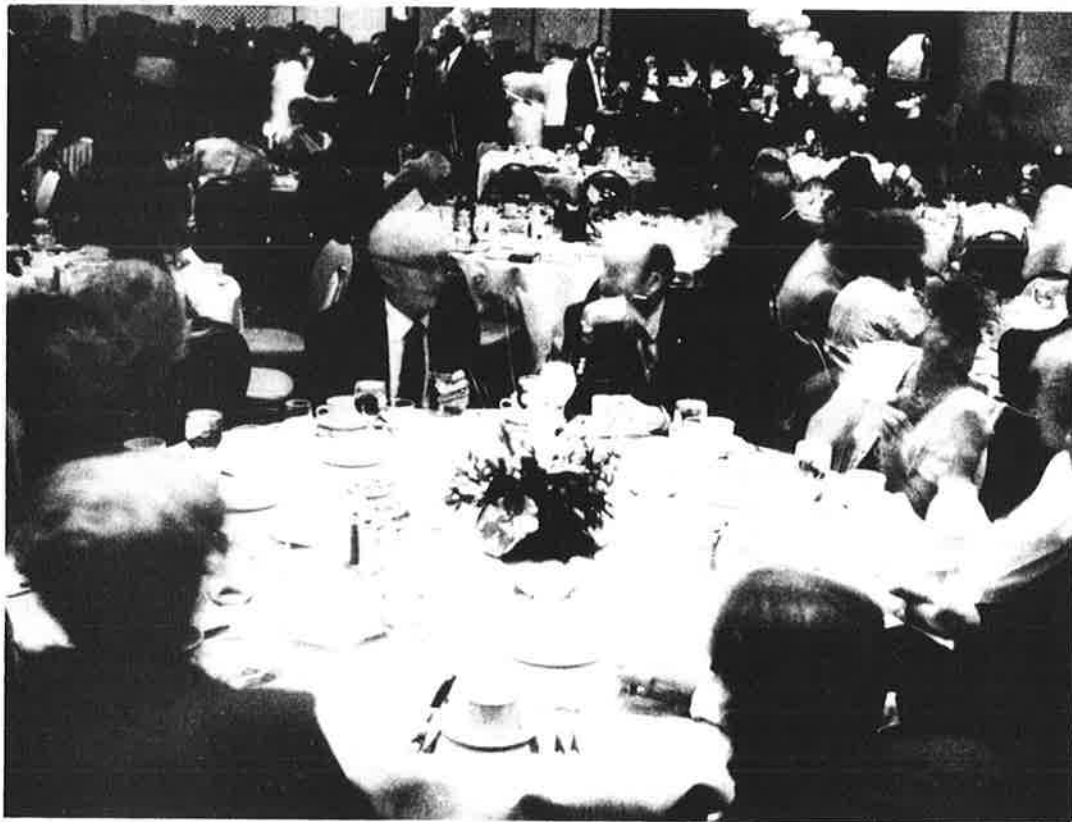
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## The Earliest Known Staff Picture . . .



*Standing L to R, Dr. John Collins, Dr. Steve Herzog, Charles Dahl, Dr. Richard Moore. Seated L to R, Dr. Robert Lombardi, Earl Owen, Dr. Howard Siegel, Ron McMasters.*

## Twentieth Anniversary Celebration . . .



The staff and friends of Moorpark College gathered together for a few hours on the evening of May 29, 1987, for a "Celebration of the Twentieth Anniversary of Moorpark Community College 1967-1987." Some 350 people attended a gala dinner dance at the Westlake Plaza Hotel.

The nostalgic evening featured a program of pictures and commentary on the memorable moments and people from the past twenty years. It was a time to look back fondly and to look ahead hopefully. It was a very important evening in the history of Moorpark College.

This catalog, therefore, is dedicated to these past twenty years. The pictures are intended to take a brief look back.



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## 1987-88 COLLEGE CALENDAR

### ***Fall Semester, 1987 – September 8, 1987 - January 28, 1988***

See Class Schedule	Fall Semester Registration
September 8	First day of instruction
	First day of late registration
September 21	Last day of late registration
	Last day to add classes
	Last day to apply for enrollment fee and/or parking fee refunds
	Last day to drop class without \$10.00 drop fee
October 2	Last date to drop classes without a permanent record entry
October 14	Last date to declare Credit/No Credit grading option
November 11	Veterans Day — legal holiday
November 26-27	Thanksgiving vacation
December 1	Last day to apply for Fall 1987 graduation or Certificate of Achievement
December 11	Last date to drop class with a "W" grade
December 21-January 1	Winter vacation
January 4	Classes resume
See Class Schedule	Spring Semester Registration
January 18	Martin Luther King's Birthday — legal holiday
January 21-28	Final examinations, Fall semester
January 28	End of Fall semester

### ***Spring Semester, 1988 – February 1 - June 10, 1988***

February 1	First day of instruction
	First day of late registration
February 12	Lincoln's Birthday — legal holiday
February 15	Washington's Birthday — legal holiday
February 16	Last day of late registration
	Last day to add classes
	Last day to apply for enrollment fee and/or parking fee refunds
	Last day to drop class without \$10.00 drop fee
February 26	Last date to drop classes without a permanent record entry
March 9	Last date to declare Credit/No Credit grading option
March 25	Last day to apply for Spring 1988 or Summer 1988 graduation or Certificate of Achievement
March 28-April 1	Spring vacation
May 13	Last date to drop class with a "W" grade
May 30	Memorial Day — legal holiday
See Class Schedule	Summer Session Registration
June 1-10	Final examinations, Spring semester
June 10	Graduation
	End of Spring semester

### ***Summer Session, 1988 – June 13 - September 2, 1988***

Please consult Summer Session Class Schedule for beginning and ending dates of specific classes. Deadline dates for Summer classes will also be found in the Class Schedule.

# INTRODUCTION

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## History

Moorpark College, a member of 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 is now a three-college district, including Ventura College and Oxnard College. The 134-acre site is located in the foothills adjacent to the cities of Moorpark and Simi Valley. It offers both the charm and open space of the country and an eye toward the future as it welcomes the world of high technology firms.

Dr. John J. Collins was appointed President by Board action on July 1, 1966. During the next 15 months, Dr. Collins and his staff completed plans for staffing, curriculum, student services and student 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, Child Development, Graphic Arts, and Interior Design 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 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.

In 1978, 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. In the fall of 1983, a Nursing program received full accreditation, and in June of 1984 awarded degrees to its first Nursing graduates.

During the summer of 1985, some classroom remodeling was done to move the Electronics program into the Science Building, to rearrange the Laser/Electro-Optics laboratories, and to move Geology/Physical Geography into the HSS Building. In addition, because of some one-time-only funding from the Governor's Office, it was possible to upgrade classroom equipment across the campus.

Additional construction anticipated in the next three years will include a new Occupational Building and the relocation of the Exotic Animal Training and Management facility to its new site on Ag Hill. Through the efforts of the Moorpark College Foundation, construction of Ventura County's first Observatory has been completed. This will enhance the learning opportunities available to students and will provide cultural enrichment for the residents of Ventura County. The first phase of Stadium Development has been completed, and the college can now look forward to Phase II which will include lighting for evening athletic and other events.

From its initial student body, the total enrollment at Moorpark College has grown to approximately 10,000 day and evening

students. The college continues to commit itself to taking its programs into the community with courses now being offered in the Conejo and Simi Valleys.

A continuing emphasis is being placed on more occupational programs stressing open entry/open exit instructional approaches. The college plans to continue to seek creative and exciting ways of broadening the student's experience through a program of expanding occupational education.

## Moorpark College Foundation

Operating independently of all other campus groups is the Moorpark College Foundation, a non-profit organization dedicated to promoting the college's general welfare. Accordingly, the Foundation has adopted four prime objectives of assistance and support: attainment of educational, scientific, and cultural goals; fulfillment of the college's community service role; fund raising for construction of facilities, purchase of equipment, and campus beautification; and awarding scholarships, loans, and grants to worthy students.

Composing the board are prominent community members and Moorpark College staff. Under the terms of the Foundation charter, the board will provide the impetus for fund raising projects and will try to stimulate the interests of other citizens. Inquiries about Foundation activities and participation opportunities can be directed to the Foundation Director c/o Moorpark College.

## 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.

## Accreditation

Moorpark College is accredited by the Western Association of Schools and Colleges, and copies of the most recent accreditation reports are on file in the President's Office for review upon request.



*Kirk Aiken, L; John Gray, C; Mike Seely, R. An art event from MC's past.*

# ADMISSIONS INFORMATION

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## 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.

Moorpark College offers specialized programs in Exotic Animal Training/Management, Equine Management/Training, and Nursing, which require special admissions procedures. For further information refer to respective catalog sections.

A student is eligible to attend Moorpark College if his/her legal residence is within California. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of tuition fees, a schedule of which appears in Appendix VII.

Further information regarding residence requirements may be obtained from the Office of Admissions and Records.

## Special Part-Time High School Admissions

In accordance with the California Education Code, high school students who are juniors and seniors are permitted to enroll in college courses. Enrollment fees are exempt for students concurrently enrolled in a high school.

An approved special part-time high school admissions form, signed by the student's parent/guardian and school principal (or designee) is required before a student is permitted to register.

Students under 18 years of age not enrolled in a public school may have their parents/guardian petition the President for admission as a special full-time student.

## Foreign Students

### Definitions

A foreign student is a person enrolled at one of the colleges who is in the United States on an F-1 visa.

Persons who hold other types of visas may be eligible for admission as a regular student, resident or nonresident, depending on their visa status.

Persons holding alien status may establish residency if they are in the following classifications:

1. Career Diplomat visa - "A"
2. Foreign Investor visa - "E"
3. International Treaty Organization - "G"
4. Foreign Press visa - "I"
5. Finance visa - "K"
6. Refugees

Aliens precluded by the Immigration and Nationality Act from establishing residence in the United States are those with B, C, D,

F, H, J, and L visas; however, students can be admitted if their visa extends beyond the last day of the semester in which they wish to enroll.

Prior approval by the Dean of Admissions must be gained in order to enroll in successive semesters.

Those holding Resident Immigrant visas are not foreign students. They are residents with all the privileges and responsibilities of other residents.

Foreign students enrolled on Student visas are required to be full-time students (12 units).

### Limitations on Enrollments (F-1 visa only)

Due to the district's limited financial resources and space, and due to special educational needs of foreign students, the Ventura County Community College District reserves the right to limit the number of foreign students (F-1) admitted each year.

In order to foster cultural exchange, the district encourages ethnic and national **diversity** among the foreign students admitted.

With the above statements in mind, it is the policy of the Ventura County Community College District that the number of foreign students enrolled at a particular college of the district shall not exceed 2% of the established full-time equivalent day enrollment at the college. Further, no more than 20% of the 2% total of foreign students at any one college of the district shall be admitted from one particular country.

### Admission Requirements (F-1 visa only)

Prior to the completion of the registration process, foreign students must follow the procedure outlined below:

1. Submit a completed application form and declare an educational objective (major).
2. Provide evidence of adequate proficiency in the use of English. Where English was not the language in which their education was earned, by submitting a Test of English as a Foreign Language (TOEFL) score of 505 or above. For information regarding TOEFL, students are advised to write to:  
Educational Testing Service  
P.O. Box 899  
Princeton, New Jersey 08540
3. Submit a confidential statement of finance that verifies financial capability for the costs of attending one of the colleges of the district, or affidavits guaranteeing financial support from responsible resident citizens of the United States.
4. Before registration is validated, foreign students must pay the entire nonresident tuition fee and the state enrollment fees for the semester.
5. Provide certified translated transcripts from secondary schools and colleges previously attended. In general, it is expected that applicants will have completed secondary school with a satisfactory academic record.
6. Submit a health statement signed by a licensed American physician that verifies general good health and freedom from communicable disease.



- Foreign students are required to provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to them.

Other requirements upon arrival:

- Interview and clear with the Dean of Admissions and Records.
- Submit proof of major medical insurance.
- Payment of tuition fee prior to enrollment is required. Tuition is \$97.00 per unit. Contact the Dean of Admissions and Records for detailed instructions.

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. (Additional information concerning Foreign Students' Policy and Procedures may be found in the Ventura County Community College District Policy Manual, Appendix C.I.)

## Residency Requirements

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

- State Residents must have resided in California continuously for one year and one day prior to the beginning of a given semester he/she is planning to attend. Students who meet residence requirements are not subject to nonresident fees.
- A nonresident is a student who has not legally resided in California for one year and one day prior to the beginning of the semester in which he/she plans to enroll. Students classified as nonresidents shall be required to pay nonresident fees. A schedule of nonresident fees is shown in Appendix VII.
- Military Personnel and/or their dependents should check with the Records Office for additional information pertaining to the determination of their legal residence.
- Foreign Students are classified as nonresidents and shall be required to pay nonresident fees for each semester of attendance.
- Persons in the U.S. on immigration approved visas might be eligible for admission, as well as residence classification, depending upon visa status. Proof of correct visa status must be submitted at the Records Office for appropriate eligibility determination.
- Students who have lived in California for less than two years will be required to show proof of California residence. The burden of such proof lies with the student.

## Admission Procedures

A student who is enrolling for the first time must complete an application for admission. Students who attended prior to 1981 must

also complete the admission application. Students who attended between 1981 and the present need only to contact the Records Office to update their enrollment status. Application forms may be obtained in person at the Records Office of the college, by writing to Moorpark College, 7075 Campus Road, Moorpark, CA 93021, or by phoning (805) 529-2321 or 654-6990. Completed application forms should be submitted to the Records Office at the earliest possible date preceding the beginning of registration for the semester admission is desired. New and noncontinuing student applications are processed on a first-come, first-serve basis. Students continuing from the immediate preceding semester only are automatically updated.

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:

- Plan to work for a degree or certificate;
- plan to participate in inter-collegiate athletics;
- plan to apply for veteran's benefits; or
- were placed on probation or dismissed from last institution of attendance.

These transcripts should be sent directly to Moorpark College from the institutions previously attended.

## Registration Procedures

Schedules of classes for each semester will be available approximately one month prior to the beginning of registration. The schedule lists class offerings and gives complete instructions for registration.

Late registration is permitted during the first two weeks of the semester. A student may add classes until the end of the second week of the semester. After that, the student must obtain the Division Director and Dean of Admissions and Records permission. Students receive credit for classes attended only if officially enrolled in those classes.

## Enrollment Fee

A mandatory enrollment fee of \$5.00 per unit is charged for students enrolling in up to 5.5 units. Students enrolling in six or more are charged \$50.00. This fee is waived for high school Admissions Program students.

## Parking Fee

The Governing Board 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 1987-88 school year is as follows for all vehicles parked on campus:

### Regular Semester Fee:

Car . . . . .	\$20.00
Motorcycle . . . . .	\$14.00

**Short-Term Parking Fees:**

12 weeks or longer . . . . .	Full Fee
6 to 11 weeks . . . . .	Car - \$14.00
	Motorcycle - \$8.00
1 to 5 weeks . . . . .	Car - \$7.00
	Motorcycle - \$4.00

**Summer Intersession:**

Car . . . . .	\$10.00
Motorcycle . . . . .	\$10.00

In no case will a combination of two permits (one car and one motorcycle) cost less than \$25.00 regular semester, and \$12.00 summer session. Second Vehicle permits may be purchased for \$4.00 and Replacement permits may be purchased for \$2.00. 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.

**Nonresident Tuition Fee**

Tuition is required of nonresident and foreign students. The 1987-88 tuition schedule has been established at \$97.00 per unit.

**Parking Fee Refunds**

Students who *officially* withdraw from the college by the end of the second week of classes during the regular semester (or end of the first week of summer session) may request a refund of parking fees paid. Refunds require that the validated student registration receipt showing fees paid be turned in at the time of withdrawal. No parking refund can be made without return of the parking sticker.

**Nonresident Tuition Refunds**

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

Refunds are determined by the number of units for which there were original financial charges. *NO* refunds shall be authorized beyond the third week of summer session or beyond the fourth week of the regular semester.

The Registrar's Office shall compute the amount of refund and notify the Campus Business Office in writing as to the amount of the refund. The refund will be made by check from the District Administrative Services within a reasonable time following official notification.

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

**Fall or Spring Semester**

1st week . . . . .	100% of Tuition less \$50
	Admin. fee charge

2nd week . . . . .	75% of Tuition less \$50
	Admin. fee charge
3rd week . . . . .	50% of Tuition less \$50
	Admin. fee charge
4th week . . . . .	25% of Tuition less \$50
	Admin. fee charge

**Summer Session**

1st week . . . . .	100% of Tuition less \$50
	Admin. fee charge
2nd week . . . . .	50% of Tuition less \$50
	Admin. fee charge
3rd week . . . . .	25% of Tuition less \$50
	Admin. fee charge

A complete table of refunds appears in Appendix VII.

**Enrollment Fee Refunds**

Students who officially drop or withdraw from classes by the end of the second week of classes during the regular semester (or end of the first week of summer session) may request a refund of enrollment fees paid. Refund request forms are available at the Student Business Office. A \$10.00 administrative fee will be subtracted from each refund. Proof of enrollment fees paid must accompany the refund request. There are no cash refunds.

**Drop Fee**

A mandatory drop fee of \$10.00 per class is assessed for each class dropped after the late registration period. The maximum drop fee is \$20.00.

**Transcript**

Two transcripts are furnished to each student free of charge. A \$3.00 fee is charged for each additional transcript. A \$5.00 fee is charged for rush transcripts. Rush transcripts are provided within 24 hours of submission of a signed student request.

**Expenses**

Moorpark College, as one of California's public community colleges, charges resident students enrollment fees. The fee prescribed by law shall equal fifty dollars (\$50.00) per semester for students enrolled in classes totaling six or more credit semester units, and five dollars (\$5.00) per unit per semester for students enrolled in classes totaling less than six credit semester units.

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 his/her parents or is living independently, is married or single, etc. It is estimated that the total annual cost of attendance at a community college to a full-time student and/or his/her parents could

range from about \$1,000.00 to as much as \$7,000.00 for a resident and as much as \$10,000.00 for a nonresident.

## 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. While students may qualify for benefits if enrolled in 12 units, 15 units is the minimum units per semester for traditional transfer and graduation-bound students.

## Policy on Educational Workload

A student's educational workload generally consists of fifteen (15) units of work per semester in order to make normal progress toward the AA/AS degree and/or transfer requirements. Students desiring to take an overload — more than eighteen (18) units but less than twenty-two (22) — must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Dean of Counseling or the Dean of Admissions and Records in addition to the counselor's approval.

## Unit Requirements for Benefits

In order to qualify for certain benefits, minimum unit requirements must be maintained as follows:

Veteran and war orphan benefits under GI Bill —	
Full subsistence	12.0 or more units
3/4 subsistence	9.0 - 11.0 units
1/2 subsistence	6.0 - 8.0 units
Social Security Benefits	12.0 units
Automobile & Medical Insurances	12.0 units
Athletic Eligibility	12.0 units
Student Government	12.0 units

## Fees

Fees are all subject to change by the Governing Board of the Ventura County Community College District.



*Orbie Ingersoll . . . in action.*

# ACADEMIC POLICIES

## Grading Practices

Work in all courses acceptable in fulfillment of the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate-level work shall be graded in accordance with the provisions adopted by the District Governing Board for the following sections which relate to the letter grading scale, the Credit/No Credit options, or Credit by Examination.

## Grading System

### Letter Grading Scale

The quality of a student's work will be measured by the following letter grades:

Symbol	Definition	Grade Points/Semester Unit
A	Excellent	4 points per semester unit
B	Good	3 points per semester unit
C	Satisfactory	2 points per semester unit
D	Passing, less than satisfactory	1 point per semester unit
F	Failing	0 points per semester unit
CR	Credit (at least satisfactory)	Units awarded not counted in GPA
NC	No Credit (less than satisfactory, or failing)	Units not counted in GPA

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average (GPA).

## Non-evaluative Symbols

The District Governing Board has authorized the use of only the non-evaluative symbols I, IP, RD and W which are defined in the following paragraphs:

### I — Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records. The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned.

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

### IP — In Progress

The "IP" symbol shall be used **only in those courses which** extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive

grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the **required work of the course is completed.** The "IP" shall not be used in calculating grade point averages. **If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) from the letter-grading scale, to be recorded on the student's permanent record for the course.**

### RD — Report Delayed

The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

### W — Withdrawal

A student may withdraw from a class through the last day of the fourteenth week of instruction for full semester classes or through seventy-five percent (75%) of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a "W." No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a term or thirty percent (30%) of a term, whichever is less. Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction for full semester classes or through seventy-five percent (75%) of a class less than a semester in length shall be recorded as a "W" on the student's record.

Forms for this purpose are available in the Records Office.

## Credit/No Credit Options

Colleges of the Ventura County Community College District may offer courses in two Credit/No Credit (CR/NC) options; 1. Courses which are offered on a Credit/No Credit basis only; and 2. Courses in which students may elect the Credit/No Credit option.

The first category includes those courses in which all students in the course are evaluated on a Credit/No Credit (CR/NC) basis as indicated in the course description in this catalog. This CR/NC grading option shall be used to the exclusion of all other grades in courses for which there is a single satisfactory standard of performance and for which unit credit is assigned. Credit shall be assigned for meeting that standard, No Credit for failure to do so.

The second category of Credit/No Credit options is comprised of courses designated by the college wherein each student may elect by no later than the end of the first thirty percent (30%) of the term or length of the class whether the basis of evaluation is to be Credit/No Credit or a letter grade. Once the thirty percent (30%) deadline has passed, the request cannot be withdrawn and the student becomes ineligible to petition to change a grade. It is the student's responsibility to notify the instructor of his or her intent to be

graded on a Credit/No Credit basis and to file the appropriate form, otherwise a letter grade will be assigned. The petition for this purpose, "Request for Credit/No Credit," is available in the Records Office.

All units earned on a Credit/No Credit basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

A student may apply a maximum of 20 units of credit earned under the Credit/No Credit option to an AA or AS degree or Certificate of Achievement. Exceptions to this unit limitation will be granted only to students enrolled in the designated occupational programs specified in the Credit by Examination policy of this catalog. Credit (CR) is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of C or better.

Units earned on a Credit/No Credit basis shall not be used to calculate grade point averages. However, units attempted for which NC is recorded shall be considered in probation and dismissal procedures.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a Credit/No Credit basis, especially for satisfaction of major requirements.

## 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 by the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. All courses shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this policy. For the purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. Credits earned under the policy shall not count towards determination of eligibility for veteran's benefits.

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

Credit by examination may be granted only to a student who: is currently enrolled in at least one course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all previous course work; has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, NC) or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institutions. A student seeking credit by examination will receive a CR (credit) if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge by examination will not receive a NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, stu-

dents may challenge a course only once. A student may challenge no more than 12 units under the Credit by Examination policy towards an Associate degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count towards the minimum 12 units required for residency. Exceptions to the unit limitations are authorized for the Nursing program. Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled.

The petition for this purpose, "Petition for Credit by Examination," is 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. The examination must be administered prior to the last day of the final examination period.

Credit (CR) is assigned for work of such quality as to warrant a letter grade of C or better. Transcript entries shall distinguish credits obtained by examination from credits obtained as a result of regular course enrollment. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Students should be aware that other colleges may not accept credit by examination for transfer purposes.

The following courses may not be taken under the "Credit by Examination" option: Anth 5, Hist 60T, Phil 1, 2, 3, 11, Photo 4, 9, all PE activity courses, and all "49" and "79" numbered courses.

## Credit for Military Service

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

Service personnel may be allowed credit for formal service school courses offered by the United States Military Service recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.

Service personnel will be allowed full advanced standing credit for college-level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Service personnel will be allowed full advanced standing credit for college-level courses completed at the Naval Construction Training Center (NCTC) at Port Hueneme based upon the recommendations of the Accredited Institutions of Postsecondary Education of the American Council of Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

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

## Transfer Credit from Regionally Accredited Colleges and Universities

Students transferring to the Ventura County Community Colleges from colleges accredited by the recognized regional accrediting associations will normally be granted lower division credit for courses entered on officially certified transcripts. These transcripts must be sent to the Office of Admissions. They will be evaluated based upon the current Transfer Credit Practices of appropriate associations.

Students transferring to the Ventura County Community College District from other regionally accredited colleges and universities, are required to declare all previous college work. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

## Transfer Credit from Foreign Colleges and Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts evaluated by an agency approved by the College District.

Course work from non-English speaking countries must be evaluated by approved translating agencies. Students must submit their official transcripts to an approved agency and request that the agency forward the official evaluation to the college.

Course work attempted will normally be lower division unit credit only. Requests for equivalent course credit are evaluated on an individual basis by the Office of Admissions. This review is based upon considerations of the recommendations of the transcript evaluation service and by the appropriate college discipline.

## College Board Advanced Placement

Moorpark College grants college credit for successful completion of Advanced Placement Program examinations of the College Board. Students who complete special advanced placement courses in high school and who present scores of three or higher (3, 4, or 5) for the Advanced Placement Examinations to the College's Office of Admissions will receive credit for specific college courses. A student may not enroll in any course for which Advanced Placement exam credit has been allowed. The following table indicates equivalencies and credit allowances. (The applicability of these courses to General Education requirements may be found in the Degree Requirements and Transfer Information section of the catalog):

Examination	Required Score	College Credit	M.C. Course Equivalencies
American Government	3, 4, 5	3 Units	Pol Sc 3
American History	3, 4, 5	6 Units	Hist 7A, 7B
Biology	3, 4, 5	6 Units*	Bio 2A, 2B (No lab Units)
Chemistry	3, 4, 5	10 Units*	Chem 1A, 1B (No lab Units)

English Language and Composition	3, 4, 5	3 Units	Engl 1A
English Language and Literature	3, 4, 5	3 Units	Engl 1B
European History	3, 4, 5	3 Units	Hist 1B
French Language	3, 4, 5	8 Units	French 1, 2
French Literature	3, 4, 5	8 Units	French 3, 4
German Language	3, 4, 5	8 Units	German 1, 2
German Literature	3, 4, 5	8 Units	German 3, 4
Mathematics Calculus AB	3, 4, 5	5 Units	Math 25A
Mathematics Calculus BC	3, 4, 5	5 Units	Math 25B
Physics B	3, 4, 5	6 Units*	Ph 10A/10B (No lab Units)
Physics C Mechanics	3, 4, 5	3 Units*	Ph 20A (No lab Units)
Physics C Elec. & Magnetism	3, 4, 5	3 Units*	Ph 20B (No lab Units)
Spanish Language	3, 4, 5	8 Units	Spanish 1, 2
Spanish Literature	3, 4, 5	8 Units	Spanish 3, 4

\*Does not meet lab requirement for General Education.

## Admission, Probation, Dismissal, and Readmission

Admission, probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic career and personal goals. Admission to designated instructional programs, as identified by each college, is conditional until complete official transcripts have been received from previous institutions attended.

## Standards for Probation

A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on **academic probation** if the student has earned a grade point average below 2.0 in all the units which were graded on the basis of the grading scale established by this District.

A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on **progress probation** when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).

A student transferring to the Ventura County Community College District from another college is subject to the same probation and dismissal policies as students of the Ventura County Community College District.

**Note:** Probationary status is computed using only courses taken since Fall, 1981. Courses taken prior to Fall, 1981, are **not** in the computer data file and are not included in the calculation of probation. This may alter your probationary status.

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## Notification of Probation

Each college in this District shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help the student overcome any academic difficulties. A student on probation must have counselor approval prior to registration of his or her educational program.

## Removal from Probation

A student on **academic probation** for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on **progress probation** because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

## Standards for Dismissal

A student who is on **academic probation** shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters which were graded on the basis of the grading scale established by this District.

A student who has been placed on **progress probation** shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NC" are recorded in at least three consecutive semesters, reaches or exceeds fifty percent (50%).

## Notification of Dismissal

Each college in the Ventura County Community College District shall make a reasonable effort to notify a student subject to dismissal at or near the beginning of the semester in which it will take effect but, no later than the start of the fall semester. A student subject to dismissal has the right of appeal. 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. Requests for appeal shall be submitted to the Dean of Admissions and Records.

## Readmission

A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after dismissal. A student applying for readmission must submit a written request to the Dean of Admissions and Records. The request shall explain what circumstances or conditions would justify readmission. A student who is readmitted shall receive individual counseling to assess his or her

academic and career goals. A readmitted student must have counselor approval of his or her educational program prior to registration.

## Cheating or Plagiarism

Instructors have the responsibility and authority for dealing with any cheating or plagiarism which may occur in their classes. It is the policy of the Ventura County Community College District that the instructor may dismiss a student involved in such dishonest behavior from class with a grade of "F." In addition, the faculty member may direct the matter to the Vice President, Student and Educational Services for further disciplinary action.

## Course Repetition

A course in which a grade of C or better has been earned may not be repeated except as identified in the catalog course description or as stated below. Courses taken at any college in which a grade of D, F, NC or other substandard grade has been earned may be repeated for the purpose of improving a recorded grade. This policy may apply more than once to any particular course. A course taken at another institution, in which a substandard grade was earned, may be repeated at the colleges of the Ventura County Community District, subject to this policy. In order to identify acceptable equivalencies, course equivalency shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units. Prior approval for course repetition shall be required. The petition for this purpose, "Petition for Course Repetition," is available in the Counseling Office.

Upon completion of the repeated course, the previous grade earned shall be omitted from the computation of the cumulative grade point average 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.

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

## Academic Renewal Without Course Repetition

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by

selecting one of the following options: 1. Disregard a maximum of 15 or fewer semester units of any courses with less than a C or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or 2. Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

Academic renewal may be granted only to a student who: is currently enrolled in at least one credit course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; has submitted transcripts of all College work; has waited two years since the course work to be disregarded was completed; and, has subsequently completed at least 30 semester units with a minimum 2.40 GPA.

The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. The petition for this purpose, "Petition for Academic Renewal," is available in the Counseling Office. Upon granting the petition of Academic Renewal, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.

## Withdrawal from Class

It is the student's responsibility to initiate a withdrawal when the withdrawal is desired by the student. Forms for this purpose are available in the Records Office.

Students or instructors may initiate a withdrawal through the end of the fourth week of instruction for full-semester classes or during the first thirty percent (30%) of a class less than a semester in length. This action results in no record of dropped classes on students' academic records (grade card or transcript).

Students or instructors may initiate a withdrawal between the end of the fourth week and the last day of the fourteenth week for full-semester classes, or through the first seventy-five percent (75%) of a class less than a semester in length. Withdrawal shall be authorized after informing the appropriate faculty. This action shall be recorded as "W" on students' academic records.

The academic record of a student who remains in a class beyond this time must reflect a grading symbol other than "W."

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

Withdrawal from a class may be authorized after the designated time limit by petition only in extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved petitions shall result in a "W" recorded on a student's academic records. The petition for this purpose, "Petition to Change Grade to Withdrawal," is available in the Office of Instruction.

## Withdrawal from College

It is the student's responsibility to formally withdraw from all classes if he or she intends to withdraw from college. A student who withdraws after the end of the fourth week of instruction for full-semester classes or after the end of the first thirty percent (30%) of a term for short-term or less than full-semester classes shall have an entry made on his or her permanent record in accordance with the regulations specified in the Withdrawal from Class policy.

Forms for this purpose are available in the Records Office.

## Grade Changes

In any course of instruction in a college of the Ventura County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with the grading system dealing with academic record symbols and grade point average. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency. Procedures for the correction of a grade given in error shall include expunging the incorrect grade from the record. The petition for this purpose, "Petition to Change Grade," is available in the Office of Instruction.

Withdrawal from a class may be authorized after the designated time limit by petition only in extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond control of the student. Approved petitions shall result in a "W" recorded on a student's academic record. The petition for this purpose, "Petition to Change Grade to Withdrawal," is available in the Office of Instruction. When grade changes are made, the students' permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

## 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 Office 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 from that class.**

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.



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## **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 in the course descriptions as presented in this 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. Students attending Moorpark College and concurrently enrolled at Oxnard and/or Ventura College may request that the units be combined for eligibility for the Dean's List. Students attending more than one campus during any semester may choose one campus for placement on the Dean's List.

## **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 Vice President, Instructional Services.

## **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.

## **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.

## **Campus 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 Chancellor, President of the college or the President's designee. This policy applies to all students, staff and citizens.

See page 183.

# STUDENT SUPPORT SERVICES

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## 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 outgrowth of these services is the group of counselor-taught Personal Growth courses.

Counselors representing major areas of study perform four principal functions: (1) assistance in planning academic programs for transfer; (2) aiding the student to insure progress toward the A.A./A.S. Degree; (3) assistance in the selection of courses which meet the requirements of a specific major; and (4) assessment/testing and interpretation as related to career development.

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.

### Assessment/Testing Center Information

Moorpark College has an open admissions policy and requires no entrance examination. However, to enroll in most English, reading and/or math classes, an appropriate VCCCD Placement Test score is required or satisfactory completion of a prerequisite college course. Placement testing is for advisement purposes in order to achieve proper placement.

For your information, the College Catalog identifies course prerequisites. Please consult the testing schedules which appear in the semester Schedule of Classes. Students who have earned prior college credit ("C" or higher grade) for an English Composition or Math course may be exempt from placement tests. Students must provide a transcript of previously completed course work **prior** to enrollment. For meeting graduation competency requirements in English, Reading and/or Math, please contact the college Counseling Office.

The Assessment Center maintains records of all test results, makes specific referrals to classes and programs, provides counseling and instructional staff with test information, and supervises standardized testing at Moorpark College.

### 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 him/her in making the choice and in selecting suitable courses.

Students interested in transferring to four-year colleges and universities are assisted in selecting appropriate courses and majors that fulfill lower division transfer requirements.

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 program 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 during the day Monday through Friday and selected evenings. 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 are 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 career resources in the college library 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.

### 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. The services of a licensed psychologist are available to students on a limited basis. Contact the Drop-in Center or the Counseling Office for further information.

### 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 in the year prior to entering college. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. All qualified

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cadets are provided 25 hours of flight training during their final year in the program.

Full-time Moorpark College students may be enrolled in the AFROTC program at Loyola Marymount University (LMU) while still at Moorpark. This requires driving to LMU, just north of Los Angeles International Airport. For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, California 90007, phone (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.

## Army ROTC

By arrangement with the Professor of Military Science at the University of California at Santa Barbara (UCSB), the Army Reserve Officers Training Corps (ROTC), leading to a commission in the Army, Army Reserve, or Army National Guard, is open to all qualified, full-time students. Two-, three-, and four-year scholarships are available. Moorpark students will attend Army ROTC classes at California Lutheran College (CLC). For information about Army ROTC, qualifying requirements, and scholarships, contact the Enrollment Counselor, Department of Military Science, UCSB, Santa Barbara, CA 93106, phone collect (805) 961-2769 or 961-3058.

## Health Services

The Student Health Center is located in the Administration Building, Ext. 331 or 332. A registered nurse is available daily and during evening hours on a walk-in basis. For a complete list of services, please refer to the Student Health Brochure.

**Doctor Services** include a General Practitioner, a Dermatologist, a Gynecologist, and a Clinical Psychologist during specified hours as posted in the Health Center and by appointment only.

**Student Accidents** must be reported within 72 hours of occurrence. It is the student's responsibility to report any accidents to the instructor, college trainer, or Health Center. All student accident reports and insurance claims are processed through the Health Center. A Health Office assistant will help you with your accident report, insurance claims, and answer any questions.

**Optional Health Insurance** and **Optional Dental Insurance** applications may be obtained from the Health Office.

## Women's Center

The Women's Center, located upstairs in the Library Building (L-241), is a place for students, women and men, to meet people and obtain services and support. Comfortable chairs and a library of books, magazines, and pamphlets on a wide variety of women's issues are available. The Center also contains a bulletin board with up-to-date information on meetings, groups, and events of interest to women. A current research file on women's issues is maintained.

The Center, open from 9 a.m. to 2 p.m. Monday through Friday, is staffed by volunteer students. Information on Center-spon-

sored activities and referrals to other campus services (counselors, health services, library resources) as well as community services (welfare agencies, lawyers, health clinics) is provided by the volunteers.

The Center has noon-time lectures and discussions on topics of interest and controversy.

## 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 2.0 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 Pell Grant, the Educational Opportunity Grant (EOPG), and the Supplemental Education Opportunity Grant (SEOG). Of these three, only the Pell Grant award is made totally independent of the school; all undergraduate students are eligible to apply. The application form for the Pell Grant is available from the College's Financial Services Center, other post-secondary educational institutions, and high schools.

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## 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 5% to 9% interest on the unpaid balance. Interest is not charged nor payment required until six 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 which includes a current list of scholarships available.

## 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 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; 9) Outreach and 10) Early Registration Assistance.

## E.O.P.S. Application Procedure

1. Complete SAAC (Student Aid Application for California) application 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).

## E.O.P.S. 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 \$11,999 for a family of four (with \$1,000 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

The programs of Moorpark College are approved for veterans educational benefits. Please contact the Veterans Clerk in the Records Office located in the Administration Building for information and eligibility requirements.

## Student Activities

### Student Activities

The Student Activities Office is located in the Campus Center. The Advisor to Student Activities is concerned with programs including student government, campus clubs, and governance committees. 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 assignments 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

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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 Advisor.

## **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.

## **Alumni Association**

Graduates, current students and interested parties who support Moorpark College are eligible to join the Alumni Association. Several categories of membership are available for fees ranging from \$10 per year to \$100 per year. Additional information can be obtained by calling the college Student Activities Office.

## **Transportation**

The Student Activities Office is responsible for maintaining a bulletin board in the Campus Center on which ride-sharing information is posted. Students interested in ride-sharing, or carpooling, can obtain cards from the Student Activities Office on which relevant information is noted, and the cards are then posted on the bulletin board for easy referral. Bus transportation is available from the Thousand Oaks - Moorpark area and from Simi Valley. Bus schedules can be obtained in the Student Activities Office.

## **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.

## **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.

## **Job Placement**

The Job Placement Office is located in the Student Services Building. Job Placement provides students with the chance to seek employment opportunities before graduation. The objectives of Job Placement are to assist all present and former students to secure desirable employment; to develop and maintain close working rela-

tionships 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. Provides information on job search, interview techniques, and resume writing.
5. Maintenance of volunteer information and referral, and graduate files.

## **Bookstore**

The Raider Bookstore carries in stock the textbooks and supplies needed 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.

## **Student Grievance Policy**

A complete description of the College Grievance Policy and the Student Conduct Code are contained in Appendices V and VI. Students seeking information about this policy should consult the Vice President, Student and Educational 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.

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## Musical Groups

There are both vocal and instrumental music performing groups at Moorpark College which invite student participation. Performances consisting of a wide variety of music are presented on campus each semester. The Choir also participates in several choral festivals each year.

The Moorpark Masterworks Chorale, comprised of experienced adult singers from many local communities, performances include campus concerts, community seasonal concerts and special choral events. The repertoire includes selections from the great choral masterpieces which are often accompanied by orchestral instruments. Membership is by audition.

Two other vocal groups are available to students who are interested in opera and musical theater. The Opera Workshop presents a varied program of opera masterpieces each year. The Summer Musical Theater provides an excellent opportunity to students who wish to continue vocal training during the summer. Both groups are open to students by audition.

The Moorpark Band performs for many student activities throughout the year, including football and basketball games, and other community events. Membership is open to all students who are competent on a musical instrument.

## 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.

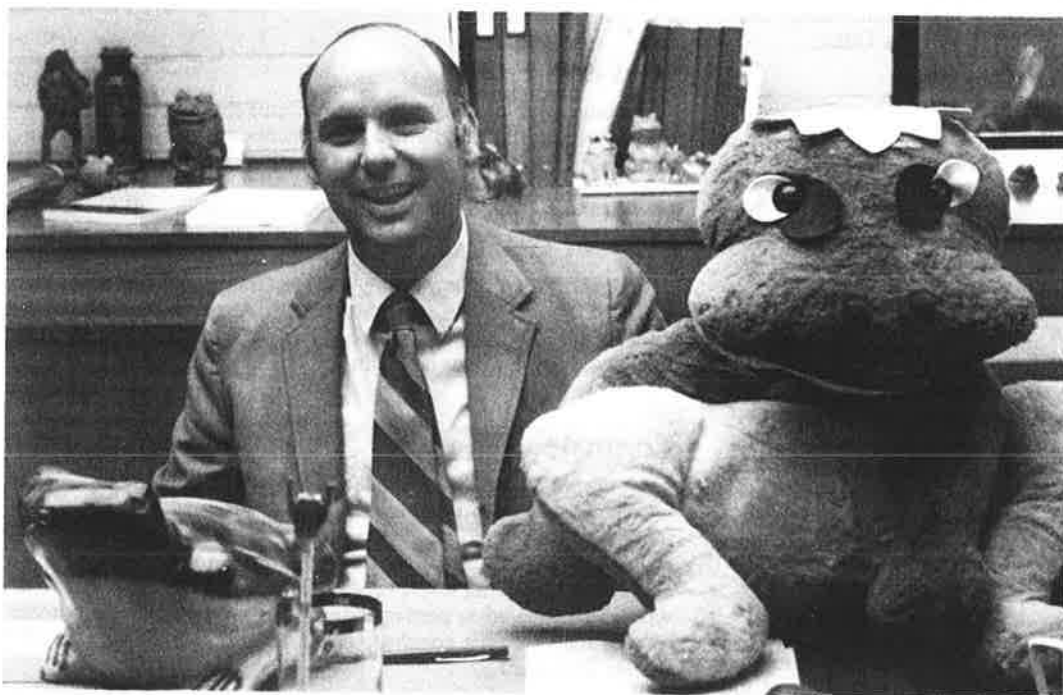
The college fields teams in volleyball, tennis, basketball, softball, track, and cross country for women and in football, basketball, wrestling, cross country, track, baseball, golf, and tennis for men. The Raider athletic teams compete in the Western State Conference, one of the finest conferences in 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. The new Griffin Stadium highlights the community-wide effort to give the Moorpark College gridiron squad a great home field.

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 and a 2.0 grade point average. 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.



Former President Dr. Robert Lombardi with friend.

# SPECIAL PROGRAMS

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## Community Campus

The Moorpark College Satellite program was established to provide opportunities for higher education for the residents of the Conejo and Simi Valleys. Since many residents of these two communities are unable to take advantage of the educational opportunities provided on the main campus, the community campus concept provides immediate access to both certificate and degree programs at local schools, shopping centers, churches, and recreation facilities.

The Satellite program operates as an extension of the main campus. The community campus instructional program, scheduled primarily at night, consists mainly of college credit classes that meet degree requirements. These classes are designed to meet the specific interests of the students in the Moorpark College service area.

The primary locations of these teaching facilities are as follows: Simi Valley High School in Simi Valley; Newbury Park High School in Newbury Park; and Westlake High School in Westlake Village.

## Community Services

The Community Services Program, as an integral part of the comprehensive college, strives to meet the lifelong learning needs of citizens it serves through a diversity of educational activities: short-term courses, cultural and special events, seminars, travel-lecture films, real estate continuing education units (CEUs) and public use of campus facilities. The program is totally self-supporting through assessment of student and user fees.

## 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.

The college is free of architectural barriers and thus provides physical access to all areas of the campus. Elevators have been installed in all two-story buildings. Special ramps, handrails and automatic doors have been installed. In addition to the removal of architectural barriers, every effort has been made to remove educational barriers and provide open access to students with disabilities to all educational programs.

Towards this end, a variety of special services are provided through the Special Education Office in the Student Services Building.

The following special services are offered:

- Interpreter services for the deaf
- Notetaking services
- Mobility assistance
- Reader services
- Speech and language development
- Transcribing services
- Specialized tutoring

- Peer advising
- Registration assistance
- Vocational skills assessment
- Special parking areas
- Transportation
- Academic and career guidance
- 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.

The student's problems are diagnosed and an individual program is designed to meet their needs. Students advance at their own rate using a large variety of instructional materials. Special classes and tutorial sessions provide assistance. Specialized tutoring in regular classes can be provided by arranging for individualized adaptations with instructors.

An educational program is planned at the Learning Disabilities Office in the Student Services Building.

## Learning Resources Center

The Learning Resources Center combines the services of the College Library, Audiovisual Services, and the Tutorial Center.

The College Library provides a vast collection of book, periodical, microfilm, and audiovisual holdings in an inviting atmosphere. Typing and group study rooms are also available as well as A/V equipment for individualized instruction.

The Tutorial Center, located on the main floor of the Library, offers one-to-one and group tutoring by qualified, instructor-referred tutors at no charge.

## 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 two or more 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. Different combinations of courses are available for varying units of credit. Consult the class schedule for particulars.

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## Internship Programs

Moorpark College offers students the opportunity to enroll in internship classes in specified program disciplines when a student's work has brought him/her to the advanced level of skill training/-learning. Internship courses are designed to provide students with on-the-job experience that relates directly to the education received in the specific discipline. It is an opportunity to experience the world of work through cooperative relationships between the college and the employer while earning units of credit for the experience. Specific information regarding internship courses may be found by reviewing both the curriculum patterns and the Announcement of Courses section. All internship courses are numbered "79."

## Women's Studies Program

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

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

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

## Television Courses

Ventura County residents have the unusual opportunity to enroll in televised college credit courses offered by the Southern California Consortium for Community College Television. Students may enroll in these courses at Moorpark College. An instructor of record on campus will serve as a personal contact for each course to answer questions, to conduct review sessions and study projects, and to administer the midterm and final examinations. Students must view the telecasts, attend designated meetings, perform required projects, and take the midterm and final examinations to earn credit for the course. The credit granted for these courses is in semester units; the courses are normally transferable.

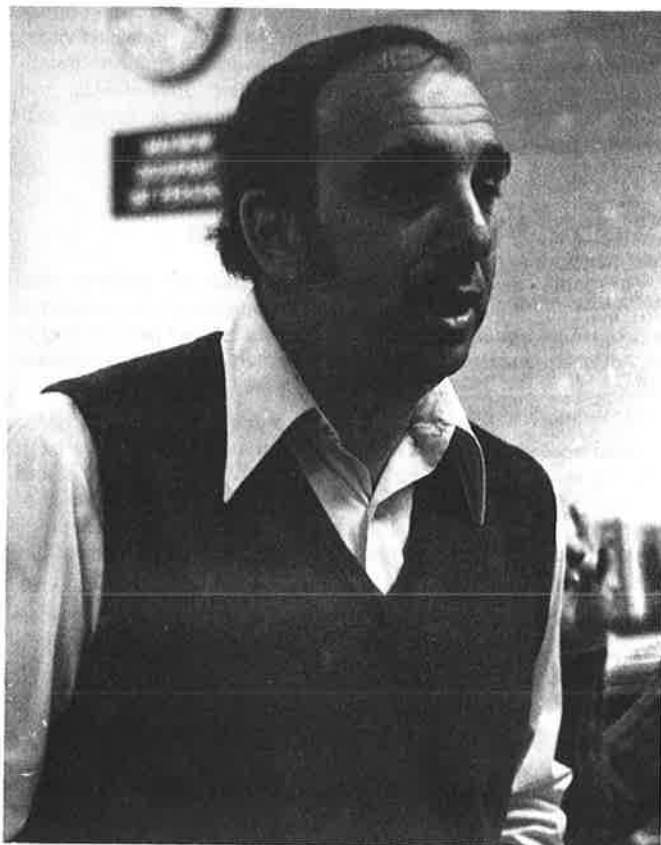
## Vocational Work Experience

A specialized program in vocational work experience for college credit is now being offered at Moorpark College. Focus is placed upon a commitment by business and industry to provide this pro-

gram through their various educational incentive program. Once such a commitment is made, all employees of that company are eligible for the Moorpark College program. Specific information on eligibility for this program may be obtained in the Office of Vocational Education.

## Company Specific Education and Training Program

Moorpark College offers special education programming through its Company Specific Education and Training efforts. Specifically the college works directly with business and industry in eastern Ventura County in the offering of educational programs designed to the direct specifications of business and industry needs. Most of the courses offered provide elective college credit. Those employees of the companies taking these courses are also encouraged to enroll in the regular college programs to earn certificates and degrees.



*Bud (The Godfather) Camillucci . . . the man and the legend.*





*Lil Pardis and just another average day in Admissions and Records.*

# DEGREE REQUIREMENTS AND TRANSFER

## 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 Governing Board confers the Associate in Arts Degree, the Associate in Science Degree, and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements as shown below, and file with the appropriate college official a notice of intent to graduate or receive a certificate.

The graduation requirements shown below became effective on July 1, 1983, and will apply to all new students and to returning students who have not maintained continuous enrollment.

A student remaining in continuous enrollment at one or more of the colleges in the Ventura County Community College District (VCCCD) or at any other accredited college or university may meet the VCCCD graduation requirements in effect at the time of his or her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Any academic record symbol entered on a transcript (A through F, CR, NC, I, IP, RD, W) shall constitute enrollment.

## Associate Degrees

### A. BASIC REQUIREMENTS

- I. Completion of at least 60 semester units of college course work with a cumulative Grade Point Average (GPA) of not less than 2.00.
- II. Completion of all courses (at least 18 semester units) required for a major in a specified field of study (curriculum pattern) as described in the catalog.
- III. Completion of the last 12 semester units in residence at the college granting the degree selected from courses required for graduation, if in attendance at the time of qualifying for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

If not in attendance at the time of qualifying for graduation, completion of 24 units in residence at the colleges of the Ventura County Community College District to include at least 12 semester units in residence at the college granting the degree, selected from courses required for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

The Governing Board may make exceptions to the residency requirements in any instance in which it is determined that an injustice or hardship would otherwise be placed upon an individual student.

- IV. Demonstrated competency in reading, written expression, and math.
  - a. Reading — Satisfactory completion of Reading 3 or satisfactory score on TASK II test.
  - b. Written Expression — Satisfactory completion of English 2 or English 1A or satisfactory score on the VCCCD English test.

- c. Math — Satisfactory completion of Math 1 or higher level course or satisfactory score on the VCCCD math test.

### B. GENERAL EDUCATION REQUIREMENTS

- I. Specific Associate in Arts and Associate in Science Degrees.
  - a. Natural Sciences — a minimum of 6 units
    - (1) One course in a Biological Science
    - (2) One course in a Physical Science
  - b. Social Sciences — a minimum of 6 units
    - (1) One course in American History or Institutions
    - (2) One other course in Social and Behavioral Sciences
  - c. Humanities — a minimum of 6 units
    - (1) One course in Fine or Performing Arts
    - (2) One other course in Humanities
  - d. Language and Rationality — a minimum of 6 units
    - (1) One course in English Composition
    - (2) One course in Communication or Analytical Thinking
  - e. Health/Physical Education — a minimum of two courses chosen from Health Science and/or Physical Education courses.

### II. General Liberal Arts and Sciences AA Degree.

In addition to the General Education requirements shown above for the specific AA/AS degree, students are required to complete an additional 12 units, selecting courses from areas A through D which shall include one course in Ethnic/Women's Studies. Courses meeting this requirement are: Anth 2, 4, 6, 8, 9; Bus 41; ChSt 1, 2, 4; Fr 1; Ger 1; Hist 4, 6, 8, 12; Hum 18, 19; Ital 1; Psych 6; Soc 2, 6, 8; Spn 1. Completion of the degree requires a total of at least 36 units in the four areas as well as two courses from the Physical Education/Health Science area. The boldface course numbers on the following page identify those courses which are acceptable for Ethnic/Women's Studies credit.

## Transfer Students

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

- I. Completing the Associate degree pattern specified.
- II. Completing at least 36 units of course work selected from the General Education/Breadth pattern of a transfer institution, plus the Physical Education/Health requirements specified.
  - a. If the General Education/Breadth pattern of a transfer institution requires fewer than 36 units, additional courses may be selected from courses required in preparation for the students selected major.
  - b. If the General Education/Breadth pattern of a transfer institution and the units required for the transfer major total fewer than 36 units, the student must select additional course work from the approved course lists of General Education courses specified for either the Associate or the transfer degree.

# INFORMATION

## Courses Designated to Meet Degree Requirements

### A. Natural Sciences

- (1) Biological Science: Anth 1; Biol 1, 2A, 3, 5, 16, 17; Bot 1, 3; EnvSc 2; Zoo 1.
- (2) Physical Science: Astron 1/1L; Chem 1A, 12, 13; EnvSc 1, 3, 20; Geog 1, 5; Geol 1, 2, 3, 5, 21, 61; PhySc 1/1L; Ph 1, 10A/10AL, 12, 20A/20AL.

### B. Social Sciences

- (1) American History or Institutions: ChSt 4; Hist 4, 5, 6, 7A, 7B, 12; Hum 1; PolSc 1, 3; Urban 1A, 1B.
- (2) Social and Behavioral Sciences: Anth 2, 3, 4, 6, 7, 8, 9; Bus 41; ChSt 1, 2, 4; Econ 1, 30; Geog 2, 3, 4, 7, 10; Hist 1A, 1B, 4, 5, 6, 7A, 7B, 8, 9, 12; Hum 19; PolSc 1, 2, 3, 4; Psych 1A, 3, 4, 5, 6, 7, 8, 9, 30; Soc 1, 2, 4, 5, 6, 8; Urban 1A, 1B.

### C. Humanities

- (1) Fine or Performing Arts: Art 1A, 2, 4A, 8A, 12A, 14A, 15A; Engl 10A; Hum 2, 3, 4; Mus 1, 7, 8, 9A, 9B, 10, 12, 15; Photo 1A, 2; RT 9; ThA 1, 2A, 4A, 4B, 9.
- (2) Humanities: Art 1A, 2; Engl 1B, 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 30, 31, 33; Fr 1, 2, 3, 4; Ger 1, 2, 3, 4; Hum 1, 2, 3, 4, 18, 19; Ital 1, 2; Journ 1; Mus 7, 8, 9A, 9B; Phil 1, 2, 3, 11; Photo 1A, 2; RT 1; Spn 1, 2, 3, 4; Spch 1; ThA 1.

### D. Language and Rationality

- (1) English Composition: Bus 28; Engl 1A, 2; Hum 1, 2; Journ 2.
- (2) Communication or Analytical Thinking: CIS 4A, 14; CS 10/10L, 18/18L; Hum 1, 2; Journ 2; Math 3, 5, 6, 7, 10, 12, 15, 16A, 25A; Phil 7, 9; Spch 1, 7.

### E. Health Science/Physical Education

- (1) HS 1 or 7, 2, 5; NtS 1; PE activity courses.

**NOTE:** Double Counting: When a course(s) required for a specific major is also on the list of approved general education courses, the course(s) may be used to satisfy both major and general education requirements, if the student satisfies the minimum 18-unit requirement for the major.

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

Archaeology  
Art  
Behavioral Science  
Biology  
Chemistry  
Mathematics  
Music  
Social Science  
Theatre Arts - Acting  
Theatre Arts - Directing

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

Accounting Technician  
Administration of Justice - Corrections  
Administration of Justice - Law Enforcement  
Animal Science  
Biology  
Business Management  
Chemistry  
Child Development  
Commercial Art  
Computer Information Systems  
Computer Science  
Computerized Composition - Phototypesetter  
Computerized Composition - Sales  
Computerized Composition - Technical Representative  
Electronics Engineering Technology  
Electronics Technology  
Engineering  
Exotic Animal Training and Management  
Geology  
Graphic Design  
Graphic Production  
Interior Design  
Journalism  
Laser/Electro-Optics Technology  
Marketing  
Nursing Science  
Photography  
Photojournalism  
Physics  
Radio/Television  
Supervision

## Major Requirements Under Which a Student Graduates

A student remaining in continuous attendance and pursuing the same major at Moorpark College may elect to meet the major in effect either at the time of his or her entering the major, or at the time of his or her graduation from Moorpark College. This policy applies only to the requirements for courses in a major (Certificates of Achievement and designated Associated degrees) and does not apply to General Education requirements.

## Variance in Major Requirements

Occasionally a student may have difficulty in completing exact major requirements as specified in the Moorpark College catalog due to circumstances beyond control of the student. Under exceptional circumstances, a student may file a Petition for Substitution or Waiver to seek approval from the appropriate college officials to substitute courses in designated major or in general education. The petition forms are available in the Counseling Center.

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## Guidelines for Additional Degrees

Any college in the Ventura County Community College District will award an additional associate degree under the following conditions:

- A. A student who has earned an associate degree at any accredited institution may earn an additional associate degree.
- B. A student who holds a higher degree may earn an additional associate degree in a specific major.
- C. General Education requirements earned for one degree may be applied toward another degree; any deficiencies in the current general education must be completed.
- D. A candidate for an additional degree must complete twelve or more units of credit, in residence, concurrent with or after completion of requirements for the first associate degree. In addition, a candidate must be in attendance in the semester during which graduation requirements for the additional degree are completed.
- E. A student must complete all the required courses listed in the catalog for the specific majors. In the event that unmet requirements for a specific major do not total 12 units, a student must complete the remaining units from electives listed under the major or courses as approved by the appropriate division.  
All general education courses required for the specific degree must be completed.
- F. In the case of degrees offering two or more options, a student may earn an additional degree within the same field by completing the requirements for that option (the additional degree) and all other requirements specified herein.

Appeals to the above policy may be submitted on a petition available in the Counseling Office for approval by the Dean of Counseling. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

## Certificates of Achievement

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

1. **SCHOLARSHIP** — A cumulative grade point average of not less than 2.0 in all college and university work attempted.
2. **MAJOR** — Completion of all courses required in a curriculum specified in the college catalog.
3. **RESIDENCY** — Completion of at least 12 semester units in residence at the college granting the certificate.

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

Accounting Technician  
Business Management  
Computer Information Systems  
Construction Design Technology  
Electronics Technology  
Equine Management/Training Program  
Exotic Animal Care and Handling  
Interior Design

Laser/Electro-Optics Technology  
Marketing  
Music  
Nursery Education  
Offset Lithography  
Supervision

## Information for Transfer Students

Admission with advanced standing to the California public four-year colleges and universities is guaranteed to all students of this state who meet the specified minimum requirements. These requirements are, basically, the completion of 56 acceptable<sup>1</sup> 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 and nineteen campuses make up the California State University (CSU) System.<sup>2</sup> To insure admission to either of the systems students are advised to make application during the announced application-filing periods. Admission is not guaranteed to any particular campus of either system; nor is acceptance in the major area of the student's first choice assured. Because specific majors at some campuses may be impacted or may allow only limited enrollment, students may be re-directed to campuses of their second choice for certain majors, or may need to change to a different major. Consequently, students are advised, and in some cases are required, to complete both the general education, or breadth, requirements and the lower division courses required in the major before transferring to a four-year school. It is advantageous for students to choose the college or university of transfer as early in their educational careers as possible.

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

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

<sup>2</sup>The UC system campuses: Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz. The CSU 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.

## 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 system, in particular the campus at Northridge, and the closest

campuses of the University of California, along with nearby California Lutheran University 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 System

The California State University system has recently revised its minimum General Education-Breadth Requirements, with the new requirements which became effective for fall semester, 1981. The changes in the requirements will effect the academic programs of those students who will be enrolling in the college for the first time in the 1981 fall semester or after and who will ultimately be graduated from one of the nineteen campuses of the CSU system. Those students who have been enrolled prior to the above date, and remain continuously enrolled, will be able to complete their General Education-Breadth program for the baccalaureate degree under the requirements that were in effect at the time of their initial enrollment.

Another condition is that students admitted to the CSU system will be expected to possess basic competence in the English language and in mathematical computation. Each campus of that system must define appropriate entry level skills in the two subject areas and institute means for determining whether entering students possess such skills.

The new CSU General Education-Breadth program calls for each student to complete a minimum of 48 semester units of requirements. Nine of those units must be after upper division status is attained. At least nine of the 48 units must be earned at the campus granting the baccalaureate degree. Students should be aware that the 48-unit total is a minimum; some campuses of the CSU system may elect to exceed this minimum in their General Education-Breadth Requirements.

The minimum 48 semester units for General Education-Breadth Requirements are distributed according to the following pattern:

- Area A: A minimum of nine (9) semester units in communication in the English language, to include both oral and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.**
- Area B: A minimum of twelve (12) semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.**
- Area C: A minimum of twelve (12) semester units among the arts, literature, philosophy and foreign language.**
- Area D: A minimum of twelve (12) semester units dealing with human social, political, and economic institutions and behavior and their historical background.**
- Area E: A minimum of three (3) semester units in study designed to equip human beings for life-long**

### **understanding and development of themselves as integrated physiological and psychological entities.**

The required pattern is briefly summarized as:

Minimum CSU General Education Requirements		
Area A:	Communication/ Critical Thinking	9 units
Area B:	Natural Sciences/ Mathematical Concepts	12 units
Area C:	Humanities	12 units
Area D:	Social Sciences	12 units
Area E:	Self Understanding/ Development	3 units

Each campus of the CSU system will be adopting its own pattern of requirements to be met for graduation, consistent with the minimum of 48 semester units. All students who intend to transfer to one of the CSU campuses have the responsibility to become acquainted with the General Education pattern for the schools to which they intend to transfer. The General Education-Breadth requirements at California State University, Northridge, vary from the basic CSU system pattern in total minimum units (52 rather than 48) and in the number of areas of study (6 rather than 5).

The six areas of the CSU Northridge General Education requirements are defined as follows:

- Section A: Basic Subjects, includes those areas of study which develop skills which are essential in pursuing a university education.**
- Section B: Social Sciences, has as its purpose to familiarize the student with the kinds of questions to which social scientists address themselves and with the nature, scope and limits of the social science disciplines.**
- Section C: Natural Sciences, is designed to introduce the student to some of the fundamental scientific principles and to an understanding of the scientific method of inquiry.**
- Section D: Humanities, is designed to acquaint the student with the study of literature, the fine arts, and philosophy and religion.**
- Section E: Applied Arts and Sciences, is designed to develop the students' perspective of the role of the applied arts and sciences in the solution of current issues and problems.**
- Section F: Comparative Cultural Studies, is designed to give students an acquaintance with their own cultural heritage and also to give them a sympathetic understanding of the cultures of other nations and of minority groups within this nation.**

Students will select a minimum of 52 units at CSUN in accordance with the pattern below:

Minimum CSUN General Education in the above areas are:		
Section A:	Basic Subjects	12 units
Section B:	Social Sciences	9 units
Section C:	Natural Sciences	9 units
Section D:	Humanities	9 units

Section E:	Applied Arts and Sciences	4 units
Section F:	Comparative Cultural Studies	9 units

Moorpark College may certify a maximum of 39 semester units of lower division General Education-Breadth requirements, with course work to be taken in five discrete areas that parallel the CSU pattern of distribution. The Moorpark College pattern of distribution maintains equal units among Areas A through D.

