# College Calendar

### FALL SEMESTER, 1975
- **September 10, 1975 - January 30, 1976**
- **August 28**: Fall semester registration
- **September 4**: On-campus permit
- **September 1**: Legal holiday — Labor Day
- **September 9**: Legal holiday — Admissions Day
- **September 10**: First day of instruction
- **First day of late registration**
- **First day to add/drop**
- **September 22**: Last day of registration
- **Last day to add classes**
- **November 11**: Legal holiday — Veterans Day
- **November 27-28**: Thanksgiving vacation
- **December 22**: Christmas vacation
- **January 2**: Classes resume
- **January 5**: Final examinations, FALL SEMESTER
- **January 29**: SPRING SEMESTER on-campus
- **February 2**: End of fall semester

### SPRING SEMESTER, 1976
- **February 2, 1976 - June 11, 1976**
- **February 2**: First day of instruction
- **First day of late registration**
- **First day to add/drop**
- **February 12**: Legal holiday — Lincoln’s Birthday
- **February 13**: Last day of late registration
- **Last day to add classes**
- **February 16**: Legal holiday — Memorial Day
- **April 12-16**: Sorins vacation
- **May 31**: SUMMER SESSION registration
- **June 1-11**: Final examinations, SPRING SEMESTER
- **June 11**: End of spring semester

### SUMMER SESSION, 1976
- **June 14, 1976 - September 3, 1976**
- **June 14**: First day of instruction, summer session
- **First day of late registration**
- **First day to add/drop**
- **June 18**: Last day of late registration
- **Last day to add classes**
- **July 5**: Legal holiday — Fourth of July

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## History

Moorpark College, one of the three colleges operated by the Ventura County Community College District, was established by Board action on March 10, 1963. The 134-acre site is located between the city of Simi Valley and Moorpark, primarily serving the communities of eastern Ventura County.

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

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

From its initial student body the total enrollment at Moorpark College has grown to over 12,000 day and evening students. The college has committed itself to taking its programs into the communities which it serves, and now offers courses extensively in the Conejo and Simi Valleys. The emphasis on occupational programs continues to grow as the college responds to the needs of the community.

## Philosophy & Goals

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

1. Cultivate individual cultural and vocational abilities.
2. Assist students in perceiving and utilizing the resources in order to achieve a richer and more productive life.
3. Prepare students for citizenship in a free society.
   - The guiding philosophy of Moorpark College is based on an enduring belief that all people want to realize their own potential; and that armed with this powerful motivating force, they have the capacity to learn and to direct their own destiny. To make progress toward this major objective, it is essential that all members of the college community:
     1. Have access to information about the natural environment, about themselves, about society and about their heritage.
     2. Be provided an opportunity to gain understanding of important issues, concepts and relationships.
     3. Enjoy freedom to insinuate, 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.

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

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

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

A TRANSFER program equivalent to the standard lower division curriculum of colleges and universities for students who plan to continue their higher education beyond two years.

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

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

A COMMUNITY SERVICE and CONTINUING EDUCATION program to provide for the cultural, social, intellectual and recreational needs of the area which the College serves.

A CO-CURRICULAR program that provides students with opportunities for participation in creating activities that lead to their personal growth in leadership and in social and civic responsibility.
BOARD OF TRUSTEES

Dr. William M. Simpson, President
Mr. Robert A. Addison
Mr. E. Thomas Jolicoeur
Dr. Freeman Jones
Mr. Robert B. Lamb

DISTRICT ADMINISTRATION

Dr. Ray E. Loehr, Superintendent

Not pictured:
Dr. Robert W. Pax, Assistant Superintendent, Business
Dr. William H. Lawson, Assistant to the Superintendent
Mr. Harry C. Meyers, Assistant to the Superintendent

MOORPARK COLLEGE ADMINISTRATION

OPPOSITE PAGE LOWER LEFT (from left to right)—Dr. Ray Hearon, James Gayle, Lawrence Lloyd, Maynard Sommier, Dr. Howard Siegel.

ABOVE (from left to right)—Floyd Thionnet, Dr. Michael Slama, Dr. Ray Hearon, Dr. Gerald R. Fecht, Lewis R. Camilliucci, James Moore, Jr., Marjorie Imbach.

BELOW (from left to right)—Kil Carter, Dr. Sidney Adler, Roger Boedecker, Floyd Martin.

President and Assistant
Dr. W. Ray Hearon, President
Maynard Sommer, Administrative Assistant
Office of Instruction
Dr. A. Howard Siegel, Dean of Instruction
James R. Gayle, Associate Dean of Instruction, General Education
Lawrence G. Lloyd, Associate Dean of Instruction, Vocational Education and Educational Development
W. Roger Boedecker, Assistant Dean of Instruction, Continuing Education
Dr. Michael M. Slama, Director, Library Services
Marjorie Imbach, Coordinator, Community Services
Dr. Sidney Adler, Coordinator, Career Center
Floyd Martin, Coordinator, Simi Center
Maxine Tallman, Coordinator, Work Experience

Department Heads/Coordinators
Kirk Aiken, Fine Arts
Donald C. Bowen, Business and Economics
Joseph Gonzalez, History and Institutions
John W. Hartt, Language and Literature
Masato Hayashi, Mathematics
Alan Hyams, Performing Arts
Dr. John C. Menzie, Physical Sciences
Dr. A. Darlene Pacheco, Behavioral Sciences
Jack Reynolds, Biological Sciences
Jack Fleming, Coordinator, Administration of Justice

Office of Student Personnel
Lewis R. Camilliucci, Dean of Students
James Moore, Jr., Associate Dean of Students, Admissions and Records
Assistant Dean of Students, Counseling — to be named
Dr. Gerald R. Fecht, Director, Student Activities
Floyd Thionnet, Coordinator, Student Financial Support Services
certificates of achievement

Moorpark College awards Certificates of Achievement to students who have successfully completed specified courses in certain designated occupationally related subject areas. These certificates are available to students in various formats. The specific requirements of certificates can be obtained from the subject area catalog (see catalog index for desired subject area information).

Moorpark College offers occupationally-related Certificates of Achievement

Accounting Technician
Administrative Aide
Automotive Technology
Bank Management
Bank Services
Credit Administration
Data Processing
Drafting
Early Childhood Development
Electronics Technician
Exotic Animal Training and Management
Industrial Supervision
Instructional Aides
Landscape Management
Library Technology
Nursery Management
Offset Lithography
Real Estate
Retailing/Marketing
Secretarial Technician
Substance Abuse

Much of the course work necessary to complete requirements for a certificate in a particular area will be applicable toward the completion of an Associate in Science degree in the same subject area.

course description information

YEAR COURSES — Courses requiring a year (two semesters) in which to complete the full offering are designated by number and letter. (Example: History 10A/B). The A section of the course is usually offered in the fall semester with the B section following in the spring. However, some year sequence courses begin in the spring semester. For year-sequence classes, the “A” course is generally required as a prerequisite for the “B” course.

SEMESTER UNIT VALUES — The semester unit value of the course is shown by a number (or numbers) in the case of year courses following the title of the course. The semester unit is based on three hours of work-study, one lecture hour with two attendant hours of preparation or three hours of laboratory activity requiring special facilities or equipment. The standard credit allowance per semester for the course is stated in the description.

In order to meet specific needs in certain subject matter areas in the summer session and in the extended day program, the hours of instruction in some courses are changed and the credit changed proportionately. When an offering is changed from the hours and units as stated in the catalog, the appropriate current class schedule the course will be identified by an “x” following the course number i.e., HE 10x.

community center programs

Moorpark College has developed extensive outreach programs in the nearby communities of the Conejo Valley and the Simi Valley. The outreach programs provide a comprehensive instructional offering for these students in addition to bringing counseling and guidance and other support services to the students at the centers maintained in these areas. Moorpark College intends to continue strengthening and broadening the overall services that it has developed in the evolution of these programs, with attention to the special needs of the individual communities.

transfer information

Students may complete their program of freshman and sophomore courses at Moorpark College prior to transferring to a senior institution. Admission practices to four-year institutions are continually in the process of change. Students should therefore exercise care in checking entrance requirements at the college to which they intend to transfer. Moorpark College students who maintain the scholarship indicated below may expect to make a satisfactory transfer to the institution of their choice.

TO STATE UNIVERSITY AND COLLEGES: Students eligible for admission to the CSUC system on the basis of their high school record may transfer to a school of the CSUC system at any time as long as their community college grade-point average is 2.0 or better.

Students who are ineligible for the CSUC system on the basis of their high school record will be admitted to a school of that system upon completion of 54 units of community college work and a 2.0 grade-point average. Students may transfer a maximum of 70 community college units to the State University and Colleges.

TO THE UNIVERSITY OF CALIFORNIA: Students eligible for admission from high school will be admitted to the University at any time as long as their community college grade-point average is 2.0 or better. Students ineligible for admission because of high school subject deficiencies may establish eligibility by completing the required courses with a C or better, and completing a minimum of 12 college units with at least a 2.0 grade-point average. Students ineligible for admission from high school because of grade-point deficiency may establish eligibility by taking a minimum of 50 acceptable units with a grade-point average of 2.0 or better.

Students may transfer a maximum of 70 community college units to the University of California.
TRANSFERABILITY – An indication of those courses which are accepted for credit by either the University of California or by the California State University and Colleges is shown following the course title. The parenthetical notation indicates the unit value accepted for elective credit by the UC system and/or the CSUC system as applicable; for example, (CSU 4) means the particular course transfers 4 units of credit to a school of the California State University and College system. If the course has an equivalence or parallel at one of those institutions to which Moorpark College students frequently transfer, this equivalence is shown following the course description. Courses may be acceptable for transfer credit at other institutions, depending on their individual evaluations.

Students should always ask two questions about transfer courses: to WHERE and HOW does this course transfer? Some courses transfer to the schools of the CSUC system (California State Universities and Colleges) but not to UC (University of California). For example: Math 3, Intermediate Algebra, is accepted at all CSUC campuses but at none of the UC campuses.

Courses are accepted for transfer in different patterns. For example: Math 7, Pre-Calculus Mathematics, transfers for 5 units of credit to all campuses of CSUC. However, it is accepted for only three units of credit at all campuses of UC. In some instances requirements in a major may differ from general admission requirements to a college or university. For example: any English 1 course will transfer to all CSUC or UC campuses and may be used as part of the general admission requirements to the institution. However, the very same English 1 course may be unacceptable in meeting the prerequisites for a major or the specific admissions requirements to a school or college within the university campus. If you have questions about transferability, please see a counselor.

SCHEDULE OF COURSES – Courses listed are offered as a regular part of established curricula or when demand warrants. The current schedule should be consulted to determine the availability of specific courses.
transfer requirements in general education

California State College and University System

A Moorpark College student who is planning to transfer to one of the schools of the California State College and University System (at the 19 locations shown on the accompanying map) may satisfy the General Education breadth requirements for a bachelor's degree at these institutions by completing the 40% unit pattern of course work described below:

I. Natural Sciences
   9 units

II. Humanities
    9 units

III. Social Sciences
     9 units

IV. Basic Skills
    3% units

V. Breadth
   6 units

VI. Physical Education and Health
    4 units

Points to keep in mind:

1. Completion of all six sections of these requirements will gain certification to the schools on this map that the student has fulfilled all General Education requirements prior to transferring.

2. It is possible to complete separately any of the six sections at Moorpark College and receive partial certification in those sections; it will be necessary for the student to complete the remaining sections after transferring, as defined by the transfer school.

3. The student is advised to consult the catalog of the state college or university which he/she plans to attend for requirements unique to that school.

A minimum of one course in each of the areas listed below:


(2) Natural Sciences — one course chosen from: Anatomy, Anthropology 1, Biology (excluding Biol. 12, 15, 18), Botany, Chemistry, Environmental Science, Geography 1, Geography 5, Geology, Microbiology, Physical Science, Physics, Physiology.

(3) Social Sciences — one course chosen from: Anthropology (excluding Anthro 1), Economics 1A, 1B, 4; Geography (excluding Geog. 1, 5, 10), History, Chicano Studies, Political Science, Psychology, Sociology, Urban 1A, 1B.

b. Two courses in Learning Skills chosen as follows:

(1) One course in written composition from: English 1, 2, 3.

(2) One course from: Mathematics (excluding Math 41), Philosophy 7, Reading 1A, 1B, 2, 4A, 4B, 48, Speech.

2. A minimum of two courses in Physical Education activities and Health Science chosen from:
   Health Science 1, 2, 3, 5, 7, 14; all Physical Education activities courses.

*As defined above, a course in English 1 would be comprised of two eight-week classes. Two segments of Math 9 would constitute a course (e.g., Math 9A and 9B).

The year's sequence in Humanities 1A-1B will satisfy the Associate in Science Degree general education requirement in Humanities, History or Institutions, and written composition.

Interpretation as to which courses fulfill the various requirements is a decision left to each individual college.

Moorpark College awards Associate in Science degrees in the following areas:

- Administration of Justice
- Corrections
- Court Administration
- Law Enforcement
- Physical Evidence Technician
- Security Services
- Agriculture
- Animal Science
- Landscape Management
- Nursery Management
- Business
- Accounting Technician
- Banking and Finance
- Industrial Supervision
- Management
- Real Estate
- Commercial Art
- Construction Technology
- Data Processing
- Electronics Technology
- Exotic Animal Training and Management
- Graphic Communications
- Instructional Aide
- Home Economics
- Photography
- Secretarial Science
- Administrative Aide
- Secretarial Technician
- Substance Abuse
- Technical Theatre

The specific subject matter requirements for these degrees are shown in the appropriate catalog sections.
4. Courses completed at other colleges are ordinarily not applicable toward meeting these Moorpark College requirements. (Exception: appropriate courses completed at the other colleges of the Ventura County Community College District – Oxnard College and Ventura College – are applicable.) Students who have completed college courses at schools outside this district should consult the catalog of the four-year schools they plan to attend since the general education requirements listed here are not universally applicable.

5. Students who plan to attend one of the campuses of the University of California or a private or out-of-state school should consult the catalog of the particular school to determine the coursework needed to meet General Education requirements at that institution. More information on this point is given in another part of this catalog segment.

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

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

8. If you have any questions, check with a counselor.

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

ASSOCIATE IN SCIENCE DEGREE

A. Basic Requirements

1. Completion of 60 semester units of college work in a curriculum described in the college catalog, with a cumulative grade point average of not less than 2.00.

2. A 2.00 grade point average in all work in residence which applied to the degree.

3. The completion of not less than 12 semester units in residence at the institution recommending the degree, with attendance during the semester prior to graduation at the college recommending the degree.

4. A major consisting of at least 24 semester units in a specified field of study, as described in the college catalog. The Associate in Science degree may be granted only in the fields of engineering, physical and biological sciences, or vocational-technical curriculums as described in the college catalog.

B. General Education Requirements

1. The completion of at least 15 units of general education, in addition to those units used to satisfy requirements in the major field of study as listed below;
e. Physical Education and Health – two courses chosen from: Health Science 1, 2, 3, 5, 7, 14; Physical Education activity courses.

The year’s sequence in Humanities 1A-1B will satisfy the Associate in Arts Degree general education requirement in Humanities, History or Institutions, and written composition.

*As defined above, a course in English 1 would be comprised of two eight-week classes. Two segments of Math 9 would constitute a course (e.g., Math 9A and 9B).

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

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

To learn the specific requirements for each of these degrees, the appropriate catalog section for the particular subject matter should be consulted.

ASSOCIATE IN ARTS DEGREE (without designation)

The college awards the AA degree without specific designation to those students who successfully meet the requirements of Section A (Basic Requirements), paragraph 4 above, along with all other stated requirements.
general education requirements

associate degree graduation requirements

Under the provisions of the Education Code and Title V of the Administration Code of the State of California, the Ventura County Community College District Board of Trustees is empowered to confer the Associate in Arts and the Associate in Science degrees on students who meet the requirements as outlined below and who file a Notice of Intent to be Graduated. New requirements for each of these degrees were adopted by the Board on March 19, 1974 and became effective beginning July 1, 1974. No degrees will be granted under the previous requirements after September 1, 1975.

ASSOCIATE IN ARTS DEGREE

A. Basic Requirements

1. Completion of 60 semester units of college work in a curriculum described in the college catalog, with a cumulative grade point average of not less than 2.00.

2. A 2.00 grade point average in all work in residence which applies to the degree.

3. The completion of not less than 12 semester units in residence at the institution recommending the degree, with attendance during the semester prior to graduation at the college recommending the degree.

4. A major consisting of at least 18 semester units in a specified field of study, as described in the college catalog. A student who meets the requirements for transfer to a four year college or university and who has completed lower division subject requirements for entry into an upper division subject major, shall be deemed to have met the requirements of the major for an Associate in Arts degree.

In designated occupational curricula, the Associate in Arts degree may be conferred in the specific field of study, such as electronics, business, nursing, etc.

B. General Education Requirements

1. The completion of at least 24 units of general education, in addition to those units used to satisfy the requirements in the major field of study, with a minimum of two courses from each of the following areas — at least 15 units shall be completed in areas through d:

   a. Humanities — two courses chosen as follows:

      (1) One course in Fine and Performing Arts from:

         Art, Cinema, Music Photography, Theatre Arts.

      (2) One course from one of the above areas or from: English (excluding Engl. 2) and Engl. 3), Foreign Languages, Humanities, Journalism, Philosophy, Speech.

   b. Natural Sciences — two courses chosen from:

      Anatomy, Anthropology 1, Biology (excluding Biol. 12, 15, 18), Botany, Chemistry, Environmental Science, Geography 1, Geography 2, Geology, Microbiology, Physical Science, Physics, Physiology.

   c. Social Sciences — two courses chosen as follows:

      (1) One course in History or Institutions from: History 4, 5, 7A, 7B; MAS 4, 8, Political Science 1, 2, 3, 7, 9, 10; Urban 1A, 1B.

      (2) One other course from: Anthropology (excluding Anthro 1), Economics 1A, 1B, 4, Geography (excluding I, S1); History, Chicano Studies, Political Science, Psychology, Sociology.

   d. Learning Skills — two courses chosen as follows:

      (1) One course in written composition from: English 1*, 2, 3.

      (2) One course from: Mathematics (excluding Math 41), Philosophy 7, Reading 1A, 1B, 2, 4A, 4B, Speech.
ADVISORY CONCERNING CREDIT/NO CREDIT COURSES

In addition to the student's major on a letter grade basis, it is advisable that the student take the supporting courses which are affiliated with the student's major on a letter grade basis.

Enrollment in courses on a "credit/no credit" basis should only be attempted after consultation with the counselor. To assure that the course work attempted will fit within the recommended patterns prescribed for the student's major by the anticipated transfer institution and this college's rules pertaining to the 5% units per semester and the 20 units maximum rule for "credit/no credit" courses.

The student should discuss with each instructor the basis for earning credit in "credit/no credit" courses. The criteria for success in these courses is determined by the instructor.

WORK EXPERIENCE EDUCATION

Moorepark College offers an educational program in Vocational Work Experience that is designed to develop and coordinate the relationship between classroom instruction and on-the-job activities.

If you are currently employed at a job which is related to your occupational goal as indicated by your current college major, you may be eligible for enrollment and college credit in the Work Experience Education program.

For more detailed information on the Work Experience Education program, please refer to Section 23 in the Moorepark College catalog.

DEAN'S LIST

Special recognition is accorded students who complete a program of 12 or more units 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.

ACCREDITATION

Moorepark College is fully accredited by the Western Association of Schools and Colleges. Its programs and courses approved by the Board of Governors of the California Community Colleges and are articulated with the University of California, the California State University and Colleges, and private colleges.

IV. BASIC SKILLS. A minimum of 3.5% units with at least one course from each of the following groups:

GROUP A
- History of the Chinese in the Southwest
- People's Republic of China

GROUP B
- Introduction to Government
- Comparative Government
- American Government
- Minority Groups
- Political Parties in the Southwest
- Adjudication of Social Issues
- Public Administration & Policy Development

GROUP C
- Cultural Anthropology
- Archeology
- Field Archeology
- Prehistoric and Modern Cultures
- Principles of Economics
- Economic Development of the U.S.

GROUP D
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP E
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP F
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP G
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP H
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP I
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP J
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP K
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP L
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP M
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP N
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP O
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP P
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP Q
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP R
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP S
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP T
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP U
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP V
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP W
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP X
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP Y
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.

GROUP Z
- Cultural Anthropology
- Archeology
- Field Archeology
- Peoples & Cultures of the World
- Sex & Gender in Human Societies
- Topics in Anthropology
- Principles of Economics
- Economic Development of the U.S.
UNIVERSITY OF CALIFORNIA SYSTEM

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

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

UNIVERSITY OF CALIFORNIA AT SANTA BARBARA

General Education Requirements for the Bachelor of Arts Degree

UCSB graduation requirements for B.A. degree (not B.S.) only in the College of Letters and Sciences. Most majors will lead to a B.A. in L & S — when in doubt, check the UCSB catalog or see your counselor.

PLEASE NOTE:

1. Courses designed primarily for teaching do not apply toward these requirements.

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

3. These requirements may be completed at UCSB.

Area A. English Reading and Composition 6 Units

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

Area B. Natural Science and Mathematics 2 Courses

Anatomy 1
Botany 1
Biology 1, 2A, 2B, 3A, 3B, 14
Chemistry 1A, 1B, 5, 7A, 7B, 12
Geology 1, 2, 3, 4, 21, 41
Physics 3A, 3B, 4, 4B, 4D, 5, 6, 10
Physical Science 1, 1B

Area C. Fine Arts 2 Courses

Art 1A, 1B, 2, 3, 20
Cinema 1
Humanities 6, 7, 8, 15, 16
Music 5, 8, 9A, 8B, 29
Theatre Arts 1, 4A, 4B

Area D. Humanities 2 Courses

French 3, 4
German 3, 4
Philosophy 1, 2, 3, 5, 7, 10, 11, 12
Spanish 3, 4
Speech 1, 2, 3, 5, 7
Dropping a Course

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

Repeated Courses

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

Credit by Examination

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

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

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

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

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

Moorpark College is authorized to grant credit by examination under the following conditions:

1. Students shall present written petitions for credit by examination. Approval may be granted by the Office of Instruction after consultation with and recommendation of appropriate staff members.
2. Course credit by examination shall not be permitted in the following areas:
   a. Remedial courses
   b. Courses where the materials have been satisfactorily completed at a previous school.

Credit-No Credit

The student may enroll in specified courses under either the letter grading system or the "credit-no-credit" grading system except as indicated in the second paragraph. In both systems, the student participates in the course as a regular student. Under the "credit-no-credit" system, if in the instructor's judgment the student satisfactorily completes the material (C grade or better), he will be assigned a "credit" grade for the course. If in the instructor's judgment the student does not satisfactorily complete the course material, a "no-credit" grade will be assigned. A student may not enroll in more than 9% of "credit-no-credit" courses in any one semester. Also, a student may not accumulate more than 20 units toward graduation under the "credit-no-credit" system of grading.

All remedial courses, institutes, orientation courses and work experience courses will be under the "credit-no-credit" system.

Area E. History, Social Science and Psychology

- Anthropology 2, 3, 4, 5, 6
- Business 33A, 33B
- Chicano Studies 1, 2, 4, 5
- Economics 1A, 1B
- Geography 2, 3, 10
- History 1A, 1B, 3, 4, 5, 6, 7A, 7B, 8, 9A, 9B, 10A, 10B, 15A, 15B
- Political Science 1, 2, 3, 4, 7, 8, 9, 10
- Psychology 1A, 2, 3, 4, 5, 6
- Sociology 1, 2, 3, 4, 5, 6, 7, 8
- Urban Studies 1A, 1B

Plus:
- American History and Institutions

1. Students may fully satisfy area E AND American History and Institutions requirements by completing any 2 underlined courses in area E.

Private or Out-of-State Schools

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

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

California Lutheran College

General Transfer Information

1. A 2.0 (C) grade on all work attempted is required for transfer. For purpose of calculation, all grades are counted, including repeated courses. A repeated course does not "erase" an earlier grade.
2. Maximum of 70 credits are transferable from a community college.
3. "D" grades are granted transfer credit except in major.
4. Both BA and BS degrees are offered. The essential difference in the two degrees which applies to community college transfers is item 3 below.
5. Most majors require at least 22 credits with 20-24 credits at the upper division level. Consult the CLC catalog for specific departmental requirements.

General Education Requirements

1. Creative Arts - 6 credits required
   Any course(s) from the following departments:
   - Art
   - Music
   - Speech (required, but may be waived by proficiency examination)
   - Theatre Arts
2. ENGLISH – 6 credits required
   3 credits of English 1
   3 credits of literature (English majors may take English 30 or 31 but should not take English 17).

3. FOREIGN LANGUAGE – 6 credits in one language required for Bachelor of Arts. Bachelor of Science candidates may earn 6 credits in mathematics, logic, computer science or statistics in lieu of foreign language. See CLC catalog for specific departmental requirements.

4. NATURAL SCIENCE – 7 credits required
   Laboratory Science – 4 credits
   Mathematics or Science – 3 credits

5. PHYSICAL EDUCATION – two semesters

6. RELIGION AND PHILOSOPHY – 6 to 9 credits required
   Sophomore transfers – 6 credits religion at CLC plus 3 credits in philosophy or upper division religion.
   Junior transfers – 3 credits of religion at CLC; 3 additional credits of religion or philosophy.

7. SOCIAL SCIENCES – 12 credits required
   Select two courses in two departments:
   Anthropology
   Business
   Economics
   Geography
   Psychology
   Sociology
   Political Science

   Select one course:
   History 7A, 7B

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

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academic policies

GRADING SYSTEM

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

A-Excellent
B-Good
C-Average
D-Minimum passing
F-Failing
I-Incomplete
W-Withdraw
CR-Credit
NC-No Credit

Grades are given in units of semester hours.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Unit</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
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<td>B</td>
<td>3</td>
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<td>C</td>
<td>2</td>
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<td>D</td>
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<td>F</td>
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<td>I</td>
<td>0 (no unit credit granted)</td>
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<tr>
<td>W</td>
<td>0 (no unit credit granted)</td>
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<tr>
<td>CR</td>
<td>0 (unit credit granted)</td>
</tr>
<tr>
<td>NC</td>
<td>0 (no unit credit granted)</td>
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</tbody>
</table>

INCOMPLETE GRADES

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

If the student makes up the incomplete work within one semester, the instructor will assign a new letter grade. After one semester, if the incomplete work is not made up, the I grade will be converted to a grade of W at the student's request.

WITHDRAWAL FROM COLLEGE

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

EMERGENCIES come in all sizes — and when least expected. If one comes your way, get to a phone (or ask someone to do it for you), dial “0” and ask for the campus police officer. You’ll find the officer on duty ready to assist you with all sorts of emergencies — from a dead battery to a medical or police matter.
Jazz & Symphonic Bands

No community should be without its fair share of musicians... and Moorpark College is no exception. With the advent of the Jazz Rock Ensemble in 1971, the college soon found it was nurturing one of the brightest, up-and-coming groups in the state. This prediction was verified in 1976 when number one ratings were awarded to the Ensemble at the April Pacific Coast Collegiate Jazz Festival held in Berkeley.

Prior to the Berkeley victory, the group captured top honors at the International Reno Jazz Festival. In addition to these hasty victories, the Ensemble has played over 80 professional engagements, including appearances at Disneyland, Magic Mountain and at various college and community sponsored events.

A second arm of the college instrumental program, the Symphonic Band, will make its debut during the fall 1977 semester. Membership in these groups is open to students who can demonstrate the ability to read music and to perform with competence.

Varsity Sports

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

It is significant to note that every sport — minor as well as major — enjoys equal status at Moorpark College. This philosophy is clearly demonstrated by the college's success in the Western State Conference: Athletic Superiority Toss. Moorpark has been a consistent winner in this competition, placing first in 1973–74, and again in 1974–75, with an outstanding record of best performance in all sports.

To compete in the men's program, a student must meet the eligibility requirements of the Western State Conference, which include enrollment, and attendance in 12 units of college study.

The women's program, which has made significant advances over the past two years, includes opportunity to compete in track, volleyball, tennis and basketball as members of the Southern California Community College Intercollegiate Athletic Council.

To be eligible for these programs, a student must be enrolled and attending 10 units of college study.

Varsity sports are highly competitive and require an advanced degree of skill. Students must be willing to devote more time to travel and after-hours training programs.

The following sports are offered at Moorpark College:

- Baseball, basketball, cross-country, golf, football, track, tennis, volleyball, and wrestling.

These activities are under the supervision of Athletic Director Paul Dunham.
Forensics Program

In the spring of 1975, a scrappy ten-member Moopark team entered the national circuit by placing one member in the semifinals in individual events. It was during this same time span that the prestigious John Collins Tournament took shape. Penetrating local high schools, Moopark soon established itself as the center of speech activities for Ventura and Santa Barbara counties. In addition to the opportunity to compete in top level competition, students were offered a glittering array of four-year college and university scholarships.

A major highlight of the 1971 season was the U.C.L.A. vs. U.S.C. Lincoln-Douglas debate hosted by Moopark, an event that focused even greater attention on the college and its forensics activities. Gathering momentum from top place in 1972 state championships and a highly respectable second in the nation, the team began to flex its muscles in anticipation of the 1973 season and the elusive national title.

Then it happened. A victorious team came away from Gatlinburg, Tennessee, with the long-awaited and coveted 1973 national crown. They did it again in 1974, with the best yet to come.

The spectacular win in 1975 is past history now, but the standards of excellence remain. How far can next year's team go? To the newcomer: the first success seems a long way off. But to last year's club, so did the national title.
Is College A Place For You?

A MESSAGE FROM THE DEAN OF STUDENT PERSONNEL SERVICES

Today, a whole lot of people are enjoying the benefits of higher education - people who never before believed they were college materials. They're acquiring job skills, preparing for transfer to a four-year college, while others are attending classes designed for the sole purpose of making life a whole lot more exciting.

In short, we've opened the classroom to people who really belong there - those with the one "magical" ingredient needed for success: desire.

Because the college experience has as many different meanings as students at Moorpark College, it's impossible to say what it will do for you. Perhaps a simple comparison between your bank and us will ring a bell.

Both can be thought of as a place for investment and return. The banker doesn't tell you how much you must deposit. Neither do we. He won't tell you how long it should take to reach your personal goals. Neither will we. His job is to provide good programs, wise counsel, and to protect your investment. We see that as our job too.

1.

STUDENT PERSONNEL SERVICES - if it's something that interests or annoys a student outside the classroom, the chances are it concerns JUD CAMILLUCCI, DEAN OF STUDENT PERSONNEL SERVICES. It's his job to see that all the departments and services described in this section are running smoothly.

You'll find him easily accessible and keenly receptive to better ideas. If you're worried about going all the way to the Dean's office, don't be. If he's doing his job, you're probably going to be pretty happy around here. If not, he'd like to know about it.

Sound too easy? Worried about the competition... the vory bright, the highly ambitious student and how you will fare by comparison? Don't let anyone fool you. They're here, but that doesn't mean you have to run the same race. We know that you can do anything you want to do.

SUZANNE MOORE, STUDENT ACTIVITIES ASSISTANT - can be found in the Campus Center complex. She's the one to see if you're interested in student government, the pep squad, or getting involved with a campus activity or event. (Tell

MARJ BERG, JOB PLACEMENT ASSISTANT - is available in the Campus Center to assist MC students and graduates in finding part-time and full-time employment opportunities. Sign

KEITH STRASSER, BOOKSTORE MANAGER - invites you to drop by, browse around and if the fancy strikes you, purchase needed or frivolous items. If you don't see the book you want, the staff will order it for you. Money orders, a mutual ticket agency, notary public services and a stock of old timey penny candy are reminiscent of the good old days when the customer was king and a little would buy a lot.
Notary service, a coin-operated Xerox machine, flowers by mail, Mutual Ticket Agency and low-cost money orders can be found in the bookstore.

Special book orders are filled gladly and suggestions for new items welcomed.

The Bookstore is open daily – Monday through Friday from 8:00 a.m. to 3:30 p.m. and evenings Monday through Thursday from 6:00 - 8:00 p.m. During peak periods (the beginning of each semester) you may find they’re open an extra half hour.

Students Rights and Responsibilities

The Student Rights and Responsibilities document covers everything you should know about standards of conduct, procedures in student disciplinary matters, your right of free expression and advocacy, the chartering of campus organizations and use of college facilities.

An additional document, the Family Educational Rights and Privacy Act of 1974, details your rights to review and challenge the accuracy of materials in your file. Copies of both documents are available for review in the Student Services Center.

JIM MOORE, ASSOCIATE DEAN OF STUDENTS/ADMISSIONS AND RECORDS – getting you through the registration process quickly and efficiently, tracking your progress with accurate records and possibly preparing your paperwork for transfer is the responsibility of the Admissions and Records Office.

Although a “chief” on the administrative staff, Jim Moore is available to any student whose problem cannot be readily solved by his staff.

ADMISSIONS & REGISTRATION

Who’s Eligible?

Just about everyone, provided you are a high school graduate or over 18 years of age and capable of profiting from instruction. However, if you have, for any reason, been disqualified from other institutions you must apply for admission through the Associate Dean of Students/Admissions and Records.

Getting In

There is a two-phase procedure involved with enrollment at Moorpark College. The first step deals mostly with getting your paperwork in order. This is called Admissions Procedures. Once this is completed, you will be ready for Registration Procedures. Here’s how the two processes work:

Admissions Procedures

1. Application Forms — May be obtained by calling in person, or by writing to the Records Office, Moorpark College, 7075 Campus Road, Moorpark, CA 99201. Also, by telephoning (805) 529-2321 or 647-7622. Completed applications should be returned at the earliest possible date.

2. Identification Number — This is your social security number and the only way of keeping your records straight. You will be required to present your social security card at the time of enrollment for verification purposes. You will be issued a new identification card each semester.

3. Transcripts — This is your record of all previous classes taken and of grades received. If you are enrolling in college for the first time, request the last high school you attended to forward a copy of your transcripts to the Records Office at Moorpark College. If you have attended any college or university and are enrolling or requesting transfer to Moorpark, you must have a complete record of all previous work on file with the Records Office. This is important! Failure to provide this information may result in dismissal.

4. Transferring Credit — Credit for work completed at an accredited college will normally be granted for lower division courses corresponding to those described in the Moorpark catalog. If you have any questions about transfer credit contact the Admissions Office.

5. Placement — There is no placement test requirement. Class selection is generally a joint decision between student and counselor. In some cases, where previous academic preparation is required and the chances of success without this background appear risky, you may be required to take a placement test for that specific class.

Registration Procedures

1. Permit Registration — After you have completed the Admissions Procedures — provided you have met the specified dates — you will be mailed notification of the date and time reserved for you to register. This is in effect, an appointment, offering the advantages of priority in selection of classes, while eliminating the need to stand in long lines. You may not register prior to your appointment, but may register on the hour and half hour following, on any day during the permit registration period.

2. Class Schedule — After you have received notification of your permit registration appointment, you will be mailed a copy of the current Class Schedule. In it you will find complete registration instructions, current dates, deadlines, and a listing of course offerings. Keep your copy, you may need it later if you have to make any schedule changes. The Schedule differs from this, and other sections of the Catalog, in that it does not give course descriptions, major requirements or course equivalents for transfer students.
3. Late Registration – Late-corners will be offered a final chance to register during the first two weeks of the semester. After that, students must petition for admission through the Associate Dean of Students/Admissions and Records.

4. Adding Classes – Students may add classes through the second week of the semester providing they are officially registered in the college. Written permission from the instructor is required for each class added. Students who have not officially registered in the college and have not officially added classes in the prescribed manner will not receive credit for classes attended.

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

1. District Resident – must be a legal resident of Ventura County and have resided in California for one year prior to the residency determination date for the semester they are planning to attend, and Students who meet district residence requirements do not pay tuition. The residency determination date for the 1976-77 school year are as follows:
   - Summer Session 1975: June 15
   - Fall Semester 1975: Sept. 9
   - Spring Semester 1976: Feb. 1
   - Summer Session 1976: June 13

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

3. "Nonresident" are those students who have not legally resided in California for one year immediately preceding the residency determination date for the semester in which they are planning to attend. Students classified as nonresidents shall be required to pay the tuition fee.

4. Foreign Students are classified as nonresident and shall be required to pay the tuition fee for each semester in attendance.

Interdistrict Permits
Interdistrict attendance agreements and notices of restriction for the fiscal year 1975-76 are in effect as of April 1, 1975, (to the purpose of this notice is to meet the requirement of Education Code Section 26055.5) Students whose legal residence is in the Ventura County Community College District must apply for a permit to attend any of the community college districts listed below.

- Students with legal residence in the community college districts listed below must present permits for attendance in the Ventura County Community College District from the district in which they reside.

- Foothill Coll. Coll. Dist.
- Fremont-Newark Coll. Coll. Dist.
- Glendale Coll. Coll. Dist.
- Mt. San Jacinto Coll. Dist.
- Riverside Coll. Coll. Dist.
- Saddleback Coll. Coll. Dist.
- San Jose Coll. Dist.
- Santa Maria Jr. Coll. Dist.
- Siskiyou Joint Coll. Comm. Dist.

(NOTE: This list is subject to change. Consult the current Class Schedule for verification of schools entering into interdistrict transfer agreements.)

Advanced Placement
If you are now attending a Ventura County high school and feel you are capable of handling college level work, you may petition to enroll under the advanced place program. To do this, you must be a senior at your high school and file an approved advanced placement form with the college prior to registration. This form may be obtained from your high school counselor or from the college enrollment office.

Foreign Students
Foreign students are admitted under certain conditions and must have permission to register from the Associate Dean of Students/Admissions and Records. Students granted permission must adhere to the following procedures:

1. Submit a complete application for admission.
2. Provide evidence of proficiency in the use of the English language. Students are required to complete the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500. For information write:
   Educational Testing Service Box 929 Princeton, N.J. 08540
3. State a specific objective.
4. Submit a letter of recommendation and transcripts from preparatory schools and colleges previously attended.
5. Submit a confidential statement.
6. Submit a health certificate from a licensed physician which must include TB chest x-ray results.
7. Interview and clear with the Director of the college health services.
8. Show proof of major medical insurance.
9. Sign a student statement of understanding and responsibility.
10. Immigrant Department Form 1-20A will be issued only after all other prerequisites for immigration have been met.
11. Payment of tuition fee prior to enrollment (for the 1976-77 school year) has been established at $35 per unit with a maximum fee of $250 per semester for 80 or more units.

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

Committee assignments available, contact the Student Activities Assistant. She will be more than happy to help you make the most of your goals.

Student Government
The ASB President is the head of the student governing body, assisted by 20 students, ten representing the five divisions of the college. The remaining ten representatives-at-large, who are not necessarily affiliated with any department.

Elections are held each semester during the first three weeks of school. All students with I.D. cards have voting privileges.

The ASB handles budget matters, decides what programs or activities the student body will support and as a contact, coordinating body and facilitator of good ideas. They provide wanted and effective input to faculty and administrators through various appointive assignments.

Transportation
If you want a ride to or from some place, or want a rider along to share expenses, there are a variety of things you can do. The Student Services Center may help with bus tickets, or you can use the Ride the Board in the Student Services Center and put up notices on the bulletin boards around campus. Usually the first two weeks of a semester are most successful in terms of finding contacts for rides. After that, you should be able to find someone interested in working out a ride plan.

Housing
Although Moorpark does not offer any on-campus housing, we do our best to put you in touch with people and places who can help solve your problem. The Student Services Center makes a real effort to match tenants, roommates, or if you wish, to find employment offering live-in arrangement.

Whether you’re looking for a room, an apartment or a whole house, file a request with the Student Services Center. Some other good areas are:

- Check the local newspapers (want ads section) in the area where you want to live. Read the want ads and follow the names of these papers, ask, if you can afford it, place an ad yourself. Ask how help in hopscotch the right kind of ad for the least amount of money.

2. Put up notices on the bulletin boards around campus.
3. Some roomers list rental. Check the Coffee Pages and give them a call.
4. Follow up leads quickly. If you don’t find what you want right away, keep looking.

Lost and Found
If it’s been lost or in around the Campus Center, chances are your belongings will turn up in the Student Services Center. If your treasure was last seen in or near the Administration Building, check with the switchboard. You might also put a notice on the bulletin boards around campus. And, if your lost item is really valuable, put an ad in the school newspaper. It wouldn’t hurt to offer a reward, or simply make an appeal based on your plight.

Those Little But Awful Emergencies
Dead battery? Need a dime to call home? Go to the Student Services Center. Of course, if you show up too often with the telephone story, the chances are you’ll wear out your welcome.

These Big Emergencies
If you determine you know in is in trouble and appears to need medical or security services, tell someone in the Student Services Center. Your problem, or concern for someone else’s will be taken care of immediately with great discretion.

Gardena
The cafeteria serves a wide variety of appetizing pocket book foods — from snacks to hot meals — beginning with an early bird breakfast or 2:30 p.m. opening at 4:30 to 9 p.m. and Fridays from 7:30 a.m. to 1:30 p.m. Some items (generally those considered perishable) are available at half price on Fridays.

Selective Service
Current policy has eliminated the need to register for the draft. However, times change, if you have any question regarding your status, should some-

thing come up where you will need to know where you stand, information will be available through the Student Services Center.

Posters
There are some hard and fast rules governing the posting of notices on campus. All posted materials must be stamped for approval by the Student Services Center. Also, no notices, fliers or posters may be attached to any painted surface or on glass. The reasons for these restrictions are obvious. Painted surfaces can be damaged and in the case of glass surfaces, vision restricted. Any notices found posted in restricted areas will be taken down.

Machines lettering posters can be ordered at a modest price through the college Bookstore. Paper and paint for banners is available as long as the supplies last through the Student Services Center.

Bookstore
The Bookstore carries all the text-books your instructor says you will need. If you’re lucky, you’ll find them in the used book section. If you find out later that you don’t need a book (you’ve dropped the class) you have a limited period in which to return the book for a refund. The amount of the refund will depend upon the condition of the book. Returned books must be accompanied by a Drop Slip.

Each semester (usually during finals week) the Bookstore holds a two-day buy-back period in which books in usable condition bring a pretty good return (generally half price). Not nearly as much as you paid for them, of course, but it’s more than they’re worth if you don’t intend to start a home library.

A variety of other goods and services, including art supplies, radio, TV’s, calculators, gift items and snacks.
student activities

If you're new on campus and would like to get involved in student government, join in a club or start one, feel lost or have lost something, need a ride, a roommate or just a listening post, then go to the Student Services Center. The Center is located in the Campus Center Building, to the left of the cafeteria entrance. The people who work there serve as facilitators, policy interpreters and makers, resource people and coordinators. Their principal concern is to provide you with every opportunity to get closer to the school and to those who share your interests and goals.

Campus Clubs and Organizations

The Student Service Center moves on ideas - YOURS - and is not roofbound by what has "always been." If you're looking for an action area and would like to be in on the beginning of a new idea, this is where it's at!