**It is important that students understand that they are not required to follow Moorpark College's pattern of area units in order to satisfy the requirements at the CSU campus to which they transfer.**

Because there are upper division as well as lower division units required for the baccalaureate degree **students may find more flexibility in their courses of study by not following Moorpark College's pattern but rather by following the pattern of a particular CSU campus.**

The Moorpark College distribution of the 39 lower division units which may be certified follows the pattern shown below:

Area A:	Communication/ Critical Thinking	9 units
Area B:	Natural Sciences/ Mathematical Concepts	9 units
Area C:	Humanities	9 units
Area D:	Social Sciences	9 units
Area E:	Self Understanding/ Development	3 units

The list of Moorpark College courses which may be used to satisfy the General Education requirements in the above five areas are shown following these important points to be kept in mind:

Pertinent points to keep in mind are:

1. No more than 39 semester units may be certified by Moorpark College. Should a student satisfy all the requirements in the five areas of the Moorpark College pattern, the college will certify to CSU institutions that the student has completed the minimum 39 lower division units of the General Education-Breadth requirements.
2. Under the limitations set down by the CSU system, Moorpark College may certify no more than thirty (30) semester units in areas B through D inclusive.
3. Courses used to certify must be baccalaureate level and should have been completed at Moorpark College. However, Moorpark College may report completion of courses taken at other participating institutions provided all such courses would be certified by the institution offering them. Such courses shall be deemed to have been certified.
4. Although only 39 units may be certified by Moorpark College for the CSU General Education requirements, students may transfer a total of 70 units of baccalaureate level course work to any CSU system campus.
5. Students who plan to attend one of the campuses of the University of California or a private or out-of-state school consult the catalog of the particular school to determine the course work

needed to meet General Education requirements at that institution.

6. 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.
7. For additional information regarding California State University system general education requirements students should consult a counselor and check the CSUN Transfer Card.
8. Courses taken in the discipline of a student's major normally may not be used to fulfill General Education requirements.
9. The courses listed are subject to potential challenge by any of the schools of the CSU system.

#### **Area A: Communication/Critical Thinking**

9 units: One course from each group.

##### **A1 - Oral Communication**

Spch 1, 2.

##### **A2 - Written Communication**

Engl 1A.

##### **A3 - Critical Thinking**

Phil 7, 9.

Spch 7.

#### **Area B: Natural Sciences/Mathematical Concepts**

9-12 units: One course from each group, including one laboratory course. (Note: (L) following a course number indicates the course includes a laboratory and meets the lab requirement.)

##### **B1 - Physical Science**

Astron 1/1L, 2(L).

Chem 1A(L), 12(L), 13(L).

EnvSc 1(L), 3.

Geog 1, 1L, 5, 5L.

Geol 1(L), 2, 2L, 3, 5, 21, 41, 61.

Ph 1, 1L, 10A/10AL, 12, 20A/20AL.

PhySc 1/1L.

##### **B2 - Life Science**

Anth 1.

Biol 1(L), 2A(L), 3(L), 5(L), 16, 17.

Bot 1(L), 3(L).

EnvSc 2(L).

Zoo 1(L).

##### **B3 - Mathematical Concepts**

Math 4, 5, 6, 7, 10, 12, 15, 16A, 25A.

#### **Area C: Humanities**

9 units: Three courses from three of the six sub-areas below.

##### **C1 - Fine Arts**

Art 1A, 2, 3, 4A, 8A, 12A.

Hum 2, 3, 4, 18.

Mus 1, 7, 8.

Photo 1A, 2.

ThA 1, 4A, 4B.

**C2 - Literature**

Engl 1B, 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 30, 31, 33.

**C3 - Philosophy**

Phil 1, 2, 3.

**C4 - Foreign Language**

Fr 1, 2, 3, 4.  
Ger 1, 2, 3, 4.  
Ital 1, 2.  
Spn 1, 1A, 1B, 2, 3, 4.

**C5 - Active Participation**

Art 4A, 8A, 12A, 15A, 16A.  
Engl 10A.  
Mus 10, 12, 18, 21.  
Photo 1A.  
PE 46A, 48A, 49A, 53A.  
ThA 2A.

**C6 - Western and Non-Western Cultures**

Engl 33.  
Hist 1A, 1B.

**Area D: Social Sciences**

9 units: Three courses from three of the six sub-areas below.

**D1 - Social Institutions**

ChSt 1.  
Geog 3, 4, 7, 10.  
Hum 18, 19.  
Journ 1.  
Phil 3.  
Psych 1A, 3, 4, 5, 6, 7, 8, 9, 30.  
RT 1.  
Soc 1, 2, 4, 5, 6, 8.

**D2 - Political Institutions**

Geog 10.  
PolSc 1, 2, 3, 4.  
Urban 1A, 1B.

**D3 - Economic Institutions**

Econ 1, 2.  
Geog 4.

**D4 - Contemporary**

Anth 2, 6, 7, 8, 9.  
ChSt 1.  
Geog 2, 3, 4, 7, 10.  
Hum 19.  
Journ 1.  
PolSc 2, 4.  
Psych 1A, 3, 4, 5, 6, 7, 8, 9, 30.  
RT 1.  
Soc 1, 2, 4, 5, 6, 8.  
Urban 1A, 1B.

**D5 - Historical**

ChSt 4.  
Hist 4, 5, 6, 7A, 7B, 8, 9, 12.

**D6 - Western and Non-Western Context**

Anth 2, 3, 6, 7, 8, 9.  
Geog 2, 3, 4, 7.  
Hist 1A, 1B.  
PolSc 2, 4.

**Area E: Self Understanding/Development**

3 units.

CD 30.  
HS 1, 2, 5, 7.  
Hum 1.  
NtS 1, 4.  
PG 2.  
PE (All P.E. Activity Courses)  
Psych 1A, 3, 4, 5, 6, 7, 8, 9, 30.  
Soc 5.  
Spch 4.

**Satisfaction of Title V, Section 40404, requirements in United States History, Constitution and American Ideals.**

(One course is to be taken from the area of History and one course from the area of Government.)

History

Hist 4, 5, 6, 7A, 7B, 12.

Government

PolSc 1, 3.  
Urban 1A, 1B.

## 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.

## University of California, Santa Barbara College of Letters and Sciences

**GENERAL EDUCATION REQUIREMENTS** — General education courses do not have to be completed prior to transfer to UCSB. Students who were first-term freshmen before Fall 1985,

may fulfill the General Education program in effect before Fall 1985 (the old General Education program). Beginning Fall 1988, *all* transfer students entering UCSB must fulfill this new General Education program.

**SUBJECT REQUIREMENTS** — UCSB has a Subject A requirement which may be satisfied by the completion of English 1A with "C" grade or better prior to transfer. Students who do not complete this course prior to transfer must pass an examination or enroll in English 1 Subject A at UCSB prior to enrollment in English 2A at UCSB.

**AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT** — Courses used to fulfill the American History and Institutions requirement may also be applied to General Education Requirements or major requirements or both, where appropriate.

	BACHELOR OF SCIENCE DEGREE	BACHELOR OF ARTS DEGREE
<b>Reading and Composition Area A:</b> English 1A, 1B	Two courses	Two courses
<b>Foreign Language Area B</b> See counselor	See counselor	See counselor
<b>Science Area C:</b> C-1: Biol 1, 2A, 16; Botany 1 C-2: Astron 1/1L; Chem 1A, 12; Geog 1; Geol 1, 2, 5; Physics 1, 10A/10AL, 12	If your major is in this category, no course work is required.	C-1: one course C-2: one course One additional course from C-3 after transfer to UCSB.
<b>Social Science Area D:</b> D-1: Psych 1A, 4, 5 D-2: Anthro 2, 3, 4*, 7; ChSt 2*; Geog 2, 3; Hist 3*, 5*, 6*, 7A*, 7B*, 12*; Soc 1, 5 D-3: Econ 1, 2 D-4: Pol Sci 1*, 2, 3*, 4, 11*	Two courses each from a different discipline. If your major is in this category, no course work is required.	Two courses One course must be taken from D-3 or D-4.
<b>Western Civilization Area E:</b> History 1A, 1B	Two courses from Area E or two courses from Area F-1 and two courses from F-2 as described below.	Two courses
<b>Arts and Literature Area F-1:</b> Art 1A, 1B, 2, 3; Hum 3, 4; Music 8, 9A, 9B; ThArts 1, 4A, 4B	Two courses, each from a different discipline	Two courses, each from a different discipline
<b>Humanities Area F-2:</b> 2-A: Engl 13A*, 13B*, 15A, 15B, 17, 18*, 29A, 29B 2-B: Engl 30, 31, 33	One course from Area 2A; and one course from Area 2B	One course from Area 2A; and one course from Area 2B



**FOREIGN LANGUAGE REQUIREMENT** — See counselor.

**\*American History and Institutions Requirement:**

Two courses from the following list or in combination with any of the boldface courses listed in areas D and F.

AJ 1; Anthro 4, 6; ChSt 1, 2, 4, 8; Econ 4; Engl 13A, 13B, 18; Hist 3, 4, 5, 6, 7A, 7B, 8, 12; Pol Sci 1, 3, 7, 8, 9, 11; Soc 2, 6, 8; Urban St 1A, 1B

## University of California, Los Angeles College of Letters and Science

Students who completed less than twelve semester (16 quarter) units before the Fall 1983 term must meet the requirements which follow. Those who completed twelve or more units before Fall 1983 may meet either these requirements or those in the 1982-83 general catalog. Effective Fall, 1986, all entering students must fulfill the general education requirements.

### BASIC PROFICIENCY LEVELS

**ENGLISH COMPOSITION** — English 1A or 1B with a grade of at least C.

**QUANTITATIVE REASONING** — One course from: Mathematics 14, 15, 16A, 16B, 25A, 25B, 25C, 30, 31, 33, 35; Philosophy 9.

**FOREIGN LANGUAGE** — For all students entering Fall 1986: through course 2.

### GENERAL EDUCATION REQUIREMENTS

**PHYSICAL SCIENCES** — *Three courses or eight semester units* (for Physical Science majors, only one course is required).

Astronomy 1/1L; Chemistry 1A, 1B, 12, 13; Geography 1, 5; Geology 1, 2, 3, 5; Mathematics 16A, 16B, 25A, 25B, 25C; Physical Science 1/1L; Physics 1, 10A/10AL, 10B/10BL, 12, 20A/20AL, 20B/20BL, 20C/20CL.

**LIFE SCIENCES** — *Three courses or eight semester units* (for Life Science majors, only one course is required).

Anatomy 1; Anthropology 1; Biology 1, 2A, 2B, 17; Botany 1; Geography 7; Microbiology 1; Physiology 1; Psychology 1B.

**SOCIAL SCIENCES** — *Four courses:* Two from Historical Analysis and two from Social Analysis.

**Historical Analysis** — (Historical Analysis majors are not required to satisfy this area.)

History 1A, 1B, 5, 7A, 7B, 9, 10A, 10B, 15A, 15B.

**Social Analysis** — (Social Analysis majors are not required to satisfy this area.)

Anthropology 2, 3; Economics 1, 2; Geography 2; Political Science 2, 3, 4; Psychology 1A; Sociology 1.

**HUMANITIES** — *Four courses:* One from Literature. No more than two from any other subgroup. (Humanities majors are required to take only one course, in addition to a literature course, for a total of 2 courses.)

**Literature** — English 13A, 13B, 15A, 15B, 17, 30, 31.

**Philosophy** — Philosophy 1.

**Language and Linguistics** — One semester of foreign language course 3 or above.

**Arts** — Art 1A, 1B; Humanities 3; Music 9A, 9B.

**AMERICAN HISTORY AND INSTITUTIONS** — This requirement does not count as part of the 32-unit minimum. One of the following courses:

Chicano Studies 4, 8; History 3, 4, 5, 6, 7A, 7B; Political Science 3, 8.

32 SEMESTER UNITS MUST BE COMPLETED. *Courses from the major department are not applicable.* Required major preparatory courses from departments other than the major may be applied. Students need not take two from the group or subgroups which includes their major.

## University of California, Los Angeles College of Fine Arts

**(For majors in: Art, Dance, Music, Theatre Arts, Ethnic Arts)**

**ENGLISH COMPOSITION AND RHETORIC** (3 units)

English 1A.

**CRITICAL READING AND WRITING** (3 units)

English 1B.

**FOREIGN LANGUAGE** (Minimum 8 units)

Two semesters of one college language other than high school or college-level 2 of the same language taken in high school. No credit will be given for duplication of native tongue. Proficiency exams MAY NOT be used to complete this requirement.

French 1, 2; German 1, 2; Italian 1, 2; Spanish 1, 2.

**SCIENCE/MATHEMATICS** (Minimum 6 units; no lab required)

**Physical or Biological Sciences:**

Anatomy 1; Astronomy 1/1L; Biology 1, 2A, 2B, 16, 17; Botany 1; Chemistry 1A, 1B, 7A, 7B, 8, 9, 12\*, 13; Environmental Science 1; Geography 5; Geology 1, 2, 3, 4, 5, 21; Microbiology 1; Physical Science 1/1L; Physics 10A/10AL, 10B/10BL, 20A/20AL, 20B/20BL, 20C/20CL; Physiology 1.

**Natural Science or Mathematics:**

Anthropology 1; Geography 1, 7; Geology 41; Mathematics 5, 7, 10, 12, 13, 14, 16A, 16B, 20, 25A, 25B, 25C, 30, 31, 35; Physics 1, 12; Psychology 1B.

\*Students who have had one year of high school chemistry with a grade of "C" or better may not receive college credit for Chemistry 12.

**SOCIAL SCIENCE** (9 units — 3 units in each category)

**History #1**

History 1A, 10A.

### History #2

Chicano Studies 4; History 1B, 3, 4, 5, 6, 7A, 7B, 8, 9, 10B, 12, 15A, 15B, 60H.

### Social Science Elective \*

Anthropology 2, 3, 6, 7, 8, 9; Chicano Studies **4, 8**; Economics 1, 2, 4; Geography 2, 3, 4, 10; History **3, 4, 5, 6, 7A, 7B**; Political Science 1, 2, **3, 4, 7, 8, 9, 10, 11**; Psychology 1A, 3, 6, 7, 8; Sociology 1, 2, 3.

\*Students may fully satisfy Social Science elective and American History and Institutions requirements by completing any boldface course.

### HUMANITIES (9 units — 3 units in each category)

#### Theatre Arts

Art 1A, 1B, 2, 3; Music 8, 9A, 9B; Theatre 4A, 4B.

#### Literature

English 13A, 13B, 15A, 15B, 17\*, 18, 19, 21, 29A, 29B, 30, 31, 33.

\*Not for Theatre majors.

#### Philosophy

Philosophy 1, 2, 3, 7, 9, 11.

## University of Southern California College of Letters, Arts, and Sciences

(See Counselor to determine the number of courses from each area for degrees in the Schools of Fine Arts, Music, and Business.)

### SKILLS LEVELS

- I. **Freshman Composition:** English 1AB and pass USC's Skill Level Examination.
- II. **Foreign Language:** Pass USC's Skill Level Examination. (A passing score on the Foreign Language Skill Level Examination is usually achieved after three semesters of one language or the equivalent. Some majors do not require foreign language. For more information, consult USC's current bulletins.)
- III. **Math Skill Level:** Pass USC's Math Skill Level Examination. The best preparation for a passing score is course work in algebra, geometry and intermediate algebra (Math 3). Intensive review prior to the test is highly recommended.



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AREAS OF EXPOSURE	Any major in the Division of Humanities	BACHELOR OF ARTS DEGREE Division of Social Sciences; Division of Natural Science	BACHELOR OF SCIENCE DEGREE
<b>The Natural World:</b>			
<b>List A:</b>	3 courses, one from List A, one from List B, one additional course from either A or B	3 courses, one from List A, one from List B, one additional course from either A or B	0 courses
Anatomy 1; Anth 1; Astronomy 1/1L; Biol 1, 2A, 2B, 3, 5, 16, 17; Botany 1; Environmental Science 1, 2; Geography 1, 5; Geology 1, 2, 3, 4, 5, 21, 41, 61; Microbiology 1; Physical Science 1/1L; Physics 1, 12; Physiology 1, 2.			
<b>List B:</b>			
Astronomy 1/1L; Biology 2B; Chemistry 1A, 1B, 7A, 7B, 8, 12, 13; Physics 1, 10A/10AL, 10B/10BL, 12, 20B/20BL, 20C/20CL.			
<b>Representative Cultures:</b>			
a. <b>American Public Life:</b> Chicano Studies 1, 8; History 3, 5, 7B, 12; Political Science 1, 3, 7, 8, 9, 11; Sociology 2, 6, 8; Urban Studies 1A, 1B.	a. One course	a. One course	One course
b. <b>Foundations of Western Culture I:</b> Art 1A; English 29A, 30; History 1A, 60H; Philosophy 11; Theatre Arts 4A.	b. One course	b. One course	Three courses each from a different category
c. <b>Foundations of Western Culture II:</b> Art 1B, 2, 3; English 31, 33; History 1B; Humanities 1, 3; Philosophy 1, 3; Theatre Arts 4B.	c. One course	c. One course	
d. <b>Non-Western Culture:</b> Anthropology 2, 6, 7, 8; History 6, 10A, 10B, 15A, 15B; Philosophy 11.	d. One course	d. One course	
<b>Representative Approaches to the Study of the Individual, Culture and Society</b>			
a. <b>Empirical Approaches:</b> Anthropology 2, 3, 5, 7, 8, 9; Chicano Studies 1, 8; Child Development 30; Economics 1, 2, 4; Geography 2, 3, 4, 7, 10; Political Science 1, 2, 4, 7, 8, 9, 11; Psychology 1A, 1B, 3, 4, 5, 6, 7, 8; Sociology 1, 2, 3, 4, 5, 6, 8; Urban Studies 1A.	a. Two courses	a. One course	
b. <b>Aesthetic Approaches:</b> <b>Literature</b> English 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 30, 31, 33.	b. One course	b. One course	Two courses, each course from a different category
c. <b>Aesthetic Approaches:</b> <b>The Arts</b> Art 1A, 1B, 2, 3; English 20; Humanities 2, 3; Music 8, 9A, 9B; Theater Arts 1, 4A, 4B.	c. One course	c. One course	
d. <b>Ethical Approaches:</b> Philosophy 2, 3; Political Science 9.	d. One course	d. One course	

## 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 University at nearby Thousand Oaks is shown here:

## California Lutheran University

### GENERAL TRANSFER INFORMATION

1. A 2.0 (C) grade on all work attempted is required for transfer. For purposes 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 or required preparation for 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 CLU 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 evaluation. Students should call the Admissions Office at 492-2411.
7. No General Ed. may be taken Credit/No Credit.
8. Courses required for the major or prep for the major (in Bus and Psy) may not be counted to fulfill General Education requirements.

### GENERAL EDUCATION REQUIREMENTS

1. **CREATIVE ARTS** — 6 credits required. 3 credits in Art, Music, or Theatre Arts. 3 credits in Speech (required but may be waived, by proficiency examination).

Recommended Moorpark College courses:

Art 1A, 1B, 2, 4A, 4B

Music: Any Music course

Speech 1, 2

Theatre Arts: Any Theatre Arts course

2. **ENGLISH** — 6 credits required. 3 credits of English Composition and 3 credits of Literature.

Recommended Moorpark College courses:

English 1A, 1B, 13A, 13B, 15A, 15B, 17, 18, 19, 21, 30, 31, 33

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: two sequential courses in one language.

Recommended Moorpark College courses:

French 1, 2, 3, 4

German 1, 2, 3, 4

Spanish 1, 2, 3, 4

**BACHELOR OF SCIENCE OPTION.** BS majors may substitute 8 credits in Mathematics, Statistics, Logic, Computer Science: Scientific methods.

Recommended Moorpark College courses:

Computer Information Systems 1, 4A, 4B

Computer Science 10/10L, 20/20L, 30/30L

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

Philosophy 7, 9

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, 5

Botany 1, 3

Chemistry 1A, 1B, 12, 13

Environmental Science 1, 2

Geology 1, 2 plus 2L

Physical Science 1/1L

Physics — any course except 12

Physiology 1

- b. Mathematics or science without laboratory

Astronomy 1/1L

Biology 16, 17

Geology 2, 3, 5, 41

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

Physical Science 2

Physics 12

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

A transfer student with any three different activities will satisfy entire requirement. A junior transfer with no PE credits, must take one activity and Lifetime Physical Fitness. Only one credit per activity will transfer and no more than 3 credits will apply toward graduation.

Students over the age of 25 at entrance will have the PE requirement waived.

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

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

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

Recommended Moorpark College courses:

Philosophy 1, 3, 11

7. **SOCIAL SCIENCE** — 6 credits required from the following areas.

Recommended Moorpark College courses:

Administration of Justice 1, 2, 3, 4, 5  
Anthropology 1, 2, 3, 4, 5, 6, 7, 8, 9  
Business 1A, 1B, 30, 31, 32, 33A, 33B  
Chicano Studies 1, 2  
Economics 1, 2, 4, 30  
Geography 2, 3, 4  
Political Science 1, 2, 3, 4, 11  
Psychology 1A, 1B, 3, 4, 5, 6, 7, 8  
Sociology 1, 2, 3, 4, 5, 6, 8

8. **HISTORY** — 3 credits required.

Recommended Moorpark College courses:

Any History course except History 22A/B

9. **AMERICAN INSTITUTIONS** — 3 credits required or completion of A.A.

Recommended Moorpark College courses:

Any course meeting this requirement at Moorpark College.

## University of La Verne Point Mugu Residence Center

### GENERAL TRANSFER INFORMATION

Students who have a high school diploma, or equivalent, are eligible for admission to La Verne. Transfer students may enter La Verne at the beginning of any semester. A total of 128 semester units are required for the B.S. degree, 44 of which must be upper division, plus the completion of a specific major, and the General Education requirements. The Residence Center at Point Mugu will accept up to 84 semester units of lower division transferable credit. These may include military credit and credit by C.L.E.P. examination. All courses completed under the Associate degree will be acceptable to La Verne. Students without the Associate degree will have their work evaluated on a course-by-course basis for transferability. Without an AA or AS degree, courses with a grade of "D" will not transfer. With an AA or AS, courses with a grade of "D" will transfer; however, courses with a grade of "D" cannot be used to satisfy General Education and/or major requirements.

### GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION COURSES (for the B.S. Degree)\*

1. **ENGLISH** 1A and 1B

2. **FINE ARTS**

Any course from:

Art 1A, 2, 3, 4AB, 8AB, 12AB, 13ABCD, 16AB  
English 10AB  
Music 8, 9AB  
Photography 1AB, 3  
Theatre Arts 1, 2ABC, 4AB

Or any two courses (or two semesters) from:

Music 10, 12, 13ABCD, 15, 16, 17, 18, 19, 20, 25ABC, 27

Courses taken to satisfy the Fine Arts requirement may not be used to satisfy the Humanities requirement.

3. **HUMANITIES**

Any course from each of two different areas:

- a) Philosophy
- b) English 15AB, 17, 30, 31  
French 3, 4  
German 3, 4  
Spanish 3, 4
- c) Art 1A, 2, 3, 4AB, 8AB  
History 1AB  
Humanities 1, 2  
Music 8, 9AB  
Theatre Arts 1, 4AB

Courses taken to satisfy the Humanities requirement may not be used to satisfy the Fine Arts requirement.

4. **SOCIAL SCIENCE**

Any course from each area:

- a) Economics 1, 2  
Geography 1, 2  
Political Science 3
- b) Anthropology 1, 2  
Psychology  
Sociology
- c) History 7AB

5. **NATURAL SCIENCE**

Any course (minimum 2 units per course) from each of two different areas to include a laboratory from:

- a) Anatomy  
Biology  
Microbiology  
Physiology
- b) Astronomy  
Chemistry  
Geology  
Physics

6. **SYMBOLIC MODE**

Any course from:

Computer Information Systems 4AB, 7, 14  
Computer Science 18/18L  
French 1, 2, 3, 4  
German 1, 2, 3, 4  
Mathematics 5, 25ABC  
Music 2ABCD  
Philosophy 7  
Spanish 1, 2, 3, 4

\*Courses taken in preparation for the major may be used to satisfy General Education requirements.

### MOORPARK COLLEGE COURSES REQUIRED IN PREPARATION FOR A MAJOR

Accounting major; Business Management major; Economics/  
Business Administration major:  
Business 1AB; Economics 1, 2.

Behavioral Science major; Criminology major; Psychology major;  
Sociology major:  
Psychology 1A; Sociology 1.

Math major:

Math 25AB; one course from Computer Information  
Systems 1, 7, 14, or Computer Science 18/18L.

## Seaver College of Pepperdine University

Most transfer students with a 2.5 grade point average in at least 30 semester units will be admitted if they are making normal academic progress.

Transfer students need to furnish:

1. Application for admission including \$25.00 processing fee.
2. High school transcript.
3. Official transcript from each college attended. If fewer than 30 semester units have been completed, SAT or ACT scores must also be submitted.
4. An academic reference and a personal reference on the forms provided in the application packet.

### GENERAL EDUCATION REQUIREMENTS

#### A. Communications: (3 courses)

1. One non-remedial English Composition course  
Engl 1A
2. One course in Mass Communication or Communication Theory  
Journ 1  
RT 1
3. One course in Communication, Drama, Modern Foreign Language, Journalism or Speech  
French 1, 2, 3, 4  
Ger 1, 2, 3, 4  
Ital 1, 2  
Journ 14  
RT 8  
Spn 1, 2, 3, 4  
Spch 1, 2, 3, 5, 7, 10A/B/C/D, 16  
ThA 1, 3, 4A, 4B, 16

#### B. Humanities/Fine Arts: (4 courses)

1. One survey course (history or appreciation) in Art or Music  
Art 1A, 1B, 2  
Mus 8, 9A, 9B
2. Western Civilization or World Literature, part 1  
Engl 30  
Hist 1A
3. Western Civilization or World Literature, part 2  
Engl 31  
Hist 1B
4. One course in Literature, Philosophy, or History  
ChSt 4  
Engl 1B, 13A, 13B, 15A, 15B, 17, 18, 22A, 22B, 29A, 29B, 30, 31, 33  
Hist 3, 4, 5, 6, 7A, 7B, 8, 9, 10A, 10B, 12, 15A, 15B, 60H  
Hum 1, 2, 3, 4, 19, 21

NOTE: Courses 2-4 must include at least two of these three subjects: History, Literature, Philosophy

#### C. Natural Science (2 courses. A Biology, Chemistry, or "general science" course with a lab; an additional college level science or math course).

1. Biol 1, 2A, 2B  
Chem 1A, 1B, 12, 13  
Env Sc 1  
Ph 10A/10AL, 10B/10BL

#### 2. An 1

- Astron 1/1L
- Biol 3, 5, 14, 16
- Bot 1, 3
- Chem 7A, 7B, 8, 9
- Env Sc 1
- Geol 1, 2, 3, 4, 5, 61
- Math 3, 5, 6, 7, 10, 12, 14, 15, 16A, 16B, 20, 25A, 35
- Micro 1
- PhySc 1/1L, 2
- Ph 1, 1L, 20A/20AL, 20B/20BL, 20C/20CL

#### D. Religion (to be completed at Seaver College)

#### E. Social Science (3 courses)

1. One course in US Government or US History  
Hist 5, 7A, 7B  
PolSc 1, 3
2. One course in General Psychology or General Sociology  
Psych 1A  
Soc 1
3. One additional course from the following:  
ChSt 1, 8  
Econ 1, 2, 4, 22A, 22B  
Geog 2, 3, 6, 10  
PolSc 2, 4, 7, 8, 9, 10, 60A-Z  
Psych 1B, 3, 4, 5, 6, 7, 30, 60A-Z  
Soc 2, 3, 4, 5, 6, 8, 60B, 60C

#### F. Physical Education

1. Four P.E. activity courses will fulfill the Physical Education requirement at Pepperdine.

## 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	Humanities
Animal Science	Interior Design
Anthropology	Journalism
Art	Liberal Studies
Biology	Mathematics
Business Administration	Music
Business Education	Philosophy
Chemistry	Physical Education
Chicano Studies	Physical Science
Child Development	Physics
Computer Information Systems	Political Science
Computer Science	Predental
Earth Science	Premedical
Economics	Prenursing
Electronics Technology	Preveterinary
Engineering	Psychology
English	Radio-Television-Film
Environmental Science	Religious Studies
Foreign Languages	Social Sciences
Forestry	Sociology
Geography	Speech
Geological Sciences	Theatre Arts
Health Science	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.



George Simon . . . service to the college.

# PROGRAMS, TRANSFER MAJORS AND

## ANNOUNCEMENT OF COURSES

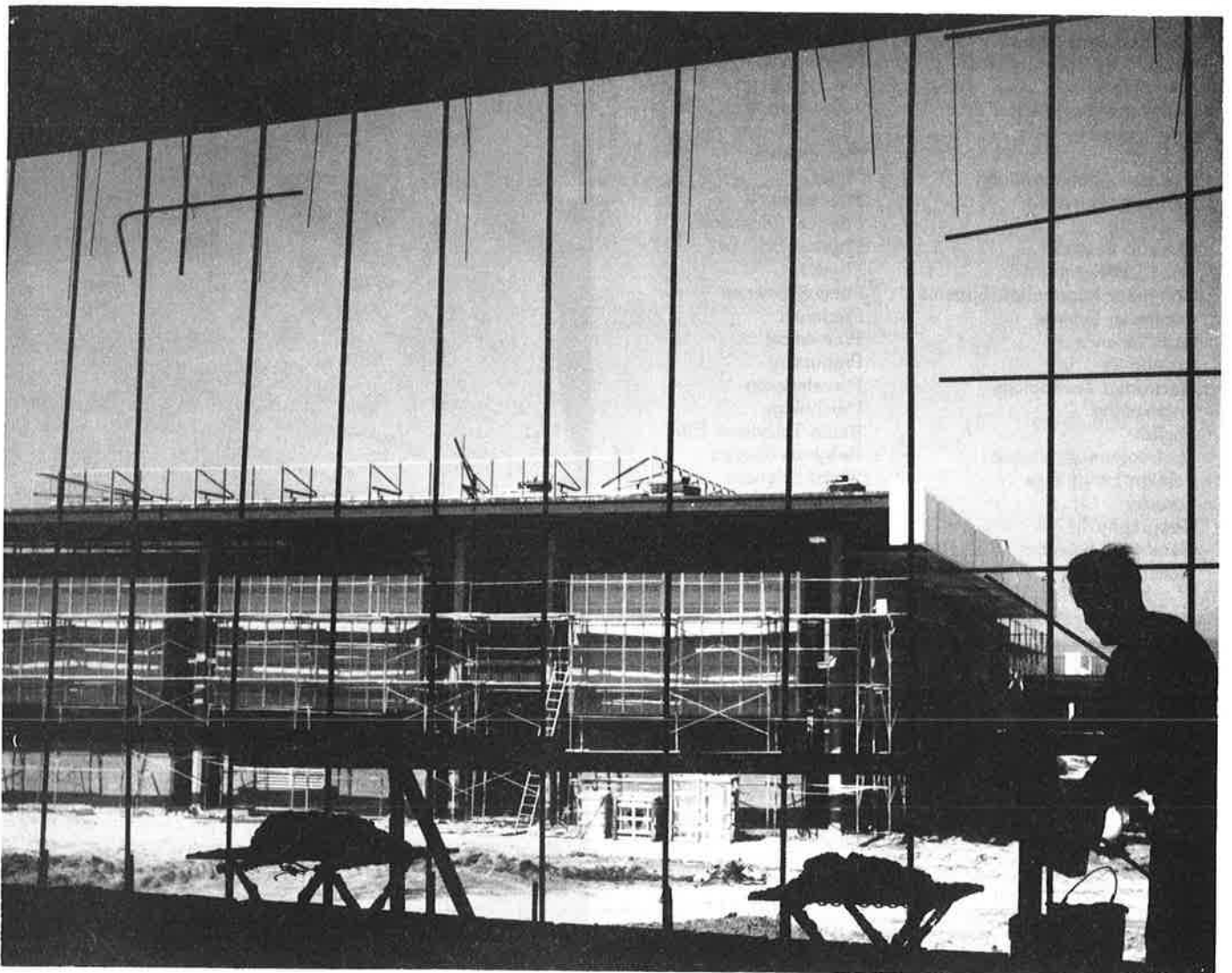
In the section that follows there appears a brief description of every course in the Moorpark College curriculum. Included with each description is information regarding the unit value of the course, the weekly hours or total hours of the course meetings, and the transfer status of the course. In the 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 (CSU) and the University of California system (UC) is indicated following the course description. The course may be accepted for credit by the CSU system only, by both the CSU and UC systems, or by neither system. For

some courses 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.

### Special Note:

- 1) The designations (F) indicates that the class is offered in the Fall only; the designations (S) indicates that the class is offered in the Spring only.
- 2) ★ Denotes course must be taken for Credit/No Credit.





# ANNOUNCEMENT OF COURSES

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*A college emerges!*



# Administration of Justice

## The Program

Public concern with rising crime rates and the increasing role of law enforcement in public service work has contributed to the growth of criminal justice agencies throughout the nation.

There is a broad range of opportunities for men and women in all branches of law enforcement and corrections. Never before has there been such a demand for qualified persons in these occupational fields as now.

The Administration of Justice Program offers an education to students in the varied aspects of law enforcement and correctional work. A foundation of knowledge is provided for those interested in becoming competitive candidates for these interesting and challenging careers.

## Career Opportunities

Municipal Police Officer  
Deputy Sheriff  
State Traffic Officer (CHP)  
State University Police Officer  
County and State Park Ranger  
County Marshall  
Border Patrol Agent  
Group Supervisor and Counselor  
Security Officer  
Private Detective

## Faculty

### Full-Time

Tom Cochee  
Mitchell Smith →

### Part-Time

Philip Anderson  
James Murphy  
Michael Sayre  
Kent Setty

### Counselors

Rick Cardoni  
John Heydenreich

## Transfer Information

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.

### California State University, Los Angeles:

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

## 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.

Required Courses:		Units
AJ 1	Intro to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Community Relations	3
AJ 4	Legal Aspects of Evidence	3
AJ 5	Principles and Procedures of the Justice System	3
AJ 6	Criminal Justice Report Writing	3

### Required Additional Courses:

Select nine (9) units from the following courses:

AJ 14	Juvenile Procedure	3
AJ 41	Intro 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
Bus 54	Human Relations for Supervisors	3
Psych 3	Psychology of Interpersonal Relationships	3

**Total minimum units required in major area – 27**

**Recommended Courses: Pol Sc 3; Psych 1A; Soc 1**

See Degree Requirements and Transfer Information section for General Education requirements.

## 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.

Required Courses:		Units
AJ 1	Intro to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Community Relations	3
AJ 4	Legal Aspects of Evidence	3
AJ 5	Principles and Procedures of the Justice System	3
AJ 6	Criminal Justice Report Writing	3

### Required Additional Courses:

#### Area A

Select six (6) units from the following courses:

AJ 10	Patrol Procedures	3
AJ 11	Criminal Investigation	3
AJ 14	Juvenile Procedure	3

AJ 18	Narcotics Investigation	3
AJ 19	Vice Control	3

**Area B**

Select three (3) units from the following courses:

AJ 41	Intro to Probation, Parole and Corrections	3
AJ 42	Affecting Human Behavior	3
AJ 43	Interviewing, Counseling and Tutoring	3

**Total minimum units required in major area – 27**

**Recommended Courses: PE 2A; Pol Sc 3; Psych 1A; Soc 1**

See Degree Requirements and Transfer Information section for General Education requirements.

## Administration of Justice Courses

### AJ 1 – 3 Units

#### Introduction to the Administration of Justice

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: CSU; UC*

### AJ 2 – 3 Units

#### Concepts of Criminal Law

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: CSU; UC*

### AJ 3 – 3 Units

#### Community Relations

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: CSU; UC*

### AJ 4 – 3 Units

#### Legal Aspects of Evidence

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: CSU; UC*

### AJ 5 – 3 Units

#### Principles and Procedures of the Justice System

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: CSU; UC*

### AJ 6 – 3 Units

#### Criminal Justice Report Writing

Prerequisite: Engl 2 or eligibility for Engl 1A

Class Hours: 3 lecture

This course, designed for criminal justice practitioners, emphasizes the mastery of report writing skills to record crime scenes, emergency response situations, and routine occurrences. Its goal is to help students translate observation into accurate, clear, concise, complete and acceptable standard written English so that documents are appropriate for court presentation. *Transfer credit: CSU; UC*

### AJ 10 – 3 Units

#### Patrol Procedures (S)

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: CSU*

### AJ 11 – 3 Units

#### Criminal Investigation (F)

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: CSU*

### AJ 14 – 3 Units

#### Juvenile Procedure (S)

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: CSU*

### AJ 18 – 3 Units

#### Narcotics Investigation (S)

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: CSU*

### AJ 19 – 3 Units

#### Vice Control (F)

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: CSU*

### AJ 22A/B – 1-3/1-3 Units

#### Independent Studies in Administration of Justice

Prerequisites: A previous course in the specific field and 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: CSU*

**AJ 41 – 3 Units**  
**Introduction to Probation, Parole and Corrections**

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. *Transfer credit: CSU*

**AJ 42 – 3 Units**  
**Affecting Human Behavior (F)**

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. *Transfer credit: CSU*

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

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. *Transfer credit: CSU*

**AJ 44 – 3 Units**  
**Techniques of Group Counseling (F)**

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. *Transfer credit: CSU*

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

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Administration of Justice will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

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

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Administration of Justice not covered in detail in the general Administration of Justice course offerings. Topics courses are announced on a semester basis in the schedule of classes.

Topics which have been developed include:

**60A – 2 Units**  
**Arson Investigation I**

Prerequisites: Completion of AJ 1, 2, 3, 4, 5

Class Hours: 40 lecture total

**AJ 89A-Z – 1/2-1 1/2 Units**  
**Institutes in Law Enforcement ★**

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.



Paul Dunham, Athletic Director and keeper of the equipment.



# Agriculture

## The Program

The Moorpark College Agriculture Program is offered at Rancho Sierra Vista in Newbury Park. This National Park Service facility is the site of a "model ranch" program featuring the Equine Management and Training Program.

## Career Opportunities

### Equine Management and Training Program

- Horse Ranch Manager
- Horse Trainer
- Artificial Insemination Specialist
- Entertainment Park — Horse Specialist
- Horse Specialist — Marketing
- Horse Conditioner — Shows, Track, Eventing

## Faculty

### Full-Time

- Donald Anderson
- James Patterson

### Part-Time

- Edythe Anderson
- Sandra Charnow

### Counselor

- Don Henderson

## Transfer Information

### 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 Polytechnical State University, San Luis Obispo:**

Ag 30A, 50, 52, 65, 66; Bio 1 or 2A; Bus 1A, 1B, 33A; Chem 1A, 12; Econ 2; Engl 1A; Math 3, 15; Speech.

Other lower division courses to be taken after transfer.

### 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 31, 52; Bio 2A, 2B; Bot 1; Chem 1A, 1B, 8, 9; Econ 2; Engl 1A; Math 3; Micro 1; Psych 1A; Speech 1.

Other lower division courses to be taken after transfer.

## 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; CIS 14 or CS 18/18L; Math 16A or 25A; Physics 10A/10AL.

**University of California, Berkeley:**

Bio 2A, 2B; Chem 1A; Econ 1, 2; Engr 8A; Engl 1A, 1B; Geol 2; Math 15, 16A, 16B; Physics 10A/10AL, 10B/10BL.

## Equine Management and Training Program Admission to Program

Students desiring to qualify for admission to the Equine Management and Training Program must first complete an application for screening. Applications may be obtained at the Rancho Sierra Vista site in Newbury Park or at the Technology Division Office at the Moorpark College campus. Deadlines for submission of applications and pertinent data are established and published each year. Applicants are encouraged to complete required materials and submit them to the Rancho Sierra Vista location prior to the conclusion of classes in the spring semester. A committee will review all applications and will notify those selected during the summer. Students will be notified of their selection by mail.

## 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:	Units
Ag 23A Special Projects in Agriculture	3
Ag 30A Introductory Animal Husbandry	3
Ag 30B Advanced Animal Husbandry	3
Ag 31 Feeds and Feeding	3
Ag 34 Ranch Construction and Maintenance	2
Ag 39 Animal Health and Sanitation	3
Ag 40 Horse Husbandry I	3
Ag 52 Soils	3
Ag 66 Record Keeping	3

**Total minimum units required in major area — 26**

**Recommended Courses: Ag 23B, 50**

See Degree Requirements and Transfer Information section for General Education requirements.

## Equine Management/Training Program

### Certificate of Achievement

This program is designed to train people for employment on horse ranches, animal entertainment centers, and related equine industries.

#### Required Courses:

	Units
Ag 23A Special Projects in Agriculture	3
Ag 23B Special Projects in Agriculture	3
Ag 40 Horse Husbandry I	3
Ag 41 Horse Husbandry II	3
Ag 43 Training for Instructors in Horsemanship	2
Ag 44 Equine Schooling Techniques	2
Ag 45 Intro to Horse Training	2
Ag 46 Advanced Horse Training Techniques	2
Ag 47 Artificial Insemination of Horses	3
Ag 48 Horse Ranch Management and Supervision	2
Ag 79A Equine Management and Training Program Internship	4
Ag 79B Equine Management and Training Program Internship	4

**Total minimum units required – 33**

**Recommended Course: Engl 2**

## Agriculture Courses

### AG 1 – 3 Units

#### Introduction to Horticulture

Class Hours: 3 lecture

The landscape industry in California will be studied, as well as the wholesale grower, the jobs, the retail nursery, the garden center and other outlets for landscape plants and materials. A study will be made of nursery location, organization and operation, and practice in production of commercial plants. An overview of the floral industry will be included. The students will see opportunities as florists and wholesale floral producers. *Transfer credit: CSU*

### AG 12 – 3 Units

#### Landscape Gardening and Management

Class Hours: 3 lecture

Students learn about the 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: CSU*

### AG 13 – 3 Units

#### Landscape Design for Homes

Class Hours: 3 lecture

This course deals with the 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: CSU*

### AG 22A/B – 1-3/1-3 Units

#### Independent Studies in Agriculture

Prerequisites: A previous course in the specific field and 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: CSU*

### AG 23A/B – 1-3 Units

#### Special Projects in Agriculture

Prerequisite: 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. May be taken four (4) times for credit. Lab work can be done by arrangement. *Transfer credit: CSU*

### AG 30A – 3 Units

#### Introductory Animal Husbandry

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: CSU; UC*

### AG 30B – 3 Units

#### Advanced Animal Husbandry

Prerequisite: AG 30A

Class Hours: 2 lecture, 3 laboratory

This course is designed to give students advanced experience in the field of Animal Science. Emphasis is placed on breeding and production of beef, sheep, and swine through laboratory projects. *Transfer credit: CSU*

### AG 31 – 3 Units

#### Feeds and Feeding

Prerequisite: AG 30A 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: CSU*

### AG 34 – 2 Units

#### Ranch Construction and Maintenance

Class Hours: 1 lecture, 3 laboratory

This course is designed to teach ranch construction and maintenance skills as they relate to maintaining and improving a working ranch. Students receive experience in solving repair problems and utilizing various tools and equipment. *Transfer credit: CSU*

### AG 39 – 3 Units

#### Animal Health and Sanitation

Prerequisite: AG 30A or equivalent

Class Hours: 3 lecture

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 – 3 Units

#### Horse Husbandry I

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: CSU*

**AG 41 – 3 Units**  
**Horse Husbandry II**

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: CSU*

**AG 42A/B – 3/3 Units**  
**Practical Horse Management**

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: CSU*

**AG 43 – 2 Units**  
**Training for Instructors in Horsemanship**

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

The course is designed to prepare students to teach basic horseback riding and horsemanship using both English and Western tack.

**AG 44 – 2 Units**  
**Equine Schooling Techniques**

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

Students will be instructed in giving advanced equitation and horsemanship lessons using both English and Western tack.

**AG 45 – 2 Units**  
**Introduction to Horse Training**

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

The class will concentrate on the halter training of foals, beginning training of yearlings and two-year-olds, lounging techniques, ground driving and training to the saddle. Both Western and English tack will be used. *Transfer credit: CSU*

**AG 46 – 2 Units**  
**Advanced Horse Training Techniques**

Prerequisite: AG 45

Class Hours: 1 lecture, 3 laboratory

Students will learn to train the horse to walk, trot and canter with leg aids, also to take leads on cue, side pass, back, ground tie, work trail obstacles, work cavallettes and beginning jumps, turn on forehand and haunches, lead change, and figure eight.

**AG 47 – 3 Units**  
**Artificial Insemination of Horses**

Prerequisite: Current enrollment in Equine Internship Program or Horse Husbandry I.

Class Hours: 1 lecture, 6 laboratory

The course covers the breeding of horses utilizing artificial insemination techniques. The student will learn the advantages and disadvantages of using this method for breeding horses. Experience will be gained in the artificial collection and evaluation of semen, insemination of the mare, use of frozen semen, determination of estrus, and the use of the Prognosticator in the determination of pregnancy. The College equine laboratory, equipment and horse herd are used in this course.

**AG 48 – 2 Units**  
**Horse Ranch Management and Supervision**

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

This course is designed to teach management and supervision skills as they relate to a modern equine operation. Course will include computer use, recordkeeping, taxes, advertising, business plans and ordering supplies.

**AG 49A-D – 1-4 Units**  
**Cooperative Work Experience – Agriculture ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Agriculture will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

**AG 50 – 3 Units**  
**Food Crop Production**

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: CSU; UC NT to UC after 88*

**AG 52 – 3 Units**  
**Soils**

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: CSU; UC*

**AG 60A-Z – 1-3 Units**  
**Topics in Agriculture**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Agriculture not covered in detail in the general Agriculture course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor.*

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

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: CSU*

**AG 66 – 3 Units**  
**Record Keeping**

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: CSU*

**AG 70 – 3 Units**  
**Introduction to Forestry**

Class Hours: 2 lecture, 3 laboratory

This is 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: CSU; UC*

**AG 71 – 3 Units  
Natural Resources**

Class Hours: 3 lecture

This study of the economic and social values of our natural resources, includes the 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: CSU; UC*

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

Class Hours: 2 lecture, 3 laboratory

Construction of systems necessary to development of park sites — concrete block wall, brick, watering systems and carpentry. Use of tools required. *Transfer credit: CSU*

**AG 73 – 3 Units  
Nature Plant Structures**

Class Hours: 2 lecture, 3 laboratory

This is an introduction to understanding plant structure as it relates to the natural resources environment. Focus will be upon stems, leaves, flowers, fruits, seeds and inflorescences. Gross structure is emphasized rather than microscopic analysis. Actual on-site experiences in a natural park setting will be provided. *Transfer credit: CSU*

**AG 74 – 3 Units  
Insect and Disease Management**

Class Hours: 2 lecture, 3 laboratory

Common insects that attack agricultural crops and stored products are studied, including: 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: CSU; UC*

**AG 79A – 4 Units  
Equine Management and Training Program Internship**

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 12 laboratory

Students will use the management skills and techniques learned in Equine Management and Training. Classes will operate the Rancho Sierra Vista horse ranch. Students will receive practical experience in operating a modern horse ranch.

**AG 79B – 4 Units  
Equine Management and Training Program Internship**

Prerequisite: AG 79A

Class Hours: 12 laboratory

Students use the management skills and techniques learned in Equine Management and Training classes to operate the Rancho Sierra Vista horse ranch. Students will receive practical experience in operating a modern horse ranch.

**AG 81 – 2 Units  
Horseshoeing and Trimming**

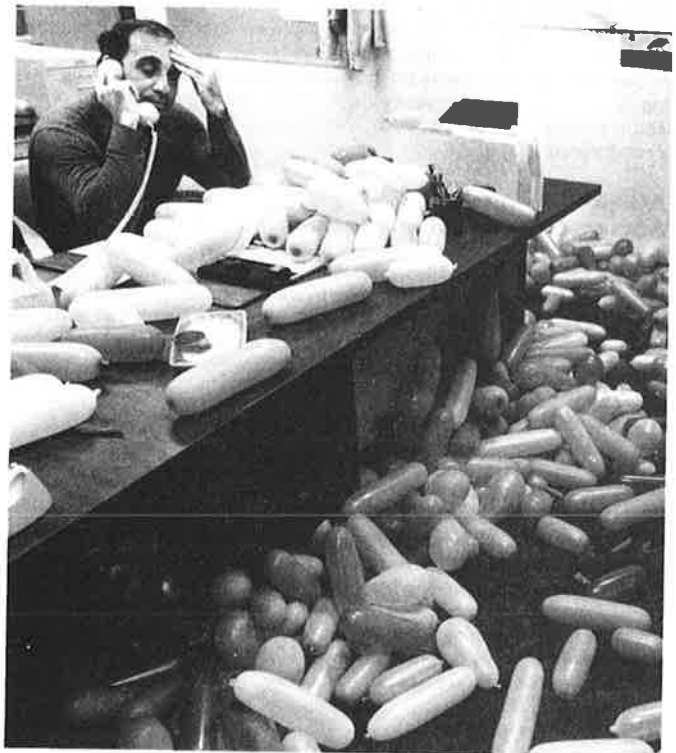
Prerequisites: Entrance into Equine Management and Training Program, AG 45, AG 79A.

Class Hours: 1 lecture, 3 laboratory

This course will offer instruction in the anatomy and physiology of horses' legs, pastern and feet. The proper trimming and care of horses' front and hind feet, normal and corrective shoeing of the front and hind feet will also be covered.

## ANATOMY

All Anatomy courses are listed with the Biology courses. Refer to that section alphabetically for full course information.



*Sometimes Bud Camillucci would have an office decorating problem.*





# Anthropology

## The Program

Training in anthropology will prepare one for any career that involves working on the interface between two cultures. Specialized preparation in this subject can lead to some of the world's most interesting work — the study of existing life-ways, archaeological excavation and interpretation, primate behavior, and social research into economics, politics, law, religion, art and music.

## Career Opportunities

Careers in anthropology are diverse, specialized, and related to the various areas of concentration which are offered at four-year colleges and universities:

- Archaeologist-Federal/State/Private
- Environmental Impact Analyst
- Health Researcher
- Urban Planner Assistant
- Exhibit Designer
- Expedition Guide
- Population Analyst
- Recreation Specialist
- Travel Consultant
- Cultural Resource Management
- Tour Guide
- Museum Curator

## Faculty

### Full-Time

- Robert Lopez
- Jack Reynolds

### Part-Time

- John Greer
- Diane Heiken
- Thomas Maxwell
- Robert Pence
- David Schutzer

### Counselor

- Bud Long

## Transfer Information

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.

**University of California, Davis:**

Anthro 1, 2, 3.

## ■ Archaeology

### Associate in Arts Degree

This is a specialized program designed to award a designated associate degree to those students who have completed a course of specialization in Archaeology. At no time is this program intended to be used as a license for independent unsupervised archaeological research. Rather it is a program designed to introduce the student to archaeological research and to give them the opportunity to actively participate in supervised archaeological research. These requirements were also chosen to optimize students' preparation for upper division course work in Anthropology/Archaeology offered by four-year institutions. Since course work in Anthropology/Archaeology is somewhat sequential at most four-year institutions, students may spend less time earning an Associate in Arts Degree and/or Bachelor of Arts 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 Archaeology. In addition, the earning of this degree will be evidence of achievement of technical skills which may be helpful towards active participation in archaeological research projects.

#### Required Courses:

**AREA A: Core courses in Anthropology, in the order recommended, for a total of 9 units.**

	<b>Units</b>
Anth 3 Archaeology	3
Anth 2 Cultural Anthropology	3
Anth 1 Physical Anthropology	3

**AREA B: Practical courses in Archaeological methodology for a total of 18 units. Courses in this area may be repeated two times.**

Anth 5 Archaeological Field Methods	3
Anth 10 Archaeological Reconnaissance	3
Anth 60R Archaeological Research Methods	3

**AREA C: Electives for a total of 18 units selected from the following courses. Those courses indicated by (2X) may be repeated two times in this area.**

Ag 52 Soils	3
Anth 5 Archaeological Field Methods (2X)	3
Anth 10 Archaeological Reconnaissance (2X)	3
Anth 60C Indians of California	3
Anth 60I The Chumash and Their Neighbors	3
Anth 60K Folklore and Oral History of Ventura County	3
Anth 60R Archaeological Research Methods (2X)	3
Bot 3 Plant Identification	3
Engl 11 Report and Technical Writing	3
Geol 4 Mineralogy	4
Photo 1A Beginning Photography	3

**Total minimum units required in major area — 45**

See Degree Requirements and Transfer Information section for General Education requirements.

## Anthropology Courses

### ANTH 1 – 3 Units 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: CSU; UC*

### ANTH 2 – 3 Units 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: CSU; UC*

### ANTH 3 – 3 Units 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: CSU; UC*

### ANTH 4 – 3 Units 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 Ch St 2) *Transfer credit: CSU; UC*

### ANTH 5 – 3 Units Archaeological Field Methods

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

Class Hours: 1 lecture, 6 laboratory

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 four (4) times for credit. *Transfer credit: CSU; UC*

### ANTH 6 – 3 Units Introduction to Native American Studies\*

Class Hours: 3 lecture

This course will be a broad survey of the origins, development, and attainments of Native Americans within the United States. *Transfer credit: CSU; UC*

### ANTH 7 – 3 Units 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: CSU; UC*

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

Class Hours: 3 lecture

This is an exploration of the evolution and nature of human sexual dif-

ferences 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: CSU; UC*

### ANTH 9 – 3 Units Female of the Species

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: CSU; UC*

### ANTH 10 – 3 Units Archaeological Reconnaissance

Prerequisite: Anth 3 or concurrent enrollment in Anth 3 or its equivalent or consent of instructor.

Class Hours: 1 lecture, 6 laboratory

This is a course in the practical application of a specific aspect of archaeological field research, the discovery, evaluation and recording of cultural resources. Students will be exposed to the use of a compass, evaluation of soil and terrain formations, plant resources, urban disturbance and various data reporting techniques. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

### ANTH 22A/B – 1-3/1-3 Units Independent Studies in Anthropology

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: CSU; UC credit limitations. See counselor.*

### ANTH 60A-Z – 1-3 Units Topics in Anthropology\*

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Anthropology not covered in detail in the general Anthropology course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

### 60C – 3 Units Indians of California

Class Hours: 3 lecture

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

Class Hours: 3 lecture

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

Class Hours: 3 lecture

### 60F – 3 Units Anthropology Through Film

Prerequisite: A previous course in Anthropology

Class Hours: 3 lecture

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**60G – 3 Units**  
**Magic, Religion and Witchcraft**  
Class Hours: 3 lecture

**60I – 3 Units**  
**The Chumash and Their Neighbors**  
Class Hours: 3 lecture

**60J – 3 Units**  
**Egyptology: Archaeology of the Land of the Pharaohs**  
Class Hours: 3 lecture

**60K – 3 Units**  
**Folklore and Oral History of Ventura County**  
Class Hours: 3 lecture

**60R – 3 Units**  
**Anthropological Research Methods**  
Prerequisite: A previous course in Anthropology  
Class Hours: 2 lecture, 3 laboratory  
May be taken four (4) times for credit.

**60S – 3 Units**  
**Introductory Archaeological Field Methods  
Supervision ★**  
Prerequisite: 12 units of Anth 5  
Class Hours: 1 lecture, 6 laboratory  
May be taken four (4) times for credit.

\*These courses are offered periodically.



*Dr. Gerald Fecht and now retired custodian Derek Roberts discuss rocks.*



# Art

## The Program

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.

## Career Opportunities

Painter	Gallery Owner
Sculptor	Artist's Agent
Paper Maker	Museum Worker
Printmaker	Art Researcher
Ceramicist	Fashion Designer
Jeweler	Cartoonist
Water Color Artist	Art Restorer
Moldmaker	Illustrator
Art Dealer	Advertising Assistant

## Faculty

### Full-Time

Kirk Aiken  
William Dodgen  
Jack Noyes  
Frank Sardisco  
Delmore Scott

### Part-Time

Lynn Creighton  
Gulhis Monezis  
Gerald Swigger

### Counselors

Don Henderson  
Susan Izumo

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

Art 1A, 1B, 4A, 4B, 12A, 13A, and 6-10 units of Art electives. (exclude Art 2)

### University of California, Los Angeles:

Art, General - one course selected from: Art 1A, 1B. Complete any four studio classes.

Art History:

Art 1A, 1B. Foreign Language in addition to the General College Requirements.

Design:

Art 4A, 4B, 12A, 13A, Photo 1A. Select one course from Art 1A, 1B. Any four studio courses (other than painting) selected from: ceramics, textiles, graphics (with no more than 2 from a group).

## Art

### Associate in Arts Degree

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

#### Required Courses:

		Units
Art 1A	Art History	3
Art 1B	Art History	3
Art 4A	Color and Design	3
Art 4B	Three-Dimensional Design	3
Art 12A	Drawing and Composition	3
Art 12B	Drawing and Composition	3

#### Required Additional Courses:

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

**Total minimum units required in major area – 28**

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

See Degree Requirements and Transfer Information section for General Education requirements.

## Art Courses

Students planning to take more than 16 units of Art courses marked with \* and/or more than 12 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 – 3 Units

#### Art History (F)

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. This course is required for art majors. *Transfer credit: CSU; UC*

### ART 1B – 3 Units

#### Art History (S)

Prerequisite: Art 1A

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. This course is required for art majors. *Transfer credit: CSU; UC*

### ART 2 – 3 Units

#### Art Appreciation

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. *Transfer credit: CSU; UC (not recommended for Art majors)*

### **ART 3 – 3 Units**

#### **Modern Art Forms**

Prerequisite: Art 2 or Art 1B

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: CSU; UC*

### **ART 4A – 3 Units**

#### **Color and Design**

Class Hours: 2 lecture, 3 laboratory

This basic course provides background in the use of design principles. Students are given specific problems in line, shape, texture, form, and the principles of abstraction. Emphasis is placed on color theory and its practical applications. Weekly projects will be introduced by one hour of lecture and the results will be evaluated by a one-two hour critique. *Transfer credit: CSU; UC*

### **ART 4B – 3 Units**

#### **Three-Dimensional Design**

Prerequisite: Art 4A

Class Hours: 2 lecture, 3 laboratory

Aspects of 3D design will be studied including the application of 2D design principles to the third dimension. Students will create form through interaction with various materials including clay, plaster, wire, found objects, paper-mache, and cardboard employing additive and subtractive techniques and various construction methods. *Transfer credit: CSU; UC*

### **ART 5 – 3 Units**

#### **The City as Art**

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: CSU; UC*

### **ART 8A† – 3 Units**

#### **Beginning Ceramics**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 8B† – 3 Units**

#### **Beginning Ceramics**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 9A† – 3 Units**

#### **Ceramic Design**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 9B† – 3 Units**

#### **Ceramic Design**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 12A\* – 3 Units**

#### **Drawing and Composition**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 12B\* – 3 Units**

#### **Drawing and Composition**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 13A\* – 3 Units**

#### **Life Drawing**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 13B\* – 3 Units**

#### **Life Drawing**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 13C/D\* – 3/3 Units**

#### **Life Drawing**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 14A† – 2 Units**

#### **Silkscreen-Serigraph Printmaking**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 14B† – 2 Units**

#### **Advanced Silkscreen-Serigraph Printmaking**

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. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 15A† – 3 Units**

#### **Beginning Printmaking**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 15B† – 3 Units**

#### **Beginning Printmaking**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 15C† – 3 Units**

#### **Advanced Printmaking**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 15D† – 3 Units**

#### **Advanced Printmaking**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 16A\* – 3 Units**

#### **Painting**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 16B\* – 3 Units**

#### **Painting**

Prerequisite: Art 16A

Class Hours: 1 lecture, 6 laboratory

The class continues to develop the skills and concepts necessary for a solid foundation in painting. Emphasis is placed on technical competence and individual concepts. Students experiment with both traditional and newer painting materials. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 16C\* – 3 Units**

#### **Advanced Painting**

Prerequisite: Art 16B

Class Hours: 1 lecture, 6 laboratory

The class deals with more advanced painting concepts and techniques. The student will now attempt to build on the foundation laid in the first two semesters. The search will now be aimed at a more personal and unique form of self-expression in painting. The student will be encouraged to experiment more with subject matter that lends itself to more personal interpretations. The student teacher relationship will be on a one-to-one basis. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 16D\* – 3 Units**

#### **Advanced Painting**

Prerequisite: Art 16C

Class Hours: 1 lecture, 6 laboratory

The class deals with advanced painting concepts and techniques. The search will now be aimed at a more personal and unique form of self-expression in painting. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 17A\* – 3 Units**

#### **Landscape Painting**

Prerequisite: Art 4B or Art 12B or equivalent

Class Hours: 1 lecture, 6 laboratory

Painting from nature out of doors in various media, such as acrylics, oils, water color, and pastels. The course is designed to acquaint the student with painting skills and concepts as they apply to landscape. NOT ALL OUTDOORS. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 17B\* – 3 Units**

#### **Landscape Painting**

Prerequisite: Art 17A

Class Hours: 1 lecture, 6 laboratory

The course is designed to further expand the skills and concepts of painting as they apply to landscape. More emphasis will be placed on a more personal and creative approach to landscape painting. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 18A\* – 3 Units**

#### **Water Color**

Prerequisites: Art 4A, Art 12A or equivalent

Class Hours: 1 lecture, 6 laboratory

The course deals with a thorough understanding of the water color media. The class begins with simple water color exercises leading to more complex problems to be solved in a personal and creative way. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 18B\* – 3 Units**

#### **Water Color**

Prerequisite: Art 18A or equivalent

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will experiment with the use of the multiple image in subject matter. Both landscape and still life subjects will be explored. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ART 18C\* – 3 Units**

#### **Water Color**

Prerequisite: Art 18B

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will continue to experiment with the use of the multiple image in subject matter. Both landscape and still subjects will be explored as well as more advanced and personal areas of investigation that the student will

bring to the course. *Transfer credit: CSU; UC credit limitations. See counselor.*

**ART 18D\* – 3 Units  
Water Color**

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. *Transfer credit: CSU; UC credit limitations. See counselor.*

**ART 22A/B – 1-3/1-3 Units  
Independent Studies in Art**

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: CSU; UC credit limitations. See counselor.*

**ART 60A-Z – 1-3 Units  
Topics in Art**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic

in Art not covered in detail in the general Art course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

**60A – 1 Unit  
Art Gallery Practices**

Prerequisite: Art 4A or Photo 1B or Cm Art 2

Class Hours: 1 lecture

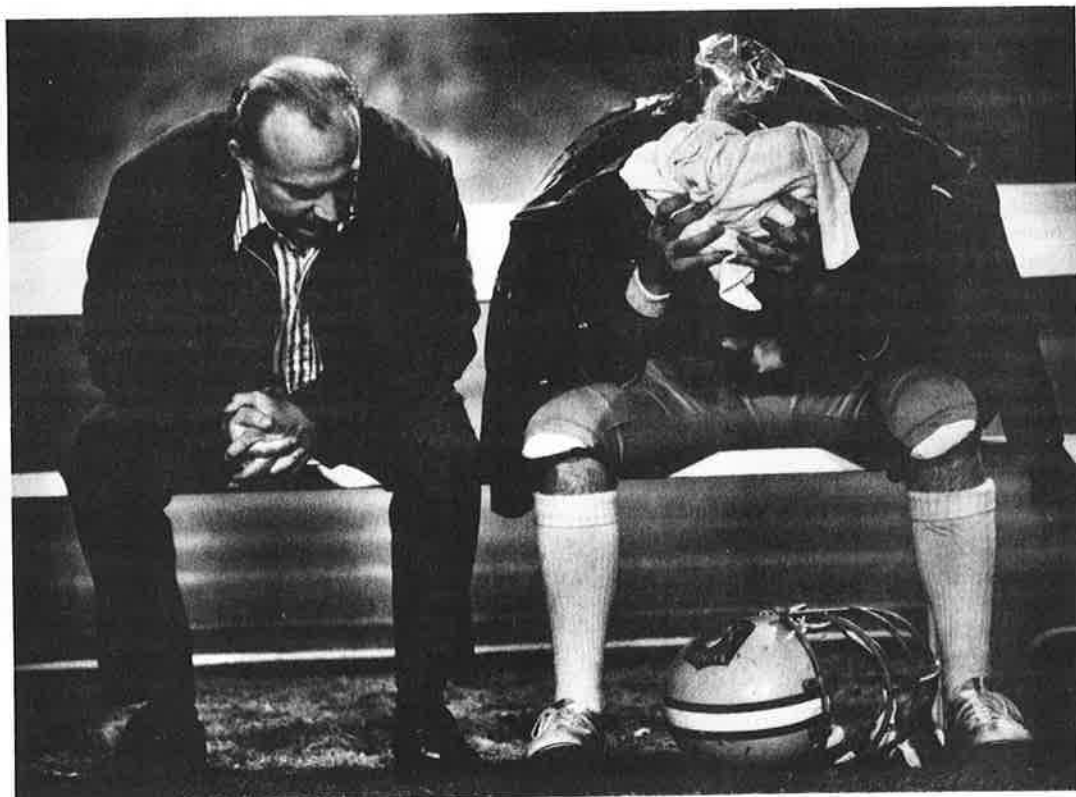
**60C/D/E – 1/2/3 Units  
Printmaking Studio Practices**

Prerequisite: Art 15A or 15B or 15C or 15D or equivalent

Class Hours: 3/6/9 laboratory

## ASTRONOMY

All Astronomy courses are listed with the Physics courses. Refer to that section alphabetically for full course information.



*We'll get 'em next time ...*



# Behavioral Science

## Behavioral Science

### Associate in Arts Degree

#### Areas of Emphasis:

#### Anthropology, Psychology, Sociology

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 Behavioral Science emphasizing Anthropology, Psychology or Sociology. Transfer students should consult the transfer requirements section as additional courses are required by transfer institutions.

#### AREA A: Required Courses:

	<b>Units</b>
Anth 2 Cultural Anthropology	3
Psych 1A Intro to Psychology	3
Soc 1 Intro to Sociology	3

#### AREA B: Required Courses for Emphasis:

##### Anthropology Emphasis:

Any other two (2) Anthropology courses except Anth 1, 22 or 60 series courses.

##### Psychology Emphasis:

Any other two (2) Psychology courses except the 22 or 60 series courses.

##### Sociology Emphasis:

Any other two (2) Sociology courses except the 22 or 60 series courses.

#### AREA C: One additional required three-unit course outside the student's area of emphasis from the following courses:

Anthropology: any course other than Anth 1, 22 or 60 series courses.

Psychology: any course other than the 22 or 60 series courses.

Sociology: any course other than the 22 or 60 series courses.

Chicano Studies: 1, 2, 4.

History: 3, 4, 6, 8, 12.

Humanities: 18, 19.

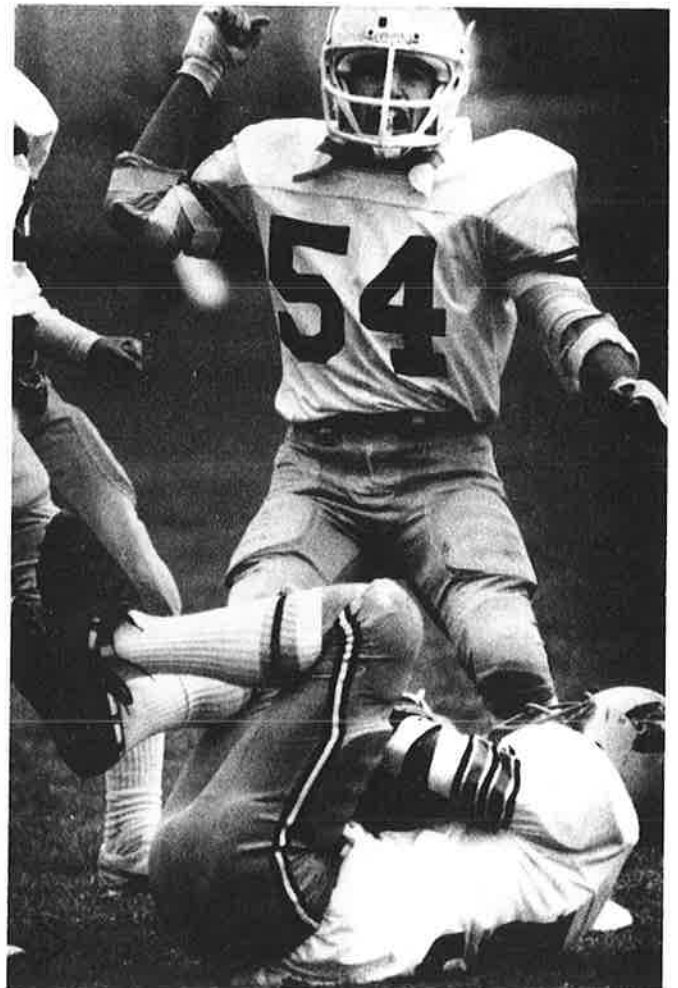
#### Total minimum units required in major area – 18

See Degree Requirements and Transfer Information section for General Education requirements.

**NOTE:** Refer to individual course listings by discipline appearing in alphabetical order: Anthropology, Psychology, Sociology.

## BOTANY

All Botany courses are listed with the Biology courses. Refer to that section alphabetically for full course information.







# Biological Sciences

## The Program

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.

## Career Opportunities

(Most careers require a bachelor and advanced degree)

Biological Technician	Food and Drug Agency Trainee
Public Health Biologist	Genetic Engineering Technician
Cytologist	Waste Management Technician
Clinical Lab Technologist	Laboratory Technician
Museum Curator	Research Assistant
Health Technician	Plant Ecologist
Science Librarian	Physical Therapist
Ecologist	Athletic Trainer —
Food Processing Technician	

## Faculty

### Full-Time

David Bishop  
Thomas McAdam  
Larry Miller  
Gary Ogden  
Jack Reynolds  
Arthur Schechter

### Part-Time

Gerald Lasnik

### Counselors

Frank Bianchino  
Diane Sukiennik

## Transfer Information

### Biology

Major requirements for upper division standing at:  
**California State University, Northridge:**  
Bio 2A, 2B; Chem 1A, 1B, Physics 10A/10AL, 10B/10BL. Math proficiency at Math 7 level required.  
(Cellular and Molecular Option) Math 25A, B or 16A, B  
(Environmental Option) Chem 8, 9; Math 16A, B  
(Gen. Bio Option) Math 16A; Physio 1  
(Microbiology Option) Math 16A, B

### Pre dental

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 by consulting

the specific catalog. General requirements of dental schools are shown below.

Bio 2A, 2B; Chem 1A, 1B; plus one year of organic chemistry; Math 7; Physics 10A/10AL, 10B/10BL.

The dental schools in California are:

Loma Linda University.  
University of California, Los Angeles  
University of California, San Francisco  
University of Pacific  
University of Southern California

For complete information on individual dental schools, consult a counselor and the school catalog.

## Premedical

"Pre-med" is **not** a major, but simply refers to a series of classes required for admission to medical school. A student must first obtain a bachelor's degree before going on to medical school. **Any** major is acceptable and all majors are given equal consideration by admissions committee as long as the required premedical courses have been completed. The courses generally required for admission include:

REQUIRED: Bio 2A, 2B; Chem 1A, 1B; one year organic chemistry; Physics 10A/10AL, 10B/10BL.

HIGHLY RECOMMENDED: Math 16AB or 25AB.

Because admission to medical school is highly competitive, a student must be willing and prepared to attend any approved medical school. The medical schools in California are:

Loma Linda University  
Stanford University  
University of California, Davis, Irvine, Los Angeles, San Diego, San Francisco  
University of Southern California

For complete information on individual medical school requirements, consult a counselor and the school catalog.

## Pre nursing

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:**

Anthro 2; Bio 2A, 2B; Chem 1A, 1B; Engl 1A; Micro 1; Physics 1; Psych 1A; Soc 1.

**California State University, Los Angeles:**

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

See also the Nursing Counselor.

## 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 10A/10AL, 10B/10BL; Physio 1.

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

## ■ Biology

### Associate in Arts Degree

This program is designed to award a designated associate degree to those students who have completed a course of specialization in Biology. These requirements were chosen by faculty to optimize students' preparation for upper division course work for Bachelor of Arts degrees in Biology offered by four-year institutions. Since the course work in biology is sequential, students may spend less time earning an Associate in Arts Degree and/or Bachelor of Arts 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. 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.

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

#### Required Courses:

	Units
Biol 2AB General Biology	8
Chem 1AB General Chemistry	12
Math 16AB Applied Calculus I/II	6
Ph 10A/10AL General Physics I/Lab	4
Ph 10B/10BL General Physics II/Lab	4

**Total minimum units required in major area — 34**

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ Biology

### 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 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 biology 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. 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.

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

#### Required Courses:

	Units
Biol 2AB General Biology	8
Chem 1AB General Chemistry	12
Math 25AB Calculus with Analytic Geometry I/II	10
Ph 20A/20AL Mechanics of Solids and Fluids/Lab	4
Ph 20B/20BL Electricity and Magnetism/Lab	4

**Total minimum units required in major area — 38**

**Recommended Courses: Chem 8, 9; Ph 20C/20CL**

See Degree Requirements and Transfer Information section for General Education requirements.

## Anatomy Course

### AN 1 — 4 Units

#### 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: CSU; UC*

## Biology Courses

### BIOL 1 — 4 Units

#### Principles of Biology

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: CSU; UC*

### BIOL 2A/B — 4/4 Units

#### General Biology

Prerequisites: 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: CSU; UC*

### **BIOL 3 – 3 Units**

#### **Marine Life and Its Environment**

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: CSU*

### **BIOL 5 – 3 Units**

#### **Field Biology**

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to the ecology, taxonomy, and natural history of plant life. Lecture topics include ecosystems, community structure, energy flow, nutrient cycling, evolution, and organismic adaptations to environment. Laboratories and field trips will stress plant identification and plant-animal-environment interactions as they occur in California. Field trips may be required. *Transfer credit: CSU; UC no credit*

### **BIOL 14 3 Units**

#### **Natural History of the Conejo**

Class Hours: 2 lecture, 3 laboratory

In this 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: CSU; UC - ~~no~~*

### **BIOL 16 – 3 Units**

#### **Human Biology**

Class Hours: 3 lecture

This course explores the human species as an animal and the place of the species in the biosphere. Especially considered are population, energy and agronomy, genetics, behavior, normal human physiology, stress, nutrition, fitness, aging and death. *Transfer credit: CSU; UC*

### **BIOL 17 – 3 Units**

#### **Heredity, Evolution and Society**

Class Hours: 3 lecture

This is 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: CSU; UC*

### **BIOL 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Biology**

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: CSU; UC credit limitations. See counselor.*

### **BIOL 30 – 3 Units**

#### **Understanding Cancer (S)**

Class Hours: 3 lecture

This course studies the biology, causes, progress and treatment of cancer. Each lecture-discussion will be given by a professional involved in cancer research or treatment. Various psycho-social aspects of the disease will be discussed as well.

### **BIOL 31 – 3 Units**

#### **Understanding Cardiovascular Disease**

Class Hours: 3 lecture

This course covers the biology, causes, progress and treatment of cardiovascular disease. Lecture-discussions will be given by members of the medical profession involved in treatment and research. Psycho-social aspects of the disease will be covered as well.

### **BIOL 60A-Z – 1-3 Units**

#### **Topics in Biology**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Biology not covered in detail in the general Biology course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **BIOL 89A-Z – 1/2-1 1/2 Units**

#### **Institutes in Biology ★**

Prerequisites: To be determined with each Topic

Class Hours: Variable

## **Botany Courses**

### **BOT 1 – 5 Units**

#### **General Botany**

Class Hours: 3 lecture, 6 laboratory

This introductory study of morphology, anatomy and physiology of seed plants emphasizes the biological principles of physical and chemical aspects of life, cellular organization, reproduction, and heredity. *Transfer credit: CSU; UC*

### **BOT 3 – 3 Units**

#### **Plant Identification**

Class Hours: 2 lecture, 3 laboratory

This is 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: CSU; UC*

## **Microbiology Course**

### **MICRO 1 – 5 Units**

#### **Principles of Microbiology**

Prerequisites: Chem 12, and Biol 2A

Class Hours: 3 lecture, 6 laboratory

Study is made of bacteria, algae, fungi, rickettsiae, viruses and protozoa. Emphasis is placed 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: CSU; UC*

## **Physiology Courses**

### **PHYS 1 – 5 Units**

#### **Human Physiology**

Prerequisites: Chem 12 or equivalent and Biol 2A

Class Hours: 4 lecture, 3 laboratory

Students will study functions of the human organism; and basic structure as necessary to understand the physiological principle involved; laboratory

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experiments and/or demonstrations to illustrate basic physiological principles, techniques and instruments. *Transfer credit: CSU; UC*

**PHYS 2 – 3 Units**

**Physiology of Nutrition**

Prerequisite: NtS 1

Class Hours: 3 lecture

This course is designed to offer an introduction to the physiological and molecular aspects of nutrition as opposed to a consumer orientation. The various systems of the body will be analyzed regarding the roles of nutrition and nutrients in normal function. *Transfer credit: CSU; UC*

**Zoology Course**

**ZOO 1 – 5 Units**

**General Zoology**

Class Hours: 3 lecture, 6 laboratory

This course is a general zoology course covering cell biology, genetics, evolution, taxonomy, behavior and ecology of animals. *Transfer credit: CSU; UC*



*The Moorpark College Women's Center.*



# Business

## The Program

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 "computer information systems") finance, investments, real estate, marketing, office administration, management, production, operations management, operations research, and statistics. Computer information systems may be a separate option in the Business Administration major. See Computer Information Systems and Computer Science.

## Career Opportunities

### Associate Degree Level

#### Accounting

Bookkeeping Payroll Clerk  
Junior Accountant Insurance Clerk  
Accounts Payable Clerk

#### Business Management

Small Business Manager  
Assistant Manager  
Administrative Assistant

#### Marketing

Sales Representative Sales Trainee  
Market Research Assistant Survey Interviewer  
Manufacturers Representative Buyer Trainee/Assistant  
Real Estate Sales

#### Supervision

Production Supervisor Retail Assistant Manager  
Field Representative Personnel Assistant  
Production Planner Line Supervisor  
Material Scheduler Office Manager

## Career Opportunities

### Bachelors Degree Level

#### Accounting (B.A./B.S. level)

Cost Accountant Appraiser  
Assistant Controller Tax-Specialist/Accountant  
Controller City or County Auditor  
Treasurer Revenue Agent  
Government Accountant Bank Examiner  
Budget Analyst Credit Counselor  
Credit Analyst Estimator  
Investment Planner

#### Business Management (B.A./B.S. level)

Administrative Assistant Management Trainee  
Office Manager Supervisor  
Administrative Specialist Area Manager  
Contract Specialist Store Manager  
Small Business Owner Branch Manager  
Small Business Manager Personnel Assistant

#### Marketing (B.A./B.S. level)

Product Planner  
Advertising Assistant  
Account Executive  
Market Specialist  
Communications Consultant  
Sales Executive  
Promotion Manager  
Advertising Manager  
Merchandising Manager  
Package Designer  
Customer Relations Manager  
Consumer Research Analyst  
Sales Management  
Sales Campaign Planner  
Manufacturers Representative  
Sales Representative  
Advertiser  
Retail Merchandiser  
Industrial Marketing Manager  
Product Specialist  
Media Analyst

## Faculty

#### Full-Time

Donald Bowen  
Gerald Fecht  
Jack Fleming  
Marshall Keyser  
Raymond MacTague  
Thomas Spraggins  
James Wyman  
Kathleen Young

#### Part-Time

N. Dina Adler  
Ronald Boots  
Jerry Bruton  
Sydney Burton  
Larry Colson  
Peter DiGiampietro  
Joseph Dion  
Jack Eberts  
Melvin England  
James Faris  
Rollyn Habeck  
Carole Hagel  
John Handlos  
Richard Hoffing  
Thomas Kinsey  
Russell Kleber  
Thomas LaMantia  
Patrick Miele  
Evan Morris  
Paul Ratz  
Harvey Richelson  
Jean Scott  
Dwight Scoville  
Timothy Weaver  
Susan Witting

#### Counselors

Bud Long  
Lisa Raufman

## Transfer Information Business Administration

Major requirements for upper division standing at:

**California Polytechnic State University, San Luis Obispo:**  
Bus 1A, 1B, 30; CIS 1, 14; Econ 1, 2; Engl 1A, 1B; HS 1; Hist 7B; Math 12, 14, 15, 16A; Phil 7; Pol Sci 3; Speech 1.

**California State University, Northridge:**

Core of course requirements\* for the seven available options. Bus 1A, 1B, 33A; CIS 1, 14; Econ 1, 2; Math 12 or 25A or 16A. Accounting majors complete Math 12 and 16A.

\*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.

Management Information Systems option: CIS 4A; Math 16A or 25A.

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 Systems Analysis.

See also the AS degree and certificate programs in Accounting Technician, Business Management, Marketing, Computer Information Systems.

**University of Southern California:**

Bus 1A, 1B; Econ 1, 2; Math 12 or 7, 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; CIS 1, 14; Econ 1, 2; Math 12.

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

## 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.

### Required Courses:

		Units
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 8	Computerized Accounting	2
BIS 10	Intro to the Personal Computer	.5
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 7	Income Tax Law	3
Bus 14	Calculating Machines	1
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
CIS 1	Intro to Information Systems	3

**Total minimum units required in major area – 28.5**

See Degree Requirements and Transfer Information section for General Education requirements.

## 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.

### Required Courses:

		Units
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 10	Intro to the Personal Computer	.5
Bus 12	Intro to Office Automation	3
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	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
CIS 1	Intro to Information Systems	3

**Total minimum units required in major area – 28.5**

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

See Degree Requirements and Transfer Information section for General Education requirements.

## 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.

<b>Required Courses:</b>		<b>Units</b>
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 10	Intro to the Personal Computer	.5
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 35	Sales Techniques	3
Bus 36	Retail Merchandising	3
Bus 37	Marketing	3
Bus 38	Advertising	3
Bus 39	Business Communications	3
<b>Total minimum units required in major area – 25.5</b>		

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ Supervision

### Occupational Associate in Science Degree

This program is designed both for students wishing to qualify for opportunities in 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.

<b>Required Courses:</b>		<b>Units</b>
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 10	Intro to the Personal Computer	.5
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 51	Personnel Management	3
Bus 54	Human Relations for Supervisors	3
Bus 56	Business and Professional Speech	3
CIS 1	Intro to Information Systems	3
<b>Total minimum units required in major area – 28.5</b>		

**Recommended Courses: Psych 3; Soc 8**

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ 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.

<b>Required Courses:</b>		<b>Units</b>
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 8	Computerized Accounting	2

BIS 10	Intro to the Personal Computer	.5
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 7	Income Tax Law	3
Bus 14	Calculating Machines	1
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
CIS 1	Intro to Information Systems	3
<b>Total minimum units required – 28.5</b>		

## ■ 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.

<b>Required Courses:</b>		<b>Units</b>
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 10	Intro to the Personal Computer	.5
Bus 12	Intro to Office Automation	3
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	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
CIS 1	Intro to Information Systems	3
<b>Total minimum units required – 28.5</b>		

## ■ 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.

<b>Required Courses:</b>		<b>Units</b>
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 10	Intro to the Personal Computer	.5
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 35	Sales Techniques	3
Bus 36	Retail Merchandising	3
Bus 37	Marketing	3
Bus 38	Advertising	3
Bus 39	Business Communications	3
<b>Total minimum units required – 25.5</b>		

## ■ Supervision

### Certificate of Achievement

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

#### Required Courses:

		Units
BIS 1	Beginning Typewriting/Keyboarding I	1
BIS 10	Intro to the Personal Computer	.5
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 51	Personnel Management	3
Bus 54	Human Relations for Supervisors	3
Bus 56	Business and Professional Speech	3
CIS 1	Intro to Information Systems	3

**Total minimum units required – 28.5**

## Business Courses

### BUS 1A – 3 Units

#### Accounting Principles I

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: CSU; UC*

### BUS 1B – 3 Units

#### Accounting Principles II

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, statement of changes in financial position, and investments. *Transfer credit: CSU; UC*

### BUS 3 – 3 Units

#### Applied Accounting

Class Hours: 3 lecture

This course covers the 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.

### BUS 4 – 3 Units

#### Business Mathematics

Prerequisite: Math 9 or equivalent

Class Hours: 3 lecture

This review of fundamental arithmetic and algebraic processes, with application to business problems, includes fractions, decimals, skills in areas of mark-up, discounts, interest, installment debt and other business practices.

### BUS 7 – 3 Units

#### Income Tax Law

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. *Transfer credit: CSU*

### BUS 12 – 3 Units

#### Introduction to Office Automation

Class Hours: 3 lecture

This course provides a review of office automation and contemporary office procedures and equipment. The course examines currently available office automation concepts, products, and systems. Topics included are voice processing, word processing, records management, reprographics, and electronic communication. Some hands-on training will be included. Field trips are required.

### BUS 14 – 1 Unit

#### Calculating Machines

Class Hours: 2 lecture/laboratory

Skill in the operation of the 10-key adding machine is developed by the "touch" method. The course includes practical business problems that can be solved on most office calculators. *Transfer credit: CSU*

### BUS 22A/B – 1-3/1-3 Units

#### Independent Studies in Business

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 business 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: CSU*

### BUS 28 – 3 Units

#### Business English

Class Hours: 3 lecture

Competency in the fundamentals and mechanics of business English usage is developed. Study includes grammar, sentence structure, punctuation, proofreading and written expression. Students are provided a background to write business letters and business reports. *Transfer credit: CSU*

### BUS 30 – 3 Units

#### Introduction to Business and Economics

Class Hours: 3 lecture

This course presents basic concepts and functions of business and economics and the application of economic thinking to the operation and evolution of business. It also explores business organization and finance, demand and supply, money and banking, business decision making, and inflation. Emphasis is placed on the practical use of business and economic understanding. (co-numbered Econ 30) *Transfer credit: CSU*

### BUS 31 – 3 Units

#### Business Organization and Management

Prerequisite: Bus 30

Class Hours: 3 lecture

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



**BUS 32 – 3 Units**  
**Small Business Operation**

Prerequisite: Bus 30

Class Hours: 3 lecture

Students learn how to establish and operate a small business. Topics include planning, financing, staffing, marketing, site selection, budgeting and record keeping. *Transfer credit: CSU*

**BUS 33A – 3 Units**  
**Business Law I**

Class Hours: 3 lecture

This course deals with the fundamental principles of law pertaining to business transactions, including 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: CSU; UC*

**BUS 33B – 3 Units**  
**Business Law II**

Prerequisite: Bus 33A

Class Hours: 3 lecture

Students learn how the principles of law apply to agencies, negotiable instruments corporation, partnerships, business transactions, trusts, wills, insurance, and the inter-relationship of government and business. *Transfer credit: CSU; UC*

**BUS 35 – 3 Units**  
**Sales Techniques**

Prerequisite: Bus 30

Class Hours: 3 lecture

Instruction is given in the fundamental principles of personal selling. Emphasis is placed 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: CSU*

**BUS 36 – 3 Units**  
**Retail Merchandising**

Prerequisite: Bus 30

Class Hours: 3 lecture

Merchandising activities in small and large businesses are considered from the standpoint of the retailer. The course includes topics such as budgeting, personal relation, buying and selling, site and facility selection, pricing, distribution, and customer service. *Transfer credit: CSU*

**BUS 37 – 3 Units**  
**Marketing**

Prerequisite: Bus 30

Class Hours: 3 lecture

A review of marketing from production to consumer, this course includes such topics as market research, marketing strategy, product development, environmental constraints, pricing, promotion and selection of appropriate channels of distribution. *Transfer credit: CSU*

**BUS 38 – 3 Units**  
**Advertising**

Prerequisite: Bus 30

Class Hours: 3 lecture

Students examine the role of advertising in the marketing programs in business and industry. Topics include consumer analysis, ad media, budgeting, market research, layout, copy-writing, typography, advertising agencies and opportunities in advertising. *Transfer credit: CSU*

**BUS 39 – 3 Units**  
**Business Communications**

Class Hours: 3 lecture

This practical course helps students develop communication skills through business correspondence. It provides training in writing various types of letters commonly used in business such as inquiries, sales, collections, credit, customer relations, and employment appropriation techniques; reviews communication theory, human relations motivational effects of correspondence; develops further skills in listening and speaking. *Transfer credit: CSU*

**BUS 41 – 3 Units**  
**Women and the Law**

Class Hours: 3 lecture

An in-depth study of various areas of law affecting the past and current legal status of women. Included in the study are topics of employment, property rights, credit opportunity, education, health issues, Equal Pay Act, and Affirmative Action. State and federal statutes and case laws are analyzed. *Transfer credit: CSU*

**BUS 49A-D – 1-4 Units**  
**Cooperative Work Experience – Business ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Business will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

**BUS 50 – 3 Units**  
**Elements of Supervision**

Class Hours: 3 lecture

This basic course covers 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: CSU*

**BUS 51 – 3 Units**  
**Personnel Management**

Prerequisite: Bus 50 or equivalent

Class Hours: 3 lecture

Personnel management is studied as a staff function in the process of manpower administration in the organization. The course includes such topics as 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: CSU*

**BUS 54 – 3 Units**  
**Human Relations for Supervisors**

Prerequisite: Bus 50 or equivalent

Class Hours: 3 lecture

Designed to help the supervisor improve techniques of dealing with others, this course emphasizes understanding human behavior, individualizing contacts with subordinates and applying management principles to interpersonal relationships. *Transfer credit: CSU*

**BUS 56 – 3 Units**  
**Business and Professional Speech**

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions, this course covers topics as presentation techniques, group and meeting dynamics, argumentation and persuasion, and struc-

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ture content and organizations. Individual attention will be given to the needs and interests of the student. (co-numbered Spch 56) *Transfer credit: CSU*

**BUS 60A-Z – 1-3 Units**  
**Topics in Business**

Prerequisites: To be determined with each Topic  
Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Business not covered in detail in the general Business course offerings.

Topics courses are announced on a semester basis in the schedule of classes.

**BUS 89A-Z – 1/2-1 1/2 Units**  
**Institutes in Business ★**

Class Hours: 8-24 lecture total

This is 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.





# Business Information Systems

## The Program

Instruction is provided for those interested in office occupations. Emphasis is placed on state-of-the-art automated office applications leading to skill attainment needed in today's modern office environment.

## Career Opportunities

Office Manager	Data Entry Clerk
Word Processor	Receptionist
Office Clerk	Data Entry Operator
Administrative Aide	

## Faculty

### Full-Time

Shay Collier  
Marjorie Corbell  
Kathleen Young

### Part-Time

Steven Abrams  
Lana Antillon  
Maria Ellis  
Stacey LeBreton  
Delores Moon  
Leah Rader  
Kathleen Thomas

### Counselors

Bud Long  
Lisa Raufman

## Business Information Systems Courses

### BIS 1 – 1 Unit Beginning Typewriting/Keyboarding I

Class Hours: 48 laboratory total

For the student who has never had a typing course or prefers to start at the beginning. Instruction includes mastery of the alphabetic keyboard, fundamental operation of the typewriter and speed and accuracy building. *Transfer credit: CSU*

### BIS 2 – 1 Unit Beginning Typewriting/Keyboarding II

Prerequisites: BIS 1 or equivalent. Ability to type 20 wpm.

Class Hours: 48 laboratory total

For the student with a basic knowledge of the alphabetic keys. Instruction includes centering, figure- and symbol-key reaches, as well as speed building and accuracy development. *Transfer credit: CSU*

### BIS 3 – 1 Unit Typewriting: Speedbuilding

Prerequisites: Knowledge of keyboard and ability to type 35 wpm.

Class Hours: 48 laboratory total

For the student who has the ability to type at least 35 wpm accurately and the desire to work on speed and accuracy. Course consists of a series of

timings and drills designed to build speed and improve accuracy; grade is based on student's improvement.

### BIS 4 – 1 Unit Data Entry

Prerequisites: BIS 1 (35 wpm typing speed); BIS 10

Class Hours: 8 lecture, 24 laboratory total

This course prepares the student for an entry-level position in data entry. It provides familiarization and practice in entering data for a typical micro computer database application with an on-line computer text editor.

### BIS 8 – 2 Units Computerized Accounting

Prerequisites: Bus 1A; BIS 10

Class Hours: 1 lecture, 3 laboratory

Basic principles of accounting are studied and related to computerized accounting. Students become acquainted with the use of microcomputers in the field of accounting. Areas of emphasis are computerized general ledger, depreciation, accounts receivable, accounts payable, payroll and financial statements.

### BIS 9 – 1/2 Unit Microcomputer Applications in Business

Prerequisite: BIS 10

Class Hours: 24 laboratory total

Students will gain experience in operation of microcomputers in business applications in accounting, management, and general business. Software programs will be selected in accordance with class assignments or student interest. Scheduling is self-paced and class may be entered at any time during the semester. May be taken four (4) times for credit.

### BIS 10 – 1/2 Unit Introduction to the Personal Computer

Class Hours: 4 lecture, 12 laboratory total

This course is an introduction to the IBM Personal Computer hardware and operating system. Covered will be hardware components, power-up sequence, insertion and removal of diskettes, use of operating system commands, use of common system utilities, and the loading of prepackaged applications.

### BIS 11A – 1 Unit WordStar I

Prerequisites: BIS 10; knowledge of the keyboard

Class Hours: 8 lecture, 24 laboratory total

This is an introduction to one of the most popular word processing software programs in use today. This course will provide basic editing instructions and is appropriate for the non-major student. Taught on IBM or compatible computers.

### BIS 11B – 1 Unit WordStar II

Prerequisites: BIS 10; knowledge of the keyboard; BIS 11A

Class Hours: 8 lecture, 24 laboratory total

This course is a continuation of WordStar I, including search and replace, block moves, and columns. Class is taught on IBM or compatible computers.

### BIS 12A – 1 Unit MultiMate I

Prerequisites: BIS 10; knowledge of the keyboard

Class Hours: 8 lecture, 24 laboratory total

This is an introduction to a popular word processing software program. The course provides basic editing instructions and is appropriate for the non-major and is taught on IBM or compatible computers.

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**BIS 12B – 1 Unit****MultiMate II**

Prerequisites: BIS 10; knowledge of the keyboard; BIS 12A

Class Hours: 8 lecture, 24 laboratory total

This course is a continuation of MultiMate I, including search and replace, block moves, and SPELL CHECK. The class is taught on IBM or compatible computers.

**BIS 13A – 1 Unit****Lotus 1-2-3 I**

Prerequisites: BIS 10; knowledge of the keyboard

Class Hours: 8 lecture, 24 laboratory total

Introduction to the spreadsheet aspect of this program will be studied. Course is appropriate for the non-major student. The course is taught on IBM or compatible computers.

**BIS 13B – 1 Unit****Lotus 1-2-3 II**

Prerequisites: BIS 10; knowledge of the keyboard; BIS 13A

Class Hours: 8 lecture, 24 laboratory total

This is a continuation of Lotus 1-2-3 I, covering graph creation and data base operations. The course is taught on IBM or compatible computers.

**BIS 14 – ½ Unit****Database III (Plus)**

Prerequisite: BIS 10

Class Hours: 4 lecture, 12 laboratory total

Introduction to a microcomputer database application program such as dBASE III (Plus). Introductory lecture, intensive computer assisted instruction, practice lessons, practical use of the processor to generate a formal database and to prepare reports using the data therein.

**BIS 22A/B – 1-3/1-3 Units****Independent Studies in Business Information Systems**

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 business information systems 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.

**BIS 49A-D – 1-4 Units****Cooperative Work Experience –  
Business Information Systems ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Business Information Systems will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.



Sheldon Mehr.



# Chemistry

## The Program

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.

## Career Opportunities

### B.S. Level

(Most careers require bachelors or graduate degree)

Chemist	Sanitarian
Research Assistant	Research Scientist
Chemical Analyst	Restoration Technician, Museum
Laboratory Technician	Art Restoration Specialist
Science Writer	Patent Research
Genetic Engineering Technician	Science Abstractor
Biochemist	Pharmacy Assistant
Food and Drug Agency Trainee	

## Faculty

### Full-Time

Eugene Berg  
Richard Kurtik  
Robert Miller  
David Murphy  
Susan Patterson  
Arthur Schechter

### Part-Time

Hyla Acheson

### Counselor

Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

(BA): Chem 1A, 1B; Math 16A, 16B; Physics 10A/10AL, 10B/10BL.

Biochemistry Option: Add Biol 2A, 2B.

(BS): Chem 1A, 1B; Math 25A, 25B, 25C, 35; Physics 20A/20AL, 20B/20BL, 20C/20CL.

## Chemistry

### Associate in Arts Degree

This program is designed to award a designated associate 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 Arts 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 Arts Degree and/or Bachelor of Arts 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, and 7 or equivalent.

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

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

### Required Courses:

	Units	
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Chem 7A	Organic Chemistry	5
	or	
Chem 8, 9	Elementary Organic Chemistry, and Organic Chemistry Lab	6
Math 16A	Applied Calculus I	3
Math 16B	Applied Calculus II	3
Ph 10A/10AL	General Physics I/Lab	4
Ph 10B/10BL	General Physics II/Lab	4

### Total minimum units required in major area — 31 - 32

See Degree Requirements and Transfer Information section for General Education requirements.

## Chemistry

### 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 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, 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.

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

### Required Courses:

	Units	
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6

Chem 7A	Organic Chemistry or	5
Chem 8, 9	Elementary Organic Chemistry, and Organic Chemistry Lab	6
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Ph 20A/20AL	Mechanics of Solids and Fluids/Lab	4
Ph 20B/20BL	Electricity and Magnetism/Lab	4
Ph 20C/20CL	Heat, Sound, Optics and Modern Physics/Lab	4

**Total minimum units required in major area – 44 - 45**

**Recommended Course: Math 35**

See Degree Requirements and Transfer Information section for General Education requirements.

## Chemistry Courses

### CHEM 1A – 6 Units

#### General Chemistry

Prerequisites: Chem 12 or equivalent college course or satisfactory score on Chemistry Placement Exam and Math 3 or equivalent college course or eligibility for Math 5 or higher on the Math Placement Exam.

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; qualitative analysis; colligative properties and distillations. *Transfer credit: CSU; UC*

### CHEM 1B – 6 Units

#### General Chemistry

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; electro chemistry and quantitative and qualitative analysis.

**LABORATORY:** Equilibria; thermodynamics; chemical kinetics; electro chemistry; titrations and qualitative analysis. *Transfer credit: CSU; UC*

### CHEM 7A/B – 5/5 Units

#### Organic Chemistry

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, this course places emphasis 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 utilize modern instrument methods. *Transfer credit: CSU; UC*

### CHEM 8 – 4 Units

#### Elementary Organic Chemistry

Prerequisite: Chem 1B (may be taken concurrently)

Class Hours: 4 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; nomenclature; spectroscopic anal-

ysis; biochemistry. *Transfer credit: CSU; UC credit limitations. No Credit at UC if taken after Chem 7A/7B. See counselor.*

### CHEM 9 – 2 Units

#### Organic Chemistry Lab

Prerequisite: Chem 8 (may be taken concurrently)

Class Hours: 6 laboratory

This lecture-laboratory course deals with the synthesis, characterization and spectroscopic analysis of organic compounds. *Transfer credit: CSU; UC credit limitations. No Credit at UC if taken after Chem 7A/7B. See counselor.*

### CHEM 12 – 4 Units

#### Introductory Chemistry I

Prerequisite: Math 1 or equivalent college course, or eligibility for Math 3 or higher on the Math Placement Exam.

Class Hours: 3 lecture, 3 laboratory

This course is designed for non-science majors and emphasizes principles of inorganic chemistry, structure of atoms and molecules, periodic table and chemical calculations. It fulfills prerequisite requirements for Chem 1A. *Transfer credit: CSU; UC credit limitations. No credit at UC if taken after Chem 1A/1B. See counselor.*

### CHEM 13 – 4 Units

#### Introductory Chemistry II

Prerequisite: Chem 12 or one year of high school chemistry.

Class Hours: 3 lecture, 3 laboratory

This is 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: CSU; UC credit limitations. No credit at UC if taken after Chem 1A/1B. See counselor.*

### CHEM 22A/B – 1-3/1-3 Units

#### Independent Studies in Chemistry

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 chemistry on an independent study basis will be assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*



# Chicano Studies

## The Program

The Chicano Studies curriculum examines the ethnic experience in America from historical, social, cultural, and political perspectives. Study of the Chicano enables the student to better understand the rich heritage of the American Southwest as well as providing a baseline for further study of other ethnic groups.

## Career Opportunities

### B.A. Level

Diplomat Corps	Social Worker
Foreign Office	Travel Guide
Foreign Correspondent	Translator
News Analyst	Company Representative
Writer	Advertising
Import-Export Trade	Community Development

## Faculty

### Full-Time

Frank Fierro

### Counselor

Bud Long

### CH ST 4 – 3 Units

#### History of the Southwest

Class Hours: 3 lecture

This course surveys the history of the Chicano from pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the American Southwest and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas) in the context of American History. (co-numbered Hist 4) *Transfer credit: CSU; UC*

### CH ST 8 – 3 Units

#### Political Patterns in the U.S.

Class Hours: 3 lecture

Fundamental principles of U.S. Government: federal, state and local are studied in theory and practice. Emphasis is 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 is placed on the participation of the Mexican-American in our political institutions. (co-numbered Pol Sc 8) *Transfer credit: CSU; UC*

### CH ST 22A/B – 1-3/1-3 Units

#### Independent Studies – The Chicano

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 Chicano studies on an independent study basis will be assigned problems which will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

## Transfer Information

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)

## Chicano Studies Courses

### CH ST 1 – 3 Units

#### The Chicano in Contemporary Society

Class Hours: 3 lecture

This course is 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 Soc 6) *Transfer credit: CSU; UC*

### CH ST 2 – 3 Units

#### 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 Anth 4) *Transfer credit: CSU; UC*



# Child Development

## The Program

The Child Development Program prepares students for completion of the certificate in Nursery Education or an AS Degree in Child Development. Students develop subject matter, knowledge, and skills needed for success in occupational areas as well as transfer to a college or university. 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.

## Career Opportunities

Preschool Teacher	Camp Counselor
Teacher's Aide	Children's Book Author
Parent Educator	Children's Television Producer
Residential Care Worker	Children's Toy Designer
Preschool Director	Children's Toy Marketer

## Faculty

### Full-Time

Dolores Deutsch

### Part-Time

Rosalie Bergman  
 Phyllis Click  
 Dianne Cohn  
 Linda Cravens  
 Joan Fasken  
 Bonnie Hoult  
 Kathleen Lally  
 Dorothy Omens  
 Carrie Rothstein-Fisch  
 Christabel Schadt

### Counselor

Rick Cardoni

## Transfer Information

Major requirements for upper division standing at:  
**California State University, Northridge:**  
 Math 15; Physio 1; Psych 1B.  
 Up to 12 units of approved electives may apply in the major. See counselor.  
 See also the Liberal Studies transfer major.

## Child 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:

		Units
CD 30	Human Development	3
CD 38	Observation in the Nursery School	3
CD 39A	Supervised Participation in the Nursery School	3
CD 39B	Supervised Field Experience in the Nursery School	3
CD 40	Child, Family and Community	3
CD 41	Nursery School Programs	3
CD 43	Parent and Teacher Communications and Conferencing	3
HS 5	Safety and First Aid	2

### Required Additional Courses:

Select six (6) units from the following courses:

CD 51	Music in the Nursery School	3
CD 52	Art in the Nursery School	3
CD 53	Science in the Nursery School	3
CD 54	Literature in the Nursery School	3

Select one (1) of the following courses:

Psych 1A	Intro to Psychology	3
Psych 3	Psychology of Interpersonal Relationships	3

### Total minimum units required in major area – 32

See Degree Requirements and Transfer Information section for General Education requirements.

## Nursery Education

### Certificate of Achievement

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

### Required Courses:

		Units
CD 30	Human Development	3
CD 38	Observation in the Nursery School	3
CD 39A	Supervised Participation in the Nursery School	3
CD 39B	Supervised Field Experience in the Nursery School	3
CD 40	Child, Family and Community	3
CD 41	Nursery School Programs	3
CD 43	Parent and Teacher Communications and Conferencing	3
	General Education Courses*	6

### Required Additional Courses:

Select one (1) of the following courses:

Psych 1A	Intro to Psychology	3
Psych 3	Psychology of Interpersonal Relationships	3

### Total minimum units required – 30

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



## ■ School Age Child Care

### Certificate of Completion

Primary Employability Skills to be Developed:

Students completing this certificate will obtain the necessary skills required to work successfully in programs held in before-and-after school centers.

Required Courses:	Units
CD 30 Human Development	3
CD 40 Child, Family and Community	3
CD 45 Programs for the School Age Child	3
HS 5 Safety and First Aid	2
Psych 3 Psychology of Interpersonal Relationships	3

**Total minimum units required – 14**

## Child Development Courses

### CD 22A/B – 1-3/1-3 Units Independent Studies in Child Development

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 child development on an independent study basis are assigned problems which involve library, laboratory observation and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

### CD 30 – 3 Units Human Development (F/S)

Class Hours: 3 lecture

This course is a chronological survey of human development from prenatal to adolescence. Cognitive, social, physical and emotional development is investigated. Application of research and principles of growth to resolution of developmental tasks at each age level. *Transfer credit: CSU; UC credit limitations.*

### CD 31 – 3 Units Infant Studies (S)

Prerequisite: CD 30

Class Hours: 3 lecture

This course covers the requirements for infant-toddler care based on developmental needs of the child. Planning curriculum, designing an environment, and observation of existing programs will also be included.

### CD 38 – 3 Units Observation in the Nursery School (F/S)

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to observation techniques in a school setting. Students will observe children's activities, classroom materials and environment and teacher planning and interaction within the nursery school setting. Extended experiences are gained in community observation at other Early Childhood Programs. *Transfer credit: CSU*

### CD 39A – 3 Units Supervised Participation in the Nursery School (F/S)

Prerequisites: CD 30 and CD 38 previous or concurrent. Verification of annual tuberculin test required.

Class Hours: 2 lecture, 3 laboratory

This course provides training in nursery school procedures and practices for students who will be teaching young children and for those who are

presently 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: CSU*

### CD 39B – 3 Units Supervised Field Experience in the Nursery School (S)

Prerequisites: CD 39A. Verification of annual tuberculin test required.

Class Hours: 2 lecture, 3 laboratory

Students are given 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. *Transfer credit: CSU*

### CD 40 – 3 Units Child, Family and Community (F/S)

Class Hours: 3 lecture

Students in this course study the patterns of child-rearing in contemporary society, as well as interaction of family and community; significance of personal and social values in family life and community; individual and social resources for family health and welfare and improving child development. *Transfer credit: CSU; UC credit limitations.*

### CD 41 – 3 Units Nursery School Programs (F/S)

Class Hours: 3 lecture

This course provides a survey of philosophies and programs in the field of nursery education, as well as experience in planning a curriculum for a nursery school program. Special emphasis is 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: CSU*

### CD 42 – 3 Units Nursery School Administration (F)

Prerequisite: None. CD 40 and CD 41 recommended

Class Hours: 3 lecture

Class content covers the origin of nursery school movement in California, types of nursery schools, licensing requirements, legislation standards, daily routines, teacher responsibility, and public relations. This course will also 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: CSU*

### CD 43 – 3 Units Parent and Teacher Communications and Conferencing (S)

Class Hours: 3 lecture

The course is intended to increase knowledge and effectiveness in parent-teacher conferencing with an emphasis on techniques that facilitate skillful communication. Understanding of parental and teacher goals and of expectations in relationship to the young child is also emphasized.

### CD 44 – 3 Units Parent-Child Relationships (F)

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 two (2) times for credit.

### CD 45 – 3 Units Programs for the School Age Child (F)

Class Hours: 3 lecture

This course introduces the student to the care of school age children. It is

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designed for those planning to work in before and after school programs with the school age child. It will help the student develop an appropriate curriculum to meet the developmental and emotional needs of this age child. It will also provide the student with information about support for the family and how to make use of community resources.

**CD 51 – 3 Units**

**Music in the Nursery School (S)**

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, this course can also 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, singing, and composing songs. *Transfer credit: CSU*

**CD 52 – 3 Units**

**Art in the Nursery School (F/S)**

Class Hours: 3 lecture

This course is designed to provide opportunities for teachers to learn how to help their children in the field of art, also on assistance to teachers in understanding the growth and development of children's creative experience both at home and at school. Teachers also learn how to develop practical materials in the creative arts and how to understand the individual child relative to his own creative expression. *Transfer credit: CSU*

**CD 53 – 3 Units**

**Science in the Nursery School (F)**

Class Hours: 3 lecture

This course provides opportunities for teachers to learn how to help their children in the field of science, and to help teachers in understanding the growth development of children in relation to science and mathematics both at home and at school. Practical materials in a science area are also developed. *Transfer credit: CSU*

**CD 54 – 3 Units**

**Literature in the Nursery School (S)**

Class Hours: 3 lecture

Students explore various experiences appropriate to the development of young children including picture books, flannel graphs, poetry, puppetry, records, television, and dramatic play. Emphasis is placed on developing language concepts and skills. *Transfer credit: CSU*

**CD 60A-Z – 1-3 Units**

**Topics in Child Development (F/S)**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Child Development not covered in detail in the general Child Development course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor.*

Topics which have been developed include:

**60A – 1½ Units**

**Programs for Toddlers (F)**

Class Hours: 24 lecture total

May be taken four (4) times for credit.

**60B – 1½ Units**

**Understanding Children's Play (S)**

Class Hours: 24 lecture total

**60C – 1½ Units**

**Developing Materials for Home-based Learning (S)**

Class Hours: 24 lecture total

**60D – 1½ Units**

**Contemporary Influences on Child Rearing Practices (S)**

Class Hours: 24 lecture total

**60E – 1½ Units**

**Language Development in Young Children (F)**

Prerequisite: None. CD 30 recommended

Class Hours: 24 lecture total

**CD 89A-Z – ½-1½ Units**

**Institutes in Child Development ★**

Class Hours: 8-24 lecture total

This short-term lecture-workshop series is designed primarily for nursery school personnel in teaching and administrative roles. This series will provide opportunity to gain understanding and skills in the areas of communication with children, parents, staff, and community agencies.



# Commercial Art

## The Program

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.

## Career Opportunities

Advertising Artist	Showcard Artist
Illustrator	Sign Painter
Designer	Silk Screen Artist
Graphic Artist	Sketch Artist
Mural Artist	Title Designer
Type Designer	Stencil Maker
Graphic Arts Technician	Commercial Artist
Paste-Up Camera Artist	

## Faculty

### Full-Time

Jack Noyes

### Part-Time

Sol Dember  
Dean Detrick  
Joseph Martin

### Counselor

Don Henderson

## Commercial Art

### Occupational Associate in Science Degree

This program provides a comprehensive understanding of the job requirements in commercial art occupations and related careers. Graduates of this program will have a knowledge of composition, design, perspective, lettering and advertising layout.

#### Required Courses:

	Units
Art 12A	3
Cm Art 1A	2
Cm Art 2	3
Cm Art 3	2
Cm Art 4	2
Cm Art 5	2
Cm Art 12A	2
Cm Art 12B	2
GC 4	3
Photo 1A	3

**Total minimum units required in major area – 24**

## Recommended Courses: Art 3, 4B, 12B, 13A/B; GC 11A; Photo 3

See Degree Requirements and Transfer Information section for General Education requirements.

## Commercial Art Courses

### Cm Art 1A – 2 Units

#### Introduction to Commercial Art

Class Hours: 1 lecture, 3 laboratory

This course provides the student with experience in projects involving conceptual, production, and visual design methods. Emphasis directed toward the visual communication field (commercial art). *Transfer credit: CSU;*

### Cm Art 2 – 3 Units

#### Commercial Design

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. *Transfer credit: CSU*

### Cm Art 3† – 2 Units

#### Lettering and Typography

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 layouts. *Transfer credit: CSU; UC credit limitations. See counselor.*

### Cm Art 4 – 2 Units

#### Advertising Design

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. *Transfer credit: CSU*

### Cm Art 5 – 2 Units

#### Marker Techniques

Prerequisite: Art 12A or Cm Art 12A

Class Hours: 1 lecture, 3 laboratory

Felt tip markers are used extensively by both design and illustration professionals for planning and presentation art. This course will provide thorough training in beginning marker techniques, quick sketch development, and comprehensive layouts. Projects will involve illustration, graphic design and advertising.

### Cm Art 12A/B – 2/2 Units

#### Beginning Illustration

Prerequisite: Cm Art 12A for Cm Art 12B

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. *Transfer credit: CSU*

### Cm Art 12C/D – 2/2 Units

#### Advanced Illustration

Prerequisites: Cm Art 12B for Cm Art 12C; Cm Art 12C for Cm Art 12D

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. *Transfer credit: CSU*

### **Cm Art 20 – 3 Units**

#### **Airbrush Techniques for Advertising & Industry (Basic)**

Prerequisite: Cm Art 1A or 12A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

The basic course presents the use of the airbrush for preparing illustrations and photo retouching in black and white for advertising, commercial art, and industrial use. The basic course covers the introduction of the airbrush and maintenance, through airbrush rendering and photo retouching with refurbishing of old photographs covered. All assignments are demonstrated and critiqued. Students must have access to an airbrush for the duration of the class.

### **Cm Art 21 – 3 Units**

#### **Airbrush Techniques for Advertising & Industry (Advanced)**

Prerequisite: Cm Art 20

Class Hours: 2 lecture, 3 laboratory

The advanced class introduces color in the airbrush to students using transparent dyes, transparent colors and opaque designers colors for preparing full color art illustrations and color photo retouching. Many techniques and treatments are presented with "tricks of the trade" for producing highly acceptable commercial and industrial illustrations. All techniques and assignments are demonstrated by the instructor. Critiques are offered on all assignments. Students must have access to an airbrush for the duration of the class.

### **Cm Art 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Commercial Art**

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 commercial 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.

### **Cm Art 23 – 3 Units**

#### **Airbrush Painting**

Prerequisite: Cm Art 20 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course provides specialized training in a variety of common airbrush applications in black and white and color. Students learn techniques which will be very helpful in preparing commercial, industrial and high tech presentations.

### **Cm Art 30 – 1 Unit**

#### **Introduction to Computer Design and Illustration**

Class Hours: ½ lecture, 1½ laboratory

This course will survey various computer systems and their applications in commercial art, computer-assisted design and illustration. Hands-on experience will be provided on the Macintosh Computer. No prior computer knowledge is necessary for this course.

### **Cm Art 31 – 2 Units**

#### **Computer-Assisted Graphic Design**

Prerequisite: Cm Art 30 or equivalent. May be taken concurrently.

Class Hours: 1 lecture, 3 laboratory

This course is a hands-on course using the Macintosh Computer to explore the fundamentals of design. Students will learn to organize visual material in a coherent way. Students will learn principles of typography, design, shape, line and texture.

### **Cm Art 32 – 2 Units**

#### **Computer Desk Top Publishing**

Prerequisite: Cm Art 30 or equivalent

Class Hours: 1 lecture, 3 laboratory

This course is a practical introduction to publications design which will provide students with the necessary expertise to develop newsletters and publications on a Macintosh or other user friendly computers with appropriate software and printers. Students will explore informational graphics, alternatives for designing and redesigning publications with an emphasis on communicating information in the most efficient manner. In addition, type, graphic elements, screens, photographs, illustrations, captions, drop initials, subheads and text will be discussed.

### **Cm Art 60A-Z – 1-3 Units**

#### **Topics in Commercial Art**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Commercial Art not covered in detail in the general Commercial Art course offerings. Topics courses are announced on a semester basis in the schedule of classes.

Topics which have been developed include:

#### **60A – 1 Unit**

##### **Airbrush Practice**

Prerequisite: A previous airbrush course

Class Hours: 3 laboratory

May be taken four (4) times for credit.

#### **60B – 1 Unit**

##### **Computer Graphics Practice**

Prerequisite: Cm Art 30, 31 or 32

Class Hours: 3 laboratory

May be taken four (4) times for credit.



# Computer Information Systems

## The Program

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

## Career Opportunities

### A.S. Level

- Junior Programmer
- Computer Operator
- Programmer Trainee
- Applications Specialist
- Computer Programming Coordinator
- Technical Services Manager
- Tape Librarian
- Information Center Manager
- Information Systems Manager
- Data Processing Sales Representative
- Technical Information Specialist

## Faculty

### Full-Time

- David Kay
- Louis Wolff

### Part-Time

- Ko-Chieh Chi
- David Delacalzada
- Nathan Frankle
- Wilton Helm
- Richard Hillery
- Steven Kang
- George Kurata
- Stephen Rockey
- Edward Voyek

### Counselors

- John Heydenreich
- Bud Long
- Lisa Raufman

## Transfer Information

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; CIS 1, 4A, 4B, 6; Econ 1, 2; Math 16A.

DP 245 to be taken after transfer.

See also the Business Administration option at CSUN.

## Computer Information Systems

### Occupational

### Associate in Science Degree

Students learn basic skills of computer information systems with the goal of immediate employment in business or industry utilizing computer information systems techniques and equipment.

<b>Required Courses:</b>		<b>Units</b>
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
CIS 4A	Computer Programming I: COBOL	3
CIS 4B	Computer Programming II: COBOL	3
CIS 6	Systems Analysis	3
CIS 9	Computer Programming Lab	.5-1-1-1
CIS 14	Computer Programming BASIC	3

**Total minimum units required in major area – 27.5**

**Recommended Courses: CIS 5, 8; CS 18/18L; Econ 1, 2**

See Degree Requirements and Transfer Information section for General Education requirements.

## Computer Information Systems

### Certificate of Achievement

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

<b>Required Courses:</b>		<b>Units</b>
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
CIS 4A	Computer Programming I: COBOL	3
CIS 4B	Computer Programming II: COBOL	3
CIS 6	Systems Analysis	3
CIS 14	Computer Programming BASIC	3

**Total minimum units required – 24**

## Computer Information Systems Courses

Students planning to take more than 9 units of Computer Information Systems courses marked \* should consult a counselor; the UC system allows credit for the first 9 units only.

### CIS 1\* – 3 Units

#### Introduction to Information Systems

Prerequisite: None. Concurrent enrollment in CIS 9I is recommended.

Class Hours: 3 lecture

This introductory course covers the history, development and application of computer information system principles, as well as 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 experience in writing and executing BASIC computer programs on a minicomputer (or microcomputer). *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 4A\* – 3 Units**

#### **Computer Programming I: COBOL**

Prerequisite: CIS 1 or equivalent. Concurrent enrollment in CIS 9C is recommended.

Class Hours: 3 lecture

Students become familiar with basic computer programming concepts used in the solving of business computer information systems problems. Completion of assigned class problems provides experience in actual programming using COBOL language. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 4B\* – 3 Units**

#### **Computer Programming II: COBOL**

(Alternating semesters-Fall, day; Spring, evening)

Prerequisite: CIS 4A or equivalent. Concurrent enrollment in CIS 9D is recommended.

Class Hours: 3 lecture

A study of advanced COBOL programming techniques, with particular emphasis on disk file concepts, for solving business computer information systems problems such as payroll, accounts payable, inventory, etc. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 5\* – 3 Units**

#### **Database Management Systems**

Prerequisites: CIS 1 plus either CIS 4A or CS 18/18L.

Class Hours: 3 lecture

Introduction to application program development in a database environment, with an emphasis on loading, modifying, and querying the database using a host language (COBOL or FORTRAN). Compounds the students' existing programming knowledge with a knowledge of DBMS systems to make them more marketable as a computer programmer. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 6\* – 3 Units**

#### **Systems Analysis (F)**

Prerequisites: CIS 1 and a programming class or equivalent.

Class Hours: 3 lecture

Study includes computer information systems systems and procedures, analysis of various existing business computer information systems principles. Required of most business and economics departments for non-data and data systems concepts. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 7\* – 3 Units**

#### **Computer Programming RPG II (S)**

Prerequisite: CIS 1 or equivalent. Concurrent enrollment in CIS 9R is recommended.

Class Hours: 3 lecture

Instruction is given in basic computer programming concepts and development techniques. Laboratory development and problem solving utilize the Report Program Generator. Completion of assigned class problems provides experience in actual programming using RPG II language. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 8\* – 3 Units**

#### **Operating Systems (S-evening only)**

Prerequisites: CIS 1 or equivalent and at least one semester of computer programming.

Class Hours: 3 lecture

Designed to acquaint students with the concepts, techniques and use of

operating systems and Job Control Language (JCL). This course also emphasizes methods of coding and maintenance of operating systems for computers with multi-processing capabilities. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 9 – 1/2-1 Unit (see below)**

#### **Computer Programming Laboratory ★**

Prerequisite: Concurrent enrollment in appropriate programming course.

Class Hours: 1 1/2-3 laboratory

This course provides laboratory experience to accompany computer programming classes. Students receive actual experience in completing programs in the particular computer language they are studying. May be taken four (4) times for credit. *Transfer credit: CSU*

Students should sign up for lab courses using the following key:

#### **CIS 9B – 1 Unit BASIC**

#### **CIS 9C – 1 Unit COBOL I**

#### **CIS 9D – 1 Unit COBOL II**

#### **CIS 9G – 1 Unit General**

#### **CIS 9I – 1/2 Unit Introduction**

#### **CIS 9R – 1 Unit RPG II**

### **CIS 14 – 3 Units**

#### **Computer Programming BASIC**

Prerequisite: Concurrent enrollment in CIS 9B is recommended.

Class Hours: 3 lecture

Topics include 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, as well as debugging of basic statements and elementary coding. Three hours of laboratory recommended. *Transfer credit: CSU*

### **CIS 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Information Systems**

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 computer information systems on an independent study basis are assigned work which can involve the programming of a complete computer information systems application under the direction and guidance of an instructor. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **CIS 49A-D – 1-4 Units**

#### **Cooperative Work Experience – Computer Information Systems ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Computer Information Systems will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

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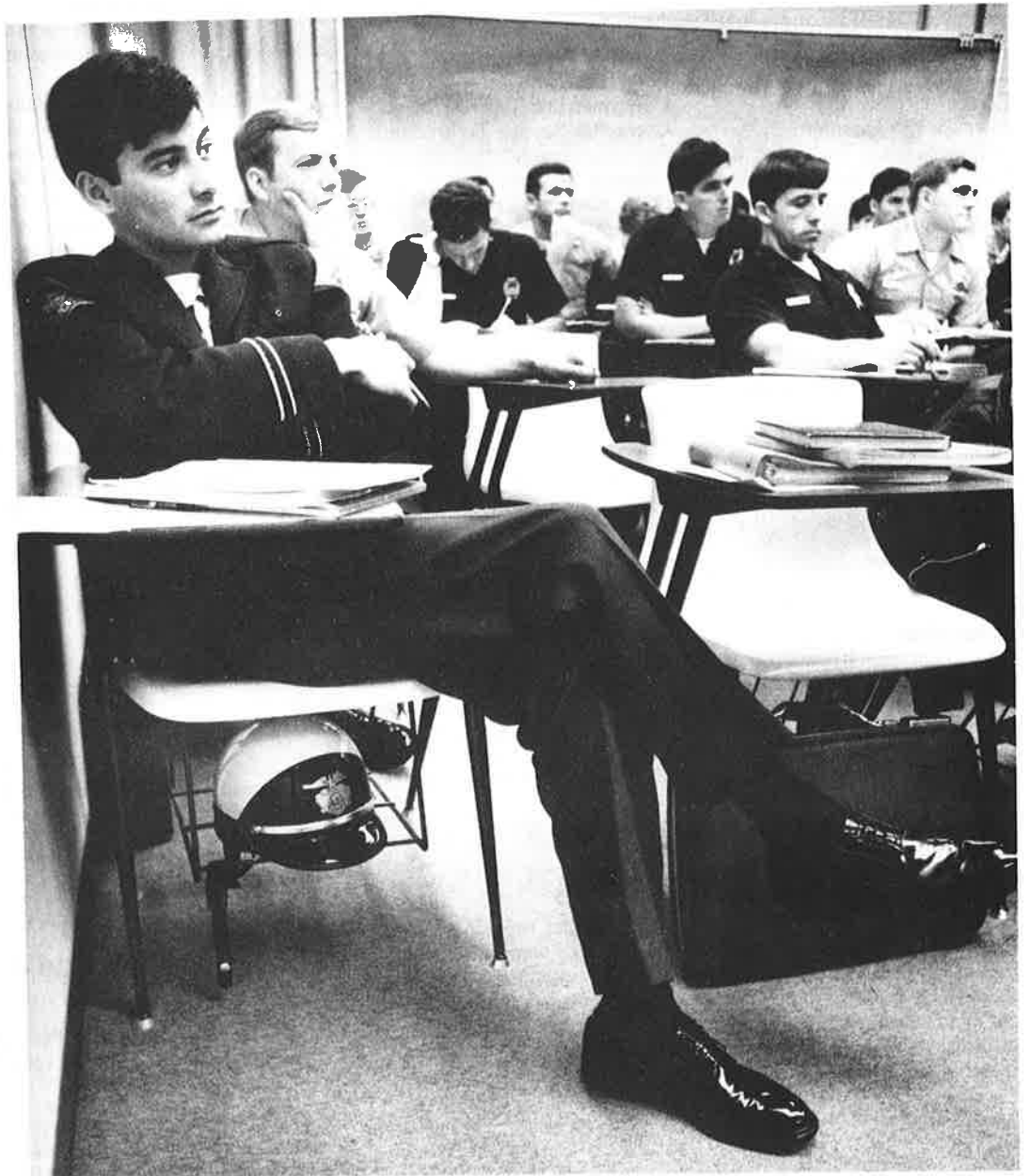
**CIS 60A-Z – 1-3 Units**

**Topics in Computers**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Computer Information Systems not covered in detail in the general Computer Information Systems course offerings. Topics courses are announced on a semester basis in the schedule of classes.



*Cadets' on campus.*



# Computer Science

## The Program

This program prepares students for further study in Computer Science and can lead to careers in such fields as technical applications programming, design of computer operating systems and related software, systems analysis and design, etc.

## Career Opportunities

### B.S. Level

(Requires bachelors or graduate studies)

Computer Programmer	Scientific Programmer
Applications Engineer, Computer Coder	Forms Analyst
Business Programmer	Computer Lab Technician
Microprocessing Technologist	Computer Service Technician
Process Control Programmer	Software Analyst
Operational Research Manager	Software Engineer
System Designer	Naval Research Logistics Systems Analyst

## Faculty

### Full-Time

Christine Aguilera  
Kathryn Fink  
David Murphy  
Susan Patterson  
Fred Schaak

### Part-Time

Thomas Becker  
Larry Lace

### Counselors

John Heydenreich  
Edna Ingram  
Lisa Raufman

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

CS 10/10L, 20/20L, 30/30L, 50; Math 25AB, 31; Phil 9; competency in FORTRAN, COBOL.