On the other hand, if you wait for others to make a move - to get a club going, stage an event or to add to your social calendar, you're probably going to be disappointed. The chances are, they're waiting for you!

Although some on-going programs are available, there's always room for more. Look over the list of existing clubs, talk to the activities staff, then look up a faculty advisor. You may find something you can really get excited about:

- Alpha Gamma Sigma Honor Society
- Archaeology Club (MCASA)
- Black Students Union
- Campus Crusade for Christ
- Candelaria Indian Club
- Christian Science Students Association
- Delta Delta Women's Honor Society
- Early Childhood Development Association
- Field Hockey Association
- Food Services Club
- Law Club
- Letter Day Saints Students Aan.
- M.E.C.H.A. (Mexican-American Students Association)
- Music Club
- Newman Club (Catholic Students)
- Pep Squad
- Recreation Association
- Ski Club
- SWEET Society (Men's Honor Society)
- Associated Student Body

Student government offers opportunities for students to have a say in matters that concern them. Offices and committee assignments offer entry into campus and state level policy-making groups.

Just how much, or how little influence the ASB and its student government has, depends largely on the volume of energy and input it receives from students.

Guidelines for conducting student affairs are found in the student Constitution, which is any other document, is subject to change if the voting citizenry (students) find it no longer useful.

If you are planning to major in government, law, speech or related subjects or would just like to have your say, you will probably find student government an invaluable proving ground for ideas and implementation. For more information on the structure of the student government, the offices you may apply and run for, and the

COUNSELING SERVICES

A variety of counseling services is provided each student at Moorpark College, including those taking classes through the satellite campus centers. These services include academic, personal and career counseling and the growth outcomes of these programs - the counselor-taught Personal Growth classes. Students are served on a day and evening basis through the three counseling centers on campus - the Academic Advisement Center, Drop-In Center and Career Development Center. Additionally, counselors maintain posted schedules at various off-campus locations. These services are available, without charge, on an appointment or drop-in basis.

Academic Counseling
Selecting appropriate classes and choosing a major are important parts of realizing your educational and career goals. While planning an academic program is ultimately each student's choice and responsibility, counselors can serve as valuable resource people. Accurate information is essential in educational planning and it is each counselor's concern to keep abreast of this information for you and you will. Too often, a do-it-yourself approach ends in disappointment and loss of valuable time. Because of this, students are encouraged to maintain close contact with their counselor throughout their stay at Moorpark. Ask about programs and requirements for majors, general education, degrees, certificates, graduation and transfer requirements. Changes do occur - don't be the last to know.

Each student is assigned a counselor, usually on the basis of a major, but you have the option to change at any time to any counselor you wish. All counselors are experienced in academic counseling and maintain office hours for your convenience. They also work in other areas (the Career Development and Drop-In Centers) and may not be available in the same place each day. You will find schedules posted on each counselor's door.

If you wish to make an appointment for academic counseling, call or go to the Academic Advisement Center in the Administration Building. Although each counselor tries to keep open hours for drop-in students, during peak registration periods it's advisable to call ahead. If you have a "quickie" question, one that does not involve your records, there is usually one counselor available on a drop-in basis at the Center.

Personal Counseling
A few years back a group of interested students met with members of the counseling staff and college administrators to discuss the need for a place where they could talk things over, in private, with professionally trained people who could help students with concerns. This was the beginning of the college Drop-In Center. Since then, the services have been expanded to meet just about every kind of personal concern that's bound to come up in a place where people are working, living, learning and sometimes hurting. Here you can talk in complete confidence about any concern you bring - from sex to assertiveness, loneliness to family friction. You will find group and individual experiences
Rap Classes (PG 1)
In addition to individual counselling, a variety of RAP (Reasoning Attitudes and Priorities) classes are offered. These group experiences provide the opportunity to meet with other students who share concerns similar to yours. For course descriptions, see the Personal Growth classes (PG 1) listed in this section. Also, check the current class schedule for times, dates and instructors.

Ron Zaboski – is one of several counselors you’ll meet in the DROP IN CENTER. Ron, along with his fellow staff members, invites you to pop in anytime and bring along whatever happens to be on your mind.

Nurse Evelyn Moore – and her evening counterpart Barbara Wolfgram (not shown) work as a team to keep you feeling fit. The Student Health Center is open daily from 8:30 a.m. to 4:30 p.m. and evenings, Monday-Thursday from 6-9 p.m. Physician’s services are available by appointment.
health services

Although you can be selective about most of the things you do at Moorpark College, payment of health fee is required. The reasons for this ruling are obvious. Somebody (as a matter of fact, a whole lot of sombody) cares enough about your health to want you to be able to provide you with the best care possible, when you need it and at a convenient location. Keeping the cost of these services within reach of every student is of necessity, a shared responsibility.

The amount of fees you pay is set by the college district Board of Trustees. Current fee schedules for 1976-76 school year are as follows:

**Fees**

- **Semester**
  - Day Students: $3.75
  - Semeseter: 2.00
- **Summer Session**
  - Day & Evening Students: 1.00

*Note: These fees are subject to change each school year.*

**Services**

Payment of health fees entitles you to a number of basic medical services available through the Student Health Center. Although some services cannot be offered, the staff will be able to refer you to the appropriate people and agencies for the help you need.

- The following services are available free or for a nominal cost: Emergency and First Aid Services, Blood Pressure and Blood Glucose Tests, Hemoglobin and Mononucleosis Tests, PAPS Smears, Pregnancy Tests, Sickle Cell Tests, Tuberculosis Tests, Urinalysis, Veneral Disease Tests, Vision Counseling and Referrals, Family Planning, Veneral Disease Counseling, Any Health Related Problems, Immunizations, Flu (small charge), Tetanus Booster Shots, Physical Exams, Team Sports, Pre-entrance for college transfer, EOP, and

  **Staff**

  A professional staff is available to assist you with any health related problem - medical and/or emotional. If you even suspect you should seek medical help - do it. You'll find the people in the Student Health Center willing and professionally capable of getting you the assistance you need. A registered nurse is on duty both day and evening. A physician is available by appointment Tuesday from 8:30 a.m. to 12:30 p.m. and Thursday, 1:00-4:30 p.m. and 6:00 p.m. - 9 p.m.

**Location**

The Student Health Center is located at the Administration Building. It is open daily from 8:30 a.m. to 4:30 p.m. and evenings, Monday through Thursday from 6:00 to 9:00 p.m.

**Accident Insurance**

In addition to the medical services available through the Student Health Center, your health fee entitles you to an accident insurance policy. The policy covers accidents that occur as a result of school sponsored activities or while on your way to or from school within one hour each way. The policy pays the cost of your medical treatment at the college's health center. If you are injured, you must report the accident to the instructor, athletic trainer, or the Health Center within 72 hours. This is important! All insurance claims are processed through the Student Health Center where insurance claim forms are available.

**Optional Accident & Health Reimbursement Insurance**

Students desiring coverage for non-school related accidents or for medical expenses due to an illness may purchase this coverage on an individual basis. Dependents and/or dependents under this policy. Applications may be obtained from the Student Health Center.

**DON HENDERSON** is one of a team of counselors offering individual career counseling through the Cares Carrier Center. These services are available to students and members of the community, without charge, on a drop-in or appointment basis. Career planning courses are also available through the full-service Career Center.
CAREER DEVELOPMENT

If you're interested in getting to know yourself better, learning how to make good decisions, and in exploring your career options, look into the Career Developmentjmprogram offered through the Career Center. Classes are usually taught and offer college credit. For a description of these courses, see the Personnel Growth (PG 2) listing in this section. For them, dates, locations, and contents, consult the current class schedule or ask for an updated copy of the career development class brochure available in the Career Center.

PG 1 – RAP FOCUS
Reappraisal of Attitudes and Priorities
2 Units
2 hours seminar weekly (16 weeks)
Each semester a variety of RAP courses focusing on specific topics is offered. The meetings provide an opportunity to share thoughts, feelings, and reactions to such areas as marriage, human sexuality, woman's awareness, self-help training, human communication, or body awareness. Participants meet in small groups with others having similar interests.

The Human Sexuality, RAP emphasizes personal self-awareness. Both, and expectations in a relationship are explored through exercises in role-playing, relaxation, fantasy, eye contact, active listening, verbal sharing, and discussion. The objective is to put sexuality in a realistic, yet personal perspective—to deal with concepts of necessity, other people, body image, and self-acceptance.

Women's Awareness, RAP, a part of the Women's Rights Program, provides an opportunity for women returning to school, to share their feelings and their experiences in a supportive environment. Problem solving, time management, study habits, self-advocacy, open criticism raising, and decision making skills are some of the topics that usually arise.

In the American Training, RAP, the focus is on the individual's capacity to be expressive, open, and clear in communication. Learning how to effectively say no under pressure, recognizing and handling manipulation, and standing up for one's rights in response, confirming situation.

JILL PADICK, SUPERVISOR, CAREER DEVELOPMENT CENTER

If you've decided it's time you got started thinking about the future, you'll find the Career Center a good place to begin. In addition to occupational, educational and personal planning materials, the Center offers a variety of workshops designed to cover a broad spectrum of career planning and related topics.

CAREER DEVELOPMENT 3 Units

A career development class is a place to explore your career decisions. Through a series of structured exercises and self-assessment instruments, you will work with others in a small group to systematically examine the actual elements of career choice. Additionally, you will explore the various career fields appropriate for you. Career classes are led by counselors and are available during the Career Development Center and at various off-campus locations. Consult the current class schedule for time, date, location, and instructor names.
Academic Probation
Veterans who have placed an academicon probation due to grade point average (GPA) below 2.0 or who have received credit in less than half the units attempted are required to obtain academic counseling. Veterans Action Team members evaluate the Veteran to maintain satisfactory progress toward the educational goal in order to be eligible for educational assistance benefits.

Career Counseling
Several alternatives to fast-track or ill-advised career decisions are offered through the Career Development Center. Included in these services are career development courses (Personal Growth 1, Career Counseling), an up-to-date collection of career planning materials, and regularly scheduled occupational fairs. Special materials are available to veterans seeking to relate service training to civilian occupations. The Career Center is located in the Campus Center and is open daily from 9 a.m. to 3 p.m. and evenings, Monday through Thursday from 6 to 9 p.m. Veterans are invited to drop by or call for a counseling appointment.

Instructional Programs
The college community is unique in that it offers a variety of ways to pursue academic career goals, including certificate and technical programs, two-year Associate degree programs, and preparation for transfer to a four-year college. Although the choice of program is ultimately yours, you will find your counselor and members of the faculty to be valuable resources of information.

Personal Counseling
It is not at all unusual for students to find they are running low on "copay" from time to time. When this happens—and it might—pack your contents and take them to the Drop-In Center. You will find good listeners who are skilled at helping people sort out all kinds of things—from academics to finality life and sex to assertiveness. You'll find a roomy, comfortable room that offers complete privacy and people you can absolutely trust to keep a confidence. The Center is located upstairs over the Library (L-215). It is open Monday through Thursday from 9 a.m. to 3 p.m.; Friday, from 8 a.m. to 12 p.m. Drop by or call for an appointment if you wish.

Tutoring Services
Need to brush up on old skills and master new ones? The Tutoring Center can put you in touch with skilled tutors who can give you that extra help you need. The Center is located in the Library and is open Monday through Thursday from 8 a.m. to 4:30 p.m.; Friday from 10 a.m. to 2 p.m., with evening tutoring by arrangement. There is no charge for these services.

If you find you need help beyond what is offered through the Center contact the Veterans Services Office for information regarding tutoring services available as part of your veterans benefits.

Remember, no instructor wants to see you floundering in the classroom. If you need help, ask for it.

Work Experience Education
College credit may be granted up to 4 units per semester if your job is related to your major. If you are interested in participating in this program, see the Work Experience Coordinator.

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

Although most students are not required to pay tuition at a community college, some thought should be given to the cost of books, supplies, lab fees and normal living expenses. The following moderate but adequate college budgets are used by the Financial Aid Office in computing the cost of financing one year of study at Moorpark College. Naturally, these costs will vary according to housing arrangements, personal responsibilities and individual needs.

Student Living At Home
Food and Housing ........................................... $ 600.00
Personal ........................................................... 450.00
Fees (Health & Parking) ................................. 20.00
Books and Supplies ......................................... 160.00
Transportation ................................................ 450.00
TOTAL ............................................................ $1600.00

Independent Student Maintaining Own Home
Food and Housing ........................................... $1750.00
Personal ........................................................... 850.00
Fees (Health & Parking) ................................. 70.00
Books and Supplies ......................................... 160.00
Transportation ................................................ 450.00
TOTAL ............................................................ $3730.00

Married Student
Food and Housing ........................................... $2700.00
Personal ........................................................... 850.00
Fees (Health & Parking) ................................. 20.00
Books and Supplies ......................................... 160.00
Transportation ................................................ 450.00
TOTAL ............................................................ $4180.00

NOTE: Students responsible for maintaining child care should include at least $50.00 a month per child.
If you're a veteran, you've already had your fair share of red tape, forms and frustrations. The people in the Veterans Services Office know this and are knowledgeable in ways of getting you through the system with as little wear and tear as possible. They can provide assistance in applying for veterans benefits, finding out why your benefits aren’t getting to you, initiating and responding to correspondence, or just filling out forms. If there is anything they can’t handle, they will refer you to the appropriate people and places on and off campus where you can get the help you need.

The Veterans Services Office is located in the Administration Building (A-168 & A-176). It is open from 9 a.m. to 9 p.m. Monday through Thursday and Friday from 9 a.m. to 4:30 p.m. You can call for information anytime during these hours at 829-3321 or 829-1051.

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

Transcripts
Students are permitted three requests for Moorpark College transcripts without charge. Additional requests are $1.00 each.

Veterans Services Office

7.

Veterans Benefits Assistant

Naturally, you are going to be concerned with financial matters and here’s where the Veterans Benefits Assistant can help. She will be able to tell you what educational benefits you have coming, how much you can expect, how to apply and what to do if something goes wrong. She is also available to help with any correspondence you may have with the Veterans Administration, Vet-Rep’s are also available to assist with check inquiries.

Outreach

We know you’re busy and it may not be convenient for you to make a trip to the college to find out about your benefits under the G.I. Bill. You may also have some questions regarding your place in as a student at Moorpark College. Here’s how we bring the “mountain” to you. Each Counselor visits designated areas throughout the county with information concerning these benefits and to assist you in applying through appropriate channels. For further information concerning the counseling office, please see the Veterans Counselor.

Veterans Information

Eligibility for Educational Assistance
You are eligible if you had active duty for a continuous period of 181 days or more, any part of which occurred after January 31, 1955. Widows and children of deceased or totally disabled servicemen may also apply for benefits.

Eligibility: You are entitled to 1½ months of educational benefits for each month or fraction of a month of active duty after January 31, 1955, up to 36 months. Veterans who have used 36 months of educational entitlement are currently pursuing their first undergraduate degree may receive an additional nine months of...
EDGAR DELGADO (STUDENT COUNSELOR INTERN), PAUL PAGSON and DONATO VENTURA (COUNSELORS) — are part of a team whose central focus is on the students enrolled in the college EOPS program. Students seeking information, assistance, or ways to become more involved in college and community life are always welcome in the EOPS office located in the Financial Services Center trailer.

Financial Aids

If you'd really like to go on with your education but your finances are shaky, you've probably already satisfied the basic requirements for financial aid. A general rule of thumb is, if you think you will need help, apply.

There are any number of loans, grants, scholarships, and work-study programs around for students who qualify. By combining these programs into packages the college is able to extend these services to the largest number of students possible.

Financial aids are awarded on the basis of need, with first consideration given to those who meet application deadline dates. Beyond these cut-off periods, you can pretty well figure the money will be gone.

Many of these programs begin in the fall and must be applied for early in the previous spring. Students are advised to contact the Financial Aids Office to inquire about filing dates.

Students interested in applying for financial aid are advised to visit or call the Financial Aids Office and ask for the ACT Family Financial Statement. These forms are also available from members of the counseling staff at high schools throughout the county. After completing the application return it to the Financial Aids Office. Notification of eligibility will be mailed as soon as your paperwork has been processed.

The Financial Aids Office is located on the quad in the Financial Services Center trailer. It is open Monday through Friday from 8 a.m. to 5 p.m. and evenings by appointment only.

Grants

Grants differ from loans in that they are gifts and do not have to be repaid. Several kinds of grant programs are available, each having specific requirements and offering varying amounts of assistance. The grants that figure most prominently are the Basic Educational Opportunity Grant (BEOG), the Educational Opportunity Grant (EOG) and the Supplemental Educational Opportunity Grant (SEOG). Of these three only the BEOG award is made totally independent of the school. Criteria and application information for BEOG grants is as follows:

Eligibility:

Students entering post-secondary education after April 1, 1973. Schools must be approved public and private colleges, universities, community colleges, vocational schools, technical schools and hospital schools of nursing.

Application:

Complete the Application for Determination of Basic Grant Eligibility for the current academic year. These forms are available from institutions of post-secondary education (including our Financial Aid Office) and high schools. Your application will be processed through the Financial Aids Office, and if possible additional funds may be made available through various other grants, loans and work study programs.

Other Grants — use the American College Testing National Financial Statement.
Loans
Students with financial need may qualify for loans either through Moorpark College and the regular financial aid package or by application to banks or savings and loan institutions. These loans bear simple interest on the unpaid balance. Interest is not charged, nor repayment required until nine months after the date the borrower ceases to be a full or half-time student. Repayment of loans is scheduled over a 10-year period. To determine which type loan is best for you, contact the Financial Aid Office.

Work Study Program
A limited number of qualified students may obtain employment through the work-study program. This means you will be assigned a job as part of the financial aid package. Employment is available on or off campus.

Scholarships
All scholarship awards are made on a competitive basis; consideration is given to scholastic achievement, financial need, and academic promise. Eligibility for a scholarship is determined from the applicant's statement, official transcripts, and letters of recommendation. As scholarships become available for Moorpark College students, announcements will be made in the Counselor's Corner in the school newspaper. All scholarships are processed through the Financial Aid Office.

FLOYD THIONNET, COORDINATOR, STUDENT FINANCIAL SUPPORT SERVICES — is the man to see if finances are an obstacle to your education. He's the wizard whose job it is to shake the money tree so that you can get on to bigger and better things as a student at Moorpark College.

The Extended Opportunity Program Services responds to the needs of ethnic, socio-economic and cultural minorities. Students are offered a variety of services tailored to meet their individual needs.

The CEOP staff is comprised of a director, a counselor, several peer counselors and a secretary, all of whom can honestly say they've "been there" and are willing and able to help students achieve their educational and life goals. Most CEOP students are introduced to the program while still in high school. Newcomers are invited to drop by the CEOP office, located in the Financial Services Center trailer, to see if they meet program requirements. While you're there, you might ask about the following services:

Academic and Personal Counseling
When you want to talk to someone about personal matters, academic snags or just need help in wading through all the red tape, the counselor in the CEOP office can help. He or she (right now it's a "he") is around to listen, share and to guide you into smoother waters.

Peer Counseling
Sometimes it's easier to talk things over with someone who seems more like you than a counselor, instructor or an administrator. Peer counselors are available to answer all those questions you'd rather not ask someone else. They've been around a while, but not so long they don't remember what it's like to be in your shoes. They'll also tell you when something's over their heads and will get you to the right person who can help.

Health Services
In addition to the regular health care services available through the Health Center, you are eligible for free, complete physicals and assistance with other medical problems, including pregnancy, referral services and birth control information. Also assistance with visual and hearing problems if you need it. For a complete listing of services see the section of the Health Center.

Short Term Emergency Loans, Grants
Some short term loans and grants are available to CEOP students. These loans are available on a first come, first serve basis. Sometimes the demand for this service is greater than the amounts available and you, may have to wait. It doesn't hurt to ask, then ask again! Follow up is important.

Transportation
This is probably one of the biggest hassles you'll have as a student and one that we unfortunately cannot solve with 100% success. However, if you need a ride to or from school or are looking for a rider to share expenses, there are a variety of things you can do and we'll help.

Start with the CEOP office, tell them what you need. Then visit the student activities office, they keep a file of students needing or offering rides. Also, you can put up notices on bulletin boards around campus. And finally, just ask around.

Tutoring
If you need help with course work, for heaven's sake, ask! Tutors, generally sophomores (second year students) or graduates with previous experience and a strong academic background, are hired by CEOP to help you. These tutoring services are available on an individual basis if you ask. The CEOP office cooperates with the campus Tutorial Center in offering you a broad range of services in all study areas.

Housing and Job Placement
As you probably already know, Moorpark College does not have any on-campus housing available. However, every effort is made to help you find appropriate housing. We suggest you start your search by doing the following:

1. List your needs with the CEOP office.
2. Go to the Student Activities office and inquire about available housing and the residence list.
3. Check the want ad section of the newspapers circulated in the area where you want to live.
4. Put up notices on the bulletin boards around campus.
5. Call realtors listed in the yellow pages. Some of them list rentals.

Employment
Finding a part-time job is difficult, but not impossible. The resources of the campus are limited but we have been reasonably successful in placing students who want to work.

The CEOP office can help with on-campus as well as off-campus employment. An additional source of help is available at the Placement Office in the Campus Center Lobby. This office is open from 8 a.m. to 5 p.m. daily.

Other sources of help are the Youth Employment Services (YES) in most communities. Call information for the telephone numbers. Call Information and ask for the telephone numbers.
services for senior citizens

RESIDENTS OF THE
eastern Ventura County
area can find escape from
TV almost any night of the
week by turning to Community
Services at Moorpark College. In
fact, there are times when they must
make a choice among rich offerings.

In addition to concerts, plays, films, lectures,
dance programs, art gallery shows and special
events, Community Services sponsors free
recreation three nights a week, makes special
opportunities available to senior citizens, and
offers short courses and work shops. It also provides
a Child Care Center for the pre-school children of Moorpark
College students, and seeks other opportunities to serve the needs of the community.

On this and the following pages are depicted a few of the many
Community Services - sponsored activities at Moorpark College.

child care center

faculty speakers
Moorpark College is pleased to offer
the community more than 25 faculty
speakers who have volunteered to
share with clubs and organizations
their knowledge and experience on
a large variety of topics. By this
means, college and community are
brought together, and the college is
able to express its gratitude for the
community support it enjoys.

A brochure listing the speakers and
their topics is available from the
Community Services Office, T-217.
public use of college facilities

The Community Services Office makes college facilities available for public use under terms of the Civic Center Act, and in accordance with the rules adopted by the Governing Board of the District. Inquiries about application for such facility use may be made by calling extension 253.
LH 20 — IRRIGATION SYSTEMS (CSU 3)  
3 Units  
3 hours lecture weekly.  
Site analysis, equipment components, basic hydraulics and design techniques as they relate to irrigation systems used in turf and landscape installation.

LH 30 — DECORATIVE CONTAINER GARDENING  
3 Units  
3 hours lecture weekly.  
The propagation, culture and care of potted plants, hanging baskets, terrariums, dish gardens and tubs. Will include soil mixes, watering, fertilization and general maintenance. Lab or materials fee may be required.
PART-TIME FACULTY: Joann Borchard, Toni Haigh, Richard Herrera, John Innes, Gary Krause, Harry La Chance, Dennis Lyman, Paul Rogers, Scott Lee, Ron Scheuble.

LH 24 — LANDSCAPE DESIGN FOR HOMES (CSU-3) 3 Units
3 hours lecture weekly.
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.
Equivalent to OH 223, Cal Poly SLO.

LH 25A/B — TURFGRASS MANAGEMENT (UC-1, CSU-3,3) 3 Units
Prerequisites: None for 25A, 25A for 25B.
3 hours lecture weekly.
25A: Study of turfgrass, including varieties, their selection and use in lawns, public parks, public institutions, playgrounds, athletic fields, golf courses and bowling greens. Identification of turfgrass, establishment of turf areas, soil preparation, irrigation, fertilization and special management factors. This is primarily an evening course.
25B: Study of the following topics: equipment used with turfgrass management; soil aeration and thatch control; drainage equipments and the use of wetting agents; sprinkler system design and operation; record keeping; personnel management; public relations. This is primarily an evening course.
Equivalent to OH 333, Cal Poly SLO. Equivalent to Plant 165, CSUF.

LH 26 — GARDEN INSECTS AND DISEASES AND THEIR CONTROL (CSU-3) 3 Units
3 hours lecture weekly.
Study of the common garden insects and diseases. How to identify and how to control will be emphasized; also emphasis will be placed on biological controls where applicable. This course is designed for professional gardeners, and home gardeners who desire a more thorough knowledge of the common garden insects and diseases found in Southern California. Primarily an evening course.
Equivalent to OH 327, Cal Poly SLO.

LH 27 — HOME OWNER'S PLANT PROPAGATION 3 Units
3 hours lecture weekly.
Propagation of plant materials, through seeds, cuttings, budding, grafting, division and air layering. An evening course designed for homeowners.

LH 28 — PESTICIDE/HERBICIDE LICENSING 3 Units
3 hours lecture weekly.
Agriculture Pesticide Licensing Review — All licenses presently offered reviewed.
LH 4 -- PLANT IDENTIFICATION (UC-1, CSU-3)  
Prerequisites: LH 2 or Biol 2A or Bot 1 or consent of instructor. 
2 hours lecture, 3 hours laboratory weekly. 
Identification, habits of growth, culture of native plants and landscape use of ornamental 
trees, shrubs, vines, annuals, herbaceous perennials including tropica, subtropica and 
house plants. 
Equivalent to OH 122, Cal Poly SLO. 
Equivalent to Plant 25, CSUF.

LH 5 -- LANDSCAPE CONSTRUCTION & MAINTENANCE (CSU-3)  
3 Units 
2 hours lecture, 3 hours laboratory weekly. 
Pruning and maintenance of landscape shrubs and trees. Design and maintenance of 
landscape watering systems. Construction of concrete block, brick and wood walls and 
walls. (Co-numbered For 5).

LH 6 -- LANDSCAPE DESIGN  
3 Units 
Prerequisites: LH 1, LH 2, LH 4 or consent of instructor. 
2 hours lecture, 3 hours laboratory weekly. 
Basic drafting techniques needed in landscape designing. Use of plant materials in the 
landscape design. Basic landscape design principles.

LH 7 -- NURSERY PRACTICE (CSU-3)  
3 Units 
Prerequisite: LH 2 or consent of instructor. 
2 hours lecture, 3 hours laboratory weekly. 
Forcing of flowering plants. Citrus and avocado propagation. Cost analysis of basic nursery 
practices. 
Equivalent to OH 121, Cal Poly SLO. 
Equivalent to Plant 35, CSUF.

LH 21A/B -- ORGANIC GARDENING  
2-2 Units 
Prerequisites: None for 21A; 21A or consent of instructor for 21B. 
1 hour lecture, 3 hours laboratory weekly. 
Involves the information necessary to plant and develop an organic garden. Study of soils, 
organic fertilizers, raised bed planting and other facets of organic gardening.

LH 23 -- LANDSCAPE GARDENING AND MANAGEMENT (UC-3, CSU-3)  
3 Units 
3 hours lecture weekly. 
Planting and care of lawns, grown 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. 
Equivalent to OH 126, Cal Poly SLO.
The Agriculture section offers course listings in the following areas:

- Agriculture Business: AB
- Agriculture: AG
- Agronomy: Agron
- Animal Husbandry: AH
- Entomology: Ent
- Forestry: For
- Landscape Horticulture: LH

The GENERAL AGRICULTURE* major prepares students for diversified farming where a knowledge of farm crops, livestock and farm machinery is necessary. The curriculum is not intended to replace majors of Agriculture in which students specialize in a single field. The requirements are flexible and especially well adapted to students interested in teaching vocational agriculture. Many graduates have found positions with county, state and federal agencies, or in business and services related to agriculture.

*or Agriculture Business Management at California Polytechnic State University, San Luis Obispo.

Prerequisites for Baccalaureate Degree at most CSU and UC campuses offering this major:

- AB 2 Record Keeping
- AH 1 Intro Animal Husbandry
- AH 2 Feeds and Feeding
- Ag 21 Soils
- Agron 1 Intro to Agronomy
- Bot 1 General Botany
- Econ 1A Principles of Economics
- Ent 1 Economic Entomology
- LH 1 Intro to Horticulture
- Math 3 Intermediate Algebra
- Micro 1 Principles of Microbiology

FOR 2 – NATURAL RESOURCES (UC-3, CSU-3) 3 Units

3 hours lecture weekly.

Economic and social values of our natural resources. History of man in relation to land use, human population in relation to resources; history of the conservation movement; present day conservation practices.

Equivalent to NRM 112, Cal Poly SLO.

FOR 5 – PARK SITE DEVELOPMENT (CSU-3) 3 Units

2 hours lecture, 3 hours laboratory weekly.

Construction of systems necessary to development of park sites — concrete block wall, brick, watering systems and carpentry. Use of tools required. (Co-numbered LH 5).

LH 1 – INTRODUCTION TO HORTICULTURE (CSU-3) 3 Units

2 hours lecture, 3 hours laboratory weekly.

The landscape industry in California, the wholesale grower, the jobs, the retail nursery, the garden center and other outlets for landscape plants and materials. A study of nursery location, organization and operation. Practice in production of ornamental plants.

Equivalent to OH 100, Cal Poly SLO.
Equivalent to Plant 15, CSUF.

LH 2 – PLANT STRUCTURE (CSU-3) 3 Units

2 hours lecture, 3 hours laboratory weekly.

Introduction to plant structure with emphasis on roots, stems, leaves, flowers, fruits, seeds and inflorescences. Gross structure is emphasized rather than microscopic analysis and the objective is to prepare the student for courses in plant propagation and plant identification.

LH 3 – PLANT PROPAGATION (UC-1, CSU-3) 3 Units

Prerequisite: LH 2 or consent of instructor.

2 hours lecture, 3 hours laboratory weekly.

Production of ornamental trees, shrubs, vines and ground-covers by cuttings, budding, grafting, layerage, separation and division; lining out, balling, bare rooting, canning, growing of cutting material, growing liners; pruning and training espaliers. Specimen plant production.

Equivalent to OH 233, Cal Poly SLO.
Equivalent to Plant 20, CSUF.
AH 8A — BEGINNING HORSEBACK RIDING (UC-2, CSU-2)
1 hour lecture, 3 hours laboratory weekly.
Beginning riding techniques, care and use of horse and equipment, safety and first aid, types of riding and equipment, appreciation of the animal, and its relationship to the environment. (Coregistered P.E. 3F). Lab or materials fee may be required.

AH 8B — INTERMEDIATE HORSEBACK RIDING
Prerequisites: AH 8A or consent of instructor, or PE 3F.
1 hour lecture, 3 hours laboratory weekly.
Intermediate riding techniques; English riding; Western riding; practical training; use of equipment involved in those riding techniques. (Coregistered P.E. 3F). Lab or materials fee may be required.

AH 9 — HORSE TRAINING
Prerequisite: AH 5 or AH 6 or consent of instructor.
1 hour lecture, 3 hours laboratory weekly.
Halter training of foals, beginning training of yearlings and two year olds, lounging techniques, driving, breaking to the saddle. Showing the young halter horse. Lab or materials fee may be required.

AH 10 — ANIMAL HEALTH AND SANITATION
Prerequisite: AH 1 or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.
Introduction to disease causes, control and prevention in livestock. Laboratory work in sanitation, animal control, equipment and instrument identification.

ENT 1 — ECONOMIC ENTOMOLOGY (UC-3, CSU-3)
2 hours lecture, 3 hours laboratory weekly.
Common insects that attack agricultural crops and stored products; basic taxonomy of the major orders: identification, life cycles, habits, hosts, economic importance, and control of the principal insects in agriculture; identification and evaluation of beneficial insects. Insect collection required.
Equivalent to CRSC 311, Cal Poly SLO.
Equivalent to Plant 121, CSUF.
Parallels Entomology 10, U.C. Davis.

FOR 1 — INTRODUCTION TO FORESTRY (UC-3, CSU-3)
2 hours lecture, 3 hours laboratory weekly.
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.

The ANIMAL SCIENCE program provides training in the selection, care, development and marketing of commercial animals for sale. There are current employment opportunities. Positions requiring this training are livestock grower and meat wholesaler.

Prerequisites for Baccalaureate Degree at most CSU and UC campuses offering this major:

Ag 21 Soils
Agron 1 Intro to Agronomy
AH 1 Introduction to Animal Husbandry
AH 2 Feeds and Feeding
AH 6 Horse Husbandry I
AH 8 Horse Husbandry II

The program in FORESTRY provides a general education in the arts and sciences with a core of basic courses which furnish the student with a perspective of the scientific and professional area of Forestry.

Prerequisites for Baccalaureate Degree at California State University, Humboldt and University of California, Berkeley include:

Ag 21 Soils
Biol 2A/B General Biology
Bot 1 General Botany
Bot 3 Plant Identification
Chem 1A/B General Chemistry
DP 1 Intro to Data Processing
DP 4A Computer Programming
Econ 1A/B Principles of Economics
Engr 8A Plane Surveying
For 1 Intro to Forestry
For 2 Natural Resources
Geol 2 Physical Geology
Math 7 Pre-calculus Mathematics
Math 15 Intro Statistics
Math 16A/B Applied Calculus
Math 25A Cal/Analytic Geometry
Ph 2A/B General Physics

Please see your counselor regarding information on the specific requirements of each school.
This program is designed to provide a background of education and experience in LANDSCAPE HORTICULTURE (or Ornamental Horticulture at transfer schools) with some training in the business field. This change from rural to suburban living and development of recreational facilities is creating an increasing demand for persons in this field.

Prerequisites for Baccalaureate Degree at most CSU & UC campuses offering this major:

- Ag 1  Soils
- LH 1  Introduction to Horticulture
- LH 2  Plant Structure
- LH 3  Plant Propagation
- LH 4  Plant Identification
- LH 5  Landscape Construction & Maintenance
- LH 7  Nursery Practice

The curriculum in the SOIL SCIENCE MAJOR prepares graduates for employment in professional positions encompassing the various fields of agriculture, such as soil conservationists, land appraisers, fertilizer distributors, and highly specialized positions such as those of soil surveyors, laboratory technicians, and soil specialists.

Prerequisites for Baccalaureate Degree at most CSU & UC campuses offering this major:

- AB 2  Record Keeping
- Ag 21  Soils
- Agron 1  Introduction to Agronomy
- Agron 2  Vegetable Crop Production
- Ent 1  Economic Entomology

AGRON 2 — VEGETABLE CROP PRODUCTION (CSU-3)
Prerequisite: Agron 1.
2 hours lecture, 3 hours laboratory weekly.
Economic importance, adaptation, cultural practices, marketing, pest control, calendar of operations, cost analysis of the major representative crops of the area. Environmental relationships, moisture, temperature, general weather influence on crops in the locality.

AH 1 — INTRODUCTORY ANIMAL HUSBANDRY (UC-3, CSU-3)
3 hours lecture weekly.
Survey of livestock production in the community, state, nation, and world. Study of anatomy and physiology, genetics, nutrition, livestock selection, management, and marketing of the breeds of beef, dairy, swine, sheep and poultry and their products.
Equivalent to AH 230, Cal Poly SLO.
Equivalent to A Sci 10, CSUF.

AH 2 — FEEDS AND FEEDING (CSU-3)
Prerequisite: AH 1 or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.
Equivalent to A Sci 101, Cal Poly, SLO.
Equivalent to A Sci 70, CSUF.

AH 5 — HORSE HUSBANDRY I (CSU-3)
2 hours lecture, 3 hours laboratory weekly.
Horse selection; nutrition; internal, external parasite control; disease control programs.
Equivalent to A Sci 232, Cal Poly, SLO.
Equivalent to A Sci 51, CSUF.

AH 6 — HORSE HUSBANDRY II (CSU-3)
Prerequisite: AH 5.
2 hours lecture, 3 hours laboratory weekly.
Horse ranch management, breeding and care of the mare and foal, basic training techniques. Field trips to local equine centers.
Equivalent to A Sci 333, Cal Poly SLO.

AH 7A/B — LECTURES IN HORSE HUSBANDRY (CSU-3)
33 Units
3 hours lecture weekly.
Lecture series given on the selection, health and care of horses. Topics include quarter horse selection; arabian horse selection; saddle breeds and selection; thoroughbred selection; inoculations; safety; common diseases; feeds; and colt care.
Equivalent to A Sci 145, CSUF.
AG 10 — AGRICULTURE CONSTRUCTION AND MAINTENANCE (CSU-2)  2 Units
1 hour lecture, 3 hours laboratory weekly.
Construction techniques, materials, structural planning and maintenance of agricultural structures and equipment. Carpentry and masonry tools, hardware and materials as applied to construction and maintenance of various agricultural structures. Use of hand power equipment.
Equivalent to AE 121, Cal Poly SLO.
Equivalent to AG ME 81, CSUF.

AG 21 — SOILS (UC-3, CSU-3)  3 Units
2 hours lecture, 3 hours laboratory weekly.
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.
Equivalent to SS 121, Cal Poly SLO.
Equivalent to Plant 130, CSUF.

AG 22A/B — DIRECTED STUDIES IN AGRICULTURE (CSU-see below)  1-3, 1-3 Units
Prerequisites: A specific course in the field and consent of the instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of agriculture on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

Contact the CSU campus of your choice for specifics regarding transferability of this course.

AG 23A/B — SPECIAL PRODUCTS IN AGRICULTURE (CSU, 1-3)  1-3 Units
Prerequisites: Current enrollment in Agriculture class.
3-0 hours laboratory weekly by arrangement.
For students who are interested in furthering their knowledge or skills beyond that offered in scheduled classes.

AGRON 1 — INTRODUCTION TO AGRONOMY (UC-3, CSU-3)  3 Units
2 hours lecture, 3 hours laboratory weekly.
Plant structures and their functions; crop ecology and basic factors affecting crops and crop production. Identification of crops, seeds and weeds. Weed control in this locality. Seed production, including certified seed.
Equivalent to CP 131, Cal Poly SLO.
Equivalent to Plant 13, CSUF.

Career opportunities in VETERINARY SCIENCE are many and varied for those training to alleviate and prevent diseases in animals. Caring for the nation’s animals attracts the majority of the graduates into private practice. However, fields such as teaching, research, government service, space medicine, public health, bio-medical research, laboratory animal medicine, and drug research are attracting more and more of those trained in veterinary science.

Prerequisites for the Baccalaureate Degree at University of California, Davis:
AH 1  Intro to Animal Husbandry
AH 5  Horse Husbandry 1
AH 6  Horse Husbandry 1II
Bio 2A/B  General Biology
Chem 1A/B  General Chemistry
Chem 7A/B  Quantitative Analysis
Chem 7A/B  Organic Chemistry
Math 7  Pre-calculus Mathematics
Ph 2A/B  General Physics

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
## Associate in Science Degrees & Certificates in Agriculture Offered by Moorpark College

### Associate in Science — Landscape Management

**Required Courses:**
- Ag 21 Soils
- Ent 1 Economic Entomology or
- LH 26 Garden Insects and Diseases
- LH 2 Plant Structure
- LH 3 Plant Propagation
- LH 4 Plant Identification
- LH 5 Landscape Construction & Maintenance
- LH 25A/B Turfgrass Management

**Recommended Courses for the Major:**
- LH 1 Intro to Horticulture
- LH 6 Landscape Design or
- LH 24 Landscape Design for Homes
- LH 23 Landscape Gardening & Management
- LH 29 Irrigation Systems

**Landscaping Management Certificate**

**Required Courses:**
- Ag 21 Soils
- LH 23 Landscape Gardening and Management
- LH 25A/B Turfgrass Management
- LH 26 Insects and Diseases
- LH 4 Plant Identification
- Plus 6 units General Education

(See Catalog Section 2)

### Associate in Science — Nursery Management

**Required Courses:**
- Ag 21 Soils
- Ent 1 Economic Entomology or
- LH 26 Garden Insects and Diseases
- LH 2 Plant Structure
- LH 3 Plant Propagation
- LH 4 Plant Identification
- LH 7 Nursery Practice
- LH 25A/B Turfgrass Management

**Recommended Courses for the Major:**
- Biol 1 Principles of Biology
- Bot 3A Plant Identification
- LH 1 Intro to Horticulture
- LH 6 Landscape Construction & Maintenance
- LH 8 Landscape Design or
- LH 24 Landscape Design for Homes
- LH 23 Landscape Gardening & Management

### Nursery Management Certificate

**Required Courses:**
- Ag 21 Soils
- LH 25A Turfgrass Management
- LH 2 Plant Structures
- LH 7 Nursery Practices
- Plus 6 units General Education

(See Catalog Section 2)

### Associate in Science — Animal Science

**Required Courses:**
- Ag 21 Soils
- Ag 23A/B Special Projects in Agriculture
- AH 1 Introductory Animal Husbandry
- AH 2 Feeds and Feeding
- AH 5 Horse Husbandry I
- AH 6 Horse Husbandry II
- AH 10 Animal Health and Sanitation

**Recommended Courses for the Major:**
- AB 2 Record Keeping

### Courses in Agriculture

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

**AB 1 — Introduction to Agri-Business (CSU-3)**

3 units
3 hours lecture weekly.

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.

Equivalent to FM 101, Cal Poly SLO.

**AB 2 — Record Keeping (CSU-3)**

3 units
2 hours lecture, 3 hours laboratory weekly.

The study of basic record keeping procedures used in production agriculture. Required course for all Agriculture students.

Equivalent to FM 102, Cal Poly SLO.
Photo 5 – Color Printing
(UIC-3, CSU-3)
3 Units
Prerequisites: Photo 3 or consent of instructor.
1 1/2 hours lecture, 4 1/2 hours laboratory weekly.

Students will print from color transparencies and color negatives. “Type C” and “Type R” 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 polarization. Lab or materials fee may be required.

Photo 8 – Basic Photo-Journalism
(UIC-3, CSU-3)
3 Units
Prerequisites: Photo 1A or suitable portfolio and consent of instructor.
2 hours lecture, 3 hours laboratory weekly.

Aspects of photography as applied to mass communications — broadcast and print journalism. Concentration on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Special effects and the utilization of camera and light as creative tools.

(Co-numbered Journ 8;)
Lab or materials fee may be required.

John Gray, Photography

Photo 10 – Beginning Photographic Design
(UIC-2, CSU-2)
2 Units
6 hours laboratory weekly.

A composition class for photographers, cinematographers, and telecommunicators. The camera is a sensitive tool when used by a creative person. It becomes an extension of mind and eye. This class will explore the relationships between imagery and line, texture, volume, shape and color. It will explore the relationship between art and nature and the translation of word ideas to visual ideas. Students will work in their own media as well as with traditional drawing materials.

Photo 22A/B – Directed Studies in Photography
(UIC-3, CSU 1/3/1 3)
1-3/1 Units
Prerequisites: Course in the specific field and consent of the instructor and division chairperson.
1 1/2 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of photography on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

The University of California will accept a maximum of 6 units per term for any or all work taken there during the '92-93 school year.