Important Note: The courses listed above are required of all Computer Science majors at CSUN. Since CSUN offers 11 choices for concentration in Computer Science at the junior level, some of them with additional lower division requirements, a student who is planning this major should refer to the CSUN catalog for further information and, upon transfer, consult an advisor at CSUN about these concentrations.

## Computer Science

### Associate in Science Degree

Moorpark College offers an Associate in Science Degree in Computer Science. The Computer Science major has a dual purpose: to prepare students for upper division course work in Computer Science and to provide technical training for a variety of careers in business, industry, and government.

Required Courses:	Units
CS 10/10L* Intro to Computer Programming/PASCAL/Lab	4
CS 20/20L Data Structures and Program Design/Lab	4
CS 30/30L Assembly Language Programming/Lab	4
CS 40 Computer Architecture	3
Math 25A Calculus/w Analytic Geometry I	5
Math 25B Calculus/w Analytic Geometry II	5
Math 31 Intro to Linear Algebra	3

### Required Additional Courses:

Select two (2) of the following courses:

CS 17/17L Computer Programming - C/Lab	4
CS 60/60L Concepts of Programming Languages/Lab	4
Math 25C Calculus/w Analytic Geometry III	5
Math 35 Applied Differential Equations	3
Phil 9 Symbolic Logic	4

### Total minimum units required in major area - 35 - 37

\*CS 16 (Computer Programming PASCAL) has been combined with CS 10 and is no longer offered as a separate course.

### Suggested Course Sequence:

First Semester	Second Semester
CS 10/10L 4	CS 20/20L 4
	Math 25A 5
	<u>9</u>
Third Semester	Fourth Semester
CS 30/30L 4	CS 40 3
Math 25B 5	Math 31 3
<u>9</u>	<u>6</u>

The Suggested Course Sequence shown above does not include the two Required Additional Courses that students select for the Associate in Science Degree.

See Degree Requirements and Transfer Information section for General Education requirements.

*A Total of 6 courses total will transfer*

### Computer Science Courses

#### CS 10 - 3 Units

#### Introduction to Computer Programming/PASCAL

Prerequisites: Math 6 or Math 7 or equivalent. Required enrollment in CS 10L.

Class Hours: 3 lecture

This course is an introduction to programming and the organization of computers using the PASCAL language. Basic programming concepts are studied including: algorithms, data and control structures, debugging, program design, documentation, and structured programming. *Transfer credit: CSU; UC*



**CS 10L – 1 Unit**  
**Introduction to Computer Programming/PASCAL**  
**Laboratory ★**

Prerequisite: Concurrent enrollment in CS 10 required.

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 10.  
*Transfer credit: CSU; UC*

**CS 17 – 3 Units**  
**Computer Programming - C**

Prerequisites: CS 10/10L or equivalent or mastery of a high-level computer programming language. Required enrollment in CS 17L.

Class Hours: 3 lecture

This course is an introduction to the C programming language. Basic programming concepts are studied, including algorithms, data structures, input/output, and file operations. *Transfer credit: CSU; UC*

**CS 17L – 1 Unit**  
**Computer Programming Laboratory - C ★**

Prerequisite: Concurrent enrollment in CS 17 required.

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 17.  
*Transfer credit: CSU; UC*

**CS 18 – 3 Units**  
**Computer Programming - FORTRAN**

Prerequisites: Math 5 and Math 6 or Math 7 or equivalent college course, or satisfactory score on the Math Placement Exam. Required enrollment in CS 18L.

Class Hours: 3 lecture

This course is an introduction to programming and the organization of computers using the FORTRAN language. Basic programming concepts are studied including: algorithms, data and control structures, debugging, program design, documentation, and structured programming. Depending on their primary area of student, students will use FORTRAN to solve problems in math, data processing, engineering, social sciences, physical science, life sciences, economics and business. *Transfer credit: CSU; UC*

**CS 18L – 1 Unit**  
**Computer Programming Laboratory - FORTRAN ★**

Prerequisite: Concurrent enrollment in CS 18 required.

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 18.  
*Transfer credit: CSU; UC*

**CS 20 – 3 Units**  
**Data Structures and Program Design**

Prerequisites: CS 10/10L or equivalent college course. Required enrollment in CS 20L.

Class Hours: 3 lecture

Structured programming methods will be applied to abstract data types such as stacks, queues, trees, and graphs. The concepts of pointer variables, linked lists, list processing, recursion, simulation, algorithm analysis and verification will be presented. *Transfer credit: CSU; UC*

**CS 20L – 1 Unit**  
**Data Structures and Program Design Laboratory ★**

Prerequisite: Concurrent enrollment in CS 20 required.

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 20.  
*Transfer credit: CSU; UC*

**CS 22A/B – 1-3/1-3 Units**  
**Independent Studies in Computer Science**

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

Class Hours: 1-3 tutorial

Students engage in independent study in computer science under the guidance of an instructor. The course will involve library and laboratory work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

**CS 30 – 3 Units**  
**Assembly Language Programming**

Prerequisite: CS 20/20L. Required enrollment in CS 30L.

Class Hours: 3 lecture

This course covers: computer structure and machine language, mnemonic operations and symbolic addressing, addressing techniques, data representation, input/output techniques, assembler construction and program linkage, and program development implementing high-level language constructs. *Transfer credit: CSU; UC*

**CS 30L – 1 Unit**  
**Assembly Language Programming Laboratory ★**

Prerequisite: Concurrent enrollment in CS 30 required.

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 30.  
*Transfer credit: CSU; UC*

**CS 40 – 3 Units**  
**Computer Architecture**

Prerequisite: CS 30/30L

Class Hours: 3 lecture

This course is an introduction to the structure and organization of computer systems. The topics covered include: number systems, data representation, ALU design and function, memory micro programming, I/O handling and interrupts. *Transfer credit: CSU; UC*

**CS 50 – 3 Units**  
**Files and Data Bases**

Prerequisites: CS 30/30L

Class Hours: 3 lecture

This course is an introduction to large files and data bases. Students will study file structure: sequential, indexed sequential, indexed, direct, inverted, tree, and ring; also multi-file data bases, objectives of data base organization, and data base structures. *Transfer credit: CSU*

**CS 60 – 3 Units**  
**Concepts of Programming Languages**

Prerequisites: CS 20/20L. Required enrollment in CS 60L.

Class Hours: 3 lecture

Basic concepts of programming languages including storage management, syntax, BNF, scope of names, semantics, and typechecking will be covered. Study and comparison of programming languages including PASCAL, Ada, FORTRAN and Lisp. *Transfer credit: CSU; UC*

**CS 60L – 1 Unit**  
**Concepts of Programming Languages Laboratory ★**

Prerequisite: Concurrent enrollment in CS 60 required.

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 60.  
*Transfer credit: CSU; UC*



# Economics

## The Program

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.

## Career Opportunities

### B.S. Level

(Most careers require advanced degrees)

Economist  
Economic Development Coordinator  
Assessor  
Financial Planner  
Stock Broker  
Securities Analyst  
Management Trainee

## Faculty

### Full-Time

Peter Gucciardo  
Robert Herman

### Part-Time

Peter DiGiampietro  
Gary Gluck  
Edward Sanford

### Counselor

Bud Long

## Transfer Information

Major requirements for upper division standing at:  
**California State University, Northridge:**  
Bus 1A, 1B; Econ 1, 2; Math 12; Phil 9

## Economics Courses

### ECON 1 – 3 Units

#### Principles of Micro-Economics

Class Hours: 3 lecture

Students develop a method of thinking by investigating and applying the principles of economic inquiry. The course is an introduction to economic institutions and to issues of economic policy, especially those issues relating to the efficient use of scarce resources. Students learn how exchange acts as a social system of making choices about the consumption, production, and distribution of those resources. *Transfer credit: CSU; UC*

### ECON 2 – 3 Units

#### Principles of Macro-Economics

Prerequisite: Econ 1 or equivalent

Class Hours: 3 lecture

This course provides further development of a method of thinking by investigating and applying the principles of economic inquiry. It is 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 is studied as a social system of making choices that determine policies, that influence or determine aggregate economic activity. *Transfer credit: CSU; UC*

### ECON 4 – 3 Units

#### Economic Development of the United States

Class Hours: 3 lecture

This course concerns the evolution of U.S. economic institutions as revealed by economic analysis and quantitative data, as well as the application of economics to other social sciences, to social change, and to economic problems. *Transfer credit: CSU; UC*

### ECON 10 – 3 Units

#### Economics USA

Class Hours: 3 lecture

An introductory course examining economics from the micro and macro viewpoint. Topics are covered by various noted individuals and presented in a television format. Not intended for Economics majors.

### ECON 22A/B – 1-3/1-3 Units

#### Independent Studies in Economics

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

Class Hours: 1-3 tutorial

This independent study in economics is 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: CSU; UC credit limitations. See counselor.*

### ECON 30 – 3 Units

#### Introduction to Business and Economics

Class Hours: 3 lecture

This course presents basic concepts and functions of business and economics and the application of economic thinking to the operation and evolution of business. It also explores business organization and finance, demand and supply, money and banking, business decision making, and inflation. Emphasis is placed on the practical use of business and economic understanding. (co-numbered Bus 30) *Transfer credit: CSU*



# Electronics Technology

## The Program

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.

## Career Opportunities

(Most careers require a bachelors degree)

### A.S. Level

Electronics Technician  
Field Service Technician  
Computer Repair  
Electronics Assembly  
Electronic Sales

### B.S. Level

Computer Technician  
Microwave Technician  
Field Service Representative  
Electronic Assembly Supervisor  
Bench Technician  
Electronic Metrology Technician  
Traveling Technician  
Electronic Trouble Shooter  
Technical Trainer  
Customer Support Representative  
Sales Engineer  
Numerical Control Technician  
Field Engineer  
Electronics Maintenance Technician  
Biomedical Technician  
Equipment Technician  
Quality Engineer

## Faculty

### Full-Time

Balazs Becht →  
John Thomsen

### Part-Time

G. Lamar Anderson  
Robert Mako  
Michael Murray  
Leon Rouge  
Fernando Vazquez

### Counselors

John Heydenreich  
Edna Ingram  
Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:  
**California Polytechnical State University, San Luis Obispo:**  
Chem 12; CS 18/18L; EL 10/10L, 16/16L, 17/17L; Engl 1A, 11; Math 4, 16A, 16B; Physics 10A/10AL, 10B/10BL; Speech 1.

## ■ Electronics Engineering Technology

### Associate in Science Degree

The foundation of today's high technology is in electronics. Students desiring an intensive two-year program in all major areas of electronics should enroll in the Electronics Technology Associate in Science Degree course of study.

Those students interested in a more comprehensive four-year university transfer program should enroll in the Electronics Engineering Technology Associate in Science Degree program. The first year of both programs are nearly identical.

#### Preparation for the Major:

Mathematics — two years of high school algebra or Math 1 and Math 3 or equivalent.

Electronics — Students with no prior experience with Electronics are encouraged to take EL 1/1L prior to or concurrently with EL 10/10L.

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

<b>Required Courses:</b>		<b>Units</b>
Chem 12*	Introductory Chemistry I	4
CS 18/18L	Computer Programming - FORTRAN/Lab	4
EL 10/10L	Passive Circuits/Lab	5
EL 16/16L	Analog Circuits/Lab	4
EL 17/17L	Digital Circuits/Lab	4
Engl 1A*	English Composition	3
Engl 11	Report and Technical Writing	3
Math 4*	Applied Mathematics with Calculus	5
Math 16A	Applied Calculus I	3
Math 16B	Applied Calculus II	3
Ph 10A/10AL*	General Physics I/Lab	4
Ph 10B/10BL	General Physics II/Lab	4
Spch 1*	Intro to Speech	3
<b>Total required units in major - 49 - 19 (GE) = 30</b>		

\*Denotes General Education course that EET majors are required to take for the A.S. Degree.

#### Suggested Course Sequence:

<b>First Semester</b>		<b>Second Semester</b>	
EL 10/10L	5	EL 16/16L	4
Engl 1A	3	EL 17/17L	4
Math 4	5	Engl 11	3
(alternate course: Math 16A or 25A)			
Spch 1	3		
	16		11

Third Semester	
Chem 12 (alternate course: Chem 1A)	4
Math 16A (alternate course: Math 25A)	3
Ph 10A/10AL (alternate course: Ph 20A/20AL)	4
	11

Fourth Semester	
CS 18/18L	4
Math 16B (alternate course: Math 25B)	3
Ph 10B/10BL (alternate course: Ph 20B/20BL)	4
	11

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ Electronics Technology Occupational Associate in Science Degree

The foundation of today's high technology is in electronics. Students desiring an intensive two-year program in all major areas of electronics should enroll in the Electronics Technology Associate in Science Degree course of study.

Those students interested in a more comprehensive four-year university transfer program should enroll in the Electronics Engineering Technology Associate in Science Degree program. The first year of both programs are nearly identical.

### Preparation for the Major:

Mathematics — two years of high school algebra or Math 1 and Math 3 or equivalent.

Electronics — Students with no prior experience with Electronics are encouraged to take EL 1/1L prior to or concurrently with EL 10/10L.

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

### Required Courses:

	Units
EL 10/10L	5
EL 16/16L	4
EL 17/17L	4
EL 20/20L	4
EL 21/21L	4
EL 24/24L	4
EL 27/27L	4
EL 28/28L	4
EL 29	1
Engl 1A*	3
Engl 11	3
Math 4*	5
Phy Sc 1/1L*	4

**Total required units in major — 49 - 12 (GE) = 37**

\*Denotes General Education course required for A.S. Degree.

### Suggested Course Sequence:

First Semester	
EL 10/10L	5
Math 4 (alternate course: Math 16A or 25A)	5
Phy Sc 1/1L (alternate courses: Ph 10A/10AL or 20A/20AL & Chem 1A or 12)	4
	14

Third Semester	
EL 20/20L	4
EL 21/21L	4
EL 24/24L	4
Engl 11	3
	15

Second Semester	
EL 16/16L	4
EL 17/17L	4
Engl 1A	3

Fourth Semester	
EL 27/27L	4
EL 28/28L	4
EL 29	1
	9

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ Electronics Technology Certificate of Achievement

A Certificate of Achievement in Electronics is offered to those students desiring only the intensive training in electronics, but not the general education courses required of all associate degree programs and transfer degree programs.

### Preparation for the Major:

Mathematics — two years of high school algebra or Math 1 and Math 3 or equivalent.

Electronics — Students with no prior experience with Electronics are encouraged to take EL 1/1L prior to or concurrently with EL 10/10L.

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

### Required Courses:

	Units
EL 10/10L	5
EL 16/16L	4
EL 17/17L	4
EL 20/20L	4
EL 21/21L	4
EL 24/24L	4
EL 27/27L	4
EL 28/28L	4
EL 29	1
Math 4*	5
Phy Sc 1/1L*	4

**Total required units — 43 - 9 (GE) = 34**

\*Denotes General Education course required for Certificate.

**Suggested Course Sequence:**

**First Semester**

EL 10/10L	5
Math 4	5
(alternate course: Math 16A or 25A)	
Phy Sc 1/1L	4
(alternate courses: Ph 10A/10AL or 20A/20AL & Chem 1A or 12)	
	14

**Third Semester**

EL 20/20L	4
EL 21/21L	4
EL 24/24L	4
	12

**Second Semester**

EL 16/16L	4
EL 17/17L	4

**Fourth Semester**

EL 27/27L	4
EL 28/28L	4
EL 29	1
	9

**Electronics Technology Courses**

**EL 1 – 3 Units**

**Introduction to Electronics**

Prerequisite: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam or one year high school algebra  
Class Hours: 3 lecture

This is an introductory course in electronics intended for both technically and nontechnically-minded students. The presentation of basic concepts and theory is reinforced by laboratory experiments in concurrent or later EL 1L enrollment. The scope ranges from electron theory to microcomputers, with emphasis on passive and active devices, amplifiers, oscillators and digital circuits. The course includes practical applications of electronics to business, science, industry and entertainment.

**EL 1L – 1 Unit**

**Introduction to Electronics Laboratory**

Prerequisite: Concurrent or previous enrollment in EL 1  
Class Hours: 3 laboratory

This course supplements lecture course EL 1 by providing laboratory experiments to illustrate and demonstrate application of lecture concepts. Practical use of electronic parts, circuit breadboarding and measurement equipment is emphasized.

**EL 2 – 3 Units**

**Introduction to Microprocessors**

Class Hours: 3 lecture

This general introduction to the operation and application of the microprocessor 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. (formerly EL 33)

**EL 10 – 4 Units**

**Passive Circuits**

Co-requisite: Math 4 or Math 16A or Math 25A or equivalent college course  
Class Hours: 4 lecture

This course covers passive DC and AC circuit theory and operation. Ohm's and Kirchhoff's laws are used in solving series-parallel circuit problems. Basic theorems, such as Thevenin's and Norton's are applied in solving more complex circuit problems. The characteristics of resistors, capacitors, and inductors and their response in DC and AC circuits will be studied. (formerly EL 20A/20B) *Transfer credit: CSU*

**EL 10L – 1 Unit**

**Passive Circuits Laboratory**

Prerequisite: Previous completion or concurrent enrollment in EL 10  
Class Hours: 3 laboratory

This laboratory course provides "hands-on" experience to reinforce the theory discussed in the lecture. Actual DC and AC circuits will be wired and measurement of resistance, voltage and current will be taken and compared to calculated values to show validity of the formulas. *Transfer credit: CSU*

**EL 12A/B – 3/3 Units**

**Electronics Drafting I and II**

Prerequisite: None for 12A; 12A or equivalent for 12B  
Class Hours: 2 lecture, 3 laboratory

EL 12A — This review of basic drafting as applied to electronics enables students to practice and develop skills in drawing symbols, block diagrams and schematic diagrams. They will have an opportunity to redesign circuit diagrams. (formerly EL 10A) *Transfer credit: CSU*

EL 12B — Review and development of advanced drafting work such as printed circuits, wiring diagrams, mechanical construction and special diagrams. (formerly (EL 10B) *Transfer credit: CSU*

**EL 16 – 3 Units**

**Analog Circuits**

Prerequisite: EL 10/10L or Physics 20B/20BL or Physics 10B/10BL  
Class Hours: 3 lecture

This course describes active electronic devices and circuits, including operation and analysis of diodes, BJT's and FET's and OP amp devices. Topics covered include gain, frequency response, feedback principles, small signal amp and power amps. (formerly EL 20D; replaces LET 5) *Transfer credit: CSU*

**EL 16L – 1 Unit**

**Analog Circuits Laboratory**

Prerequisites: EL 10/10L or Physics 20B/20BL or Physics 10B/10BL; concurrent enrollment or previous completion of EL 16  
Class Hours: 3 laboratory

This laboratory course provides "hands-on" experience to reinforce the theory discussed in the lecture. Typical solid state devices are tested and their operation in circuits is observed. *Transfer credit: CSU*

**EL 17 – 3 Units**

**Digital Circuits**

Prerequisite: EL 10/10L or Physics 20B/20BL or Physics 10B/10BL  
Class Hours: 3 lecture

This course is an in-depth study of modern digital devices and systems. It covers binary number systems, combinational and sequential logic circuits, counters, memory devices, and a brief introduction to microprocessors. (formerly EL 20C; replaces LET 8) *Transfer credit: CSU*

**EL 17L – 1 Unit**

**Digital Circuits Laboratory**

Prerequisites: EL10/10L or Physics 20B/20BL or Physics 10B/10BL and concurrent enrollment in EL 17  
Class Hours: 3 laboratory

This laboratory course is intended to reinforce the concepts learned in the lecture course. The students will build, analyze, and trouble shoot all basic circuits that are used in modern digital systems. *Transfer credit: CSU*

**EL 20 – 3 Units**

**Communication Electronics**

Prerequisite: EL 16/16L  
Class Hours: 3 lecture

This is an up-to-date survey of modern communication devices and

systems. Course covers analog and digital communications, antennas, transmission lines, fiber optics, microwaves, as well as various modulation and demodulation techniques. *Transfer credit: CSU*

### **EL 20L – 1 Unit**

#### **Communication Electronics Laboratory**

Prerequisites: EL 16/16L and concurrent enrollment in EL 20

Class Hours: 3 laboratory

This laboratory course reinforces the principles discussed in the Communication Electronics lecture course. Basic communication circuits are constructed and tested. Trouble shooting is emphasized throughout the course. *Transfer credit: CSU*

### **EL 21 – 3 Units**

#### **Microprocessors**

Prerequisite: EL 17/17L

Class Hours: 3 lecture

This is an advanced course covering use of the microprocessor in typical microcomputer and similar applications. Typical industrial components and programming will be emphasized. (formerly EL 34) *Transfer credit: CSU*

### **EL 21L – 1 Unit**

#### **Microprocessors Laboratory**

Prerequisites: EL 17/17L and concurrent enrollment in EL 21

Class Hours: 3 laboratory

This laboratory course provides "hands-on" experience to reinforce the theory discussed in the lecture. Actual programs will be made up and run through the Healthkit EL 3400 Trainer. *Transfer credit: CSU*

### **EL 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Electronics**

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 electronics technology 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: CSU*

### **EL 24 – 3 Units**

#### **Diagnostics, Trouble Shooting and Repair**

Prerequisites: EL 16/16L, 17/17L

Class Hours: 3 lecture

A basic course in the procedures and methods used in trouble shooting typical electronic equipment. The systematic approach is emphasized and applied to analog and digital circuits. (formerly EL 44) *Transfer credit: CSU*

### **EL 24L – 1 Unit**

#### **Diagnostics, Trouble Shooting and Repair Laboratory**

Prerequisite: Concurrent enrollment in EL 24

Class Hours: 3 laboratory

This course is the laboratory course to accompany the EL 24 lecture course. Trouble shooting principles presented in the lecture will be applied to actual circuits and systems. *Transfer credit: CSU*

### **EL 27 – 3 Units**

#### **Computer Applications**

Prerequisites: EL 17/17L, 21/21L

Class Hours: 3 lecture

This course reviews the applications of the microcomputer to industrial operations. Both measurement and control functions will be described. *Transfer credit: CSU*

### **EL 27L – 1 Unit**

#### **Computer Applications Laboratory**

Prerequisite: Concurrent enrollment in EL 27

Class Hours: 3 laboratory

This course provides the laboratory experience to help reinforce the lecture materials. *Transfer credit: CSU*

### **EL 28 – 3 Units**

#### **Industrial Electronics**

Prerequisites: EL 17/17L, 21/21L

Class Hours: 3 lecture

A thorough overview of modern electronics in industry. The first part of the course deals with electrical power systems, transformers, motors, actuators, switches. The remainder of the course covers various electronic circuits that control/actuate electromechanical devices; for example, power supplies, transducers, optoelectronic devices, computer control, and robotics. *Transfer credit: CSU*

### **EL 28L – 1 Unit**

#### **Industrial Electronics Laboratory**

Prerequisite: Concurrent enrollment in EL 28

Class Hours: 3 laboratory

This course provides "hands-on" experience with modern industrial electronics circuits. Frequently used circuits will be built, tested, and repaired. The basic principles of process control are studied through the actual constructing and operating of control electronics hardware. *Transfer credit: CSU*

### **EL 29 – 1 Unit**

#### **Industrial Seminar**

Prerequisites: EL 16/16L, 17/17L

Class Hours: 1 lecture

This course is designed to acquaint the student with various aspects of the electronics industry by means of a series of guest lecturers. Typical topics of the seminars include: recent advancements in electronics, job placement, resume writing and job interviews, and working in the industrial environment.

### **EL 42 – 3 Units**

#### **Electronic Fabrication**

Prerequisite: EL 10/10L

Class Hours: 2 lecture, 3 laboratory

This course will provide theory and practice in the typical fabrication and construction techniques used in the electronics or industrial R & D laboratory. Topics included are: layout and mounting of components, soldering and wire connecting techniques, special diagrams, circuit wiring, testing and calibrating. Industry conventions and procedures will be emphasized. *Transfer credit: CSU*

### **EL 49A-D – 1-4 Units**

#### **Cooperative Work Experience – Electronics Technology ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Electronics Technology will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

### **EL 79 – 1-4 Units**

#### **Electronics Internship**

Prerequisite: Acceptance into EL OJT Program

Class Hours: 3-12 laboratory

This internship is designed to provide advanced electronic technology

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students with an opportunity to work in an industrial environment in order to gain on-the-job experience. Internships are usually offered only to sophomore EL majors. Arrangements are made between the department faculty and participating companies. May be taken four (4) times for credit.  
*Transfer credit: CSU*

**EL 89A-Z – 1/2-1 1/2 Units**  
**Institutes in Electronics ★**

Class Hours: 8-24 lecture total

This short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities places emphasis on the acquisition of specialized knowledge in a particular segment of electronics.





# Engineering

## The Program

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.

## Career Opportunities

### B.S. Level

(Opportunities are bachelor or post-graduate level)

Mechanical Engineer	Biomedical Engineer
Chemical Engineer	Industrial Engineer
Civil Engineer	Manufacturing Engineer
Electrical Engineer	Metallurgical Engineer
Water Quality Engineer	Mining Engineer
Nuclear Engineer	Naval Engineer
Environmental Engineer	Petroleum Engineer
Sanitary Engineer	Plastics Engineer
Process Engineer	Astronautical Engineer
Hydraulic Engineer	Structural Engineer
Project Engineer	Traffic Engineer
Geotechnical Engineer	Electronic Systems Engineer
Systems Engineer	Automotive Engineer
Computer Engineer	Robotics Engineer
Stationary Engineer	Artificial Intelligence Engineer
Aerospace Engineer	Military Pilot

## Faculty

### Full-Time

Fred Meyer

### Part-Time

Allen Gurwitz  
Michael Morcos  
Sylvia Sullivan  
Marios Vassiliou

### Counselors

John Heydenreich  
Edna Ingram  
Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

Chem 1A; CS 10/10L, 18/18L; Engr 4, 12, 16\*, 20; Math 25A, 25B, 25C, 35; Physics 20A/20AL, 20B/20BL, 20C/20CL.

\*Engr 227L to be taken after transfer.

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 faculty to optimize 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. 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.

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

### Required Courses:

		Units
Chem 1A	General Chemistry	6
Engr 4	Intro to Engineering Design	3
Engr 12	Engineering Materials	3
Engr 16	Engineering Statics and Strength of Materials	4
	or	
Engr 20	Electrical Engineering Fundamentals	4
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Ph 20A/20AL	Mechanics of Solids and Fluids/Lab	4
Ph 20B/20BL	Electricity and Magnetism/Lab	4
Ph 20C/20CL	Heat, Sound, Optics and Modern Physics/Lab	4

**Total minimum units required in major area — 43**

**Recommended courses: Chem 1B; CS 18/18L; Math 35**

See Degree Requirements and Transfer Information section for General Education requirements.

## Engineering Courses

### ENGR 4 — 3 Units

#### Introduction to Engineering Design

Class Hours: 1 lecture, 6 laboratory

This course is designed to further the student's understanding of the engineering profession by means of lecture/discussions on systematic design techniques, written communication, and the anatomy of the engineering curriculum and profession. Course content includes 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. A laboratory in engineering and graphics is provided. Projects in engineering are assigned. *Transfer credit: CSU; UC*

## Engineering

### Associate in Science Degree



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## **ENGR 8A – 3 Units**

### **Surveying**

Class Hours: 2 lecture, 3 laboratory

This course 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 are explained and applied. *Transfer credit: CSU; UC*

## **ENGR 8B – 3 Units**

### **Advanced Surveying**

Prerequisite: Engr 8A

Class Hours: 2 lecture, 3 laboratory

Lectures and laboratory instruction deal with 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: CSU; UC*

## **ENGR 12 – 3 Units**

### **Engineering Materials**

Prerequisite: Chem 1A

Class Hours: 3 lecture

This introductory course on the engineering properties of materials applies 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. *Transfer credit: CSU; UC*

## **ENGR 16 – 4 Units**

### **Engineering Statics and Strength of Materials**

Prerequisites: Engr 12 and Math 25B

Class Hours: 4 lecture

This course covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, theories of strength. *Transfer credit: CSU; UC*

## **ENGR 20 – 4 Units**

### **Electrical Engineering Fundamentals**

Prerequisite: Physics 20B/20BL

Co-requisite: Math 35

Class Hours: 3 lecture, 3 laboratory

This course is an introduction to the theory and analysis of electrical circuits, basic circuit elements including the operational amplifier, circuit theorems, dc circuits, forced and natural responses of simple circuits, sinusoidal steady state analysis and the use of a standard computer aided circuit analysis program. Consideration will be given to power, energy, impedance, phasors, and frequency response. *Transfer credit: CSU; UC*

## **ENGR 79 – 1-4 Units**

### **Engineering Internship**

Prerequisite: Previous Engineering course work and/or experience.

Class Hours: 3-12 laboratory

This internship is designed to provide advanced engineering students with an opportunity to work in an industrial environment in order to gain on-the-job experience. Internships are usually offered only to sophomore engineering majors. Arrangements are made between the department faculty and participating companies. May be taken four (4) times for credit. *Transfer credit: CSU credit limitations. See counselor.*



*The legendary John Wooden visits with MC basketball coach Al Nordquist.*



# Engineering Technology

## The Program

Engineering Technology offers an opportunity for students to enter the various fields requiring knowledge of structural and mechanical design. The rapid growth of this field technologically requires an exposure to important trends in construction and manufacturing.

## Career Opportunities

Drafter  
Electronics Technician  
Test Technician  
Field Service Technician  
TV Repair

## Faculty

### Full-Time

Verle Harris

### Part-Time

Tommie Craft  
Joyce Studebaker  
Sylvia Sullivan

### Counselors

John Heydenreich  
Edna Ingram

## 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.

<b>Required Courses:</b>		<b>Units</b>
Bus 39	Business Communications	3
ET 2	Intro to Drafting	3
ET 3	Mechanical Drawing	3
ET 10	Technical Illustration	3
Math 3	Intermediate Algebra	5
<b>Required Additional Courses:</b>		
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
<b>Total minimum units required</b>		<b>26</b>

## Engineering Technology Courses

### ET 2 – 3 Units

#### Introduction to Drafting

Class Hours: 2 lecture, 3 laboratory

This introduction to drafting and graphic practice includes 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: CSU*

### ET 3 – 3 Units

#### Mechanical Drawing

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: CSU*

### ET 5 – 3 Units

#### Architectural Drawing (Wood Frame)

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course covers the design and drafting of small wood frame buildings with consideration given to costs, location, client needs and possibilities of wood framing. Students plan and prepare complete working drawings. Field trips to construction sites are included. *Transfer credit: CSU*

### ET 6 – 3 Units

#### Architectural Drawing (Masonry Construction)

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is 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: CSU*

### ET 7 – 3 Units

#### Architectural Drawing (Concrete Structures)

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is a course in concrete structures, including buildings, bridges and frames. Placement and details of steel reinforcement are emphasized. The relationship between concrete and other types of construction is shown. *Transfer credit: CSU*

### ET 8 – 3 Units

#### Architectural Drawing (Steel Structures)

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is 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: CSU*

### ET 9 – 3 Units

#### Fundamentals of Structural Design

Prerequisite: Math 1 or one-year high school algebra

Class Hours: 3 lecture

The structural members of small frame buildings will be analyzed and designed. The complete structural calculations for a residence, a commercial and an industrial building will be developed.

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**ET 10 – 3 Units****Technical Illustration**

Prerequisite: ET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

Students prepare 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: CSU*

**ET 11 – 3 Units****Construction Cost Estimating**

Prerequisite: Math 1

Class Hours: 3 lecture

The class covers principles and practices in making quantity surveys and labor estimates for construction projects. Three field trips. *Transfer credit: CSU*

**ET 15 – 2 Units****Building Codes**

Class Hours: 2 lecture

Students investigate 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 – 3 Units****Blueprint Reading**

Class Hours: 3 lecture

Students learn to interpret 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 – 3 Units****Technical Mathematics**

Prerequisite: Math 9 or equivalent

Class Hours: 3 lecture

This is a review of operations with whole numbers; 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 is placed on practical application.

**ET 21 – 3 Units****Construction Materials**

Class Hours: 3 lecture

Students learn use and apply building materials to the structural composition of modern residences, commercial and industrial buildings.

**ET 22A/B – 1-3/1-3 Units****Independent Studies in Engineering Technology**

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 engineering technology 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: CSU*

**ET 89A-Z – 1/2-1 1/2 Units****Institutes in Engineering Technology ★**

Class Hours: Variable

This short-term lecture series is 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

## The Program

The study of English offers a basic understanding of writing skills and appreciation of literature. The exploration of the possibilities of language in the human experience is a vital foundation for all learning.

## Career Opportunities

### B.A. Level

(Most careers require a bachelors degree)

Editor  
Editor, House Publications  
Copywriter  
Journalist  
Library Reference Worker  
Television Writer  
Technical Writer  
Publicist  
Researcher  
Copy Editor  
Program Developer  
Civil Service Positions  
Public Relations Worker

Executive Assistant  
Manager Trainee  
Scenario Writer  
Legal Aide  
Report Writer  
Proofreader  
Novelist  
Playwright  
Biographer  
Story Writer  
Magazine Writer  
Poet

## Faculty

### Full-Time

→ Sidney Adler.  
Judith Allen  
Richard Black  
John Davie  
Richard Edwards  
Hugo Ekback  
Norman Garber  
John Hanft  
Diana Lopez  
Norman Mallory  
Barbara Outland  
Pamela Sheridan  
Howard Siegel  
Michael Strumpf

### Part-Time

Thomas Bryan  
Gordon Cheesewright  
Diane Essert  
Katherine Gavin  
Francine Hallcom  
Susan Jasper  
Ila Jean Kragthorpe  
Anna Larsen  
Thomas Neuburger  
Judith Ramos  
Ilene Rubenstein  
Hart Schulz  
Daniel Victor  
Richard Wimmer

## Counselor

Don Henderson

## Special Note

A satisfactory score on the English Placement Test is required of all students desiring entrance into English 1A. Otherwise, enrollment in English 2 and completion of the class with a C or better grade is necessary.

## Transfer Information

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:

Select 6 units from Engl 14, 19, 20  
(3 units) from: Engl 13A, 13B, 15A, 15B

Option II - Writing:

Engl 10A or 10B and 3 units from 14, 19, 20  
(3 units) from: Engl 13A, 13B, 15A, 15B

Option III - Contract option:

Consult faculty advisor at CSUN.

### University of California, Davis:

Engl 1A, 1B, 10A, 13A, 13B, 14, 15A, 15B

## English Courses

### ENGL 1A – 3 Units

#### English Composition

Prerequisite: A satisfactory score on English placement test or satisfactory completion of Engl 2 or equivalent.

Class Hours: 3 lecture

This course in composition emphasizes 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: CSU; UC*

### ENGL 1B – 3 Units

#### Introduction to Literature

Prerequisite: Engl 1A or its equivalent

Class Hours: 3 lecture

A study of imaginative literature complementing the rhetorical emphasis of English 1A. Written work will focus on the meaning and style of fiction, drama, or verse, seeking to develop analytical and critical skills and to provide insight into human experience. *Transfer credit: CSU; UC*

### ENGL 2 – 3 Units

#### Preparatory English

Prerequisite: A satisfactory score on the English placement test.

Class Hours: 3 lecture

This course is intended for students who need to learn to write at the col-

lege level. The course will emphasize the coherent development of a controlling idea to a reasoned conclusion. Course work will increase the student's ability to use a variety of sentence structures and to achieve relative freedom from basic errors when writing college-level papers. May be taken two (2) times for credit.

### **ENGL 3 – 5 Units** **Writing Skills**

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 two (2) times for credit.

### **ENGL 4A/B/C/D – 3/3/3/3 Units** **English as a Second Language**

Prerequisite: Beginning skills in English (speaking, reading, writing) for 4A, 4A for 4B, 4B for 4C, 4C for 4D

Class Hours: 2 lecture, 3 laboratory

This course identifies needs in speech, writing, reading, vocabulary, spelling of students for whom English is not their principal language and 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: CSU; UC*

### **ENGL 5 – 3 Units** **Radio-Television Writing**

Prerequisite: Engl 1A 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 RT 5) (formerly Engl 11) *Transfer credit: CSU; UC credit limitations. See counselor. NT after spg 88*

### **ENGL 10A – 3 Units** **Creative Writing**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This writing workshop designed to concentrate on the techniques of writing fiction and poetry provides practice in original writing, followed by discussion and analysis of student writing. *Transfer credit: CSU; UC*

### **ENGL 10B – 3 Units** **Creative Writing**

Prerequisite: Engl 10A

Class Hours: 3 lecture

This is an advanced study of literary forms with emphasis on prose and poetry; practice in original writing followed by discussion and analysis. *Transfer credit: CSU; UC*

### **ENGL 11 – 3 Units** **Report and Technical Writing**

Prerequisite: Engl 1A

Class Hours: 3 lecture

The course will provide extensive practice in writing proposals, memoranda, letters, technical reports, and technical manuals. Students will analyze writing situations and use appropriate structuring, developmental, and stylistic techniques. They will do careful research and documentation and incorporate data and graphics to produce complete, accurate and useful written communications. (formerly Engl 5) *Transfer credit: CSU*

### **ENGL 13A – 3 Units** **Major American Writers I**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course is a survey of American writing from the colonial era to the end of the Civil War in fiction, non-fiction, and poetry. It includes major statements by 17th and 18th century writers such as Anne Bradstreet, Edward Taylor, Jonathan Edwards, and Benjamin Franklin, as well as 19th century masterpieces by Poe, Melville, the New England Transcendentalists and Walt Whitman. *Transfer credit: CSU; UC*

### **ENGL 13B – 3 Units** **Major American Writers II**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course is a survey of American writing from the post-Civil War era to the present in fiction, non-fiction, drama, and poetry. It includes the novels of modern masters like Mark Twain, Henry James, and Edith Wharton, as well as powerful stylists like Hemingway, Faulkner, Steinbeck, Robert Frost and Eugene O'Neill. Contemporary poetry and prose will also be studied. *Transfer credit: CSU; UC*

### **ENGL 14 – 3 Units** **Study of Poetry**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

The study of poetry will relate form to meaning through a study of imagery, figurative language, allegory, etc. in American and British poetry. The close reading and discussion of selected poems will provide a basis for the writing of critical essays. *Transfer credit: CSU; UC*

### **ENGL 15A/B – 3/3 Units** **Survey of English Literature**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

Engl 15A: English literature is studied in its cultural framework, from its beginning to the rise of Romanticism. *Transfer credit: CSU; UC*

Engl 15B: English literature is studied in its cultural framework, from the rise of Romanticism to the present. *Transfer credit: CSU; UC*

### **ENGL 17 – 3 Units** **Shakespeare**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is a survey of twelve plays, including romantic comedies, chronicles, tragedies, "dark" comedies, and romances. Class work will also include lectures, critical papers, and discussions. *Transfer credit: CSU; UC*

### **ENGL 18 – 3 Units** **The Modern American Novel**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

Structure and meaning are analyzed 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: CSU; UC*

### **ENGL 19 – 3 Units** **Introduction to Short Story**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

The form and meaning of short stories are studied through intensive analysis of selected American, British and continental examples. *Transfer credit: CSU; UC*

### **ENGL 20 – 3 Units**

#### **Study of Drama**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

English 20 is an introduction to the study of drama in its historical, cultural, and biographical context. Plays studied will range from ancient Greek tragedy to the Theatre of the Absurd. Emphasis will be on analysis and developing sound critical judgment. Critical essay writing is required. *Transfer credit: CSU; UC*

### **ENGL 21 – 3 Units**

#### **Contemporary Novels**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

Students read and analyze post-World War II novels, American and foreign, selected because of their popularity as well as their innovative importance and literary quality. *Transfer credit: CSU; UC*

### **ENGL 22A/B – 1-3/1-3 Units**

#### **Independent Studies in English**

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 literature of the English language, or literature 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: CSU; UC credit limitations. See counselor.*

### **ENGL 25 – 3 Units**

#### **Playwriting**

Class Hours: 3 lecture

This course is 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: CSU; UC credit limitations. See counselor.*

### **ENGL 29A – 3 Units**

#### **Old Testament as Literature**

Class Hours: 3 lecture

Students read and discuss the Books of the Old Testament, including the thirty-nine books from the Genesis to Malachi, and acquire an understanding of the history of the Old Testament Apocrypha. Form, theme, and style are studied. *Transfer credit: CSU; UC*

### **ENGL 29B – 3 Units**

#### **New Testament as Literature**

Class Hours: 3 lecture

Students read and discuss Books of the New Testament, which includes nine of the twenty-seven books of the New Testament, from Matthew to Revelation. Form, theme, and style are also studied. *Transfer credit: CSU; UC*

### **ENGL 30 – 3 Units**

#### **Masterpieces of World Literature I**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is 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: CSU; UC*

### **ENGL 31 – 3 Units**

#### **Masterpieces of World Literature II**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is 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: CSU; UC*

### **ENGL 33 – 3 Units**

#### **Modern European Fiction**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This study of major modern European fiction includes the work of Dostoevsky, Tolstoy, Flaubert, Camus, Verga, Hesse, Gogol, Babal, and Mann. *Transfer credit: CSU; UC*

### **ENGL 47 – 3 Units**

#### **Magazine Editing**

Prerequisites: Journ 1, Journ 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is a course in the analysis, development, composition 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: CSU; UC credit limitations. See counselor.*

### **ENGL 60A-Z – 1-3 Units**

#### **Topics in English**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in English not covered in detail in the general English course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

#### **60A – 1 Unit**

##### **Fundamentals of English**

Class Hours: 1 lecture

#### **60B – 3 Units**

##### **Shakespeare on Television**

Class Hours: 3 lecture

#### **60C – 3 Units**

##### **Literature of the Human Psyche**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture



# Environmental Science

## The Program

Environmental Science is a multi-disciplinary field covering the physical, biological, economical, and legal aspects of the environment.

## Career Opportunities

### Bachelor degree level or advanced degree

Urban Planner/Assistant  
Environmental Analyst (B.A.)  
Resources Manager  
Environmental Research Technician  
Local, State, Federal Government (B.A.)  
Teaching

## Faculty

### Full-Time

Richard Kurtik  
Robert Miller  
Muthena Naseri

## Transfer Information

The following courses transfer to the UC and CSU Systems where students can major in Urban Planning, Natural Resource Conservation and Management, Teaching, and may work for Government, such as Forest Service, and/or private business.

## Environmental Science Courses

### ENV SC 1 – 4 Units

#### Environmental Science

Class Hours: 3 lecture, 3 laboratory

This course presents the basic chemistry and physics of ecosystems. Emphasis is placed on the scientific method and natural laws in understanding energy, population, food, water, and pollution. Laboratory experiments and field trips are designed to correspond with lecture topics. Individual student projects are part of the laboratory. (Physical Science credit) *Transfer credit: CSU; UC*

### ENV SC 2 – 4 Units

#### The Biology of Environment and Man

Prerequisite: Only one of the following: HS Biology or HS Chemistry or HS Physics or EnvSc 1 or Chem 12 or equivalent.

Class Hours: 3 lecture, 3 laboratory

The course shows the application of biological and ecological principles governing ecosystems. There is heavy emphasis on population dynamics, interaction, and population genetics. World biotic communities are studied with a field study of California's major plant communities and land use potential. Students will also conduct an in-depth study of the urban environment as part of man's ecosystem. Theory of disease is studied. (Biological Science credit) *Transfer credit: CSU; UC*

### ENV SC 3 – 3 Units

#### Energy Resources and Conservation

Prerequisite: Basic arithmetic (Math 9 or equivalent).

Class Hours: 3 lecture

This is an overall quantitative survey of energy resources presently being used, alternate methods of energy generation and various energy conservation methods. Emphasis is placed on practical application and relevant to today's economy. *Transfer credit: CSU; SC*

### ENV SC 20 – 2 Units

#### Ecological Systems

Prerequisites: One year of high school science or one college-level science course. Consent of instructor and health clearance.

Class Hours: 1 lecture, 3 activity/laboratory

Study of the Physical Environment of Ecosystems including: geographic formations; soils, types, textures and structure; basic rock types; elements of weather and oceanic influences, including tides and currents. A nine-day field trip to a selected environment (such as Deserts of Death Valley; The Santa Barbara Channel Islands or The Baja Peninsula), will include lectures and field work, plus seven 4-hours of pre- and post-trip laboratories, dealing with Scientific Methodology; measurements; sea water chemistry, soils, and 16 hours of lectures, designed to give the general education student a better understanding of the physical factors influencing ecological systems. *Transfer credit: CSU; SC*

### ENV SC 22A/B – 1-3/1-3 Units

#### Independent Studies in Environmental Science

Prerequisites: A previous course in the specific field and consent of the 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 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*



# Exotic Animal Training & Management

## The Program

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.

## Career Opportunities

Animal Handler  
Zookeeper  
Animal Trainer  
Zoo Educator  
Veterinary Assistant  
Kennel Worker

## Faculty

### Full-Time

James Patterson  
Gary Wilson

### Part-Time

Susan Cox  
Carole Doria  
Nancy Hollenbeck  
James Peddie  
Millicent Wood

### Counselor

Susan Izumo

## Procedures for Applying to the EATM Program

The requirements, procedures, application dates and program offerings are subject to change. Consult the EATM staff or counselor for current information.

Applicants will be selected in the Spring semester for admission into the Fall classes subject to available openings.

March 15 — EATM application, school transcripts, and three letters of recommendation from employers or teachers, must be submitted to the EATM compound office by this date.

April 1 — Applicants accepted for personal interviews will be notified. Interviews will be scheduled for the end of April.

May 15 — Notification of accepted candidates for the EATM program.

## Qualifying Requirements

- One of the following must be completed before applying to the program:
  - High school graduation and GPA of 2.5 or

- General Education Development (GED) with a score of 45 and a minimum of 12 units of college with a 2.25 GPA or
- High school graduate with less than a 2.5 GPA and a minimum of 12 units of college with a GPA of 2.25.

Note: Applicant may be in the process of completing above requirements at time of filing application; admission to the program will be contingent on satisfaction of requirements.

- The following documents must be on file at the EATM Program Office at Moorpark College by March 15:
  - All official high school and college transcripts
  - Completed EATM program application form
  - Three letters of recommendation from counselors, instructors, or employers other than relatives
- An application to Moorpark College must be filed for the appropriate semester.
- All applicants must demonstrate freedom from physical handicaps which would affect their ability to safely and satisfactorily perform the responsibilities required of all EATM students. This requires applicants to pass a physical examination administered by the College Health Center.

It is the applicant's responsibility to check with the EATM Program Office to see that all required documents are on file at Moorpark College.

## Exotic Animal Training and Management

### Occupational Associate in Science Degree

This program is designed to prepare students for a variety of career options in the animal industry. Entry-level positions exist in zoos, animal parks and the entertainment field. Completion of required courses in the major and general education courses will qualify the student for the degree.

Required Courses:	Units
EATM 2 Animal Health and Safety	1.5
EATM 3 Exotic Animal Nutrition	1.5
EATM 4 Animal Behavior and Conditioning	3
EATM 10 Projects in EATM	1
EATM 11A Exotic Animal Care and Handling	2
EATM 11B Exotic Animal Care and Handling	2
EATM 13A Exotic Animal Management & Supervision	2
EATM 13B Exotic Animal Management & Supervision	2
EATM 15 Education & Entertainment in Animal Parks	3
EATM 21 Exotic Animal Training	3
EATM 23 Elementary Veterinary Procedures	4
EATM 35 Animal Park Planning & Administration	3
EATM 40A Field Experience in EATM	3
EATM 40B Field Experience in EATM	3



EATM 45	Advanced Education & Entertainment in Animal Parks	2-2
Zoo 1	General Zoology	5

**Total minimum units required in major area – 43**

**Recommended Courses: Biol 2A; Bus 32; CIS 1; Engl 1A; HS 5; Psych 3; Spch 1**

**Suggested Course Sequence:**

**First Semester**

EATM 2	1.5
EATM 11A	2
EATM 15	3
Zoo 1	5

11.5

**Second Semester**

EATM 3	1.5
EATM 4	3
EATM 11B	2

6.5

**Summer Session**

EATM 40A	3
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3

**Third Semester**

EATM 10	1
EATM 13A	2
EATM 21 or EATM 40B	3
EATM 23	4
EATM 35	3
EATM 45	2

15

**Fourth Semester**

EATM 10	1
EATM 13B	2
EATM 21 or EATM 40B	3
EATM 45	2

8

**Recommended Courses: Biol 2A; Bus 32; CIS 1; Engl 1A; HS 5; Psych 3; Spch 1**

**Suggested Course Sequence:**

**First Semester**

EATM 2	1.5
EATM 11A	2
EATM 15	3
Zoo 1	5

11.5

**Second Semester**

EATM 3	1.5
EATM 4	3
EATM 11B	2

6.5

**Summer Session**

EATM 40A	3
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3

**Third Semester**

EATM 10	1
EATM 13A	2
EATM 21 or EATM 40B	3
EATM 23	4
EATM 35	3
EATM 45	2

15

**Fourth Semester**

EATM 10	1
EATM 13B	2
EATM 21 or EATM 40B	3
EATM 45	2

8

See Degree Requirements and Transfer Information section for General Education requirements.

## Exotic Animal Care and Handling Certificate of Achievement

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

**Required Courses:**

	Units
EATM 2	1.5
EATM 3	1.5
EATM 4	3
EATM 10	1
EATM 11A	2
EATM 11B	2
EATM 13A	2
EATM 13B	2
EATM 15	3
EATM 21	3
EATM 23	4
EATM 35	3
EATM 40A	3
EATM 40B	3
EATM 45	2-2
Zoo 1	5

**Total minimum units required – 43**

## Exotic Animal Training and Management Courses

**EATM 2 – 1½ Units**

**Animal Health and Safety**

Prerequisite: Acceptance into the EATM major

Class Hours: 1½ lecture

This course is designed to provide the student with basic health and safety procedures which are needed for the proper care and maintenance of exotic animals. Students will learn proper restraining techniques for treating and transporting animals as well as safety precautions for themselves. Proper maintenance and preventive medicine will also be stressed.

**EATM 3 – 1½ Units**

**Exotic Animal Nutrition**

Prerequisite: EATM 2

Class Hours: 1½ lecture

This course is designed to provide the student with a basic understanding of those factors relating to the feeding and nutritional needs of exotic animals in captivity as well as in the wild.

**EATM 4 – 3 Units**

**Animal Behavior and Conditioning**

Prerequisite: Acceptance into the EATM major

Class Hours: 3 lecture

This course is an introduction to the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. It is designed to provide the student with an understanding of how to apply the concepts of ethology and behavior modification to the maintenance and training of animals in captivity.

**EATM 10 – 1-3 Units**

**Projects in EATM**

Prerequisite: EATM 13A

Class Hours: 3-9 laboratory

A number of projects will be offered, each with an emphasis in a different area of the animal industry. This will allow students to gain more experience in an area of particular interest. Work will consist of field experience with professionals. May be taken four (4) times for credit.

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**EATM 11A/B – 2/2 Units****Exotic Animal Care and Handling**

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 13A/B – 2/2 Units****Exotic Animal Management and Supervision**

Prerequisites: EATM 2 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 15 – 3 Units****Education and Entertainment in Animal Parks**

Prerequisite: Acceptance into the EATM major

Class Hours: 2 lecture, 3 laboratory

This course covers the problems of public relations in animal parks, from the creation of news releases and promotional materials to the presentation of entertaining and educational animal shows. Students will make presentations utilizing live animals.

**EATM 21 – 3 Units****Exotic Animal Training**

Prerequisites: EATM 2 and 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 various animals (birds, hoofstock and carnivorous) for possible exhibition. Proper handling and care of animals in all respects will be emphasized.

**EATM 22A/B – 1-3/1-3 Units****Independent Studies in Exotic Animal Training and Management**

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

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 6 units.

**EATM 23 – 4 Units****Elementary Veterinary Procedures**

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.

**EATM 35 – 3 Units****Animal Park Planning and Administration**

Prerequisite: EATM 11B

Class Hours: 2 lecture, 3 laboratory

This course deals with the design and operation of animal parks with emphasis on economic and legal considerations. Topics covered include regulations (local, state, and federal), budgeting, contracts, insurance, visitor services, and esthetics and functionality of enclosure design. Students will make field trips to various animal facilities and design a hypothetical facility.

**EATM 40A/B – 1-6/1-6 Units****Field Experience in EATM**

Prerequisite: EATM 3

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 and Santa Barbara Zoo during the fall or spring.

**EATM 45 – 2 Units****Advanced Education and Entertainment in Animal Parks**

Prerequisite: EATM 15

Class Hours: 6 laboratory

The emphasis of this course is placed on actually performing with animals before all types of audiences. Each student will be assigned an animal to train and work in public shows. Students will be instructed and evaluated on their performance. Techniques of solving training problems will be discussed. May be taken two (2) times for credit.

**EATM 60A-Z – 1-3 Units****Topics in Exotic Animal Training and Management**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Exotic Animal Training and Management not covered in detail in the general Exotic Animal Training and Management course offerings. Topics courses are announced on a semester basis in the schedule of classes.

Topics which have been developed include:

**60S – 3 Units****Wildlife of Africa**

Class Hours: 144 laboratory total



# Foreign Languages

## The Program

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.

## Career Opportunities

### B.A. Level

Translator  
Diplomatic Office  
Tutor  
Editor  
Foreign-Exchange Trader  
Foreign Clerk  
Foreign Service Officer

## Faculty

### Full-Time

Beverly Pearson  
Howard Siegel

### Part-Time

Gabrielle Anicker  
Jane Chapman  
Sami Dagher  
Jose Garcia  
Ildiko Lewis  
Robyn Loewenthal  
Eduard Thron

### Counselor

Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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

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

Additional lower division courses to be taken at CSUN

**University of California, Davis:**

German 1, 2, 3, 4.

## French Courses

### FR 1 – 4 Units

#### Elementary French I

Class Hours: 4 lecture, 1 laboratory by arrangement

In this 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: CSU; UC*

### FR 2 – 4 Units

#### Elementary French II

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 is given 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 study in the language laboratory. *Transfer credit: CSU; UC*

### FR 3 – 4 Units

#### Intermediate French I

Prerequisite: Fr 2 or 3 years of high school French with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

This is a further study of basic grammar and composition and development of ability to read with greater ease, with a 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: CSU; UC*

### FR 4 – 4 Units

#### Intermediate French II

Prerequisite: Fr 3 or 4 years of high school French with an equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

In this course, study and discussions of representative literary works are carried out in French. Emphasis on oral and written expression continues. Students are expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC*

### FR 22A/B – 1-3/1-3 Units

#### Independent Studies in French

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 French on an independent study basis are assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

### FR 31A – 3 Units

#### Beginning Conversational French

Class Hours: 3 lecture

Designed for students who wish to understand and use French in practical situations, this introductory course for non-native speakers of French includes use of elementary grammar and principles of usage.

### FR 31B – 3 Units

#### Intermediate Conversational French

Prerequisite: Fr 31A or equivalent

Class Hours: 3 lecture

This intermediate course for non-native speakers of French includes study of grammar and principles of usage. It is designed for students who have some basic conversational French, but who wish to continue work in this area.

### FR 31C – 3 Units

#### Advanced Conversational French

Prerequisite: Fr 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in French. It is es-

pecially 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.

## German Courses

### GER 1 – 4 Units

#### Elementary German I

Class Hours: 4 lecture, 1 laboratory by arrangement

In this 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: CSU; UC*

### GER 2 – 4 Units

#### Elementary German II

Prerequisite: Ger 1 or 2 years high school German or an equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

A continued intensive study of the German language and culture; will place special emphasis on the skill 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: CSU; UC*

### GER 3 – 4 Units

#### Intermediate German I

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

This first intermediate course in German provides intensive review of basic grammar with some extension and refinement of fundamentals. Reading, writing, and oral skills are further developed through the study and discussion of selected stories of the 20th Century and other literature. Other cultural aspects of Germany are introduced through the study of contemporary German youth. *Transfer credit: CSU; UC*

### GER 4 – 4 Units

#### Intermediate German II

Prerequisite: Ger 3 or 4 years high school German.

Class Hours: 4 lecture, 1 laboratory by arrangement

An advanced study of spoken and written German and of German culture, the course provides development of ability to read with greater ease by study and discussion in German of representative literary works. There will be continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week in the language laboratory. *Transfer credit: CSU; UC*

### GER 22A/B – 1-3/1-3 Units

#### Independent Studies in German

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

Class Hours: 1-3 tutorial

This course is 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: CSU; UC credit limitations. See counselor.*

### GER 31A – 3 Units

#### Beginning Conversational German

Class Hours: 3 lecture

This introductory course for non-native speakers of German includes study of elementary grammar and principles of usage and is designed for students who wish to understand and use German in practical situations such as travel in German-speaking nations. May be taken three (3) times for credit.

### GER 31B – 3 Units

#### Intermediate Conversational German

Prerequisite: Ger 31A or equivalent

Class Hours: 3 lecture

This intermediate course for non-native speakers of German includes study of grammar and principles of usage and is designed for students who have some basic conversational German, but who wish to continue work in this area.

## Italian Courses

### ITAL 1 – 4 Units

#### Elementary Italian I

Class Hours: 4 lecture, 1 laboratory by arrangement

This is an 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: CSU; UC*

### ITAL 2 – 4 Units

#### Elementary Italian II

Prerequisite: 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

This course concentrates on development of the ability to understand and to express Italian in oral and written form. Extensive use is made of the language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC*

### ITAL 22A/B – 1-3/1-3 Units

#### Independent Studies in Italian

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 Italian 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: CSU; UC credit limitations. See counselor.*

### ITAL 31A – 3 Units

#### Beginning Conversational Italian

Class Hours: 3 lecture

This introductory course for non-native speakers of Italian includes study of elementary grammar and principles of usage. It is designed for students who wish to understand and use Italian in practical situations.

### ITAL 31B – 3 Units

#### Intermediate Conversational Italian

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 – 3 Units**  
**Advanced Conversational Italian**

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.

## Spanish Courses

**SPN 1 – 4 Units**  
**Elementary Spanish I**

Class Hours: 4 lecture, 1 laboratory by arrangement

This course is an 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 to 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: CSU; UC*

**SPN 1A/B – 2/2 Units**  
**Elementary Spanish**

Prerequisite: None for 1A. Spn 1A or 1 year of high school Spanish for Spn 1B

Class Hours: 2 lecture, 1 laboratory by arrangement

Spanish 1A/1B offers students an opportunity to take Spanish 1 in two semesters rather than one. The skills and content covered are the same, but offered at half the pace of Spanish 1. Students receiving credit in the Spanish 1A/1B sequence may not receive credit in Spanish 1. *Transfer credit: CSU*

**SPN 2 – 4 Units**  
**Elementary Spanish II**

Prerequisite: Spn 1 or two years of high school Spanish with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

This course covers 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. Study will cover 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: CSU; UC*

**SPN 3 – 4 Units**  
**Intermediate Spanish I**

Prerequisite: Spn 2 or three years of high school Spanish with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Students will continue additional study of spoken and written Spanish and Spanish culture. They will develop the ability to read with greater ease by study and discussion in Spanish of representative literary works. Continued emphasis will be placed 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: CSU; UC*

**SPN 4 – 4 Units**  
**Intermediate Spanish II**

Prerequisite: Spn 3 or four years of high school Spanish.  
Class Hours: 4 lecture, 1 laboratory by arrangement

This course covers advanced study of spoken and written Spanish and Spanish culture. Students develop the ability to read with greater ease by study and discussion in Spanish of representative literary works. Continued emphasis will be placed 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: CSU; UC*

**SPN 22A/B – 1-3/1-3 Units**  
**Independent Studies in Spanish**

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

Class Hours: 1-3 tutorial

This course is 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: CSU; UC credit limitations. See counselor.*

**SPN 31A – 3 Units**  
**Beginning Conversational Spanish**

Class Hours: 3 lecture

This is 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 – 3 Units**  
**Intermediate Conversational Spanish**

Prerequisite: Spn 31A or equivalent

Class Hours: 3 lecture

This is an intermediate course for non-native speakers of Spanish. It includes study of grammar and principles of usage, and is designed for students who have some basic conversational Spanish, but who wish to continue work in this area.

**SPN 31C – 3 Units**  
**Advanced Conversational Spanish**

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 – 3 Units**  
**Spanish for Public Employees**

Class Hours: 3 lecture

This course covers a study of communication skills for public employees who function in a bilingual situation. Emphasis is on practical and instructional vocabulary. The course is designed to be adapted to the needs of each employee group.



# Geography

## The Program

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 humans and their activities. 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.

## Career Opportunities

### B.A. Level

(All careers require a bachelors or advanced degree)

Cartographer  
Research Marketing Analyst  
City or County Planner  
Economic Geographer  
Environmental Research Assistant  
Regional Analyst  
Aerial Photo Interpreter  
Political Geographer  
Resource Planning Analyst  
Demographer  
Environmental Impact Analyst

## Faculty

### Full-Time

Gary Rees

### Part-Time

Joseph Glantz

### Counselor

Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

Select one course from each of two categories:

1. Physical: Geog 1 or 5
2. Human: Geog 2 or 4, and 3 or 7

## Geography Courses

### GEOG 1 – 3 Units

#### Our Physical Environment

Class Hours: 3 lecture

This is 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 people and their physical environment, including ecology and its social ramifications. Map reading, field trips, and field studies are involved. *Transfer credit: CSU; UC*

### GEOG 1L – 1 Unit

#### Physical Environment Lab

Prerequisite: Geog 1 (may be concurrent) or equivalent

Class Hours: 1/2 lecture, 1 1/2 laboratory

This laboratory to accompany Geog 1 is an 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: CSU; UC*

### GEOG 2 – 3 Units

#### Cultural Environment

Class Hours: 3 lecture

This is an introduction to the broad field of geography — its objectives, principal divisions, basic principles, and applications to present-day world problems. Students also acquire an understanding of human society in relation to the earth environment, with emphasis on the cultural elements. Urban and rural field work involved. *Transfer credit: CSU; UC*

### GEOG 3 – 3 Units

#### Geography of World Affairs

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: CSU; UC*

### GEOG 4 – 3 Units

#### Resource Utilization

Class Hours: 3 lecture

Covered in this course are 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: CSU; UC*

### GEOG 5 – 3 Units

#### Introduction to Meteorology

Class Hours: 3 lecture

The course is an introduction to meteorological phenomena: atmospheric circulation and behavior, clouds, precipitation, wind systems, storms, and air pollution. Interrelationships between land, ocean, and atmosphere are also covered. In addition, there is an introduction to weather instruments and their roles in reporting those conditions contributing to general weather conditions and aviation weather. *Transfer credit: CSU; UC*

### GEOG 5L – 1 Unit

#### Introduction to Meteorology Laboratory

Prerequisite: Geog 5 concurrent or equivalent

Class Hours: 3 laboratory

This laboratory to accompany Geog 5 is an introduction to meteorological observation, cloud identification, instrumentation, interpretation of weather charts and data, weather system identification and analysis. Field trips are required. *Transfer credit: CSU; UC*

### GEOG 6 – 2 Units

#### Map Use and Interpretation

Class Hours: 36 lecture total

This course provides an introduction to map reading, analysis, and inter-

pretation. It includes history and practical use of maps, map projections, and aerial photographs. *Transfer credit: CSU; UC*

**GEOG 7 – 3 Units**  
**The Human Impact**

Class Hours: 3 lecture

This course is a world survey through time of the role of humans in the modification of the natural environment, including vegetation, animal life, soils, landforms, water and atmosphere. *Transfer credit: CSU; UC*

**GEOG 10 – 3 Units**  
**Geography of California**

Class Hours: 3 lecture

A study of human involvement with the varied California landscape, this 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: CSU; UC*

**GEOG 22A/B – 1-3/1-3 Units**  
**Independent Studies in Geography**

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 geography 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: CSU; UC credit limitations. See counselor.*

**GEOG 60A-M – 1-3 Units**  
**Topics in Physical Geography**

Prerequisite: Prior course in Geography

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic

in Geography not covered in detail in the general Geography course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

**60A – 3 Units**  
**Volcanism and Human Activity**

Class Hours: 3 lecture

**60B – 3 Units**  
**Glacial Landscapes**

Class Hours: 3 lecture

**60C – 3 Units**  
**Regional Geomorphology**

Class Hours: 3 lecture

**GEOG 60N-Z – 1-3 Units**  
**Topics in Cultural Geography**

Prerequisite: Prior course in Geography

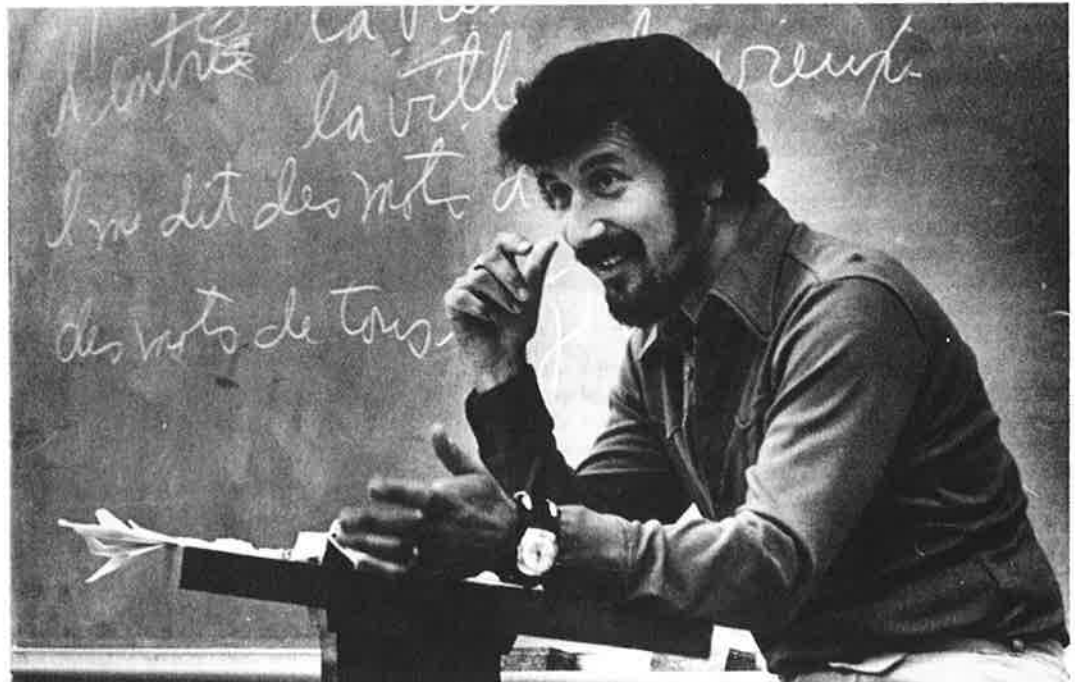
Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Geography not covered in detail in the general Geography course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

**60N – 3 Units**  
**Landscape Analysis**

Class Hours: 3 lecture



*Dr. Howard Siegel, at home in the classroom.*



# Geology

## The Program

This program presents a study of the earth, its physical, chemical and biological forces at work.

## Career Opportunities

Field Geologist	Park Naturalist
Mining Geologist	Geological Technician
Engineering Geologist	Technical Writer/Editor
Researcher	Laboratory Research Worker
Consultant	Aerogeologist
Librarian	Map Editor

## Faculty

### Full-Time

Gary Rees

### Part-Time

Thomas Blake  
Terry Davis  
Thomas O'Neil

### Counselor

Diane Sukiennik

## Transfer Information

### 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:

Astron 1/1L; Chem 1A/1B; Geog 5; Geol 2; Math 15 or CS 18/18L; Math 25A; Physics 10A/10AL, 10B/10BL.

### 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): Chem 1A, 1B; CS 10/10L, 18/18L; Geol 2; Math 25A, and 2 courses from Math 15, 25B, or Physics 20C/20CL.

(Geophysics option): Chem 1A, 1B; CS 10/10L, 18/18L; Geol 2; Math 25ABC, 35; Physics 20A/20AL, 20B/20BL, 20C/20CL.

## 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 20A/20AL.

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

Required Courses:		Units
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Geol 2	Physical Geology	3
Geol 2L	Physical Geology Lab	1
Geol 3	Earth History	3
Geol 4	Mineralogy	4
Math 15	Introductory Statistics	4
	or	
Math 25C	Calculus/w Analytic Geometry III	5
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Ph 10A/10AL	General Physics I/Lab	4
	or	
Ph 20A/20AL	Mechanics of Solids and Fluids/Lab	4
Ph 10B/10BL	General Physics II/Lab	4
	or	
Ph 20B/20BL	Electricity and Magnetism/Lab	4
<b>Total minimum units required in major area — 45 - 46</b>		

See Degree Requirements and Transfer Information section for General Education requirements.

## Geology Courses

### GEOL 1 – 3 Units

#### Introductory Geology

Class Hours: 2 lecture, 3 laboratory

This is an introductory study of the composition, structure, and modification of the earth and its physical systems. Students will learn to identify common rocks, minerals, physical processes and geologic structures working both in the lab and in the field. *Transfer credit: CSU; UC*



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**GEOL 2 – 3 Units****Physical Geology**

Class Hours: 3 lecture

Course content includes 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: CSU; UC*

**GEOL 2L – 1 Unit****Physical Geology Lab**

Corequisite: Geol 2

Class Hours: 3 laboratory

A laboratory experience developing the skills of direct observation and scientific analysis of geologic data. Class emphasizes mineral and rock formation and identification; topographic and geologic map interpretation; and laboratory and field observation and identification of geologic structures. *Transfer credit: CSU; UC*

**GEOL 3 – 3 Units****Earth History**

Class Hours: 3 lecture

The geologic history of the earth and evolution of life as revealed in the fossil record is studied. Elementary problems in paleontology, stratigraphy, structure and geologic mapping are also included. *Transfer credit: CSU; UC*

**GEOL 4 – 4 Units****Mineralogy**

Prerequisite: Geol 2 and 2L and Chem 12

Class Hours: 2 lecture, 6 laboratory

This course is a study of the principal rock-forming minerals, plus those of economic value. Crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals are emphasized. Field trips may be required. *Transfer credit: CSU; UC*

**GEOL 5 – 3 Units****The World Ocean**

Class Hours: 3 lecture

This course is an 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: CSU; UC*

**GEOL 21 – 3 Units****Geology of California**

Class Hours: 3 lecture

Study of the geologic provinces of California, includes topography, structure, geologic history, lithology and mineral resources. Field trips. *Transfer credit: CSU; UC*

**GEOL 22A/B – 1-3/1-3 Units****Independent Studies in Geology**

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 geology 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: CSU; UC credit limitations. See counselor.*

**GEOL 41 – 3 Units****Geology of the National Parks and Monuments**

Class Hours: 3 lecture

This survey of the physical and historical geology of the national parks and monuments emphasizes western America. Field trips. *Transfer credit: CSU; UC NT after Spg 88*

**GEOL 51 – 1-3 Units****Field Geology**

Prerequisite: A previous course in Geology

Class Hours: 3-9 laboratory

Course involves field studies and geologic processes as exemplified at various localities. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

**GEOL 61 – 3 Units****Geologic Hazards**

Class Hours: 3 lecture

This study of geologic hazards applies geology to environmental problems such as landslides, earthquakes, floods, etc. Local conditions are emphasized. Field trips may be required. *Transfer credit: CSU; UC*



# Graphic Communications

## The Program

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.

## Career Opportunities

Typesetting  
Graphic Designer  
Paste-up Artist  
Process Camera Operator  
Stripper/Platemaker  
Press Operator  
Technician (Typesetters)  
Sales Representative

## Faculty

### Full-Time

Sexton Stewart

### Part-Time

Jeffrey Benes  
Joseph Smurlo  
Leland Swindel  
Scott Underwood

### Counselors

Don Henderson  
Susan Izumo

## Computerized Composition Phototypesetter

### Occupational

#### Associate in Science Degree

This program is designed for the student with background in both computer information systems and graphics who is interested in training for the new phototypesetter aspect of the graphics industry.

Required Courses:	Units
BIS 10 Intro to the Personal Computer	.5
CIS 1 Intro to Information Systems	3
CIS 4A Computer Programming I: COBOL	3
CIS 8 Operating Systems	3
GC 1 Intro to Graphic Communications	3
GC 3A Phototypesetting	3
GC 3B Advanced Phototypesetting	3
GC 4 Layout and Paste-up Techniques	3

**Total minimum units required in major area – 21.5**

See Degree Requirements and Transfer Information section for General Education requirements.

## Computerized Composition 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.

Required Courses:	Units
BIS 10 Intro to the Personal Computer	.5
Bus 30 Intro to Business and Economics	3
Bus 35 Sales Techniques	3
Bus 37 Marketing	3
Bus 39 Business Communications	3
CIS 1 Intro to Information Systems	3
GC 1 Intro to Graphic Communications	3
GC 3A Phototypesetting	3
GC 4 Layout and Paste-up Techniques	3
GC 11A Process Camera	3

**Total minimum units required in major area – 27.5**

See Degree Requirements and Transfer Information section for General Education requirements.

## Computerized Composition Technical Representative

### Occupational

#### Associate in Science Degree

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

Required Courses:	Units
CIS 1 Intro to Information Systems	3
CIS 4A Computer Programming I: COBOL	3
CIS 5 Database Management Systems	3
EL 10/10L Passive Circuits/Lab	5
EL 16/16L Analog Circuits/Lab	4
EL 17/17L Digital Circuits/Lab	4
GC 1 Intro to Graphic Communications	3
GC 3A Phototypesetting	3

**Total minimum units required in major area – 28**

**Recommended Courses: CIS 8; EL 21/21L; Math 4**

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ 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.

Required Courses:	Units
Art 12A Drawing and Composition	3
BIS 10 Intro to the Personal Computer	.5
Bus 38 Advertising	3
Cm Art 2 Commercial Design	3
Cm Art 4 Advertising Design	2
Cm Art 5 Marker Techniques	2
GC 1 Intro to Graphic Communications	3
GC 3A Phototypesetting	3
GC 4 Layout and Paste-up Techniques	3
GC 5A Screen Printing	2
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 79 Graphic Internship	1

**Total minimum units required in major area – 31.5**

**Recommended Courses: Art 4A; Cm Art 3, 12A**

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ 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.

Required Courses:	Units
BIS 10 Intro to the Personal Computer	.5
GC 1 Intro to Graphic Communications	3
GC 3A Phototypesetting	3
GC 3B Advanced Phototypesetting	3
GC 4 Layout and Paste-up Techniques	3
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 26A Offset Presswork/Stripping/Platemaking	3
GC 26B Advanced Offset Presswork	3
GC 32 Estimating and Scheduling	3
GC 79 Graphic Internship	1

**Total minimum units required in major area – 28.5**

**Recommended Courses: GC 5A, 11C**

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ 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.

Required Courses:	Units
BIS 10 Intro to the Personal Computer	.5
GC 1 Intro to Graphic Communications	3
GC 3A Phototypesetting	3
GC 4 Layout and Paste-up Techniques	3
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 26A Offset Presswork/Stripping/Platemaking	3
GC 26B Advanced Offset Presswork	3
GC 32 Estimating and Scheduling	3
GC 79 Graphic Internship	1

**Total minimum units required – 25.5**

## Graphic Communications Courses

### GC 1 – 3 Units

#### Introduction to Graphic Communications

Class Hours: 3 lecture

This orientation to the concepts in Graphic Communications includes an overview of layout, design, composition, process camera, letterpress, offset and screen printing. A survey of the industry and employment opportunities is also made. *Transfer credit: CSU*

### GC 3A – 3 Units

#### Phototypesetting

Prerequisite: BIS 1 or equivalent

Class Hours: 2 lecture, 3 laboratory

This introduction in computerized typesetting provides theory and practical application in the use of photocomposition equipment. A study is made in theory of keyboard function, programming terminology, proofing and markup techniques. *Transfer credit: CSU*

### GC 3B – 3 Units

#### Advanced Phototypesetting

Prerequisite: GC 3A or equivalent

Class Hours: 2 lecture, 3 laboratory

This is a course in advanced theory and technique in computerized typesetting including computation and problem solving in copyfitting, type selection and machine programming. Practical application is given in justification, intermixing film fonts, setting run arounds, etc. for publications and book work. *Transfer credit: CSU*

### GC 4 – 3 Units

#### Layout and Paste-up Techniques

Class Hours: 2 lecture, 3 laboratory

Students will learn practical applications of layout and paste-up techniques for graphic reproduction, including the principles of design. Students will also study the design of roughs, comprehensives and camera ready art, preparation of line and tone copy, use of technical pens and rubylith material; a study of the point system, type identification and copy mark-up systems. (co-numbered Journ 7) *Transfer credit: CSU*

### GC 5A – 2 Units

#### Screen Printing

Class Hours: 1 lecture, 3 laboratory

This study of screen printing and its artistic and commercial application, includes instruction in preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. *Transfer credit: CSU*

### **GC 5B – 2 Units**

#### **Advanced Screen Printing**

Prerequisite: GC 5A

Class Hours: 1 lecture, 3 laboratory

This course covers advanced extension of ideas and images utilizing photo screen printing singly or in combination with other stencil methods, introduction to the process camera and its application to screen printing, instruction and practice in basic line photography and contact printing, emphasis in single and multi-color printing and posterization techniques, and further study and use of color combination transparent and opaque inks. Exploration is made into special printing on various surfaces. *Transfer credit: CSU*

### **GC 11A – 3 Units**

#### **Process Camera (F)**

Prerequisite: GC 1 or equivalent or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Students learn characteristics of photographic materials, instruction, and practices in the use of a gallery camera for the production of line negatives. Course content includes instruction and practice in darkroom techniques, use of filter, contact printing, color proofing, posterization techniques and the diffusion transfer process. *Transfer credit: CSU*

### **GC 11B – 3 Units**

#### **Advanced Process Camera (S)**

Prerequisite: GC 11A or equivalent

Class Hours: 2 lecture, 3 laboratory

Advanced theory and practice on the gallery camera emphasizes half-tone photography, including rescreening, duotones, dot manipulation techniques, and halftones for the PMT process. *Transfer credit: CSU*

### **GC 11C – 3 Units**

#### **Process Camera/Color Separation (F)**

Prerequisite: GC 11B or equivalent trade experience

Class Hours: 2 lecture, 3 laboratory

Course provides orientation and practice in the use of equipment, materials and techniques for color separation photography. It includes three and four color direct and indirect separations with reflection and transmission copy. *Transfer credit: CSU*

### **GC 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Graphic Communications**

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 graphic communications 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: CSU*

### **GC 26A – 3 Units**

#### **Offset Presswork/Stripping/Platemaking**

Prerequisite: GC 1 or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Students will gain theory and practice in small lithographic press operation and stripping/platemaking procedures. Instruction and operational functions of the printing units, inking units, dampening and delivery units; preparation of support for stripping, impositioning and assembly; selection, care and making of presensitive lithographic plates. *Transfer credit: CSU*

### **GC 26B – 3 Units**

#### **Advanced Offset Presswork**

Prerequisite: GC 26A or equivalent

Class Hours: 2 lecture, 3 laboratory

Students gain further theory and practice in lithographic press operation, including operational function of stream feeder, printing units, inking, dampening and delivery units. Emphasis is placed on close registration practice in four color process printing. *Transfer credit: CSU*

### **GC 32 – 3 Units**

#### **Estimating and Scheduling (S)**

Prerequisite: 2 previous courses in Graphic Communications.

Class Hours: 3 lecture

Students learn how to establish unit costs and operational time requirements. They study catalogs and standard price lists, subcontracting overhead and profit, as well as production planning, including scheduling, routing coordination and quality control. *Transfer credit: CSU*

### **GC 49A-D – 1-4 Units**

#### **Cooperative Work Experience – Graphic Communications ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Graphic Communications will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

### **GC 79 – 1-4 Units**

#### **Graphic Internship**

Prerequisite: 9 units of Major.

Class Hours: 3-12 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. May be taken four (4) times for credit.



# Health Science

## The Program

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.

## Career Opportunities

(Career opportunities require bachelors or advanced degrees)

- Athletic Trainer
- Hospital Administrator
- Health Officer
- Fitness Instructor

## Faculty

### Full-Time

- Judy Alexander
- James Bittner
- Ronald Halleran
- Linda Moore
- Delbert Parker

### Part-Time

- MacArthur Becker
- Thomas Lee
- Vance Manakas

### Counselors

- Frank Bianchino
- Diane Sukiennik

## Transfer Information

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: Psych 1A; Soc 1.

Additional requirements in the individual options:

1. Biostatistics and Applied Epidemiology: Bio 2A; CS 18/18L; Math 25A, 25B; Micro 1; Physio 1.
2. Health Education: Bio 2A; Biol 16 or Env Sc 2; Chem 12; Health Sci 1; Math 12; Physio 1.
3. Environmental and Occupational Health: Bio 2A; Chem 1A, 1B or 12, 13\* and 8, 9; Math 7; Micro 1; Physio 1; Physics 10A/10AL, 10B/10BL.
4. Health Administration: Bio 2A; Bus 1A, 1B; Chem 12; Math 12; Physio 1.
5. Physical Therapy: Anat 1; Bio 2A; Chem 1A, 1B or 12, 13\*; Math 7; Physio 1; Physics 10A/10AL, 10B/10BL.
6. School Nursing/Nursing Services: Bio 1; Chem 12; HS 5; Math 15.

7. Radiologic Technology: Anat 1; Bio 2A; Chem 12; Math 7; Physio 1; Physics 10A/10AL, 10B/10BL.

\*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.

## Health Science Courses

The UC system will allow credit for only one of the courses indicated below as acceptable for transfer credit in that system.

### HS 1 – 2 Units Health and Society

Class Hours: 2 lecture

Focus of the course is on the nature and function of health in our social pattern. The course is 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: CSU; UC credit limitations. See counselor.*

### HS 2 – 2 Units Women's Health

Class Hours: 2 lecture

Focus of the course is on consideration of the nature and function of women's health in our society. An analysis is made of major female health problems designed to contribute to the students' 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: CSU; UC credit limitations. See counselor.*

### HS 3 – 2 Units Health Concerns in Adult Relationships

Class Hours: 2 lecture

Course focuses on 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: CSU; UC credit limitations. See counselor.*

### HS 4 – 1/2 Unit Fitness Assessment

Class Hours: 9 lecture total

Students will use established procedures to assess their physical fitness at the beginning and end of the semester. Students will evaluate their body composition (percent body fat), strength, flexibility, cardiovascular endurance, vital capacity and nutrition. May be taken four (4) times for credit. **THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE ASSOCIATE DEGREE.**

### HS 5 – 2 Units Safety and First Aid

Class Hours: 2 lecture

Positive attitudes are developed 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: CSU; UC*

### **HS 6 – 2 Units**

#### **The Trainer and Athletic Injuries**

Class Hours: 1 lecture, 3 laboratory

This introductory course in the basic concepts and skills of the athletic trainer provides 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: CSU*

### **HS 7 – 3 Units**

#### **Personal Health**

Class Hours: 3 lecture

This course is a study of the individual's role in developing a responsible life style for optimal health. Specific information concerning disease prevention and treatment will be covered as well as the interconnection of the mind and body as a determinant of personal health factors. *Transfer credit: CSU; UC*

### **HS 9 – 1/2 Unit**

#### **Cardiopulmonary Resuscitation ★**

Class Hours: 8 lecture total

A course designed to teach proficiency in basic cardiopulmonary resuscitation techniques of single person, two persons and infant resuscitation. This emergency lifesaving procedure can be applied to individuals with cardio-vascular disease, and to persons suffering sudden death due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Early warning signs, risk factors and prevention of heart disease will also be discussed. May be taken four

(4) times for credit. **THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE ASSOCIATE DEGREE.**

### **HS 14 – 3 Units**

#### **Survey of Disabilities**

Class Hours: 3 lecture

This course is an overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations is gained to provide insights in the area of disabilities. The course is designed for the disabled student or anyone interested in working with the disabled. (co-numbered Sp Ed 1) *Transfer credit: CSU; UC credit limitations. See counselor.*

### **HS 15 – 2 Units**

#### **Principles & Practices of Physical Therapy**

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: CSU*

### **HS 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Health Science**

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 health science on an independent study basis are assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*



*Dr. Kenneth Ainge, administrator and teacher.*



# History

## The Program

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians deal with the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers both a necessary understanding of one's place in the human experience, and the conceptual framework for a lifelong avocation.

## Career Opportunities

### B.A. Level

(Careers require bachelors or advanced degrees)

Lobbyist	Journalist
Historian	Editor
Library Reference Worker	Writer — Fiction and Non-Fiction
Politician	Archivist
Law Clerk	Management Trainee
Diplomat	Researcher
Publicist	Museum Cataloger
Program Development	Marketing Researcher
Advertising	Pollster
Communication Specialist	

## Faculty

### Full-Time

Arthur Bettini  
Daniel Brown  
Cecile Copsey  
Gerald Fecht  
Frank Fierro  
Joseph Gonzalez  
Knox Long

### Part-Time

Kathryn Dabelow  
Bruce Loynd  
James Morrison

### Counselor

Bud Long

## Transfer Information

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; 9 or 10A or 10B or 15A or 15B; one other History course.

### University of California, Davis:

Hist 1A, 1B, 3, 7A, 7B, 15A, 15B.

## History Courses

### HIST 1A – 3 Units

#### An Introduction to Western Civilization

Class Hours: 3 lecture

The course surveys important events and developments in western civilization from prehistory through the sixteenth century, through readings and discussions of important ideas, institutions, and contributions. *Transfer credit: CSU; UC*

### HIST 1B – 3 Units

#### An Introduction to Western Civilization

Class Hours: 3 lecture

This course surveys important events and developments in western civilization from the seventeenth century to modern times by means of continued readings and discussions of important ideas and institutions. Hist 1A is not a prerequisite for Hist 1B. *Transfer credit: CSU; UC*

### HIST 3 – 3 Units

#### Afro-American History

Class Hours: 3 lecture

An analysis of the history of the Afro-American in the United States, this course places special emphasis on contemporary implications on historical events. It 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: CSU; UC*

### HIST 4 – 3 Units

#### History of the Southwest

Class Hours: 3 lecture

This course surveys the history of the Chicano from pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the American Southwest and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas) in the context of American History. (co-numbered Ch St 4) *Transfer credit: CSU; UC*

### HIST 5 – 3 Units

#### United States History

Class Hours: 3 lecture

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

### HIST 6 – 3 Units

#### History of the American Indian\*

Class Hours: 3 lecture

A survey of the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present. This course places emphasis on the peoples and cultures of North America, especially as those peoples have inter-mixed and associated with mainstream Anglo-America. *Transfer credit: CSU; UC*

### **HIST 7A – 3 Units**

#### **Social and Political History of the United States**

Class Hours: 3 lecture

In this survey of the creation and development of American Society to 1865, an analysis is made of the impact of both individuals and groups, evaluation of issues of religion, race, reform revolution, responsive government, sectionalism, and expansion. *Transfer credit: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

### **HIST 7B – 3 Units**

#### **Social and Political History of the United States**

Class Hours: 3 lecture

This is 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: CSU; UC. UC transfer students planning to take more units of American History, should consult with a counselor and/or the History Department.*

### **HIST 8 – 3 Units**

#### **History of California**

Class Hours: 3 lecture

This is a survey of the Indian, Spanish, Mexican and American periods of California which considers both the political and cultural developments. *Transfer credit: CSU; UC*

### **HIST 9 – 3 Units**

#### **Latin American History**

Class Hours: 3 lecture

This course is a comprehensive survey of Latin American History focusing on the development of cultural, economic, and political factors in the various Latin American nations. Special emphasis is placed on contemporary United States-Latin American relations. *Transfer credit: CSU; UC*

### **HIST 10A/B – 3/3 Units**

#### **African History\***

Class Hours: 3 lecture

This is 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: CSU; UC*

### **HIST 12 – 3 Units**

#### **History of American Women**

Class Hours: 3 lecture

Evaluation is made of the historical development of women's roles in American life, from early Indian cultures to 20th Century suburbia. Topics include: literary ideals, legal realities, pro and anti-feminist forces; the impact of women on national values and actions. *Transfer credit: CSU; UC*

### **HIST 15A – 3 Units**

#### **Asia: The Rise of Eastern Civilization\***

Class Hours: 3 lecture

In this 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: CSU; UC*

### **HIST 15B – 3 Units**

#### **Asia in the Modern World\***

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, this course also includes 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: CSU; UC*

### **HIST 22A/B – 1-3/1-3 Units**

#### **Independent Studies in History**

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 history on an independent study basis are assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **HIST 60A-Z – 1-3 Units**

#### **Topics in History**

Prerequisite: Previous course in History

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in History not covered in detail in the general History course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

#### **60B – 3 Units**

##### **History of Mexico**

Class Hours: 3 lecture

#### **60C – 3 Units**

##### **World War II - The World at War**

Class Hours: 3 lecture

#### **60D – 3 Units**

##### **World War I - The Great War**

Class Hours: 3 lecture

#### **60E – 3 Units**

##### **Modern England**

Class Hours: 3 lecture

#### **60F – 3 Units**

##### **The World Since 1945**

Prerequisite: Hist 1A or 1B

Class Hours: 3 lecture

#### **60G – 3 Units**

##### **Modern Germany**

Class Hours: 3 lecture

#### **60H – 3 Units**

##### **History of the Jewish People**

Class Hours: 3 lecture

#### **60R – 3 Units**

##### **Modern Russia**

Class Hours: 3 lecture

#### **60T – 3 Units**

##### **Historic Site Evaluation**

Prerequisite: A previous or concurrent course in History

Class Hours: 3 lecture



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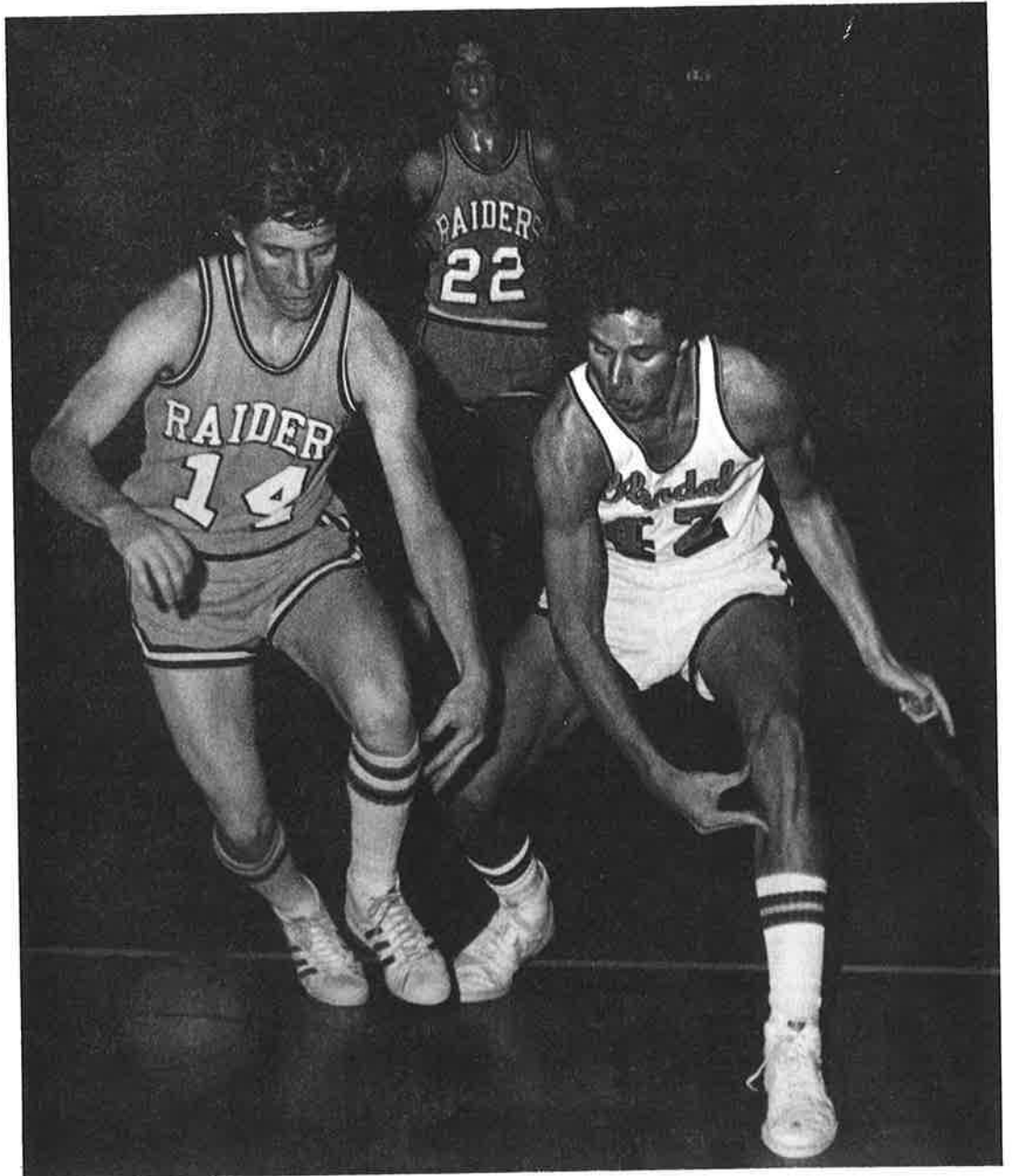
**60V – 3 Units**

**The American Legacy of Vietnam**

Prerequisite: Previous course in American History

Class Hours: 3 lecture

\*These courses are offered periodically.





# Hotel Management

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## The Program

This program focuses on a study of the techniques of management in the hostelry business. Growth of tourism as well as business and industry needs project a major need for managerial employment in many aspects of the hotel and motel industry.

## Career Opportunities

Hotel/Motel Manager  
Convention Sales Manager  
Hotel Clerk  
Catering Manager

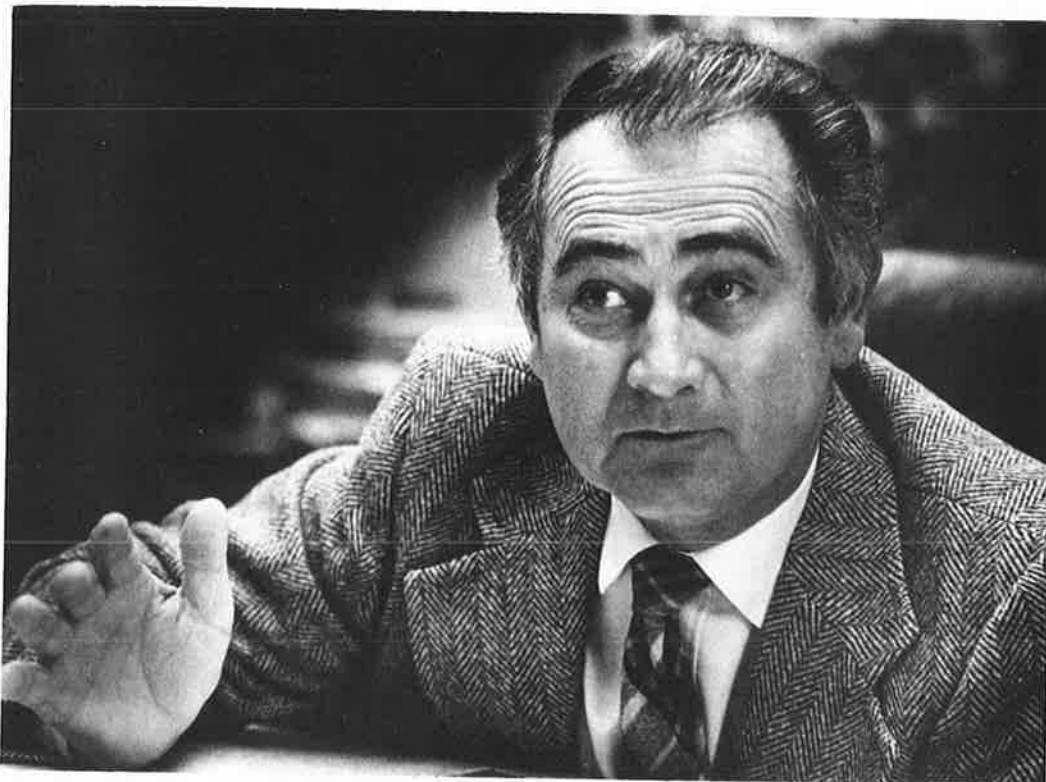
## Hotel and Restaurant Course

### H&R 1 – 1 Unit

#### Orientation to Hotel and Restaurant Management

Class Hours: 1 lecture

A lecture course on the organization and job potential of various types of food service establishments. An understanding of the education and experience required of the job positions available from top management down to kitchen helpers.



*Dr. Ray Hearon . . . making another decision.*



# Humanities

## The Program

This is an area of specially-designed courses that offer a broad-based understanding of literature, history, philosophy, art and contemporary issues and trends.

## Faculty

### Full-Time

John Davie  
Hugo Ekback  
Gerald Fecht  
Carole Ginet  
Linda Moore  
Howard Siegel

## Transfer Information

Major requirements for upper division standing at:  
**California State University, Northridge:**  
Art 1A or 1B or 2; Mus 8. Majors are required to demonstrate proficiency exam at the 1-2 level.

## Humanities Courses

### HUM 1 – 6 Units The Individual and Society

Class Hours: 6 lecture

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. *Transfer credit: CSU; UC*

### HUM 2 – 6 Units The Individual and The Arts

Class Hours: 6 lecture

Designed to increase students' understanding of the arts and literature, this 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. *Transfer credit: CSU; UC*

### HUM 3 – 3 Units History of the Motion Picture

Class Hours: 3 lecture

This is an historical and critical survey, with examples of the motion picture both as a developing art form and as a medium of mass communication. *Transfer credit: CSU; UC*

### HUM 4 – 3 Units Main Currents in Modern Film

Class Hours: 3 lecture

This course is designed to provide an understanding and critical awareness of film movements since WW II, including European, American, Indian, Japanese and third world films. *Transfer credit: CSU*

### HUM 18 – 3 Units Images of Women in Film

Class Hours: 3 lecture

This is a psycho-social survey of the stereotypes of women communicated through roles, myths and special personalities in motion pictures. The approach will consider such factors as visions of individual filmmakers, audience demands, censorship and cultural movements. The course will contrast the cinematic image with the actual status of women in an attempt to explore the relationship between reality and the impact of the media. *Transfer credit: CSU; UC*

### HUM 19 – 3 Units Women in Contemporary Society

Class Hours: 3 lecture

This course will examine the concerns, conflicts and rewards of women in today's society where their roles and opportunities are in the process of change. Increased awareness and fulfillment of individual potential will be emphasized through lecture, discussions, films and reading. *Transfer credit: CSU; UC*

### HUM 21 – 3 Units The Yoga Tradition

Class Hours: 3 lecture

This 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: CSU; UC* NT Sp 88

### HUM 22A/B – 1-3/1-3 Units Independent Studies in Humanities

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 humanities 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: CSU; UC credit limitations. See counselor.*

### HUM 60A-Z – 1-6 Units Topics in the Humanities

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Humanities not covered in detail in the general Humanities course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor.*



# Interior Design

## The Program

This program has been developed to prepare students for careers in various areas of home and business design. Students will receive training in specific skills commonly used by Interior Designers.

## Career Opportunities

Display Designer  
Interior Designer  
Furniture Buyer  
Color Consultant  
Sales Representative

## Faculty

### Full-Time

Pauline Stringer-Eilers

### Counselors

Rick Cardoni  
Susan Izumo

## Transfer Information

This program has been developed to provide students with practical skills and knowledge in areas of design, color, space planning and textiles for the purpose of entering the expanding field of interior design.

Major requirements for upper division standing at:

**California State University, Northridge:**

Interior Design Option:

ID 31; NtS 1; plus 6 units from the following: Art 4A, 12A, Bus 33A

See counselor for additional Options.

## Interior Design

### Associate in Science Degree

The Interior Design program has been developed to prepare students for careers in various areas of home and business improvement. Students can prepare for careers as display designer, space planner, furniture buyer, and sales representatives for retail organizations.

#### Required Courses:

	<b>Units</b>
Art 2	3
Art 4A	3
Bus 30	3
Bus 32	3
ET 2	3
ID 5A	3
ID 5B	3
ID 7	3
ID 31	3

**Total minimum units required in major area – 27**

**Recommended Courses: Bus 35; CIS 1**

See Degree Requirements and Transfer Information section for General Education requirements.

## Interior Design

### Certificate of Achievement

The Interior Design program has been developed to prepare students for careers in various areas of home and business improvement. Students can prepare for careers as display designer, space planner, furniture buyer, and sales representatives for retail organizations.

#### Required Courses:

	<b>Units</b>
Art 2	3
Art 4A	3
Bus 30	3
Bus 32	3
ET 2	3
ID 5A	3
ID 5B	3
ID 7	3
ID 31	3

**Total minimum units required – 27**

**Recommended Courses: Bus 35; CIS 1**

## Interior Design Courses

### ID 5A – 3 Units

#### Beginning Interior Design

Prerequisite: None. Art 4A is recommended.

Class Hours: 3 lecture

Students learn principles and elements of design and color as applied to home interiors. They study materials, organization, and arrangement as related to living needs. The course offers basic preparation for students who plan to seek employment in the field of interior design. Field trips will be required. *Transfer credit: CSU; UC maximum credit allowed is one course from ID 5A and ID 5B.*

### ID 5B – 3 Units

#### Advanced Interior Design

Prerequisite: ID 5A

Class Hours: 3 lecture

This is an 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: CSU; UC maximum credit allowed is one course from ID 5A and ID 5B.*

### ID 7 – 3 Units

#### Space Planning

Prerequisite: ID 5A

Class Hours: 2 lecture, 3 laboratory

Management of space as it relates to three-dimensional functional adequacy, task management, human behavior, social interaction, traffic and work flow. Technical considerations such as lighting and power, storage, noise control, computers and code requirements. Practical application through laboratory projects.

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**ID 22A/B – 1-3/1-3 Units**

**Independent Studies in Interior Design**

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 interior design 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: CSU*

**ID 31 – 3 Units**

**Textiles (F)**

Class Hours: 3 lecture

This is a study of the care of textile fibers, their construction, characteristics, finishes, uses and care. It is designed to give a basic knowledge of textiles which will help the student in selecting and caring for textiles. *Transfer credit: CSU; UC*

**ID 89A-Z – 1/2-1 1/2 Units**

**Institutes in Interior Design ★**

Class Hours: Variable

A special series of short courses focuses on particular aspects of home economics. Courses dealing in foods, clothing and household management will provide an opportunity for specialized study.



*Jill Padich and Larry Lloyd, a look back at publications.*



# Journalism

## The Program

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.

## Career Opportunities

Reporter	Advertising Assistant
Feature Writer	Writer
Copy Editor	Publicity Director
Editorial Assistant	Technical Writer
Make-up Editor	Proofreader
Photographer	Stringer
Lay-out Worker	Production Assistant

### Counselors

Don Henderson  
Susan Izumo

## Transfer Information

Major requirements for upper division standing at:  
**California State Universities, Northridge and San Jose:**  
Journ 1, 2. (No more than 12 units in Journalism may be transferred from Moorpark.)

## 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.

Required Courses:	Units
Journ 1 Media and Society	3
Journ 2 News Reporting and Writing	3
Journ 3 Advanced News/Feature Writing	3
Journ 8 Basic Photo-Journalism	3
Journ 9 Copy Editing and Make-up	3
Journ 10A Newspaper Production	3
Journ 12 Broadcast Journalism	3
Journ 14 Intro to Public Relations	3

**Total minimum units required in major area – 24**

**Recommended Courses: Bus 38; GC 3A; Journ 7, 10B, 11A/B**

See Degree Requirements and Transfer Information section for General Education requirements.

## Journalism Courses

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 – 3 Units

#### Media and Society

Class Hours: 3 lecture

This course surveys the history and nature of print and electronic media in America. It will examine the social, political and cultural implication of media. (co-numbered RT 1) *Transfer credit: CSU; UC*

### JOURN 2\* – 3 Units

#### News Reporting and Writing

Prerequisite: Eligibility for Engl 1A or equivalent

Class Hours: 3 lecture

This is an introduction to journalism with an emphasis on developing news writing skills through interviewing, reporting, evaluating news significance, collecting accurate facts, and writing of news copy. Practical experience is gained through writing for the school newspaper. *Transfer credit: CSU; UC credit limitations. See counselor.*

### JOURN 3\* – 3 Units

#### Advanced News/Feature Writing

Prerequisite: Eligibility for Engl 1A or equivalent

Class Hours: 3 lecture

Students learn to write the kind of feature articles used in magazine and newspapers, as well as the techniques used in gathering material. Practical experience is given through writing for the school newspaper and magazine. *Transfer credit: CSU; UC credit limitations. See counselor.*

### JOURN 4 – 3 Units

#### Magazine Article Writing

Prerequisite: Engl 1A or Journ 2 or equivalent

Class Hours: 3 lecture

This course offers instruction in writing for magazines, including feature articles, reviews, and editorials suitable for publication. It includes practice in editing and the use of illustrative materials. *Transfer credit: CSU*

### JOURN 7 – 3 Units

#### Layout and Paste-up Techniques

Class Hours: 2 lecture, 3 laboratory

Students will learn practical applications of layout and paste-up techniques for graphic reproduction, including the principles of design. Students will also study the design of roughs, comprehensives and camera ready art, preparation of line and tone copy, use of technical pens and rubylith material; a study of the point system, type identification and copy mark-up systems. (co-numbered GC 4) *Transfer credit: CSU*

### JOURN 8\* – 3 Units

#### Basic Photo-Journalism

Prerequisite: Photo 1A, or suitable portfolio.

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communication, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken two (2) times for credit. (co-numbered Photo 8) *Transfer credit: CSU; UC credit limitations. See counselor.*

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### **JOURN 9 – 3 Units**

#### **Copy Editing and Make-up**

Prerequisites: Journ 2 with a grade of "C" or better. Ability to type. Recommend concurrent enrollment in Journ 10A or B for journalism majors.

Class Hours: 2 lecture, 3 laboratory

This course offers study and practice in analysis of structure and effectiveness of written materials, rewriting, correction of errors, proofreading, headline writing, news and picture evaluation, and page design. Opportunity is provided to work on the campus newspaper. *Transfer credit: CSU; UC*

### **JOURN 10A/B\* – 3/3 Units**

#### **Newspaper Production**

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: CSU; UC credit limitations. See counselor.*

### **JOURN 11A\* – 3 Units**

#### **Magazine Editing**

Prerequisites: Journ 1, Journ 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is a course in the analysis, development, composition 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 Engl 47) *Transfer credit: CSU; UC credit limitations. See counselor.*

### **JOURN 11B\* – 3 Units**

#### **Magazine Editing**

Prerequisite: Journ 11A

Class Hours: 2 lecture, 3 laboratory

This is an advanced study in the analysis, development, composition and layout of magazines and similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **JOURN 12 – 3 Units**

#### **Broadcast Journalism**

Class Hours: 3 lecture

In this 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 RT 12) *Transfer credit: CSU*

### **JOURN 14 – 3 Units**

#### **Introduction to Public Relations**

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: CSU*

### **JOURN 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Journalism**

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

Class Hours: 1-3 tutorial

Selected students who are interested in furthering their knowledge of journalism on an independent study basis are assigned problems which in-

volve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **JOURN 79 – 1-4 Units**

#### **Journalism Internship**

Prerequisite: Journ 2 or 10A

Class Hours: 3-12 laboratory

This internship is designed to provide advanced Journalism students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on the job experience with local newspapers, advertising agencies, or other suitable worksites. May be taken four (4) times for credit. *Transfer credit: CSU*



# Laser/Electro-Optic Technology

avg. 10 hr. \$28,000 starting

## The Program

This high technology program reflects an important trend in the varied electronics industry. The fields of aerospace, computer technology and military applications are only a few of the areas where a growing laser industry is of great importance.

## Career Opportunities

- Laser Technician
- Laser Sales Specialist
- Electro-Optics Technician
- Electro-Optical Sales Specialist
- Project Technician
- Research Technician
- Physics Technician

## Faculty

### Full-Time

- Balazs Becht
- Clinton Harper
- Sergio Monteiro

### Part-Time

- Ronald Beam
- Stephen Scopatz
- James Sliney

### Counselor

- Diane Sukiennik

## ■ Laser/Electro-Optics Technology

### Occupational Associate in Science Degree

This program trains students for employment in industries that construct, service and utilize lasers and related electro-optical equipment. Graduates of the program will be employed in a broad spectrum of jobs, including: laser sales and service, research and development, material processing applications, medical applications, information storage, non-destructive testing and applications in the fine arts to name a few. Entry into the program occurs only in the Fall semester and is open to all students who meet the entrance requirements for Moorpark College. Students interested in a degree in the laser/electro-optics field that can eventually lead to a 4-year institution should consider Physics Option III (Electro-optics) rather than the LET major.

#### Preparation for the Major:

Mathematics — two years of high school algebra or Math 1 and Math 3 or equivalent.

Electronics — Students with no prior experience with Electronics are encouraged to take EL 1/1L prior to or concurrently with EL 10/10L.

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

### Required Courses:

		Units
EL 10/10L	Passive Circuits/Lab	5
EL 16/16L	Analog Circuits/Lab	4
EL 17/17L	Digital Circuits/Lab	4
Engl 1A*	English Composition	3
Engl 11	Report and Technical Writing	3
HS 9	Cardiopulmonary Resuscitation	.5
LET 1/1L	Intro to Lasers/Lab	4
LET 3A/3AL	Intro to Optics/Lab	4
LET 3B/3BL	Modern Optics/Lab	4
LET 4	Machine Shop Techniques	2
LET 6/6L	Laser Components, Devices & Measurement Techniques/Lab	4
LET 8L	Laser Power Circuits Lab	1
LET 9/9L	Laser Systems and Applications/Lab	5
LET 10	Projects in LET	2
Math 4*	Applied Mathematics with Calculus	5
Phy Sc 1/1L*	Principles of Physical Science/Lab	4
<b>Total required units in major — 54.5 - 12 (GE) = 42.5</b>		

\*Denotes General Education course required for A.S. Degree.

**Note:** HS 9 (CPR, 0.5 unit) will be waived if, at time of graduation, student holds a current, valid certificate from a Red Cross approved CPR course.

### Recommended Courses: CIS 14; EL 21/21L

#### Suggested Course Sequence:

#### First Semester

EL 10/10L	5
LET 1/1L	4
LET 4	2
Math 4	5
(alternate course: Math 16A or 25A)	
16	

#### Second Semester

EL 16/16L	4
EL 17/17L	4
HS 9	.5
LET 3A/3AL	4
Phy Sc.1/1L	4
(alternate courses: .Ph 10A/10AL or 20A/20AL & Chem 1A, or 12)	
16.5	

#### Third Semester

Engl 1A	3
LET 3B/3BL	4
LET 6/6L	4
LET 8L	1
12	

#### Fourth Semester

Engl 11	3
LET 9/9L	5
LET 10	2
(alternate courses: LET 22A or 79)	
10	

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ Laser/Electro-Optics Technology Certificate of Achievement

This program trains students for employment in industries that construct, service and utilize lasers and related electro-optical equipment. Those who earn certificates can expect employment in a broad spectrum of jobs including those listed under Laser/Electro-Optics Technology Associate in Science Degree.

#### Preparation for the Major:

Mathematics — two years of high school algebra or Math 1 and Math 3 or equivalent.



EL 3 B+L can sub. for EL 21/L

Electronics — Students with no prior experience with Electronics are encouraged to take EL 1/1L prior to or concurrently with EL 10/10L.

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

**Required Courses:**

	<b>Units</b>
EL 10/10L Passive Circuits/Lab	5
EL 16/16L Analog Circuits/Lab	4
EL 17/17L Digital Circuits/Lab	4
LET 1/1L Intro to Lasers/Lab	4
LET 3A/3AL Intro to Optics/Lab	4
LET 3B/3BL Modern Optics/Lab	4
LET 4 Machine Shop Techniques	2
LET 6/6L Laser Components, Devices & Measurement Techniques/Lab	4
LET 8L Laser Power Circuits Lab	1
LET 9/9L Laser Systems and Applications/Lab	5
LET 10 Projects in LET	2

**Total minimum units required — 39**

**Recommended Courses: CIS 14; EL 21/21L**

## Laser/Electro-Optics Technology Courses

### LET 1 — 3 Units

#### Introduction to Lasers

Prerequisite: Math 3 or equivalent

Co-requisite: Math 4 or Math 16A or Math 25A

Class Hours: 3 lecture

This course introduces the student to the elements and operation of a laser, the properties of light and the fundamentals of atomic and molecular structure as applied to laser systems. The helium-neon laser is studied in detail and other laser systems are surveyed. Safety procedures regarding the use of laser systems are stressed. *Transfer credit: CSU*

### LET 1L — 1 Unit

#### Introduction to Lasers Laboratory

Prerequisite: Prior completion of or concurrent enrollment in LET 1

Class Hours: 3 laboratory

This laboratory course introduces students to the measurement of laser output parameters such as beam diameter, divergence and irradiance. Cleaning of optical surfaces and alignment of a laser resonator are also covered. Techniques of proper data taking, recording and analysis are introduced, and laboratory safety procedures are stressed. *Transfer credit: CSU*

### LET 3A — 3 Units

#### Introduction to Optics

Prerequisites: LET 1/1L and Math 4 or Math 16A or Math 25A or equivalent

Class Hours: 3 lecture

This is a comprehensive course in geometrical and wave optics. Topics include: reflection and refraction, matrix optics, thin and thick lenses, interference diffraction and polarization. *Transfer credit: CSU*

### LET 3AL — 1 Unit

#### Introduction to Optics Laboratory

Prerequisite: Prior completion of or concurrent enrollment in LET 3A

Class Hours: 3 laboratory

This is an introductory laboratory course in optics in which students per-

form experiments in geometrical and wave optics. Techniques of data taking, recording and analysis are stressed. *Transfer credit: CSU*

### LET 3B — 3 Units

#### Modern Optics

Prerequisite: LET 3A or Physics 20C

Class Hours: 3 lecture

This is a course which covers some of the important topics in modern optics including: matrix treatment of polarization, multi-layer films, Fourier optics, Gaussian beam propagation, holography, electro and magneto-optic effects, fiber optics. *Transfer credit: CSU*

### LET 3BL — 1 Unit

#### Modern Optics Laboratory

Prerequisite: Prior completion of or concurrent enrollment in LET 3A/3AL, LET 3B

Class Hours: 3 laboratory

This is a laboratory course in which students perform experiments in selected areas of modern optics. Experiments will include polarization, multi-layer coatings, Gaussian beam propagation, holography, E-O modulators, A-O modulators, Faraday rotation, and fiber optics. *Transfer credit: CSU*

### LET 4 — 2 Units

#### Machine Shop Techniques

Class Hours: 1 lecture, 3 laboratory

This is an introductory course in machine shop techniques. Topics covered include: use of common hand tools, band saws, drill press, lathe and mill. Basic drafting techniques including blue print reading, dimensioning, fits and tolerances will be introduced. Shop safety procedures will be stressed. *Transfer credit: CSU*

### LET 6 — 3 Units

#### Laser Components, Devices & Measurement Techniques

Prerequisites: LET 3A/3AL, Phy Sc 1/1L, EL 16/16L or equivalent (or Physics 20B/20BL for Physics Option III majors)

Class Hours: 3 lecture

This course is designed to acquaint the student with many of the components, devices and measurement techniques used in the laser/electro-optics industry. Components discussed include: optical tables and benches, mounts, mirrors, lenses, gratings, filters and polarizers. Devices discussed include: switches and mode lockers, modulators, fiber optic data links, beam expanders and optical isolators. Measurement techniques using spectrometers, monochromators, spectrophotometers and interferometers are introduced. *Transfer credit: CSU*

### LET 6L — 1 Unit

#### Laser Components, Devices & Measurement Techniques Laboratory

Prerequisite: Prior completion of or concurrent enrollment in LET 6

Class Hours: 3 laboratory

This laboratory course is designed to give the students practical experience with the use and operation of a variety of instruments and devices common to the electro-optics industry. The principles of high vacuum technology are introduced. A semester project including oral and written progress reports is also required. *Transfer credit: CSU*

### LET 8L — 1 Unit

#### Laser Power Circuits Laboratory

Prerequisites: LET 1L, EL 16L

Class Hours: 3 laboratory

This is a laboratory course that covers the operation and maintenance of both CW and pulsed laser power supplies. Techniques of circuit board repair and electronic troubleshooting are introduced. Emphasis is placed on the safety aspects of working with high voltage and high current circuits.

### **LET 9 – 3 Units**

#### **Laser Systems and Applications**

Prerequisites: EL 16/16L, LET 6/6L (Physics Option III majors may take EL 16/16L concurrently)

Class Hours: 3 lecture

This course introduces the students to major laser systems, typical of those currently used in industry. Laser systems used in the course include: Ar and Kr ion, organic dye, CO<sub>2</sub>, N<sub>2</sub>, ruby, He-Ne and Nd:YAG lasers. Applications in areas such as material processing, medicine, consumer products, and defense will be discussed. Students will be taught the basic skills of laser system maintenance, and the appropriate safety procedures regarding laser radiation, high voltage and toxic materials. *Transfer credit: CSU*

### **LET 9L – 2 Units**

#### **Laser Systems and Applications Laboratory**

Prerequisite: Prior completion of or concurrent enrollment in LET 9

Class Hours: 6 laboratory

This laboratory course gives the student extensive hands-on experience in the operation, maintenance and applications of a wide variety of laser systems. Lasers operated during this lab include: Ar and Kr ion, organic dye, CO<sub>2</sub>, N<sub>2</sub>, ruby, He-Ne, and Nd:YAG. Students will be taught the basic skills of laser system maintenance, and the appropriate safety procedures regarding laser radiation, high voltage and toxic materials. *Transfer credit: CSU*

### **LET 10 – 2 Units**

#### **Projects in LET**

Prerequisites: EL 16/16L, EL 17/17L, LET 6/6L, concurrent enrollment in LET 9/9L

Class Hours: 6 laboratory

This course is designed to instruct the student by actual practice in the formulation, design and implementation of a project in laser/electro-optics. Projects may include the construction of a laser or related electro-optical device and/or utilization of a laser in an experiment. *Transfer credit: CSU*

### **LET 22A/B – 1-3/1-3 Units**

#### **Independent Studies in LET**

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 LET 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: CSU*

### **LET 49A-D – 1-4 Units**

#### **Cooperative Work Experience –**

#### **Laser/Electro-Optics Technology ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Laser/Electro-Optics Technology will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

### **LET 79 – 1-4 Units**

#### **Laser/Electro-Optics Internship**

Prerequisite: Acceptance into LET OJT Program

Class Hours: 3-12 laboratory

This internship is designed to provide advanced laser/electro-optics technology students with an opportunity to work in an industrial environment in order to gain on-the-job experience. Internships are usually offered only to sophomore LET majors. Arrangements are made between the department faculty and participating companies. May be taken four (4) times for credit. *Transfer credit: CSU credit limitations. See counselor.*

## **LEADERSHIP**

All Leadership courses are listed with the Personal Growth courses. Refer to that section alphabetically for full course information.

## **LEARNING SKILLS**

All Learning Skills courses are listed with the Special Education courses. Refer to that section alphabetically for full course information.



# Liberal Studies

## Transfer Information

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 Lutheran College:**

### I. English/Speech

- A. 3 units from: English 1A
- B. 3 units from: Speech 1, 2, 5, or 7
- C. 3 units from: English 1B, 13A, 13B, 15A, 15B, 17, 18, 19, 21, 30, 31, or 33
- D. 9-12 units upper division electives after transfer.

### II. Math/Science

- A. 4 units from: Biol 1 or 2A
- B. 3-4 units from: Biol 2B (see Education Counselor)
- C. 3 units from: Math 10
- D. 8-11 units upper division electives after transfer.

### III. Social Science

- A. 3 units from: Psych 1A
- B. 3 units from: Any transferable History course
- C. 3 units toward California History Requirement from: History 7A or 7B or Pol Sc 3
- D. 3-4 units from a transferable course in: AJ, or Geog, or Hist, or Pol Sc, or Psych
- E. 6-9 units upper division electives after transfer.

### IV. Humanities/Fine Arts

- A. 4 units from: Fr 1, 2; Ger 1, 2; Spn 1, 2
- B. 3 units from: Phil 1
- C. 3 units from: Art 1A, 1B, 2, 12A, 12B, 16A, 16B; or Mus 1, 8, 9A, 9B; or ThA 1, 2A, 2B, 4A, 4B, 9
- D. 8-11 units upper division electives after transfer.

## California State University, Northridge:

### I. Basic Skills component

- A. 3 units from: English 1A
- B. 3 units from: Philosophy 7

### II. English component

- A. 3 units from: English 1B, 30, or 31

### III. Math-Science component

- A. Credential candidates: Math 10  
Non-credential students: 6 units from CIS 1; Math 13, 15, 16A; Philosophy 7 (3 units must be a Math course)
- B. Biology 1
- C. 1 course from: Chemistry 12; or Physical Science 1/1L; or Physics 1/1L or 10A/10AL
- D. 1 course from: Astronomy 1/1L; Geography 1 or 5; or Geology 2 or 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.

### IV. Social Science component

- A. 6 units from: History 1A, 1B
- B. Credential candidates must take Geograh 2 (3 units)  
Non-credential students: 3 units from Anthropology 2; and either Psychology 1A or Sociology 1
- C. Credential candidates must take Chicano Studies 2; History 3  
Non-credential students: 3 units from Chicano Studies 2; History 9, 10A, 10B, 15B; and 3 units from any foreign language or applied fine arts.

### V. Humanities component

- 3 units from: Art 1A, 1B, 2; Music 8; Theatre Arts 1
- 3 units from: Philosophy 1 or 2

NOTE: GE transfer courses refer to courses which are included in the CSU GE transfer courses.

Students should be encouraged to complete Title V requirements in U.S. History Constitution, and government (e.g., History 7A, 7B; Political Science 3)



# Mathematics

## The Program

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 dependent upon the use of applied mathematics in developing solutions to practical problems.

## Career Opportunities

### B.S. Level

(Most careers require bachelors or advanced degrees)

Banker	Statistician
Systems Analyst	Mathematician
Programmer	Demographer
Statistical Methods Analyst	Operations Research Analyst
Applied Science Programmer	

## Faculty

### Full-Time

Christine Aguilera  
 Alberto Beron  
 Jane Broadbooks  
 Kathryn Fink  
 Mary LaBarge  
 Floyd Martin  
 Fred Meyer  
 Charles Molnar  
 Deborah Ritchie  
 Fred Schaak  
 Kokki Shindo  
 Robert Stephens  
 Arthur Szylewicz  
 Roger Walters

### Part-Time

Keith Barker  
 Kenneth Billau  
 Janice Christensen  
 John Collins  
 Francis Davidson  
 Robert Davis  
 Eugene Foxman  
 Robert Holden  
 Robert Jones  
 Larry Lace  
 Dean Meyers  
 John Mutolo  
 David Ogawa  
 Charles Pearson  
 Andrea Potts  
 Mahyad Rahnamaie  
 James Riley  
 Mark Schuberg  
 Virginia Seaton

Charles Spotts  
 Manuel Tessier  
 Roger Tishler  
 James Wilkes  
 Grethe Wygant  
 Maria Zimmer

### Counselor

Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:  
**California State University, Northridge:**  
 CIS 4A, 14; Math 25A, 25B, 25C, 31; Phil 9; Physics 20A/20AL,  
 20B/20BL.

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

## Mathematics

### Associate in Arts 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 Arts Degree and/or Bachelor of Arts 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.

#### Preparation for the Major:

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

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

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

#### Required Courses:

		<b>Units</b>
CS 18/18L	Computer Programming - FORTRAN/Lab	4
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Math 31	Intro to Linear Algebra	3
Math 35	Applied Differential Equations	3
Ph 20A/20AL	Mechanics of Solids and Fluids/Lab	4
Ph 20B/20BL	Electricity and Magnetism/Lab	4

**Total minimum units required in major area — 33**

**Recommended Courses: Chem 1A; CS 10/10L; Math 15, 30; Ph 20C/20CL**

See Degree Requirements and Transfer Information section for General Education requirements.

## Mathematics Courses

### IMPORTANT NOTES

- A satisfactory grade (A, B, C, or CR) is required for all prerequisite college course work. A student receiving an unsatisfactory grade (D, F, or NC) in a prerequisite college course is to repeat the class and receive a satisfactory grade before enrolling in a sequel college mathematics class.
- The Mathematics Placement Exam places students who haven't completed a mathematics class in a college mathematics program. Information on the Math Placement Exam is available at the Counseling Center in the Administration Building and also in the fall, spring, and summer class schedules.
- A student who has earned a satisfactory grade in a college mathematics class may petition to repeat the class after a lapse of two or more years. If the petition is approved and the course is repeated, the previous grade will be lined through on the record and will not be used in the student's GPA computation.

### MATH 1 – 5 Units Elementary Algebra

Prerequisite: Math 9 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

A study is made of 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 – 3 Units Fundamentals of Geometry (F)

Prerequisite: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 3 may be taken concurrently.

Class Hours: 3 lecture

This course concentrates on 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, and constructions.

### MATH 3 – 5 Units Intermediate Algebra

Prerequisite: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

This course reviews elementary algebra, including 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: CSU*

### MATH 4 – 5 Units Applied Mathematics with Calculus

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

Topics covered in this course include a review of functions and graphs, systems, trigonometric functions, vectors, determinants and matrices, analytical trigonometry, topics in analytic geometry, introduction to probability and statistics, and a brief introduction to manipulative calculus. *Transfer credit: CSU*

### MATH 5 – 3 Units College Algebra

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 6 may be taken concurrently.

Class Hours: 3 lecture

This course covers 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: CSU; UC*

### MATH 6 – 3 Units Trigonometry

Prerequisite: Math 5 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 5 may be taken concurrently.