Facility

Full-time Faculty:
Kirk Aiken, Department Head, Bill Dodgen, John Gray, Jack Noyes, Frank Sardisco, Delmore Scott, James Sturgeon.
1 yeke Alten, Cournot (right).

Part-time Faculty:
Ray Arth, Bruce Boetscher, Gaye Cox, Kristin Drake, Charlotte Ekback, Nancy Fink, Michael Gallick, Lynn Halmi, Jim Hutchison, James Jarvis, Greg Lewis, Donal Lumbert, Margaret Marvin, Jim Parker, Vince Robine, Eva Roberts, Judy Simonian, Laura Weather, Laurrette Zabriskie.

The Moorpark curriculum offers a variety of opportunities for students interested in the field of art. Choices include experiences in history and appreciation, ceramics, drawing, painting, sculpture, crafts, commercial art, and photography. Students may obtain an A.A. Degree in Art, an A.S. Degree in Photography, or an A.S. Degree in Commercial Art. Lower division courses required at four year universities and professional art schools are also available.

Prerequisites for the Baccalaureate Degree

California State University, Northridge

Art 1AB Art History
Art 4AC Color and Design
Art 12AB Drawing and Composition

Plus 6 to 10 units of art electives.

University of California, Santa Barbara

Studio Emphasis:
Art 1AB Art History

Plus 6 courses chosen from the following:
Art 16AB Painting
Art 19AB Sculpture
Art 15AB Printmaking
Art 9AB Ceramics
Art 12AB Drawing and Composition
Photo 1AB Beginning and Intermediate Photography

Cinema 2 Art and Techniques of Film

Plus 6 units of History
(Hist 1A or 1B – Western Civilization – is recommended.)

Degrees Offered by Moorpark College

In the Field of Art:
Associate in Arts – Art

The AA in Art prepares the student for transfer to most university and/or professional schools of art. In addition, it will improve chances of vocational placement in the art field.

Required Courses:
Art 1AB Art History
Art 4AB Color and Design
Art 12AB Drawing and Composition
Art Electives
Plus 10 units of art electives

Recommended Courses for the Major:
Photo 1A Beginning Photo

Recommended General Education Courses:
Mus 9 Music Appreciation
Hist 1AB Western Civilization
Anth 2 Cultural Anthropology

Associate In Science – Commercial Art

The Commercial Art major is designed to provide the versatility and capabilities needed to solve the design problems of contemporary society whether the need be in business, education, urban planning or environmental design. Students enrolled as Commercial Art majors, upon completion, will have a thorough understanding of reproduction processes and skills in a variety of media including painting, drawing, 3 dimensional media, photography, lithography, and telecommunication.

Required Courses:
Art 4AB Color and Design
Art 12AB Drawing
Art 13A Life Drawing
GC 4 Layout and Design
Art 41 Lettering and Typography
Art 42 Advertising Design
Art 19A Sculpture
Photo 1A Beginning Photo
GC 1 Intro to Graphic Communications

Recommended Courses for the Major:
Art 1AB Art History
TC1 Mass Communications
Journ 1
Art 45A Fashion Illustration
Art 40 Commercial Design
Art 44 Product Design
Case 1 History of Motion Picture
Art 15AB Beginning Print Making
Art 18AB Watercolor
Associate in Science – Photography

The Photography curriculum is designed for the student who wants to better understand photographic communication and for those students who want to make professional photography their career (field). Emphasis is placed on developing each student’s own ingenuity and creativity through a series of classes that concern themselves with both technical and aesthetic problems. Previous experience in photography is not required.

Required Courses:
- **Art 4A**  Color and Design
- **Photo 1A**  Beginning Photography
- **Photo 1B**  Intermediate Photography
- **Photo 10**  Beginning Photo Design
- **Photo 3**  Basic Color Photography
- **Photo 8**  Photo Journalism
- **Photo 4**  Advanced Photography
- **Photo 5**  Basic Color Printing
- **GC 4**  Layout and Design

**Recommended Courses for the Major:**
- **Cine 1A**  History of Motion Picture
- **Cine 2**  Art and Technique of Film
- **Art 1AB**  Art History
- **Art 4B**  Color and Design
- **Art 12AB**  Drawing and Composition

**Recommended General Education Courses:**
Eng. Tech. 5, and courses in chemistry, physics, psychology, and sociology.

**NOTE:** Expenses can run from $50.00 to $75.00 per semester, including lab fees.

Art 42 – Advertising Design
2 Units
Prerequisites: Art 4AB, Art 12AB or consent of instructor.
1 hour lecture, 3 hours laboratory weekly.
Experiences in rendering, type specifications and figure indication which lead into advertisement layouts and their translation into prepress and camera-ready art. Comprehensive presentations; flat ads; packaging; point-of-sale displays; development of a photographic unit.

Art 43 – Perspective and Rendering (UC 2*, CSU 2)
2 Units
1 hour lecture, 3 hours laboratory weekly.
Study of one, two and three point black and white perspective drawings of objects; shading; free-hand sketching; and rendering. Media shall include pen and pencil.
Equivalent to Art 124C, CSUN.

Art 44 – Product Design (CSU 3)
3 Units
Prerequisites: Art 6A or Art 8 or consent of instructor upon presentation of a suitable portfolio.
2 hours lecture, 3 hours laboratory weekly.
Form and mass as applied to simple product design problems. Re-design of consumer products. Using surface development and model making skills, students carry the problem of designing tools, small household appliances, office and industrial equipment, from idea sketches to working drawings and finished scale models. Examination of manufacturing methods, material limitations. Emphasis on appearance and function.
Equivalent to Art 124A-CSUN.

Art 45A/B – Fashion Illustration (2 1/2)
2 1/2 Units
Prerequisites: Art 13 or consent of instructor upon presentation of a suitable portfolio; 45A for 45B; 6 hours laboratory weekly.
Analysis of the contemporary figure for style, clothing and implied movement. Elegance, poise, dignity and mood. Wash and drawing and dry media for newspaper and magazine layout.

Art 46 – Presentation Graph (CSU 3)
3 Units
2 hours lecture, 3 hours laboratory weekly.
A beginning course in photogaphic theory. Emphasis on photography as a means of creative expression, including a study of the basic principles of camera operation, exposure, developing and printing, basic color techniques. Lab or materials fee may be required.
Equivalent to Art 250, CSUN.

Photo 1A – Beginning Photography (UC 3*, CSU 3)
3 Units
2 hours lecture, 3 hours laboratory weekly.
A beginning course in photogaphic theory. Emphasis on photography as a means of creative expression, including a study of the basic principles of camera operation, exposure, developing and printing, basic color techniques. Lab or materials fee may be required.
Equivalent to Art 250, CSUN.

Photo 1B – Intermediate Photography (UC 3*, CSU 3)
3 Units
Prerequisites: Photo 1A or consent of instructor or presentation of portfolio.
2 hours lecture, 3 hours laboratory weekly.
An extension of techniques learned in Photo 1A. Emphasis on creativity and exploration of a variety of traditional techniques in black and white, including high contrast images, solarization, photomontage, gum bichromate printing and cyanotypes. Lab or materials fee may be required.

Photo 3 – Basic Color (UC 3*, CSU 3)
3 Units
Prerequisites: Photo 1B or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.
The principles of color photography, the use of correction filters, processing of transpareny materials with emphasis on creative use of special effects achieved by unique lighting, films and camera techniques directed toward a more expressive visual statement. Experimental approach encouraged. Lab or materials fee may be required.

Photo 4 – Advanced Photography (UC 3*, CSU 3)
3 Units
Prerequisites: Photo 1A, 1B, 3 or equivalents.
1 hour lecture, 6 hours laboratory weekly.
Major emphasis is placed on individual projects. The student will generate ideas and, with instructor guidance, work on the problem of satisfying personal statements 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. Lab or materials fee may be required.
Art 24AB — Introduction to Enamelng
3 Units
3 hours laboratory weekly.

Introduction to basic enameling techniques, including preparation of copper, design, lumps, threads, swiss, controlled design, graffiti and stencils. Lab or materials fee may be required.

Art 35 — Quilting and Patchwork (CSU-UC-2)
2 Units
1 hour lecture, 3 hours laboratory weekly.

Students will complete an original or traditional quilt, or series of small projects. Emphasis on fine hand techniques and on quilts as design media. Wadding, trapunto, Seminole and San Bias techniques will be covered as well as quilt-as-you-go and novelty forms, pattern drafting, mitering, bindings and care and repair of antique quilts. Lab or materials fee may be required.

Art 40 — Commercial Design (CSU-3)
3 Units
Prerequisites: Art 4AB, Art 12AB, or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.

Emphasis on typographic design and experimental media as they affect Graphic Communications. Includes logotype concepts, letterheads, poster design, book jackets, magazine and book layouts.

Equivalent to GRC 104, Cal Poly SLO.
Equivalent to Art 244, CSUN.

Art 41 — Lettering and Typography (UC-2, CSU-2)
2 Units
Prerequisites: Art 4AB, Art 12AB or consent of instructor.
1 hour lecture, 3 hours laboratory weekly.

Basic lettering with pen and brush, constructed letters in gothic, Roman, italic, script, text and Modern type faces. Emphasis on essentials underlying character form and distribution of the pages for layouts.

Landscape Painting — 17
Watercolor — 18AB

General Courses
Beginning Printmaking — 15AB
Advanced Printmaking — 15C
Mixed Media — 24
Directed Studies in Art — 33

History and Appreciation
Art History — 1AB
Art Appreciation — 2
Modern Art Forms — 3
City as Art — 5
Twentieth Century Art — 20

Sculpture
Sculpture — 10AB
Advanced Sculpture — 21AB

Photography
Beginning Photography — 1A
Intermediate Photography — 1B
Basic Color — 3
Advanced Photography — 4
Color Printing — 5
Basic Photo Journalism — 8
Beginning Photographic Design — 10
Courses in Art

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

* Any or all of these courses combined = maximum credit allowed, 16 units.
* Any or all of these courses combined = maximum credit allowed, 12 units.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

Art 1A — Art History (UC-3, CSU-3)
3 Units
3 hours lecture weekly.
Survey of the history of art of the western world from prehistoric times to the middle ages, including ancient, medieval, classic, early Christian and Byzantine. Emphasis on techniques in architecture, painting and sculpture as well as an examination of the key figures in art history.
Equivalent to Art 111A, CSUN.

Art 1B — Art History (CSU-3, UC-3)
3 Units
3 hours lecture weekly.
Survey of the history of art of the western world from the middle ages to modern times; continued emphasis on techniques of producing art as well as an examination of the key figures in art history.
Equivalent to Art 111B, CSUN.

Art 2 — Art Appreciation (UC-3, CSU-3)
3 Units
3 hours lecture weekly.
A one semester survey to acquaint the student with the major periods and styles of art of the western world and to develop understanding of the visual arts. (Also see Humanities 6)
Equivalent to Art 105, CSUN.

Art 3 — Modern Art Forms (UC-3, CSU-3)
3 Units
Prerequisite: Art 2
3 hours lecture weekly.
Modern art forms builds 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.
Delmore Scarf, Art

Art 24 — Mixed Media (CSU-3, UC-3)
3 Units
Prerequisite: Consent of instructor.
1 hour lecture, 6 hours laboratory weekly.
Exploration of various art media and techniques with an emphasis on recent innovation in art.

Art 25 — Mural Painting (CSU-3, UC-3)
2 Units
1 hour lecture, 3 hours laboratory weekly.
An art class giving students an opportunity to work together on wall mural projects. This will give the student a chance to encounter each other in a group situation, working on concept and execution of a collective problem.

Art 32 — Beginning Batik (UC-2, CSU-2)
2 Units
6 hours laboratory weekly.
Batik is the study of the art of dying fabrics by covering areas of the fabric with Batik wax to create pleasant designs and color combinations. The course will cover the history of Batik as well as traditional and contemporary techniques. Lab or materials fee may be required.

Art 32B — Intermediate Batik (UC-2, CSU-2)
2 Units
Prerequisite: Art 32A.
6 hours laboratory weekly.
Intermediate course in Batik fabric design with an emphasis on creating individual projects utilizing methods learned in first semester of Batik and direct pigment and dye techniques explored in this course. Lab or materials fee may be required.

Art 33 — Non-loom Weaving (CSU-2, UC-2)
2 Units
6 hours laboratory weekly.
An introduction to a variety of non-loom weaving techniques, in both two and three dimensions. Functional and non-functional aspects of the medium. Lab or materials fee may be required.
Art 18A/B — Water Color (UC-2/2*,
CSU-2/2)*
2/2 Units
Prerequisites: Art 4A, Art 12A,
6 hours studio weekly.

An exploration of the water color medium, emphasizing the development of a personal, fluid painting style in both abstract and realistic subject matter.

Art 19A/B — Sculpture (UC-2/2*,
CSU-2/2)*
2/2 Units
Prerequisites: Art 19A for 19B.
6 hours studio weekly.

Art 19A: A studio course in the fundamentals of sculpture, exploring historical and aesthetic aspects of sculpture in conjunction with practical project experience. Media: cardboard, clay, plaster, wood, wire, metal and plastics. Equivalent to Art 239, CSUN.

Art 19B: Advanced problems in sculptural forms with emphasis on individual projects, evaluation, growth, and direction. Media: same as 19A and other media with consent of instructor. Lab or materials fee may be required.

Art 20 — Twentieth Century Art
(UC-3, CSU-3)
3 Units
Prerequisites: Art 1A and 1B.
3 hours lecture weekly.

Survey of major art movements and personalities of the Twentieth Century from the post-impressionists through the icons of the first fifty years into the conceptual art of the seventies.

Art 21A/B — Advanced Sculpture (UC-3/3*,
CSU-3/3)*
3/3 Units
Prerequisites: Art 1ABC, Art 12A/B, Art 19AB, 1 hour lecture, 6 hours laboratory weekly.

Opportunity to explore the physical characteristics of selected materials and processes used in sculpture. Independent research and projects are employed. A further study in sculptural media (clay, plaster, welding, wood and stone) and their aesthetic concepts. Lab or materials fee may be required.

Art 22A/B — Directed Studies In Art
(UC - see below**, CSU - 1,3)
1-3/1-3 Units
Prerequisites: A course in the specified field and consent of the instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of art on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

** The University of California will accept a maximum of 15 units per term for any or all work done under the 22 series.

Art 4A/B/C — Color and Design (UC-2/2, CSU-2/2)
2/2 Units
Prerequisites: Art 4A for 4B; Art 4B for Art 4C, or consent of instructor.
1 hour lecture, 3 hours studio weekly.

Art 4A: A basic course providing background in the use of design principles, specific problems in line, shape, texture and form. Emphasis on color theory and its practical application. Equivalent to Art 140A, CSUN.

Art 4B: The study of color and design as it is used in the art of painting. Methods of employing these ingredients are also considered in many of the fields, including commercial usage.

Art 4C: The use of various materials such as wood, metal, cardboard, plaster, weights to form aesthetic designs in actual space rather than simulated pictorial space. Equivalent to Art 140B, CSUN.

Art 5 — The City As Art (UC 3, CSU-3)
3 Units
2 hours lecture, 3 hours laboratory weekly.

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 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.

Art 5A/B — Beginning Ceramics (UC-3, CSU-3)
3/3 Units
Prerequisites: 9A for 9B.
6 hours laboratory weekly.

Practice in the technique of elementary clay construction including coil, slab methods, and introduction to throwing on the potter's wheel. Experimentation in sculptural forms and the development of glazes. Lab or materials fee may be required.

Art 8A equivalent to Art 267, CSUN, 5 - 6
Art 10A/B — Ceramics Handbuilding (UC-2/2+, CSU-2/2+)
2/2 Units
6 hours lecture/laboratory weekly.
Exploration of clay-handbuilding techniques. No introduction to throwing on a potter's wheel. Emphasis on coil, slab, and pinch methods of forming ceramics. Introduction to glazing and firing techniques. Lab or materials fee may be required.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>RV 10</td>
<td>INTRODUCTION TO MOTORCYCLE MECHANICS</td>
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<td>RV 09A/B</td>
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2 hours lecture, 3 hours laboratory weekly.

This course offers the student a basic understanding of the function and operation of motorcycle engines along with the development of an understanding of the theory of engines and engine operation, maintenance and repair. Program will prepare the student for applying theories to direct "hands-on" applications. Lab or materials fee may be required.

2 hours lecture, 3 hours laboratory weekly.

Lecture and laboratory course with emphasis upon engine rebuilding, engine diagnosis equipment, diagnostic techniques, transmissions, bearings, clutches, shifting mechanisms and final drives. Lab or materials fee may be required.

2 hours lecture weekly.

This course is designed to develop basic skills in small boat construction and repair, proper use of tools, lofting, framing, painting, restoration, renovation, and stretch built construction of wood, metal, and fiberglass hulls. Lab or materials fee may be required.

2 hours lecture, 3 hours laboratory weekly.

Emphasis on marine engine tune-up, marine electrical systems, boat trailer maintenance and repair, equipment installation, steering and shifting systems, trailer hitch installation, and hull refinishing. Lab or material fee may be required.

2 hours lecture, 3 hours laboratory weekly.

This class offers instruction in advanced boat building and repair projects. Interior design and renovation, custom rigging, engine replacement, hull modifications, flirtations, and hull repair projects. Lab or materials fee may be required.

2 hours lecture, 3 hours laboratory weekly.

This course offers instruction in special marine projects, super structure renovation or replacement, inboard engine replacement and major structural repair of wood, metal, and fiberglass hulls.

17 hours lecture per semester.

A short-term lecture course designed to improve the abilities and skills of the participants in operating and maintaining a variety of recreational vehicles.

2 hours lecture, 3 hours laboratory weekly.


INSTRUCTIONAL PERSONNEL: Del Jones.

California, particularly in its southern section, is an automobile-oriented state. With over 16 million vehicles registered in the state, there is hardly a community that does not have an automotive dealer, repair shop, or parts house. The need for well-trained, competent technicians in this field is readily apparent. There are many factors that indicate that the trend in the need for auto mechanics will increase: the depressed state of the economy and the rapidly rising prices of new automobiles are just two of the more evident factors. As used car life increases, the maintenance and repair needs increase also. The automobile industry has long realized a need for competent automotive technicians. Those who are presently employed need constant upgrading. The consumer is demanding more and better service.

A realistic automotive technician training program must combine classroom and laboratory programs with actual experience on the job. After gaining the necessary background and becoming employed in the industry, the student normally continues his training while gaining experience on the job.

To develop and provide such a program, the automotive department of Moorpark College offers individualized, hand-on, open-entry, open-exit programs to adjust to each student's schedule, needs and occupational courses of study.

The auto mechanic program prepares a student for entry into the auto mechanic trade by providing training in automotive specialty areas. Award of the Associate in Science degree will be made to the student who successfully completes the prescribed program.

The automotive mechanics series of courses is intended for students desiring preparation for employment. Students planning to secure the Associate of Science degree will complete other required general education courses in addition to the automotive mechanics courses, together with additional electives necessary to meet the minimum requirement of 60 units.
ASSOCIATE IN SCIENCE DEGREE — AUTOMOTIVE TECHNOLOGY

Student must take a minimum of four units from each of the following for a minimum total of 20 units.

**Auto 5**  
Automotive Engine Repair  
Recommended courses for the major:

**Auto 6**  
Brakes and Front End Repair  
**Auto 7**  
Transmission Repair  
**Auto 8**  
Automotive Tune-up

Plus the following courses:

**Bus 4**  
Business Math  
**Bus 30**  
Business Communications

**Psych 3**  
Psychology of Interpersonal Relationships  
**Speech 1**  
Intro to Speech

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**AUTO MECHANICS SERIES — 5, 6, 7, 8**

The Automotive Series 5, 6, 7, 8 program provides students with the necessary skills, knowledge and abilities for entry-level employment in the automotive industry by offering "hands-on" experience in our "working shop." Students spend up to 24 hours per week in automotive training through practical experience and lectures designed to prepare the student to enter the automotive repair industry immediately upon completion of the course of study. The two-year, open-entry program offers instruction in the construction, operation, repair and adjustment of all systems of the modern automobile using up-to-date equipment, technical and diagnostic procedures common to the modern automotive service garage.

**AUTO 6 — AUTOMOTIVE ENGINE REPAIR**  
3 hours lecture, 3-21 hours lab weekly.  
4-10 Units

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in the field of automotive engine repair. Students are taught automotive engine systems, engine sub-assembly, overhaul, cylinder and valve service for air and water cooled engines, and foreign and domestic. Experience is gained in typical working situations similar to those found in the automotive repair industry. Lab or materials fee may be required.

**AUTO 6 — BRAKES AND FRONT-END REPAIR**  
3 hours lecture, 3-21 hours lab weekly.  
4-10 Units

This course is designed to provide a trainee with the skills and knowledge required for job-entry level skills and capability in automotive brakes and front-end repair. Students are taught diagnosis, repair, and final required testing of popular brake steering and suspension systems. Experience is gained in typical working situations similar to those found in the automotive repair industry. Lab or material fee may be required.

**AUTO 7 — AUTOMOTIVE TRANSMISSION REPAIR**  
3 hours lecture, 3-21 hours lab weekly.  
4-10 Units

This course is designed to provide a trainee with the skills and knowledge required for entry-level capability in automotive transmission repair. Students are taught hydraulic principles, diagnosis, manual transmission service and rebuild, clutch service, automatic transmission service and principles of power flow. Experience is gained in typical working situations found in the automotive repair industry. Lab or materials fee may be required.

**AUTO 8 — AUTOMOTIVE TUNE-UP**  
3 hours lecture, 3-21 hours lab weekly.  
4-10 Units

This course is to provide the trainees with the skills and knowledge required for entry-level capability in auto tune-up. Students are taught automotive diagnosis, carburation, electrical systems, emission control, and automotive engine component repair. Experience is gained in typical working situations similar to those found in the automotive repair industry. Lab or materials fee may be required.

**AUTO 9A — BEGINNING AUTO SERVICE**  
2 hours lecture, 3 hours laboratory weekly.  
3 Units

A lecture and laboratory course that offers the student a basic understanding of the function and operation of automotive engines with emphasis upon engine diagnosis equipment, diagnostic techniques, basic tune-up, and service and maintenance of the chassis and related systems. Lab or materials fee may be required.

**AUTO 9B — INTERMEDIATE AUTO SERVICE**  
Pre-requisite: Auto 9A or equivalent.  
2 hours lecture, 3 hours laboratory weekly.  
3 Units

This course is designed to develop skills in general automotive repair using hand and power tools common to the automotive industry. Instruction will be given in the subjects of brake rebuilding, carburation, charging systems, cranking systems, cooling and lubrication systems, emission control, tune-up, engine diagnosis, and engine overhaul. Lab or materials fee may be required.

**AUTO 9C — ADVANCED AUTO SERVICE**  
Pre-requisite: Auto 9B or equivalent.  
2 hours lecture, 3 hours laboratory weekly.  
3 Units

This lecture and laboratory course offers instruction in advanced engine re-building, transmission overhaul, differential overhaul, front end alignment, electrical systems, auto air conditioning service, and tune-up and engine diagnosis. Lab or materials fee may be required.

**AUTO 9D — AUTO SERVICE SPECIAL PROJECTS**  
Pre-requisite: Auto 9C or equivalent.  
2 hours lecture, 3 hours laboratory weekly.  
3 Units

This course offers instruction in special automotive projects, engine swapping, chassis building, suspension modification and special fabrication projects. Lab or materials fee may be required.

**AUTO 22A/B — DIRECTED STUDIES IN AUTOMOTIVE MECHANICS**  
1-3 Units

Pre-requisite: A previous course in the specific field and consent of the instructor and division chairperson.  
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of automotive mechanics on an independent study basis. Assigned problems will involve library, laboratory and field work.

**AUTO 40 — CONSUMER AUTO REPAIR**  
2 hours lecture weekly.  
2 Units

Basic automotive instruction in all owner repairable areas of modern automobiles. Related information is offered in common hand tools, automotive trade practices, parts replacement, minor engine diagnosis and repair. Program will prepare the student for applying theories to direct "hands-on" applications.

**AUTO 89A/B — AUTOMOTIVE MECHANICS INSTITUTE**  
1/1 Unit

17 hours lecture per semester.

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

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**recreational vehicle courses**

**RV 4 — SMALL ENGINE REPAIR**  
2 hours lecture, 3 hours laboratory weekly.  
3 Units

The theory and operating principles of small two-cycle and four-cycle engines. Practical work in testing, repairing, and operating small engines such as motorcycles, outboard motors, and power lawn mowers. Lab or materials fee may be required.
PHYS 1 – INTRODUCTION TO HUMAN PHYSIOLOGY (UC-4, CSU-4) 4 Units
Prerequisites: Chem 12 or equivalent and Biol 2A
3 hours lecture, 3 hours laboratory weekly.
Functioning of the human organism; consideration of organ systems and basic structure as necessary to understand the physiological principle involved; laboratory experiments and/or demonstrations to illustrate basic physiological principles, techniques and instruments. (S, S-PM)
Equivalent to Biology 281, 282, CSUN.
L. Miller

ZOO 3A-VE - VERTEBRATE NATURAL HISTORY (UC-2/2, CSU-2/2) 2-2 Units
Prerequisites: One semester of biology or consent of instructor. 1 hour lecture, 3 hours laboratory weekly.
Studies of local vertebrates (excluding fishes) in the field. Lectures will emphasize taxonomy and special adaptations of birds, mammals, reptiles and amphibians. Laboratory will emphasize identification and ecological relationships. Migratory birds and mammals will be covered in the fall and breeding birds, reptiles and amphibians will be covered in the spring. (3A-F, 3B-S)
J. Reynolds

The courses for the Exotic Animal Training and Management Program formerly listed in the Biological Science section of the catalog are described in Section 24 — Special Programs and Courses.

Often times a biologist will begin to look like the animals they are studying. The biologist is the one on the...uh...right!
PART TIME FACULTY: Joseph Kose, Clint Schonberger, Christopher Schwellin, Barbara Stewart.

BIOL 16/ANTH 9H — HUMAN BIOLOGY & CULTURAL EVOLUTION (CSU-6) 6 Units
6 hours lecture weekly.
A team-taught course package that will offer 3 units of biological science credit and 3 units of social science credit. Students must register for both courses.
An in-depth study of the human species as an animal, uniting the disciplines of biology and anthropology to provide a broader, more meaningful perspective of what it means to be human. Special emphasis will be placed on the topics of human evolution, population, culture, reproduction, and nutrition, and to the place of the human species in nature. (F,S)
N. Alger, L. Miller

MICRO 1 — PRINCIPLES OF MICROBIOLOGY (UC-5, CSU-5) 5 Units
Prerequisites: Chem 12, and Biol 2A or Biol 12 (concurrent enrollment is acceptable).
3 hours lecture, 6 hours laboratory weekly.
Bacteria, algae, fungi, Rickettsiae, viruses and protozoa; emphasis on bacterial morphology, anatomy, staining, classification, metabolism and growth, and effects of physical and chemical agents on bacteria; applied microbiology with some emphasis on pathogenic forms and immunity. (F)
Equivalent to Biology 215, CSUN.
D. Bishop

Studying biology includes learning many new terms such as microbiologist. A microbiologist is not the biologist of short stature; actually he is the germ looking one on the right.
INTRODUCTION

The sciences of living activities and relationships are called "Life Sciences," but what we call them matters nothing. The question is, does the educated citizen know he is only a cog in a living mechanism? "That if he will work with that mechanism, his mental wealth and his material wealth can expand indefinitely? If education does not teach us these things, then what is education for?" (Paraphrased from Aldo Leopold, Sand County Almanac.)

CAREERS IN THE LIFE SCIENCES

Life scientists study all living organisms and the processes that determine the nature of life. They are concerned with men and microbes, plants and animals, and health and disease, as well as how these organisms relate to their environment.

Some scientists in these fields perform research to expand our understandings of living things. Others, who teach, pass this knowledge on to students. Many scientists pursue both activities. Still others apply scientific concepts and principles to the solution of practical problems, such as the development of new drugs or varieties of plants, and seek solutions to problems of pollution.

Two-fifths of all life scientists are engaged in research and development. Many conduct basic research, which is aimed at adding to our knowledge of living organisms with only secondary regard to its application. Nevertheless, the development of insecticides, disease-resistant crops, and antibiotics have resulted from this type of research.

Research in the life sciences may take many forms. A botanist exploring the volcanic Alaskan valleys to see what plants live in this strange environment and a zoologist searching the jungles of the Amazon valley for previously unknown kinds of animals are both doing research; likewise an entomologist in a laboratory tests various chemical insecticides for effectiveness and possible hazards to human and animal life.

Life scientists must be familiar with fundamental research techniques and the use of light and electron microscopes and other complex laboratory equipment. Advanced techniques and principles from chemistry and physics are applied widely. Knowledge of mathematical and statistical procedures, as well as of the operation of electronic computers, often is needed in experiments.

Teaching in a college or university is the major function of nearly one-fourth of all life scientists. Many teachers combine independent research with their regular teaching duties, and in some large educational institutions, use the major portion of their time on research.

More than one-fourth of all life scientists are engaged in management and administrative work, primarily the planning, supervision, and administration of programs of research or testing of foods, drugs, and other products. Others provide liaison between the Federal Government and the agricultural experiment stations at State Universities, assisting in the planning, development, and evaluation of research programs at these stations.

The remaining life scientists are engaged in a variety of other types of work, such as consulting, writing, testing, and inspection. A few are employed in technical sales or field service work for industrial firms; such work may include, for example, teaching company salesmen and prospective purchasers the value and proper use of new chemicals. Some are engaged in research in natural history museums, zoos, and botanical gardens.

Life scientists may be classified into three broad groups characterized by the general type of organism with which they work: botanists, who study plants; zoologists, who are concerned with animals; and microbiologists, who work with microorganisms.
The job title list below provides some insight into the wide range of occupations which are biology related. The interested student is most welcome to consult with individual instructors within the department. In addition it is recommended that students avail themselves of the wide range of references and skilled counselors at the College Career Center.

**LIFE SCIENCES**

Requires at least a 4-year degree.

**BIOLOGY**
- Biologist
- Parasitologist
- Biogeographer
- Conservation Authority Field Officer
- Conservation Officer
- Senologist
- Cytologist
- Haematologist
- Immunologist
- Park Naturalist
- Bioclimatologist:—Medical
- Botanist
- Agricultural
- Public Health
- Nutritional
- Physiological
- Geneticist
- Biomedical Engineer
- Soil Scientist
- Food Chemist/Technologist
- Biometician
- Ecologist
- Cyto-technologist
- Electrophysiology Bioclinician
- Pharmaceutical Salesmen/Detail Man
- Physiologist
- Microbiologist
- Pollution Control Officer
- Statistician
- Field Biologist
- Oceanographer
- Biophysicist
- Food and Drug Officer
- Agronomist
- Technical Secretary
- Epidemiologist
- Medical Secretary
- Feed Microbiologist
- Water Resources Specialist
- Soil Conservationist
- Weed Scientist/Ecologist
- Game Warden/Manager
- Nursing Instructor
- Resource Management Specialist
- Pest Control Officer
- Virologist
- Bacteriologist
- Ichthyologist
- Animal Scientist
- Mammalologist
- Wildlife Specialist
- Fisheries Specialist
- Zoologist
- Zoological Physiologist
- Cytologist
- Physiologist
- Ornithologist
- Entomologist
- Naturalist
- Marine Biologist
- Neurobiologist
- Medical Biologist
- Biotechnologist
- Medical Technologist
- Medical Technologist (Licensed Practical Nurse)

**HEALTH SCIENCES**

Most of these options require less than 4 years of training. Check the Career Center for specifics.

**SPECIALIZED PATIENT CARE**
- Dental Assistant
- Dental Laboratory Technician
- Dental Hygienist
- Dietitian Technician
- Electrocardiograph Technician
- (EKG Technician)
- Electroencephalograph Technician
- (EEG/EMG Technician)
- Family Health Practitioner
- Home Health Aide
- Licensed Vocational Nurse
- (Licensed Practical Nurse)
- Nuclear Medical Technologist
- Nuclear Medical Technologist (A.S., or B.S. degree)
- Operating Room Technician (Surgical Technician)
- Laboratory Careers
- Cytotechnologist
- Histotechnician
- Medical Technologist
- Physical Therapy Assistant
- Physician’s Assistant
- Prosthetist Orthotist
- Psychiatric Technician
- Pulmonary Function Technician
- Radiation Therapist
- Respiratory Therapist
- Inhalation Therapist
- Pediatric Assistant
- Physician’s Assistant
- Prosthetist Orthotist
- Psychiatric Technician
- Pulmonary Function Technician
- Radiation Therapist
- Respiratory Therapist
- Inhalation Therapist
- Social Services Aide

**BOTANY**
- Plant Anatomist
- Oceanographer
- Horticulturist
- Hydrologist
- Wood Technology
- Entomologist
- Phytogeographer
- Plant Physiologist
- Taxonomist
- Mycologist
- Botanist
- Silviculturist
- Phytologist
- Zoologist
- Zoological Physiologist
- Zoolgist
- Palynologist
- Histologist/Histopathologist
- Game Warden/Manager
- Taxonomist
- Ornithologist
- Entomologist
- Naturalist
- Marine Biologist
- Neurobiologist
- Medical Biologist

**ZOOLOGY**
- Zoologist
- Zoological Physiologist
- Palynologist
- Histologist/Histopathologist
- Game Warden/Manager
- Taxonomist
- Ornithologist
- Entomologist
- Naturalist
- Marine Biologist
- Neurobiologist
- Medical Biologist

**BOT 1 — GENERAL BOTANY (UC-5, CSU-6)**

Prerequisites: Biology 1 or Biology 2A highly recommended.

3 hours lecture, 6 hours laboratory weekly.

Introductory study of morphology, anatomy and physiology of seed plants; emphasis on such biological principles as physical and chemical aspects of life, cellular organization, reproduction, and heredity. (S)

**BOT 3A/B — PLANT IDENTIFICATION (UC-2/2, CSU-2/2)**

Prerequisites: One semester of Biology.

1 hour lecture, 3 hours laboratory weekly.

A field course in the identification of plants. The fall semester deals with trees and fall flowers. The spring semester deals with ferns and spring flowers. A basic part of the course concerns the principles of taxonomy. Local natural biotic communities are studied together with the horticultural species, both native and exotic.

**BOT 4A/B — BOTANY WORKSHOP (UC-2/2, CSU-2/2)**

1 hour lecture, 3 hours laboratory weekly.

Qualified students are assigned to community projects requiring botanical knowledge. Instruction and actual practice will include all phases of work in a botanic garden.
BIOL 3B — An ecological study of marine organisms with emphasis on the higher forms of marine life. A study of the vocational and avocational utilization of the oceans with emphasis on man's effect upon the marine environment. (S)  
W. Brisby

BIOL 103 — TOPICS IN BIOLOGY (CSU-3)(UC-3)(see catalog, spring) 3 Units  
2 hours lecture, 3 hours laboratory weekly.

A course considering specialized specific topics in Biology which are not covered in great detail in the general Biology course offerings. Topics to be offered from time-to-time include: Seashore Life, Freshwater Ecology, and Plant Ecology.

BIOL 12 — PARAMEDICAL BIOLOGY 3 Units  
3 hours lecture weekly.

This course is designed to prepare those students desiring to take anatomy, microbiology and physiology but who do not need biology credit for admittance to nursing and health science schools. Material covered will be basic biology and terminology pertinent to future enrollment in the advanced courses. This course is not transferable nor does it count for lab science credit.  
N. Alger, D. Bishop, L. Miller

BIOL 14 — NATURAL HISTORY (UC-3, CSU-3) 3 Units  
3 hours lecture-walking weekly.

A study of the natural features, animals and plants of the Conejo Valley. The local ecological communities are visited and described. Some attention is given to cultivated areas. The course may be given in other areas from time to time with a change in the title to indicate the location of the study. (S)

Part time faculty play an important role in the Biology Department. They are eager to serve their students despite limited office space.
courses in biological sciences

The letters, UC, following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters, UC, indicates the maximum number of units accepted by the university for the course.

The letters, CSU, following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters, CSU, indicates the maximum number of units accepted by the university for the course.

For more specifics, the student is urged to contact directly the campus of his choice.

NOTE: The instructor, or instructors, who usually teach the course are listed after each course description. The prospective student is encouraged to consult with instructors prior to course enrollment if they have questions about course content, course requirements or other related matters.

The following letters indicate when courses are usually offered: S-Spring, F-Fall, SM-Summer, PM-Evening. Any course may be offered at other times if student demand warrants this need.

AN 1 – GENERAL HUMAN ANATOMY (UC-4, CSU-4) 4 Units
Prerequisites: Bio 1 or Bio 2A or equivalent.
2 hours lecture, 6 hours laboratory weekly.

The functional anatomy of human organs and organ systems with some historical studies, using non-human mammals for dissection, but with emphasis on the human structure and demonstrations on cadaver. (F, F-PM)

Equivalent to Biology 211, 212, CSUN L. Miller

The anatomy class prides itself with having a cadaver for demonstration purposes. However, in times of stringent budget a fresh cadaver must be obtained by whatever means are available.

ANTH 1 – PHYSICAL ANTHROPOLOGY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

A course on human evolution and human diversity, including such areas as genetics, primatology, osteology, the fossil record, present-day human variation, and bio-cultural adaptations in the past and present. (F, F-PM, S, S-PM, SM)

Equivalent to Anthro 202, CSUN.

V51 K. Algar, K. Rolff

ANTH 6 – FIELD STUDIES IN PHYSICAL ANTHROPOLOGY (UC-3, CSU-3) 3 Units
Prerequisites: Anth 1 and consent of instructor
2 hours lecture, 3 hours laboratory weekly.

Training in field problems in physical anthropology. Studies will be made on skeletal populations excavated from the local area or on living populations. A course in practical physical anthropology.

N. Alger

BIOL 1 – PRINCIPLES OF BIOLOGY (UC-4, CSU-4) 4 Units
3 hours lecture, 3 hours laboratory weekly.

Introductory biology for students not majoring in the natural sciences. Emphasis on basic concepts, especially genetics, evolution and ecology. Particular attention will be given to the implications of biological ideas in human affairs. (F, F-PM, S, S-PM, SM)

Equivalent to Biol 100, CSUN.

BIOL 2A/B – GENERAL BIOLOGY (UC-4, CSU-4) 4.4 Units
Prerequisites: Chem 1A or 12 (may be taken concurrently) or consent of instructor. Bio 2A for 2B.
3 hours lecture, 3 hours laboratory weekly.

This is a full year course for those students wishing two semesters of biology, and for the science and preprofessional major.

BIOL 2A – This course covers the cell structure and function, bioenergetics and physiological processes of plants and animals. (F, F-PM, S, SM)

Equivalent to Biology 150, 150L, CSUN.

BIOL 2B – This course continues the study of physiological processes in organisms and also considers such areas as classical and molecular genetics, embryonic evolution, origin of life, ecology, and the behaviors of organisms. There will be a survey of the major plant and animal groups. (F, S, S-PM)

Equivalent to Biology 151, 151L, CSUN.

BIOL 3A/B – MARINE BIOLOGY (UC-4, CSU-4) 4.4 Units
Prerequisites: Biol 1 or 2A for 3A, 3A for 3B.
3 hours lecture, 3 hours laboratory weekly.

BIOL 3A – Lecture and Laboratory course with emphasis upon physical Oceanography and the life forms in the marine environment. (F)
MOORPARK COLLEGE
7075 CAMPUS ROAD
MOORPARK, CALIF. 93021

Business
moorpark college
catalog section
#10
COURSES AND PROGRAMS IN BUSINESS*
Data Processing
Economics
Escrow
Real Estate
*Secretarial Science Information
in Section No. 20

Revised September, 1976
RE 93 – REAL ESTATE PRACTICES (CSU-3)  
Prerequisite: RE 91 or equivalent*.  
3 hours lecture weekly.  
Techniques of operating a real estate business with emphasis on the daily activities of brokers and salesperson; emphasis on securing and qualifying prospects, obtaining listings, and legal factors in the real estate transaction.

RE 94A – REAL ESTATE APPRAISAL (CSU-3)  
Prerequisite: RE 91 or equivalent*.  
3 hours lecture weekly.  
A first course in real estate appraisal confined largely to residential property with an introduction to investment property valuation; methods and techniques for determining value for loan and insurance purposes; case study situations and actual field work.

RE 94B – APPRAISAL OF INCOME PROPERTY (CSU-3)  
Prerequisite: RE 94A.  
3 hours lecture weekly.  
Development of skill and judgment in the selection and use of all methods and mechanics of the income approach to the valuation of income-producing properties; apartments, commercial, industrial, and special use properties; land. Acquisition of ability to analyze major types of real estate investments and rate their feasibility.

RE 95 – REAL ESTATE FINANCE (CSU-3)  
Prerequisite: RE 91 or equivalent*.  
3 hours lecture weekly.  
Practical study and analysis of money markets, interest rates, and real estate financing, with actual case illustrations demonstrating lending policies, problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties.

RE 96 – REAL ESTATE ECONOMICS (CSU-3)  
Prerequisite: RE 91 or equivalent*.  
3 hours lecture weekly.  
Economic trends in real estate and land use; dynamic factors which create values in real estate; background for more specialized courses in real estate operation and techniques.  
*Equivalence to RE 91 can be possession of a California Real Estate Sales License or ability to take a broker's examination.
Recommended Related Courses:

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</tbody>
</table>

*To be selected from those courses that meet the General Education requirements for the Associate degree as shown in catalog Section No. 2.

COURSES IN REAL ESTATE

RE 91 – REAL ESTATE PRINCIPLES (CSU-3)
3 hours lecture weekly.
Practical study of California real estate law to assist real estate salesmen and real estate brokers. Designed to provide the necessary knowledge required of candidates for the California Real Estate Salesman’s examination.

RE 92 – LEGAL ASPECTS OF REAL ESTATE (CSU-3)
Prerequisite: RE 91 or equivalent.*
3 hours lecture weekly.
Practical study of California real estate law to assist real estate salesmen and brokers in avoiding the legal problems which arise in conjunction with real estate transactions; case study methods are utilized.
REAL ESTATE ASSOCIATE IN SCIENCE DEGREE

The Real Estate Program will help fill the local demand for skilled real estate salespersons and brokers. The courses are designed to meet the state requirements for licensing of salespersons and advancement of these people to broker status.