Class Hours: 3 lecture

This course covers functions and graphs, trigonometric functions, identities, inverse trigonometric functions, solution of triangles, trigonometric equations, polar coordinates, complex numbers, logarithms. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSU; UC*

### MATH 7 – 5 Units College Algebra and Trigonometry

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

This integrated course in college algebra and trigonometry is strongly recommended for all students planning to enter the Math 25ABC sequence. Topics include real number systems, set, inequalities, systems or 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: CSU; UC credit limitations – maximum credit, 4 units.*

### MATH 9 – 3 Units Practical Arithmetic

Class Hours: 3 lecture

Students review addition, subtraction, multiplication, and division of fractions and formulas. They are given practical problems involving commissions, interest, discounts, measurement of lengths, areas and volumes, etc. They are also introduced to basic algebra, and the use of hand-held calculators as an aid to arithmetic.

### MATH 10 – 3 Units Mathematics for Elementary Teachers

Prerequisites: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 2 or equivalent college course. Math 2 may be taken concurrently.

Class Hours: 3 lecture

This course covers the 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. It 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: CSU; UC*

### MATH 12 – 3 Units College Algebra with Business Applications

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 3 lecture

Topics from college algebra and calculus are applied to problems in business and economics. A study is made of real number systems and manipulations, linear, quadratic, exponential and logarithmic functions. Also covered are applications - matrix theory, linear systems and probability. Students are introduced to differential and integral calculus. The course is designed primarily for business students transferring to CSUN. *Transfer credit: CSU; UC*

### **MATH 13 – 3 Units Mathematics Appreciation**

Prerequisite: Satisfactory score on the Math Placement Exam.

Class Hours: 3 lecture

This is 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 the routine manipulation of numbers. The activity approach will include uses of mathematics in art, puzzles, making of solids, etc. *Transfer credit: CSU; UC* 88

### **MATH 14 – 3 Units Finite Mathematics**

Prerequisite: Math 5 or Math 7 or Math 12 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 3 lecture

This course is for students of managerial, social, or behavioral science. Topics include: 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: CSU; UC*

### **MATH 15 – 4 Units Introductory Statistics**

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 4 lecture

This course explores the nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, special topics. Students are given problems and problem-solving techniques. *Transfer credit: CSU; UC*

### **MATH 16A – 3 Units Applied Calculus I**

Prerequisite: Math 5 or Math 7 or Math 12 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 3 lecture

This course gives a brief review of college algebra, and then gives a thorough study of limits, continuity and differentiation. Emphasis is placed on applying differential calculus to problems in business, economics, social and biological sciences. *Transfer credit: CSU; UC*

### **MATH 16B – 3 Units Applied Calculus II (S)**

Prerequisites: Math 6 or Math 7 and Math 16A or Math 25A or equivalent

Class Hours: 3 lecture

This course is a continuation of Math 16A. The topics covered include integration, the calculus of several variables, and Lagrange multipliers. Emphasis is placed on applying calculus to problems in business, economics, social and biological sciences. *Transfer credit: CSU; UC*

### **MATH 20 – 3 Units Introduction to Numerical Methods**

Prerequisites: CS 18/18L and (Math 16A or Math 25A).

Class Hours: 3 lecture

Topics covered in this course include: 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 using a computer. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MATH 22A/B – 1-3/1-3 Units Independent Studies in Mathematics**

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

Class Hours: 1-3 tutorial

Students engage in 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: CSU; UC credit limitations. See counselor.*

### **MATH 25A – 5 Units Calculus with Analytic Geometry I**

Prerequisites: Math 5 and Math 6 or Math 7 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

Topics covered in this course include: 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: CSU; UC*

### **MATH 25B – 5 Units Calculus with Analytic Geometry II**

Prerequisite: Math 25A or Math 16B or equivalent

Class Hours: 5 lecture

Topics include: 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, and Taylor's Theorem. *Transfer credit: CSU; UC*

### **MATH 25C – 5 Units Calculus with Analytic Geometry III**

Prerequisite: Math 25B or equivalent

Class Hours: 5 lecture

Study is made of Power series L'Hospital's Rule, improper integrals, vector space theory, vector calculus, function of several variables, multiple integrals. *Transfer credit: CSU; UC*

### **MATH 30 – 3 Units Introduction to Modern Algebra**

Prerequisite: Math 25A or equivalent

Class Hours: 3 lecture

This is an introduction to set theory, mappings, the properties of integers, finite groups, and their structure. *Transfer credit: CSU; UC*

### **MATH 31 – 3 Units Introduction to Linear Algebra (F)**

Prerequisite: Math 25B or equivalent

Class Hours: 3 lecture

Studies include vectors, vector spaces, matrices, systems of linear equations, dimension, determinants, eigenvalues. Linear transformations. *Transfer credit: CSU; UC*

### **MATH 33 – 3 Units Introduction to Analysis**

Prerequisite: Math 25C or equivalent

Class Hours: 3 lecture

Elements of real analysis and set theory are studied with emphasis on at-

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taining a thorough understanding of the basic concepts of set theory, algebra and topology of the real numbers, limits, continuity. *Transfer credit: CSU; UC*

**MATH 35 – 3 Units**

**Applied Differential Equations (S)**

Prerequisite: Math 25B or equivalent

Class Hours: 3 lecture

This course includes study of linear differential equations, equations with constant coefficients, variation of parameters, Green's functions, LaPlace transform, systems of linear equations, series solutions, first order differential equations, existence and uniqueness of solutions with emphasis on applications to physics and engineering. *Transfer credit: CSU; UC*





# Music

## The Program

The Moorpark College Music Department offers a wide variety of classes designed for both the aspiring professional musician who wishes to continue studies at the university level, and the knowledgeable amateur eager to understand and appreciate the important role music occupies in this society.

## Career Opportunities

Instrument Concert Musician	Music Tutor
Concert Singer	Conductor
Entertainer	Music Writer
Accompanist	Music Editor
Vocalist	Copyist
Professional Church Musician	Orchestrator
Organist	Librettist/Lyricist
Choir Director	Disc Jockey
Soloist	Announcer
Composer	Arranger

## Faculty

### Full-Time

Alan Hyams  
Orbie Ingersoll  
Sheldon Mehr  
James Stemen  
Joan Thompson

### Part-Time

Marilyn Anderson  
David Grove  
Suzanne Julian  
Lou-Jean Osborne

### Counselors

Don Henderson  
Susan Izumo

## Transfer Information

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, 12, 15. Note: Ensemble courses similar to CSUN courses will be accepted.

### University of California, Los Angeles:

Mus 2A, 2B, 2C, 2D, 3A, 3B.

Mus 9A, 9B are recommended.

See counselor for specific General Education Requirements.

## Music

### Associate in Arts Degree

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

#### Required Courses for all specialization areas:

		Units
Mus 2A	Music Theory	3
Mus 2B	Music Theory	3
Mus 9A	Music History and Literature	3
Mus 9B	Music History and Literature	3

#### Area Specializations

##### Vocal Music Specialization

#### Required Courses:

Mus 13A/B	Fundamentals of Vocal Technique I-II	2-2
Mus 13C/D	Advanced Vocal Development I-II	2-2

#### Required Additional Courses:

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

Mus 10	Concert Choir	2
Mus 12	Voice Ensemble	2
Mus 16	Voice in Opera Workshop	2
Mus 60D	Masterworks Chorale	2

**Total minimum units required in major area – 28**

**Recommended Courses: Mus 2C, 3A, 25A, 25B, 25C, 25D**

##### Instrumental Music Specialization

#### Required Additional Courses:

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

Mus 18	Jazz/Rock Ensemble	2
Mus 19	Instrumental Music Workshop	1
Mus 28	Instrumental Conducting	2

**Total minimum units required in major area – 17**

**Recommended Courses: Mus 2C, 2D, 25A, 25B**

##### Music Theory & Composition Specialization

#### Required Courses:

Mus 2C/D	Music Theory	3-3
Mus 25A/B/C/D	Class Piano	6

**Total minimum units required in major area – 24**

**Recommended Courses: Any Music Performance classes from Instrumental, Vocal, or Piano Ensemble.**

##### Keyboard Music Specialization

#### Required Courses:

Mus 20	Piano Ensemble	2
Mus 25A/B/C/D	Class Piano	6

#### Required Additional Courses:

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

Mus 10	Concert Choir	2
Mus 12	Vocal Ensemble	2
Mus 20	Piano Ensemble	2
Mus 60D	Masterworks Chorale	2

**Total minimum units required in major area – 28**

**Recommended Courses: Mus 2C, 3A**



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

See Degree Requirements and Transfer Information section for General Education requirements.

## ■ Music

### Certificate of Achievement

This program is designed to provide the student with the basic training, knowledge and conducting skills necessary for accepting a position as a church or community choral director.

#### Required Courses for all options:

	<b>Units</b>
Mus 2A Music Theory	3
Mus 2B Music Theory	3
Mus 3A Music Reading and Musicianship I	2
Mus 9A Music History and Literature	3

#### Select one of the following options:

##### Choral Conducting

#### Required Courses:

Mus 10 Concert Choir	2-2
Mus 13A/B Fundamentals of Vocal Technique I-II	2-2
Mus 25A/B Class Piano	3
Mus 27 Choral Conducting	2
Mus 60D Masterworks Chorale	2
Mus 60E Choral Conducting Seminar	3

**Total minimum units required – 29**

##### Instrumental Conducting

#### Required Courses:

Mus 3B Music Reading and Musicianship II	2
Mus 9B Music History and Literature	3
Mus 19 Instrumental Music Workshop	1-1
Mus 21 Band	2
Mus 22A/B Independent Studies in Music	1-1
Mus 25A/B Class Piano	3
Mus 28 Instrumental Conducting	2-2

**Total minimum units required – 29**

##### Vocal Performance

#### Required Courses:

Mus 3B Music Reading and Musicianship II	2
Mus 10 Concert Choir	2-2
Mus 13A/B Fundamentals of Vocal Technique I-II	2-2
Mus 13C/D Advanced Vocal Development I-II	2-2
Mus 16 Voice in Opera Workshop	2-2
Mus 25A/B Class Piano	3

**Total minimum units required – 28**

## Music Courses

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 – 3 Units

#### Fundamentals of Music

Class Hours: 3 lecture

This course is 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: CSU; UC*

### MUS 2A/B/C/D – 3/3/3/3 Units

#### Music Theory

Prerequisites: Music 1 or equivalent for 2A; 2A for 2B; 2B for 2C and 2A for 2D

Class Hours: 3 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: CSU; UC*

Music 2B - Modulation by pivot chord to closely related keys. The dominant seventh chord and its inversions, secondary dominants and dominant ninths, and more remote modulation are studied. *Transfer credit: CSU; UC*

Music 2C - Study is made of 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: CSU; UC*

Music 2D - (Counterpoint) Counterpoint is the study of horizontal or linear music rather than the vertical form of harmonization. This class deals with the composition of linear melodies to a given melody, cantus firmus, and explores the various styles or species, from 1st through 5th. The culmination of this course is the composition of a two-part invention. *Transfer credit: CSU; UC*

Students are recommended to enroll in Music 3A when taking Music 2A and Music 3B when taking either Music 2B, C, or D.

### MUS 3A – 2 Units

#### Music Reading and Musicianship I

Prerequisite: Music 1 or equivalent

Class Hours: 1 lecture, 3 laboratory

This 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 be taken two (2) times for credit. *Transfer credit: CSU; UC*

### MUS 3B – 2 Units

#### Music Reading and Musicianship II

Prerequisite: Music 3A or equivalent

Class Hours: 1 lecture, 3 laboratory

This is a course in 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 be taken two (2) times for credit. *Transfer credit: CSU; UC pending.*

### MUS 4 – 3 Units

#### Orchestration and Arranging

Prerequisite: Music 2A or equivalent

Class Hours: 3 lecture

Students learn to write and arrange 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: CSU; UC*

### **MUS 7 – 3 Units**

#### **Survey of 20th Century American Music**

Class Hours: 3 lecture

Survey of 20th Century American Music is a music appreciation class which focuses on the study of American music from early jazz to the present. It traces the roots of American music, examines the musical contributions of such talents as Gershwin, Copland, Bernstein, and others, and explores Folk, Big Band Rock as well as the Age of New Electronics in music. *Transfer credit: CSU; UC*

### **MUS 8 – 3 Units**

#### **Music Appreciation**

Class Hours: 3 lecture

A survey of musical history with special emphasis on the understanding and enjoyment of music. This is an introduction to the formal principles employed in music. Not recommended for Music majors. *Transfer credit: CSU; UC*

### **MUS 9A – 3 Units**

#### **Music History and Literature**

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 vocal forms and the composers of each period. Considerable emphasis is placed upon listening, identifying, and analyzing representative works of each stylistic period. *Transfer credit: CSU; UC*

### **MUS 9B – 3 Units**

#### **Music History and Literature**

Class Hours: 3 lecture

This is 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: CSU; UC*

### **MUS 10\* – 2 Units**

#### **Concert Choir**

Class Hours: 1 lecture, 3 laboratory

This is 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 four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MUS 12\* – 2 Units**

#### **Vocal Ensemble**

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 four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MUS 13A\* – 2 Units**

#### **Fundamentals of Vocal Technique I**

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: CSU; UC credit limitations. See counselor.*

### **MUS 13B\* – 2 Units**

#### **Fundamentals of Vocal Technique II**

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: CSU; UC credit limitations. See counselor.*

### **MUS 13C\* – 2 Units**

#### **Advanced Vocal Development I**

Prerequisite: Music 13B or equivalent

Class Hours: 1 lecture, 3 laboratory

This course is a continuation in development of a proper vocal production. Material to be studied will consist of English, Italian, German, French art songs. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MUS 13D\* – 2 Units**

#### **Advanced Vocal Development II**

Prerequisite: Music 13C or equivalent

Class Hours: 1 lecture, 3 laboratory

This is 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: CSU; UC credit limitations. See counselor.*

### **MUS 15\* – 2 Units**

#### **Orchestra**

Class Hours: 4 lecture/laboratory

Students acquire preparation and performance of orchestral repertoire. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MUS 16\* – 2 Units**

#### **Voice in Opera Workshop**

Prerequisite: Music 13C or equivalent

Class Hours: 1 lecture, 3 laboratory

The study of song literature taken from the musical theatre. This course will enable students to study and perform opera and musical plays in excerpt or as a complete production. Class is designed for singers with proven ability with interest in drama. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MUS 17\* – 3 Units**

#### **Summer Music Theatre**

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. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **MUS 18\* – 2 Units**

#### **Jazz/Rock Ensemble**

Prerequisite: Ability to play a musical instrument appropriate to the Jazz Rock Ensemble (piano, percussion, sax, trumpet, guitar, bass guitar).

Class Hours: 6 laboratory

Students will read, prepare and perform music arranged for jazz and rock

ensemble big band. Rehearsal for and performance at scheduled concerts is required. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 19\* – 1 Unit**  
**Instrumental Music Workshop**

Prerequisite: Ability to play a musical instrument  
Class Hours: 3 laboratory

This course offers instruction in music for instrumental performance. Graded literature for various instrumental combinations for rehearsal and performance is studied. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 20\* – 2 Units**  
**Piano Ensemble**

Prerequisite: Music 25D or consent of instructor  
Class Hours: 1 lecture, 3 laboratory

Piano literature for one piano - 4 hands, two pianos - 4 hands, will be covered in this course. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 21\* – 2 Units**  
**Band**

Prerequisite: Ability to perform on a standard band instrument  
Class Hours: 1 lecture, 3 laboratory

This course will focus on the preparation and performance of suitable musical literature for the band in support of the various campus events and activities. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 22A/B – 1-3/1-3 Units**  
**Independent Studies in Music**

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 music 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: CSU; UC credit limitations. See counselor.*

**MUS 25A/B/C/D\* – 1½/1½/1½/1½ Units**  
**Class Piano**

Prerequisites: None for 25A, 25A for 25B, 25B for 25C, 25C or equivalent for 25D  
Class Hours: 3 lecture/laboratory

Music 25A - This course is designed for the student with little or no prior piano experience. It includes the fundamentals of piano playing, music reading, technique, improvisation, scales, chords, and simple piano literature. *Transfer credit: CSU; UC credit limitations. See counselor.*

Music 25B - The Level 2 piano playing class is designed to give greater independence of the hands. *Transfer credit: CSU; UC credit limitations. See counselor.*

Music 25C - The Level 3 class includes greater independence of hands, keyboard harmony including transposition. *Transfer credit: CSU; UC credit limitations. See counselor.*

Music 25D - Level 4 piano playing, greater independence of hands, advanced keyboard harmony, piano literature. Ensemble included. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 27\* – 2 Units**  
**Choral Conducting**

Class Hours: 2 lecture, 1 laboratory

This course is the study of basic conducting techniques including the 2/4, 3/4, 4/4, 6/8, 3/8, 2/8 and subdivided beat patterns. Video recording and perusal by students will assist the learning process. Class members and

prepared cassette recordings will provide the music for conducting practice. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 28\* – 2 Units**  
**Instrumental Conducting**

Prerequisites: Equivalent of Music 1, Music 2A  
Class Hours: 2 lecture, 1 laboratory

A study is made of basic conducting techniques of various instrumental organizations; students also explore instrumental literature, including style, performance and interpretation. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

**MUS 60A-Z – 1-3 Units**  
**Topics in Music**

Prerequisites: To be determined with each Topic  
Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Music not covered in detail in the general Music course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

**60D – 2 Units**  
**Masterworks Chorale**

Class Hours: 1 lecture, 3 laboratory  
May be taken four (4) times for credit.

**60E – 3 Units**  
**Choral Conducting Seminar**

Prerequisite: Music 27 or equivalent experience  
Class Hours: 3 lecture

**60P – 2 Units**  
**Advanced Choral Performance**

Prerequisite: The completion of four semesters in Music 60D or comparable experience  
Class Hours: 1 lecture, 3 laboratory  
May be taken four (4) times for credit.

**60T – 2 Units**  
**Masterworks Abroad**

Prerequisite: Audition  
Class Hours: 6 laboratory



# Nursing Science

## The Program

The requirements, procedures, application dates, and program offerings for all Nursing Science programs are subject to change. Consult the Nursing Counselor for current information.

## Career Opportunities

Registered Nurse  
Head Nurse  
Pediatric Nurse  
Geriatric Nurse  
Operating Room Nurse  
Home Health Nurse

Armed Forces Nurse  
Private Duty Nurse  
Adult Health Nurse  
Mental Health Nurse  
Critical Care Nurse  
Trauma Care Nurse

## Faculty

### Full-Time

Denise Byrne  
Frances Hughes  
Nancy La Sota  
Linda Loisel  
Brenda Shubert

### Part-Time

Jerolyn Baldwin  
Patricia Burkard  
Crescencia Knudsen  
Gary Metelak  
Lois Ross

### Counselors

Frank Bianchino  
Diane Sukiennik

## Procedures for Applying to the Nursing Program: Academic Year 1988-89

Applicants for the Moorpark campus will be selected in the Spring semester for admission into the Fall class subject to available openings.

January 1 - March 3 — All applicants must submit: 1) Application to the College (new and returning students only).

March 15 — Names of academically eligible students will be processed.

May 15 — Notification of accepted candidates and group program planning with counselor.

## Qualifying Requirements

1. One of the following must be completed before applying to the program:
  - a) High school graduation and GPA of 2.5 or

- b) General Education Development (GED) with a score of 45 and a minimum of 12 units of college with a 2.25 GPA or
  - c) High school graduate with less than a 2.5 GPA and a minimum of 12 units of college with a GPA of 2.25.
2. a) All official high school and college transcripts must be on file at Moorpark College by March 1 to be considered.
    - b) Application to the Nursing Program must be on file with the Counseling Office at Moorpark College by March 1 to be considered.
    - c) An application to the college must also be filed for the appropriate semester.
    - d) It is the applicant's responsibility to check with the transcript clerk in the Admissions Office to see that his or her official transcripts are on file at Moorpark College.
    - e) Pre-Nursing students are asked to complete a Pre-Nursing Application available in the Counseling Office.
  3. All of the following must be completed before applying to the program:
    - a) Chemistry: **Chem 12**. Completion of college chemistry course with a minimum grade of C or score 17 or better on Chemistry Placement Exam. (Chem 20 and 20L or Chem 10 and 10L at Ventura; Chem 20 and 20L, Oxnard).
    - b) Anatomy-Physiology: **An 1 and Phys 1**. Completion of college anatomy and physiology 5-unit course with laboratory, with a minimum grade of C (Either AnPh 1 or both Anat 1 and Physio 1 at Ventura — HS 5 not acceptable; Biol 107, Oxnard).
    - c) Microbiology: **Micro 1**. Completion of college bacteriology/microbiology 4 or 5-unit course with laboratory with a minimum grade of C (Bac 1 at Ventura; Biol 110, Oxnard).
    - d) Math: Completion of **Math 1** or equivalent college course with a minimum grade of C or a score of 15 or better on the Math Placement Exam.

Students must be in good academic standing (not on probation) to be eligible for application to the Nursing program at Moorpark College. All interested applicants should contact the Nursing Counselor for further information regarding the Associate Degree Nursing program.

## Admission Process

Each qualified applicant will be assigned a number by the use of random tables. The class will be selected on the basis of available openings in the order determined by random numbers. Each qualified applicant, if selected, must decide either to enter the class or remove his or her name from the eligibility list. Those qualified applicants who are not selected due to limited openings may retain their name (in the order assigned by random tables) on a waiting list. These applicants then have priority for admission to the next class selected.

After students have been selected by the above procedure, a physical exam, to be completed by the student's physician, must be passed prior to entry into the program. The exam will consider freedom from communicable diseases and ability to function in a hospital clinical area. Students must present **proof of immunity**

**to Rubella.** All students are to have completed a **certified course in Basic Cardiopulmonary Resuscitation** prior to entry into the nursing program, and will be expected to submit verification of current certification. Also, all students must purchase and maintain **malpractice insurance.**

All students admitted to the Nursing program are expected to maintain the highest personal standards of conduct consistent with the professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty which might recommend to the college dismissal from the program.

Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies which are used as extended campus sites for assigned educational experience.

### Associate Degree Curriculum in Nursing

The Associate Degree Program in Nursing is intended to develop the necessary knowledge and skill basic to the functions of registered nurses in the direct care of patients. Many of the courses assigned to this curriculum are transfer courses and articulation is possible with the baccalaureate programs in nursing at the California State University and Colleges. The courses may be applied as a foundation for advanced work at the discretion of the accepting institution. Courses are taken on campus concurrently with supervised clinical experience in selected hospitals and agencies, which constitutes a Nursing Science Practicum or laboratory experience. Although each course merits a letter grade, the laboratory experience is based on pass-fail and it is necessary to pass the laboratory section of the course in order to proceed in nursing. Failure in the laboratory portion of nursing courses constitutes an F in the course. For successful completion of the program, a minimum grade of C is mandatory in all courses required for the nursing major. The student must maintain an overall GPA of 2.0 to continue in the program.

Each student is responsible for his or her own transportation to the extended campuses for laboratory experience, some of which are a distance from the college.

The nursing program is accredited by the California State Board of Registered Nursing. To be eligible to take the California State Board Examination leading to licensure as a registered nurse, the student must have fulfilled all the requirements defined by the California State Board of Registered Nursing. Graduate nurses lacking California licensure requirements may be admitted into the open spaces to complete any needed courses as specified by the California State Board of Registered Nursing. Transfer students will have equal access to the open spaces and credit for nursing courses taken at another institution will be evaluated on an individual basis.

### Career Ladders

The Department of Nursing Education provides opportunity for Licensed Vocational Nurses to advance on the career ladder with vertical mobility providing education leading to eligibility for registered nurse licensure. To be eligible for this program a candidate must be an LVN who graduated from an accredited school

of vocational nursing and is currently registered in California.

For the 30-unit program, contact the Nursing Department for individual evaluation of eligibility. All career ladder programs are on a space available basis.

Students who hold a California Registered Nurse license and who are presently enrolled and in good standing at Moorpark College may petition, after completion of 12 units in residence at Moorpark College, through the Nursing Counselor for 37 units of nursing science credit applicable toward an AA/AS degree.

## Nursing Science Occupational Associate in Science Degree

The full compliment of course work required for the Associate in Science Degree in Nursing is as follows:

### Assessment Program

Assessment testing should be completed to determine the course work needed to meet the prerequisites to the Associate in Nursing curriculum.

<b>Prerequisites to the Science Courses in the Major</b>		<b>Units</b>
Biol 2A	General Biology (at MC only)	4
Chem 12	Introductory Chemistry I (or score 17 on Chemistry Placement Exam)	4
Math 1	Elementary Algebra (or score 15 on Math Placement Exam)	5
		4-13

### Required Courses Prerequisite to ADN Program Admission

An 1	General Human Anatomy	4
HS 9	Cardiopulmonary Resuscitation or Red Cross Certificate	.5
Micro 1	Principles of Microbiology	5
Phys 1	Human Physiology	5
		14.5

### Required General Education Courses

(It is recommended that the remaining required courses be taken prior to the ADN program)

Engl 1A	English Composition	3
Psych 1A	Intro to Psychology	3
Spch 1	Intro to Speech	3
Select one (1) of the following courses:		
Anth 2	Cultural Anthropology	3
Psych 30	Psychological Aspects of Aging	3
Soc 1	Intro to Sociology	3
Soc 2	Social Problems	3
Soc 8	Minority Group Relations	3
Select one (1) of the following courses:		
CD 30	Human Development	3
Psych 4	Child Psychology	3
Psych 7	Developmental Psychology (Life span)	3
		15

**Required Additional General Education Courses: Choose one course from each category.**

American History/Institutions	3
Fine/Performing Arts	3
Humanities	3
Nutritional Science 1 or Health Science or Physical Education	.5-3
Physical Science (for students who score 17 or better on Chemistry Placement Exam this requirement must be met)	3

Consult with Nursing Counselor to assist with course selections.

See Degree Requirements and Transfer Information section for General Education requirements.

**Required Nursing Courses**

NS 1	Fundamentals of Nursing Science	8
NS 2	Intermediate Nursing Science	10
NS 3	Advanced Nursing Science: Pathophysiology/Psychopathology	10
NS 4A	Maternal/Child Nursing	4.5
NS 4B	Preparation for Professional Practice - Preceptorship	4.5
		<u>37</u>

**Suggested Nursing Science Course Sequence:**

		Units
<b>First Semester</b>		
NS 1	Fundamentals of Nursing Science	8
NS 11	Nursing Skills Laboratory	1
NS 15	Pharmacology for Nurses	3
		<u>12</u>

**Second Semester**

HS 9	CPR or Red Cross Certificate	.5
NS 2	Intermediate Nursing Science	10
NS 12	Nursing Skills Laboratory	1
NS 22A/B	Independent Studies in Nursing	1-3
		<u>12.5</u>

**Third Semester**

NS 3	Advanced Nursing Science: Pathophysiology/Psychopathology	10
NS 13	Nursing Skills Laboratory	1
NS 22A/B	Independent Studies in Nursing	1-3
		<u>12</u>

All General Education Requirements must be met prior to NS 4A.

**Fourth Semester**

NS 4A	Maternal/Child Nursing	4.5
NS 4B	Preparation for Professional Practice - Preceptorship	4.5
NS 14	Nursing Skills Laboratory	1
NS 17	Intravenous Therapy/Blood Withdrawal	2
		<u>12</u>

**Summer Semester**

NS 16	Registered Nursing Board Review	1
NS 79	Graduate Nurse Internship	2.5
		<u>3.5</u>

**Nursing Science Courses**

**NS 1 – 8 Units**

**Fundamentals of Nursing Science**

Prerequisite: Admission to ADN Program

Class Hours: 4 lecture, 12 laboratory

Fundamentals of patient care, the nursing process and the role of the Health Care Team are presented. Guided clinical experience in the care of the hospitalized patient is concurrent with theory. Content includes: Gerontology, Nursing Care Planning, and Charting, Thanatology and Introduction to Pediatrics, nutrition, pharmacology, cultural and sociological implications in nursing, mental health concepts and behavioral patterns in health and illnesses are integrated throughout the course and the following courses in Nursing Science. *Transfer credit: CSU*

**NS 2 – 10 Units**

**Intermediate Nursing Science**

Prerequisite: NS 1

Class Hours: 5 lecture, 15 laboratory

The focus is the Nursing Process as it relates to basic principles of medical-surgical nursing and pathophysiology of the adult and pediatric patient. Assessment skills, formulation of nursing diagnosis and intervention strategies are emphasized including preventive and rehabilitative nursing care. Diagnostic measures and medical treatment modalities including pharmacological medication administration and prescriptive nutrition are included. Mental Health Concepts and patient teaching are integrated for total patient care. Selected clinical experiences are provided in a variety of settings: Acute Care, Home Health Care, Emergency Room, and Community Agencies. *Transfer credit: CSU*

**NS 3 – 10 Units**

**Advanced Nursing Science:**

**Pathophysiology/Psychopathology**

Prerequisites: NS 2 and satisfactory completion of ADN Math Test

Class Hours: 5 lecture, 15 laboratory

The focus is on the pathophysiology and psychopathology of the hospitalized patient. Emphasis is on advanced nursing process concepts. The patient population includes pediatrics to geriatrics, physically and mentally impaired. Advanced physiological and pathophysiological concepts are developed. Nursing care focuses on the patient and family and integrates preventative and rehabilitative measures, pharmacology and nutrition, health teaching, group dynamics, cultural diversity, therapeutic communication and mental health concepts. *Transfer credit: CSU*

**NS 4A – 4½ Units**

**Maternal/Child Nursing**

Prerequisite: NS 3

Class Hours: 36 lecture, 135 laboratory total

Understanding of the family as a unit is stressed. This includes complete care of the mother during the maternity cycle, of the newborn infant, and of children in both health and disease. Studies are made of community resources that contribute to the health and welfare of the family. Opportunities are provided for participation in the related out-patient clinics and for observation in community agencies with emphasis on the maternal/child sequence. Family roles, human sexuality, child abuse, cultural diversity, and mental health concepts are integrated throughout this course. *Transfer credit: CSU*

**NS 4B – 4½ Units**

**Preparation for Professional Practice - Preceptorship**

Prerequisite: NS 4A

Class Hours: 30 lecture, 160 laboratory total

To ease the transition from student to staff nurse, principles of total patient care, leadership and professionalism relevant to nursing will be presented. The focus is on Health Care Systems and the practice of nursing

including: legal and ethical issues, professional organizations, reality shock and current issues that confront nurses today. Opportunities are provided to participate as a nursing team leader and/or primary nurse in an acute care facility. The student provides care to a group of patients utilizing a registered nurse as a preceptor to improve clinical practice and professional skills. **THIS COURSE FULFILLS ONE PE/HEALTH REQUIREMENT FOR THE AS DEGREE IN NURSING.** *Transfer credit: CSU; UC*

**NS 11 – 1 Unit**  
**Nursing Skills Laboratory ★**

Co-requisite: NS 1

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 1 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

**NS 12 – 1 Unit**  
**Nursing Skills Laboratory ★**

Co-requisite: NS 2

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 2 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

**NS 13 – 1 Unit**  
**Nursing Skills Laboratory ★**

Co-requisite: NS 3

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 3 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

**NS 14 – 1 Unit**  
**Nursing Skills Laboratory ★**

Co-requisite: NS 4A or NS 4B

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 4 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

**NS 15 – 3 Units**  
**Pharmacology for Nurses**

Prerequisite: Admission to ADN Program and/or registered nurse, vocational nurse, psychiatric technician or respiratory therapist.

Class Hours: 3 lecture

This course will produce sufficient understanding of the mechanisms and uses of currently available drugs and will provide a foundation of knowledge that will allow the student to understand future developments in drug therapy and allow for administering drugs more efficiently and safely. Drug information and mathematical calculations will be oriented to the needs of the practicing nurse. The course may be repeated because yearly revisions are required to reflect the constantly changing pharmaceutical approaches and resultant nursing implications and patient care. May be taken four (4) times for credit. *Transfer credit: CSU*

**NS 16 – 1 Unit**  
**Registered Nursing Board Review**

Prerequisite: Completion of an accredited nursing program

Class Hours: 16 lecture total

The focus of this course is to review exam-relevant nursing content as it relates to the nursing process and its application to the following areas of nursing practice: Medical-Surgical, Maternal/Child Health and Psychiatric Nursing. This course is designed to aid the student in a systematic and effective way synthesize the essential content that is covered in the NCLEX.

**NS 17 – 2 Units**  
**Intravenous Therapy/Blood Withdrawal**

Prerequisite: A Registered Nurse student currently enrolled in the Associate Degree Nursing Program, Licensed Registered Nurses and Licensed Vocational Nurses.

Class Hours: 30 lecture, 6 laboratory total

This course provides the student with the current techniques of Intravenous Therapy administration. Fluid and Electrolyte balance, circulatory system, IV Therapy objectives and types, IV infusion equipment, Venipuncture, flow rates, blood administration, TPN arterial lines, mathematical calculations and medication administration, safety and legal factors are among the topics covered. This course is approved by the LVN Board for the LVN certificates for IV Therapy/Blood Withdrawal.

**NS 22A/B – 1-3/1-3 Units**  
**Independent Studies in Nursing**

Prerequisite: Admission to ADN Program

Class Hours: 1-3 tutorial

This course is designed for students enrolled in nursing science who are interested in furthering their knowledge of nursing on an independent study basis. Assigned course work will involve both library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

**NS 79 – 2½ Units**  
**Graduate Nurse Internship ★**

Prerequisites: Completion of an accredited nursing program and possession of an interim permit

Class Hours: 8 lecture, 128 laboratory total

This clinical internship has been developed to continue the transition from student to staff nurse. It is a four-week course with classroom and clinical components designed to familiarize the students with the responsibilities of a beginning staff nurse and provide skills to facilitate assumption of this role.

**NS 89A-Z – ½-1½ Units**  
**Institutes in Nursing Science ★**

Prerequisite: Nursing student or completion of NS 4B or equivalent

Class Hours: 8-24 lecture total

This is a series of special lectures and discussions on selected topics in nursing science which are not included in the Nursing Science offerings.



# Nutritional Science

## The Program

The nutritional science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those aspiring to careers in health and fitness related professions and teaching and to those interested in promoting personal wellness. For some, this program may lead to entry into the dietetics/nutrition program at a four-year college or university.

## Career Opportunities

(Most careers will need a bachelors degree of advanced studies)

Diet Aide

Weight Watchers Lecturer

## Faculty

### Full-Time

Judy Alexander

### Counselor

Don Henderson

## Nutritional Science Courses

### NtS 1 – 3 Units

#### Nutrition

Class Hours: 3 lecture

This is a study of the nutrients, their sources, assimilation, functions and requirements. Topics include current national and international problems and evaluation of nutritional information in mass media. Good for majors and non-majors. *Transfer credit: CSU; UC*

### NtS 3 – 3 Units

#### Current Issues in Nutrition

Prerequisite: NtS 1 or equivalent course

Class Hours: 3 lecture

This course is a focus on contemporary concerns in nutrition. It will cover areas such as nutrition and stress, body image, wellness, nutrient supplements, energy balance and eating disorders. Emphasis on health concerns and career needs of students in health care fields will also be included. *Transfer credit: CSU; UC*

### NtS 4 – 3 Units

#### Nutrition, Fitness and Stress Management

Class Hours: 3 lecture

This is an integrated approach to good health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Concepts will be applied to specific topics of current concern such as weight control, heart disease and stress management. Skills for incorporating habits and techniques into one's daily life will be stressed. *Transfer credit: CSU; UC pending*

### NtS 5 – 3 Units

#### Nutrition for the Health Professions

Class Hours: 3 lecture

This course is an evaluation of nutritional status; promotion of optimal nutrition; and application of nutrition principles to common medical disorders. *Transfer credit: CSU; UC pending*

### NtS 89A-Z – 1/2-1 1/2 Units

#### Institutes in Nutritional Science ★

Class Hours: 8-24 lecture total

This is a special series of short courses focusing on particular aspects of Nutritional Science. Courses dealing with foods and nutrition will provide an opportunity for specialized study.

## OFFICE TECHNOLOGY

The Office Technology courses have been renamed and appear under the "BIS" designation.





# Personal Growth/Leadership

## The Program

Student Personnel Services provides two types of classroom instruction: personal growth classes emphasizing career development and personal self-help course work and leadership classes aimed at encouraging involvement in student government.

## Faculty

### Full-Time

Francis Bianchino  
Richard Cardoni  
Donald Henderson  
Susan Izumo  
Knox Long  
Lisa Raufman  
Diane Sukiennik

### Part-Time

Donna Allyn  
Mary Martin

## Leadership Courses

### LDR 1 – 1 Unit

#### Principles of Leadership

Class Hours: 1 lecture, 1 practicum

Effective group leadership is developed 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 four (4) times for credit. *Transfer credit: CSU*

### LDR 2 – 2 Units

#### Student Leadership ★

Class Hours: 1 lecture, 3 practicum

This course is designed to provide theory and application for students interested or involved in student government, particularly A.S.B. 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 regulations pertaining to student organizations. Practical application in the execution of student activities and programs will also be stressed. *Transfer credit: CSU*

### LDR 89A – 1 Unit

#### Student Government Leadership ★

Class Hours: 16 lecture total

This special performance class open to all students is designed to develop skills and effective leadership ability in preparation to serve as an Associated Student Body 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: CSU*

## Personal Growth Courses

### PG 2 – 3 Units

#### Career Development

Class Hours: 3 lecture

This class assists the student in systematically examining the components of career choice. The focus is on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career options. Decision-making strategies, interviewing skills, resume writing, application completion and job search techniques will be reviewed. *Transfer credit: CSU*

### PG 3 – 1 Unit

#### Orientation ★

Class Hours: 17 lecture total

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.

### PG 4 – 1 Unit

#### Career/Work Evaluation ★

Class Hours: 8 lecture, 24 laboratory total

This course is designed to help students explore their present work skills. This involves an individual evaluation of work habits, aptitudes, interest, work personality, physical capacity and work potential. An emphasis on work related materials (work samples) and inventories will be used.

### PG 5 – 1 Unit

#### Confident Test Taking

Class Hours: 16 lecture total

Course will assist students to feel more confident about taking instructor-prepared tests and standardized examinations. Assignments and discussion will focus on positive and negative self images while taking tests, problem-solving approaches, and relaxation techniques. Students will have greater understanding of their learning style.



# Philosophy

## The Program

The study of philosophy provides students with the unique opportunity to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. It requires the constructive re-experiencing of these problems and doubts in one's own life. The goal is to examine ourselves, our culture, and our world with the aims of criticizing and contributing toward a reformation of self and world. The program also develops analytical, critical and writing skills that are an excellent preparation for professional and other careers.

## Career Opportunities

(Careers require a bachelors degree or advanced degree)

Social Worker

Lawyer

Public Administrator

Urban Planner

Management Trainer

Project Director

## Faculty

### Full-Time

Kil Coster

Paul Fink

Fred Schaak

### Part-Time

Ronald Remsburg

Michael Rosenthal

### Counselor

Don Henderson

## Transfer Information 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 9; additional lower division courses to be taken after transfer.

## 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.

## Philosophy Courses

### PHIL 1 – 3 Units

#### Introduction to Philosophy

Class Hours: 3 lecture

Philosophy 1 has as its purpose the systematic exploration of the concepts of human knowledge, reality and thought. Both theoretical and practical concepts will be examined, including free will, scepticism, dogmatism, materialism, epistemology, metaphysics and aesthetics. As an introduction to the subject, it requires no previous course work. *Transfer credit: CSU; UC*

### PHIL 2 – 3 Units

#### Values and Society

Class Hours: 3 lecture

This course is 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: CSU; UC*

### PHIL 3 – 3 Units

#### Social and Political Philosophy

Class Hours: 3 lecture

This course is 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: CSU; UC*

### PHIL 7 – 3 Units

#### Introduction to Logic

Class Hours: 3 lecture

This course will explore elementary thought processes, both deductive and inductive with emphasis on definition, verification, validity, forms of argument and of fallacious reasoning and application of various areas of inquiry. *Transfer credit: CSU; UC*

### PHIL 9 – 4 Units

#### Symbolic Logic

Class Hours: 4 lecture

This course is an introduction to symbolic logic, including the logic of connectives and the logic of quantifiers. Topics to be included will be truth functional composition, consistency trees, derivations, and quantifications. *Transfer credit: CSU; UC*

### PHIL 11 – 3 Units

#### Survey of World Religions

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: CSU; UC*

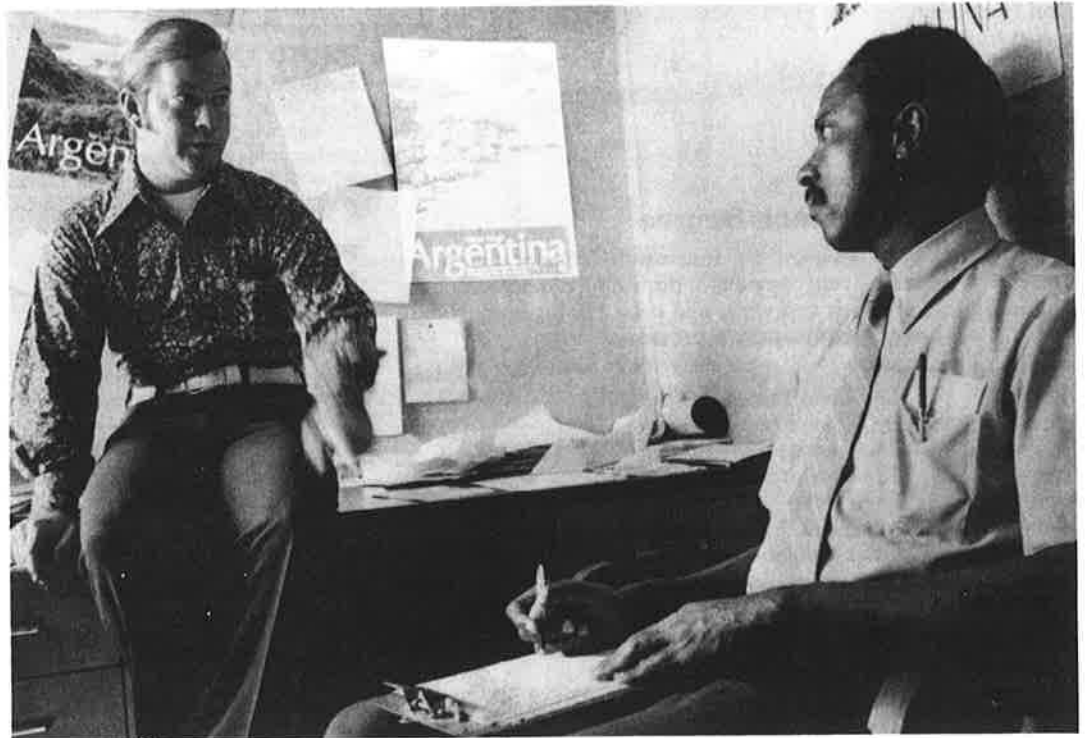
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**PHIL 22A/B – 1-3/1-3 Units**  
**Independent Studies in Philosophy**

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of philosophy on an independent study basis. Assigned problems will involve writing and research. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*



*Dick Strong and Roland Glover.*



# Photography

## The Program

A comprehensive program designed to provide professional job skills for future photographers is the goal of this program.

## Career Opportunities

(Professional school or college degree preferable)

Portrait Photographer	Audio-Visual Designer
Aerial Photographer	Corporation Photographer
Still Photographer	Photofinishing Specialist
Photograph Restorer	Slide Program Producer/Director
Photograph Printer	Fine Art Photographer
Photojournalist	Editorial Photographer

## Faculty

### Full-Time

John Grzywacz-Gray

### Part-Time

Amani Fliers  
James Hutchison  
Virginia Lawler  
James Parker

### Counselors

Don Henderson  
Susan Izumo

## 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:		Units
Art 4A	Color and Design	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 units required in major area – 24**

**Recommended Courses: Art 1A, 1B, 4B, 12A, 12B; Hum 3**

See Degree Requirements and Transfer Information section for General Education requirements.

## Photojournalism

### Occupational Associate in Science Degree

This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared for entry-level photography positions on newspapers, magazines or as free-lance photographers.

Required Courses:		Units
Journ 1	Media and Society	3
Journ 2	News Reporting and Writing	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 8	Basic Photo-Journalism	3
Photo 9	'Reporter' Staff Photography	4

**Total minimum units required in major area – 28**

See Degree Requirements and Transfer Information section for General Education requirements.

## Photography Courses

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\* – 3 Units

#### Beginning Photography

Class Hours: 2 lecture, 3 laboratory

This is a beginning course in photographic theory. Emphasis is placed on photography as a means of creative expression. The course includes a study of the basic principles of camera operation, exposure, developing and printing. *Transfer credit: CSU; UC credit limitations. See counselor.*

### PHOTO 1B\* – 3 Units

#### Intermediate Photography

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course is an extension of techniques featured in Photo 1A. Emphasis is placed 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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### PHOTO 2 – 3 Units

#### The History of Photography

Class Hours: 3 lecture

This course is 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: CSU; UC*

### PHOTO 3\* – 3 Units

#### Basic Color

Prerequisite: Photo 1B or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Students will study 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 will be encouraged. May be taken two (2) times for credit. *Transfer credit: CSU*

### PHOTO 4\* – 3 Units

#### Advanced Photography

Prerequisite: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

In this class 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. *Transfer credit: CSU; UC credit limitations. See counselor.*

### PHOTO 5\* – 3 Units

#### Color Printing

Prerequisite: 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. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### PHOTO 8\* – 3 Units

#### Basic Photo-Journalism

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communications, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken two (2) times for credit. (co-numbered Journ 8) *Transfer credit: CSU; UC credit limitations. See counselor.*

### PHOTO 9\* – 4 Units

#### 'Reporter' Staff Photography

Prerequisite: Photo 8 or suitable portfolio

Class Hours: 1 lecture, 9 laboratory

This is a course for 'Reporter' staff photographers who will work in all phases of press photography, including news, feature, illustration, portrait, sports, and advertising. Students will learn to communicate visually with aesthetic and technical skill. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### PHOTO 22A/B – 1-3/1-3 Units

#### Independent Studies in Photography

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of photography on an independent study basis. Assigned prob-

lems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

### PHOTO 49A-D – 1-4 Units

#### Cooperative Work Experience – Photography ★

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Photography will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

### PHOTO 60A-Z – 1-3 Units

#### Topics in Photography

Prerequisite: A previous college-level course in the discipline.

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Photography not covered in detail in the general Photography course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor.*

Topics which have been developed include:

#### 60A – 1 Unit

##### Field Studies in Photography

Class Hours: 1/2 lecture, 1 1/2 laboratory

May be taken four (4) times for credit.

#### 60B – 2 Units

##### Field Studies in Photography

Class Hours: 1 lecture, 3 laboratory

May be taken four (4) times for credit.

#### 60C – 3 Units

##### Field Studies in Photography

Class Hours: 1 lecture, 6 laboratory

May be taken four (4) times for credit.

#### 60D – 1 Unit

##### Laboratory Practice

Class Hours: 1/2 lecture, 1 1/2 laboratory

May be taken four (4) times for credit.

#### 60E – 2 Units

##### Laboratory Practice

Class Hours: 1/2 lecture, 4 1/2 laboratory

May be taken four (4) times for credit.

#### 60F – 3 Units

##### Laboratory Practice

Class Hours: 1 lecture, 6 laboratory

May be taken four (4) times for credit.

### PHOTO 79 – 1-4 Units

#### Photography Internship

Prerequisite: Photo 4 or Photo 8

Class Hours: 3-12 laboratory

This internship is designed to provide advanced photography students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on-the-job experience with local photography studios, newspapers, advertising agencies or other suitable worksites. May be taken four (4) times for credit. *Transfer credit: CSU*



# Physical Education

## The Program

Physical Education offers students an opportunity to round out their education with emphasis on improving individual physical well-being. It also introduces students to opportunities in physical education and dance professional careers.

## Career Opportunities

### Associate Degree Level

Athlete	Playground Director
Recreation Specialist	Recreation Leader
Dance Teacher	Referee
Camp Counselor	Industrial Recreation Leader
Dancer	Racquet Club Manager
Community Center Leader	Fitness Specialist

### Bachelors Degree Level

Athletic Trainer	Choreographer
Teacher	Resort Sports Coordinator
Pre-Physical Therapist	Health and Safety Director
Corrective Therapist	YM/YWCA Instructor
Exercise Test Technologist	Sports Editor
Sportscaster	Therapist
Coach	Dance Therapist
Recruiter	

## Faculty

### Full-Time

James Bittner  
 Paul Dunham  
 Ronald Halleran  
 John Keever  
 Stella Matsuda  
 MoDean McCullough  
 Gilbert Mendoza  
 Linda Moore  
 Alwyn Nordquist  
 Delbert Parker  
 Nancy Stewart  
 Manuel Trevino

### Part-Time

Gary Abraham  
 Grant Andreasen  
 Rene Baum  
 Stephen Breda  
 Pauletta Crook  
 Edwin Davis  
 Michael Flanagan  
 Avalon Garrett  
 Donald Hyatt  
 Joseph Ortiz  
 Sandra Patterson  
 Denise Rinaldi  
 Michael Stewart

Ronald Stillwell  
 Willard Thurston  
 Charles Williams  
 Leo Wingle

### Counselor

Edna Ingram

## Transfer Information

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 2A; Physio 1; five units of professional activities.

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

## Physical Education Courses

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. courses are accepted for equal semester credit by schools in the California State University system.

**Any combination of P.E. activity courses of a particular kind (e.g., body conditioning, golf, tennis, etc.) may be taken for a total of four (4) times.**

### Individual Sports Activities

#### PE 1A\* – 1½ Units

##### Walking for Fitness

Class Hours: 1 lecture, 2 activity

Walking for Fitness is designed to provide exercise and fitness training with emphasis on cardiovascular conditioning and to restore muscle tone to prepare individuals for more strenuous physical activity classes. Designed to meet needs of individuals recovering from respiratory and cardiovascular disorders as well as surgery and minor injuries related to lower extremities.

#### PE 2A\* – 1½ Units

##### Beginning Body Conditioning I

Class Hours: 1 lecture, 2 activity

This is a course designed to increase the understanding of the principles of fitness and the development and maintenance of a high level of efficiency.

#### PE 2B\* – 1½ Units

##### Beginning Body Conditioning II

Prerequisite: PE 2A

Class Hours: 1 lecture, 2 activity

This course is designed to continue the understanding of the principles of fitness and the development and maintenance of a high level of efficiency through more specialized programs.

**PE 2C\* – 1½ Units**  
**Intermediate Body Conditioning**

Prerequisite: PE 2A-B or equivalent

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and skills of the principles of fitness and the development and maintenance of a high level of efficiency.

**PE 2D\* – 1½ Units**  
**Advanced Body Conditioning**

Prerequisite: Desire to participate in varsity athletics at Moorpark College

Class Hours: 1 lecture, 2 activity

This is 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.

**PE 2E\* – ½-1 Unit**  
**Laboratory Body Conditioning ★**

Class Hours: 2-3 activity

This course is designed to allow students an opportunity to work with weights for improving skeletal muscle strength and endurance.

**PE 3A\* – 1½ Units**  
**Beginning Running for Fitness and Conditioning I**

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 in distance. Special attention will be given to cardiovascular fitness through running.

**PE 3B\* – 1½ Units**  
**Beginning Running for Fitness and Conditioning II**

Prerequisite: PE 3A

Class Hours: 1 lecture, 2 activity

This course is designed to continue the cardiovascular development through running for the novice type runner. An increase of running distance will be emphasized as will advanced training methods.

**PE 3C\* – 1½ Units**  
**Intermediate Running for Fitness and Conditioning**

Prerequisite: PE 3B or permission of instructor

Class Hours: 1 lecture, 2 activity

This course will continue to develop one's cardiovascular system and muscular endurance through advanced running activities. An examination of training methods will be provided. Race participation and strategy will be a part of course content.

**PE 3D\* – 1½ Units**  
**Advanced Running for Fitness and Conditioning**

Prerequisite: PE 3C

Class Hours: 1 lecture, 2 activity

This course will continue to develop one's cardiovascular system and muscular endurance through advanced running activities. Interval and speed training will be incorporated into the course. Road race participation will be a mandatory course requirement.

**PE 4A\* – 1½ Units**  
**Beginning Conditioning through Rhythmics I**

Class Hours: 1 lecture, 2 activity

This course covers instruction and supervised practice in aerobic dancing. It is a series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm, as well as endurance and strength.

**PE 4B\* – 1½ Units**  
**Beginning Conditioning through Rhythmics II**

Class Hours: 1 lecture, 2 activity

This course will offer instruction and supervised practice in aerobic dance as a series of simple, vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination, rhythm as well as endurance and strength.

**PE 4C\* – 1½ Units**  
**Intermediate Conditioning through Rhythmics**

Prerequisite: PE 4A-B or equivalent

Class Hours: 1 lecture, 2 activity

This course covers instruction and supervised practice in aerobic dancing as a series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm, as well as endurance and strength.

**PE 4D\* – 1½ Units**  
**Advanced Conditioning through Rhythmics**

Prerequisite: PE 4C

Class Hours: 1 lecture, 2 activity

The course will offer instruction in high level aerobic dance to continue and possibly improve cardiovascular conditioning through rhythmic patterning.

**PE 5A\* – 1½ Units**  
**Beginning Bowling I**

Class Hours: 1 lecture, 2 activity

This is a course in the development of bowling skills, including rules, etiquette, safety features, and techniques. Class is conducted off campus.

**PE 5C\* – 1½ Units**  
**Intermediate Bowling**

Prerequisite: PE 5A or equivalent

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and strategies in bowling and participation in competitive events.

**PE 6A\* – 1½ Units**  
**Beginning Golf I**

Class Hours: 1 lecture, 2 activity

This course covers development of skill in learning to play golf which would include rules, etiquette, background and analysis of techniques.

**PE 6B\* – 1½ Units**  
**Beginning Golf II**

Prerequisite: PE 6A or permission of instructor

Class Hours: 1 lecture, 2 activity

This course is a further development of basic learning skills and techniques of golf plays. Special emphasis is placed on transition of practice play to links play.

**PE 6C\* – 1½ Units**  
**Intermediate Golf**

Prerequisite: PE 6A-B or equivalent

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and skill development on links play.

**PE 6D\* – 1½ Units**  
**Advanced Golf**

Prerequisite: PE 6C or equivalent

Class Hours: 1 lecture, 2 activity

The course studies bio-mechanical principles of all elements of golf. Special attention will be given to preparation for all aspects of golf competition.

**PE 7A\* – 1½ Units**

**Beginning Gymnastics - Apparatus**

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 7B\* – 1½ Units**

**Beginning Floor Exercise - Tumbling**

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 is placed on the development of proficiency in the elementary skills of apparatus.

**PE 7C\* – 1½ Units**

**Intermediate Gymnastics**

Prerequisites: PE 7A-B or equivalent

Class Hours: 1 lecture, 2 activity

This course covers development of fundamental skills in tumbling, free exercise and apparatus for those already trained in the elementary gymnastic skills.

**PE 8A\* – 1½ Units**

**Beginning Handball I**

Class Hours: 1 lecture, 2 activity

This course is designed to develop the fundamental techniques and knowledge essential to the game of handball. Instruction is modified to encompass three wall courts.

**PE 8C\* – 1½ Units**

**Intermediate Handball**

Prerequisite: PE 8A or equivalent

Class Hours: 1 lecture, 2 activity

Students will develop advanced skills in handball and will be introduced to tournament play. A continuation of beginning handball stressing strategy and competition will also be covered.

**PE 9A\* – 1½ Units**

**Beginning Racquetball I**

Class Hours: 1 lecture, 2 activity

This course covers the basic fundamentals of racquetball, game rules, proper use and purchase of equipment, court etiquette and safety.

**PE 9B\* – 1½ Units**

**Beginning Racquetball II**

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.

**PE 9C\* – 1½ Units**

**Intermediate Racquetball**

Prerequisite: PE 9A-B 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.

**PE 9D\* – 1½ Units**

**Advanced Racquetball**

Prerequisite: PE 9A-B-C

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and theory of playing racquetball and strategy of tournament playing.

**PE 10A\* – 1½ Units**

**Beginning Skiing I**

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.

**PE 10C\* – 1½ Units**

**Intermediate Skiing**

Prerequisite: PE 10A or equivalent

Class Hours: 1 lecture, 2 activity

Students will develop intermediate skiing techniques, skiing on both artificial and real snow.

**PE 11A\* – 1½ Units**

**Beginning Tennis I**

Class Hours: 1 lecture, 2 activity

Designed for the student with no tennis experience, this course covers beginning skills including etiquette, rules, techniques and strategies of the baseline game.

**PE 11B\* – 1½ Units**

**Beginning Tennis II**

Prerequisite: PE 11A or equivalent experience

Class Hours: 1 lecture, 2 activity

Designed for the student with limited playing experience, this course further exposes the player to the basic techniques, rules, etiquette and strategies of the baseline and the net games.

**PE 11C\* – 1½ Units**

**Intermediate Tennis**

Prerequisite: PE 11A-B or a skills test by instructor

Class Hours: 1 lecture, 2 activity

Designed for the student with beginning playing experiences, this course further develops the player in singles and doubles rules, strategies and techniques.

**PE 11D\* – 1½ Units**

**Advanced Tennis**

Prerequisite: PE 11C or equivalent

Class Hours: 1 lecture, 2 activity

Designed for the student with intermediate playing experience, this course further develops the player in singles and doubles rules, strategies and techniques. Tournament play is emphasized.

**PE 12A\* – 1½ Units**

**Beginning Badminton**

Class Hours: 1 lecture, 2 activity

This is a course in the development of badminton skills, including rules, etiquette, and techniques of playing badminton.

**PE 12C\* – 1½ Units**

**Intermediate Badminton**

Prerequisite: PE 12A

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and strategies in badminton, including participation in competitive tournaments and ladders.

**PE 13A† – 2 Units**

**Beginning Hiking and Backpacking I**

Class Hours: 1 lecture, 3 activity

This course is a lecture, field study and experience course in the sport of hiking and backpacking. Conditioning, skills, information and resources for the sport will be covered. Safety procedures are emphasized. Field trips are required.



**PE 13C† – 2 Units**  
**Intermediate Hiking and Backpacking**

Prerequisite: PE 13A or experience

Class Hours: 1 lecture, 3 activity

Further study and experience in the sport of hiking and backpacking, including leadership of others. Intermediate students will lead conditioning and training activities and assist in field trips. They must also show greater experience in length and duration of activities than the beginning student.

**PE 20A\* – 1½ Units**  
**Adaptive Physical Education**

Prerequisite: Classification for enrollment by Director of School Health Services and College Physician.

Class Hours: 1 lecture, 2 activity

This is 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.

**PE 21A\* – 1½ Units**  
**Beginning Field Hockey I**

Class Hours: 1 lecture, 2 activity

This course is designed to teach the fundamentals of field hockey. The course includes the individual skills of passing, receiving, and dribbling the ball, and the offensive and defensive tactics and strategy of the team.

**Independent Studies**

**PE 22A/B – 1-3/1-3 Units**  
**Independent Studies in Physical Education**

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

Class Hours: 1-3 tutorial

This course is 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.

**Team Sports**

**PE 23A\* – 1½ Units**  
**Beginning Baseball I**

Class Hours: 1 lecture, 2 activity

This course is an introduction to basic fundamental techniques and rules of baseball. Covers basic skills of baseball.

**PE 23B\* – 1½ Units**  
**Beginning Baseball II**

Prerequisite: PE 23A

Class Hours: 1 lecture, 2 activity

The course will offer a more in-depth review of baseball fundamentals and development through actual game situations in preparation for a higher level of baseball.

**PE 23C\* – 1½ Units**  
**Intermediate Baseball**

Prerequisite: PE 23B

Class Hours: 1 lecture, 2 activity

This is a class in which advanced techniques and strategies of baseball are developed. A high degree of skill is emphasized during actual games.

**PE 23D\* – 1½ Units**  
**Advanced Baseball**

Prerequisite: PE 23C or varsity high school experience

Class Hours: 1 lecture, 2 activity

This class provides program development of advanced skills in baseball including methods and styles of play. Class members will participate in fall baseball program with lab assignments.

**PE 24C\* – 1½ Units**  
**Intermediate Basketball**

Prerequisites: Basketball experience, understanding of the rules.

Class Hours: 1 lecture, 2 activity

This class covers advanced techniques and strategies in basketball. A continuing development of a high degree of skill is emphasized.

**PE 24D\* – 1½ Units**  
**Advanced Basketball**

Prerequisite: PE 24C or varsity high school experience

Class Hours: 1 lecture, 2 activity

This class teaches advanced techniques and strategies in basketball. This course incorporates game experience and different styles and formats of play.

**PE 25C\* – 1½ Units**  
**Intermediate Football**

Prerequisite: Advanced football ability

Class Hours: 1 lecture, 2 activity

This course covers development of advanced skills in football and the theory behind the different styles of play.

**PE 25D\* – 1½ Units**  
**Advanced Football**

Prerequisite: PE 25C or varsity high school experience

Class Hours: 1 lecture, 2 activity

This class includes advanced techniques of football with the emphasis placed on the offensive and defensive passing game. The class includes condition and speed improvement for the football player.

**PE 26A\* – 1½ Units**  
**Beginning Team Sports**

Class Hours: 1 lecture, 2 activity

This course teaches the basic rules, techniques and strategy of various seasonal team sports, which include soccer, softball, football and basketball. Provides for actual participation in each sport.

**PE 26C\* – 1½ Units**  
**Intermediate Team Sports**

Prerequisite: PE 26A or equivalent

Class Hours: 1 lecture, 2 activity

This course offers participation in various seasonal team sports (soccer, softball, football, basketball) on an advanced level to improve on knowledge of the rules, techniques and strategies of the games.

**PE 27A\* – 1½ Units**  
**Beginning Soccer I**

Class Hours: 1 lecture, 2 activity

This is a course in development of soccer skills, including the rules, techniques and strategy of playing the game.

**PE 27C\* – 1½ Units**  
**Intermediate Soccer**

Prerequisite: PE 27A or equivalent

Class Hours: 1 lecture, 2 activity

This class covers advanced techniques and skills in the game of soccer.

**PE 27D† – 2 Units**  
**Advanced Soccer**

Prerequisite: PE 27C or equivalent

Class Hours: 1 lecture, 3 activity

This class is open to students interested in competing in soccer at the collegiate level. Emphasis of instruction will be on the fundamental skills, rules, team strategies and team play.

**PE 28A\* – 1 Unit**  
**Beginning Softball I**

Class Hours: 3 activity

This course offers co-educational instruction and participation in the basic skills and strategy of slow pitch softball.

**PE 28B\* – 1½ Units**  
**Beginning Softball II**

Prerequisite: PE 28A

Class Hours: 1 lecture, 2 activity

This class also offers co-educational instruction and participation in basic skills and strategy of slow and fast pitch of softball.

**PE 28C\* – 1½ Units**  
**Intermediate Softball**

Prerequisite: PE 28A-B or equivalent

Class Hours: 1 lecture, 2 activity

This is a class in which advanced techniques and strategies of softball are developed. Emphasis is placed on development of a high degree of skill during actual games.

**PE 28D\* – 1½ Units**  
**Advanced Softball**

Prerequisite: PE 28A-B-C

Class Hours: 1 lecture, 2 activity

This class is to prepare softball players for higher levels of competition. The skills with strategy that is needed at this level.

**PE 29C\* – 1½ Units**  
**Intermediate Track**

Prerequisite: Basic track ability

Class Hours: 1 lecture, 2 activity

Students study advanced techniques 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 29D\* – 1½ Units**  
**Advanced Track**

Prerequisite: PE 29C

Class Hours: 1 lecture, 2 activity

Students continue to develop advanced skills and strategies of track and field. Particular attention will be given for the preparation of the student for the competitive season. This is a requirement of all track GA candidates.

**PE 30A\* – 1½ Units**  
**Beginning Volleyball I**

Class Hours: 1 lecture, 2 activity

Basic skills in playing volleyball are developed. Students learn rules and techniques of playing power volleyball.

**PE 30B\* – 1½ Units**  
**Beginning Volleyball II**

Prerequisite: PE 30A or equivalent playing experience

Class Hours: 1 lecture, 2 activity

The student will experience continued development of the fundamental skills and strategies for playing the 6-player power volleyball game.

**PE 30C\* – 1½ Units**  
**Intermediate Volleyball**

Prerequisite: PE 30A-B or playing ability in volleyball

Class Hours: 1 lecture, 2 activity

The player with limited experience is further developed in the fundamental skills and strategies of the 6-player game. More exposure to skills allows the player to participate in two and three-player volleyball as well.

**PE 30D\* – 1½ Units**  
**Advanced Volleyball**

Prerequisite: PE 30C or equivalent playing experience

Class Hours: 1 lecture, 2 activity

This course continues development of the fundamental techniques of the 2-, 3- and 6-player power volleyball game. Students are introduced to advanced strategies and encouraged to participate in amateur volleyball tournaments in the community.

**Combatives/Self-Defense**

**PE 36A† – 2 Units**  
**Analysis of Rape and Self-Defense**

Class Hours: 2 lecture, 1 activity

This course covers 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 36B\* – 1 Unit**  
**Self-Defense and Assault Prevention**

Prerequisite: PE 36A

Class Hours: 2 lecture/activity

This course covers lecture and demonstration of practical self-defense, community safety, and assault prevention. The course emphasizes methods and techniques of defense against weapon assault.

**PE 36C\* – ½ Unit**  
**Basic Self-Defense Refresher**

Prerequisite: PE 36A

Class Hours: 4 lecture, 8 activity total

This course includes practical experience in reviewing self-defense techniques acquired in PE 36A.

**PE 38A\* – 1½ Units**  
**Beginning Wrestling I**

Class Hours: 1 lecture, 2 activity

This is an introduction to wrestling as an educational medium, which gives the student opportunity for self-expression. The student is taught takedowns, rides, escapes, and falls.

**PE 38B\* – 1½ Units**  
**Beginning Wrestling II**

Prerequisite: PE 38A

Class Hours: 1 lecture, 2 activity

This course is designed to continue development of students in wrestling skills and techniques. Development and refinement of takedowns, escapes, reversals, rides, and pinning skills will be emphasized.

**PE 38C\* – 1½ Units**  
**Intermediate Wrestling**

Prerequisite: PE 38A-B or equivalent

Class Hours: 1 lecture, 2 activity

This course is a continuation of beginning wrestling (PE 38A) with advanced techniques and takedowns, rides, escapes, and falls practiced. Advanced instruction is given concerning pinning combination, strategies and tactics.

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**PE 38D\* – 1½ Units****Advanced Wrestling**

Prerequisite: PE 38C

Class Hours: 1 lecture, 2 activity

This course is a continuation of intermediate wrestling with more emphasis on advanced skills and competitive wrestling. Math strategy and theory will also be covered.

**Dance/Creative Movement****PE 46A\* – 1½ Units****Beginning Ballet I**

Class Hours: 1 lecture, 2 activity

This is an introduction to basic ballet technique and terminology, general principles of alignment, centering and posture as it relates to ballet. Class will include exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of Port des Bras, simple adage and allegro movements.

**PE 46B\* – 1½ Units****Beginning Ballet II**

Prerequisite: PE 46A or consent of instructor

Class Hours: 1 lecture, 2 activity

This course continues to introduce new movements and terminology that are part of the basic ballet technique, both at the barre and in center. Basic movements will now be combined into adage and allegro patterns. Stress on increased technical skills is also included.

**PE 46C\* – 1½ Units****Intermediate Ballet**

Prerequisite: PE 46A-B or equivalent

Class Hours: 1 lecture, 2 activity

This secondary course covers the knowledge and development of intermediate technique both at the barre and in center. More concentration on the disciplines of ballet form and the physical abilities necessary to execute movements.

**PE 46D† – 2 Units****Advanced Ballet**

Prerequisite: PE 46C or equivalent

Class Hours: 1 lecture, 3 activity

A continuation of intermediate ballet. This course involves the analysis and application of kinesthetic principles as they apply to ballet to further develop one's skills, techniques, and physical capabilities.

**PE 47A\* – 1½ Units****Beginning Folk, Square, Ethnic Dance I**

Class Hours: 1 lecture, 2 activity

Students will study the development of Ethnic dance skills, understanding and appreciation including experiences in Folk, Square, and Round dancing.

**PE 47C\* – 1½ Units****Intermediate Folk, Square and Ethnic Dance**

Prerequisite: PE 47A or equivalent

Class Hours: 1 lecture, 2 activity

This course is a continuation of study in Folk, Square, and Ethnic dance skills.

**PE 48A\* – 1½ Units****Beginning Modern Dance I**

Class Hours: 1 lecture, 2 activity

This course covers the fundamentals of modern dance techniques to develop flexibility, strength, control, coordination, endurance and form,

basic principles, evaluation and application of dance composition, and the understanding of modern dance as an art form.

**PE 48B\* – 1½ Units****Beginning Modern Dance II**

Prerequisite: PE 48A or equivalent

Class Hours: 1 lecture, 2 activity

This continues to develop the basic skills in modern dance technique, simple improvisation and composition, the understanding of the principles of alignment and motion, and to experience movement in more complex rhythmic forms.

**PE 48C† – 2 Units****Intermediate Modern Dance**

Prerequisite: PE 48B or equivalent

Class Hours: 1 lecture, 3 activity

A continuing study of modern dance technique with emphasis upon increased flexibility, strength, and coordination. Study of the dance phrase combinations with integration of the elements of rhythm, design, dynamics and motivation. Understand and appreciate dance as a creative art form.

**PE 48D† – 2 Units****Advanced Modern Dance**

Prerequisite: PE 48C 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 and choreography.

**PE 49A\* – 1½ Units****Beginning Modern Jazz I**

Class Hours: 1 lecture, 2 activity

This course is an introduction of basic movement skills in modern jazz technique emphasizing an understanding and appreciation of jazz as an artistic dance form.

**PE 49B\* – 1½ Units****Beginning Modern Jazz II**

Prerequisite: PE 49A or equivalent

Class Hours: 1 lecture, 2 activity

This beginning course is a continued development of basic movement skills in modern jazz technique. Compositional forms and rhythm are practiced leading to an understanding and appreciation of jazz as an artistic dance form.

**PE 49C\* – 1½ Units****Intermediate Modern Jazz**

Prerequisite: PE 49A-B or equivalent

Class Hours: 1 lecture, 2 activity

A continuation of beginning modern jazz I and II with emphasis on style and form as well as increased technical and choreographic skills.

**PE 49D† – 2 Units****Advanced Modern Jazz**

Prerequisite: PE 49C or consent of instructor

Class Hours: 1 lecture, 3 activity

This course is a continuation of intermediate modern jazz with emphasis on the performance aspects of dance in its more complex rhythmic forms and increased technical demands in movement; development of individual style and form is accomplished.

**PE 50A\* – 1½ Units****Beginning Improvisation I**

Prerequisite: None. Concurrent enrollment in modern dance is recommended

Class Hours: 1 lecture, 2 activity

This course is designed to primarily stimulate one to discover the joy of movement and to enter into an environment that will encourage the individual to find unique and creative expressions in dance.

**PE 50B\* – 1½ Units**  
**Beginning Improvisation II**

Prerequisite: PE 50A

Class Hours: 1 lecture, 2 activity

This course is designed to assist the individual to explore in a creative, free environment, various stimuli that will heighten the expressive act of dance movements to communicate to others and to enjoy for one's own pleasure or for performance.

**PE 50C\* – 1½ Units**  
**Intermediate Improvisation**

Prerequisite: One beginning dance class or equivalent

Class Hours: 1 lecture, 2 activity

This course is an 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 51A\* – 1½ Units**  
**Beginning Dance Performance/Production I**

Prerequisite: Beginning dance class; recommend concurrent enrollment in dance

Class Hours: 1 lecture, 2 activity

This course will aid in understanding the basic elements of production (i.e. staging, lighting, publicity, make-up, costumes, set design and construction, etc.) and experience these by participation in a production (dance) event.

**PE 51B\* – 1½ Units**  
**Beginning Dance Performance/Production II**

Prerequisite: PE 51A; recommend concurrent enrollment in dance

Class Hours: 1 lecture, 2 activity

This course is a practical involvement in the elements of dance production 'behind the scenes' as well as on stage.

**PE 51C\* – 1½ Units**  
**Intermediate Dance Performance/Production**

Prerequisite: Intermediate dance class; concurrent enrollment in another dance class recommended

Class Hours: 1 lecture, 2 activity

This course emphasizes practical experience in the many phases of dance productions, concerts and demonstrations, with particular emphasis on dance as a performing art. This class is also concerned with choreography, staging and the production elements of dance.

**PE 51D† – 2 Units**  
**Advanced Dance Performance/Production**

Prerequisite: Intermediate dance class; concurrent enrollment in dance class recommended

Class Hours: 1 lecture, 3 activity

This course will offer practical experience in the many phases of dance productions, concerts and demonstrations. It will also be primarily concerned with the performing aspect of dance as well as some choreography and staging.

**PE 52A\* – 1½ Units**  
**Beginning Ballroom Dance**

Class Hours: 1 lecture, 2 activity

This course is designed to introduce students to ballroom dancing through developing an understanding of its history, music and fundamental

practices of performance. Basic steps, variations and styling techniques for the foxtrot, swing, waltz, chacha, tango, rumba, samba, mambo, polka and selected novelty dances will be included.

**PE 53A† – 2 Units**  
**Beginning Dance Composition and Choreography I**

Prerequisite: PE 48B

Class Hours: 1 lecture, 3 activity

This course explores the basic principles of dance composition as an art form and applies these guides through practical applications. It develops the concept of space, time and energy into creating dances. Solo and small group choreography will be emphasized as well as improvisations.

**PE 53B† – 2 Units**  
**Beginning Dance Composition and Choreography II**

Prerequisite: PE 53A or consent of instructor

Class Hours: 1 lecture, 3 activity

This course continues to explore dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and non-literal themes. Solo and small group choreography will be emphasized as well as improvisations.

**PE 53C† – 2 Units**  
**Intermediate Dance Composition and Choreography**

Prerequisite: PE 53B or consent of instructor

Class Hours: 1 lecture, 3 activity

This course continues to explore more in depth dance as a creative art form combining movement with the use of music and sound. Emphasis will be to develop a substantial solo work that is ready to be performed in a concert setting.

**PE 53D† – 2 Units**  
**Advanced Dance Composition and Choreography**

Prerequisite: PE 53C

Class Hours: 1 lecture, 3 activity

This course uses all the elements of space, time and energy as they apply to developing dance as an art form. Working with literal and non-literal themes, the student choreographer will have an opportunity to set a group dance for a concert piece.

**Aquatics**

**PE 61A\* – 1½ Units**  
**Swimming for Fitness**

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 63\* – 1 Unit**  
**Life Saving**

Prerequisite: Intermediate swimming or equivalent

Class Hours: 9 lecture, 21 activity total

This course covers 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, and American Red Cross Certification in Senior Life Saving.

**PE 64\* – 1 Unit**  
**Water Safety Instructor**

Prerequisite: Current Red Cross Advanced Life Saving Certificate

Class Hours: 9 lecture, 21 activity total

This class covers the theory and practical techniques needed in teaching water safety techniques and procedures. Course includes certification as an American Red Cross Water Safety Instructor with authorization to teach and certify swimming and life-saving classes.

### **Intercollegiate Athletics**

#### **PE 66A/B† – 3/3 Units Baseball-Men - Year I/II**

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 66B may be taken two (2) times for credit.

#### **PE 67A/B† – 3/3 Units Basketball-Men - Year I/II**

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 67B may be taken two (2) times for credit.

#### **PE 68A/B† – 3/3 Units Basketball-Women - Year I/II**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competing in basketball at the community college level. Instruction is given in techniques, strategies and rules. PE 68B may be taken two (2) times for credit.

#### **PE 69A/B† – 3/3 Units Cross Country-Men - Year I/II**

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 69B may be taken two (2) times for credit.

#### **PE 70A/B† – 3/3 Units Cross Country-Women - Year I/II**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competing in cross country at the community college level. Instruction is given in techniques, strategies and rules. PE 70B may be taken two (2) times for credit.

#### **PE 71A/B† – 3/3 Units Football-Men - Year I/II**

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 71B may be taken two (2) times for credit.

#### **PE 72A/B† – 3/3 Units Golf - Year I/II**

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 72B may be taken two (2) times for credit.

#### **PE 73A/B† – 3/3 Units Softball-Women - Year I/II**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This course is open to women interested in competing in softball at the community college level. Instruction is given in techniques, strategies and rules. PE 73B may be taken two (2) times for credit.

#### **PE 74A/B† – 3/3 Units Tennis-Men - Year I/II**

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 74B may be taken two (2) times for credit.

#### **PE 75A/B† – 3/3 Units Tennis-Women - Year I/II**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competitive tennis and in competing at the community college level. Instruction is given in techniques, strategies and rules. PE 75B may be taken two (2) times for credit.

#### **PE 76A/B† – 3/3 Units Track-Men - Year I/II**

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 76B may be taken two (2) times for credit.

#### **PE 77A/B† – 3/3 Units Track-Women - Year I/II**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This course is open to women interested in competing in track and field events at the community college level. Instruction is given in techniques, strategies and rules. PE 77B may be taken two (2) times for credit.

#### **PE 78A/B† – 3/3 Units Volleyball-Women - Year I/II**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competitive volleyball and in competing at the community college level. Instruction is given in techniques, strategies and rules. PE 78B may be taken two (2) times for credit.

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**PE 79A/B† – 3/3 Units**  
**Wrestling-Men - Year I/II**

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 79B may be taken two (2) times for credit.

**PE 80† – 2 Units**  
**Pep Squad**

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. May be taken four (4) times for credit.

**Professional Activities**

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 90† – 2 Units**  
**Introduction to Physical Education**

Class Hours: 2 lecture

This course is a general survey of the field of Physical Education, and exploration of the aims, objectives, scope and contemporary values of Physical Education. Projects and field work are required.

**PE 94A/B† – 2½/2½ Units**  
**Men's Sports Officiating**

Prerequisite: PE major/minor

Class Hours: 2 lecture, 1 activity

This class covers instruction and laboratory experience in sports officiating for men. Proficiency ratings are 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.



Tod Fortner, former MC drama instructor.



# Physical Science

## The Program

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.

## Career Opportunities

(Bachelors degree necessary)

Astronomer  
Teacher  
Patent Lawyer  
Oceanographer

## Faculty

### Full-Time

Clinton Harper  
Robert Miller

### Part-Time

Saylor Milton

### Counselor

Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

Chem 1A, 1B; Math 16A, 16B or Math 25A, B, C; Physics 10A/10AL, 10B/10BL or Physics 20A/20AL, 20B/20BL, 20C/20CL.

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

## Physical Science Courses

### PHYS SC 1 – 3 Units

#### Principles of Physical Science

Prerequisite: Math 3 or equivalent

Class Hours: 3 lecture

This is a course that introduces some selected significant facts, principles and laws from physics and chemistry. Topics will include: motion, force, energy, wave motion, electricity and magnetism, light, atomic structure, chemical bonding and chemical reaction rates and equilibrium. *Transfer credit: CSU; UC*

### PHYS SC 1L – 1 Unit

#### Principles of Physical Science Laboratory

Prerequisite: Prior or concurrent enrollment in Phys Sc 1

Class Hours: 3 laboratory

This is a laboratory course designed to be taken concurrently with, or after completion of Phys Sc 1. Laboratory experiments will emphasize selected topics from both introductory physics and chemistry. *Transfer credit: CSU; UC*

### PHYS SC 2 – 3 Units Science In Literature

Class Hours: 3 lecture

This is 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: CSU; UC*

### PHYS SC 22A/B – 1-3/1-3 Units Independent Studies in Physical Science

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

Class Hours: 1-3 tutorial

This course is 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: CSU; UC credit limitations. See counselor.*



# Physics

## The Program

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.

## Career Opportunities

(Post-bachelors degree necessary)

Laser Specialist	Medical Technologist
Seismologist	Biomedical Engineer
Researcher	Plasma Physicist
Oceanographer	Fusion Engineer
Geochemist	Nuclear Physicist
Weather Forecaster	Physical Chemist
Astronomer	Statistician
Chemical Physicist	

## Faculty

### Full-Time

Balazs Becht  
Clinton Harper  
Fred Meyer  
Sergio Monteiro

### Part-Time

Hal Jandorf  
Youssef Kohanzadeh  
Dennis Leatart  
Carolyn Mallory  
Saylor Milton  
Stephen Scopatz

### Counselor

Diane Sukiennik

## Transfer Information

Major requirements for upper division standing at:

### California State University, Northridge:

Core courses: Chem 1A; Math 25A, 25B, 25C; Physics 20A/20AL, 20B/20BL, 20C/20CL.

Physics option: Chem 1B; Math 35.

Applied Physics: CS 10/10L or CS 18/18L; Engr 16, 20; Math 35; (Engr 227L to be taken after transfer).

Mathematical Physics: Recommended - Math 35.

## 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 degrees in Physics offered by four-year institutions. Since the course work in physics 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 or Ph 12 or equivalent.

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

### Required Courses:

		Units
Chem 1A	General Chemistry	6
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Ph 20A/20AL	Mechanics of Solids and Fluids/Lab	4
Ph 20B/20BL	Electricity and Magnetism/Lab	4
Ph 20C/20CL	Heat, Sound, Optics and Modern Physics/Lab	4

### Select one of the following options:

Physics Option

Core plus the following:

Chem 1B	General Chemistry	6
Math 35	Applied Differential Equations	3

### Recommended Courses: CS 18/18L; Math 31

Applied Physics Option

Core plus the following:

CS 10/10L	Intro to Computer Programming/PASCAL/Lab	4
CS 18/18L	Computer Programming - FORTRAN/Lab	4
Engr 12	Engineering Materials	3
Math 35	Applied Differential Equations	3

### Recommended Courses: Chem 1B; Math 31

**Note:** Students desiring to enter a vocational program in laser/electro-optics should refer to the LET curriculum which is designed to culminate after two years with either a Certificate or an A.S. degree. Unlike Physics Option III, the LET program does not require calculus and is not intended to transfer to a four-year institution. Prospective students are advised to make the decision regarding their long-term degree goals (stop at the technician level or go on to a four-year program) prior to entering either the Physics Option III or the LET programs.

Electro-Optics Option

Core plus the following:

EL 16/16L	Analog Circuits/Lab	4
LET 6/6L	Laser Components, Devices & Measurement Techniques/Lab	4
LET 9/9L	Laser Systems and Applications/Lab	5



**Recommended Courses: Chem 1B; LET 1/1L; Math 35****Total minimum units required in major area – 42 - 47****PHYSICS OPTION****Suggested Course Sequence:****First Semester**

Chem 1A	6
Math 25A	5
	<hr/>
	11

**Third Semester**

Math 25C	5
Ph 20B/20BL	4
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	9

**Second Semester**

Chem 1B	6
Math 25B	5
Ph 20A/20AL	4
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	15

**Fourth Semester**

Math 35	3
Ph 20C/20CL	4
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	7

**APPLIED PHYSICS OPTION****Suggested Course Sequence:****First Semester**

Chem 1A	6
Math 25A	5
	<hr/>
	11

**Third Semester**

Engr 12	3
Math 25C	5
Ph 20B/20BL	4
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	12

**Second Semester**

CS 10/10L	4
Math 25B	5
Ph 20A/20AL	4
	<hr/>
	13

**Fourth Semester**

CS 18/18L	4
Math 35	3
Ph 20C/20CL	4
	<hr/>
	11

**ELECTRO-OPTICS OPTION****Suggested Course Sequence:****First Semester**

Chem 1A	6
Math 25A	5
	<hr/>
	11

**Third Semester**

LET 6/6L	4
Math 25C	5
Ph 20B/20BL	4
	<hr/>
	13

**Second Semester**

Math 25B	5
Ph 20A/20AL	4
	<hr/>
	9

**Fourth Semester**

EL 16/16L	4
LET 9/9L	5
Ph 20C/20CL	4
	<hr/>
	13

See Degree Requirements and Transfer Information section for General Education requirements.

**Astronomy Courses****ASTRON 1 – 3 Units****An Introduction to Astronomy**

Class Hours: 3 lecture

This course is a survey of modern astronomy. The fundamental principles are presented in a nonmathematical, descriptive way. Topics include: our solar system, stars, galaxies, the origin and future of the universe. *Transfer credit: CSU; UC*

**ASTRON 1L – 1 Unit****An Introduction to Astronomy Laboratory**

Prerequisite: Astron 1, may be taken concurrently

Class Hours: 3 laboratory

This laboratory course reinforces some of the principles and techniques studied in Astron 1. The student will get hands-on experience with tele-

scopes, star charts, and other devices commonly used in astronomy. Observation and measurements are made on the moon, the planets, and the stars. *Transfer credit: CSU; UC*

**ASTRON 2 – 3 Units****Observational Astronomy**

Class Hours: 2 lecture, 3 laboratory

The class is an introduction to practical and observational astronomy combining lectures with actual observations. Basic and observational astronomy are covered, with an emphasis on earth and sky motions, our solar system, telescope usage and deep space observations. The course offers the student a basic knowledge of the universe and practical experience in observing the sky and associated phenomena. *Transfer credit: CSU; UC*

**Physics Courses****PH 1 – 3 Units****Descriptive Physics**

Class Hours: 3 lecture

This is an introductory course in the concepts of physics, taught with a minimum of mathematics. Lecture material is reinforced by the use of everyday examples and lecture demonstrations. Topics include: classical mechanics, the properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, relativity and astrophysics. Ph 1 is particularly designed for the non-science major. (formerly Physics 10) *Transfer credit: CSU; UC*

**PH 1L – 1 Unit****Descriptive Physics Laboratory**

Prerequisite: Prior or concurrent enrollment in Physics 1.

Class Hours: 3 laboratory

This is an introductory laboratory course in the elements of classical and modern physics for non-science oriented students. The topics to be covered are mechanics, electricity, wave motion, heat, light, and atomic and nuclear physics. (formerly Physics 10L) *Transfer credit: CSU; UC*

**PH 10A – 3 Units****General Physics I**

Prerequisite: High school mathematics through trigonometry or Math 6 or Math 7 or equivalent.

Class Hours: 3 lecture

This course is an introduction to mechanics of solids and fluids, heat and sound which is designed for students majoring in the life sciences or any other major requiring a non-calculus based laboratory physics course. (formerly Physics 2A) *Transfer credit: CSU; UC credit limitations. See counselor.*

**PH 10AL – 1 Unit****General Physics I Laboratory**

Prerequisite: Concurrent enrollment in Physics 10A.

Class Hours: 3 laboratory

This is a laboratory course during which the student performs experiments in classical mechanics, heat and sound. It is designed for students majoring in the life sciences or any other major requiring a non-calculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor.*

**PH 10B – 3 Units****General Physics II**

Prerequisite: Physics 10A/10AL or equivalent.

Class Hours: 3 lecture

This course is an introduction to electricity and magnetism, optics and modern physics which is designed for students majoring in the life sciences

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or any other major requiring a non-calculus based laboratory physics course. (formerly Physics 2B) *Transfer credit: CSU; UC credit limitations. See counselor.*

**PH 10BL – 1 Unit**  
**General Physics II Laboratory**

Prerequisite: Physics 10A/10AL or equivalent.  
Co-requisite: Physics 10B.  
Class Hours: 3 laboratory

This is a laboratory course during which the students perform experiments in electricity and magnetism, optics and modern physics. It is designed for students majoring in the life sciences or any other major requiring a non-calculus based physics course. *Transfer credit: CSU; UC credit limitations. See counselor.*

**PH 12 – 3 Units**  
**Introduction to Physics**

Prerequisite: 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: CSU; UC credit limitations. No credit at UC if taken after Physics 1, 10A/10AL, or 20A/20AL. See counselor.*

**PH 20A – 3 Units**  
**Mechanics of Solids and Fluids**

Prerequisites: Math 25A and Physics 12 or Physics 10A/10AL or equivalent.  
Co-requisite: Math 25B.  
Class Hours: 3 lecture

This course is an introductory study of statics and dynamics of particles and rigid bodies and an introduction to hydrostatics and hydrodynamics. Physics 20A uses calculus and is designed for students majoring in physics, engineering, mathematics, chemistry, computer science and the biology A.S. degree program. (formerly Physics 4) *Transfer credit: CSU; UC credit limitations. See counselor.*

**PH 20AL – 1 Unit**  
**Mechanics of Solids and Fluids Laboratory**

Prerequisites: Math 25A and Physics 12 or Physics 10A/10AL or equivalent.  
Co-requisites: Math 25B, Physics 20A.  
Class Hours: 3 laboratory

This is a laboratory course in which the students perform experiments in dynamics of particles and rigid bodies, hydrostatics, and hydrodynamics. *Transfer credit: CSU; UC credit limitations. See counselor.*

**PH 20B – 3 Units**  
**Electricity and Magnetism**

Prerequisites: Physics 20A/20AL and Math 25B.  
Co-requisite: Math 25C.  
Class Hours: 3 lecture

This course is an introduction to electricity and magnetism. Emphasis is placed on understanding of field theory and applications of calculus. Topics include: 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 an introduction to electronics. (formerly Physics 5) *Transfer credit: CSU; UC*

**PH 20BL – 1 Unit**  
**Electricity and Magnetism Laboratory**

Prerequisites: Physics 20A/20AL and Math 25B.  
Co-requisites: Math 25C, Physics 20B.  
Class Hours: 3 laboratory

This is a laboratory course designed to be taken concurrently with the

Physics 20B lecture. Emphasis is placed on understanding of field theory and to introduce the student to electronic measurements and devices as well as AC and DC circuits and introductory electronics. *Transfer credit: CSU; UC*

**PH 20C – 3 Units**  
**Heat, Sound, Optics and Modern Physics**

Co-requisites: Physics 20B/20BL and Math 25C.  
Class Hours: 3 lecture

This course is an introduction to geometrical optics, wave motion (sound and light), physical optics and thermodynamics. Selected topics in quantum mechanics and special relativity are discussed at an introductory level. The solution of problems in vector calculus and differential equations is demonstrated. (formerly Physics 6) *Transfer credit: CSU; UC*

**PH 20CL – 1 Unit**  
**Heat, Sound, Optics and Modern Physics Laboratory**

Co-requisites: Physics 20B/20BL, Physics 20C and Math 25C.  
Class Hours: 3 laboratory

This course is a laboratory course designed to introduce the student to geometrical optics, wave motion (sound and light), physical optics and thermodynamics. *Transfer credit: CSU; UC*

**PH 22A/B – 1-3/1-3 Units**  
**Independent Studies in Physics**

Prerequisites: A previous course in the specific field and consent of the instructor and Division Director.  
Class Hours: 1-3 tutorial

This course is 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: CSU; UC credit limitations. See counselor.*



# Political Science

## The Program

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.

## Career Opportunities

(Post-bachelors degree necessary)

Government Official  
Journalist  
Foreign Diplomat

Teacher  
Attorney  
Politician

## Faculty

### Full-Time

Gerald Bridgeman  
Robert Herman  
Jerry Straughan

### Part-Time

Luis Gomez  
Herbert Gooch  
Rodrigo Hernandez

### Counselor

Bud Long

## Transfer Information

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, 4.

**University of California, Davis:**

Pol Sci 2, 3, 4, 11. Additional lower division courses to be taken after transfer.

## Political Science Courses

### POL SC 1 – 3 Units

#### Introduction to Government

Class Hours: 3 lecture

This class covers basic principles and major areas of study within political science particularly as they apply to American, federal, state, and local government and politics. The student will do research and writing on special topics, and 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: CSU; UC*

### POL SC 2 – 3 Units

#### Comparative Government

Class Hours: 3 lecture

This course is 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: CSU; UC*

### POL SC 3 – 3 Units

#### American Government and Politics

Class Hours: 3 lecture

This course is a 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: CSU; UC*

### POL SC 4 – 3 Units

#### International Relations

Class Hours: 3 lecture

This 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, and to the cultural origins of policy. *Transfer credit: CSU; UC*

### POL SC 7 – 3 Units

#### Minority Groups\*

Class Hours: 3 lecture

This course is a study of political problems which are faced by racial and ethnic minorities in the United States. The focus of the 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: CSU; UC*

### POL SC 8 – 3 Units

#### Political Patterns in the U.S.\*

Class Hours: 3 lecture

Fundamental principles of U.S. Government: federal, state and local are studied in theory and practice. Emphasis is 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 is placed on the participation of the Mexican-American in our political institutions. (co-numbered Ch St 8)  
*Transfer credit: CSU; UC*

### POL SC 9 – 3 Units

#### Adjudication of Social Issues\*

Class Hours: 3 lecture

This course is an exploration of important social issues from a legal point of view. It 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: CSU; UC*

### POL SC 10 – 3 Units

#### Public Administration and Policy Development\*

Prerequisite: Prior course in Social Science.

Class Hours: 3 lecture

This course is designed to help the student develop an understanding of what public administration is, how decisions are made in the public bu-

reaucracy, what its tasks are, and how it goes about accomplishing these tasks. In addition to the politics of administrative organization, personnel management, budget administration, public relations and Government service as a career are also discussed. *Transfer credit: CSU; UC*

### **POL SC 11 – 3 Units**

#### **Law, Government, and Individual Rights**

Class Hours: 3 lecture

This course analyzes the origins, workings, procedures, and policies of our federal and state governments from the perspective of Constitutional law. Particular emphasis is placed in the Judicial system and in the privileges, rights, and obligations of individuals guaranteed by the Constitution. Leading judicial decisions of the Supreme Court will be explored. *Transfer credit: CSU; UC*

### **POL SC 22A/B – 1-3/1-3 Units**

#### **Independent Studies in Political Science**

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of political science 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: CSU; UC credit limitations. See counselor.*

### **POL SC 60A-Z – 1-3 Units**

#### **Topics in Political Science**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Political Science not covered in detail in the general Political Science course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

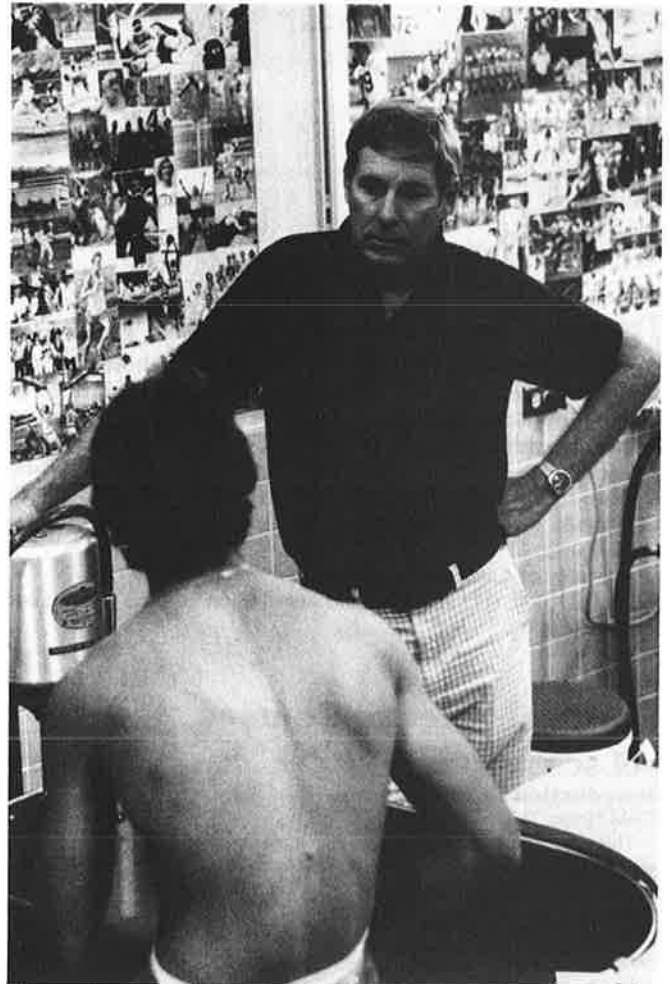
Topics which have been developed include:

#### **60C – 3 Units**

##### **Politics in the Middle East**

Class Hours: 3 lecture

\*These courses are offered periodically.



*Jack Gruell, former MC trainer.*



# Psychology

## The Program

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.

## Career Opportunities

(Bachelors degree and post-graduate work required)

Psychologist	Probation Officer
Administrative Assistant	Recreation Specialist
Urban Renewal Specialist	Social Worker
Personnel Assistant	Family Counselor
Program Analyst	Mental Health Officer
Social Insurance Representative	Rehabilitation Counselor
Veterans Claims Examiner	Sales Personnel
Employee Development Specialist	Advertising Executive
Employee Relations Specialist	School Psychologist
Social Service Analyst	

## Faculty

### Full-Time

Francis Bianchino  
Judith Farrell  
Frank Fierro  
Carole Ginot  
Linda McDill  
Steven Pollock  
Carol Woodward

### Part-Time

Charles Allen  
Barry Barmann  
Carolyn Powell  
Anthony Raptis  
Ruth Schneider

### Counselors

Frank Bianchino  
Bud Long

## Transfer Information

Major requirements for upper division standing at:  
**California State University, Northridge:**  
Math 15; Psych 1A, 1B.

## Psychology Courses

### PSYCH 1A – 3 Units

#### Introduction to Psychology

Class Hours: 3 lecture

This course is 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: CSU; UC*

### PSYCH 1B – 4 Units

#### Introduction to Psychobiology and Experimental Psychology

Prerequisite: Psych 1A

Class Hours: 4 lecture

This course is 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: CSU; UC*

### PSYCH 3 – 3 Units

#### Psychology of Interpersonal Relationships

Class Hours: 3 lecture

This course is an 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: CSU; UC*

### PSYCH 4 – 3 Units

#### Child Psychology

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: CSU; UC*

### PSYCH 5 – 3 Units

#### Social Psychology

Class Hours: 3 lecture

This course is a study of social relationships. Topics of study include interpersonal attraction, structure and leadership, role and status, prosocial behavior, attitude formation and change, communication and propaganda, nature of prejudice and social change, and conformity. (co-numbered Soc 5) *Transfer credit: CSU; UC*

### PSYCH 6 – 3 Units

#### The Psychology of Sex Differences

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: CSU; UC*

### PSYCH 7 – 3 Units

#### Developmental Psychology (Life span)\*

Class Hours: 3 lecture

This course is 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: CSU*

**PSYCH 8 – 3 Units**  
**Abnormal Psychology\***

Class Hours: 3 lecture

This course will survey the field of abnormal psychology. Topics for analysis, study, and discussion will include: patterns, causes, and the history of maladaptive behavior; clinical assessment using DSM III; therapies; and prevention of behavioral disorders. *Transfer credit: CSU; UC*

**PSYCH 9 – 3 Units**  
**Introduction to Gerontology**

Class Hours: 3 lecture

An introduction to the study of Gerontology. The course includes a consideration of the physical, psychological, sociological, and economic aspects of aging, as well as, application of basic theory to the current issues and problems involving the older population. *Transfer credit: CSU; UC*

**PSYCH 22A/B – 1-3/1-3 Units**  
**Independent Studies in Psychology**

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

Class Hours: 1-3 tutorial

This course is 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: CSU; UC credit limitations. See counselor.*

**PSYCH 30 – 3 Units**  
**Psychological Aspects of Aging\***

Class Hours: 3 lecture

This course explores psychodynamic behaviors over the life span with the focus being on the development of the adult. The psychological needs of the aging adult and the responses to these needs by others will be explored. *Transfer credit: CSU*

**PSYCH 60A-Z – 1-3 Units**  
**Topics in Psychology\***

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Psychology not covered in detail in the general Psychology course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

**60B – 2 Units**  
**Psychology of Assertion**

Class Hours: 32 lecture total

**60D – 1½ Units**  
**Death and Dying**

Class Hours: 24 lecture total

**60I – 1 Unit**  
**Human Sexuality**

Class Hours: 16 lecture total

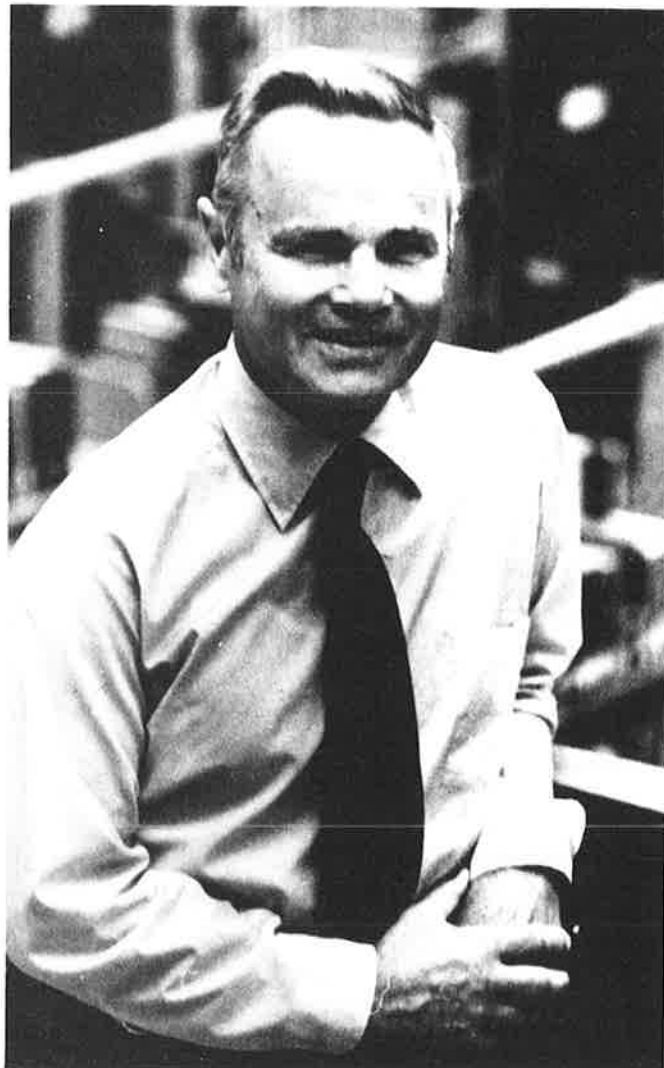
**60L – ½ Unit**  
**Personal Identity and Communication for the Health Professional**

Class Hours: 8 lecture total

**60V – 1½ Units**  
**Research Seminar**

Class Hours: 24 lecture total

\*These courses are offered periodically.



Dr. Michael Slama, MC's first Library Director.



# Radio/Television

## The Program

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.

## Career Opportunities

Account Executive	News Director
Actor	News Writer
Anchor (News)	Media Librarian
Announcer	ITV Specialist
Advertising Sales	Program Manager/Director
Director/Manager	Publicity/Promotion Assistant
Advertising Copy Writer	Public Relations Assistant
Assistant Director	Property Master/Grip
Art Director	Radio-Television Director
Audio/Video Engineer	Reporter
Camera Operator	Station Manager/General Manager
Executive Producer	Technical Director
Floor Manager	Traffic Director
Lighting Director	Research Specialist
Lighting Assistant	Teleplay Writer
Make-Up Specialist/Artist	Videotape Editor
Operations Manager	

## Faculty

### Full-Time

Alfred Miller  
Leslie Wieder

### Part-Time

Gerald Olsen  
Frank Roach  
Richard Studebaker  
Charles Whitten

### Counselor

Don Henderson

## Transfer Information

### Radio – Television – Film

Major requirements for upper division standing at:

**California State University, Northridge:**

Hum 3; RT 1, 3A, 5 (or Engl 5)

**University of California, Los Angeles:**

Motion Picture/Television

Portfolio required. All UCLA College of Fine Arts Breadth Requirements to be completed prior to entry. Overall 3.0 or better. No more than 16 additional units of Theatre and Radio/Television courses.

## Radio/Television

### Occupational Associate in Science Degree

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

#### Required Courses:

		Units
Hum 3	History of the Motion Picture	3
	or	
Hum 4	Main Currents in Modern Film	3
RT 1	Media and Society	3
RT 2	Broadcast Studio Operation	3
RT 3A	Television Production Workshop	3
RT 5	Radio-Television Writing	3
RT 7A	Radio Production Workshop	3

#### Required Additional Courses:

Select nine (9) units from the following courses:

Photo 1A	Beginning Photography	3
RT 3B	Television Directing and Editing	3
RT 7B	Advanced Radio Production	3
RT 8	Voice and Diction	3
RT 9	Acting for Film and TV	3
RT 12	Broadcast Journalism	3
RT 17	Advanced Television Production	3
RT 18A	Music and Sound Recording	3

**Total minimum units required in major area – 27**

#### Recommended Course:

RT 79A	Radio/Television Internship	1-4
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The Radio/Television Internship is strongly recommended by both the professional advisory committee and the faculty.

See Degree Requirements and Transfer Information section for General Education requirements.

## Radio/Television Courses

### RT 1 – 3 Units

#### Media and Society

Class Hours: 3 lecture

This course surveys the history and nature of print and electronic media in America. It will examine the social, political and cultural implication of media. (co-numbered Journ 1) *Transfer credit: CSU*

### RT 2 – 3 Units

#### Broadcast Studio Operation

Class Hours: 2 lecture, 3 laboratory

This class covers instruction in basic studio and control room equipment and operation. Students gain practical experience in the various aspects of production, explanation of program patterns, studio procedures, use of equipment and production of programs. *Transfer credit: CSU*

### RT 3A – 3 Units

#### Television Production Workshop

Prerequisite: RT 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 an experimental TV program. *Transfer credit: CSU*

**RT 3B – 3 Units**  
**Television Directing and Editing**

Prerequisite: RT 3A

Class Hours: 2 lecture, 3 laboratory

This course covers advanced directing and editing of special projects and experimental television programs. Each student is responsible for producing a variety of television programs. *Transfer credit: CSU*

**RT 5 – 3 Units**  
**Radio-Television Writing**

Prerequisite: Engl 1A 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 Engl 5) *Transfer credit: CSU; UC credit limitations. See counselor*

*NT after Spg 88*  
**RT 7A – 3 Units**  
**Radio Production Workshop**

Prerequisite: RT 1 or concurrent enrollment

Class Hours: 2 lecture, 3 laboratory

This class offers integrated work in various radio broadcasting functions. Including announcing, acting, disc jockeying, basic writing, program direction, program production, advertising, radio interviewing, and station operations. *Transfer credit: CSU*

**RT 7B – 3 Units**  
**Advanced Radio Production**

Prerequisite: RT 7A or equivalent

Class Hours: 2 lecture, 3 laboratory

This is an advanced practical course designed to prepare students for 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: CSU*

**RT 8 – 3 Units**  
**Voice and Diction**

Class Hours: 3 lecture

Designed for Theatre, Forensics and Broadcasting students but open to all others, this course provides instruction in correct pronunciation, breathing, and control techniques. It includes the theory and practice of voice control as well as the study of regional and foreign dialects. May be taken two (2) times for credit. (co-numbered Spch 3, ThA 3) *Transfer credit: CSU; UC credit limitations. See counselor.*

**RT 9 – 3 Units**  
**Acting for Film and TV**

Class Hours: 2 lecture, 3 laboratory

Students will learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework. Studied also will be microphone techniques and opportunities to perform in student-directed films and television shows. May be taken four (4) times for credit. (co-numbered ThA 9) *Transfer credit: CSU; UC credit limitations. See counselor.*

**RT 12 – 3 Units**  
**Broadcast Journalism**

Class Hours: 3 lecture

In this 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: CSU*

**RT 17 – 1-5 Units**  
**Advanced Television Production**

Prerequisite: RT 3A

Class Hours: 48-240 laboratory total

This is an advanced course in the production of a variety of television program categories. Some programs will be utilized by community media such as CATV public access systems. Includes remote assignments and special projects. May be taken four (4) times for credit. *Transfer credit: CSU*

**RT 18A – 3 Units**  
**Music and Sound Recording**

Class Hours: 2 lecture, 3 laboratory

This course is an intensive introduction to the theory and practice of audio recording of music and sound. This course includes sections on the recording chain, microphones, tape, signal-processing and noise-reduction theory and equipment, consoles, studio session procedures, disc cutting and pressing and quadrasonic sound. It is designed for the serious recording engineer. *Transfer credit: CSU*

**RT 18B – 3 Units**  
**Advanced Music and Sound Recording**

Prerequisite: RT 18A

Class Hours: 2 lecture, 3 laboratory

This is 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. *Transfer credit: CSU*

**RT 22A/B – 1-3/1-3 Units**  
**Independent Studies in Radio/Television**

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of radio/television 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: CSU*

**RT 49A-D – 1-4 Units**  
**Cooperative Work Experience – Radio/Television ★**

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

Students employed in a field related to Radio/Television will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

**RT 60A-Z – 1-3 Units**  
**Topics in Radio/Television**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic



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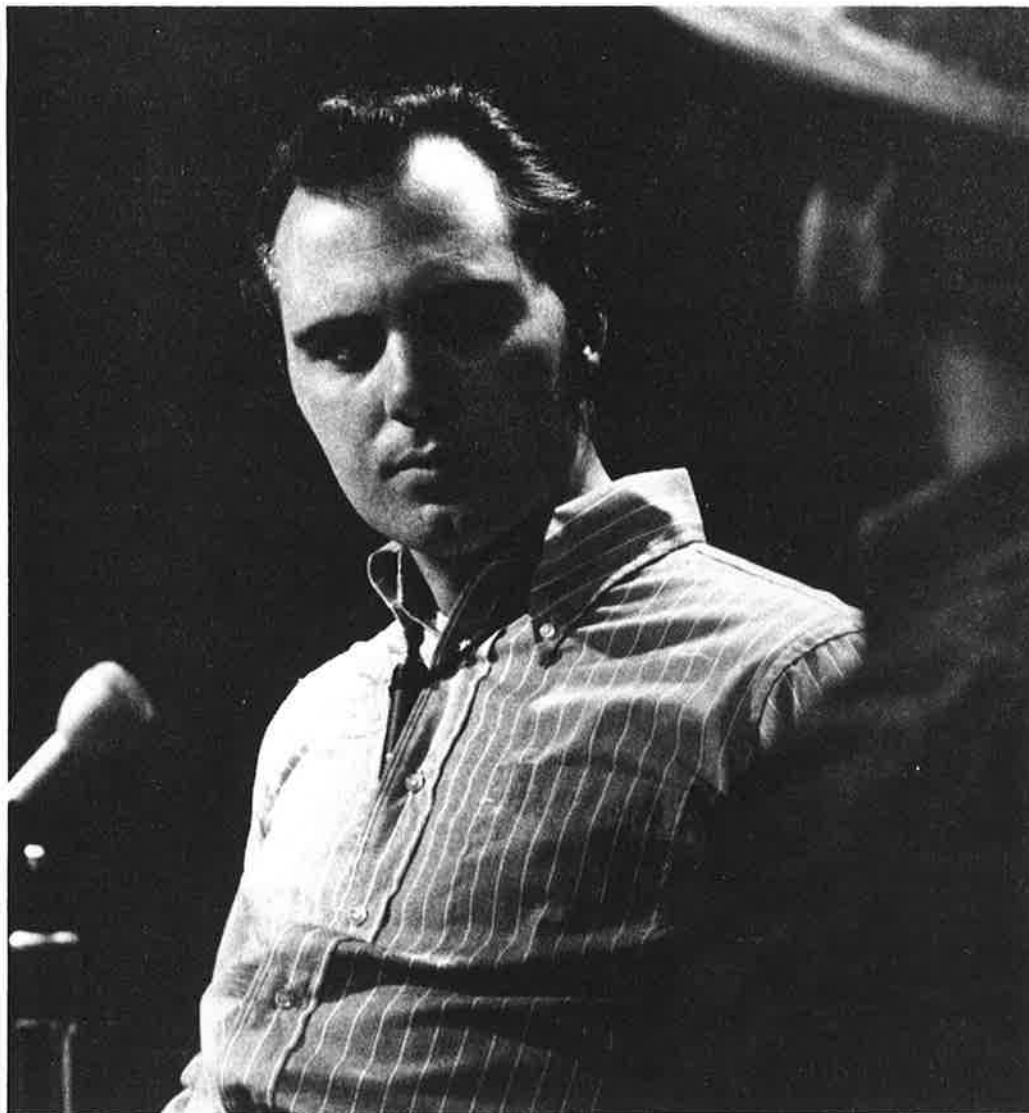
This is a special series of courses each of which deals with a specific topic in Radio/Television not covered in detail in the general Radio/Television course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU*

**RT 79A – 1-4 Units**  
**Radio/Television Internship**

Prerequisite: RT 3B or RT 7B

Class Hours: 3-12 laboratory

This internship is designed to provide advanced radio/television students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on-the-job experience at assigned stations off campus or work in campus studio. May be taken four (4) times for credit. *Transfer credit: CSU*



*Al Miller . . . in character.*



# Reading/Essential Skills

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## The Program

A group of reading and essential skills courses are provided to assist students to improve their basic abilities to function effectively in all classes.

## Faculty

### Full-Time

Barbara Outland  
Michael Strumpf

## Essential Skills Course

### ES 1 – 1 Unit

#### Library Success Skills

Class Hours: 16 lecture total

This course is designed to teach basic library skills necessary for research, term paper development and classroom assignments. Skills taught will include use of the card catalog, periodical and newspaper indexes, basic reference sources, and how to compile a bibliography for term paper assignments.

## Reading Courses

### READ 1 – 3 Units

#### Basic Reading Skills

Prerequisite: Appropriate score on standardized reading test.

Class Hours: 3 lecture

This course is designed for students with substantial reading problems as measured by both standardized and individualized tests. Through varied instructional approaches and the use of appropriate materials, students are helped to improve their comprehension and speed. Instructional activities and supporting materials will focus on study skills, vocabulary development, reading comprehension and speed, and the philosophy, psychology, and physiology of the reading process. Pre- and post-testing will measure progress and achievement.

### READ 2 – 3 Units

#### Intermediate Reading Skills

Prerequisite: Satisfactory grade in Read 1, or appropriate score on standardized reading test.

Class Hours: 3 lecture

This course is designed for students with moderate reading problems as measured by standardized and individualized tests. Instructional activities and materials are designed to enhance both comprehension and speed. In addition to reinforcing the basic reading skills, this course will focus on such areas as reading rate variation, critical reading techniques, vocabulary enrichment, study skills, and reducing test anxieties. Pre- and post-testing will measure progress and achievement.

### READ 3 – 3 Units

#### Speed and Power Reading

Prerequisite: Satisfactory grade in Read 1, or appropriate score on standardized reading test.

Class Hours: 3 lecture

This course teaches a wide variety of study skills, with the goal of enabling students to develop their total learning ability. Students will be taught strategies to improve reading comprehension and retention, to read at speeds appropriate to the material they are reading, to develop vocabulary awareness, to improve attitudes toward study (ranging from conquering

procrastination to capitalizing on test-taking), to think critically, and to learn by visual, auditory, and kinesthetic means.

### READ 10 – 3 Units

#### Word Power

Class Hours: 3 lecture

This comprehensive course is designed for students who wish to develop their listening, speaking, reading, and writing vocabularies. Instruction will include the development of word analysis skills through a study of Greek and Latin roots, prefixes, and suffixes. Vocabulary is expanded through a study of synonyms, antonyms, diction, word origins, contextual clues, and college level and professional vocabularies. Continuous evaluation will measure progress.



# Real Estate

## The Program

A career in Real Estate requires careful attention to state requirements and selection of courses that are designed to meet specific job goals in this field.

## Career Opportunities

Real Estate Broker  
Salesperson  
Property Appraiser

Banker  
Assessor  
Escrow Officer

## Faculty

### Part-Time

David Calhoun  
Thomas Hester  
Kenneth Siegel

### Counselors

Bud Long  
Lisa Raufman

## Applicants for the Real Estate Salesperson Examination

1. To qualify to take an examination for a real estate SALESPERSON license on and after January 1, 1986, an applicant must have completed the college-level course Real Estate Principles.
2. Those who must satisfy this new requirement must also, *either* prior to issuance of the original license or within eighteen months after issuance, complete two additional basic real estate courses selected from among the following:

Real Estate Practice	Legal Aspects of Real Estate
Real Estate Appraisal	Real Estate Financing
Accounting	Real Estate Economics
Business Law	Escrows
Property Management	Real Estate Office Administration

## Real Estate Courses

### RE 1 – 3 Units

#### Real Estate Principles

Class Hours: 3 lecture

This course is a practical study of California real estate law designed to assist real estate salesmen and real estate brokers. It's designed also to provide the necessary knowledge required of candidates for the California Real Estate Salesman's Examination. *Transfer credit: CSU*

### RE 3 – 3 Units

#### Real Estate Economics

Prerequisite: RE 1 or equivalent\*

Class Hours: 3 lecture

Students will study economic trends in real estate and land use, dynamic factors which create values in real estate and background for more specialized courses in real estate operation and techniques. *Transfer credit: CSU*

### RE 5 – 3 Units

#### Real Estate Practices

Prerequisite: RE 1 or equivalent\*

Class Hours: 3 lecture

This course covers techniques of operating a real estate business with emphasis on the daily activities of brokers and salesmen. Emphasis is placed on securing and qualifying prospects, obtaining listing, and legal factors in the real estate transaction. *Transfer credit: CSU*

### RE 7 – 3 Units

#### Real Estate Finance

Prerequisite: RE 1 or equivalent\*

Class Hours: 3 lecture

In this practical study and analysis of money markets, interest rates, and real estate financing, actual case illustrations demonstrating lending policies, problems and rules involved in financing real property are studied, including residential, multi-family, commercial, and special purpose properties. *Transfer credit: CSU*

### RE 9 – 3 Units

#### Legal Aspects of Real Estate

Prerequisite: RE 1 or equivalent\*

Class Hours: 3 lecture

This course is a practical study of California real estate law designed 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: CSU*

### RE 11 – 3 Units

#### Real Estate Appraisal

Prerequisite: RE 1 or equivalent\*

Class Hours: 3 lecture

This is a first course in real estate appraisal confined largely to residential property, with an introduction to investment property valuation. Also covered in this course are methods and techniques for determining value for loan and insurance purposes; case study situations and actual field work. *Transfer credit: CSU*

### RE 14 – 1½ Units

#### Real Estate License Preparation

Class Hours: 24 lecture total

This course is designed to prepare students for the California State Real Estate License examination. Emphasis is placed on the specific areas to be covered in the examination and students are provided with lesson summaries at each class session and a study exam book of sample questions for further review.

### RE 22A/B – 1-3/1-3 Units

#### Independent Studies in Real Estate

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of real estate 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.

### RE 89A-Z – ½-1½ Units

#### Institutes in Real Estate ★

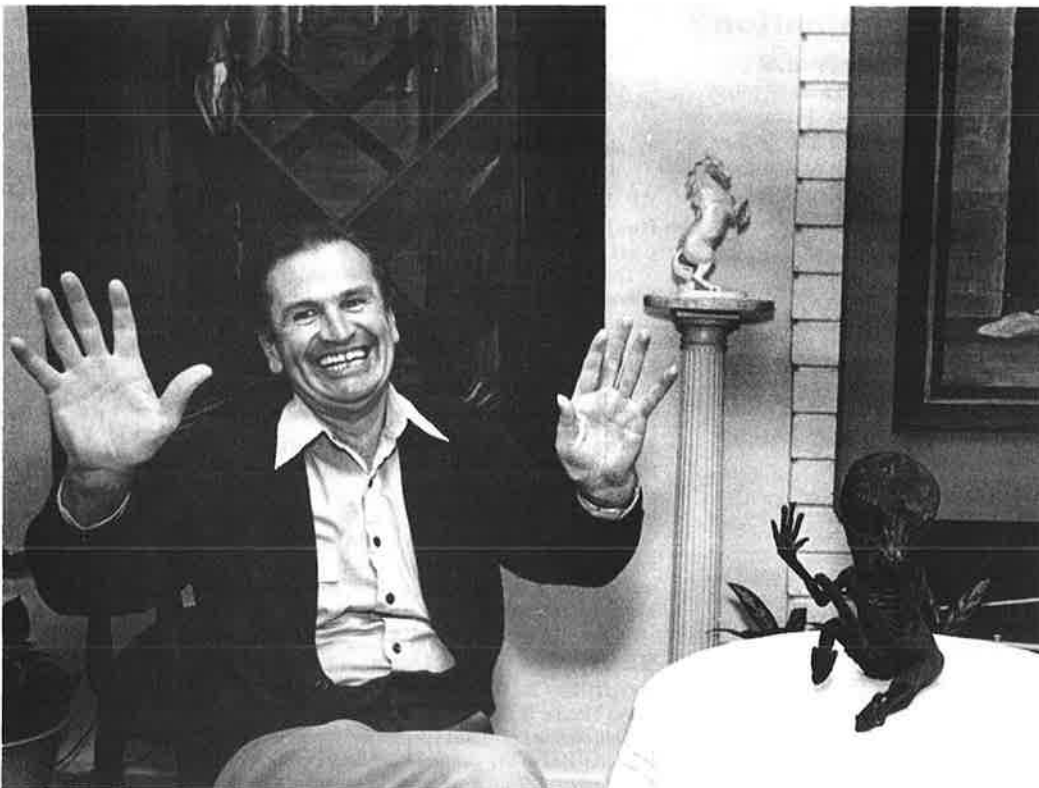
Class Hours: 8-24 lecture total

This course considers 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

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Estate Finance and Taxation; Current Changes in Real Estate Appraisal;  
Current Changes in Land Use Planning; and Current Real Estate Sales and  
Promotion.

\*Equivalence to RE 1 can be possession of a California Real Estate  
Sales License or ability to take a broker's examination.



*Retired art instructor James Sturgeon.*



# Social Sciences

## Transfer Information

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.

## ■ Social Science

### Associate in Arts Degree

#### Areas of Emphasis: Geography, History, Philosophy, Political Science

This program is designed to award an A.A. degree in Social Science with an emphasis in either Geography, History, Philosophy, or Political Science. The basic requirements for the degree include completion of 21 units from the following:

<b>Required Courses:</b>	<b>Units</b>
<b>AREA A: One three-unit course from each of the four discipline offerings:</b>	
Geography: 2, 3, 4, 7.	3
History: Any course offered, except 22 or the 60 series.	3
Philosophy: 1, 2, 3.	3
Political Science: 1, 2, Urban 1A.	3

**AREA B: Two additional three-unit courses from any one discipline below. These additional units determine the student's degree emphasis.**

Geography: Any six (6) units, except those fulfilling Science requirements.

History: Any six (6) units.

Philosophy: Any six (6) units.

Political Science: Any six (6) units including Urban 1A, 1B.

**AREA C: One additional three-unit course from no. 1 or no. 2, below:**

1. One (1) additional three-unit course from Area B outside the student's degree emphasis, or

2. One (1) additional three-unit course from the following:

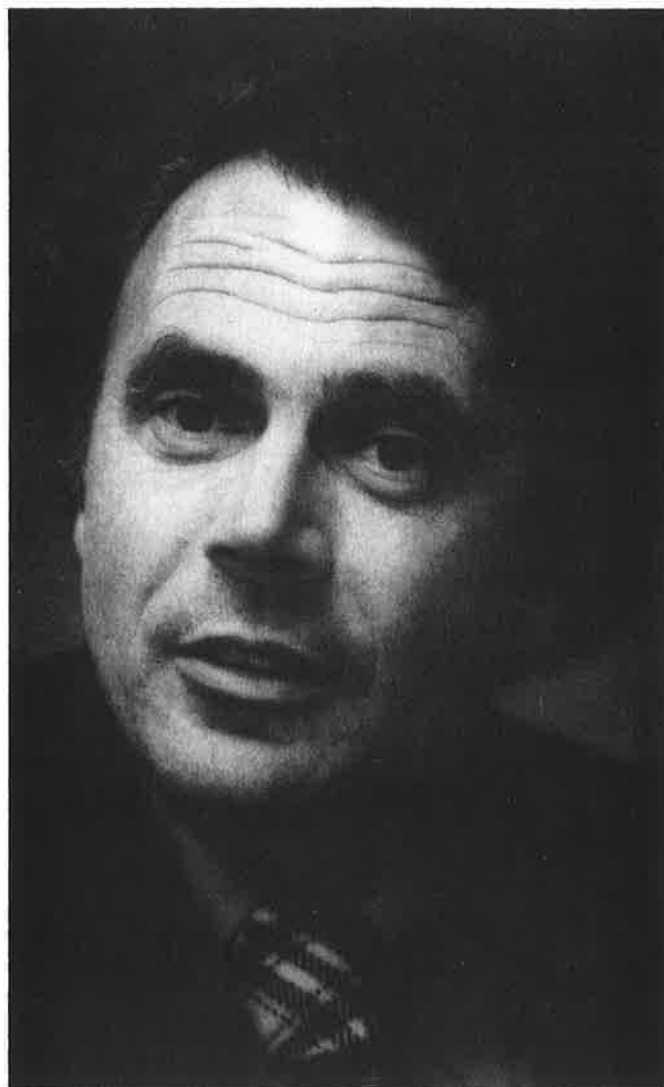
Anthropology: 2, 4, 7, 8.

Psychology: 1A, 5, 6, 7.

Sociology: 1, 2, 3, 5, 6, 8.

**Total minimum units required in major area – 21**

See Degree Requirements and Transfer Information section for General Education requirements.



Dr. Richard Moore, MC's first Dean of Instruction.



# Sociology

## The Program

Sociology offers much to the student who is anxious to understand the web and rhythm of human behavior. From intimate, personal, and family relationships to international corporation activities; from marginality, deviance and crime to recreation, religion and medicine; few disciplines have such broad scope and relevance.