The Associate in Science degree requires the completion of at least 60 semester units of college course work, to include a minimum of 24 units in a designated major plus those course (approximately 18 units) needed to meet the general education requirements as outlined in Section No. 2 of the college catalog. A counselor may be consulted for further information on degree requirements.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 91</td>
<td>3</td>
</tr>
<tr>
<td>RE 92</td>
<td>3</td>
</tr>
<tr>
<td>RE 93</td>
<td>3</td>
</tr>
<tr>
<td>RE 94A</td>
<td>3</td>
</tr>
<tr>
<td>RE 95</td>
<td>3</td>
</tr>
<tr>
<td>RE 96</td>
<td>3</td>
</tr>
<tr>
<td>Bus 35</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Related Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>RE 94B</td>
<td>Appraisal of Income Property</td>
</tr>
<tr>
<td>Speech 1</td>
<td>Introduction to Speech</td>
</tr>
<tr>
<td>Urban 1A</td>
<td>Contemporary Urban Issues</td>
</tr>
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</table>

REAL ESTATE CERTIFICATE PROGRAM

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE 91</td>
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</tr>
<tr>
<td>RE 92</td>
<td>3</td>
</tr>
<tr>
<td>RE 93</td>
<td>3</td>
</tr>
<tr>
<td>RE 94A</td>
<td>3</td>
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<td>RE 95</td>
<td>3</td>
</tr>
<tr>
<td>RE 96</td>
<td>3</td>
</tr>
</tbody>
</table>

Business

The Moorpark College Business Department has several tasks to perform for its students. One is to prepare for transfer to a four-year college or university those students who are interested in a Baccalaureate Degree in Business Administration, Data Processing, or Economics.

Another task is to provide business courses necessary to complete the Associate in Science Degree. The Associate in Science degree requires the completion of at least 60 semester units of college course work, to include a minimum of 24 units in a designated major and also those courses (approximately 18 units) needed to meet the general education requirements as outlined in Section No. 2 of the college catalog. A counselor may be consulted for further information on degree requirements. An Associate degree program is recommended primarily for the non-transfer student who is interested in a two year occupational degree. These degrees include:

Accounting Technician
Banking and Finance
Business Management
Business and Industry Option
Marketing Option
Data Processing
Industrial Supervision
Real Estate

A third task is to provide courses necessary to complete Certificates of Achievement in various areas of specialization. These are generally one year programs (28 to 33 units) and are designed for the student who is interested in upgrading present skills as well as the student who wishes a short term occupational program. Certificates offered through the Business Department include:

Accounting Technician
Bank Management
Bank Services
Business Management
Credit Administration
Data Processing
Industrial Supervision
Marketing
Real Estate

Business students should understand that completion of a Certificate or an Associate in Science Degree does not necessarily mean the lower division requirements for the four year Business Administration major have been completed. However, this can be done with careful planning. Please read the following information carefully in order to determine the difference between the programs.

Students should be aware that program requirements often change. If a Moorpark College certificate or designated degree program has been partially completed by a student under previously published requirements, the program may be completed using either those previous requirements or the current requirements as published here.

Continued on next page
LOWER DIVISION REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE
IN BUSINESS ADMINISTRATION
California State University at Northridge

BUSINESS ADMINISTRATION MAJOR

Required core courses in the major*  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>3</td>
</tr>
<tr>
<td>Bus 1B</td>
<td>3</td>
</tr>
<tr>
<td>Bus 33A</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1</td>
<td>3</td>
</tr>
<tr>
<td>Econ 2</td>
<td>3</td>
</tr>
<tr>
<td>Math Requirement (Math 12 or Math 16A or Math 25A)</td>
<td>3-5</td>
</tr>
</tbody>
</table>

To be completed after transfer to CSUN – Bus 223, Computer Applications in Business

*In addition to the above courses, at CSUN one of seven specialty options must be completed to fulfill requirements for the degree. The specific requirements for each of these options can be found in the CSUN catalog. The seven options follow:

Accounting
Finance
Management
Marketing
Office Administration
Operations Research and Statistics
Production and Operations Management

Three of these options have additional lower-division requirements which may be completed at Moorpark College. These are:

Accounting: Math 16B or Math 25B
Office Administration: Bus 11A/B and Bus 16A/B/C
(See CSUN catalog for sub-option requirements)
Operations Research and Statistics: Math 25A

PLEASE NOTE: Major requirements do change and there are variations in majors from college to college. For further information check the appropriate four-year school catalog and see your counselor.

For BUSINESS EDUCATION MAJOR; See Section No. 20 of the catalog -- Secretarial Science.

BUSINESS MANAGEMENT ASSOCIATE IN SCIENCE DEGREE

This program is intended to provide participants with job skills enabling them to serve in business management positions in business or industry. Students are assisted in placement upon completion of program. In the Business Management program the student may select one of two options: (1) Business and Industry, or (2) Marketing, the requirements are indicated below.

COURSES IN ESCROW

ESC 1 — PRINCIPLES OF ESCROW (CSU-3)  
3 hours lecture weekly.
A basic course in the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate. This course is designed to introduce the student to the field of escrow.

ESC 2 — ESCROW PRACTICE (CSU-3)  
Prerequisite: Escrow 1 or equivalent.  
3 hours lecture weekly.
An advanced course covering more unusual and different types of escrows and evaluating possible solutions.

ESC 3 — ESCROW CASE PROBLEMS (CSU-3)  
Prerequisite: Escrow 2.  
3 hours lecture weekly.
Study of unusual and more difficult types of escrows. Study of court decisions and the adaptation thereof as they are correlated to the interpretation of the reasoning behind escrow instructions and procedures. Study of conflicts and disputes in escrow.
ECON 2 – PRINCIPLES OF MACRO-ECONOMICS (UC-3, CSU-3) 3 Units
(formerly Econ 1A)
Prerequisite: Econ 1 or equivalent
3 hours lecture weekly.

The development of a method of thinking by investigating and applying the principles of economic inquiry. An introduction to economic institutions and to issues of economic policy, especially as those issues relate to the levels of employment and prices and to the rate of economic growth. Exchange as a social system of making choices that determine unemployment, inflation and growth. Governmental policies, such as monetary and fiscal policies, that influence or determine aggregate economic activity.

Equivalent to Econ 161, CSUN

ECON 4 – ECONOMIC DEVELOPMENT OF THE UNITED STATES 3 Units
(UC-3, CSU-3)
3 hours lecture weekly.

The evolution of U.S. economic institutions as revealed by economic analysis and quantitative data. The application of economics to other social sciences, to social change, and to economic problems.

ECON 22A/B – DIRECTED STUDIES IN ECONOMICS 1-3/1-3 Units
(UC-See Below, CSU-1-3/1-3)

Prerequisites: A previous course in the specific field of study, and consent of instructor and division director.
1-3 hours tutorial weekly.

Independent study in economics under the guidance of an instructor. Course will involve library work and study of selected problems pertinent to the student’s interest area.

*UC will accept a maximum of 5 units per term for any and all work done under the 22 series.

ECON 30 – INTRODUCTION TO BUSINESS AND ECONOMICS (CSU-3) 3 Units
3 hours lecture weekly.

The interrelationships of concepts and institutions that are basic to business and economics and the application of economic thinking to the operation and evolution of business. Important concepts and institutions to be explored include business organization and finance, demand and supply, money and banking, business decision making, and inflation. Emphasis will be placed on the practical use of business and economic understanding. (Co-numbered Bus 30)

The Associate in Science degree requires the completion of at least 60 semester units of college course work, to include a minimum of 24 units in a designated major plus those courses (approximately 18 units) needed to meet the general education requirements as outlined in Section No. 2 of the college catalog. A counselor may be consulted for further information on degree requirements.

BUSINESS AND INDUSTRY OPTION

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30/Econ 30</td>
<td>Introduction to Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 31</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 33A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 37</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 50</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Bus 51</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 53</td>
<td>Cost &amp; Job Control for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Related Courses:

- Bus 3: Applied Accounting
- Bus 4: Business Mathematics
- Bus 56/Sph 56: Business and Professional Speech
- DP 1: Introduction to Data Processing
- Psych 3: Psychology of Interpersonal Relations
- Soc 8: Minority Group Relations

MARKETING OPTION

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 30/Econ 30</td>
<td>Introduction to Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 31</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 35</td>
<td>Salesmanship</td>
<td>3</td>
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<td>Bus 36</td>
<td>Retailing</td>
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<td>Bus 37</td>
<td>Marketing</td>
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<td>Bus 39</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Bus 50</td>
<td>Business Communications</td>
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</tr>
<tr>
<td>Bus 50</td>
<td>Elements of Supervision</td>
<td>3</td>
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</table>

Recommended Related Courses:

- Bus 3: Applied Accounting
- Bus 4: Business Mathematics
- Bus 56/Sph 56: Business and Professional Speech
- DP 1: Introduction to Data Processing
- Psych 3: Psychology of Interpersonal Relations
- Soc 8: Minority Group Relations
BUSINESS MANAGEMENT
CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 30/Econ 30</td>
<td>3</td>
</tr>
<tr>
<td>Bus 31</td>
<td>3</td>
</tr>
<tr>
<td>Bus 33A</td>
<td>3</td>
</tr>
<tr>
<td>Bus 37</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>3</td>
</tr>
<tr>
<td>Bus 50</td>
<td>3</td>
</tr>
<tr>
<td>Bus 51</td>
<td>3</td>
</tr>
<tr>
<td>DP 1</td>
<td>3</td>
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<tr>
<td>Plus 6 units of General Education*</td>
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MARKETING
CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
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<td>Bus 31</td>
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<td>Bus 38</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>3</td>
</tr>
<tr>
<td>Plus 6 units of General Education*</td>
<td>6</td>
</tr>
</tbody>
</table>

*To be selected from those courses that meet the General Education requirements for the Associate degree as shown in catalog Section No. 2.

ACCOUNTING TECHNICIAN
ASSOCIATE IN SCIENCE DEGREE

This program intends to provide basic training in accounting to enable individuals to qualify for beginning positions in "in-house" accounting slots in industry and for accounts clerk positions in government. It also is designed to enable employed persons to improve their skills sufficiently to warrant promotion to more responsible positions in the accounting field.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 1A/1B</td>
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<tr>
<td>Bus 2</td>
<td>3</td>
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<td>Bus 6</td>
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<tr>
<td>Bus 10</td>
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<tr>
<td>Bus 16B</td>
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<td>Bus 33A</td>
<td>3</td>
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Bachelor of Arts - Economics/Mathematics

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<td>Econ 1</td>
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<tr>
<td>Econ 2</td>
<td>3</td>
</tr>
<tr>
<td>Math 25A/25B</td>
<td>3</td>
</tr>
<tr>
<td>Math 30</td>
<td>3</td>
</tr>
<tr>
<td>Math 35</td>
<td>3</td>
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</tbody>
</table>

ECON 1 – PRINCIPLES OF MICRO-ECONOMICS (UC-3, CSU-3)
(formerly Econ 1B)
3 hours lecture weekly.

The development of a method of thinking by investigating and applying the principles of economic inquiry. An introduction to economic institutions and to issues of economic policy, especially those issues relating to the efficient use of scarce resources. Exchange as a social system of making choices about the consumption, production, and distribution of those resources.

Equivalent to Econ 160, CSUN
Economics

Moorpark College offers course work to satisfy the lower division requirements for a baccalaureate degree major in economics. This major is intended for those students who desire a liberal arts education with emphasis on economics, who desire to do graduate work in economics, or who desire to prepare to enter law school.

LOWER DIVISION REQUIREMENTS FOR A BACHELOR OF ARTS DEGREE IN ECONOMICS

California State University, Northridge

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 1A/1B</td>
<td>Accounting Principles I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Econ 1</td>
<td>Principles of Micro-economics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 2</td>
<td>Principles of Macro-economics</td>
<td>3</td>
</tr>
<tr>
<td>Math 12</td>
<td>College Algebra with Business Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Either Phil 210, Phil 230, or Math 260 must be taken at CSUN after transfer.

University of California, Santa Barbara

The Economics Department at the University of California, Santa Barbara, offers the following three Bachelor of Arts degrees. The Moorpark College courses which may be taken to meet the lower division requirements for each of these options are shown below.

Bachelor of Arts - Economics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Econ 1</td>
<td>Principles of Micro-economics</td>
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<td>Econ 2</td>
<td>Principles of Macro-economics</td>
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<tr>
<td>Math 15</td>
<td>Introductory Statistics</td>
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</table>

Bachelor of Arts - Business Economics

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Econ 1</td>
<td>Principles of Micro-economics</td>
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<tr>
<td>Econ 2</td>
<td>Principles of Macro-economics</td>
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<tr>
<td>Bus 1A/1B</td>
<td>Accounting Principles I &amp; II</td>
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<tr>
<td>Math 15</td>
<td>Introductory Statistics</td>
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</table>

ACCOUNTING TECHNICIAN CERTIFICATE PROGRAM

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 1A/1B</td>
<td>Accounting Principles I &amp; II</td>
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</tr>
<tr>
<td>Bus 4</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>Bus 6</td>
<td>Accounting Forms and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Bus 10</td>
<td>Individualized Typing Lab</td>
<td>1½</td>
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<tr>
<td>Bus 168</td>
<td>Calculating Machines</td>
<td>1</td>
</tr>
<tr>
<td>Bus 31</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 33A</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Con Ed 7</td>
<td>Income Tax Law</td>
<td>2</td>
</tr>
<tr>
<td>Plus 6 units of General Education*</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

*To be selected from those courses that meet the General Education requirements for the Associate degree as shown in catalog Section No. 2.

INDUSTRIAL SUPERVISION ASSOCIATE IN SCIENCE DEGREE

This program is designed both for students wishing to enter the industrial supervision field as well as those currently employed in an industrial supervision position. It helps provide assistance to management in the development of qualified supervisors for industry.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 31</td>
<td>Business Organization and Management</td>
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<td>Bus 39</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 50</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Bus 51</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 52</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 54</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>Bus 55</td>
<td>Industrial Safety Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Bus 66/Spch 56</td>
<td>Business and Professional Speech</td>
<td>3</td>
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Recommended Related Courses:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 33A</td>
<td>Business Law I</td>
<td></td>
</tr>
<tr>
<td>Bus 53</td>
<td>Cost &amp; Job Control for Supervisors</td>
<td></td>
</tr>
<tr>
<td>DP 1</td>
<td>Introduction to Data Processing</td>
<td></td>
</tr>
<tr>
<td>Soc 8</td>
<td>Minority Group Relations</td>
<td></td>
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</tbody>
</table>

INDUSTRIAL SUPERVISION CERTIFICATE PROGRAM

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 31</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Bus 50</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Continued on next page
Bus 51 Personnel Management 3
Bus 52 Labor Management Relations 3
Bus 54 Human Relations for Supervisors 3
Bus 55 Industrial Safety Procedures 3
Bus 56/Soch 56 Business and Professional Speech 3
Plus 6 units of General Education* 6

Recommended Related Courses:
Bus 33A Business Law I
Bus 53 Cost and Job Control for Supervisors
DP 1 Introduction to Data Processing
Soc 8 Minority Group Relations

*To be selected from those courses that meet the General Education requirements for the Associate degree as shown in catalog Section No. 2.

BANKING AND FINANCE
ASSOCIATE IN SCIENCE DEGREE

 Moorpark College is closely coordinating a Banking and Finance Program with the American Institute of Banking. Although primarily intended for those presently employed by financial institutions, people desiring employment in banking will find their opportunities enhanced if they have a certificate or A.S. degree in this major.

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

Recommended Related Courses:
Bus 71 Installment Credit
Bus 72 Analysis of Financial Statements
Math 12 College Algebra with Business Applications
Soc 8 Minority Group Relations

BANK SERVICES
CERTIFICATE PROGRAM

UNITS
Bus 1A or Accounting Principles I 3
Bus 3 Applied Accounting 3
Bus 39 Business Communications 3
Bus 50 Elements of Supervision 3

Continued on next page
DP 7A – GENERAL PURPOSE SIMULATIVE SYSTEM (UC-1½, CSU-1½) 1½ Units
Prerequisites: DP 1 and at least one semester of computer programming.
3 hours lecture weekly for 8 weeks.

Familiarization with concepts and techniques of using a computer for the operation of simulation models.

DP 8A – OPERATING SYSTEMS (UC-3, CSU-3) 3 Units
Prerequisites: DP 1 or equivalent and at least one semester of computer programming.
3 hours lecture weekly.

Concepts, techniques and use of operating systems. Methods of coding and maintenance of operating systems for computers with multi-processing capabilities.

DP 8B – DATA MANAGEMENT (UC-1½, CSU-1½) 1½ Units
Prerequisites: DP 1 and at least one semester of computer programming.
3 hours lecture weekly for 8 weeks.

Familiarization with concepts and techniques of data files construction, management and control.

DP 9 – COMPUTER PROGRAMMING LABORATORY (CSU-1) 1 Unit
Prerequisites: Concurrent enrollment in a programming course.
3 hours laboratory weekly.

Laboratory experience to accompany computer programming classes. Actual programming of problems to support the lecture portions of the class. May be taken for credit with each programming class. May be repeated for credit 4 times.

DP 10 – DATA PROCESSING METHODS FOR BUSINESS (CSU-2) 2 Units
2 hours lecture weekly.

An introductory course covering the history, development and application of data processing principles. Required of most business and economics departments for non-data processing majors. Not open to students who have completed DP 1.

DP 11 – KEYPUNCH OPERATION 1 Unit
Prerequisite: High school typing or equivalent
3 hours laboratory weekly.

The basic operation principles of the IBM 029 keypunch with laboratory experience on the equipment.

Bus 56/Spch 56 Business and Professional Speech 3
Bus 70 Principles of Bank Operations 3
Bus 79A Workshop in Negotiable Instruments and Loss Prevention 1.5
Econ 1 Principles of Micro-economics 3
Econ 2 Principles of Macro-economics 3
Psych 3 Psychology of Interpersonal Relations 3

Plus two courses from the following:
Bus 11A/11B Beginning Typing (considered one course)
Bus 35 Salesmanship
Bus 76 Bank Marketing and Public Relations

CREDIT ADMINISTRATION CERTIFICATE PROGRAM

UNITs
Bus 1A/1B Accounting Principles I & II 6
Bus 33A Business Law I 3
Bus 39 Business Communications 3
Bus 71 Installment Credit 3
Bus 72 Analysis of Financial Statements 3
Bus 73 Commercial Loan Decisions 3
Econ 1 Principles of Micro-economics 3
Econ 2 Principles of Macro-economics 3
RE 95 Real Estate Finance 3

Plus one course from the following:
Bus 35 Salesmanship
Bus 50 Elements of Supervision
Bus 75 Basic Elements of Money and Banking
Bus 76 Bank Marketing and Public Relations
Psych 3 Psychology of Interpersonal Relations

BANK MANAGEMENT CERTIFICATE PROGRAM

UNITs
Bus 1A Accounting Principles I 3
Bus 31 or Business Organization and Management 3
Bus 74 Bank Management 3
Bus 33A Business Law I 3
Bus 35 or Salesmanship 3
Bus 76 Bank Marketing and Public Relations 3
Bus 39 Business Communications 3
Bus 50 Elements of Supervision 3
Bus 54 Human Relations for Supervisors 3
Bus 70 Principles of Bank Operations 3
Bus 75 Basic Elements of Money and Banking 3
Bus 1 Principles of Micro-economics 3
Econ 2 Principles of Macro-economics 3
COURSES IN
BUSINESS

FOR ADDITIONAL BUSINESS CLASSES SEE SECTION 20, SECRETARIAL SCIENCES

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

BUS 1A — ACCOUNTING PRINCIPLES I (UC-3, CSU-3) 3 Units
Prerequisite: None (Bus 3 recommended)

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).

Equivalent to Bus 220A, CSUN.

DP 4A — COMPUTER PROGRAMMING I (UC-3*, CSU-3) 3 Units
Prerequisites: DP 1 and Math 3 or equivalent.
Concurrent enrollment in DP 9 recommended.
3 hours lecture weekly.

Familiarization with basic computer programming concepts used in the solving of business data processing problems. Completion of assigned class problems provides experience in actual programming using COBOL language.

Equivalent to Comp Sci 131, CSUN.

DP 4B — COMPUTER PROGRAMMING II (UC-3*, CSU-3) 3 Units
Prerequisites: DP 1 and DP 4A or equivalent.
Concurrent enrollment in DP 9 recommended.
3 hours lecture weekly.

A study of advanced COBOL programming techniques, with particular emphasis on disk file concepts, for solving business data processing problems such as payroll, accounts payable, inventory, etc.

Equivalent to DP 224, Cal Poly, Pomona
Equivalent to Comp Sci 131, CSUN

DP 5 — COMPUTER PROGRAMMING BAL (UC-3*, CSU-3) 3 Units
Prerequisites: DP 1 and knowledge of a programming language.
Concurrent enrollment in DP 9 recommended.
3 hours lecture weekly.

Familiarization with programming for the third generation "byte" computers stressing the IBM/360 series. Completion of assigned class problems provides experience in actual programming using Assembly language.

Equivalent to Comp Sci 132, CSUN.
With DP 1, equivalent to Comp Sci 120, CSUN.

DP 6 — DATA PROCESSING SYSTEMS (UC-3*, CSU-3) 3 Units
Prerequisites: DP 1
3 hours lecture weekly.

Data processing systems and procedures, analysis of various existing business data processing principles. Required of most business and economics departments for non-data and data systems concepts.

DP 7A — COMPUTER PROGRAMMING RPG (UC-3*, CSU-3) 3 Units
Prerequisites: DP 1 or equivalent.
Concurrent enrollment in DP 9 recommended.
3 hours lecture weekly.

Basic computer programming concepts and development techniques. Laboratory development and problem solving using IBM Report Program Generator. Completion of assigned class problems provides experience in actual programming using RPG language.
BUS 1B — ACCOUNTING PRINCIPLES II (UC-3, CSU-3) 3 Units
Prerequisite: Bus 1A.
3 hours lecture weekly.

Basic principles of accounting are studied as a foundation for advanced study; and as a vocational skill. Areas of emphasis in the course are accounting principles for partnerships and corporations. Other topics include manufacturing enterprises, cost accounting, department and branch accounting, accounting data for management uses, financial statement analysis, and statement of changes in financial position.

Equivalent to Bus 220B, CSUN.

BUS 2 — COST ACCOUNTING (CSU-3) 3 Units
Prerequisite: Bus 1A.
3 hours lecture weekly.

The principles of cost accounting will be studied. Areas of emphasis are budgeting, job order cost, process cost, standard cost, direct costing, absorption costing, and spoilage. The use of the cost accounting data by management will be studied.

BUS 3 — APPLIED ACCOUNTING (CSU-3) 3 Units
3 hours lecture weekly.

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 — BUSINESS MATH
Prerequisite: Math 9B or equivalent. (May be taken concurrently.)
3 hours lecture weekly.

A review of fundamental arithmetic and algebraic processes with application to business problems. Fractions, decimals, and percents are emphasized. (Co-numbered Math 4)

BUS 5 — See Secretarial Science Section No. 20

BUS 6 — ACCOUNTING FORMS AND PROCEDURES (CSU-3) 3 Units
Prerequisite: Bus 1B or concurrent enrollment in Bus 1B
3 hours lecture weekly.

Accounting systems for small and medium-sized businesses are studied as a foundation for a vocational skill and advanced study. Areas of emphasis in the course are systems for wholesale, retail, service trades and manufacturing concerns. Areas of concentration within the systems of study are accounts receivable, payable records, cash receipts and disbursements, job cost, etc. Can be used as preparation for upper division work.

BUS 10 through BUS 21 — See Secretarial Science Section No. 20
Data Processing

The data processing profession attracts creative people to the challenge and the reward of a dynamic field. Courses in data processing may be used as preparation for transfer as a data processing major to specific four year schools or to seek employment in a variety of computer related fields such as programming or systems analysis.

LOWER DIVISION REQUIREMENTS FOR THE BACCALAUREATE DEGREE

California State Polytechnic University, Pomona

Required Courses in Major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 1B</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>DP 1</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>DP 4B</td>
<td>Computer Programming II</td>
<td>3</td>
</tr>
<tr>
<td>DP 1B</td>
<td>Computer Programming - FORTRAN</td>
<td>3</td>
</tr>
<tr>
<td>DP 245</td>
<td>Systems Documentation - to be taken at Cal Poly after transfer</td>
<td>3</td>
</tr>
</tbody>
</table>

California State University, Northridge

There is no major in data processing at CSUN; however, most of the lower division requirements for the computer science major at CSUN may be satisfied by Moorpark College courses in data processing, mathematics, and physics. In addition, data processing courses may be used to fulfill requirements for specific options of the Business Administration Bachelor of Science degree at CSUN.

For further information regarding these majors, consult with your counselor and check the catalog for the four-year school.

DATA PROCESSING ASSOCIATE IN SCIENCE DEGREE

This program is designed to prepare students for employment in business utilizing data processing equipment. Training is provided in data processing machines, data processing systems and computer programming. Completion of this curriculum should qualify students for employment as entry-level programmers or as management trainees in stored programming.

The Associate in Science degree requires the completion of at least 60 semester units of college course work, to include a minimum of 24 units in a designated major plus those courses (approximately 18 units) needed to meet the general education requirements as outlined in Section No. 2 of the college catalog. A counselor may be consulted for further information on degree requirements.

Required Courses:

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>DP 1</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>DP 4A/4B</td>
<td>Computer Programming I &amp; II</td>
<td>6</td>
</tr>
</tbody>
</table>

*The UC system will accept ONLY Bus 33A OR Bus 33B for transfer credit, not BOTH.
BUS 74 — BANK MANAGEMENT 3 Units
Prerequisite: Bus 70.
3 hours lecture weekly.

This course is aimed at the advanced level of bank employees. Bank management is specifically designed to aid in developing managerial ability through an increased understanding of the problems confronting bank managers.

BUS 75 — BASIC ELEMENTS OF MONEY AND BANKING 3 Units
Prerequisite: Bus 70.
3 hours lecture weekly.

This course is designed primarily to promote the appreciation and comprehension of the functions of money and of banks in a modern economy, particularly in the U.S.

BUS 76 — BANK MARKETING AND PUBLIC RELATIONS 3 Units
3 hours lecture weekly.

This class covers fundamental concepts and philosophy of bank marketing: marketing information and research; product distribution, promotion, and pricing strategies and marketing planning; selling techniques and public relations directed toward the branch banker.

BUS 77 — INTERNATIONAL BANKING 3 Units
3 hours lecture weekly.

The objective of this course is to present the basic framework and fundamentals of international banking. How money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks and how money is changed from one currency to another.

BUS 79ABC — BANKING AND FINANCE SEMINARS 1-1-1 Units
16 hours lecture.

These seminars are geared to persons already in the banking industry with an emphasis on recent trends, conditions and ideas within the field.

BUS 80 — ADVERTISING AND PROMOTION FOR SMALL BUSINESS 3 Units
3 hours lecture weekly.

A course designed to instruct the small business owner in how to develop and implement an advertising promotion and/or publicity program on a limited budget.

BUS 80A/B — BUSINESS INSTITUTES 1-3 Units
18-48 hours lecture.

A short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities. Emphasis is placed on the acquisition of specialized knowledge in a particular segment of the business area.

BUS 33B — BUSINESS LAW II (UC-3*, CSU-3) 3 Units
Prerequisite: Bus 33A.
3 hours lecture weekly.

Principles of law as applied to employer-employee relationships, agency-legal relationships; rights and liabilities of parties, business organizations, and negotiable instruments; case approach emphasized.

*The UC system will accept ONLY Bus 35A or Bus 33B for transfer credit, not BOTH.

BUS 35 — SALESMAIHSHIPS (CSU-3) 3 Units
3 hours lecture weekly.

Elements of effective salesmanship; sales personality, development of the sales plan, securing projects, counseling buyers, the demonstration, handling objections, self-management, and public relations.

BUS 36 — RETAIL MERCHANDISING (CSU-3) 3 Units
3 hours lecture weekly.

Merchandising control and budgeting, location, equipment, advertising, discount stores, shifts in consumption patterns, credits and collections, and store services.

BUS 37 — MARKETING (CSU-3) 3 Units
3 hours lecture weekly.

Marketing management, from the viewpoint of the manager who researches and plans the product, organizes his staff, and controls the sales, advertising, and channels of distribution; case problem approach emphasized.

BUS 38 — ADVERTISING (CSU-3) 3 Units
3 hours lecture weekly.

Introduction to the field of advertising. Media, budgeting, market research, layout, copywriting, advertising agencies. Student receives actual practice in the planning of an advertising campaign.

BUS 39 — BUSINESS COMMUNICATIONS (CSU-3) 3 Units
3 hours lecture weekly.

Understanding of the theories of communication and barriers that prevent communication from taking place. Students develop the ability to write typical business letters in a variety of situations. Emphasis on vocabulary development and improvement of written communication skills.
A number of courses which had formerly been designated Business courses are now titled Consumer Education courses and are included in the Special Programs section, Section No. 24, of the catalog. These courses are shown below under the old and new designations:

<table>
<thead>
<tr>
<th>Old Number</th>
<th>New Number</th>
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</thead>
<tbody>
<tr>
<td>Bus 34</td>
<td>Income Tax Law</td>
</tr>
<tr>
<td>Bus 40</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>Bus 41</td>
<td>Consumer Law</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Small Claims &amp; Civil Procedures</td>
</tr>
<tr>
<td>Bus 45</td>
<td>Principles of Investment</td>
</tr>
</tbody>
</table>

**BUS 50 -- ELEMENTS OF SUPERVISION (CSU-3)**
3 hours lecture weekly.

A basic course covering in general terms the total responsibilities of a supervisor, organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality and quantity control.

**BUS 51 -- PERSONNEL MANAGEMENT (CSU-3)**
3 Units
Prerequisite: Bus 50 or equivalent.
3 hours lecture weekly.

Personnel management as a staff function in the process of manpower administration in the organization. Policies and methods of obtaining and developing an efficient work force, including manpower planning, recruitment, selection, placement, training, management, development, performance, evaluation, compensation practices, safety, benefits, and administration.

**BUS 52 -- LABOR MANAGEMENT RELATIONS (CSU-3)**
3 Units
Prerequisite: Bus 51 or equivalent.
3 hours lecture weekly.

History and development of the labor movement, development of labor legislation -- the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act; supervisor's responsibility for good labor relations, union contract and grievance procedure.

**BUS 53 -- COST AND JOB CONTROL FOR SUPERVISORS (CSU-3)**
3 Units
Prerequisite: Bus 50 or equivalent.
3 hours lecture weekly.

Determination of costs in industry; cost control and related factors, materials, waste, salvage, quality control, quantity control, control of time, supervisor's responsibility for costs, determination of job methods, control and improvements; basic principles of work simplification including time and motion study techniques.

**BUS 54 -- HUMAN RELATIONS FOR SUPERVISORS (CSU-3)**
3 Units
Prerequisite: Bus 50 or equivalent.
3 hours lecture weekly.

Designed to help the supervisor improve techniques of dealing with others. Emphasis on understanding human behavior, individualizing contracts with subordinates and applying management principles to interpersonal relationships. (Co-numbered Urban 54)

**BUS 55 -- INDUSTRIAL SAFETY PROCEDURES**
3 Units
Prerequisite: Bus 50.
3 hours lecture weekly.

A review of plant safety techniques and procedures. Analysis of safety problems and methods of prevention. Emphasis of understanding provisions of the Occupational Safety and Health Act (OASHA) and their significance to the industrial supervisor.

**BUS 56 -- BUSINESS AND PROFESIONAL SPEECH (CSU-3)**
3 Units
3 hours lecture weekly.

Designed to hone the speech skills of business and industrial personnel in leadership positions. Topics covered will be presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organizations. Individual attention will be given to the needs and interests of the student. (Co-numbered Spch 56)

**BUS 61 -- See Special Programs Section, Section No. 24**

**BUS 70 -- PRINCIPLES OF BANK OPERATION**
3 Units
3 hours lecture weekly.

Basic banking functions and the principles of banking operations. Includes receiving and paying operations, accounting, legal relationships, management, controls, and bank services.

**BUS 71 -- INSTALLMENT CREDIT**
3 Units
3 hours lecture weekly.

The techniques of installment lending are presented. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, collecting the amounts due. Emphasis is also placed on inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

**BUS 72 -- ANALYSIS OF FINANCIAL STATEMENTS**
3 Units
Prerequisite: Bus 1A/B.
3 hours lecture weekly.

The course deals with characteristics of financial statements and financial statement analysis. A study of goals, methods, and tools for analysis is studied. In addition, accounts receivable, inventories, projected statements, cash budgets and cash flow are studied. Emphasis is placed on financial analysis from a banking viewpoint.

**BUS 73 -- COMMERCIAL LOAN DECISIONS**
3 Units
Prerequisite: Bus 72.
3 hours lecture weekly.

Credit analysis for unsecured business loans, the borrowing process, nature of business capital, economic consideration, evaluation of loan requests, reconciliation and projections.
notes
TC 22A/B – DIRECTED STUDIES IN TELECOMMUNICATIONS (CSU - see below*)
1-3/1-3 Units

Prerequisites: A course in the specific field and the consent of the instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of telecommunications on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

* Contact the CSU campus of your choice for specifics regarding transferability of this course.

The University of California does not accept TC 22A/B for credit.
TC 17 – DIRECTING THE EDUCATIONAL EXPERIMENTAL TELEVISION PROGRAM
Prerequisite: TC 3A or 3B. 4 Units
2 hours lecture, 3 hours laboratory weekly.

Advanced creative productions are developed by students in this course. Productions will be utilized by the campus Media Center and by Ventura County cable television systems for community distribution.

TC 18 – MUSIC AND SOUND RECORDING 3 Units
Prerequisite: TC 7 or consent of instructor.
1 hour lecture, 6 hours laboratory weekly.

A technical course in the operation of audio recording studios including mixing, mastering, editing, and mass production dubbing. Students will acquire entry level skills and participate in laboratory sessions at recording studios in Hollywood utilizing the latest state-of-the-art equipment.

TC 19 – BROADCAST ADVERTISING 3 Units
3 hours lecture weekly.

This course presents all facets of radio and television advertising including copywriting, time-buying, and selling, research, sales promotion, and management.

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cinematography

FULL-TIME FACULTY: Greg Nava, Tyres Allen, Counselor.
PART-TIME FACULTY: Bill Piggott, George Martesq, Myrl Schreiber.

The film program at Moorpark College is dedicated to giving the student a knowledge of both the creative and technical sides of film making.

The program provides the student with a fine facility for motion picture production, an opportunity to see many films, and a forum for discussion, so students may freely exchange ideas concerning the nature of film. All of these things are important for the development of the young film maker.

The technical side of film making is learned by the students as they produce their own projects. Step by step they learn all phases of film production and then apply this knowledge to their own projects. This is the most natural way to master the craft of film.

Careers in Cinema include Art Director, Film Researcher, Film/Videotape Librarian, Script Writer, Cameraperson/Photographer, Cinematographer, Cartoonist, Producer, Film Editor, Set Designer, Lighting Director, Instructional Technology and many additional options in technical and engineering areas. Additional information is available at the Career Center.
PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge

Cinema 2  Art and Techniques of Film
Journ 1  Mass Communications
TC 3A  Television Production Workshop

PLEASE NOTE: Most four year Cinema programs do not have specific lower division requirements. It is recommended that students take as many cinema courses as possible in addition to completion of required general education courses for the Baccalaureate Degree. As programs and requirements vary, please check with your counselor and the university catalog for further information.

ASSOCIATE IN ARTS – CINEMA

The students completing the film program at Moorpark College will have a good grasp of all aspects of film making. They will have finished scripts as well as a film to attest to their ability. Their experiences and work can be used to enter institutions which have more advanced centers of film studies, or to get jobs in the film industry for which they will be well qualified.

Cinema 2  Art and Techniques of Film
Cinema 3  Advanced Cinematic Production
Nine Units from the following:
Cinema 1  History of the Motion Picture
Cinema 10  Main Currents in World Cinema
Cinema 11A/B  Masterpieces of World Cinema

Three units from the following:
Cinema 15  Introductory Animation
Photo 1A  Beginning Photography

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TC 8 – VOICE AND DICTION (UC-3, CSU-3)
3 hours lecture weekly.

Individual speech improvement, instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. (Co-numbered Speech 3, ThA 3)

Equivalent to Drama 106, CSU-3:

TC 9 – ACTING FOR FILM AND TV (UC-3, CSU-3) 1-3
Pre-requisite: ThA 2A or equivalent, or permission of instructor. 3 hours lecture, 3 hours laboratory weekly. 2 hours lecture, 3 hours laboratory weekly.

Learning the techniques required in acting before the camera. Includes terminology, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stage work; microphone techniques and opportunities to work in student-directed films and television shows. (Co-numbered ThA 9)

TC 10A/B – CATV ENGINEERING AND MAINTENANCE
3 4/3 Units
3 hours lecture, 3 hours laboratory weekly.

A vocational/professional orientation to Cable television system design, installation and maintenance. Includes all activities from repair to pole climbing. Industry entry level skills are developed. (Co-numbered EL 7A/B).

TC 11 – RADIO STATION ENGINEERING AND MAINTENANCE
2 hours lecture, 3 hours laboratory weekly.

A hands-on technical course involving Radio Station Construction, Engineering and Maintenance functions. Students will have an opportunity to apply skills in maintenance and modification of campus Class B FM station (Ventura County coverage). (Co-numbered EL 69C)

TC 12 – BROADCAST JOURNALISM (CSU-3)
3 hours lecture weekly.

Advanced practical course in the preparation of radio and television newcasts. Students develop interviewing skills, write original news copy and edit and rewrite wire service copy for on-air purposes (campus FM radio station). Actual field work is performed using remote recording equipment. (Co-numbered Journ 12)

TC 14 – SCENIC DESIGN & SPECIAL EFFECTS FOR TV AND FILM (CSU-3)
3 hours lecture, 8 hours laboratory weekly.

This course prepares the student to develop practical and creative methods of developing illusion in television and film. Modular sets and flats for television and film are constructed and special effects projects range from the use of exotic animals to the use of pyrotechnics-explosives. One example of a class project would be a simulated flight.
courses in cinematography

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

CINE 1 — HISTORY OF THE MOTION PICTURE (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
An historical and critical survey, with examples of the motion picture both as a developing art form and as a medium of mass communication. 
Equivalent to RTVF 210, CSUN.

CINE 2 — ART AND TECHNIQUES OF FILM (UC-6, CSU-6) 6 Units
(Formerly Cine 2A/2B)
6 hours lecture weekly.
A basic course presenting techniques of motion picture photography, script writing, and film production. Several areas are covered including documentary, educational and expressive modes. Productions in both super 8 and 16mm. Lab or materials fee may be required.
Equivalent to RTVF 250, CSUN.

CINE 3 — ADVANCED CINEMATIC PRODUCTION (CSU-6) 6 Units
Prerequisite: Cine 2 or consent of instructor.
6 hours lecture weekly.
Advanced studies in directing motion pictures. Includes in-depth studies of great motion picture directors as well as lab exercises in which students direct scenes with actors. Course will include advanced studies in film production techniques and will include sound recording, lighting, editing, and sound mixing. Lab or materials fee may be required.

CINE 4 — ADVANCED EDITING (CSU-3) 3 Units
Prerequisite: Cine 3.
2 hours lecture, 3 hours laboratory weekly.
This class examines the particulars of the editor’s job. It examines the artistic aspect as well as the technical aspect. Lectures and lab assignments will investigate such elements as time, rhythm, visual and aural relationship, and montage. Lab or materials fee may be required.

TC 6A/B — FCC LICENSE REVIEW 3.3 Units
3 hours lecture weekly.
This course will review basic electronics especially pertaining to broadcasting to prepare the student for the series of Federal Communications Commission examinations eventually leading to the FCC First Class Radiotelephone Operator’s License. (Co-numbered EL 6A/B, Journ 6A/B).

TC 7 — RADIO PRODUCTION WORKSHOP (CSU-3) 3 Units
Prerequisite: TC 1 or concurrent enrollment.
2 hours lecture, 3 hours laboratory weekly.
Class offers integrated work in various radio broadcasting functions. Included are announcing, acting, disc jockeying, basic writing, program direction, production, advertising, radio interviewing, and station operations.
Equivalent to RTV 130, CSUN.
CINE 6 — FILM EFFECTS, MOTION PICTURES (CSU-3) \( \mu + \text{c.} - \text{c.} \) 3 Units
Prerequisite: Cine 2
2 hours lecture, 3 hours laboratory weekly.

A course which instructs in the building of miniature sets, the use of special effects, back and forward projection, multiple and rotating projection, and general problem solving for motion pictures. Lab or materials fee may be required.

CINE 10 — MAIN CURRENTS IN WORLD CINEMA (CSU-3) \( \mu + \text{c.} - \text{c.} \) 3 Units
3 hours lecture weekly.

Studies in the History of Motion Pictures will cover directors, countries and movements not covered in Cine 1.

CINE 11A/B — MASTERPIECES OF WORLD CINEMA (CSU-3, 3) \( \mu + \text{c.} - \text{c.} \) 3-3 Units
Prerequisite: Cine 1 or Cine 10.
3 hours lecture weekly.

This class examines, in depth, the story picture and production techniques behind several great films, both foreign and domestic. The purpose is to help those interested in writing and directing to solve the problems inherent in their own projects by studying great films.

CINE 15 — INTRODUCTORY ANIMATION (CSU-4) \( \mu + \text{c.} - \text{c.} \) 4 Units
3 hours lecture, 3 hours laboratory weekly.

Instructional emphasis on a simple, basic approach to animation filmmaking. Course offers the student an unusual opportunity to explore and create visual images in color which move on a motion picture canvas. Includes early history and evolution of animation art; analytical study of vintage and contemporary films. Designed to exercise imagination, expressions, and experimentation with ideas in motion. Lab or materials fee may be required.

CINE 16A — ANIMATION FOR TEACHERS I (CSU-1) 1 Unit
16 hours lecture.

The 16-hour beginner's course is designed to make it possible for the applicant to produce the illusion of motion without the necessity of photography or laboratory processing. Simple exercises can be quickly learned and taught in the classroom immediately. Practical involvement includes survey of animation in education; understanding principles of optical phenomena; construction of functional devices that generate moving images. Drawing skill is not essential. Lab or materials fee may be required.

CINE 16B — ANIMATION FOR TEACHERS II (CSU-2) \( \mu + \text{c.} - \text{c.} \) 2 Units
Prerequisite: Cine 16A or consent of instructor.
1 hour lecture, 3 hours laboratory weekly.

This course is a 45-hour involvement of animation filmmaking. It is offered to the teacher who elects to graduate beyond the beginner's level and gain direct experience in operating an animation camera. It is only possible to provide surface knowledge in the beginner's course. Teachers are advised to consider and combine the first two courses as a single package, basic to their educational needs in animation. Lab or materials fee may be required.

TC 4B — REMOTE TELECASTING (CSU-3) 3 Units
Prerequisites: TC 2, TC 3A \( \mu + \text{c.} - \text{c.} \)
1 hour lecture, 6 hours laboratory weekly.

Students enrolled in this course will learn the practices and procedures involved in producing the telecast outside the studio. All work will be by arrangement and will involve producing, directing, and crew work on actual productions including football and basketball games, speeches, concerts, dramas, and special events. Field trips are included to inspect major television remote equipment in operation.

TC 5 — RADIO—TELEVISION WRITING (UC-3, CSU-3) 3 Units
Prerequisite: Engl 1 or consent of instructor.
3 hours lecture weekly.

This course deals with the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. Training is given in the fundamentals of script format, professional methods, and the ethics and restrictions involved in broadcast media. (Co-numbered Engl 11).

Equivalent to RTVF 225, CSUN.
TC 3A — TELEVISION PRODUCTION WORKSHOP (CSU-3)
Prerequisite: TC 2.
1 hour lecture, 6 hours laboratory weekly.
This course involves intermediate work in production, camera work, technical direction, lighting, etc. The creation of new program concepts and types is stressed. Each student is responsible for producing his own half hour experimental TV program.
Equivalent to RTVF 220, CSUN.

TC 3B — REMOTE TELEVISION PRODUCTION WORKSHOP
Prerequisite: TC 2. 3 Units
2 hours lecture, 3 hours laboratory weekly.
This course in telecasting involves intermediate level and advanced level directing of select "remote" locations programs for videotaping. Creativity will be emphasized along with coordination of all aspects of production.

TC 4A — TELEVISION DIRECTING AND EDITING (CSU-3)
Prerequisites: TC 2, TC 3A. 3 Units
1 hour lecture, 6 hours laboratory weekly.
Advanced directing of special projects, experimental, and instructional television programs. Highest quality productions will be included in campus-wide instructional television guide for possible utilization by local cable television systems.

CINE 22A/B — DIRECTED STUDIES IN CINEMATOGRAPHY (UC, CSU - see below)
1-3 Units
Prerequisites: A course in the specific field and consent of the instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of cinematography on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

*The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.

Contact the CSU campus of your choice for specifics regarding transferability of this course.
courses in tele-communications

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

TC 1 – MASS COMMUNICATIONS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

This course will acquaint the student with the origins, development and contemporary role of newspapers, magazines, cinema, radio, TV, and related fields such as advertising and public relations. Will survey the history and the application of mass communications. The course will also involve related critical and practical applications of this information.

Equivalent to Journ 100, CSUN.

TC 2 – BROADCAST STUDIO OPERATION (CSU-3) 3 Units
Prerequisite: TC 1 or concurrent enrollment
2 hours lecture, 3 hours laboratory weekly.

A technical theory course in basic television circuits, cameras, control board, video-tape recorders, lighting, microphones, and overall television station operation. Some practical experience in the various aspects of production, explanation of program patterns, studio procedures, use of equipment, production of programs and radio-television acting.
PRODUCTION (cont.)

TC 7 Radio Production Workshop
TC 14 Scenic Design and Special Effects for Television and Film
TC 17 Directing the Educational and Experimental Television Program

Recommended General Education courses:

Theatre Arts
English
Art
Engineering Drawing
Photography
Cinematography

CREATIVE/PERFORMANCE
(Choose a minimum of three of the courses listed below)

TC 21 Television Production Workshop
TC 3A Television Production Workshop
TC 4A Television Directing/Editing
TC 4B Remote Television Directing/Editing
TC 5 Radio-Television Writing
TC 9 Acting for Film and TV

Recommended General Education Courses:

Art
Theatre Arts
English
Speech
Reading

ADVERTISING/SALES MANAGEMENT
(Choose a minimum of three of the courses listed below)

Bus 36 Retail Merchandising
Bus 37 Marketing
Bus 38 Advertising
TC 19 Broadcast Advertising

Recommended General Education and Elective Courses:

Accounting
Economics
Management and Marketing

PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State Polytechnic University, San Luis Obispo

GC 1 Intro to Graphic Communications
GC 4 Layout and Design
GC 5A Silk Screen Process
GC 11A Process Camera
GC 21 Striping and Platemaking
GC 26A Lithography
GC 32 Estimating and Scheduling

Additional lower division courses to be taken at Cal Poly, SLO.

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
ASSOCIATE IN SCIENCE DEGREE — GRAPHIC COMMUNICATIONS

Required Courses for the Major:
- GC 1: Introduction to Graphics
- GC 4: Layout and Design
- GC 11A: Process Camera
- GC 21: Striping and Platemaking
- GC 26AB: Advanced Lithography
- GC 27: Letterpress Printing
- GC 31: Graphic Communications Lab

Recommended Courses for the Major:
- GC 5AB: Silkscreen Printing
- GC 11C: Process Camera
- GC 28: Introduction to Web Printing
- GC 32: Estimating and Scheduling

Recommended General Education Requirements:
- DP 9: Computer Programming Lab
- DP 18: Computer Programming Fortran
- Chem 12: Elementary Chemistry 1

CERTIFICATE OF COMPLETION — OFFSET LITHOGRAPHY

The certificate program is designed for those who enroll in graphic communications primarily for in-service training and those who enroll specifically for a salable skill rather than degree or transfer objectives. The following courses will provide knowledge and skills for entry level positions in offset lithography.

- Chem 12: Elementary Chemistry 1
- GC 1: Introduction to Graphics
- GC 4: Layout and Design
- GC 11A: Process Camera
- GC 21: Striping and Platemaking
- GC 26AB: Lithography
- GC 31: Graphic Communications Lab

specialization areas

BROADCAST JOURNALISM
(Choose a minimum of three of the courses listed below)
- TC 5: Radio-Television Writing
- TC 12: Broadcast Journalism
- Journ 2: News Reporting and Writing
- Journ 3: Feature Writing
- Journ 8: Basic Photo Journalism

Recommended General Education Courses:
- Political Science
- English
- History
- Speech
- Cinematography
- Reading

ENGINEERING
(Choose a minimum of three of the courses listed below)
- TC 6: FCC License Review
- TC 7: Radio Production Workshop
- TC 10: CATV Installation and Maintenance
- TC 11: Radio Station Engineering and Maintenance
- TC 3A: Television Production Workshop
- TC 3B: Remote Television Production Workshop
- TC 4A: Television Directing/Editing
- TC 4B: Remote Television Directing/Editing
- TC 17: Directing the Educational and Experimental Television Program
- TC 18: Music and Sound Recording and Mixing

Recommended General Education and Elective Courses:
- Electronics
- Technology
- Physics
- Chemistry
- Mathematics
- Engineering Technology

PRODUCTION
(Choose a minimum of three of the courses listed below)
- TC 3A: Television Production Workshop
- TC 3B: Remote Television Production Workshop
- TC 4A: Television Directing/Editing
- TC 4B: Remote Television Directing/Editing
**PREREQUISITES FOR THE BACCALAUREATE DEGREE**

California State University, San Diego

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TC 1</td>
<td>Introduction to Mass Communications</td>
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<tr>
<td>TC 2</td>
<td>Broadcast Studio Operations</td>
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<tr>
<td>TC 3A</td>
<td>Television Production Workshop</td>
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<tr>
<td>TC 3B</td>
<td>Remote Television Production Workshop</td>
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<tr>
<td>TC 4A</td>
<td>Television Directing/Editing</td>
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<td>TC 5</td>
<td>Radio-Television Writing</td>
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<tr>
<td>TC 7</td>
<td>Radio Production Workshop</td>
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<tr>
<td>Cinema 1</td>
<td>History of the Motion Picture</td>
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</table>

California State University, Northridge

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TC 1</td>
<td>Introduction to Mass Communications</td>
</tr>
<tr>
<td>TC 3A</td>
<td>Television Production Workshop</td>
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<tr>
<td>Cinema 2</td>
<td>Art and Technique of Film</td>
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</tbody>
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CSUN also offers an interdisciplinary major containing classes in Journalism, Speech and Radio Television Film.

**PLEASE NOTE:** Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

**ASSOCIATE IN ARTS DEGREE — TELECOMMUNICATIONS**

The broadcasting industry has become increasingly complex resulting from new technology, hardware, methodology, and societal changes. Because of this, the college requires five basic "CORE" COURSES of all Telecommunications majors and strongly recommends that students acknowledge the complexity of broadcasting by specializing as early as possible.

Students are required to complete the core curriculum plus a minimum of three (3) courses in a selected area of specialization.

**CORE CURRICULUM**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>TC 1/Journ 1</td>
<td>Introduction to Mass Communications</td>
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<tr>
<td>TC 2</td>
<td>Broadcast Studio Operations</td>
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<tr>
<td>TC 3B</td>
<td>Voice and Diction</td>
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<tr>
<td>Cinema 1</td>
<td>History of the Motion Picture</td>
</tr>
<tr>
<td>Photo 1A</td>
<td>Introduction to Photography</td>
</tr>
</tbody>
</table>

**courses in graphic communication**

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

**GC 1 — INTRODUCTION TO GRAPHIC COMMUNICATIONS (CSU-3) 3 Units 3 hours lecture weekly.**

An orientation to the concepts in Graphic Communications including an overview of layout, design, composition, process camera, letterpress, offset and silk screen printing. A survey of the industry and employment opportunities. Equivalent to GRC 101, Cal Poly, SLO.

**GC 2 — COPY PREPARATION AND COMPOSING SYSTEM (CSU-3) 3 Units 2 hours lecture, 3 hours laboratory weekly.**

Practical work in the operation of the IBM MTSC cold typesetting machine and the use of headlines. Elements of composition, basic typography, type classification, copyfitting, and machine ruling. Equivalent to GRC 223, Cal Poly, SLO.

**GC 4 — LAYOUT AND DESIGN (CSU-3) 3 Units 2 hours lecture, 3 hours laboratory weekly.**

Fundamentals of layout and design for graphic reproduction including the principles of design, imposition, and paste up techniques. Preparation of line and tone copy for offset reproduction. Form design and ruling techniques. Designing roughs, visuals, and preparation of single and multi-color mechanics for use in commercial and publication printing. Study of the print system, type identification and copy mark up. Equivalent to GRC 223, Cal Poly, SLO.
GC 5A — SILK SCREEN PROCESS (CSU-2)  2 Units

2 hours lecture, 3 hours laboratory weekly.

Study of silk screen process. Instructions in preparation of various silk screen stencil methods with emphasis on resist and block out and hand cut methods. Preparation and care of screens, use of transparent and opaque inks, surfaces and explorations of ideas and images. *WAS 11.2*

Equivalent to GRC 357, Cal Poly, SLO.

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GC 5B — ADVANCED SILK SCREEN PROCESS (CSU-2)  2 Units

Prerequisite: GC 5A.

1 hour lecture, 3 hours laboratory weekly.

Advanced extension of ideas and images utilizing photo silk screen singly or in combination with other stencil methods. Introduction to the process camera and its application to silk screen photoization printing. Instruction and practice in basic line photography and contact printing. Emphasis in single and multi-color printing and photoization techniques. Further study and use of color combination, transparent and opaque inks. Exploration in specialty printing on various surfaces. *WAS 11.3*

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tele-communications

FULL-TIME FACULTY: AI Miller, Tyree Allen, Counselor.

There are ever increasing demands for personnel in the broadcasting industry. The Broadcasting program provides specific pre-employment training for students wishing to prepare for careers in radio and television. It also furnishes the necessary background for students who plan to seek a baccalaureate or higher degree in the broadcasting field in a senior college. Students may plan careers in fields that involve public information or public opinion.
JOURN 11A/B — MAGAZINE EDITING (UC-3.3*, CSU-3.3) 3-3 Units
Prerequisites: Journ 1, Journ 2 or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.

This is a course in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to the magazine production. (Co-numbered Engl 47)

JOURN 22A/B — DIRECTED STUDIES IN JOURNALISM (UC, CSU - see below**) 1-3/1-3 Units
Prerequisites: A course in the specific field and the consent of the instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of journalism on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

** The University of California will accept a maximum of 5 units per term for any and all work done under the 22 series.

Contact the CSU campus of your choice for specifics regarding transferability of this course.

GC 11A — PROCESS CAMERA (CSU-3) 3 Units
Prerequisite: GC 1 or consent of instructor or concurrent enrollment.
2 hours lecture, 3 hours laboratory weekly.

Characteristics of photographic materials, instructions, and practice in the use of a gallery camera for the production of line negatives. Includes instruction and practice in darkroom techniques, use of filters, contact printing and color proofing and posterization techniques.

Equivalent to GRC 227, Cal Poly, SLO.

GC 11B — ADVANCED PROCESS CAMERA (CSU-3) 3 Units
Prerequisite: GC 11A or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.

Advanced theory and practice on the gallery camera with emphasis upon halftone photography, including rescreening, duotones, and dot manipulation techniques.

GC 11C — PROCESS CAMERA/COLOR SEPARATION (CSU-3) 3 Units
Prerequisite: GC 11B or equivalent trade experience.
2 hours lecture, 3 hours laboratory weekly.

Orientation and practice in the use of equipment, materials and techniques for color separation photography. Includes three and four color direct and indirect separations with reflection and transmission copy.
GC 21 — STRIPPING AND PLATEMAKING (CSU-3)
3 Units
Prerequisite: GC 26A or consent of instructor. 2 units
2 hours lecture, 3 hours laboratory weekly.
Planning for lithographic press plates. Ruling, scribing, opaquing and retouching negatives, preparation of support for stripping, imposition and assembly. Selection, care and making of pre-sensitized lithographic plates including double burning, strip and repeat and surprinting. Negative duplication and various proofing techniques. 
Equivalent to GRC 228, Cal Poly, SLO.

GC 22A/B — DIRECTED STUDIES IN GRAPHIC COMMUNICATIONS
(UC, CSU - see below) 1.3/1.3 Units
Prerequisites: A course in the specific field and the consent of instructor and division chairperson.
1.3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of graphic communications on an independent study basis. Assigned problems will involve library, laboratory and field. Maximum of 8 units.
*The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series. Contact the CSU campus of your choice for specifics regarding transferability of this course.

GC 26A — LITHOGRAPHY (CSU-3)
3 Units
Prerequisite: GC 1 or concurrent enrollment.
2 hours lecture, 3 hours laboratory weekly.
Equivalent to GRC 229, Cal Poly, SLO.

JOURN 7 — LAYOUT AND DESIGN TECHNIQUES (CSU-3)
3 Units
2 hours lecture, 3 hours laboratory weekly.
Fundamentals of layout and design for graphic reproduction including the principles of design, and the techniques of layout and paste-up. Preparation of line and tone copy for offset reproduction. Designing roughs and visuals and preparation of single and multi-color mechanicals for use in commercial and publication printing. Study of the point system, type identification and copy markup systems. (Co-numbered GC 4)

JOURN 8 — BASIC PHOTOJOURNALISM (UC-3, CSU-3)
3 Units
Prerequisites: Photo 1A, or suitable portfolio and consent of instructor.
2 hours lecture, 3 hours laboratory weekly.
Aspects of photography as applied to mass communication, broadcast and print journalism. Concentration on the translation of ideas into images for reproduction in magazines, newspapers and book illustrations. Special effects and the utilization of camera and light as creative tools. Basic motion picture techniques. (Co-numbered Photo 8).
1 See Photo course list in Catalog Section 6.

JOURN 10A/B — NEWSPAPER PRODUCTION (UC-3.3*, CSU-3) 3-3 Units
Prerequisites: Journ 1, Journ 2 or consent of instructor.
2 hours lecture, 3 hours laboratory weekly.
This is a course in the concept, development, layout and composition of newspapers. Particular emphasis is given to the practical aspects of all phases of newspaper production. Instruction is also given in the graphic arts.
Equivalent to Journ 196, CSJN.
courses in journalism

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

* Any or all of these courses combined: maximum credit allowed, 6 units.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

+ A maximum of 6 units from these courses will be accepted for credit at CSUN.

JOURN 1 — MASS COMMUNICATIONS (UC-3, CSU-3)  3 Units
3 hours lecture weekly.

This course will acquaint the student with the origins, development and contemporary role of newspapers, magazines, cinema, radio, TV, and related fields such as advertising and public relations. Will survey the history and the application of mass communications. The course will also involve related critical and practical applications of this information.

Equivalent to Journ 100, CSUN.

JOURN 2 — NEWS REPORTING AND WRITING (UC-3*, CSU-3)  3 Units
2 hours lecture, 3 hours laboratory weekly.

An introduction to journalism with an emphasis on developing news writing skills through interviewing, reporting, evaluation of news significance, collection of accurate facts, and writing of news copy. Practical experience is gained through writing for the school newspaper.

Equivalent to Journ 110, CSUN.

JOURN 3 — FEATURE WRITING (UC-3*, CSU-3+)  3 Units
2 hours lecture, 3 hours laboratory weekly.

The writing of feature articles as used in magazine and newspapers including the techniques used in gathering material. Practical experience given through writing for the school newspaper and magazine.

JOURN 26B — FCC LICENSE REVIEW  3-3 Units
3 hours lecture weekly.

This course will review basic electronics especially pertaining to broadcasting to prepare the student for the series of Federal Communications Commission examinations eventually leading to the FCC First Class Radiotelephone Operator's License. (Co-numbered: EL 6A/B, TC 6A/B).

GC 26B — ADVANCED LITHOGRAPHY (CSU-3)  3 Units
Prerequisite: GC 26A or consent of instructor. 2 hours lecture, 3 hours laboratory weekly.


GC 27 — LETTERPRESS PRINTING (CSU-3)  3 Units
Prerequisite: GC 1 or concurrent enrollment. 1 hour lecture, 3 hours laboratory weekly.

Introduction to hand and machine composition with emphasis in letterpress printing as it supports the offset industry. Practice in the operation of the Heidelberg 10x15 platen press including perforating, die-cutting and numbering.

GC 28 — INTRODUCTION TO WEB PRINTING (CSU-3)  3 Units
Prerequisite: GC 26B or consent of instructor. 2 hours lecture, 3 hours laboratory weekly.

An introduction to web offset printing. Theory and practice in press makeready, unit timing, press timing, folder settings and engaging units. Operational functions of ink, dampener and printing units. Preventative maintenance and safety precautions are observed.
GC 31 – GRAPHIC COMMUNICATIONS LAB 1-2 Units
Prerequisites: GC 11A, GC 21 and GC 26A
3-6 hours laboratory weekly.
Practice in production of offset printing, planning, copy preparation, camera, preparation of plates, presswork, bindery and finishing.

GC 32 – ESTIMATING AND SCHEDULING (CSU-3) 3 Units
Prerequisite: Third semester major in Graphic Communications.
3 hours lecture weekly.
Establishment of unit costs and operational time requirements. Study of catalogs and standard price lists, subcontracting overhead and profit. Production planning including scheduling, routing coordination and quality control.
Equivalent to GRC 303, Cal Poly, SLO.

journalism

FULL-TIME FACULTY: Marge Imbach, Al Miller. Tyree Allen, Counselor.
PART-TIME FACULTY: Ruth Hunt.

JOURNALISM embraces the writing, editing, managing, and production of mass media communication. Journalists are involved, therefore, not only in the preparation of all types of periodicals, but also in the fields of advertising, public relations, radio, television, and motion pictures. There are wide opportunities for journalists, not only in the newspaper and magazine writing, but also in trade, business and labor publications, and in such specialized fields as editorial work, writing of feature articles, fiction, poetry, and drama.

PREREQUISITES FOR THE BACCALAUREATE DEGREE
California State University, Northridge
Journ 1 Mass Communications
Journ 2 News Reporting and Writing

CSUN also offers an interdisciplinary major combining Journalism, Speech, and Radio-Television-Film.
California State University, San Jose
Journ 1 Mass Communications
Journ 2 News Reporting and Writing

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
early childhood development

moorpark college catalog section #12
Transfer of Units

The ECD courses which have been designated as transferable to the UC and California State College and University systems are accepted as lower division electives at the discretion of the four year institution. The U.C. system accepts a maximum of 3 units in ECD courses. The State College and University system accepts 12 or more units depending on the specific college. Please check with Phyllis Cool, the ECD Counselor for further information.

For information regarding Work Experience credit in ECD program, refer to page 5 in this catalog.

Faculty

Full Time Faculty – Dolores Deutsch, Coordinator (upper right), Malathi Sandhu, Instructor (lower right), Phyllis Cool, Counselor (left).

Part Time Faculty – Marsha Berman, Millie Burnett, Louise Dean, Diane Dempwolf, Gloria Longo, Louise Nash, Joan Nunez, Dorothy Omens, Carol Rookstool, Creda Stanley, Dorothy Wahnsiedler, Alan Zajka.
The Early Childhood Development program at Moorpark College offers a large number of courses in the field of Child Development and Nursery Education. They offer students a range of academic and participatory experiences.

There is a growing need for trained teachers and aids to work with young children in Nursery School settings. The increasing number of working mothers with children has expanded the development of private nursery schools and day care centers. In addition, many communities offer a variety of publicly funded early childhood programs such as Head Start and Parent Educator classes and public day care centers. All of these programs offer exciting and useful part-time and full-time career opportunities for both men and women.

Course work is designed to enhance the student's self-awareness and understanding in his/her role as a significant adult in the lives of young children. It will also acquaint students with basic issues in child development and the parenting process—the impact of the family, community and school on the growing child.

Early Childhood Development courses will fulfill requirements for:

1. Employment in a Nursery School licensed by the California State Department of Health.
3. California Child Care Center permit.
4. A.A. Degree in Early Childhood Development at Moorpark College.

ECD 50 - EARLY CHILDHOOD INSTITUTE
Prerequisites: None
3 Hours lecture weekly

A short term lecture-workshop series designed primarily for a nursery school personnel in the teaching and administrative roles. This course will provide opportunity to gain understanding and skills in the areas of communication with children, parents, staff, and community agencies.

ECD 51 - MUSIC IN THE NURSERY SCHOOL EST 3
Prerequisites: None
3 Hours lecture weekly

Designed to help teachers in understanding the growth and development of children in relation to music at home and at school. Also to help prospective teachers of young children gain skill in conducting a music program in the Nursery School. In particular, emphasis will be placed on skill, construction and playing of simple musical instruments, creative rhythm, and composing songs.

ECD 52 - ART IN THE NURSERY SCHOOL ECT 3
Prerequisites: None
3 Hours lecture weekly

To provide opportunities for teachers to learn how to help their children in the field of art. To help teachers in understanding the growth and development of children in relation to creative experience both at home and at school. The development of practical materials in the creative arts and an understanding of the individual child to his own creative expression.

ECD 53 - SCIENCE IN THE NURSERY SCHOOL ECT 3
Prerequisites: None
3 Hours lecture weekly

To provide opportunities for teachers to learn how to help their children in the field of science. To help teachers in understanding the growth development of children in relation to science both at home and at school. The development of practical materials in a science area.

ECD 54 - LITERATURE IN THE NURSERY SCHOOL ECT 2
Prerequisites: None
3 Hours lecture weekly

Exploration of various experiences appropriate to the development of young children including picture books, flannel graphs, poetry, nursery rhymes, television, dramatic play. Emphasis on developing language concepts and skills.

ECD 55 - CREATIVE MOVEMENT ACTIVITIES FOR CHILDREN
Prerequisites: None
3 Hours lecture weekly

A presentation of methods and materials which parents and teachers of pre-school and early elementary aged children can utilize in encouraging and directing creative movement experiences in the school, home, or various organizations (YMCA, church). (Co-number PE 97)

ECD 56 - PRACTICAL SPANISH FOR TEACHERS OF YOUNG CHILDREN
Prerequisite: High school graduation
3 Hours lecture weekly

A course for teachers, aides and other community workers and/or volunteers who work with children and their parents in a bi-lingual program. Designed to help students in the field understand and speak Spanish in the classroom and in the parent teacher meetings. Course is intended to meet needs of students with little or no Spanish background.
ECD 39A - SUPERVISED PARTICIPATION IN THE NURSERY SCHOOL 3 Units
Prerequisites: ECD 38 and ECD 39A or permission of instructor
2 hours lecture, 3 hours laboratory weekly
Extended training in nursery school procedures and practices for students who will be teaching young children or those who are now employed in nursery schools. Head Start Centers, and day-care facilities. Students will gain practical experience while actually working with the young children in the nursery school setting.

ECD 39B - SUPERVISED PARTICIPATION IN THE NURSERY SCHOOL 3 Units
Prerequisites: ECD 39A and permission of instructor
2 hours lecture, 3 hours laboratory weekly

Extended training in observation, participation and planning of the nursery school experience of young children in community nursery school settings; I.e., child care facility, private and church programs, Head Start and special education in addition to the campus laboratory experience.

ECD 40 - CHILD, FAMILY AND COMMUNITY 3 Units
Prerequisites: None
3 hours lecture weekly
Pattern of child-rearing in contemporary society. Interaction of family and community. Significance of personal and social values in family life and community action. Individual and social resources for family health and welfare and improving child development.

ECD 41 - NURSERY SCHOOL PROGRAMS 3 Units
Prerequisites: None
3 hours lecture weekly
A survey of philosophies and programs in the field of Nursery Education. Experience in planning a curriculum for a nursery school program. Special emphasis provided for selection and arrangement of equipment and materials to furnish a rich environment for the mental and physical growth of nursery school children.

ECD 42 - NURSERY SCHOOL ADMINISTRATION AND SUPERVISION 3 Units
Prerequisites: ECD 40 and ECD 41 or consent of instructor
3 hours lecture weekly
Origin of nursery school movement in California. Types and essentials of nursery schools, including licensing, legislation standards, daily routines, teacher responsibility, and public relations. This course will include principles and practices of communication skills for the teacher and administrator with other staff members in the Nursery School and between the school and the home.

ECD 43 - PARENT AND TEACHER COMMUNICATIONS AND CONFERENCING 3 Units
Prerequisites: ECD 40
3 hours lecture weekly
A course to increase knowledge and effectiveness in parent-teacher conferencing with an emphasis on techniques that facilitate skillful communications. Understanding parental and teacher goals and expectations in relationship to the young child.

ECD 44 - FAMILY DYNAMICS IN THE TEACHING-LEARNING PROCESS 3 Units
Prerequisites: None
3 hours lecture weekly
This course will offer research, materials and experiences which will provide parents and other adults in the community with an opportunity to study the varied aspects of the education of young children; there will be a focus on establishing closer ties between the school and the family and on the parent as a teacher.

Moorepark College offers both an In-Service and a Pre-Service Certificate in Nursery Education.
An In-Service certificate is available to those students who are employed as nursery school teachers at the time of enrollment in the Moorepark College Early Childhood Development Program and who have had a minimum of one year of employment in that position. Students who plan to seek an In-Service certificate should contact Dolores Deutsch or Malathi Sandhu regarding their eligibility.
A Pre-Service certificate is available to all entering students interested in employment in the field and who desire concentrated study in the area of ECD.

In-Service Certificate
ECD 30A Child Growth & Development I, 3 Units.
ECD 38 Observation in the Nursery School, 3 Units.
ECD 39A Supervised Participation in the Nursery School, 3 Units.
ECD 40 Child, Family & Community, 3 Units.
ECD 41 Nursery School Programs, 3 Units.
ECD 43 Parent and Teacher Communications and Conferencing, 3 Units.
Plus 3 units of Associate Degree General Education courses.

Pre-Service Certificate
ECD 30A Child Growth & Development I, 3 Units.
ECD 38 Observation in the Nursery School, 3 Units.
ECD 39A Supervised Participation in the Nursery School, 3 Units.
ECD 39B Supervised Participation in the Nursery School, 3 Units.
ECD 40 Child, Family & Community, 3 Units.
ECD 41 Nursery School Programs, 3 Units.
ECD 43 Parent and Teacher Communications and Conferencing, 3 Units.
Plus 9 units of Associate Degree General Education courses including 3 units of Psychology 3 or Psychology 6.
### Required Courses in the Major

**ECD 30A**  
Child Growth & Development  

**ECD 38**  
Observation in the Nursery School  

**ECD 39A, B**  
Supervised Participation in the Nursery School  

**ECD 40**  
Child, Family & Community  

**ECD 41**  
Nursery School Programs  

**ECD 43**  
Parent & Teachers Communications & Conferencing  

**HSS**  
First Aid & Safety  

**Psych 2 or Psych 3**  
General Psychology  

**Psych 3**  
Personal & Social Adjustments

Select 2 from the following 4 specialty areas.

- **ECD 51**  
  Music in the Nursery School  

- **ECD 52**  
  Art in the Nursery School.  

- **ECD 53**  
  Science in the Nursery School  

- **ECD 54**  
  Literature in the Nursery School  

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**ECD 22A/B - DIRECTED STUDIES IN EARLY CHILDHOOD DEVELOPMENT**  
1-3/1-3 Units  

Prerequisites: A course in the specific field and consent of the instructor and Division Chairman.  
1-3 hours tutorial weekly  

Designed for selected students who are interested in furthering their knowledge of Early Childhood Development on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

**ECD 30A - CHILD GROWTH & DEVELOPMENT I**  
3 Units  

Prerequisites: None  
3 hours lecture weekly  

A study in depth of the social, emotional and physical development of the normal child in relation to the home and the early years of school; special attention to prenatal and infant development.

**ECD 30B - CHILD GROWTH AND DEVELOPMENT II**  
3 Units  

Prerequisites: ECD 30A  
3 hours lecture weekly  

Knowledge and understanding of how the social, intellectual, physical and emotional growth of the baby and young child affects the child from infancy to adolescence; emphasis on the relationship of early childhood development to the child's later functioning academically, psychologically and socially in school, with his peers, and in his family.

**ECD 31A - GROWTH & DEVELOPMENT OF THE EXCEPTIONAL CHILD I**  
3 Units  

3 hours lecture weekly  

The social, emotional, and physical development of the exceptional child in relation to the home, community, hospital and nursery school. Special attention to the child's motor, speech, perceptual and psychological development.

**ECD 31B - GROWTH & DEVELOPMENT OF THE EXCEPTIONAL CHILD II**  
3 Units  

Prerequisites: ECD 30A and ECD 31A or consent of instructor  
3 hours lecture weekly  

Identifying and understanding children with learning disabilities such as hyperactive, highly gifted, mentally retarded, and those with communication and perceptual difficulties. To assist potential teachers and parents in planning and implementing programs and curriculum for these children at school and at home.

**ECD 38 - OBSERVATION IN THE NURSERY SCHOOL**  
3 Units  

Prerequisites: None  
2 hours lecture, 3 hours laboratory weekly  

An introduction to child growth and development and working with young children in the nursery school setting. Students will observe children's activities in the nursery school (with guidance) and then participate in the actual program with limited assignments.
EL 22A/B — DIRECTED STUDIES IN ELECTRONICS (CSU-1.3/1.3)  1-3/1.3 Units
Prerequisites: A course in the specific field and consent of instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of Electronics Technology on an independent study basis. Assigned problems will involve library, laboratory and field. Maximum of 6 units.

EL 28A — ELECTRONIC MEASUREMENTS I (CSU-3)  3 Units
Prerequisite: EL 8A or equivalent.
2 hours lecture, 3 hours laboratory weekly.

Theory and practice in the use of laboratory equipment to test electronic devices and circuits. Typical tests are for gain, frequency response, frequency and time measurement; component and circuit evaluation, calibration of electronic test equipment. Laboratory work emphasizes the use of electronic measuring equipment and also the design of measurement systems to obtain specified information.

Equivalent to ET 125, Cal Poly, SLO.

EL 28B — ELECTRONICS MEASUREMENTS II (CSU-3)  3 Units
Prerequisite: EL 28A or equivalent.
2 hours lecture, 3 hours laboratory weekly.

This course emphasizes the maintenance, repair, and calibration of electronics test equipment.

EL 31A — INTEGRATED CIRCUIT DEVICES (CSU-3)  3 Units
Prerequisite: EL 20D.
2 hours lecture, 3 hours laboratory weekly.

An in-depth study of general purpose logic devices, multiplexors, registers and counters, arithmetic logic units, ROMs/RAMs. Linear circuits, circuit applications in consumer electronics. The laboratory stresses development of good electronic design techniques and familiarity with standard integrated circuits.

EL 32 — OP AMP CIRCUITS  3 Units
Prerequisite: EL 20D.
2 hours lecture, 3 hours laboratory weekly.

EL 42 — BASIC ELECTRONIC FABRICATION (CSU-3)  3 Units
Prerequisite: None.
2 hours lecture, 3 hours laboratory weekly.

The student will fabricate and assemble a typical electronic device such as a power supply or test meter. Steps include cutting, drilling and bending the chassis. Mounting components and connecting them finishes the construction. Testing is the final step.

Equivalent to MP 243, Cal Poly, SLO.

EL 89 — ELECTRONICS INSTITUTES  1 Unit
17 hours lecture per semester.

A short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities. Emphasis is placed on the acquisition of specialized knowledge in a particular segment of electronics.
REQUIRED COURSES FOR THE MAJOR

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*Elective credit only.

Civil Engineering students should take Engr 8A, Plane Surveying.

Chemical and Nuclear Engineers should contact the school to which they intend to transfer before completing this course sequence.

courses in engineering

ENGR 1 – THE ENGINEERING PROFESSION (UC-.5, CSU-.5) ½ Unit
1 hour lecture weekly (8 weeks).
A study of the engineering profession, its requirements, opportunities, and responsibilities. Presentations by members of the engineering profession.

ENGR 4 – ENGINEERING GRAPHICS WITH DESCRIPTIVE GEOMETRY (UC-.5, CSU-.5) Units
Prerequisite: Major in Engineering or consent of instructor.
2 hours lecture, 6 hours laboratory weekly.
Introduction to elementary design, including experimental design of a structure, machine, circuit, or process. Graphic computations and analysis, including graphic calculus and nomography. Preparation of working drawings. Descriptive geometry.

Engr 4 with Engr 1 equivalent to Engr 107, CSUN. Equivalent to ET 141, Cal Poly, SLO.

ENGR 5 KINEMATIC DESIGN (UC-.5, CSU-.5) = ELEC 121 CSUN

ENGR 6 – COMPUTER SOLUTIONS TO ENGINEERING PROBLEMS (UC-.5, CSU-.5) Units
Prerequisite: Math 26A.
3 hours lecture weekly.
The use of digital computers in the solution of engineering problems, programming and programming languages. Emphasis will be placed on the solution of engineering problems using the FORTRAN and PL 1 programming languages.

EL 15 – MATHEMATICS FOR ELECTRONICS (CSU-3) 3 Units
Prerequisite: Basic Algebra.
3 hours lecture weekly.
Review and application of basic mathematical and algebraic skills to electronic circuit problems. Various methods of solution used for series and parallel circuits.

EL 20A – BASIC ELECTRONICS: DC (CSU-4) 4 Units
Prerequisites: Basic algebra; concurrent Math 2 or 7 and EL 15 (recommended) 3 hours lecture, 3 hours laboratory weekly.
Passive D.C. circuit theory. Use of Ohm's and Kirchoff's laws to solve simple DC circuit problems. Application of basic theorems, such as equivalent circuit, for solving more complex circuits. The D.C. characteristics of resistors, inductors and capacitors will be studied. Laboratory work provides practical applications to theoretical relationships.
Equivalent to ET 124, Cal Poly, SLO.
Equivalent to ETE 102, Cal Poly, Pomona.

EL 20B – BASIC ELECTRONICS: AC (CSU-4) 4 Units
Prerequisite: EL 20A.
3 hours lecture, 3 hours laboratory weekly.
Equivalent to ET 126, Cal Poly, SLO.
Equivalent to ETE 103, Cal Poly, Pomona.

EL 20C – SOLID STATE DEVICES (CSU-5) 5 Units
Prerequisite: EL 20B.
4 hours lecture, 3 hours laboratory weekly.
Active electronic circuits. Comparison of linear and nonlinear systems. Gain; frequency response; principles of feedback. Solid state and vacuum devices; Device application; small signal amplifiers; power amplifiers; oscillators; special purpose applications. Laboratory emphasizes application of active circuit theory.
Equivalent to ET 232, Cal Poly, SLO.
Equivalent to ETE 203, 204, Cal Poly, Pomona.

EL 20D – DIGITAL CIRCUITS (CSU-5) 5 Units
Prerequisite: EL 20C.
4 hours lecture, 3 hours laboratory weekly.
Analysis of pulse circuits; transient AC circuits; waveshaping circuits; switching circuits and oscillators; flip-flops; logic circuits; memory; Boolean Algebra. Laboratory will emphasize physical design and operation of pulse circuits.
Equivalent to CSc 218, ET 334, Cal Poly, SLO.
courses in electronics technology

The Electronics Technology courses shown below were formerly designated by ET course numbers.

**ENGR 8A — SURVEYING (UC-3, CSU-3) 3 Units**
2 hours lecture, 3 hours laboratory weekly.

Affords the student the opportunity to make engineering measurements. The student studies in detail these three areas of land measurement — horizontal, angular and elevation. The theory of random errors, the probability curve and the theory of least squares is explained and applied.

**ENGR 8B — ADVANCED SURVEYING (UC-3, CSU-3) 3 Units**
Prerequisite: ENGR 8A.
2 hours lecture, 3 hours laboratory weekly.

Lectures, laboratory instruction on vertical control, precise leveling; horizontal control; triangulation, trilateration traverse; electronic distance measurements, least square adjustment of control survey observations; state coordinate system; astronomical observations for azimuth and latitude.

Engr 8A and 8B equivalent to AE 237, 238 and 239, Cal Poly, SLO.

**ENGR 12 — ENGINEERING STATICS AND STRENGTH OF MATERIALS (UC-4, CSU-4) 4 Units**
Prerequisite: Math 25A.
4 hours lecture weekly.

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.

Equivalent to Engr 240, CSUN.
Equivalent to ME 206 or 211, Cal Poly, SLO.

**ENGR 18 — ENGINEERING MATERIALS (UC-3, CSU-3) 3 Units**
Prerequisites: Chem 18, Ph 5.
3 hours lecture weekly.

Application of basic principles to the selection and use of engineering materials, analysis of the internal structures of materials and dependence of properties upon these structures; the study of the behavior of materials in service.

Equivalent to either WM 306 or WM 335, Cal Poly, SLO.
Equivalent to Engr 227, CSUN, if 227 is taken after transfer, CSUN.

**ENGR 46 — SLIDE RULE (CSU-1) 1 Unit**
2 hours lecture weekly (8 weeks). Use of all 33 scales of a Log Log Decitrig Slide Rule; mathematical principles involved in the construction and use of the various scales. (Co-numbered Math 45A).
ENGR 46 – SMALL COMPUTERS AND CALCULATORS  5 Unit
Prerequisite: Math 1A/8 or one year of high school algebra.
1 hour lecture/laboratory weekly.
A self-paced introduction to small computer arithmetic and techniques of problem solving
using programmable calculators. Includes instruction in the use of pocket electronic
calculators. Emphasis is on "hands-on" experience under the direction of a mathematics
instructor and a mathematics aide. Completion of the course qualifies a student to use the
math department calculators during any semester the student is enrolled at the college. This
course is strongly recommended for students enrolling in science, statistics, engineering,
and/or calculus classes. (Co-numbered Math 46)

ENGINEERING TECHNOLOGY

Engineering Technology is a field which requires the application of a combination of
scientific and engineering knowledge, methods and skills in support of engineering activities.
In the spectrum of occupations between craftsman and engineer, the technologist has a
position closest to the engineer. Engineering technology embraces specific subject
matter areas at Moorpark College:

- Construction Technology

In the latter two of these areas, specific patterns of courses have been designated for a
certificate of achievement and/or as the major component for an associate degree. The
programs and the courses in each are shown on the pages that follow.

Many four-year schools offer programs leading to a baccalaureate degree in some phase of
Engineering Technology. Students should be aware of the differences in the transferability
of the Engineering curriculum and the Engineering Technology curriculum. As a general rule
the Engineering courses transfer to four-year schools with Engineering programs, while most of
the Engineering Technology courses are not accepted in those same programs. On the
other hand the Engineering Technology courses are accepted for credit at those schools,
primarily in the CSUC system, which have Engineering Technology programs — such as
California Polytechnic State University, San Luis Obispo and California State University,
Long Beach, among others. In any case, it is advisable to consult with the counselor and the
appropriate college catalog on any questions regarding these programs.

CONSTRUCTION TECHNOLOGY

Construction technology courses present material designed to train the potential estimator,
draftsman, construction foreman, field engineering assistant, maintenance foreman, surveyor
aide, contractor, salesmen and construction inspector. These courses should enable a student
to gain the knowledge and skill necessary to enter some particular phase of the building
business. Training in most of these areas of the construction industry is currently obtained
on the job.

TRANSFER STUDENT INFORMATION

The information on course equivalence shown in the three columns immediately below is not
intended to relate to specific requirements in any curriculum but shows the
transferability of Moorpark College's electronics courses in the engineering technology
programs at California Polytechnic State University, San Luis Obispo and California State
Polytechnic University, Pomona.

The following Moorpark College Electronics courses transfer to California Polytechnic State
University, San Luis Obispo or California State Polytechnic University, Pomona in their
Engineering Technology programs as follows:

MOORPARK COLLEGE  CAL POLY, SLO  CAL POLY, POMONA
EL 5  Elective  Elective
EL 6A/B  Elective  Elective
EL 10A/B  ET 124, 126  ESG 121; ESG 246
EL 15  Elective  Math elective
EL 20A  ET 124  ETE 102
EL 20B  ET 126  ETE 103
EL 20C  ET 232  ETE 203; ETE 204
EL 20D  CSc 218, ET 334  Technical Elective
EL 22A/B  Elective  Technical Elective
EL 28A  ET 125  Technical Elective
EL 31A  Elective  Technical Elective
EL 42  MP 243  Technical Elective

ASSOCIATE IN SCIENCE DEGREE – ELECTRONICS TECHNOLOGY

EL 10A  Electronic Drafting I
EL 20A  Basic Electronics: DC
EL 20B  Basic Electronics: AC
EL 20C  Solid State Devices
EL 20D  Digital Circuits
EL 28A  Electronic Measurements I

RECOMMENDED COURSES FOR THE MAJOR:

EL 15  Mathematics for Electronics
EL 20A  Basic Electronics: DC
EL 20B  Basic Electronics: AC
EL 20C  Solid State Devices
EL 28  Electronic Measurement

Plus 5 or more additional units in electronics to provide specialization in one of these three
areas:

Research and Development  Television and Radio Broadcast
EL 20D  Digital Circuits  EL 6A/B  FCC License Review

Electronic Production Technician
EL 10A  Electronic Drafting EL 42  Electronic Fabrication
ET 31 – CONSTRUCTION METHODS FOR HOMEOWNERS  3 Units
2 hours lecture, 3 hours laboratory weekly.
Fundamentals of home improvement including plans and permits, patio slabs and covers, room additions and improvements. Techniques will be discussed, demonstrated and used by students during the lab sessions. Includes field trips.

ET 89 – ENGINEERING TECHNOLOGY INSTITUTES  1 Unit
17 hours lecture per semester.
A short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities. Emphasis is placed on the acquisition of specialized knowledge in a particular segment of engineering.

ELECTRONICS TECHNOLOGY

The rapidly-increasing number of technological developments in the electronics industry continues to create an even greater number of job opportunities for individuals who have received the necessary training in that field. There is a wide choice of careers for the electronics technology student, including occupations in the areas of business, industry, government and education. Your electronics instructor and counselor can give you more specific information regarding the course work that may be called for in any one of these areas.

Many of the courses in Electronics Technology offered at Moorpark College are transferable for credit at four-year schools with programs in this field of study. Those courses required in the major at representative campuses of the California State University and College system are shown below:

REQUARED COURSES IN THE MAJOR

California Polytechnic State University, San Luis Obispo
California State Polytechnic University, Pomona

EL 10A/10B  Electronics Drafting
EL 20A  Basic Electronics: DC
EL 20B  Basic Electronics: AC
EL 20C  Solid State Devices
EL 20D  Digital Circuits
E28A  Electronic Measurements I
Math 16A  Applied Calculus I
Phy 11A/11B  Technical Physics
Chem 1A  General Chemistry

NOTE: Check with counselor for specific course work required in options that may be available.