## Career Opportunities

(Bachelors or advanced degree necessary)

Metropolitan Development Representative	Industrial Sociologist
Model Cities Representative	Statistician
Personnel Management Specialist	Public Relations Consultant
Recreation Specialist	Interviewer/Researcher
Social Worker	Case Worker
Urban Renewal Representative	Counselor
Correctional Counselor	Population Analyst
Youth Counselor	Probation Officer
Disability Insurance Trainee	Employment Counselor
Criminologist	Claims Examiner

## Faculty

### Full-Time

Kenneth Buckner  
Carole Ginet  
Linda McDill

### Part-Time

Donna Provenza

### Counselors

Frank Bianchino  
Bud Long

## Transfer Information

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:**

Math 15; Soc 1, 3

## Sociology Courses

### SOC 1 – 3 Units

#### Introduction to Sociology

Class Hours: 3 lecture

This course is an 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: CSU; UC*

### SOC 2 – 3 Units

#### Social Problems

Class Hours: 3 lecture

This course covers sociological analysis of the causes and consequences of social problems confronting contemporary U.S. society such as inter-group conflict, sexism, sexual deviancy, poverty, crime and delinquency, drug addiction and alcoholism. Students examine the methodology and use of human skills and resources applied to the study and solution of social problems. *Transfer credit: CSU; UC*

### SOC 3 – 3 Units

#### Sociological Analysis (S)

Prerequisite: Soc 1

Class Hours: 3 lecture

Students examine the nature and logic of the scientific analysis of society and social institutions. The class will analyze various methodological tools utilized in social science research. 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: CSU; UC*

### SOC 4 – 3 Units

#### Marriage and the Family

Class Hours: 3 lecture

This is 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 is placed on realistic, considerate interaction between family members. Exhaustive analysis and appraisal of societal sex attitudes and individual sexual needs and preferences will be discussed. Realistic, humanistic, child rearing will also be discussed. *Transfer credit: CSU; UC pending*

### SOC 5 – 3 Units

#### Social Psychology

Class Hours: 3 lecture

This course is a study of social relationships. Topics of study include interpersonal attraction, structure and leadership, role and status, prosocial behavior, attitude formation and change, communication and propaganda, nature of prejudice and social change, and conformity. (co-numbered Psych 5) *Transfer credit: CSU; UC*

### SOC 6 – 3 Units

#### The Chicano in Contemporary Society\*

Class Hours: 3 lecture

This course is 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: CSU; UC*

**SOC 8 – 3 Units**  
**Minority Group Relations\***

Class Hours: 3 lecture

This course is an 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 will be studied. *Transfer credit: CSU; UC*

**SOC 22A/B – 1-3/1-3 Units**  
**Independent Studies in Sociology**

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

Class Hours: 1-3 tutorial

This course is 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: CSU; UC credit limitations. See counselor.*

**SOC 60A-Z – 1-3 Units**  
**Topics in Sociology\***

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Sociology not covered in detail in the general Sociology course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

**60A – 1 Unit**  
**Hunger: An International Problem**

Class Hours: 1 lecture

\*These courses are offered periodically.



*Dorothy Sarnecky, retired geology instructor.*



# Special Education/Learning Skills

## The Program

A wide-range of both special education and learning skills courses are provided for students with specially identified needs.

## Faculty

### Full-Time

Joanna Dillon  
Janet Zaboski

### Part-Time

Jean Bass  
Audrey Bruckner  
Stanton Lutton  
Vera Thau  
Denise Vale  
Gary Vale

## Learning Skills Courses

### LS 1 – 3 Units

#### Assessment of Learning Skills

Prerequisite: Approval of learning disabilities specialist  
Class Hours: 3 lecture

This is a semester course designed for assessment and tutoring of learning disabled students by a specially trained staff. Specialized techniques, materials, texts, and audio-visual equipment are utilized to teach or assess fundamental skills and to support academic instruction for students with special learning styles.

### LS 3 – 3 Units

#### Study Skills

Prerequisite: LS 1 or LS 20 or concurrent enrollment  
Class Hours: 3 lecture

This course focuses upon the fundamental principles of study skills. It is designed for those students who need a specialized approach to study skills. May be taken four (4) times for credit.

### LS 4 – 3 Units

#### Basic Learning Skills

Prerequisite: LS 1 or LS 20 or concurrent enrollment  
Class Hours: 3 lecture

This 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 two (2) times for credit.

### LS 6 – 3 Units

#### Techniques of Problem Solving/Language

Prerequisite: LS 1 or LS 20 or concurrent enrollment  
Class Hours: 3 lecture

This foundation course is designed to improve creative thinking, problem solving, language, and intellectual capabilities. Utilizes AV materials in the language lab as well as individual instruction in the development of critical thinking. May be taken four (4) times for credit.

### LS 7 – 3 Units

#### Techniques of Problem Solving/Math

Prerequisite: LS 1 or LS 20 or concurrent enrollment  
Class Hours: 3 lecture

This foundation math course is designed to improve creative thinking, problem solving, language, and intellectual capabilities. Utilizes AV materials in the math lab as well as individual instruction in the development of critical thinking. May be taken four (4) times for credit.

### LS 8 – 3 Units

#### Spelling Improvement

Class Hours: 3 lecture

In this foundation course designed to improve spelling efficiency, special emphasis will be placed on developing spelling competence, with everyday words used in oral conversation and written themes.

### LS 9 – 3 Units

#### Personal Development

Prerequisite: LS 1 or LS 20 or concurrent enrollment  
Class hours: 3 lecture

This course 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. It emphasizes development of self concept, realistic appraisal of strengths, interpersonal relations and assertiveness. May be taken four (4) times for credit.

### LS 10 – 3 Units

#### Vocabulary Building

Prerequisite: LS 1 or LS 20 or concurrent enrollment  
Class Hours: 3 lecture

In this foundation course designed to improve skills, special focus will be placed upon understanding the meaning and origin of "common" basic language words.

### LS 12 – 1-3 Units

#### Tutoring Methods

Prerequisite: Approval of learning disabilities specialist  
Class Hours: 1-3 lecture

This basic tutoring foundation course is designed to give tutors the techniques to deal with special learning problems. May be taken four (4) times for credit.

### LS 14 – 1/2-1 1/2 Units

#### Computer Aided Instruction/Learning Skills

Prerequisite: LS 1 or approval of learning disabilities specialist  
Class Hours: 1 1/2-4 1/2 laboratory

This course provides the student with the opportunity to participate in an individualized computer-based program based on the student's identified learning needs. Programs are available in the areas of problem solving, reading skills, written language skills, basic math skills, spelling, advanced math skills, and computer literacy. May be taken four (4) times for credit.

### LS 20 – 1/2-1 1/2 Units

#### Assessment of Learning Skills/Lab ★

Prerequisite: Approval of learning disabilities specialist  
Class Hours: 1 1/2-4 1/2 laboratory

This is open lab for the assessment and tutoring of learning disabled students by specially trained staff. Specialized techniques, materials, texts, and audio-visual equipment are utilized to teach or assess fundamental skills and to support academic instruction for students with special learning style. May be taken four (4) times for credit.

## Special Education Courses

### SP ED 1 – 3 Units

#### Survey of Disabilities

Class Hours: 3 lecture

This course is an overview of historical, social, medical, recreational, and



educational implications of various physical and learning disabilities. Practical experience in simulated situations is gained to provide insights in the area of disabilities. The course is designed for the disabled student or anyone interested in working with the disabled. (co-numbered HS 14) *Transfer credit: CSU; UC credit limitations. See counselor.*

**SP ED 2 – 3 Units**  
**Independent Living Skills**

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.

**SP ED 4 – 1-3 Units**

**Speech Therapy**

Prerequisite: Approval of Instructor.

Class Hours: 1-3 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. May be taken four (4) times for credit.

**SP ED 5A – 2 Units**

**Introduction to Visually Impaired/Braille**

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 – 2 Units**

**Intermediate Braille**

Prerequisite: Sp Ed 5A

Class Hours: 1 lecture, 3 laboratory

This is 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 – 3 Units**

**Beginning American Sign Language**

Class Hours: 3 lecture

This is 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: CSU*

**SP ED 10B – 3 Units**

**Intermediate American Sign Language**

Prerequisite: Sp Ed 10A or equivalent fluency demonstrated to class instructor.

Class Hours: 3 lecture

This is 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: CSU*

**SP ED 10C – 3 Units**

**Advanced American Sign Language**

Prerequisite: Sp Ed 10B or equivalent demonstrated fluency

Class Hours: 3 lecture

This is an advanced course of study of the American Sign Language for students interested in improving their fluency, vocabulary and communication skills. It is recommended for instructors of the deaf, interpreters, and those interested in working with deaf people. *Transfer credit: CSU*

**SP ED 20 – 1½ Units**

**Adapted Physical Education**

Class Hours: 1 lecture, 2 activity

This is 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. May be taken four (4) times for credit. *Transfer credit: CSU*

**SP ED 22A/B – 1-3/1-3 Units**

**Independent Studies in Special Education**

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

Class Hours: 1-3 tutorial

This course is 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. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

**SP ED 24 – 1½ Units**

**Self-Defense for the Disabled**

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. May be taken four (4) times for credit. *Transfer credit: CSU*

**SP ED 30 – 1 Unit**

**Career Evaluation ★**

Prerequisite: Disabled student or referral from Department of Rehabilitation.

Class Hours: ½ lecture, 1½ laboratory

This course is 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. Class is designed to enable the student to plan and prepare for realistic vocational goals.

**SP ED 31 – 2 Units**

**Pre-Vocational Skills**

Class Hours: 2 lecture

This class is for functionally limited students who have none or very limited work experience. It is an introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc.

**SP ED 32 – 2 Units**

**Job Seeking Skills**

Class Hours: 2 lecture

This course is 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.

**SP ED 33 – 1½ Units**

**Career Exploration**

Prerequisites: 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 career interest. *Transfer credit: CSU*



# Speech

## The Program

Instruction in speech is both a fundamental skill for all students to possess in following a successful education path and a professional talent that is vital to many careers.

## Career Opportunities

Lawyer  
Politician  
Lecturer  
Sales

Speech Therapist  
Linguist  
Management Trainee

## Faculty

### Full-Time

Charlene Arnold  
Roland Glover  
Richard Strong  
James Wyman

### Part-Time

Marjorie Berg  
Drew Lobenstein

### Counselors

Frank Bianchino  
Don Henderson  
Bud Long

## Transfer Information

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.

Major requirements for upper division standing at:

### California State University, Northridge:

Communication Studies option: Hum 3; Journ 1.

General Major option: Speech 5, additional lower division courses to be taken after transfer.

### University of California, Davis:

Rhetoric Major: Speech 2, 7.

## Speech Courses

### SPCH 1 – 3 Units

#### Introduction to Speech

Class Hours: 3 lecture

This course is designed to prepare students to be effective oral communicators in a public speaking context through instruction in basic communication theory, appropriate delivery skills, thorough research, and common organizational patterns. Course also offers practical training in feedback and listening skills. *Transfer credit: CSU; UC*

### SPCH 2 – 3 Units

#### Elements of Public Speaking

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

Students in this class prepare and make formal delivery of various types of speeches, particularly those types requiring persuasive rhetoric; special attention is given to content and organization, audience motivation, and evaluation and participation in group discussion with practice in parliamentary procedure. Required of speech majors. *Transfer credit: CSU; UC*

### SPCH 3 – 3 Units

#### Voice and Diction

Class Hours: 3 lecture

Designed for Theatre, Forensics and Broadcasting students but open to all others, this course provides instruction in correct pronunciation, breathing, and control techniques. It includes the theory and practice of voice control as well as the study of regional and foreign dialects. May be taken two (2) times for credit. (co-numbered RT 8, ThA 3) *Transfer credit: CSU; UC credit limitations. See counselor.*

### SPCH 4 – 3 Units

#### Introduction to Interpersonal Communications

Class Hours: 3 lecture

This course is concerned with the dynamics of interpersonal communication. Symbolic interaction, nonverbal communication, self-perception, listening skills, conflict resolution, and problem solving will be the main topics studies. *Transfer credit: CSU; UC*

### SPCH 5 – 3 Units

#### Elementary Oral Interpretation

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

This course covers principles and techniques of interpretive reading of prose with understanding and appreciation and evaluation of the literature selected for reading. This is a performance class. *Transfer credit: CSU; UC*

### SPCH 7 – 3 Units

#### Argumentation

Class Hours: 3 lecture

This is a course in the method and practice of formal argumentation and debate. It 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. The course provides practical debate speaking situations involving class selected topics and issues, as well as community issues where applicable. *Transfer credit: CSU; UC not after*

### SPCH 10A/B/C/D – 2/2/2/2 Units

#### Forensics

Class Hours: 1 lecture, 3 laboratory

This course provides training, rehearsal, performance and practicum necessary to a competitive speech team. It provides training in argumentation and debate, informative and persuasive speaking, impromptu and extemporaneous speaking. Students research current political, economic, legal and social problems. This course 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: CSU; UC*

### SPCH 16 – 3 Units

#### Readers Theatre

Prerequisite: Eligibility for Speech 1

Class Hours: 3 lecture

The concepts and practices of oral interpretation of literature are studied.

Students are involved in supervised activities in performing readers' theatre before community and college audiences. (co-numbered ThA 16) *Transfer credit: CSU; UC*

**SPCH 22A/B – 1-3/1-3 Units  
Independent Studies in Speech**

Prerequisites: A previous course in the specific field and 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 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: CSU; UC credit limitations. See counselor.*

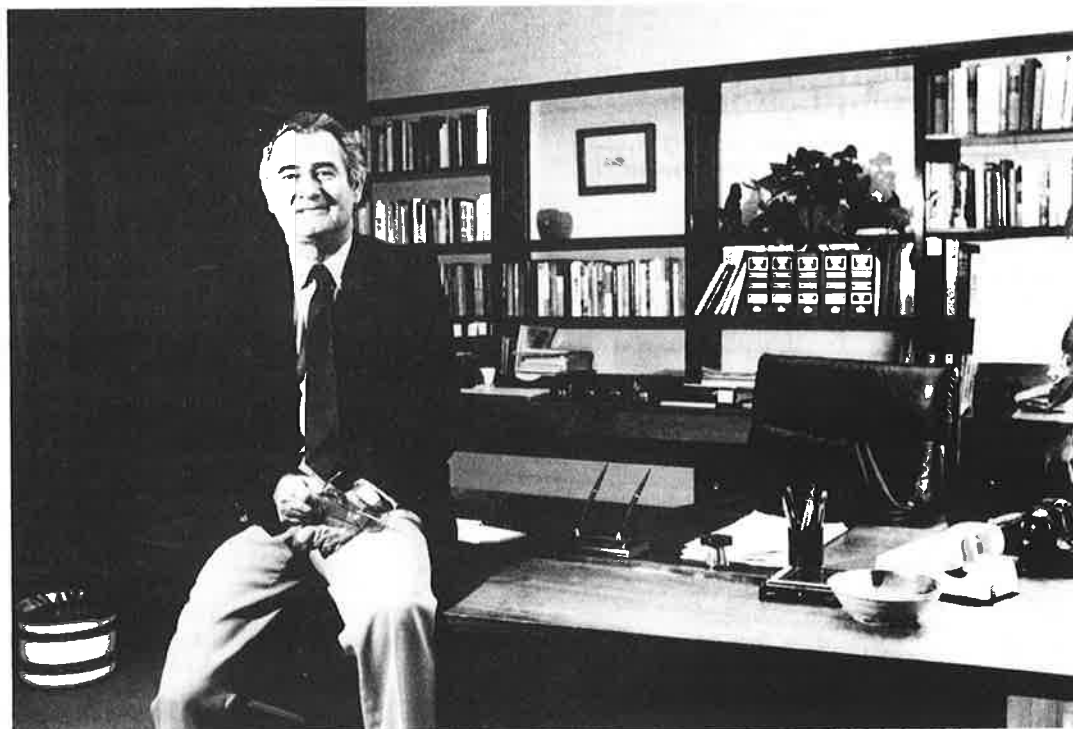
**SPCH 56 – 3 Units  
Business and Professional Speech**

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions, this course covers topics as 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 Bus 56) *Transfer credit: CSU*

## SUPERVISION

The Supervision courses are listed with a "BUS" designation.



President W. Ray Hearon



# Theatre Arts

## The Program

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.

## Career Opportunities

Actor/Actress	Lighting Technician
Assistant Director	Sound Technician
Assistant Stage Manager	Production Assistant
Stage Technician	Stagehand
Playwright	

## Faculty

### Full-Time

Katherine Lewis  
Leslie Wieder

### Part-Time

Roy Howell

### Counselors

Don Henderson  
Susan Izumo

## Transfer Information

Major requirements for upper standing at:

**California State University, Northridge:**

ThA 2A, 2B, 4A, 4B, 20, 23, 24.

Th 300 to be taken after transfer.

**University of California, Los Angeles:**

Engl 17; ThA 2A, 4A, 4B, 10\*.

\*May need to be repeated at UCLA. Consult UCLA advisor.

## Theatre Arts - Acting

### Associate in Arts Degree

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

#### Required Courses:

	Units
ThA 1 Intro to the Theatre	3
ThA 2A Beginning Acting	3.5
ThA 2B Intermediate Acting	3.5
ThA 2C Advanced Acting I	3.5
ThA 3 Voice and Diction	3
ThA 10 Production and Performance	3-3
ThA 20 Stagecrafts	3
ThA 24 Theatrical Costume and Makeup	3

**Total minimum units required in major area – 28.5**

**Recommended Courses: Engl 15AB, 17; Mus 13A; PE 48A; ThA 2D, 9**

See Degree Requirements and Transfer Information section for General Education requirements.

## Theatre Arts - Directing

### Associate in Arts Degree

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

#### Required Courses:

	Units
ThA 1 Intro 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
ThA 20 Stagecrafts	3

**Total minimum units required in major area – 25**

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

See Degree Requirements and Transfer Information section for General Education requirements.

## Theatre Arts Courses

Students planning to take more than 12 units of theatre courses marked \* and/or more than 12 units of those marked with † should consult a counselor. The UC system accepts only that number of units in the respective courses.

### ThA 1 – 3 Units

#### Introduction to the Theatre

Class Hours: 3 lecture

This course is an introduction to the theatre as an art form, and an appreciation of the theatre, past and present. The course will pay particular attention to the significance of dramatic art in human culture and to the development of critical thinking and writing skills pertinent to the analysis of dramatic performance. *Transfer credit: CSU; UC*

### ThA 2A\* – 3½ Units

#### Beginning Acting

Class Hours: 2 lecture, 4½ laboratory

This is a beginning course in the art of acting, which emphasizes exercises designed to develop individual insight, technique, and concentration. The course focuses on improvisation and includes some scene work. *Transfer credit: CSU; UC credit limitations. See counselor.*

### ThA 2B\* – 3½ Units

#### Intermediate Acting

Prerequisite: ThA 2A or equivalent level of skill

Class Hours: 2 lecture, 4½ laboratory

This course covers further instruction in acting techniques and characterization which includes exercises in pantomime and improvisation. The course will include practical experience with scenes from plays and ad-

ditional work with stage movement. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 2C\* – 3½ Units Advanced Acting I**

Prerequisite: ThA 2B or equivalent level of skill

This course covers 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 continue work with stage movement. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 2D\* – 3½ Units Advanced Acting II**

Prerequisite: ThA 2C or equivalent level of skill

Class Hours: 2 lecture, 4½ laboratory

This class covers further advanced instruction in characterization with emphasis on timing, vocal styles and sense memory. Students will perform in a variety of scenes from plays. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 3 – 3 Units Voice and Diction**

Class Hours: 3 lecture

Designed for Theatre, Forensics and Broadcasting students but open to all others, this course provides instruction in correct pronunciation, breathing, and control techniques. It includes the theory and practice of voice control as well as the study of regional and foreign dialects. May be taken two (2) times for credit. (co-numbered RT 8, Spch 3) *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 4A – 3 Units History of the Theatre**

Class Hours: 3 lecture

This course is a history of man's theatrical development from primitive through present. The first semester covers the periods from early Greek through the Italian Renaissance. This course is required of Theatre Arts majors. *Transfer credit: CSU; UC*

### **ThA 4B – 3 Units History of the Theatre**

Class Hours: 3 lecture

This class is a history of man's theatrical development from English Renaissance to the present. It is required of Theatre Arts majors. *Transfer credit: CSU; UC*

### **ThA 9\* – 3 Units Acting for Film and TV**

Class Hours: 2 lecture, 3 laboratory

Students will learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework. Studied also will be microphone techniques and opportunities to perform in student-directed films and television shows. May be taken four (4) times for credit. (co-numbered RT 9) *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 10† – 3 Units Production and Performance**

Class Hours: 144 rehearsal total

This course offers credit for a range of supervised activities relative to college-sponsored drama production. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 15A – 3 Units Beginning Stage Direction**

Prerequisite: ThA 1 or (ThA 2A or ThA 20) or consent of the instructor  
Class Hours: 2 lecture, 3 laboratory

This is 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: CSU; UC credit limitations.*

### **ThA 15B – 3 Units Intermediate Stage Direction**

Prerequisite: ThA 15A

Class Hours: 2 lecture, 3 laboratory

This course is a continuation of the study of the art and craft of stage direction with emphasis on practical experience with student productions. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSU; UC*

### **ThA 16\* – 3 Units Readers Theatre**

Prerequisite: Eligibility for Speech 1

Class Hours: 3 lecture

The concepts and practices of oral interpretation of literature are studied. Students are involved in supervised activities in performing readers' theatre before community and college audiences. (co-numbered Spch 16) *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 20† – 3 Units Stagecrafts**

Class Hours: 2 lecture, 3 laboratory

This course emphasizes the theory and practice of set construction, lighting operations, audio operations, painting, costuming, makeup, and special effects. It is a hands-on class which teaches the basic skills in all areas of performing arts production. *Transfer credit: CSU; UC*

### **ThA 21\* – 3 Units Playwriting**

Class Hours: 3 lecture

This course is designed for the student to develop his skills in writing for the theater with the possible opportunity of production. (co-numbered Engl 25) *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 22A/B – 1-3/1-3 Units Independent Studies in Theatre**

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

Class Hours: 1-3 tutorial

This course is 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. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

### **ThA 23† – 3 Units Lighting and Scene Design**

Class Hours: 2 lecture, 3 laboratory

This course deals with the study of basic lighting and sound theories, equipment procedures, and theatrical effects for stage productions. The fundamentals of theatrical scene design and construction will also be studied. *Transfer credit: CSU; UC*

### **ThA 24† – 3 Units Theatrical Costume and Makeup**

Class Hours: 2 lecture, 3 laboratory

This course deals with the study of the fundamentals of theatrical costume design and construction and design and application of theatrical makeup. *Transfer credit: CSU; UC*



# Urban Studies

## The Program

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.

## Career Opportunities

(Bachelors or advanced degree required)

City Planner	Elected Official
Public Administration	Law Enforcement
City Manager	Urban Design and Redevelopment
Urban Economist	Substance Abuse Specialist
Recreation Specialist	Traffic Analyst
Urban Historian	Community Relations

## Faculty

### Full-Time

Jerry Straughan

### Counselor

Bud Long

## Transfer Information

Major requirements for upper division standing at:  
**California State University, Northridge:**  
Econ 1, 2; Urban 1A.

See also AS degree programs in Administration of Justice.

## Urban Studies Courses

### URBAN 1A – 3 Units

#### Contemporary Urban Issues

Class Hours: 3 lecture

This is an introductory course for students who are considering a career in public services. The 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: CSU; UC*

### URBAN 1B – 3 Units

#### Contemporary Urban Issues

Class Hours: 3 lecture

This is an introductory course with emphasis placed on field research in addition to lectures and library study in the areas of: 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: CSU; UC*

### URBAN 22A/B – 1-3/1-3 Units

#### Independent Studies in Selected Urban Issues

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

Class Hours: 1-3 tutorial

This course is 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: CSU*

### URBAN 60A-Z – 1-3 Units

#### Topics in Urban Studies

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Urban Studies not covered in detail in the general Urban Studies course offerings. Topics courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU*

### URBAN 89A-Z – 1/2-1 1/2 Units

#### Institutes in Urban Studies ★

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: CSU*

Topics which have been developed include:

#### 89K – 1/2 Unit

##### Basic Drug and Abuser Identification ★

Class Hours: 8 lecture total

#### 89L – 1/2 Unit

##### Legal Rights of Women ★

Class Hours: 8 lecture total

#### 89M – 1/2 Unit

##### Child Abuse ★

Class Hours: 8 lecture total

# COLLEGE FACULTY AND ADMINISTRATION

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## Governing Board

Mr. David Bender, Jr. - President  
Mr. Julian Tarleton, Sr. - Vice President  
Dr. Fernando Elizondo  
Dr. James T. Ely  
Mrs. Ruth Oren

## District Administration

Chancellor . . . . . Alfred P. Fernandez  
Vice Chancellor, Administrative Services . . . . . Tom Kimberling  
Vice Chancellor, Instructional Services . . . . . John D. Tallman  
Vice Chancellor, Personnel/  
Affirmative Action . . . . . Barbara Derryberry

## Administration of the College

President . . . . . W. Ray Hearon

### Office of Administrative Services:

Vice President, Administrative Services . . . . . Stanley L. Bowers  
Director, Community Services/  
Administrative Services . . . . . Alicia A. Long  
Director, Maintenance and Operations . . . . . Ben Brown

### Office of Instructional Services:

Vice President, Instructional Services . . . . . James R. Gayle  
Dean, General and Transfer Education . . . . . A. Darlene Pacheco  
Dean, Vocational Education . . . . . Lawrence G. Lloyd  
Director, Continuing Education . . . . . Jack Fleming  
Director, Humanities Division . . . . . Sidney Adler  
Director, Physical Education/  
Health Science Division . . . . . F. Paul Dunham  
Director, Science/Mathematics/  
Engineering Division . . . . . Floyd Martin  
Director, Social Science Division (Acting) . . . . . Arthur Bettini  
Director, Business and Technology Division . . . . . Position Vacant  
Director, Learning Resources . . . . . Edward F. Tennen

### Office of Student Services:

Vice President, Student and Educational  
Services . . . . . Floyd D. Thionnet  
Dean, Admissions and Records . . . . . Judith A. Gerhart  
Dean, Counseling . . . . . William I. Bendat  
Director, Athletics . . . . . F. Paul Dunham  
Director, Financial Services . . . . . Richard E. Coward

## Organization of Departments and Programs

### Coordinators

Extended Opportunity Program Services . . . . . Paul K. Pagson  
Nursing Science . . . . . Brenda Shubert  
Special Education . . . . . Janet M. Zabolski  
Student Health Services . . . . . Evelyn G. Moore

### Department Heads

Behavioral Sciences . . . . . Carol Woodward  
Business and Economics . . . . . Marshall R. Keyser  
Fine Arts . . . . . Delmore E. Scott  
History and Institutions . . . . . Robert Herman  
Language and Literature . . . . . Richard Edwards  
Life Sciences . . . . . David Bishop  
Mathematics . . . . . Robert T. Stephens  
Performing Arts . . . . . Sheldon Mehr  
Physical Education . . . . . MoDean McCullough  
Physical Sciences . . . . . Richard Kurtik

### Facilitators

Assessment . . . . . Richard F. Cardoni  
Child Care/Child Development Programs . . . . . Dolores Deutsch  
Communication Programs . . . . . John Grzywacz-Gray  
Equine Program . . . . . Donald Anderson  
Exotic Animal Training and  
Management Program . . . . . Gary L. Wilson  
Gender Equity . . . . . Donna P. Allyn  
LET/Electronics/Physics/Engineering  
Programs . . . . . Clint D. Harper  
Trades and Industry Programs . . . . . Mitchell Smith  
Transfer/Transition . . . . . Susan Izumo  
Women's Program . . . . . Carole Ginet

## Full-Time Certificated Staff

*(Date) indicates year of employment at Moorpark College.  
Faculty rank determined by Moorpark College Academic Senate.*

- Adler, Sidney (1968)** Director, Humanities Division  
B.A., M.A., City College of New York; Ph.D., University of Southern California.
- Aguilera, Christine S. Rutz (1972)** Professor  
Computer Science/Mathematics  
B.A., University of California, Irvine; M.A., University of California, San Diego; M.S., University of California, Los Angeles. (Leave, 1987-88)
- Aiken, Kirk (1969)** Professor  
Art  
B.A., University of Southern California; M.A., California State University, Los Angeles.
- Alexander, Judy (1968)** Professor  
Nutritional Science/Health Science  
B.S., University of California, Los Angeles; M.S., California State University, Northridge.
- Allen, Judith (1968)** Professor  
English  
A.B., Pennsylvania State University; M.A., California State University, Sacramento; M.L.S., Immaculate Heart College.
- Anderson, Donald (1968)** Professor  
Agriculture  
B.S., California State University, Fresno; M.A., California Polytechnic State University, San Luis Obispo; Ph.D., Colorado State University, Fort Collins, Colorado.
- Arnold, Charlene (1986)** Instructor  
Speech  
B.A., M.A., California State University, Northridge.
- Becht, Balazs (1983)** Assistant Professor  
Astronomy/Electronics/Laser/Physics  
B.S., M.S., California State University, Northridge.
- Bendat, William I. (1970)** Dean,  
Counseling  
B.A., University of California, Los Angeles; M.A., San Diego State University; Ph.D., Nova University.
- Berg, Eugene (1970)** Professor  
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)** Professor  
Mathematics  
B.S., M.A., California State University, Los Angeles.
- Bettini, Arthur J. (1967)** Professor  
History  
B.A., M.A., University of California, Los Angeles.
- Blanchino, Francis S. (1977)** Professor  
Counseling/Psychology  
B.A., St. Francis College, Brooklyn, New York; M.S., St. John's University, Jamaica, New York; Ph.D., U.S. International University, San Diego.
- Bishop, David (1968)** Department Head, Life Sciences  
Professor, Biology/Microbiology  
B.S., Washington State University; M.A., University of California, Santa Barbara.
- Bittner, James L. (1979)** Professor  
Physical Education/Health Science  
B.A., Mt. Union College, Ohio; M.A., Western State College, Colorado; M.A., California Lutheran College.
- Black, Richard (1968)** Professor  
English  
B.A., M.A., University of California, Santa Barbara.
- Bowen, Donald C. (1967)** Professor  
Accounting  
B.S., San Diego State University; M.B.A., University of California, Los Angeles; M.S., California State University, Northridge.
- Bowers, Stanley, L. (1977)** Vice President,  
Administrative 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)** Professor  
Political Science  
A.B., M.A., University of California, Berkeley.
- Broadbooks, Jane M. (1986)** Instructor  
Mathematics  
B.S., University of Michigan; M.A., Washington University.
- Brown, Daniel P. (1986)** Instructor  
History  
B.A., Ball State University, Muncie, Indiana; M.A., Colorado State University, Fort Collins, Colorado.
- Buckner, Kenneth (1968)** Professor  
Sociology  
B.S., M.A., University of Southern California.
- Byrne, Denise J. (1981)** Professor  
Nursing  
B.S.N., M.S.N., California State University, Los Angeles.
- Cardoni, Richard F. (1980)** Professor  
Counseling  
B.S., M.S., University of Arizona.
- Cochee, Thomas W. (1976)** Professor  
Administration of Justice  
B.S., California State University, Los Angeles; M.A., University of California, Berkeley.
- Collier, Shay (1972)** Professor  
Business Information Systems  
B.A., Cornell College, Iowa; M.A.E., California Lutheran College.
- Copeey, Cecile M. (1968)** Professor  
History  
B.A., University of California, Berkeley; M.A., University of California, Los Angeles.
- Corbell, Marjorie L. (1970)** Professor  
Business Information Systems  
A.A., Kansas City Junior College; B.S., Central Missouri State College; M.A., California State University, Long Beach.
- Coster, Jan Killian (1972)** Professor  
Philosophy  
B.A., Harvard University; M.A., University of California, Santa Barbara.
- Coward, Richard E. (1976)** Director,  
Financial Services  
B.A., M.Ed., Western Washington State College.
- Davie, John (1971)** Professor  
English/Humanities  
B.A., M.A., University of California, Santa Barbara.
- Deutsch, Dolores (1970)** Professor  
Child Development  
B.A., University of California; M.A., California State University, Northridge.
- Dillon, Joanna P. (1980)** Associate Professor  
Learning Disabilities  
B.S., University of Illinois; M.S., California Lutheran College.
- Dodgen, William W. (1971)** Professor  
Art  
B.A., Drury College, Springfield, Missouri; M.F.A., Wichita State University, Kansas.
- Dunham, F. Paul (1967)** Director, Physical Education/  
Health Science Division; Director, Athletics  
B.A., University of California, Santa Barbara; M.A., California State University, Northridge.
- Edwards, Richard (1970)** Department Head,  
Language and Literature; Professor, English  
A.B., University of California, Santa Barbara; M.A., Yale University.
- Ekback, Hugo (1971)** Professor  
English/Humanities  
B.A., University of California, Riverside; M.A., California State University, Chico.
- Farrell, Judith (1974)** Professor  
Psychology  
A.A., Ventura College; B.A., M.A., California State University, Northridge.
- Fecht, Gerald R. (1969)** Professor  
History/Humanities/Marketing  
A.A., Los Angeles Valley College; A.B., M.S., Ph.D., University of Southern California.
- Fierro, Frank (1970)** Professor  
Chicano Studies/History/Psychology  
A.A., Los Angeles Valley College; B.A., M.A., California State University, Northridge. (Sabbatical, 1987-88)
- Fink, Kathryn E. (1981)** Associate Professor  
Mathematics/Computer Science  
B.A., University of California, Santa Cruz; M.A., University of Oregon.
- Fink, Paul (1970)** Professor  
Philosophy  
B.A., Pennsylvania State University; M.A., University of Rochester.
- Fleming, Jack (1968)** Director, Continuing Education  
B.A., California State University, Sacramento; M.A., California Lutheran College.
- Garber, Norman (1986)** Instructor  
English  
B.A., University of Connecticut; M.A., Ph.D., University of California, Santa Barbara.
- Gayle, James R. (1967)** Vice President,  
Instructional Services  
B.S., United States Naval Academy; M.S., Purdue University.
- Gerhart, Judith A. (1983)** Dean,  
Admissions and Records  
B.S., M.Ed., De Paul University, Illinois; Ed.D., Nova University, Florida.



- Ginet, Carole (1968)** Professor  
Sociology/Humanities/Psychology  
A.B., University of California, Berkeley; M.S.,  
University of Southern California.
- Glover, Roland (1968)** Professor  
Speech  
B.A., California State University, Los Angeles; M.A.,  
Mount St. Mary's College.
- Gonzalez, Joseph (1971)** Professor  
History  
A.A., Santa Barbara City College; B.A., M.A.,  
Ph.D., University of California, Santa Barbara.
- Grzywacz-Gray, John M. (1971)** Professor  
Photography  
Institute of Design, Chicago.
- Gucciaro, Peter (1971)** Professor  
Economics  
A.B., California Lutheran College; M.A., University  
of Southern California.
- Halleran, Ronald (1975)** Professor  
Health Science/Physical Education  
B.S., California State University, Hayward; M.S.,  
Utah State University; M.A., California Lutheran  
College. (Sabbatical, 1987-88)
- Hanf, John (1967)** Professor  
English  
B.A., University of California, Riverside; M.A.,  
California State University, Chico.
- Harper, Clint D. (1978)** Professor  
Laser/Physical Science/Physics  
B.S., M.S., California State University, Northridge;  
A.M., Ph.D., University of Southern California.
- Harris, Verle D. (1968)** Professor  
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)** Professor  
Counseling  
B.A., Austin College; M.S., California State  
University, Los Angeles.
- Herman, Robert (1968)** Department Head, History  
and Institutions; Professor, Political Science/Economics  
B.A., M.A., University of California, Santa Barbara.
- Heydenreich, John (1971)** Professor  
Counseling  
B.S., University of Southern California; M.S.,  
California State University, Los Angeles. (Sabbatical,  
1987-88)
- Hughes, Frances E. (1985)** Professor  
Nursing  
R.N., Fresno General Hospital; B.A., California State  
University, Fresno; M.Ed., University of British  
Columbia.
- Hyame, Alan (1971)** Professor  
Music  
B.A., M.A., California State University, Los Angeles.
- Ingersoll, Orbie (1967)** Professor  
Music  
B.A., California State University, Northridge; M.A.,  
University of California, Santa Barbara.
- Ingram, Edna M. (1986)** Associate Professor  
Counseling  
B.A., Roosevelt University, Chicago, Illinois; M.A.,  
California State University, Northridge.
- Izumo, Susan (1981)** Professor  
Counseling  
A.B., M.A.T., Whittier College; M.S., California  
Lutheran College.
- Kay, David (1984)** Associate Professor  
Computer Information Systems  
B.A., M.S., California State University, Northridge.
- Keever, John (1969)** Professor  
Physical Education  
B.A., University of California, Santa Barbara; M.A.,  
California State University, Chico.
- Keyser, Marshall R. (1974)** Department Head,  
Business and Economics; Professor, Business  
B.S., Shippensburg State College, Pennsylvania;  
M.S., Ph.D., University of Pittsburgh, Pennsylvania.
- Kurtik, Richard (1971)** Department Head,  
Physical Sciences; Professor  
Chemistry/Environmental Science  
B.S., California State College; M.A., University of  
California, Santa Barbara.
- La Sota, Nancy E. (1986)** Instructor  
Nursing  
B.S., Villanova University College of Nursing,  
Villanova, Pennsylvania; M.N., U.C.L.A. School of  
Nursing, Los Angeles, California.
- LaBarge, Mary L. (1983)** Associate Librarian  
Professor, Mathematics  
B.A., University of California, Santa Barbara;  
M.L.S., University of Southern California.
- Lewis, Katherine (1975)** Professor  
Theatre Arts  
B.A., M.A., University of California, Los Angeles;  
Ph.D., University of California, Santa Barbara.
- Lloyd, Lawrence G. (1967)** Dean,  
Vocational Education  
A.B., M.A., University of Southern California.
- Loiselle, Linda S. (1981)** Associate Professor  
Nursing  
B.S.N., University of Illinois Medical Center,  
Chicago; M.S.N., California State University, Los  
Angeles.
- Long, Alicia A. (1979)** Director, Community Services/  
Administrative Services  
B.A., University of Minnesota; M.A., California State  
University, Northridge.
- Long, Knox T. (1968)** Professor  
Counseling/History  
B.A., University of California, Santa Barbara; M.A.,  
California State University, Los Angeles.
- Lopez, Diana (1970)** Professor  
English  
A.A., Ventura College; B.A., M.A., San Francisco  
State University; Ed.D., Nova University, Florida.
- Lopez, Robert (1971)** Professor  
Archaeology/Anthropology  
B.A., M.A., California State University, Northridge.  
(Sabbatical, Spring 1988)
- MacTague, Ray (1974)** Professor  
Business  
A.A., Orange Coast College; B.S., California State  
University, Long Beach; M.B.A., California State  
University, Northridge; M.A., California Lutheran  
College.
- Mallory, Norman (1972)** Professor  
English  
B.A., M.A., California State University, Chico.
- Martin, Floyd (1967)** Director, Science/  
Mathematics/Engineering Division  
B.S., M.A., Arizona State University.
- Matsuda, Stella S. (1980)** Associate Professor  
Dance  
B.S., University of California, Los Angeles; M.A.,  
California Lutheran College.
- McAdam, Thomas M. (1980)** Professor  
Biology  
B.A., California State University, Northridge; M.S.,  
California Polytechnic State University, San Luis  
Obispo.
- McCullough, MoDean (1969)** Department Head/  
Professor, Physical Education  
B.S., Jamestown College, North Dakota; M.S.,  
University of North Dakota.
- McDill, Linda (1986)** Instructor  
Sociology/Psychology  
B.A., M.A., Pepperdine University.
- Mehr, Sheldon (1970)** Department Head,  
Performing Arts; Professor, Music  
B.A., University of California, Los Angeles; M.A.,  
California State University, Los Angeles.
- Mendoza, Gilbert R. (1973)** Professor  
Physical Education  
B.A., California State University, Fresno; M.A.,  
California Polytechnic State University, San Luis  
Obispo.
- Meyer, Harold F. (1969)** Professor  
Physics/Mathematics/Engineering  
B.S., M.A., California State University, Long Beach.
- Miller, Alfred J. (1972)** Professor  
Radio/Television  
A.B., University of North Carolina; M.S., University  
of Illinois.
- Miller, Larry O. (1971)** Professor  
Biology/Physiology  
B.A., M.A., Ph.D., University of California, Santa  
Barbara.
- Miller, Robert W. (1967)** Professor  
Chemistry/Environmental Science/Physical Science  
A.B., Temple University; M.S., University of  
Arizona.
- Molnar, Charles D. (1968)** Professor  
Mathematics  
B.S., Harvey Mudd College; M.A., University of  
California, Riverside.
- Montelro, Sergio Lara P. (1986)** Instructor  
Laser/Physics  
B.S., Federal University, Rio de Janeiro; M.S.,  
University of Wyoming; M.S., Ph.D., Washington  
State University.
- Moore, Evelyn (1974)** Professor/College Nurse  
Coordinator, Student Health Services  
R.N., Jefferson Medical College Hospital,  
Pennsylvania; B.S., P.H.N., Catholic University of  
America, Washington, D.C.; M.A.E., California  
Lutheran College.
- Moore, Linda (1968)** Professor  
Physical Education/Health Science//Humanities  
B.A., Purdue University; M.A., California Lutheran  
College.
- Murphy, David K. (1969)** Professor  
Chemistry/Computer Science  
B.S., University of California, Berkeley; M.A.,  
Ph.D., University of California, Santa Barbara.
- Naseri, Muthena (1974)** Professor  
Environmental Science  
B.S., Arkansas State University; M.S., Kansas State  
University.

- Nordquist, Alwyn (1967)** Professor  
Physical Education  
B.A., San Diego State University; M.A., California State University, Long Beach.
- Noyes, Jack (1970)** Professor  
Art/Commercial Art  
B.S., M.A., University of Michigan.
- Ogden, Gary (1976)** Professor  
Biology/Botany  
A.B., M.A., California State University, Fresno; Ph.D., University of California, Santa Barbara.
- Outland, Barbara (1976)** Professor  
English/Reading  
B.A., San Diego State University; M.A., California State University, Los Angeles.
- Pacheco, A. Darlene (1969)** Dean,  
General and Transfer Education  
B.A., M.A., Ed.D., Colorado State University.
- Pagson, Paul K. (1971)** Professor/Coordinator,  
Extended Opportunity Program Services  
B.A., Loyola University, Los Angeles; M.S., Mount St. Mary's College.
- Parker, Delbert M. (1969)** Professor  
Physical Education/Health Science  
B.S., M.S., University of California, Los Angeles.
- Patterson, James (1974)** Professor  
Agriculture/Exotic Animal Training and Management  
B.S., California State Polytechnic University, Pomona; M.A., California Polytechnic State University, San Luis Obispo. (Sabbatical, 1987-88)
- Patterson, Susan (1972)** Professor  
Chemistry/Computer Science  
B.S., University of Illinois; M.S., Ph.C., University of California, Los Angeles; M.S., University of California, Santa Barbara. (Leave, 1987-88)
- Pearson, Beverly J. (1967)** Professor  
Spanish  
B.A., University of Michigan; M.A., University of California, Berkeley.
- Pollock, Steven J. (1968)** Professor  
Psychology  
B.A., Whitman College, Washington; M.A., Ph.D., Claremont Graduate School, California.
- Raufman, Cecilia (Lisa) (1976)** Professor  
Counseling  
B.A., University of California, Los Angeles; M.S., California State University, Los Angeles.
- Rees, Gary W. (1975)** Professor  
Geology/Geography  
B.A., University of California, Los Angeles; M.A., California State University, Northridge.
- Reynolds, Jack G. (1969)** Professor  
Anatomy/Anthropology/Biology  
B.A., M.A., University of California, Berkeley.
- Ritchie, Deborah J. (1986)** Instructor  
Mathematics  
A.A., College of Sequoias; B.S., California Polytechnic State University, San Luis Obispo.
- Sardisco, Frank V. (1968)** Professor  
Art  
B.A., University of California, Los Angeles; M.F.A., Otis Art Institute.
- Schaak, J. Fred (1981)** Associate Professor  
Mathematics/Computer Programming/Philosophy  
B.S., University of California, Davis; M.S., California State University, Northridge.
- Schechter, Arthur J. (1980)** Professor  
Biology/Chemistry  
A.B., M.S., Ed.D., University of Southern California.
- Scott, Delmore E. (1969)** Department Head, Fine Arts  
Professor, Art  
B.F.A., M.F.A., University of Southern California.
- Sheridan, Pamela (1969)** Professor  
English  
B.A., M.A., University of California, Santa Barbara.
- Shindo, Kokki (1969)** Professor  
Mathematics  
A.B., Ripon College, Wisconsin; A.B., M.A., University of California, Los Angeles; M.S., Western Washington State.
- Shubert, Brenda (1982)** Professor/Coordinator  
Nursing Science  
B.S.N., Medical College of Georgia; M.N., University of California, Los Angeles.
- Siegel, A. Howard (1967)** Professor  
Humanities/French/English  
B.A., Queens College; M.A., Kansas State University; Ph.D., University of Southern California.
- Smith, Mitchell L. (1972)** Professor  
Administration of Justice  
B.A., M.A., San Diego State University.
- Spraggins, M. Thomas (1974)** Professor  
Accounting/Business  
B.S., California State University, Northridge; M.S., Colorado State University; M.A., California Lutheran College; Certified Public Accountant.
- Stemen, James A. (1969)** Professor  
Music  
B.A., Goshen College; M.A., M.S.M., Southern Methodist University.
- Stephens, Robert T. (1968)** Department Head/  
Professor, Mathematics  
B.S., Brigham Young University; M.S., University of California, Riverside.
- Stewart, Nancy L. (1980)** Professor  
Physical Education  
B.A., California State University, Long Beach; M.S., Wisconsin State University, LaCrosse.
- Stewart, Sexton (1974)** Professor  
Graphic Communications  
B.S., Southern University, Louisiana; M.A., San Francisco State University.
- Straughan, Jerry E. (1975)** Professor  
Political Science/Urban Studies  
B.A., University of California, Los Angeles; M.A., California Lutheran College.
- Stringer-Eilers, Pauline (1970)** Professor  
Interior Design  
B.S., Oklahoma State University; M.S., California State University, Northridge; Ed.D., Nova University, Florida.
- Strong, Richard (1971)** Professor  
Speech/Forensics  
B.A., M.A., University of Redlands.
- Strumpf, Michael (1967)** Professor  
English/Reading  
B.S., M.S., University of Southern California.
- Suklennik, Diane (1974)** Professor  
Counseling  
B.A., State University of New York, Albany; M.A., Columbia University, New York; Ed.D., Nova University, Florida.
- Szylewicz, Arthur (1986)** Associate Professor  
Mathematics  
B.A., M.A., University of California, Los Angeles.
- Tennen, Edward F. (1980)** Director,  
Learning Resources  
B.A., California State University, Long Beach; M.A., M.S.L.S., University of Southern California; Ed.D., Nova University, Florida.
- Thionnet, Floyd D. (1972)** Vice President,  
Student and Educational Services  
B.S., University of Arizona; M.S., California Polytechnic State University, San Luis Obispo.
- Thompson, Joan (1974)** Professor  
B.A., M.A., California State University, Northridge.
- Thomsen, John E. (1969)** Professor  
Electronics  
B.S., M.S., University of California, Los Angeles.
- Trevino, Manuel O. (1971)** Professor  
Physical Education  
A.B., M.A., California State University, Chico.
- Walters, J. Roger (1971)** Professor  
Mathematics  
B.A., University of California, Los Angeles; M.A., University of Oregon.
- Wieder, Lea (1977)** Professor  
Theatre Arts/Radio/Television  
B.A., M.A., California State University, Northridge.
- Wilson, Gary L. (1985)** Assistant Professor  
Exotic Animal Training and Management  
A.S., Moorpark College; B.A., M.A., University of California, Santa Barbara.
- Wolff, Louis A. (1982)** Professor  
Computer Information Systems  
B.S., M.S., University of La Verne, Point Mugu.
- Woodward, Carol (1981)** Department Head,  
Behavioral Sciences; Professor, Psychology  
B.A., M.A., California State University, Northridge; Ph.D., University of Southern California.
- Wyman, James L. (1974)** Professor  
Business/Speech/Forensics  
B.A., University of Redlands; J.D., Loyola Law School, Los Angeles.
- Young, Kathleen (1974)** Professor  
Business/Business Information Systems  
B.S., California State University, Long Beach; M.A., California Lutheran College.
- Zaboski, Janet M. (1974)** Professor/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.

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## Faculty Emeritus

- Alnge, Kenneth E. (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. Retired June, 1987.
- Alger, Norman (1970)** Anthropology  
B.S., University of Washington; M.A., University of  
California, Santa Barbara. (Deceased)
- Bassett, Estella M. (1967)** College Nurse,  
Health Education  
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.
- Brisby, William L. (1969)** Exotic Animal  
Training and Management  
B.S., Colorado State University; M.S., University of  
Southern California. Retired June, 1985.
- Gilman, Richard E. (1967)** Biological Sciences  
B.S., M.S., St. Mary's College, Winona, Minnesota;  
M.S., University of Southern California. Retired  
February, 1978.
- Griffith, W. Randolph (1967)** History  
B.A., University of California, Riverside; M.A.,  
University of California, Los Angeles. Retired June,  
1986.
- Hannon, James (1971)** Sociology/Political Science  
B.A., Wayne State University, Detroit; M.A.,  
University of California, Los Angeles; Ed.D., Nova  
University, Florida. (Deceased)
- Herzog, Stephen J. (1967)** Department Head,  
Social Science  
B.A., M.A., Ph.D., University of California, Los  
Angeles. (Deceased)
- Hurley, John (1967)** Associate Librarian  
B.A., M.A., San Diego State University; M.L.S.,  
University of California, Los Angeles; Ed.D., Nova  
University, Florida. Retired June, 1983.
- 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. (Deceased)
- Slama, Michael M. (1966)** Director of  
Library Services  
J.D., Charles University, Prague, Czechoslovakia;  
M.A., University of Denver. Retired February, 1980.
- Sturgeon, James H. (1967)** Art  
B.A., M.F.A., University of California, Santa  
Barbara. Retired June, 1986.
- 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.
- Wagner, David A. (1969)** Astronomy/Chemistry  
B.S., Ohio State University; M.A.,  
University of Michigan; M.S.T.,  
University of Missouri. Retired June,  
1985.

# APPENDIX

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## 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 Vice President, Student and Educational 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 Vice President, Student and Educational 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 \$3 will be charged.

#### 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 Vice President, Student and Educational 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 stu-

dent 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 the Chancellor of the Ventura County Community College District or his designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

## Appendix II

### Affirmative Action

The Ventura County Community College District and its three colleges — Moorpark College, Oxnard College, and Ventura College — are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, or marital status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978.

### Equal Opportunity Act

The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Affirmative Action.

Pursuant to the provisions of Assembly Bill 803, the Governing Board has adopted a policy and procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, or physical or mental disability. Both the policy and the procedure apply to students, employees, and applicants.

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

### Policy on Sexual Harassment

The Ventura County Community College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and

equal opportunity laws. The laws include prohibitions of discrimination in employment and educational programs and services on the basis of sex.

Recent guidelines for Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. 'Sexual harassment on the basis of color, race, religion or national origin has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended' (Federal Register, April 11, 1980). Recent interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual harassment is unacceptable conduct, is unlawful, and will not be tolerated by the Ventura County Community College District. Disciplinary action shall be initiated against any individual found guilty of sexual harassment. The following criteria shall determine whether actions constitute sexual harassment.

1. Employment/Educational Condition.  
Submission to the conduct is either an explicit or implicit term or condition of employment and/or pursuit of educational objectives.
2. Employment/Educational Consequence.  
Submission to or rejection of the conduct is used as a basis for employment, educational, and/or service decisions affecting the persons who did the submitting or rejecting.
3. Offensive Job/Educational Interference.  
The conduct has the purpose or effect of substantially interfering with an individual's work, academic, or other educational performance or creating an intimidating, hostile or offensive environment.

#### **IMPLEMENTATION AND GRIEVANCE PROCEDURES: STUDENTS**

This procedural statement is a special application of the College District's Student Grievance Policy. It is presented in direct reference to the sexual harassment of the students of the colleges of the Ventura County Community College District and to the related policy of the District adopted by the District's Governing Board. The Board policy is based on Federal and State statutes on this subject.

While sexual harassment of students by other students or by District employees represents a wrong as described in the District's "Student Grievance Procedures," the nature of this particular offense renders it exceptional. Thus, a separate procedure has been established to recognize this distinction.

Sexual harassment is a matter requiring unusually prompt attention by authority since failure to act may represent various kinds of academic and personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since this District recognizes the delicate nature of such situations, each step in the grievance procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to result in prompt recourse and to ensure fairness and equity to both the person alleging the wrong and to the person accused of the wrong.

The District recognizes its responsibility to make every effort to

maintain a neutral work and educational environment free of sexual harassment and/or intimidation.

For purposes of this policy, examples of conduct which may constitute sexual harassment, and are outside the standards of professional conduct, include:

1. Deliberate or unsolicited verbal comments, gestures, physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with work productivity.
2. Implicit or explicit sexual behavior by a teacher, supervisor, fellow student, or co-worker to control, influence or otherwise affect the job, salary, course grade, performance evaluation, opportunity for employment, or career of an employee, nondistrict affiliated applicant for employment, or student.

Step 1. Students who believe that they have been subjected to any form of sexual harassment should carefully review both the District's policy on this subject and this procedure. They are encouraged to seek counsel from any member of the college community in whom they have confidence; however, it is recommended that the student contact the Counseling Office to discuss any possible complaint. In order to provide the best professional support to students, the Dean of Counseling or his/her designee shall designate two counselors, one male, one female, who will have special responsibility for advising students in matters of sexual harassment. The purpose of such counsel is personal support in a time of crisis. If the complaint involves sexual harassment by a college district employee, the student should proceed to Step 2 of this procedure (see below). The student shall have the right to be accompanied through the complaint process by an advisor of his/her choice. If the problem involves sexual harassment by another student, the Counseling Office shall refer the complainant to the Vice President, Student and Educational Services who will take action as prescribed in the Student Conduct Code.

Step 2. Complaints should be brought to the College. The Vice President will hear the complaint, counsel the complainant and be available to act as the complainant's advisor during the resolution process. If, for any reason, the Vice President is unavailable or if the complainant rejects this party in the role described, the college officer hearing the charges shall be the Vice President, Instructional Services.

Step 3. If the problem cannot be resolved at the second step within five working days, the Vice President will transmit it, in writing and signed by the complainant, to the college President and to the District Affirmative Action Officer for information purposes.

The President will act as described in the circumstances that follows:

1. The President will ask the campus certificated management representative to the District Advisory Committee on Affirmative Action to consult with the person mentioned in the complaint and such other persons as may be necessary to resolve the complaint. The supervising manager of the person accused must be consulted in

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this process, and the accused will be given a copy of the written accusation.

2. If the problem cannot be resolved to the satisfaction of all parties at Step 1 within five working days, the campus management Affirmative Action representative will transmit the written and signed complaint to the President. At this point, the President may either dismiss the matter for cause stated in writing to all parties or remand the case to a formal hearing. The President must act within five working days.

Step 4. If a formal hearing is held, the following procedures will be employed by the college Grievance Committee.<sup>1</sup>

1. 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.
2. 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.
3. 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. If the person who is the subject of the complaint elects to have legal counsel present at the hearing, he/she must notify the College/District in sufficient time so that the District might arrange to have its own legal counsel available.
4. 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.
5. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
6. 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.
7. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
  - 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 recommendation. The President shall act within ten working days.
8. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community Col-

lege District through the District's Affirmative Action Officer; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.

9. 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 be made in compliance with board/state/federal laws, rules, regulations and contracts.

<sup>1</sup>The nature of the College Grievance Committee is described fully under the main Student Grievance Policy.

## Appendix IV

### Student Rights & Responsibilities

#### I. ASSOCIATED STUDENTS

The Governing Board 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 Vice President, Student and Educational Services. 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

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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 judgment 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 Governing Board 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 Chancellor, 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 fund raising activities (EC 76062), examination of instructional 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.

#### 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 Dean, General and Transfer 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 Advisor to 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 Vice President, Student and Educational Services 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 Vice President, Student and Educational Services 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 V

### 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 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 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 Vice President, Instructional Services (for all programs and services controlled by this person) or the Vice President, Student and Educational Services (for all other college programs and services).

#### B. Formal Processes

If the aggrieved student believes that the informal consultation processes mentioned in III A. have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Governing Board rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This committee shall 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 Vice President, Student and Educational 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 latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Vice President, Student and Educational 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 A.
3. The Vice President, Student and Educational 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 (Section B.2.) 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 B.4.).
  6. Formal hearing procedures:
    - a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (Section B.5.).
    - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
    - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
    - d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
    - e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
    - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
    - g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
    - h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
      - (1) Concur with the committee's recommendation.
      - (2) Not concur with the committee's recommendation.
      - (3) Take alternative action.
      - (4) The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
    - i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District.
    - j. If he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.
    - k. Records of all proceedings shall 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 records will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

## Appendix VI

### Student Conduct Code

#### 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 members of the academic community, the students are expected to conduct themselves in accordance with the 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 policy and procedure.

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 state 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 Vice President, Stu-

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dent and Educational 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:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records of identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the college's primary educational responsibility.
9. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
10. 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.
11. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his/her designated representatives or members of the law enforcement agencies, as police officers); any instrument or weapon of any kind commonly known as black-jack, 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 used to threaten bodily harm.

### **STUDENT CONDUCT: DISCIPLINARY ACTION**

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has

established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. **WARNING\*** — Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **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.

3. **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 president of the student organization involved.
4. **RESTITUTION** — Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
5. **SUMMARY SUSPENSION** — A summary suspension is for the purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Vice President, Student and Educational Services, or other staff member designated by the President may summarily suspend a student when he or she deems it necessary for the safety and welfare of the college.
6. **DISCIPLINARY SUSPENSION** — Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
7. **EXPULSION** — An expulsion is a long term or permanent denial of all campus privileges including class attendance. The Governing Board 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, and has been found to have willfully disrupted the orderly operation of the campus.

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## STUDENT CONDUCT: DUE PROCESS

### A. Preliminary Action

1. The Vice President, Student and Educational 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 Vice President, Student and Educational Services shall confer with the student for the purpose of advising the student of the charge, possible sanctions imposed upon him/her and his/her rights under college regulations, state and federal laws.
3. The Vice President, Student and Educational Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice President, Student and Educational 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 Vice President, Student and Educational Services may take any of the following actions:
  - a. Dismiss the charge for lack of merit.
  - b. Issue a warning or letter of reprimand.
  - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
  - d. Recommend expulsion.
  - e. Remand the case to a Student Conduct Hearing.
5. At this time, if the student does not accept the Vice President, Student and Educational Services' decision, the Vice President, Student and Educational Services shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

### B. Composition of Student Conduct Hearing Committee

1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
  - a. One student, one faculty member, and one administrator (other than the Vice President, Student and Educational 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 pre-emptory 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 receipt of the Vice President, Student and Educational 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 his/her representative. No other persons except scheduled 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 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 Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.

**Appendix VII**  
**Ventura County Community College District**  
**District Administration Center**  
**1987-88 Non-Resident Tuition Fees**  
**Charges and Refund Schedule**

Units Enrolled	Tuition Charge	1st Week Refund		2nd Week Refund		3rd Week Refund		4th Week Refund		
		Regular and Summer	Regular	Summer	Regular	Summer	**Regular Only			
0.5*	48.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1.0*	97.00	47.00	47.00	47.00	47.00	24.25	24.25	24.25		
1.5*	145.50	95.50	95.50	72.75	72.75	36.38	36.38	36.38		
2.0*	194.00	144.00	144.00	97.00	97.00	48.50	48.50	48.50		
2.5	242.50	192.50	181.88	121.25	121.25	60.63	60.63	60.63		
3.0	291.00	241.00	218.25	145.50	145.50	72.75	72.75	72.75		
3.5	339.50	289.50	254.63	169.75	169.75	84.88	84.88	84.88		
4.0	388.00	338.00	291.00	194.00	194.00	97.00	97.00	97.00		
4.5	436.50	386.50	327.38	218.25	218.25	109.13	109.13	109.13		
5.0	485.00	435.00	363.75	242.50	242.50	121.25	121.25	121.25		
5.5	533.50	483.50	400.13	266.75	266.75	133.38	133.38	133.38		
6.0	582.00	532.00	436.50	291.00	291.00	145.50	145.50	145.50		
6.5	630.50	580.50	472.88	315.25	315.25	157.63	157.63	157.63		
7.0	679.00	629.00	509.25	339.50	339.50	169.75	169.75	169.75		
7.5	727.50	677.50	545.63	363.75	363.75	181.88	181.88	181.88		
8.0	776.00	726.00	582.00	388.00	388.00	194.00	194.00	194.00		
8.5	824.50	774.50	618.38	412.25	412.25	206.13	206.13	206.13		
9.0	873.00	823.00	654.75	436.50	436.50	218.25	218.25	218.25		
9.5	921.50	871.50	691.13	460.75	460.75	230.38	230.38	230.38		
10.0	970.00	920.00	727.50	485.00	485.00	242.50	242.50	242.50		
10.5	1,018.50	968.50	763.88	509.25	509.25	254.63	254.63	254.63		
11.0	1,067.00	1,017.00	800.25	533.50	533.50	266.75	266.75	266.75		
11.5	1,115.50	1,065.50	836.63	557.75	557.75	278.88	278.88	278.88		
12.0	1,164.00	1,114.00	873.00	582.00	582.00	291.00	291.00	291.00		
12.5	1,212.50	1,162.50	909.38	606.25	606.25	303.13	303.13	303.13		
13.0	1,261.00	1,211.00	945.75	630.50	630.50	315.25	315.25	315.25		
13.5	1,309.50	1,259.50	982.13	654.75	654.75	327.38	327.38	327.38		
14.0	1,358.00	1,308.00	1,018.50	679.00	679.00	339.50	339.50	339.50		
14.5	1,406.50	1,356.50	1,054.88	703.25	703.25	351.63	351.63	351.63		
15.0	1,455.00	1,405.00	1,091.25	727.50	727.50	363.75	363.75	363.75		
15.5	1,503.50	1,453.50	1,127.63	751.75	751.75	375.88	375.88	375.88		
16.0	1,552.00	1,502.00	1,164.00	776.00	776.00	388.00	388.00	388.00		
16.5	1,600.50	1,550.50	1,200.38	800.25	800.25	400.13	400.13	400.13		
17.0	1,649.00	1,599.00	1,236.75	824.50	824.50	412.25	412.25	412.25		
17.5	1,697.50	1,647.50	1,273.13	848.75	848.75	424.38	424.38	424.38		
18.0	1,746.00	1,696.00	1,309.50	873.00	873.00	436.50	436.50	436.50		
18.5	1,794.50	1,744.50	1,345.88	897.25	897.25	448.63	448.63	448.63		
19.0	1,843.00	1,793.00	1,382.25	921.50	921.50	460.75	460.75	460.75		
19.5	1,891.50	1,841.50	1,418.63	945.75	945.75	472.88	472.88	472.88		
20.0	1,940.00	1,890.00	1,455.00	970.00	970.00	485.00	485.00	485.00		
20.5	1,988.50	1,938.50	1,491.38	994.25	994.25	497.13	497.13	497.13		
21.0	2,037.00	1,987.00	1,527.75	1,018.50	1,018.50	509.25	509.25	509.25		
21.5	2,085.50	2,035.50	1,564.13	1,042.75	1,042.75	521.38	521.38	521.38		
22.0	2,134.00	2,084.00	1,600.50	1,067.00	1,067.00	533.50	533.50	533.50		
	Maximum	\$50 Administrative Fee Charge	\$50 Administrative Fee Charge	75% Refund	50% Refund	\$50 Administrative Fee Charge	50% Refund	25% Refund	\$50 Administrative Fee Charge	25% Refund

\*Indicates that a minimum administrative fee of \$50 is deducted from those refunds.

\*\*No refunds permissible after the 3rd week of summer session.

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