Moorpark College offers both an Associate in Science degree in Electronics Technology and an Electronics Technician Certificate of Achievement, with three areas of specialization available. The courses required for the completion of these programs appear outlined in the material that follows.

It is planned that the courses be so scheduled that the students will be able to enter this program any semester and be able to complete their work in all phases of construction technology over a four-semester period. Students who desire further formal training toward a degree in this vocational area may transfer to California State University at Long Beach or California Polytechnic State University, San Luis Obispo.

It is intended that the structured Construction Technology curriculum be supplemented by conveniently scheduled institutes and seminars, permitting persons already working in this field to upgrade their competence.

DRAFTING TECHNOLOGY

Closely allied with Construction Technology is the area of Drafting. Moorpark College provides course work to develop entry level skills in this vocational area and offers a Certificate of Achievement in Drafting for the successful completion of the following pattern of courses:

REQUARED COURSES

ET 2  Introduction to Drafting
ET 3  Mechanical Drawing
ET 10  Technical Illustration
Math 3  Intermediate Algebra
Bus 38  Business Communications

PLUS any two of the following courses:

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

Courses in both Construction Technology and Drafting Technology are included under the Engineering Technology (ET) title. The listing of courses with descriptions follows:

courses in engineering technology

ET 1 – ENGINEERING TECHNOLOGY (CSU-1)  ½ Unit
1 hour lecture weekly (8 weeks).
An introductory course describing the requirements, opportunities, and responsibilities of technicians in the various fields of engineering and technology. Members of the profession will speak.

ET 2 – INTRODUCTION TO DRAFTING (CSU-3)  3 Units
2 hours lecture, 3 hours laboratory weekly.
An introduction to drafting and graphic practice. Use and care of drafting equipment and instruments; lettering, theory of orthographic projection, pictorial drawings, sketches, working drawings. Prerequisite to all drafting and design courses.
Equivalent to ET 131, Cal Poly, SLO.
ET 3 — MECHANICAL DRAWING (CSU-3) 3 Units
Prerequisite: ET 2 or equivalent.
2 hours lecture, 3 hours laboratory weekly.

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.

ET 5 — ARCHITECTURAL DRAWING (WOOD FRAME) (CSU-3) 3 Units
1 hour lecture, 6 hours laboratory weekly.
Prerequisite: ET 2.

Design and drafting of small wood frame buildings with consideration given to costs, location, client needs and possibilities of wood framing. Planning and preparation of complete working drawings. Includes field trips to construction sites.

ET 6 — ARCHITECTURAL DRAWING (MASONRY CONSTRUCTION) (CSU-3) 3 Units
1 hour lecture, 6 hours laboratory weekly.
Prerequisite: ET 2.

A course in clay brick and concrete masonry as applied to the building and its details. In addition to a commercial building, a fireplace and walls will be drawn.

ET 7 — ARCHITECTURAL DRAWING (CONCRETE STRUCTURES) (CSU-3) 3 Units
1 hour lecture, 6 hours laboratory weekly.
Prerequisite: ET 2.

A course in concrete structures including buildings, bridges and frames. Placement and details of steel reinforcement is emphasized. The relationship between concrete and other types of construction is shown.

ET 8 — ARCHITECTURAL DRAWING (STEEL STRUCTURES) (CSU-3) 3 Units
1 hour lecture, 6 hours laboratory weekly.
Prerequisite: ET 2.

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.

ET 10 — TECHNICAL ILLUSTRATION (CSU-3) 3 Units
Prerequisite: ET 2 or equivalent.
2 hours lecture, 3 hours laboratory weekly.

Preparation of technical illustrations to meet the standards of industry; drawings from blueprints, technical orders and freehand sketches, technical aspects of preparing work for reproduction; axonometric and perspective projection. Equivalent to IT 245, Cal Poly, SLO.

ET 11 — CONSTRUCTION COST ESTIMATING (CSU-3) 3 Units
Prerequisite: Math 1B.
3 hours lecture weekly.

Principles and practices in making quantity surveys and labor estimates for construction projects. Three field trips.

ET 12 — CONSTRUCTION SCHEDULING (CSU-3) 3 Units
Prerequisite: Math 3.
3 hours lecture weekly.

Planning, scheduling, cost, and job control by the network techniques of path and program evaluation review techniques.

ET 13 — CONSTRUCTION METHODS AND PROCEDURES (CSU-3) 5 Units
Prerequisite: ET 21.
3 hours lecture, 6 hours laboratory weekly.

A construction project in which the students will build a structure utilizing concrete, masonry, lumber, plaster, roofing, etc.

ET 15 — BUILDING CODES 2 Units
2 hours lecture weekly.

A course that investigates the various building codes that relate to structural, plumbing, heating and air conditioning and electrical components of buildings that are constructed in southern California.

ET 21 — TECHNICAL MATERIALS (CSU-3) 3 Units
3 hours lecture weekly.

Introduction to the properties of materials including physical properties, limitation, design considerations, and measurement procedures.

ET 22A/B —DIRECTED STUDIES IN ENGINEERING TECHNOLOGY (CSU-3) 3 Units
Prerequisites: A course in the specific field and consent of the instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of technology on an independent study basis. Assigned problems will involve library, laboratory and field. Maximum of 6 units.

ET 23 — STRENGTH OF MATERIALS (CSU-3) 3 Units
Prerequisite: ET 25.
3 hours lecture weekly.

Principles of applied mechanics of materials, utilizing basic mathematics in stress-strain concepts, beam analysis, joints and connections, and stress analysis. Equivalent to Aero 202, Cal Poly, SLO.

ET 24 — HYDRAULICS (CSU-3) 3 Units
Prerequisite: Math 2 or concurrent enrollment.
3 hours lecture weekly.

An introduction to the principles of hydrology and hydraulics with application of these principles of the design of engineering structures.

ET 25 — MECHANICS (CSU-3) 3 Units
Prerequisite: Math 2 or concurrent enrollment.
3 hours lecture weekly.

A non-calculus course relating to the principles of plane statics and dynamics and their application to engineering problems; force systems, equilibrium conditions, force analysis of structures, friction, fluid statics, kinematics in plane motion.
Nutrition class

studying

body recovery
to stress.

The home economics curriculum is designed to encourage the participation of students on many different levels. For those interested in developing occupational competence, a variety of courses are offered. For other students, practical skills and knowledge emphasizing the quality of living are available. Persons of all ages, abilities and backgrounds are welcome to join our program.
HE 36 — ADVANCED PATTERN DESIGN (UC-3, CSU-2)  
Prerequisites: HE 35 or consent of instructor  
2 hours lecture, 3 hours laboratory weekly  
Designing patterns of any style quickly and accurately. Stress on development of creative ability and quality craftsmanship.  
Equivalent to HE 251, CSUN

HE 37A — TAILORING (CSU-3)  
Prerequisite: HE 32 or consent of instructor  
2 hours lecture, 3 hours laboratory weekly  
Selection and construction of garments requiring tailoring techniques. Designed to enable the student to select and construct tailored garments of high quality.

HE 37B — TAILORING (CSU-3)  
Prerequisites: HE 37A  
2 hours lecture, 3 hours laboratory weekly  
Advanced tailoring techniques applied to design and construction of suits and coats. Presentation of couture techniques including fitting, styling, and selection of fabric for the custom touch.

HE 39 — CREATIVE STITCHERY  
Prerequisites: None  
1 hour lecture, 3 hours laboratory weekly  
The course would stimulate the creativity of women to design and make handcrafted items for their homes and family and teach the skills required for making and designing these items. Included will be projects in burlap stitchery, needlepoint, patchwork, quilting, doll making, doll clothes tips, crewel stitchery, macrame, crocheting, and decopage.

HE 40 — RUG MAKING (CSU-3)  
Prerequisites: None  
1 hour lecture, 3 hours laboratory weekly  
The techniques of designing and creating rugs, woven wall hangings and a variety of woven articles. Student will construct articles from original designs and patterns.

HE 44A/B/C — INSTITUTE IN CONSUMER EDUCATION (CSU 1, 1, 1)  
Prerequisites: None  
16 hours lecture each unit  
Three short-term lecture series in Consumer Education with stress on (A) clothing and textiles, (B) foods, and (C) household goods. Designed for homemakers on restricted incomes.
HE 31 — TEXTILES (UC-2, CSU-2)  
Prerequisites: None  
3 hours lecture weekly  
A care of textile fibers, their construction, characteristics, finishes, uses and care. Designed to give a basic knowledge of textiles which will help the student in selecting and caring for textiles. (F,S)  
Equivalent to HE 161, CSUN

HE 32 — CLOTHING CONSTRUCTION (UC-3, CSU-2)  
Prerequisites: None  
2 hours lecture, 3 hours laboratory weekly  
Psychological, sociological aspects of clothing, clothing construction with emphasis on the commercial pattern, relationship of fabric to design, care of clothing, construction techniques and basic fitting. (F)  
Equivalent to HE 151, CSUN

HE 35 — FLAT PATTERN DESIGN (UC-3, CSU-3)  
Prerequisites: HE 32 or consent of instructor, HE 31 (may be taken concurrently)  
2 hours lecture, 3 hours laboratory weekly  
Principles and techniques of constructing the basic pattern, original design and construction of a garment using flat pattern methods. Designed to enable the student to create original patterns and garments of appropriate fabrics.

Full time faculty member Judy Crowe

Part time faculty members: Gloria Harrar, Jan Formanek
* Good job opportunities.

** Courses for this major have been selected by several major airlines as providing a desirable academic background but fulfillment of the major does not guarantee employment.

*** This curricula provides the first year only for Fashion Merchandising. Transfer to a specialized school is necessary for the second year. See Phyllis Cool for details.

HE 22A/B – DIRECTED STUDIES IN HOME ECONOMICS 1-3/1-3 Units
Prerequisites: A course in the specific field and the consent of the instructor and Division Chairman.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of home economics on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

The University of California will accept a maximum of 1 unit per term for any or all work done under this course.

Contact the CSU campus of your choice for specific regarding transferability of this course.

HE 26 – FAMILY HEALTH AND HOME NURSING (UC-3) 3 Units
Prerequisites: None
3 hours lecture weekly

This course consists of studying recent national trends in family health, identification and treatment of common diseases in the home; equipment, food and first aid methods for treating diseases, drug use, accidents and conditions involving handicapped individuals and pregnancy; and methods of preventive care against diseases in families.

HE 30 – APPAREL SELECTION AND GROOMING (UC-3, CSU-3) 3 Units
Prerequisites: None
3 hours lecture weekly

Applications of the principles of design and color harmonies in selection of clothing. Wardrobe and personal grooming and analysis is coordinated pertaining to individual requirements.

HE 170, CSUN
HE 15 – COOKING CREATIVELY (CSU-3)  3 Units
Prerequisites: Food preparation course in high school or college recommended.
2 hours lecture, 3 hours laboratory weekly
Use of imagination in preparation of foods and in meal planning. Use of special ingredients
stressed, such as cooking with wine, herbs and spices. Experience in dinner preparation from
hors d’oeuvre through desserts. Lab or materials cost may be required.

HE 16 – FOREIGN FOOD COOKERY (CSU-3)  3 Units
Prerequisites: Food preparation course in high school or college recommended.
2 hours lecture weekly, 3 hours laboratory weekly
Techniques and concepts involved in preparation of foods characteristic of foreign
countries. Students will gain experience in preparation of foods characteristic of Mexico,
Italy, France, Spain, Germany, China and Japan. Lab or materials cost may be required.

HE 17 – COOKING ON A BUDGET  3 Units
Prerequisites: None
2 hours lecture, 3 hours laboratory weekly
Cooking on a Budget is a necessity for most people. This course is designed to help
individuals and families plan and prepare meals which are nutritious and pleasing to the taste
as well as inexpensive. Students gain experience in menu planning, purchasing and food
preparation.

A.S. Degree Curriculum Patterns
General Home Economics Major  (total of 24 units)

A. HE 10 Nutrition  3 Units

B. Select 1 or more courses:
HE 11 Food Preparation  3 Units
HE 15 Cooking Creatively  3 Units
HE 16 Foreign Foods  3 Units
HE 17 Cooking Within a Budget  3 Units

C. HE 31 Textiles  3 Units

D. Select 1 or more courses:
HE 32 Clothing Construction  3 Units
He 35 Flat Pattern Design  3 Units
HE 37 A or B Tailoring  3 Units

E. HE 5 Interior Decorating  3 Units

F. Select 1 or more courses:
ECD 30A Child Growth & Development I  3 Units
ECD 30B Child Growth & Development II  3 Units
Psych 4 Child Psychology  3 Units

Recommended Courses
Psych 2 General Psychology  3 Units
Econ 1A/B Principles of Economics  3 Units/3 Units
Speech 1 Introduction to Speech  3 Units
PhysC 1 Introduction to Physical Science  3 Units
Geog 1 Physical Geography  3 Units
EnvSci 1, 2 Environmental Science  4 Units/4 Units

Required Courses in the Major for Transfer Students
California State University, Northridge  California Polytechnic State University
HE 10 — Nutrition  HE 3 — Home Management
HE 11 — Food Preparation  HE 10 — Nutrition
HE 30 — Apparel Selection & Grooming  Art — To be selected in accordance
Art 4A — Color and Design  — with GE requirements.
Biol 2A — General Biology  Chem 12 — Elementary Chemistry I
Chem 12 — Elementary Chemistry I  Chem 13 — Elementary Chemistry II
Chem 13 — Elementary Chemistry II  Micro 1 — Microbiology
Micro 1 — Microbiology  Psych 2 — General Psychology
Speech 1 — Introduction to Speech
courses in home economics

The letters, UC, following the course title indicates that the course is accepted for credit at any of the University of California campuses. The number following the letters, UC, indicates the maximum number of units accepted by the university for the course.

The letters, CSU, following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters, CSU, indicates the maximum number of units accepted by the university for the course.

HE 4 – HOUSEHOLD EQUIPMENT MANAGEMENT LABORATORY (CSU-1) 1 Unit
Prerequisites: None
3 hours laboratory weekly
Selection, use, care and maintenance of materials, surfaces, and mechanical equipment used in the home. Emphasis on selection and experimental testing of equipment and materials.

HE 5A – INTERIOR DESIGN (UC-3, CSU-3) 3 Units
Prerequisites: None. Art 4A is recommended.
3 hours lecture weekly
Principles and elements of design and color as applied to home interiors. Materials, organization, and arrangement as related to living needs. Offers basic preparation for students who plan to seek employment in the field of interior design. Field trips will be required. (S)

HE 5B – INTERIOR DESIGN II (UC-3, CSU-3) 3 Units
Prerequisites: HE 5A
3 hours lecture weekly
Advanced study of Interior Design as related to family living. Application of color, materials, and historical styles to contemporary living will be developed.

HE 10 – NUTRITION (UC-3, CSU-3) 3 Units
Prerequisites: None
3 hours lecture weekly
A study of the nutrients, their sources, assimilation, functions and requirements. Current national and international problems. Evaluation of nutritional information in mass media. Good for majors and non-majors. (FS)
Equivalent to HE 207, CSUN

HE 11 – FOOD PREPARATION (CSU-3) 3 Units
Prerequisites: None
3 hours lecture, 3 hours laboratory weekly
Selection and preparation of standard food products. Use of imagination is stressed. Students will gain experience in different kitchen environments such as: gourmet, bachelor, young homemakers, apartment and family. Lab or materials cost may be required.
Equivalent to HE 201, CSUN

HE 14 – BACHELOR FOODS 3 Units
Prerequisites: None
2 hours lecture, 3 hours laboratory weekly
Manly pursuits into the field of food preparation. Creativity, space-age cooking, use of “special” ingredients, and barbecue cooking stressed. Practical meal preparation as well as gourmet cooking. Recommended for male students. Lab or materials cost may be required.
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SPEECH 16 — READERS THEATRE (UC-3, CSU-3)  
3 Units
Prerequisites: Eligibility for Speech 1.
3 hours lecture weekly.

The concepts and practices of oral interpretation of literature. Supervised activities in performing readers theatre before community and college audiences. (Co-numbered ThA 16).

SPEECH 17 — PARLIAMENTARY LAW  
2 Units
2 hours lecture weekly.

A study of parliamentary law based upon Robert’s Rules of Order. Practical application of parliamentary procedure in the group situation will be emphasized. An understanding of the procedures of conducting meetings in a democratic society. Especially applicable to business majors, speech majors and officers of student government.

SPEECH 22A/B — DIRECTED STUDIES IN SPEECH (UC-see below, CSU 1-3/1-3)  
1-3/1-3 Units
Prerequisites: A previous course in speech and consent of instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of speech on an independent study basis. Assigned work will involve library, laboratory, and field work.

The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.

Contact the CSU campus of your choice for specifics regarding transferability of this course.

SPEECH 56 — BUSINESS AND PROFESSIONAL SPEECH (CSU-3)  
3 Units
3 hours lecture weekly.

Designed to hone the speech skills of business and industrial personnel in leadership positions. Topics covered will be presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organization. Individual attention will be given to the needs and interests of the student. (Co-numbered Bus 56).
SPEECH 2 — ELEMENTS OF PUBLIC SPEAKING (UC-3, CSU-3) 3 Units
Prerequisites: Speech 1 or consent of instructor.
3 hours lecture weekly.
Preparation and formal delivery of various types of speeches, particularly those types requiring persuasive rhetoric; special attention to content and organization, audience motivation, and evaluation; participation in group discussion with practice in parliamentary procedure. Required of speech majors.
Equivalent to Speech 220, CSUN.

SPEECH 3 — VOICE AND DICTION (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation, and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. (Co-numbered ThA 3, TC 8).
Equivalent to Theatre 106, CSUN.

SPEECH 5 — ELEMENTARY ORAL INTERPRETATION (UC-3, CSU-3) 3 Units
Prerequisite: Speech 1 or consent of instructor.
3 hours lecture weekly.
Principles and techniques of oral reading of prose and poetry with understanding and appreciation; evaluation of the literature selected for reading.
Equivalent to Speech 104, CSUN.

SPEECH 7 — ARGUMENTATION (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Principles of rhetorical argument; using evidence, detecting fallacies in argument, preparing briefs, and delivering persuasive arguments. Extensive research is expected for effective formulation and critical analysis of persuasive discourse.
Equivalent to Speech 225, CSUN.

SPEECH 10A/B/C/D — FORENSICS (UC-1, 1, 1, 1, CSU-1, 1, 1, 1) 2-2-2-2 Units
1 hour lecture, 3 hours laboratory weekly.
A presentation of the principles and practices of argumentation and debate, with emphasis upon research into contemporary social problems and the analysis of significant issues based upon organized reasoning, evidence and logic. Practice and criticism of competitive speeches will be conducted before college groups. Students are expected to participate in interscholastic debate and speech tournaments which take place during the week and weekends throughout the college year.
Equivalent to Speech 196, CSUN.
PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge

Speech Communications Major:
Lower Division courses to be taken at CSUN.

Speech Communications Minor:
Speech 1 Experiences in Communication
Speech 2 Persuasive Communication
Speech 5 Oral Dimensions of Literature
Speech 7 Strategies of Argument

Communication Studies:
Students may elect an interdisciplinary, non-professional option in Communication studies offered jointly by the Departments of Radio-TV-Film, Journalism, and Speech Communication. Students choosing this option will select eight courses (24 units) in their area of specialization and four courses (12 units) in each of the other two departments.

Communicative Disorders:
Speech 1 – Introduction to Speech
Additional lower division courses to be taken at CSUN.

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

COURSES IN SPEECH

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for a course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

SPEECH 1 – INTRODUCTION TO SPEECH (UC-3, CSU-3) 3 Units
3 hours lecture weekly

Training and practice in the basic principles of effective oral communication through participation in public speaking, group discussion, and oral reading; emphasis on developing constructive attitudes, organized thinking, proper use of voice and body, and discriminative listening.

Equivalent to Speech 155, CSUN.
SPEECH

"The written word has never,
in times of tension and doom,
the strength of warm and living speech,
the vocal call to arms."
— STEFAN Zweig


Speech, or rhetoric as it was once called, is one of the oldest and most revered of the liberal arts. In addition to studying the history of oration and debate from Pericles and Cicero to the present, students now enter such specialized fields as speech therapy (working with mentally retarded, deaf and hard of hearing, and psychologically disturbed), child welfare, psychology and counseling.

A major in speech also offers preparation for entrance into professions such as law, politics, business, public relations, and broadcasting. For additional information contact the Career Center.
READ 1A – BASIC READING SKILLS
Prerequisite: Reading test score or counselor recommendation. 2 hours lecture, 3 hours laboratory weekly.

Diagnosis of individual reading difficulties; effort to provide student with materials suitable to overcome individual reading problems; reading accelerators improve reading speed, prepares student to take college courses involving reading, builds vocabulary, comprehension, study skills, and positive self concept, also memorization and concentration techniques.

READ 1B/C – ADVANCED LAB
Prerequisite: Read 1A, 0.5, 1B 3 hours laboratory weekly for each unit.

Students must register for both 1B and 1C. Improvement of skills in reading and studying that were taught in Reading 1A. This course may be entirely laboratory, with emphasis on various projects and kits available in the Reading Lab.

READ 2 – WORD POWER
2 hours lecture, 3 hours laboratory weekly.

The student will receive special training in the basic principles of word analysis. Latin and Greek roots, prefixes and suffixes, synonyms and antonyms, context clues. Special attention given to history and origin of words, focus on connotative and denotative word meanings with emphasis on proper choice of words. A multi-learning approach will be used. Much individual help given.

READ 4A – TECHNIQUES OF READING (CSU-3)
Prerequisite: Read 1A, reading test score, or instructor recommendation. 2 hours lecture, 3 hours laboratory weekly.

Techniques and principles of reading, studying and learning; improvement of vocabulary and comprehension power, including skimming and scanning skills; use of mechanical aids; emphasis on college level reading materials with focus on reading for significant details, main ideas, following printed directions. Logic, understanding figurative language, and inferring author’s mood, tone, purpose, giving reasons for reading in the future.

READ 4B/C – ADVANCED READING LAB (CSU-1.1)
Prerequisites: Read 4A, 0.5, 4B/C 3 hours laboratory weekly for each unit.

Students must register in both 4B and 4C. Improvement of skills in reading and studying that were learned in Reading 4A. It is a lab-oriented course in which the student may opt to get specialized help reading in the social sciences, the life and physical sciences and math. Help in advanced vocabulary-building and comprehension are also offered. Instructor counseling is available, but student is expected to function independently.
"Language is called the garment of thought: however, it should rather be, language is the flesh-garment, the body, of thought."

—THOMAS CARLYLE (1795 - 1881)


"Reality," wrote German novelist Heinrich Boll, "needs fiction to make it seem real." A paradox: why do we, in the midst of living our lives, need to read about them? Why did the warriors of ancient Greece, feeling the same inner need, listen to Homer's poems about war—an occupation they knew perfectly well? Perhaps because to live our lives is not necessarily to understand them. Poets, playwrights, writers of fiction and non-fiction all tell the pulse of the time. They catch life "on the wing," hold it, make it ours for a moment. In the process they do that rarest of all things—they tell us who we are.

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

This course emphasizes correct oral communication in Spanish. It is especially geared for the student with a Spanish speaking background. The music, art, literature, and architecture of Mexico and Spanish America will serve as the main topics of oral presentation and discussion.

SPN 32A/B/C — CONVERSATIONAL SPANISH FOR PUBLIC EMPLOYEES (Core 3.4)
3 hours lecture (6 weeks for 1 unit).

Course for non-native speakers of Spanish, designed especially for practical situations encountered by civilian employees in law enforcement, welfare, probation, etc.

See English 1 offerings for courses covering Spanish literature in translation.

FULL-TIME FACULTY: Michael Strumpf.
PART-TIME FACULTY: Candace Adams, Frances Harris.

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The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

READING

"A book should serve as the ax for the frozen sea within us."

—FRANZ KAFKA
SPN 5A/B – SPANISH FOR THE SPANISH SPEAKING (UC-3/3, CSU-3/3)  
3/3 Units
Prerequisites: A speaking knowledge of the Spanish language.
3 hours lecture weekly.

The methodical presentation of the basic communication skills of Spanish for students who are from Spanish speaking backgrounds. Emphasizing vocabulary building and conversation, both semesters increase proficiency in understanding, speaking, reading and writing Spanish. Special attention is focused on correct grammar and written communication for the Mexican-American. (Co-numbered Ch. St. 3AB).

SPN 6 – HISPANIC CULTURE & CIVILIZATION (UC-3, CSU-3)  
3 Units
Prerequisites: One year college Spanish or reading ability in Spanish.
3 hours lecture weekly.

Reading and discussion in Spanish of the civilization and culture of the Spanish speaking countries, emphasizing one or two countries each semester. (Co-numbered Engl 3B)

SPN 22A/B – DIRECTED STUDIES IN SPANISH (UC-see below, CSU-1-3/1-3)
1.3-1.3 Units
Prerequisites: A course in the specific field and consent of instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of Spanish on an independent study basis. Assigned problems will involve library and field work. Maximum of 6 units.

The University of California will accept a maximum of five units per term for any and all work done under the 22 series.

SPN 31A – BEGINNING CONVERSATIONAL SPANISH (CSU-3)
3 Units
3 hours lecture weekly.

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. Preliminary course for transfer students with no language background at all.

SPN 31B – INTERMEDIATE CONVERSATIONAL SPANISH (CSU-3)
3 Units
Prerequisites: Spn 31A or consent of instructor
3 hours lecture weekly.

An intermediate course for non-native speakers of Spanish, including study of grammar and principles of usage. Designed for students who have some basic conversational Spanish, but who wish to continue work in this area.

SPN 31C – ADVANCED CONVERSATIONAL SPANISH (CSU-3)
3 Units
Prerequisites: Spn 31B or consent of instructor.
3 hours lecture weekly.

PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge
Eng 1 Four 1.5 unit courses
Eng 13 Major American Writers
Eng 15A/B Survey of English Literature

University of California, Santa Barbara
Eng 1 Four 1.5 unit courses
Eng 15A/B Survey of English Literature
Eng 3G Masterpieces of World Literature
Hist 1A/B Western Civilization
Foreign Language – Four semesters or equivalent.

Additional lower division prerequisites to be taken at Santa Barbara campus.

PLEASE NOTE: Major requirements do change and there are great variations from campus to campus. For further information check the university catalog and see your counselor.

COURSES IN ENGLISH

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

NOTE: UC allows a maximum of 6 units of English 1 for transfer credit.

ENGL 1 LITERATURE AND WRITTEN EXPRESSION (UC-1½, CSU-1½) 1 ½ Units
3 hours lecture weekly for 8 weeks.

The objective of these English courses is to do the following:

1. Explore and analyze literature.
2. Improve skills of self-expression and composition.

The structure of these English courses gives the student these options:

1. The student may choose from any of the courses listed.
2. The student may take a different instructor for each 8 week segment.
1-A Composition/Short Story
1-B Composition/Poetry
1-C Composition/Novel
1-D Composition/Drama
1-E Composition/Essay
1-F Composition/English Focus; The following topics:

EXISTENTIALISM IN LITERATURE — Explores themes and topics as expressed in modern American and European literature.

SATIRE — Looks at the art of comic ridicule from examples both past and present.

MODERN POETRY — Scrutinizes current trends in poetry and traces antecedents.

CHRISTIAN LITERATURE — Studies the Bible and other related works as truth, fact and allegory.

LITERATURE OF FANTASY AND NON-VERBAL EXPERIENCE — A class exploring the literature of transcendental humanism, including Sufi literature and exercises, Zen Satori, German Mysticism in writings of Hermann Hesse, and selected science fiction and fairy tales.

SHAKESPEARE — Studies a selection of Shakespeare’s major works and relates them to the present.

UTOPIAN LITERATURE — Samples the ideals and hopeful plans of a select group of dreamers.

LITERATURE OF THE SEA — Explores man’s relationships with the sea as represented in various plays, stories and poems.

MYTHOLOGY — Studies myth and its connection with man and society in major literary works.

CINEMA — Students talk, read, and write about important examples of the cinematic art.

COMEDY — Captures Falstaff, Natty Bumppo, Lenny Bruce, the Marx Brothers and others as best it can.

NATURAL HISTORY OF AMERICAN INDIAN — Studies the American Indian both past and present through their own scripture, fiction, poetry, and song.

WOMEN IN LITERATURE — Women in essays, short stories and poems, observed in their relationship to men: daughters, mistresses, wives and mothers.

THE HOLLYWOOD NOVEL — West, Chandler, Fitzgerald, Schulberg.

Designed for selected students who are interested in furthering their knowledge of Russian on an independent study basis. Assignments will involve library and field work.

The University of California will accept a maximum of five units per term on any or all work done under the 22 series.

COURSES IN SPANISH

SPN 1 — ELEMENTARY SPANISH I (UC-4, CSU-4) 4 Units
4 hours lecture weekly, one hour laboratory by arrangement.

Intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab each week.

Equivalent to Spanish 101, CSUN.

SPN 2 — ELEMENTARY SPANISH II (UC-4, CSU-4) 4 Units
Prerequisite: Spn 1 or 2 years of high school Spanish with a grade of C or better.
4 hours lecture weekly, one hour laboratory by arrangement.

Continued intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab each week.

Equivalent to Spanish 102, CSUN.

SPN 3 — INTERMEDIATE SPANISH I (UC-4, CSU-4) 4 Units
Prerequisites: Spn 2 or three years of high school Spanish with grades of C or better.
4 hours lecture weekly, one hour laboratory by arrangement.

Additional study of spoken and written Spanish and of Spanish culture; development of ability to read with greater ease by study and discussion in Spanish of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory.

Equivalent to Span 201, CSUN.

SPN 4 — INTERMEDIATE SPANISH II (UC-4, CSU-4) 4 Units
Prerequisites: Spn 3 or 4 years of high school Spanish.
4 hours lecture weekly, one hour laboratory by arrangement.

Advanced study of spoken and written Spanish and of Spanish culture; development of ability to read with greater ease by study and discussion in Spanish of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory.

Equivalent to Spanish 202, CSUN.
The University of California will accept a maximum of 5 units per term for any and all work done under the 22 series.

ITAL 31A – BEGINNING CONVERSATIONAL ITALIAN (C100)  3 Units
3 hours lecture weekly.

An introductory course for non-native speakers of Italian, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use Italian in practical situations. Preliminary course for transfer students with no language background at all.

ITAL 31B – INTERMEDIATE CONVERSATIONAL ITALIAN (C110)  3 Units
Prerequisites: Ita 31A or consent of instructor.
3 hours lecture weekly.

An intermediate course for non-native speakers of Italian, including study of grammar and principles of usage. Designed for students who have some basic conversational Italian, but who wish to continue work in this area.

ITAL 31C – ADVANCED CONVERSATIONAL ITALIAN (C120)  3 Units
Prerequisites: Ita 31B or consent of instructor.
3 hours lecture weekly.

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.

COURSES IN RUSSIAN

RUSSIAN 1 – ELEMENTARY RUSSIAN I (UC-4, CSU-4)  4 Units
4 hours lecture weekly, one hour laboratory by arrangement.

A basic study of Russian, both oral and written. Fundamentals of grammar, reading, and practice in the spoken language; extensive use of language laboratory. All students will be expected to spend an additional hour per week on study in the language laboratory.

RUSSIAN 2 – ELEMENTARY RUSSIAN II (UC-4, CSU-4)  4 Units
Prerequisite: Rus 1 or 2 years of high school Russian.
4 hours lecture weekly, one hour laboratory by arrangement.

Continued study of Russian, both oral and written. Fundamentals of grammar, reading, and practice in the spoken language; extensive use of language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory.

RUSSIAN 22A/B – DIRECTED STUDIES IN RUSSIAN (UC-see below, CSU 1-3/1-3)  1-3 Units
Prerequisites: A previous course in Russian and consent of instructor and Division Chairperson.
1-3 hours tutorial weekly.

CONTEMPORARY AMERICAN JEWISH FICTION – Examines the relationship between form and meaning in the fiction of contemporary writers such as Bernard Malamud, Philip Roth, Saul Bellow, I.B. Singer and Bruce J. Friedman.

RECENT AMERICAN FICTION – Deals with literature of the sixties and seventies by writers, such as Oates, Mailer, Updike, Roth, Utever and Aitbee.

LITERATURE OF THE AMERICAN WEST – Deals with the energies, idealism, vividness and generosity found in stories, poems and novels about the settling of the West.

EXPERIMENTAL LITERATURE – Reading, discussion and writing about literature which deviates from traditional paths. Covers such writers as Franz Kafka, Donald Barthelme, and William Gass.

REPRESENTATIVE WOMEN WRITERS – Reading, discussion and writing about such writers as Doris Lessing, Denise Levertov, Sylvia Plath, Joyce Carol Oates.

EXPERIMENTAL FILM – Viewing and written analysis of experimental films.

LYRICS OF URBAN AMERICA – A treatment of tragic poetry and detailed examination of renowned Blues singers from the past to B.B. King.

MODERN SONG LYRICS – A detailed examination of the poetic lyrics of modern songs.

SOVIET RUSSIA – Study of fiction and poetry of “Soviet Realist” writing.

NOTE: Humanities 6 and Humanities 5A and 5B, 8, 15 and 16 also offer English 1 course credit.

ENGL 2 – PREPARATORY ENGLISH  3 Units
3 hours lecture weekly.

This course is strongly recommended for students who need a review of basic grammar. Emphasis on English grammar, spelling, vocabulary building, sentence structure and dictation; frequent practice in writing short themes and in reading and analyzing selected essays. This course is not designated for transfer.

ENGL 3 – WRITING-WORKSHOP  3 or 5 Units
4 hours lecture, 3 hours laboratory weekly.

This course is strongly recommended for students who need a review of writing skills. Specifically designed to provide the student with intensive practice in written expression with emphasis on major problems such as developing ideas, organization and clarity of statement. Students will be expected to write regularly. This course is designated for transfer.

ENGL 4A/B – ENGLISH AS A SECOND LANGUAGE (UC-3, CSU-3)  3-3 Units
2 hours lecture, 3 hours laboratory weekly.

Identifies needs in speech, writing, reading, vocabulary, spelling of students for whom English is not their principal language. Strengthens these areas so the student will be capable of communicating well in English. Some emphasis will also be placed on American customs.
ENGL 6 – CHILDREN’S LITERATURE (UC-3, CSU-3)
3 hours lecture weekly.
Study of books, periodicals, and other library materials suitable for children of elementary school age. Reference books suitable for the lower grades, picture books, fiction, non-fiction, folk tales, story telling, books made into films and other materials will be examined in depth. (Co-numbered LT 6).

ENGL 8A – LANGUAGE OF SIGNS (CSU-3)
3 hours lecture weekly.
Training in sign language techniques for communication with the deaf, including basic sign and finger spelling and AMERICAN (American Sign Language).

ENGL 8B – LANGUAGE OF SIGNS, INTERMEDIATE (CSU-3)
Prerequisite: Eng 8A.
3 hours lecture weekly.
An intermediate course studying the structure of American Sign Language as used by deaf adults. Emphasis will be on the development of receptive and expressive skills.

ENGL 9 – ADVANCED SIGN LANGUAGE (CSU-3)
Prerequisite: Eng 8B or consent of instructor.
3 hours lecture weekly.
An advanced class in sign language for students interested in improving their sign language skills or in becoming interpreters for deaf or hearing impaired people.

ENGL 10A/B – CREATIVE WRITING (UC-3, CSU-3)
Prerequisite: Eng 1 or consent of instructor.
3 hours lecture weekly.
A writing workshop designed to concentrate on the techniques of writing fiction and poetry; practice in writing original works; discussion and analysis of student writing.

ENGL 11 – RADIO-TELEVISION WRITING (UC-3, CSU-3)
3 hours lecture weekly.
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 TC 5).
Equivalent to RTVF 225, CSUN.

ENGL 13 – MAJOR AMERICAN WRITERS (UC-3, CSU-3)
Prerequisite: Eng 1.
3 hours lecture weekly.

The University of California will accept a maximum of 5 units per term for any and all work done under the 22 series.

GER 31A – BEGINNING CONVERSATIONAL GERMAN
3 hours lecture weekly.
An introductory course for non-native speakers of German, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use German in practical situations such as travel in German speaking nations.

GER 31B – INTERMEDIATE CONVERSATIONAL GERMAN
Prerequisites: Ger 31A or consent of instructor.
3 hours laboratory weekly.
An intermediate course for non-native speakers of German, including study of grammar and principles of usage. Designed for students who have some basic conversational German, but who wish to continue work in this area.

COURSES IN ITALIAN

ITAL 1 – ELEMENTARY ITALIAN I (UC-4, CSU-4)
4 hours lecture weekly, one hour laboratory by arrangement.
Intensive study of the Italian language and culture; special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing Italian and the unique nature of the people and their history; the language laboratory will be used extensively in the class.

ITAL 2 – ELEMENTARY ITALIAN II (UC-4, CSU-4)
Prerequisites: Ital 1
4 hours lecture weekly, one hour laboratory by arrangement.
Continued 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.

ITAL 22A/B – DIRECTED STUDIES IN ITALIAN (UC-see below, CSU 1/3/1/3)
1-3/1-3 Units
Prerequisites: A course in Italian and consent of instructor and Division Chairperson.
1-3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of Italian on an independent study basis. Assigned problems will involve library, laboratory and field work. Maximum of 6 units.
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.

Equivalent to German 101, CSLN.

**GER 2 – ELEMENTARY GERMAN II (UC-4, CSU-4)**

4 Units

Prerequisite: Ger 1 or 2 years high school German or an equivalent fluency.

4 hours lecture weekly, one hour laboratory by arrangement.

Continued intensive study of the German language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing German and the unique nature of the people and their history; the language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab time each week.

Equivalent to German 102, CSLN.

**GER 3 – INTERMEDIATE GERMAN I (UC-4, CSU-4)**

4 Units

Prerequisite: Ger 2 or 3 years of high school German with grades of C or better or equivalent fluency.

4 hours lecture weekly, one hour laboratory by arrangement.

Additional study of spoken and written German and of German culture; development of ability to read with greater ease by study and discussion in German of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory.

Equivalent to German 201, CSUN.

**GER 4 – INTERMEDIATE GERMAN II (UC-4, CSU-4)**

4 Units

Prerequisite: Ger 3 or 4 years high school German.

4 hours lecture weekly, one hour laboratory by arrangement.

Advanced study of spoken and written German and of German culture; development of ability to read with greater ease by study and discussion in German of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory.

Equivalent to German 202, CSUN.

**GER 22A/B – DIRECTED STUDIES IN GERMAN (UC-see below, CSU 1-3/1-3)**

1-3/1-3 Units

Prerequisites: A course in the specific field and consent of the instructor and Division Chairperson.

1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of German on an independent study basis. Assigned problems will involve library and field work. Maximum of 6 units.

Readings from the works of writers from Franklin to Le Roi Jones, including Thoreau, Whitman, Melville, Twain, Crane, Faulkner, Hemingway and selected modern poets.

Equivalent to Engl 275, CSUN.

**ENGL 15A/B – SURVEY OF ENGLISH LITERATURE (UC-3, CSU-3)**

3-3 Units

Prerequisite: Engl. 1.

3 hours lecture weekly.

15A: English literature in its cultural framework, from Anglo-Saxon times to the Romantic Period.

Equivalent to Engl. 258, CSUN.

15B: English literature in its cultural framework, from the rise of Romanticism to the present.

Equivalent to Engl. 259, CSUN.

**ENGL 17 – SHAKESPEARE (UC-3, CSU-3)**

3 Units

Prerequisite: Engl. 1.

3 hours lecture weekly.

A survey of twelve plays, including romantic comedies, chronicles, tragedies, "dark" comedies, and romances; lectures; critical papers, and class discussions.

**ENGL 18 – THE MODERN AMERICAN NOVEL (UC-3, CSU-3)**

3 Units

Prerequisite: Engl. 1.

3 hours lecture weekly.

An analysis of structure and meaning in the works of Dreiser, Hemingway, Dos Passos, Faulkner, Lewis, Wolfe, Bellow, Ellison, Malamud and I.B. Singer. Written and oral presentations will supplement lecture and classroom discussions.

**ENGL 19 – INTRODUCTION TO SHORT STORY (UC-3, CSU-3)**

3 Units

Prerequisite: Engl. 1.

3 hours lecture weekly.

Study of the form and meaning of short stories through intensive analysis of selected: American, British and continental examples.

**ENGL 21 – CONTEMPORARY NOVELS (UC-3, CSU-3)**

3 Units

Prerequisite: Engl. 1.

3 hours lecture weekly.

Reading and analysis of post-World War II novels, American and foreign, selected because of their popularity as well as their innovative importance and literary quality.
ENGL 22A/B – DIRECTED STUDIES IN ENGLISH (UC-see below, CSU 1-3/1-3)
1-3/1-3 Units
Prerequisites: A course in the specific field and consent of instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of the English language, or literature on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

The University of California will accept a maximum of 5 units per term for any and all work done under the 22 series.

ENGL 25 – PLAYWRITING (UC-3, CSU-3)
3 Units
3 hours lecture weekly.

Designed for the student to develop his skills in writing for the theater with the possible opportunity of production. (Co-numbered ThA 21).

ENGL 27 – CONTEMPORARY FRENCH LITERATURE IN TRANSLATION (UC-3, CSU-3)
3 Units
3 hours lecture weekly.

Readings in contemporary French literature (Camus, Sartre, Ionesco, Proust). (Co-numbered Fr. 5).

ENGL 28 – HISPANIC CULTURE AND CIVILIZATION (UC-3, CSU-3)
3 Units
Prerequisite: One year college Spanish or reading ability in Spanish.
3 hours lecture weekly.

Reading and discussion in Spanish of the civilization and culture of Spanish speaking countries, emphasizing one or two countries each semester. (Co-numbered Span 6).

ENGL 29A – THE BIBLE AS LITERATURE I (UC-3, CSU-3)
3 Units
Prerequisite: English.
3 hours lecture weekly.

Reading and discussion of Books of the Old and New Testament, selected from the King James Version, as the book which has provided the literary and artistic experience of the Bible in English for 350 years.

ENGL 29B – THE BIBLE AS LITERATURE II (UC-3, CSU-3)
3 Units
Prerequisite: English.
3 hours lecture weekly.

FR 5 – CONTEMPORARY FRENCH LITERATURE IN TRANSLATION (UC-3, CSU-3)
3 hours lecture weekly.
3 Units
Readings in contemporary French literature (Camus, Sartre, Ionesco, Proust). (Co-numbered Fr. 5).

FR 22A/B – DIRECTED STUDIES IN FRENCH (UC-see below, CSU 1-3/1-3)
1-3/1-3 Units
Prerequisites: A course in the specific field and consent of instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of French on an independent basis. Assigned problems will involve library and field work. Maximum of 6 units.

The University of California will accept a maximum of 5 units per term for any and all work done under the 22 series.

FR 31A – BEGINNING CONVERSATIONAL FRENCH (UC-3, CSU-3)
3 hours lecture weekly.
3 Units
An introductory course for non-native speakers of French, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use French in practical situations. Preliminary course for transfer students with no language background at all.

FR 31B – INTERMEDIATE CONVERSATIONAL FRENCH (UC-3, CSU-3)
3 hours lecture weekly.
3 Units
An intermediate course for non-native speakers of French, including study of grammar and principles of usage. Designed for students who have some basic conversational French, but who wish to continue work in this area.

FR 31C – ADVANCED CONVERSATIONAL FRENCH (UC-3, CSU-3)
3 hours lecture weekly.
3 Units
This course emphasizes correct oral communication in French. It is especially geared for the student with a French speaking background. The music, art, literature, and architecture of France will serve as the main topics of oral presentation and discussion.

COURSES IN GERMAN

GER 1 – ELEMENTARY GERMAN I (UC-4, CSU-4)
4 hours lecture weekly, one hour laboratory by arrangement.
4 Units
COURSES IN FRENCH

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

FR 1 – ELEMENTARY FRENCH I (UC-4, CSU-4) 4 Units
4 hours lecture weekly, one hour laboratory by arrangement

Intensive study of the French language and culture; special emphasis will be given to the skills and knowledge necessary for speaking 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 lab time each week.

Equivalent to French 101, CSUN.

FR 2 – ELEMENTARY FRENCH II (UC-4, CSU-4) 4 Units
Prerequisite: Fr 1 or 2 years of high school French with grades of C or better.
4 hours lecture weekly, one hour laboratory by arrangement

Continued intensive study of the French language and culture; special emphasis will be given to the skills and knowledge necessary for speaking 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 lab time each week.

Equivalent to French 102, CSUN.

FR 3 – INTERMEDIATE FRENCH I (UC-4, CSU-4) 4 Units
Prerequisites: Fr 2 or 3 years of high school French with grades of C or better.
4 hours lecture weekly, one hour laboratory by arrangement.

Additional study of spoken and written French and of French culture; development of ability to read with greater ease by study and discussion and written expression. All students will be expected to spend an additional hour of study per week in the language laboratory.

Equivalent to French 201, CSUN.

FR 4 – INTERMEDIATE FRENCH II (UC-4, CSU-4) 4 Units
Prerequisites: Fr 3 or 4 years of high school French with an equivalent fluency.
4 hours lecture weekly, one hour laboratory by arrangement.

Advanced study of spoken and written French and of French culture; development of ability to read with greater ease by study and discussion in French of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour of study per week in the language laboratory.

Equivalent to French 202, CSUN.


ENGL 30 – MASTERPIECES OF WORLD LITERATURE (UC-3, CSU-3) 3 Units
Prerequisite: Engl. 1.
3 hours lecture weekly.

A survey of representative authors from the time of Homer to the Renaissance, with intensive study of selected Greek, Roman, Medieval and Renaissance masterpieces.

Equivalent to For Lang & Lit 295, CSUN.

ENGL 31 – MASTERPIECES OF WORLD LITERATURE (UC-3, CSU-3) 3 Units
Prerequisite: Engl. 1.
3 hours lecture weekly.

A survey of major literature from the Renaissance to the present, including such authors as Locke, Voltaire, Rousset, Goethe, Emerson, Tolstoy, Ibsen and Mann.

Equivalent to For Lang & Lit 295, CSUN.

ENGL 33 – MODERN EUROPEAN FICTION (UC-3, CSU-3) 3 Units
Prerequisite: Engl. 1.
3 hours lecture weekly.

Study of major modern European fiction, including the work of Dostoevsky; Tolstoy, Flaubert, Camus, Verga, Hesse, Gogol, Babel, and Mann.

ENGL 39 – MAJOR CIVILIZATIONS THROUGH DRAMA (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

The tribal age, the age of cities, and the development of modern history to be studied through classical drama. A sense of history to be developed from the experiences based on historical study of the Greek, the Roman, the medieval and the modern periods.

ENGL 40 – INTRODUCTION TO LIBRARY TECHNOLOGY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

For students desiring to develop skills in the use of libraries. Includes a study of library tools such as indexes, bibliographies, encyclopedias, dictionaries; arrangement and use of card catalogs, book catalogs, history of libraries, books and printing. (Co-numbered LT 1).
ENGL 44 – LITERATURE OF LATIN AMERICA IN ENGLISH (UC-3, CSU-3) 3 Units
Prerequisite: Enl. 1, or consent of instructor.
3 hours lecture weekly.

Critical analysis of major works in poetry, prose, fiction and non-fiction of major Latin-American authors. Two or three countries will be highlighted. Works will be both traditional and contemporary, in order to best provide a depth and feeling for the country through its writers.

ENGL 45 – CHICANO LITERATURE IN ENGLISH (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

Critical analysis in seminar form of Chicano Literature. Concern is to present a point of view through the eyes of the Chicano. Discussions will emphasize a cross cultural examination of poetry, prose, fiction and non-fiction works. The class will have an opportunity to experience and discuss pertinent ideas and feelings which best lend realism to the literature in question. (Co-numbered ChSt 15).

Equivalent to Chicano Studies 201, CSUN.

ENGL 46 – AFRO-AMERICAN LITERATURE (UC-3, CSU-3) 3 Units
Prerequisite: Enl. 1 or consent of instructor.
3 hours lecture weekly.

Critical analysis in seminar form of Afro-American literature. Concern is to come to terms with the black experience in American writings. Selected major figures from the 19th and 20th centuries will be covered, with emphasis given to the most recent authors.

Equivalent to Enl 111, CSUN.

ENGL 47 – MAGAZINE EDITING (UC-3, CSU-3) 3 Units
Prerequisite: Enl 1, 2 hours lecture, 3 hours laboratory weekly.

This is a course in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to magazine production. (Co-numbered Journ 11A).

ENGL 48A/B – COMMUNICATION SKILLS PRACTICUM 1-3/1-3 Units
Prerequisite: Consent of instructor.
6-18 hours weekly.

During the first year, the course will require on the job training with no financial compensation in the Communication Skills Center as an instructor's aide, under the supervision of a college English/Reading instructor. Prior to enrollment in the course, the student must meet with the instructor for approval and assignment to this class and must pass a basic proficiency test in Communication Skills.

FOREIGN LANGUAGES

“For every language that a man learns he multiplies his individual nature, and brings himself one step nearer to the general collective mind of Man”
— Charles V., qu. in Donaldson's New Cretanus, (1839)

FULL-TIME FACULTY: Philip House, French and Italian; Beverly Pearson, Spanish; Jon Popiel, Russian; Amado Reynoso, Spanish. Phyllis Cool, Counselor.

PART-TIME FACULTY: Lou Allard, Spanish; Jorge Aguayo, Spanish; Elmer Dugas, French; Dorianna Naegeli, Italian and Spanish; Lou Sciarillo, Spanish.

With the growing interdependence of nations, persons with facility in foreign languages are needed more than ever. Specialists work in such areas as anthropology, economics, political science, literature, and sociology. Still the principal area of employment is in teaching on the elementary, secondary and college levels. Other careers may be found in interpreting, translating, research, diplomacy, and other government work, libraries, and the publishing business. The Career Center provides additional information.

MOORPARK COLLEGE OFFERS FOREIGN LANGUAGE COURSES IN FRENCH, GERMAN, ITALIAN, SPANISH AND RUSSIAN.

PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge University of California, Santa Barbara
French French 1, 2, 3, 4 or equivalent
German German 3, 4, Eng. 30 Hist 1AB recommended
Italian Italian 1, 2 recommended
Russian Russian 1, 2 recommended
Spanish Spanish 3, 4, Eng. 30 Hist 1AB

Additional lower division courses to be taken at CSUN.

Additional lower division courses to be taken at UCSB.

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
Notez les puissances et la somme terme à terme.
Math 41ABC - MODERN SCHOOL MATH FOR PARENTS

1-1-1 Units

Prerequisites: None

3 hours lecture per week.

Students should enroll simultaneously in 41A, 41B, and 41C.

Study of selected topics from the elementary school curriculum. Topics will be drawn from the state textbooks used in the elementary schools. Concepts of sets, numbers, etc. will be studied.

Math 42 (Not By 42a, 42b, 42c, 42d) [CSU-3]

1.75 Units

THE H庆TICAL AND 田RITUAL OF NUMBERS IN EASTERN AND WESTERN SCIENTIFIC LITERATURE

Prerequisites: Eligibility for English 1

3 hours lecture per week.

The influence of numbers on society from ancient and modern will be examined. From ancient Maya temples, Egyptian pyramids and Leonardo da Vinci's study of human proportions to modern astrophysical models, the use of numbers in a universal language will be presented.

Co-numbered English 1.

Math 45 - SLIDE RULE (CSU-4)

1 Unit

Prerequisites: None

1 hour lecture per week.

Use of all 33 scales of a Log Log Doubleting Slide Rule. Mathematical principles involved in constructing and using the various scales.

Co-number Engr. 45.

Math 46 - SMALL COMPUTERS AND CALCULATORS

1/2 Unit

Prerequisites: None.

1 hour lecture-lab per week.

A self-paced introduction to small computer arithmetic and techniques of problem solution using calculators. Includes instruction in the use of pocket electronic calculators. Emphasis is on "hands-on" experience under the direction of a mathematics aide.

Co-number Engr. 46.

Math 48ABCD - MATHEMATICS PRACTICUM

1-3 Units

Prerequisites: Math 3 (may be taken concurrently) and instructor approval.

3-9 hours weekly in math learning center.

On the job training without financial compensation in the math learning center as an instructor aide under the continuous direction and supervision of a mathematics instructor. Prior to enrollment in this course, the student must meet with a Math 1ABC or Math 1AB instructor for approval and assignment to that instructor's class.
Math 25C - CALCULUS/ANALYTIC GEOMETRY III (UC-5, CSU-5) 5 Units

Prerequisites: Math 25B

5 hours lecture per week.

Introduction to differential equations, sequences and series, Taylor's Theorem, topics in multi-variable calculus including affine transformations, Jacobian's Theorem, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

Equivalent to Math 250, CSUN.

Math 30 - INTRODUCTION TO MODERN ALGEBRA (UC-3, CSU-3) 3 Units

Prerequisites: Math 25A and permission of instructor.

3 hours lecture per week.

An introduction to set theory, finite groups and their structure.

Equivalent to Math 160, CSUN.

Math 31 - INTRODUCTION TO LINEAR ALGEBRA (UC-3, CSU-3) 3 Units

Prerequisites: Math 25B and permission of instructor.

3 hours lecture per week.

Vectors, vector spaces, planes and lines, linear transformation, matrices, system of linear equation, dimension, determinants, eigenvalues, quadratic forms, change of basis.

Equivalent to Math 262, CSUN.

Math 33 - INTRODUCTION TO ANALYSIS (UC-3, CSU-3) 3 Units

Prerequisites: Math 25C and permission of instructor.

3 hours lecture per week.

An introduction to the basic concepts of set theory and real analysis. Algebra and topology of the real numbers, limits, continuity, relations, functions, mappings, groups, rings, integral domains, fields, number systems.

Math 35 - APPLIED DIFFERENTIAL EQUATIONS (UC-3, CSU-3) 3 Units

Prerequisite: Math 260 and permission of instructor.

3 hours lecture per week.

Linear differential equations, equations with constant coefficients, variation of parameters, Green's functions, Laplace transforms, systems of linear equations, series solutions, first order differential equations, existence and uniqueness of solutions, applications to physics and engineering.

Equivalent to Math 280, CSUN.

Full time faculty member David Riley is on a leave of absence.
Math 20 - INTRODUCTION TO NUMERICAL METHODS (UC-3, CSU-3) 3 Units
Prerequisites: Math 18 and Math 16A, or Math 18 and Math 25A.
3 hours lecture per week.
Error analysis, power series calculation of functions, roots of equations, nonlinear simultaneous equations, matrices, determinants, linear simultaneous equations, numerical integration, interpolation, curve fitting.
Co-numbered DP 20.

Math 22A (Fall/22B (Spring) 1.3/1.3 Units
DIRECTED STUDIES IN MATHEMATICS (UC, CSU - See Below)
Prerequisites: A course in the proposed field of study, consent of instructor, and division approval.
1-3 hours tutorial per week.
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.
The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.
Contact the CSU campus of your choice for specifics regarding transferability of this course.

Math 25A - CALCULUS/ANALYTIC GEOMETRY I (UC-5, CSU-5) 5 Units
Prerequisites: Math 5 and Math 6, or Math 7, or two years high school algebra and trigonometry.
5 hours lecture per week.
The real number system, elements of analytic geometry, functions, limits, continuity, differentiation and integration of algebraic and elementary transcendental functions, applications.
Equivalent to Math 150A, CSUN.

Math 25B - CALCULUS/ANALYTIC GEOMETRY II (UC-5, CSU-5) 5 Units
Prerequisites: Math 25A or Math 16B.
5 hours lecture per week.
Techniques of integration, vectors and operations in n-space, Cramer's Rule, complex numbers, partial differentiation, gradient, multiple integration, curves in n-space, arc length, conic sections, polar coordinates.
Equivalent to Math 150B, CSUN.


SCME CAREERS FOR THE MATHEMATICS MAJOR
Plato considered mathematics and music the parent of the sciences, searching out the abstract structure of the universe. On a less ethereal plane, applied mathematics seeks to develop solutions to practical problems in business, economics, engineering, medicine, and the biological, physical and social sciences. Graduates will find challenging careers in business, education, industry, and government.

OTHER CAREERS FROM A TO Z!! LET MATHEMATICS OPEN THE DOOR

SOME VOCATIONAL PROGRAMS REQUIRING COMPETENCE IN MATHEMATICS

TRANSFER PROGRAMS REQUIRING COMPETENCE IN HIGHER MATHEMATICS
HOW DO YOU GET STARTED??

GUIDELINES FOR ENROLLMENT IN THE MATHEMATICS PROGRAM

The flow chart shown below illustrates the basic mathematics program. Other courses of special interest are listed below the chart. Placement in the mathematics program and subsequent advancement in the sequence is dependent upon the student's interests, needs, and ability to meet course prerequisites.

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<th>Fund. of Math 9ABC</th>
<th>Elementary Algebra 1AB</th>
<th>Intermediate Algebra 3</th>
<th>College Algebra 5</th>
<th>Trigonometry and Analytic Geometry 6</th>
<th>Calculus/Analytic Geo. 3 Semesters 2SABC</th>
<th>Applied Calculus 2 Semesters 1GAB</th>
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IN ADDITION TO THE ABOVE

Each of the following may be taken any time after the completion of Math 1AB or its equivalent.

Math 2 - Fundamentals of Geometry
Highly recommended for future teachers. Also provides some useful background material for other math courses.

Math 10 - Principles of Math
Satisfies the credential requirement for elementary and Jr. High teachers.

Each of the following may be taken any time after the completion of Math 3 or its equivalent.

Math 15 - Intro. Statistics
A requirement for many majors. Highly recommended for most others.

Math 18 - Computer Programming - FORTRAN
A must course for every student of engineering, the physical and life sciences.

OTHER COURSES OF SPECIAL INTEREST

Math 30 - Modern Algebra
Sometime during the calculus sequence and after "25A" it is highly recommended that majors in mathematics take Math 30 - Modern Algebra. This is a required course for UCSC transfers.

Math 31 - Linear Algebra
This course is a requirement for math majors at both CSUN and UCSD. It may be taken concurrently with 25B.

Math 33 - Intro. to Analysis
For math majors, this course goes a long way towards easing the transition to upper division mathematics.

Math 35 - Applied Differential Equations
A "must" course for math, science, and engineering majors. It may be taken concurrently with 25B.

Math 15 - INTRODUCTORY STATISTICS (UC-4, CSU-4)
Prerequisites: Math 3 or two years of high school algebra.
4 hours lecture per week.
The nature of statistical methods. Description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, correlation, regression, special topics.
Equivalent to Math 140, CSUN.

Math 16A - Applied Calculus I (UC-3, CSU-3)
Prerequisites: Math 5 and Math 6, or Math 7, or two years of high school algebra and trigonometry.
3 hours lecture per week.
The first semester of a short course in calculus. Algebra review, elements of analytic geometry, functions of one variable, graphing, limits, continuity, derivatives, the differential, maxima and minima, introduction to integration, applications to social science, biology, economics, business, and technology.
Equivalent to Math 255A, CSUN.

Math 16B - APPLIED CALCULUS I (UC-3, CSU-3)
Prerequisites: Math 16A, or Math 25A, or one year of calculus in high school.
3 hours lecture per week.
The second semester of a short course in calculus. Definite, indefinite, and improper integrals, logarithmic and exponential functions; trigonometric functions; techniques of integration; introduction to multi-variable calculus; introduction to differential equations; applications to social science, biology, economics, business, and technology.
Equivalent to Math 255B, CSUN.

Math 18 - COMPUTER PROGRAMMING - FORTRAN (UC-3, CSU-3)
Prerequisites: Math 3 or two years of high school algebra.
3 hours lecture per week.
Familiarization with basic digital computer programming concepts. Designed to introduce students to the computer in problem solving, using flow diagramming techniques, emphasizing the use of the Fortran language. Instruction will include applying Fortran to various disciplines as determined by the individual student's needs.
Equivalent to Comp 261, CSUN.
Math 10 - PRINCIPLES OF MATHEMATICS (UC-3, CSU-3) 3 Units

Prerequisites: Math 1A and Math 2 or plane geometry and one year of high school algebra.

3 hours lecture per week.

Language of sets; systems of numeration; the nature of numbers and the fundamentals of operations; the domain of integers; the fields of rational, real and complex numbers. Will satisfy credential requirements for elementary and junior high school teachers and/or general education option under basic studies. Not open to students majoring in the physical sciences or mathematics.

Equivalent to Math 210, CSUN.

Math 12 - COLLEGE ALGEBRA WITH BUSINESS APPLICATIONS (UC-3, CSU-3) 3 Units

Prerequisites: Math 3 or two years of high school algebra.

3 hours lecture per week.

Topics from college algebra with applications to problems in business and economics, review of the real number system, algebra of sets, linear functions, quadratic functions, exponential and logarithmic functions, equations and inequalities, systems of equations and inequalities, operational vector and matrix algebra, introduction to differential and integral calculus, permutations, combinations, probability.

Equivalent to Math 103, CSUN.

Math 13 - MATHEMATICS APPRECIATION (UC-3, CSU-3) 3 Units

Prerequisites: Satisfactory score on the placement test.

3 hours lecture per week.

A course intended to give students a better understanding of the nature of mathematics, the character and development of different branches of mathematics, and the thinking process involved in doing mathematics. Typical topics will include puzzles in mathematics, topology, geometry, probability, statistics, etc.

Equivalent to Math 131, CSUN.

Math 14 - FINITE MATHEMATICS (UC-3, CSU-3) 3 Units

Prerequisites: Math 5 or Math 7 or Math 12.

3 hours lecture per week.

For students of managerial, social, or behavioral sciences. Laws of deductive reasoning, the algebra of sets, partitions and counting, probability, vectors and matrices, applications to linear programming and the behavioral sciences.

Equivalent to Math 260, CSUN.
Math 1AB - ELEMENTARY ALGEBRA
Prerequisites: Math 9C or high school general math.
5 hours lecture per week.
Students taking the course for the first time should enroll in both 1A and 1B.
The real numbers, operations with real numbers, linear equations and inequalities, linear systems, integer exponents, operations with polynomials, techniques of factoring, roots, radicals, rational expressions, quadratic equations and the quadratic formula.

Math 2 - FUNDAMENTALS OF GEOMETRY
Prerequisites: Satisfactory score on placement test and Math 1B or one year of high school algebra.
3 hours lecture per week.
Methods of proof; congruence; definition and properties of lines, segments, rays, angles, triangles, circles, and polygons; concurrence and similarity of triangles; rectangular coordinates systems; area; space; geometry; volumes; triangle trigonometry.

Math 3 - INTERMEDIATE ALGEBRA (CSU-4)
Prerequisites: Satisfactory score on placement test and Math 1B or one year of high school algebra.
5 hours lecture per week.
Real numbers, fundamental operations, factoring, polynomials, rational expressions, linear equations and inequalities, exponents and radicals, functions, quadratic equations and inequalities, conic sections, sequences and series, exponential and logarithmic functions.

Math 4 - BUSINESS MATHEMATICS
Prerequisites: Math 9B or equivalent (may be taken concurrently).
3 hours lecture per week.

Math 5 - COLLEGE ALGEBRA (UC-2)
Prerequisites: Math 3 or consent of instructor.
3 hours lecture per week.
Polynomial functions, rational function, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, and probability. Baccalaureate level.

Math 6 - TRIGONOMETRY AND ANALYTIC GEOMETRY (CSU-3) (UC-3)
Prerequisites: Math 3 or two years of high school algebra.
3 hours lecture per week.
An integrated course in trigonometry and analytic geometry. Functions and graphs, conic sections, trigonometric functions, analytic trigonometry, solution of triangles, polar coordinates, rotation of axes, complex numbers. Equivalent to Math 104, CSUN.

Math 7 - PRECALCULUS MATHEMATICS (UC-3, CSU-5)
Prerequisites: Math 3 or two years of high school algebra.
5 hours lecture per week.
An integrated course in college algebra and trigonometry. Real number systems, sets, equations and inequalities, systems of equations and inequalities, matrices and determinants, functions and relations, circular functions, trigonometric functions, applications, inverse relations and functions, complex numbers, exponential and logarithmic functions, theory of equations, sequences and series, mathematical induction, binomial theorem. Equivalent to Math 105, CSUN.

Math 9ABC - FUNDAMENTALS OF MATHEMATICS
Prerequisites: None
3 hours lecture per week.
Students taking the course for the first time should enroll simultaneously in 9A, 9B, and 9C.
A study of the fundamentals of mathematics as follows:
9A - Review of addition, subtraction, multiplication, and division of whole numbers, prime numbers, prime factors, exponential notation, operations with fractions and mixed numbers, ratio and proportion.
9B - Decimal fractions, operations with decimals, scientific notation, metric and English systems of measurement, percents and applications.
9C - More on metric and English systems of measure, techniques for problem solving, operations with integers, introduction to algebra and geometry.
THA 17 — CHILDREN'S CREATIVE DRAMATICS & CHILDREN'S THEATRE 3 Units
2 hours lecture, 3 hours laboratory weekly.

Understanding the philosophy and techniques of children's creative dramatics and children's theatre, and how to apply them through lecture, participation and demonstration. The culmination of the course will be a children's theatre presentation entirely written, directed and produced by the class.

THA 21 — PLAYWRITING (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

Designed for the student to develop skills in writing for the theatre with a possible opportunity of production. (Co-numbered Eng 25)

THA 22A/B — DIRECTED STUDIES IN THEATRE (UC, CSU—see below) 1-3 Units
Prerequisites: A course in the specific field and the consent of the instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of the Theatre on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units.

The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.

Contact the CSU campus of your choice for specifics regarding transferability of this course.

THA 23 — LIGHTING, DESIGN AND SOUND (UC-3, CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.

Basic lighting theories, equipment and procedures. Electric and electronic theatrical effects. Practical application. Required for Theatre Arts Majors.

THA 24 — THEATRICAL COSTUMING, DESIGN AND CONSTRUCTION (UC-3, CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.

Fundamentals of stage costuming, fabrics, recognition and application and design. Required for Theatre Arts Majors.

THA 25 — SCENE DESIGN AND CONSTRUCTION (UC-3, CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.

Study of the fundamentals of scene design for the theatre. Analysis of scripts and presenting them in the visual form. Practical application in rendering, floor plans and models.

THA 26 — THEATRICAL MAKE-UP, ART AND CRAFT (UC-3, CSU-3) 3 Units
2 hours lecture, 3 hours lab.

Materials of make-up and application. Experimentation in juvenile, character, and period make-up for the stage. Required for the theatre arts major.
ThA 10A/B/C/D – REHEARSAL AND PERFORMANCE+ (UC-2,2,2,2, CSU-2,2,2,2)
Prerequisite: Consent of instructor.
6 hours rehearsal weekly.
Supervised acting in performance of college sponsored drama production; experience in all activities related to theatre presentations.
Equivalent to Theatre 190, CSUN.

ThA 11A/B – CONTEMPORARY CHICANO THEATRE+ (UC-2,2, CSU-2,2)
Prerequisite: Consent of instructor.
2 hours lecture weekly.
A study of the history of the Hispanic theatre through drama, dance, and various other media. Special emphasis will be placed upon actual performances which present the Chicano community and movement. (Co-numbered ChSt 13A/B).

ThA 13 – TECHNICAL THEATRE – SUMMER THEATRE+ (UC-3, CSU-3)
9 hours rehearsal weekly.
The design and construction of sets and properties; in addition, the operation of lighting and sound equipment for the summer stock theatre production.
Equivalent to Theatre 190, CSUN.

ThA 14 – ACTING, SUMMER THEATRE+ (UC-3, CSU-3)
9 hours rehearsal weekly.
Participation as an actor in the summer stock theatre productions.

ThA 15A/B – DIRECTING+ (UC-2,2, CSU-2,2)
Prerequisites: ThA 2A and consent of instructor for 15A; 15A for 15B.
6 hours rehearsal weekly.
15A: Study of the craft and art of stage direction past and present day. Practical experience in direction of scenes by major playwrights. Coordinate activities with ThA 2A.
15B: Directing scenes and one-act plays by major playwrights. Coordinate activities with ThA 2B.

ThA 16 – READERS THEATRE+ (UC-3, CSU-3)
3 Units
Prerequisites: Eligibility for Speech 1.
3 hours lecture weekly.
This is a group activity carrying out the concepts and practices of oral interpretation of literature. Supervised activities in performing readers’ theatre before community and college audiences. (Co-numbered Speech 16).
courses in theatre arts

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.
+ — Any or all of these courses combined = maximum credit allowed 12 units.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

**Tha 1 — Introduction to the Theatre (UC-3, CSU-3)**
3 hours lecture weekly.

Introduction to the theatre as an art form; appreciation of the theatre, past and present. What the theatre is all about, and how to enjoy it.

**Tha 2A/B — Fundamentals of Acting (UC-3, CSU-3)**
2 hours lecture, 3 hours rehearsal, 1½ hours laboratory weekly.

Introduction to acting techniques and development of characterization: exercises in pantomime, improvisation, movement, voice, and rhythm; practical experience in acting on stage. Laboratory activities fulfill P.E. requirement toward AA degree.

Equivalent to Theatre 140, 141, CSUN.

**Tha 3 — Voice and Diction (UC-3, CSU-3)**
3 hours lecture weekly.

Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation, and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. (Co-numbered Speech 3, TC 8)

**Tha 4A/B — History of the Theatre (UC-3, CSU-3)**
3 hours lecture weekly.

A history of man's theatrical development from primitive through present. The first semester covers the periods from early Greek through the Italian Renaissance. The second semester covers the periods from the English Renaissance to the present. Required of Theatre Arts majors.

Equivalent to Theatre 220, 221, CSUN.

**Tha 9 — Acting for Film and TV (UC-3, CSU-3)**
3 hours lecture, 4 hours laboratory weekly.

Learning the techniques required in acting before the camera. Includes terminology, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stage work; microphone techniques and opportunities to work in student-directed films and television shows. (Co-numbered TC 9)

dance

The Dance curriculum is designed to offer the student an opportunity to study the materials of dance in both depth and breadth. Technique, histories and theories are incorporated into the core program and the dance student may aspire to professional careers in concert dance, commercial theatre, or television. Teaching in public schools has opened up further opportunities for the dance major.

FULL-TIME FACULTY: Kathy Mason, Linda Kay Moore.
Tyree Allen, Counselor.

PART-TIME FACULTY: Stella Matsuda.
PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, San Diego
(Offer a Dance Minor in P.E.)

PE 5E  Beginning Modern Dance
PE 10E Intermediate Modern Dance
PE 5C  Folk-Square Ethnic Dance, Fall
PE 3D  Folk-Square Ethnic Dance, Spring

University of California, Santa Barbara

Art 2  Art Appreciation
Music B  Music Appreciation
ThA 1  Introduction to the Theatre
ThA 2A  Fundamentals of Acting
ThA 3A  Lighting Design and Sound
PE 5E  Beginning Modern Dance
PE 10E Intermediate Modern Dance
An 1  General Human Anatomy
or
Phys 1  Introduction to Human Physiology

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

CAREER INFORMATION

Dance majors may find careers in a diversified set of occupations. The student may aspire to a professional career in concert dance, commercial theatre or television. These professions are highly competitive and will usually demand considerable performance experience gained through continued degree work or experience in repertory companies. Teaching is another career profession which employs a considerable number of dance graduates. This profession demands the MA or MFA in Dance for collegiate level teaching while the BA or BFA is often adequate for secondary school instruction. The dance major may also desire teaching but prefer the commercial field of private studios. This profession is open to those with technical proficiency and adequate financial resources to capitalize a facility and maintain operating costs. Experience working in such studios is sometimes possible after lower division level dance proficiency is mastered. Some dance majors finance their upper division experiences with part-time work in local private dance studios. Dance therapy is a relatively new career option and combines psychology and dance movement. This dual major in dance and psychology at the bachelor level requires a masters in dance therapy. Employment for dance therapists is available in private clinics, hospitals, and mental health institutions.

The Theatre Arts Department offers an Associate of Arts degree in Theatre Arts with a specialization in acting or directing. The course requirements are as follows:

ASSOCIATE IN ARTS — ACTING

Required Courses:
ThA 1  Introduction to the Theatre
ThA 2A/B  Fundamentals of Acting
ThA 3  Voice and Diction
ThA 4A or 4B  History of the Theatre
ThA 10A/B  Rehearsal and Performance
ThA 26  Theatrical Make-Up

ThA 14  (Acting, Summer Theatre) may be substituted for ThA 2B.

Recommended Courses for the Major:
ThA 4A or 4B  History of the Theatre
ThA 10C/D  Rehearsal and Performance
Mus 13A  Fundamentals of Vocal Technique
ThA 23  Lighting and Sound
ThA 24  Costuming for the Stage
ThA 26  Scene Design and Construction

ASSOCIATE IN ARTS — DIRECTING

Required Courses:
ThA 1  Introduction to the Theatre
ThA 2  Fundamentals of Acting
ThA 3  Voice and Diction
ThA 4A/B  History of the Theatre
ThA 10A/B  Rehearsal and Performance
ThA 15  Directing
ThA 25  Scene Design and Construction

Recommended Courses for the Major:
ThA 10C/D  Rehearsal and Performance
ThA 23  Lighting and Sound
ThA 24  Costuming for the Stage
ThA 26  Theatrical Make-Up

ASSOCIATE IN SCIENCE — TECHNICAL THEATRE

Required Courses:
ThA 1  Introduction to the Theatre
ThA 2A  Fundamentals of Acting
ThA 3  Voice and Diction
ThA 4A/B  History of the Theatre
ThA 10A  Rehearsal and Performance
ThA 25  Scene Design and Construction
ThA 23  Lighting and Sound
ThA 24  Costuming for the Stage
ThA 26  Theatrical Make-Up

Recommended Courses for the Major:
ThA 108/C/D  Rehearsal and Performance
The Theatre Arts Department offers opportunities for all students to express themselves creatively; whether a serious student of the theatre or one interested in it as a hobby; whether on stage or behind the scenes.

One can learn what theatre is all about in Introduction to Theatre (THA 1) and Theatre History (THA 4A/B). Acting (THA 2A/B) helps one learn the techniques of the actor as well as how to create from within oneself. One can improve the speaking voice and learn dialects in Voice and Diction (THA 3).

Specialists in Technical Theatre behind the scenes can take courses in Scene Design and Set Construction (THA 26), Stage Lighting (THA 23), Stage Costuming (THA 24), and Make-Up (THA 26). Often specialized fields include directing (THA 15), Playwriting (THA 21), Readers Theatre (THA 16), Children’s Theatre (THA 17), Acting for Film and TV (THA 9), or become involved in the Summer Repertory Theatre Program (THA 13 and 14).

The Department presents four to eight productions per year for which credit can be earned in THA 10. These include great plays from the past, both comedies and tragedies, contemporary plays, experimental and original plays and musicals in which all the performing arts are brought together.

Join in the fun and learning process in Theatre Arts! There are also opportunities to be a part of a Children’s Theatre touring group which tours the schools and playgrounds in the country.
special program information

A dance major permits the student to perform and analyze body movements as they relate to the human form. The body is the instrument for expression. Regular dance classes are highlighted by visiting dance residencies, which permit the student to study under professional master classes and to view at first hand the special residency's dance performances. The dance students also participate in a variety of field trips to join the audiences in Los Angeles and Santa Barbara for the viewing of the best dance companies in the world. The New York City Ballet, the Jose Limon Dance Company, and Martha Graham, are but a few of the many companies which tour the Los Angeles dance scene. In residence in Los Angeles are a number of excellent dance companies including the renowned Inner-City Repertory Dance Company and the Gloria Newman Dance Theatre. Both of these companies have appeared in residence at Moorpark College.

courses in dance

All P.E. activity courses are accepted for equal semester unit credit by schools in the California State College and University system.

A maximum of four (4) semester units in P.E. activity courses are accepted for credit by schools in the University of California system.

Dance Courses are listed as follows:

PE 5 Beginning Dance Classes
PE 10 Intermediate Dance Classes
PE 15 Advanced Dance Classes

PE 5A/B – BEGINNING BALLET 1½-1½ Units
1 hour lecture, 2 hours activity weekly.

PE 5A – FALL. An introduction to basic ballet techniques. Classes will include exercise at the barre to develop flexibility, strength, control, and resilience and center practice of simple Port des Bras, Adage and Allegro combinations.

PE 5B – SPRING. A continuation of beginning ballet commensurate with the ability of the students.

PE 5C/D – FOLK, SQUARE, ETHNIC DANCE 1½-1½ Units
1 hour lecture, 2 hours activity weekly.

PE 5C – FALL; PE 5D – SPRING. Development of Ethnic dance skills, understanding and appreciation. Experiences in Folk, Square, and Round dancing.

PE 5E – BEGINNING MODERN DANCE 1½ Units
1 hour lecture, 2 hours activity weekly.

Development of proficiency of modern dance technique, skills and development of an understanding and appreciation of modern dance as an art form.

prerequisites for the baccalaureate degree

California State University, Fresno

ThA 1 Introduction to the Theatre
ThA 2A/B Fundamentals of Acting
ThA 3 Voice and Diction
ThA 10 Rehearsal and Performance
Speech 5 Elementary Oral Interpretation

Choose one of the following four courses:

ThA 23 Lighting, Design and Sound
ThA 24 Theatrical Costuming, Design & Construction
ThA 26 Scene Design and Construction
ThA 26 Theatrical Make-Up, Art and Craft

California State University, Northridge

ThA 2A/B Fundamentals of Acting
ThA 4A/B History of the Theatre
ThA 23* Lighting, Design and Sound
ThA 24* Theatrical Costuming Design & Construction
ThA 25* Scene Design & Construction
ThA 26* Theatrical Make-Up, Art & Craft

*May be taken in two courses at CSUN.

University of California, San Diego

ThA 1 Introduction to the Theatre
ThA 2A/B Fundamentals of Acting
ThA 25 Scene Design and Construction
ThA 24 or Theatrical Costuming, Design and Construction
ThA 26 Theatrical Make-Up, Art and Craft

University of California, Santa Barbara

ThA 1 Introduction to the Theatre
ThA 2A/B Fundamentals of Acting
ThA 10 Rehearsal and Performance
ThA 24 Theatrical Costuming, Design and Construction
ThA 25 Scene Design and Construction

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
PE 51 – BEGINNING MODERN JAZZ
1 hour lecture, 2 hours activity weekly.
Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form.

PE 10E – INTERMEDIATE MODERN DANCE
1 hour lecture, 3 hours activity weekly.
A continuing study of modern dance with technique emphasis upon combination of basic skills. Study of the dance phrase with integration of elements of rhythm, design, dynamics and motivation change.

PE 10G – IMPROVISATION
Prerequisite: One beginning dance class or consent of instructor.
1 hour lecture, 2 hours activity weekly.
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 15K/L – DANCE PRODUCTION
Prerequisite: Beginning and Intermediate Modern Dance or consent of instructor.
1 hour lecture, 1-3 hours laboratory weekly.
15K – FALL: 15L – SPRING. Practical experience in the many phases of dance concert and demonstration; i.e., choreography, staging, make-up, costuming, set designing and construction, lighting and publicity.

“All the world’s a stage, and all the men and women merely players.”
A good play holds the mirror up to life, and actors are the “brief chroniclers” of our time. But the play also requires a host of supporting personnel, including directors, writers, costume designers, sound and light technicians, scene and theatre designers.

FULL-TIME FACULTY: Alan Hyams, Department Head, Fine and Performing Arts (theory, history); Joan Cole (piano); Orbel Ingersol (general and instrumental music); Sheldon Mehr (instrumental music, theory); James Steiman (vocal music, history, choral music). Tyree Allen, Counselor.

PART-TIME FACULTY: Marilyn Anderson (Voice); Tom Bocci (guitar); Gene Bowen (general, electronic); Dan Brosier (Baroque, Renaissance instruments); Vince Cole (general music); Elaine Herzog (strings); Audrey Hunt (piano, theory); Paul Mihaly (piano); Elaine Oleska (Piano); Lou-Jeanne Osborne (Piano); Chuck Seemann (folk music).

Our fabulous new music building features a professional recording studio, a Serge Synthesizer, a piano laboratory and 14 practice rooms, each equipped with a studio acoustic piano, and a listening center and library, with more than 200 symphonic, chamber, choral and vocal scores and recordings for private and group study and analysis.

The Music Department offers a large variety of special performance opportunities. In vocal music there are Concert Choir (Mus 10), Chamber Chorale (Mus 11), Renaissance Ensemble (Mus 12), and Opera Workshop (Mus 13D). In instrumental music there are Orchestra (Mus 15), Jazz/Rock Ensemble (Mus 18), Concert Band (Mus 19), Percussion Ensemble (Mus 19 Perc.), Brass Ensemble (Mus 21), Woodwind Ensemble (Mus 23A), String Ensemble (Mus 23B), Baroque ensemble (Mus 26), and Piano Ensemble (Mus 26).

Special courses are offered in choral and instrumental conducting, orchestration and arranging, ear training and music reading, fundamentals, and electronic composition.

Our Award-winning performance groups such as the Renaissance Singers and the Jazz/Rock Ensemble travel and perform frequently to festivals, fairs, and celebratory concerts and make tours of colleges and public schools in California bringing honors to our college and community. Many compositions by students and faculty composers are performed here by our own Music Department performing groups.

The Music Department, in cooperation with Community Services, sponsors performances here by superb professionals such as the John Biggs Consort, the New Music Ensemble, the Hollywood Brass Quintet, the Cal Arts Ensemble, the Trio Camera, and the Western Opera Theatre.
PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge
Music 9A/B Music History & Literature
Music 2A/B/D Music Theory
One Ensemble course each semester
Recommended:
Music 25A/B/C Piano for Music Majors

University of California, Santa Barbara
Music 2A/B/C/D Music Theory
Music 25A/B/C Piano for Music Majors
Recommended:
Hist 1A/B Western Civilization
French, German, or Italian

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

CAREER INFORMATION

Never before in the long history of music has there been such a dramatic demand for excellence and professionalism in the art. A career in music today demands from all performers and participants a sophisticated knowledge of theory, history, performance standards, and practices in all fields: classical, jazz, rock, and popular. Musicians find opportunities in many associated fields such as recording, radio, television, motion pictures, education, instrument sales and repair, librarianship, music store proprietorship, copying, religious fields, arranging, orchestrating, transcribing, the whole world of children's music and publishing. A new use of music for therapeutic purposes is emerging in the mental health field. Whatever branch of the music career you may find yourself pursuing, a rich academic experience is a necessity in your background.

ASSOCIATE IN ARTS – MUSIC

Required Courses:
Music 2A/B* Music Theory
Music 9A/B Music History and Literature
Music 24A/B Piano for Non-Music Majors or Music 24C/D

* An entering music student may find it necessary to enroll in Music 1 (Fundamentals) before being ready to enroll in Music 2A.

Four units selected from among:
Music 10 Concert Choir
Music 11 Chamber Choir
Music 12 Vocal Ensemble
Music 15 Orchestra
Music 18 Jazz/Rock Ensemble
Music 19 Symphonic Band
Music 21 Brass Ensemble
Music 23A Woodwind Ensemble
Music 23B String Ensemble
Music 24D Piano for Non-Music Majors
Music 26 Baroque Consort

All music students are required to enroll in at least one performance class per semester.
MUSIC 21 — BRASS ENSEMBLE*+ (UC-1, CSU-1)
Prerequisite: Competence with a musical instrument. 3 hours rehearsal weekly.
Study and performance of standard and modern compositions and arrangements for brass ensemble.
Equivalent to Music 21, CSU-UC.

MUSIC 22A/B — DIRECTED STUDIES IN MUSIC (UC, CSU-see below) 1-3/1-3 Units
Prerequisites: A course in the specific field and the consent of the instructor and Division Chairperson. 1-3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of music on an independent study basis. Assigned problems will involve library, laboratory and field work. Maximum of 6 units.
The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.
Contact the CSU campus of your choice for specifics regarding transferability of this course.

MUSIC 23A — WOODWIND ENSEMBLE*+ (UC-1, CSU-1) 1 Unit
Prerequisite: Proficiency with instrument and consent of instructor. 3 hours rehearsal weekly.
The study, rehearsal and performance of music literature for instruments in the woodwind family.

MUSIC 23B — STRING ENSEMBLE*+ (UC-1, CSU-1) 1 Unit
Prerequisite: Proficiency with instrument and consent of instructor. 3 hours rehearsal weekly.
The study, rehearsal and performance of music literature for the string ensemble.

MUSIC 24A/B/C/D — PIANO FOR NON MUSIC MAJORS*+ (UC-2,2,2,2, CSU-2,2,2,2) 2-2-2-2 Units
Prerequisites: None for Music 24A, 24A for 24B, 24B for 24C, 24C for 24D, or consent of instructor. 1 hour lecture, 3 hours rehearsal.
24A — Fundamentals of piano playing, music reading, technique, scales, and simple piano literature. Designed for the student with little or no prior piano experience. Equivalent to Music 131A, CSUN.
24B — Level 2 piano playing, music reading, techniques, scales, triads, and simple piano literature. Greater independence of hands. Equivalent to 131B, CSUN.
MUSIC 13C – VOCAL DEVELOPMENT AND THE \textit{VOCAL}\textsuperscript{+} (UC-2, CSU-2) 2 Units
Prerequisite: Music 13B or consent of instructor.
1 hour lecture, 3 hours rehearsal weekly.

A continuation of vocal development through a study of more challenging literature in the form of the aria from composers such as Bach, Handel, Mendelssohn, and Mozart.

MUSIC 13D – VOICE IN OPERA WORKSHOP\textsuperscript{+} (UC-2, CSU-2) 2 Units
Prerequisite: Music 13A, B, C or consent of instructor.
1 hour lecture, 3 hours rehearsal weekly.

The study of song literature taken from the musical theatre. The course work will consist of the studying and performing of opera and musical plays in excerpt or as a complete production. Class designed for singers with proven ability with interest in drama.

MUSIC 14 – MEN'S GLEE CLUB\textsuperscript{+} (UC-2, CSU-2) 2 Units
Prerequisite: Consent of instructor.
1 hour lecture, 3 hours laboratory.

The study of proper vocal technique. The study and performance of choral music for the male voice.

MUSIC 15 – ORCHESTRA\textsuperscript{++} (UC-1, CSU-1) 1 Unit
Prerequisite: Consent of instructor.
3 hours rehearsal weekly.

Preparation and performance of orchestral repertoire.

Equivalent to Music 182, CSUN.

MUSIC 18 – JAZZ/ROCK ENSEMBLE\textsuperscript{++} (UC-2, CSU-2) 2 Units
Prerequisite: Competence with a musical instrument.
6 hours rehearsal weekly.

Reading, preparation and performance of music arranged for studio band. Rehearsal for and performance at scheduled concerts is required.

MUSIC 19 – SYMPHONIC BAND\textsuperscript{++} (UC-1, CSU-1) 1 Unit
Prerequisite: Competence with a musical instrument.
3 hours rehearsal weekly.

Rehearsal and performance of representative concert band literature.

Equivalent to Music 180, CSUN.

MUSIC 20 – PIANO ENSEMBLE (CSU-2) 2 Units
Prerequisite: Consent of instructor.
1 hour lecture, 3 hours rehearsal.

Piano literature for one piano – 4 hands, and two pianists – 4 hands.

\section*{courses in music}

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

+ Any or all of these courses combined = maximum credit allowed, 12 units.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

* May be repeated for credit at Moorpark a maximum of four times.

MUSIC 1 – FUNDAMENTALS OF MUSIC (UC-3, CSU-3) 3 Units
3 hours lecture.

Designed for the student with little or no prior understanding in music who wishes to learn to read music. Course objective is to gain a basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, an introduction to the piano keyboard, and all necessary preparations for Music 2A.

MUSIC 2A/B/C/D – MUSIC THEORY (UC-4,4,4,4, CSU-4,4,4,4) 4-4-4-4 Units
5 hours lecture weekly.

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.

2B – The dominant seventh chord and its inversions, secondary dominants and dominant ninths, and more remote modulation.

2C – Chromatic harmony, augmented sixth chords, the Neapolitan 6th chord, eleventh and thirteenth chords, and basic use of binary and ternary forms, accompanimental figures, and basic orchestration.

2D – Counterpoint (tonal), the five species, free counterpoint, Canon at the octave, 2nd, 3rd, 4th, 5th, 6th, and 7th, modulatory episodic writing – culminates in two part invention writing.

Students should enroll in Music 3 when taking either Music 2A or Music 2B.

Equivalent to Music 120A/B, 226B, CSUN.
MUSIC 3 – MUSIC READING AND MUSICIANSHIP (UC-2, CSU-2) 2 Units
Prerequisite: Music 1 or equivalent.
1 hour lecture, 3 hours laboratory weekly.
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 rhythm dictation, and ear training exercises.

MUSIC 4 – ORCHESTRATION AND ARRANGING (UC-3, CSU-3) 3 Units
Prerequisite: Music 2A or consent of instructor.
3 hours lecture weekly.
Writing and arranging music for orchestral and band instruments and combinations, transpositions and technical considerations, some vocal arranging, rock, jazz, and classical combinations, adaptations and transcriptions. Usually offered in summer session.

MUSIC 5 – SURVEY OF CONTEMPORARY MUSIC (UC-2, CSU-2) 2 Units
2 hours lecture weekly.
Designed to present a comprehensive survey of art music, jazz, rock, electronic and other styles of current music in the Los Angeles area. Student involvement and research in class presentations required.

MUSIC 6 – ELECTROACOUSTIC MUSIC (UC-3, CSU-3) 3 Units
Prerequisite: Consent of instructor.
3 hours lecture weekly.
Survey of musical history with special emphasis on the understanding and enjoyment of music; introduction to the formal principles employed in music.
Equivalent to Music 105, CSUN.

MUS 9A – MUSIC HISTORY AND LITERATURE (CSU-3, UC-3) 3 Units
3 hours lecture weekly.
This course traces the changes of style and the technique of music composition from Gregorian chant through such developments as medieval organum; the secular song and dance music of the Middle Ages and Renaissance; the polyphony of Dufay, Josquin, Lassus, and Palestrina; the Italian and English madrigal, the Baroque opera and concerto grosso through the 18th Century contributions of Vivaldi, Handel, and Bach. The emphasis is on listening and analyzing for style characteristics and on the correlation of musical developments with those in the other arts of the time. Recommended for music majors.
Equivalent to Music 201A, CSUN.

MUSIC 9B – MUSIC HISTORY AND LITERATURE (UC-3, CSU-3) 3 Units
3 hours lecture.
A study of the changing styles, techniques, and forms of music from the middle of the 18th Century to the present. Special emphasis is placed upon the artistic philosophy of each style period. Intensive consideration is given to the analysis of style and form in representative musical works. Required for music majors. Listening and analysis outside of the classroom is required.
Equivalent to Music 2018, CSUN.

MUSIC 10 – CONCERT CHOIR** UC-2, CSU-2) 2 Units
Prerequisite: Consent of instructor.
1 hour lecture, 3 hours laboratory.
A singing organization for both music majors and non-music majors, which learns and performs choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Performances include on-campus concerts, high school assembly programs, community college chorals, and other community events.
Equivalent to Mus 172, CSUN.

MUSIC 11 – CHAMBER CHOIR** (UC-1, CSU-1) 1 Unit
Prerequisite: Consent of instructor.
3 hours laboratory weekly.
A choir which performs choral literature suitable for a smaller number of singers. Repertoire may include works of Renaissance composers to those of the modern and contemporary periods. Public performance is expected.

MUSIC 12 – VOCAL ENSEMBLE** (UC-2, CSU-2) 2 Units
Prerequisite: Consent of instructor.
1 hour lecture, 3 hours laboratory weekly.
A select group of singers who study and perform choral music of the Renaissance Period. Known as the Renaissance Singers, the ensemble performs sacred music, English and Italian madrigals, French chansons, and German Lieder. The Singers, dressed in colorful English Tudor costumes, make numerous appearances at concerts, college festivals, high school programs, Pleasure Faires, and other community events.

MUSIC 13A – FUNDAMENTALS OF VOCAL TECHNIQUE+ (UC-2, CSU-2) 2 Units
1 hour lecture, 3 hours rehearsal weekly.
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 English in addition to vocal exercises. Course is designed for both majors and non-majors desiring beginning vocal training.

MUSIC 13B – VOCAL DEVELOPMENT AND THE ART SONG+ (UC-2, CSU-2) 2 Units
Prerequisite: Music 13A or consent of instructor.
1 hour lecture, 3 hours rehearsal weekly.
A continuation in developing a proper vocal production. Material to be studied will consist of English, Italian, German, French art songs.
PHYSICAL EDUCATION
HS 14 - SURVEY OF PHYSICAL DISABILITIES (UC 2*, CSU 3)
Prerequisite: Physically disabled enrolled in regular college program.
3 hours lecture weekly.

Designed to provide assistance to the physically disabled student based on individual needs. Overview of historical, social, medical, recreational, and educational implications of various physical disabilities.

FULL-TIME FACULTY

DON BROCKETT
PAUL DUNHAM (DIVISION CHAIRMAN)
GILBERT MENDOZA
JOHN KEEVER
KATHY MASON
McDEAN McCULLOUGH
MARDI HARDY
HS 6 – THE TRAINER AND ATHLETIC INJURIES (CSU-2)
1 hour lecture, 3 hours laboratory weekly.

An introductory course in the basic concepts and skills of the athletic trainer. Training room practice, medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, and rehabilitation and diagnostic techniques. Practical experience is provided in taping and for the prevention and care of the athletically injured. THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE AA OR AS DEGREE.

HS 7 – HEALTH IN THE LATER YEARS (UC-2*, CSU-2)
2 hours lecture weekly.

Informative class designed for senior citizens. Sessions include well-informed speakers on such topics as emotional and nutritional health, visual and hearing problems, sexuality in the older person, death and dying, etc.

HS 11 – BACKGROUND FOR ALCOHOLISM – Alienation AND ADDICTION (CSU-3)
3 hours lecture weekly.

A study of alcohol in its relationship to alienation and societal patterns, cultural and family attitudes, causes and addiction, sub-cultures, ethical implications, solutions. (Co-numbered SA 11), THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE AA OR AS DEGREE.

HS 12 – TECHNIQUES OF COUNSELING ALCOHOL RELATED PROBLEMS (CSU-3)
3 hours lecture weekly.

Step by step procedures of various counseling techniques will be studied, explored, and demonstrated, such as Agape Therapy, Gestalt, Conjunct Family Therapy, T.A., Therapy, etc. Self-directed tests for weight and evaluation will be learned as well as the T.T.E.A. test. Professionals and para-professionals will be involved as well as interested laymen. (Co-numbered SA 2), THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE AA OR AS DEGREE.

HS 13 – INTERNSHIP TRAINING IN SUBSTANCE ABUSE (CSU-3)
Prerequisites: SA 2, US 43.
1 hour lecture, 8 hours laboratory weekly.

Training in the field of Substance Abuse. Students will be assigned to Health Service Agencies in Ventura County including Camarillo State Hospital Mental Health In-Patient, Alcohol-Residential Program (Bard Hall), 12th Step House, Community Action Commission, and the Alcohol Information School, etc. (Co-numbered SA 8), THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE AA OR AS DEGREE.
courses in health science

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* Maximum credit allowed = 1 course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

HS 1 – HEALTH AND SOCIETY (UC-2, CSU-2) 2 Units
2 hours lecture weekly.
Consideration of the nature and function of health in our social pattern. An analysis of major health problems designed to contribute to the student’s understanding of his role as an individual and as a contributing member of the community’s efforts to implement the advances of medicine and the health sciences.
Equivalent to Health 120, CSUN. (UC-2)

HS 2 – WOMEN’S HEALTH (CSU-2) (UC-2) 2 Units
2 hours lecture weekly.
Consideration of the nature and function of women’s health in our society. An analysis of major female health problems designed to contribute to the student’s understanding of the woman’s role as an individual and contributing member of the community’s efforts to implement the advances of medicine and the health sciences.

HS 3 – HEALTH CONCERNS IN ADULT RELATIONSHIPS (CSU-2) (UC-2) 2 Units
2 hours lecture weekly.
Consideration of the health interrelationships of male/female partnerships; birth control, childbearing, male/female menopause, venereal diseases, male/female hormonal cycles, prostate occurrences. Course work will include attitudinal as well as factual health information on partnering.

HS 5 – SAFETY AND FIRST AID (UC-2, CSU-2) 2 Units
2 hours lecture weekly.
The development of positive attitudes toward safety and the application of the concepts of “What constitutes safe living,” the prevention of shock, unconsciousness, poisons, fractures, dressings and bandages, care and treatment of athletic injuries. Successful completion of this course qualifies for the standard or the advanced “American Red Cross First Aid to the Injured” certificate.
Equivalent to Health 160, CSUN.
24. — WOMEN’S 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 24A — WOMEN’S PROFESSIONAL ACTIVITIES I
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.

Activities: Archery, badminton, basketball, volleyball.
Equivalent to PE 192, CSUN.

PE 24B — WOMEN’S PROFESSIONAL ACTIVITIES II
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.

Activities: Field hockey, flag football, self defense, soccer, softball.
Equivalent to PE 202, CSUN.

PE 24C — WOMEN’S PROFESSIONAL ACTIVITIES III
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.

Activities: Golf, tennis, track, weight training.
Equivalent to PE 143 and 145, CSUN.

PE 24D — WOMEN’S PROFESSIONAL ACTIVITIES IV
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.

Activities: Basic dance, modern dance, gymnastics.
Equivalent to PE 208, CSUN.

25. — WOMEN’S SPORTS OFFICIATING

PE 25A/B — WOMEN’S SPORTS OFFICIATING
Prerequisites: Consent of instructor and enrollment in PE major/minor program.
2 hours lecture, 1 hour laboratory weekly.

Instruction and laboratory experience in sports officiating for women. Fall semester covers individual sports, spring semester team sports.
Equivalent to PE 288, 289, CSUN.
22. - DIRECTED STUDIES

PE 22A/B - DIRECTED STUDIES IN P.E. 1-3 Units
Prerequisites: A course in the specific field and the consent of the instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of physical education on an independent study basis. Assigned problems will involve laboratory and field work. Maximum of 6 units.

The University of California system offers no credit for this course. The California State University system offers 1-3 units.

23. - MEN'S PROFESSIONAL ACTIVITIES CLASSES

These courses are designed to introduce the prospective physical education major/minor to the basic knowledge and skills essential for the appreciation and performance in the sports or physical activities listed below. The courses cover history, strategy, rules, safety precautions, and basic fundamental skills.

PE 23A - MEN'S PROFESSIONAL ACTIVITIES I 2 Units
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.
Activities: Archery, badminton, basketball, volleyball.
Equivalent to PE 189, CSUN.

PE 23B - MEN'S PROFESSIONAL ACTIVITIES II 2 Units
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.
Activities: Baseball, Football, Rugby, Soccer.
Equivalent to PE 190, CSUN.

PE 23C - MEN'S PROFESSIONAL ACTIVITIES III 2 Units
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.
Activities: Golf, tennis, track, weight training.
Equivalent to PE 190, CSUN.

PE 23D - MEN'S PROFESSIONAL ACTIVITIES IV 2 Units
Prerequisite: Consent of instructor or enrollment in PE major/minor program.
1 hour lecture, 3 hours laboratory weekly.
Activities: Basic dance, gymnastics, handball, wrestling.
Equivalent to PE 191, CSUN.

PE 1R - TUMBLING - TRAMPOLINE 1 ½ Units
1 hour lecture, 2 hours activity weekly.
Fundamental skills in tumbling and trampoline leading to elementary free exercise routines and an introduction to apparatus.

PE 1S - GYMNASTIC APPARATUS 1 ½ Units
1 hour lecture, 2 hours activity weekly.
Fundamental skills leading to elementary routines on the sidehorse, parallel bars, horizontal bars, still rings, and vaulting.

PE 1W - WRESTLING 1 ½ Units
1 hour lecture, 2 hours activity weekly.
Introduction of wrestling as an educational medium which gives the student opportunity for self expression. The student is taught take downs, rides, escapes, and falls.

2. - WOMEN'S BEGINNING ACTIVITY CLASSES

PE 2B - DYNAMIC FITNESS 1 ½ Units
1 hour lecture, 2 hours activity weekly.
A course designed to improve body form and function through conditioning exercises. Corrective and therapeutic exercises selected to fill specific needs.

PE 2C - BODY CONTOURING 1 ½ Units
1 hour lecture, 2 hours activity weekly.
A course designed to assist the student improve physical appearance and function. Included are basic principles of exercise and diet as well as techniques of weight training and jogging for fitness.

PE 2G - RAPE AND SELF-DEFENSE TACTICS 2 Units
1½ hours lecture, 1½ hours activity weekly.
A current look at the issues of personal assault and rape with practical experience in learning self-defense techniques. Students will study the academic literature as well as the physical responses in assault and rape.

PE 2I - TEAM SPORTS - FALL 1 Unit
3 hours activity weekly.
Techniques, strategies, rules of team sports in season, with opportunity to participate in the intramural program. Emphasis on flag football, volleyball, and basketball.
Techniques, strategies, rules of team sports in season, with opportunity to participate in the intramural program. Emphasis on volleyball and basketball.

PE 2R — FLOOR EXERCISE — TUMBLING
1 hour lecture, 2 hours activity weekly.

Development of proficiency in elementary skills of tumbling and gymnastics with principles of fitness and the development and maintenance of a high level of efficiency. Emphasis on the development of proficiency in the elementary skills of apparatus.

PE 2S — GYMNASTICS — APPARATUS
1 hour lecture, 2 hours activity weekly.

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.

3. 4. — CO-EDUCATIONAL BEGINNING ACTIVITY CLASSES

PE 3A — ARCHERY
1 hour lecture, 2 hours activity weekly.

Development of skill in archery, including rules, etiquette, safety factors, and techniques of archery.

P.E. 3B — BACKPACKING AND OUTDOOR SURVIVAL
2 Units
Prerequisites: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.
1 hour lecture, 3 hours activity weekly.

Introduction to backpacking, equipment, clothing, food and recipes, menus, and food lists, cooking, safety, and survival on the trail, in camp, ecology, preparation and participation in backpacking trips required.

PE 3C — BADMINTON
1 hour lecture, 2 hours activity weekly.

Development of skill in playing badminton, including rules, etiquette, techniques of playing badminton.

PE 3D — BICYCLE RIDING
1½ Units
Prerequisites: Access to a lightweight bicycle.
1 hour lecture, 2 hours activity weekly.

An introduction to cycling as a lifetime sport. To make the student aware of the physiological benefits derived from bicycling.

21. — SPORT THEORY CLASSES

PE 21A — BASEBALL THEORY
Prerequisite: Advanced baseball ability.
1 hour lecture, 3 hours activity weekly.

Development of advanced skills in baseball and the theory behind the methods and styles of play. Class members will participate in summer baseball program with lab assignments and will have weekly lectures including films and guest lecturer to facilitate instruction.

PE 21B — BASKETBALL THEORY
Prerequisite: Advanced basketball ability.
1 hour lecture, 3 hours activity weekly.

Development of advanced skills in basketball and the theory behind different styles of play. Including studying of films, drills, rules, and techniques of coaching.

PE 21F — FOOTBALL THEORY
Prerequisite: Advanced football theory.
1 hour lecture, 3 hours activity weekly.

Development of advanced skills in football and the theory behind the different styles of play, including studies of films, drills, rules, and techniques of coaching.
Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

PE 17W — WRESTLING
Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.
1 hour lecture, 9 hours activity weekly.

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

18. — WOMEN'S INTERCOLLEGIATE ACTIVITIES

PE 18B — BASKETBALL
Prerequisite: Meet requirements for eligibility as established by the SCCCIAC.
1 hour lecture, 9 hours activity weekly.
Open to women interested in competing in basketball on the community college level. Instruction in techniques, strategies and rules.

PE 180 — TRACK AND FIELD
Prerequisite: Meet requirements for eligibility as established by the SCCCIAC.
1 hour lecture, 9 hours activity weekly.
Open to women interested in competing in track and field events at the community college level. Instruction in techniques, strategies and rules.

PE 18T — TENNIS
Prerequisite: Meet requirements for eligibility as established by the SCCCIAC.
1 hour lecture, 9 hours activity weekly.
Open to women interested in competitive tennis and competing at the community college level. Instruction in techniques, strategies, and rules.

PE 18V — VOLLEYBALL
Prerequisite: Meet requirements for eligibility as established by the SCCCIAC.
1 hour lecture, 9 hours activity weekly.
Open to women interested in competitive volleyball and competing at the community college level. Instruction in techniques, strategies, and rules.

20. — PROFESSIONAL COURSES

PE 20A — INTRODUCTION TO PHYSICAL EDUCATION
2 hours lecture weekly.
A general survey of the field of Physical Education; exploration of the aims, objectives, scope and contemporary values of Physical Education, project and field work required.

PE 3E — BOWLING
1 hour lecture, 2 hours activity weekly.
Development of skill in bowling, including rules, etiquette, safety features, and techniques. Class is conducted off campus at Simi Bowl. Lab or materials fee may be required.

PE 3F — HORSEBACK RIDING
1 hour lecture, 3 hours activity weekly.
Beginning riding techniques, care and use of horse and equipment, safety and first aid, types of riding and equipment, appreciation of the animal, and its relationship to the environment. (Co-numbered AH 8A). Lab or materials fee may be required.

PE 3G — GOLF
1 hour lecture, 2 hours activity weekly.
Development of skill in playing golf. The course covers etiquette, rules, and techniques of playing golf.

PE 3H — JOGGING FOR FITNESS
1 hour lecture, 2 hours activity weekly.
This course is designed to help the individual improve his physical health and general well being. The course is open to all students. Emphasis will be placed on endurance training with a gradual increase of running. Special attention will be given to cardiovascular fitness and weight control.
PE 3J - SAILING
1 hour lecture, 2 hours activity weekly.
An introduction to the theory and techniques involved in sailing small sloop rigged boats. An introduction to racing rules and tactics will also be included. Lab or materials fee may be required.

PE 3J - JUDO
1 hour lecture, 2 hours activity weekly.
Development of skill in the elementary fundamendals and techniques of judo. The course covers the rules and a brief history of the sport.

PE 3K - KARATE
1 hour lecture, 2 hours laboratory weekly.
A course designed to teach the basic art of self-defense and insight into the meaning and origin of Karate.

PE 3L - SKIING
1 hour lecture, 2 hours activity weekly.
This course will cover the G.L.M. dry land instruction. The course will also cover the purchasing, care and repair of ski equipment and clothing. Lab or materials fee may be required.

PE 3M - SOFTBALL
3 hours activity weekly.
Co-educational instruction and participation in the basic skills and strategy of slow pitch softball.

PE 3N - SWIMMING FOR FITNESS
1½ Units
Prerequisite: Basic swimming ability.
1 hour lecture, 2 hours activity weekly.
This course is designed to improve swimming techniques of swimmers. Emphasis will be placed on endurance training for improved cardiovascular fitness and weight control. Attention will also be given to survival techniques and emergency procedures.

PE 3P - TAI CHI CHUAN
1 Unit
3 hours activity weekly.
Tai Chi Chuan is an ancient Chinese system of isometric dance forms consisting of 108 movements carried out in a slow, continuous, rhythmic sequence inducing health, relaxation, and peace of mind. Actual dynamic movements of Tai Chi Chuan will be learned and practiced.

PE 3T - TENNIS
1½ Units
1 hour lecture, 2 hours activity weekly.
A course designed to cover beginning skills of tennis including etiquette, rules, and techniques of play. Lab or materials fee may be required.

PE 17B - BASKETBALL
3 Units
Prerequisites: Meet the requirements for athletic eligibility in the Western State Conference. 1 hour lecture, 9 hours activity weekly.

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

PE 17C - CROSS COUNTRY
3 Units
Prerequisite: Consent of instructor.
1 hour lecture, 9 hours activity weekly.

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

PE 17F - FOOTBALL
3 Units
Prerequisites: Meet requirements for athletic eligibility in the Western State Conference. 1 hour lecture, 9 hours activity weekly.

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

PE 17G - GOLF
3 Units
Prerequisite: Meet requirements for athletic eligibility in the Western State Conference. 1 hour lecture, 9 hours activity weekly.

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 17P - PEP SQUAD
2 Units
7 hours laboratory weekly (3 hours classroom, 4 hours by arrangement).

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.

PE 17O - TRACK
3 Units
Prerequisites: Successful completion of PE 8Q and meet Western State Conference eligibility requirements. 1 hour lecture, 9 hours activity weekly.

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.

PE 17T - TENNIS
3 Units
Prerequisites: Meet the requirements for athletic eligibility in the Western State Conference. 1 hour lecture, 9 hours activity weekly.
17. INTERCOLLEGIATE ATHLETICS

PE 17A – BASEBALL
3 Units
Prerequisites: Meet the requirements for athletic eligibility in the Western State Conference. 1 hour lecture, 9 hours activity weekly.

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 3V – VOLLEYBALL
1½ Units
1 hour lecture, 2 hours activity weekly.

Development of basic skills in playing volleyball, including rules, techniques of playing power volleyball.

PE 3W – FIELD HOCKEY
1 Unit
3 hours activity weekly.

Rules, techniques and strategy of field hockey. The course covers the fundamental skills of dribbling, passing, and receiving. Positions, both offensive and defensive are learned.

PE 3Y – YOGA – FALL
1½ Units
1 hour lecture, 2 hours activity weekly.

Hatha yoga, an eastern approach to physical well-being that includes relaxation techniques, specific therapy for body control, good health, and some techniques for mental and emotional control. Background of Hatha Yoga and diet will also be covered.

PE 3Z – YOGA – SPRING
1½ Units
1 hour lecture, 2 hours activity weekly.

A continuation of PE 3Y in which students can learn the basics of Hatha Yoga or refine techniques learned previously.

5. BEGINNING DANCE CLASSES

PE 5A/B – BEGINNING BALLET
1½/1½ Units
1 hour lecture, 2 hours activity weekly.

PE 5A – FALL. An introduction to basic ballet techniques. Classes will include exercise at the barre to develop flexibility, strength, control and resilience and center practice of simple Port des Bras, Adage and Allegro combinations.

PE 5B – SPRING. A continuation of beginning ballet commensurate with the ability of the students.

PE 5C/D – FOLK, SQUARE, ETHNIC DANCE
1½/1½ Units
1 hour lecture, 2 hours activity weekly.

PE 5C – FALL; PE 5D – SPRING. Development of Ethnic dance skills, understanding and appreciation. Experiences in Folk, Square, and Round dancing.

PE 5E/F – BEGINNING MODERN DANCE
1½/1½ Units
1 hour lecture, 2 hours activity weekly.

PE 5E – FALL, PE 5F – SPRING. Development of proficiency of modern dance technique, skills and development of an understanding and appreciation of modern dance as an art form.
PE 5I/PE 5J — BEGINNING MODERN JAZZ
1 hour lecture, 2 hours activity weekly.

PE 5I — FALL, PE 5J — SPRING. Development of proficiency in jazz technique and skills 
and development of an understanding and appreciation of jazz as a dance form.

PE 10G — IMPROVISATION
1 hour lecture, 2 hours activity weekly.

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.

6. — MEN'S INTERMEDIATE ACTIVITY CLASSES

PE 6A — BASEBALL
1 hour lecture, 2 hours activity weekly.

Fall class in which advanced techniques and strategies of baseball are developed. A high 
degree of skill is emphasized during actual games.

13. — CO-EDUCATIONAL ADVANCED ACTIVITY CLASSES

PE 13T — TENNIS
Prerequisites: Beginning and intermediate tennis or equivalent. 
1 hour lecture, 3 hours activity weekly.

Advanced techniques and theory of playing tennis — strategy of tournament playing.

PE 13V — VOLLEYBALL
Prerequisite: PE 3V or equivalent. 
1 hour lecture, 2 hours activity weekly.

Advanced techniques and strategies in playing power volleyball at the six, four, and two-
man levels. A continuing development of high level skills is emphasized.

14. — ADAPTIVE PHYSICAL EDUCATION

PE 14 — ADAPTIVE PHYSICAL EDUCATION
Prerequisites: Classification for enrollment by Director of School Health Services and 
College Physician.
1 hour lecture, 2 hours activity weekly.

A special course designed to meet the needs of students who are unable to participate in 
regular physical education activity classes. Students will be classified by the college 
physician as to the type of physical activity in which they may participate. Each student is 
given individual attention in terms of adapted and recreational activities suited to his/her 
work.

15. — ADVANCED DANCE CLASSES

PE 15K/L — DANCE PRODUCTION
Prerequisite: Beginning and Intermediate Modern Dance or consent of instructor. 
1 hour lecture, 1-3 hours laboratory weekly.

15K — FALL; 15L — SPRING. Practical experience in the many phases of dance concert 
and demonstration; i.e. choreography, staging, make-up, costuming, set designing and 
construction, lighting, and publicity.

16. — CREATIVE MOVEMENT

PE 16C — CREATIVE MOVEMENT FOR CHILDREN
2 hour lecture, 3 hours activity weekly.

A presentation of methods and materials which parents and teachers of pre-school and early 
elementary aged children can utilize in encouraging and directing creative movement 
experiences, in the school, home, or various organizations.
PE 8S — GYMNASTICS
Prerequisites: Men - PE 1R/1S; Women-PE 2R/2S.
1 hour lecture, 2 hours activity weekly.
Development of fundamental skills in tumbling, free exercise and apparatus for those already trained in the elementary gymnastic skills.

PE 8T — TENNIS
Prerequisite: PE 3T or a skills test by instructor.
1 hour lecture, 3 hours activity weekly.
Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and technique.

PE 8V — VOLLEYBALL
Prerequisites: PE 3V or playing ability in volleyball.
1 hour lecture, 2 hours activity weekly.
Advanced techniques and strategies in playing power volleyball at the six, four and two man levels. A continuing development of high level skills is emphasized.

10. — INTERMEDIATE DANCE CLASSES
PE 10B — BALLET
Prerequisite: PE 5A.
1 hour lecture, 2 hours activity weekly.
A continuation of beginning ballet commensurate with the ability of the students.

PE 10E — INTERMEDIATE MODERN DANCE
Prerequisite: PE 5E or consent of instructor.
1 hour lecture, 3 hours activity weekly.
A continuing study of modern dance with technique emphasis upon combination of basic skills. Study of the dance phrase with integration of elements of rhythm, design, dynamics and motivation change.

PE 10G — IMPROVISATION
Prerequisite: One beginning dance class or consent of instructor.
1 hour lecture, 2 hours activity weekly.
Experience in creating appropriate movement responses to express ideas and feelings. Students will explore various stimulus situations with the ultimate aim at recreating and developing their initial spontaneous responses in the organic form of the dance.

11. — MEN’S ADVANCED ACTIVITY CLASSES
PE 11D — ADVANCED SOCCER
Prerequisite: Consent of instructor
1 hour lecture, 3 hours activity weekly.
Open to students interested in competing at the collegiate level. Emphasis of instruction will be on the fundamental skills, rules, team strategies and team play.

PE 6B — BASKETBALL
Prerequisite: Basketball experience, understanding of the rules.
1 hour lecture, 2 hours activity weekly.
Advanced techniques and strategies in basketball. A continuing development of a high degree of skill is emphasized.

PE 6C — BODY CONDITIONING
Prerequisite: PE 1C or equivalent.
1 hour lecture, 2 hours activity weekly.
Advanced techniques and skills of the principles of fitness and the development and maintenance of a high level of efficiency.

PE 6D — SOCCER
Prerequisite: PE 1D or equivalent.
1 hour lecture, 2 hours activity weekly.
Advanced techniques and skills in the game of soccer.

PE 6E — RUGBY
Prerequisite: PE 1E or equivalent.
1 hour lecture, 2 hours activity weekly.
Advanced development of the skills in playing rugby. The course covers advanced skills in passing, kicking, and offensive and defensive strategy.

PE 6F — FOOTBALL
Prerequisite: Advanced football ability.
1 hour lecture, 2 hours activity weekly.
Development of advanced skills in football and the theory behind the different styles of play.

PE 6H — HANDBALL
Prerequisite: PE 1H or equivalent.
1 hour lecture, 2 hours activity weekly.
Development of advanced skills in handball and introduction to tournament play. A continuation of beginning handball stressing strategy and competition.

PE 6W — WRESTLING
Prerequisite: PE 1W or equivalent.
1 hour lecture, 2 hours laboratory weekly.
A continuation of beginning wrestling (PE 1W) which will include advanced techniques and takedown, rides, escapes, and falls. Advanced instruction given concerning pinning combination, strategies and tactics.
8. — CO-EDUCATIONAL INTERMEDIATE ACTIVITY CLASSES

PE 8A — ARCHERY
Prerequisite: PE 3A or consent of instructor.
1 hour lecture, 2 hours activity weekly.

A continuing study of archery with technique emphasis upon advanced skills.

PE 8B — BACKPACKING/OUTDOOR SURVIVAL
Prerequisites: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.
1 hour lecture, 3 hours activity weekly.

Introduction to backpacking, equipment, clothing, food and recipes, menus, and food lists, cooking, safety and survival on the trail in camp, ecology, preparation, and participation in backpacking trips required.

PE 8C — INTERMEDIATE BADMINTON (CO-ED)
Prerequisite: PE 3C or Intermediate Skills Test.
1 hour lecture, 2 hours activity weekly.

Advanced techniques and strategies in badminton including participation in competitive tournaments and ladders.

PE 8D — BICYCLE RIDING
Prerequisite: Access to lightweight bicycle.
1 hour lecture, 2 hours activity weekly.

An introduction to cycling as a lifetime sport. To make the student aware of the physiological benefits derived from bicycling.

PE 8E — BOWLING
Prerequisite: PE 3E.
1 hour lecture, 2 hours activity weekly.

Advanced techniques and strategies in bowling and participation in competitive events.

PE 8F — HORSEBACK RIDING
1 hour lecture, 3 hours laboratory weekly.

Beginning riding techniques, care and use of horse and equipment, safety and first aid, types of riding and equipment, appreciation of the animal, and its relationship to the environment. (Co-numbered AH 88). Lab or materials fee may be required.

PE 8G — GOLF
Prerequisite: PE 3G or equivalent.
1 hour lecture, 3 hours activity weekly.

Advanced techniques and skill development with special emphasis on links play. Students are assigned play on local courses at their own expense.

PE 8H — JOGGING FOR FITNESS
Prerequisite: PE 3H.
1 hour lecture, 3 hours activity weekly.

This course will develop one's cardiovascular system and take a closer examination of training methods.

PE 8J — JUDO
Prerequisites: PE 3J.
1 hour lecture, 2 hours activity weekly.

Development of skill in the advanced fundamentals and techniques of judo.

PE 8K — KARATE
Prerequisites: PE 3K.
1 hour lecture, 2 hours laboratory weekly.

Development of skill in the advanced fundamentals and techniques of Karate.

PE 8Q — TRACK
Prerequisite: Consent of instructor.
1 hour lecture, 2 hours laboratory weekly.

Advanced technique and strategies in track and field. A continuing development of a high degree of skill is emphasized in the preparation for a competitive season. Special attention will be given to the research of the skills needed for the proficiency in the sport. This is a requirement for varsity track candidates.
PHY SCI 5L – INTRODUCTION TO METEOROLOGY LABORATORY (UC-1, CSU-1)
Prerequisites: Phy Sci 5/Geog 5 concurrent or consent of instructor.
1 Unit
3 hours laboratory weekly.
Laboratory to accompany Phy Sci 5. Introduction to Meteorological observation; cloud identification, instrumentation; interpretation of weather charts and data; weather system identification and analysis. Field trips required. (Co-numbered Geog 5L)

PHY SCI 10 – INTRODUCTORY ASTRONOMY (UC-3, CSU-3)
3 Units
3 hours lecture weekly.
A general interest course that will survey some major consideration in space such as the solar system, birth and death of stars, dimensions of the universe, pulsars, quasars, black holes and the destiny of the universe.

PHY SCI 22A/B – DIRECTED STUDIES IN PHYSICAL SCIENCE (UC, CSU - see below*)
1-3/1-3 Units
Prerequisites: A course in the specific field of study and consent of the instructor and division chairperson.
1-3 hours tutorial weekly.
Designed for selected 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. Maximum of 6 units.
*The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.
Contact the CSU campus of your choice for specifics regarding transferability of this course.

NOTE: The following course may be used to fulfill partially the Natural Science segment of the California State University and Colleges General Education requirements:

ANTH 1 – PHYSICAL ANTHROPOLOGY (UC-3, CSU-3)
3 Units
3 hours lecture weekly.
A course on human evolution and human diversity, including such areas as genetics, primateology, osteology, the fossil record, present day human variation, and bio-cultural adaptations in the past and present. (Co-numbered Geology 5)

GEOG 1 – ELEMENTS OF PHYSICAL GEOGRAPHY (UC-3, CSU-3)
3 Units
3 hours lecture weekly.
A study of the physical elements of geography, hydrography, land forms, vegetation, and climate; their interrelationships, pattern of distribution on a world scale, and the mutual relationships which exist between humans and the physical environment, including ecology and its social relationships. Map reading and interpretation emphasized. Field trips will be required.
Equivalent to Geography 101, CSUN.
courses in physical science

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

**PHYS SCI 1 — INTRODUCTION TO PHYSICAL SCIENCE (UC-3, CSU-3)**

*3 Units*

2 hours lecture, 3 hours laboratory.

Experimental approach to the nature of the physical world, emphasizing the basic principles of Chemistry and Physics and the ways in which these principles affect matter. Representative topics to be investigated include properties of matter, mixtures and their separations, radioactivity, atomic and molecular theories, and energy. Previous enrollment in Math 1 or equivalent is recommended by not required.

Equivalent to Physical Science 150, CSUN.

**PHYS SCI 2 — SCIENCE IN LITERATURE (CSU-3) (UC-5)**

*3 Units*

3 hours lecture weekly.

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.

**PHYS SCI 3 — MEASURING METRIC**

*1 Unit*

1 hour lecture weekly.

A course in the use of the metric system designed to prepare the student to "think metric." Concepts and fundamentals of metric measure with emphasis on applications to various occupational and domestic areas.

**PHYS SCI 5 — INTRODUCTION TO METEOROLOGY (UC-3, CSU-3)**

*3 Units*

3 hours lecture weekly.

Introduction to meteorological phenomena; energy, atmospheric circulation, precipitation, storms, Interrelationships between land, sea and atmosphere. Introduction to meteorological instrumentation and reporting. Interpretation of data. Introduction to Aviation Weathers, Weather Modification. (Co-numbered Geog 5)

Equivalent to Geog 103, CSUN.
Physical Sciences are taught jointly by the Chemistry, Physics, and Astronomy staff. The courses in Physical Science are designed to give an introduction to several of the physical sciences for beginning students. The courses are not intended for majors, but they do offer an excellent background before starting such courses as Physics, Chemistry, and Geology. The physical science courses are also excellent background for elementary school teachers, business majors, and other disciplines that need only a general introduction to science.

The Physical Sciences

"Natural philosophy consists in discovering the frame and operations of nature, and reducing them, as far as may be, to general rules or laws. Establishing these rules by observations and experiments, and thence deducing the causes and effects of things..."

— Newton

SOME CAREERS IN BUSINESS, EDUCATION, INDUSTRY, AND GOVERNMENT FOR GRADUATES IN THE PHYSICAL SCIENCES

"If I have seen further than others, it is because I have stood on the shoulders of giants."

— Newton
Chemists are concerned with the composition and properties of substances and changes in their composition; they search for new knowledge of the chemistry of matter and for ways of using this knowledge. Chemistry is by far the largest field of employment in the sciences. 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. The graduate can find many applications for his training, such as teaching, research, management, production, and sales. Also government agencies of all sorts are in need of personnel with such training.

SOME TRANSFER PROGRAMS REQUIRING COMPETENCE IN CHEMISTRY

Agriculture — Biology — Dentistry — Dental Hygiene — Engineering — Environmental Science — Forestry — Health Science — Home Economics — Medicine — Microbiology — Nursing — Oceanography — Pharmacy — Physical Therapy — Physics — Psychology — Teaching — Veterinary Medicine. Chemistry or Chem 12, and Math 3 or equivalent. 3 hours lecture, 6 hours laboratory weekly.

PREREQUISITES FOR THE BACCALAUREATE DEGREE*  
(The numbers in parenthesis represent the number of the corresponding course at each of the schools listed.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Northridge</th>
<th>UCSB</th>
<th>CAL POLY, SLO</th>
<th>UCLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2A</td>
<td>(101)</td>
<td></td>
<td>(1A)</td>
<td></td>
</tr>
<tr>
<td>CHEM 1AB</td>
<td>(101, 102)</td>
<td>(1A)</td>
<td>(121, 122, 126)</td>
<td>(1A)</td>
</tr>
<tr>
<td>CHEM 5</td>
<td>(221)</td>
<td>(5)</td>
<td>(331)</td>
<td>Recommended</td>
</tr>
<tr>
<td>CHEM 7AB</td>
<td>Take CSUN</td>
<td>(6A)</td>
<td>(226)</td>
<td>(21,22,24)</td>
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<tr>
<td>PHYSICS 4A, 5</td>
<td>(220ABC)</td>
<td>(8ABC)</td>
<td>(131,132,133)</td>
<td>(8ABC)</td>
</tr>
<tr>
<td>MATH 25ABC</td>
<td>(150ABC, 250)</td>
<td>(3ABC)</td>
<td>(241,242)</td>
<td>(31ABC, 32ABC)</td>
</tr>
<tr>
<td>MATH 35</td>
<td>280</td>
<td></td>
<td>(328)</td>
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* Additional lower division requirements to be taken at the four year school.

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

PH 11A/B — TECHNICAL PHYSICS (CSU-4/4)
Prerequisites: High school algebra with a grade of "C" or better or Math 3.
3 hours lecture, 3 hours laboratory weekly.

Mechanics, heat, electricity, magnetism, sound, light and atomic energy with emphasis on technical applications in industry. A rigorous but non-calculus course in basic applied physics. Required of all technical majors.

PH 12AB/CD — APPLIED PHYSICS (UC-1/1/1, CSU-1/1/1) (CSU-5) 1/1/1 Unit
Prerequisites: Concept of instructor plus high school algebra for 12A, 12A for 12B, 12B for 12C.
1/1 hours lecture.

12A: A description of the basic principles of physics and science. The emphasis will be on the study of mechanics to include motion, forces, work and energy. The principal modes of learning will be lecture-demonstrations, discussions, problem solving and simple direct experiments.

12B: A description of the basic principles of physics. The emphasis will be on properties of materials, temperature, heat and optics. The principal modes of learning will be lecture-demonstrations, discussions, problem solving and simple direct experiments.

12C: A description of the basic principles of physics. The emphasis will be on electricity and magnetism. The principal modes of learning will be lecture-demonstration, problem solving and simple direct experiments.

PH 22A/B — DIRECTED STUDIES IN PHYSICS (UC, CSU - see below*) 1-3/1-3 Units
Prerequisites: A course in the specific field with a recommending grade and consent of instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of physics on an independent study basis. Assigned problems will involve laboratory, library, and field work.

*The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series. Contact the CSU campus of your choice for specifics regarding transferability of this course.
PH 3 — THE ARTS OF EXPERIMENTAL INVESTIGATION (UC-1, CSU-1) 1 Unit
Corequisite: Concurrent enrollment in Ph 10.
3 hours laboratory weekly.

A laboratory course to accompany Physics 10. The role of the laboratory in solving problems, the arts of planning, execution, analysis and synthesis in experimentation is practiced. Basic measurement skills of time, mass, lengths, and change are taught.

With Ph 10, equivalent to Ph 160, CSU.

PH 4 — MECHANICS OF SOLIDS AND FLUIDS (UC-5, CSU-5) 5 Units
Prerequisites: Math 25A and high school Physics, or Physics 10 with consent of instructor.
Corequisite: Math 25B.
4 hours lecture, 3 hours laboratory weekly.

An introductory study of statics and dynamics of particle, rigid bodies, plus an introduction to hydrostatics and hydrodynamics. This course uses calculus and vector analysis and is intended for majors in physics, engineering, chemistry, or mathematics.

PH 5 — ELECTRICITY AND MAGNETISM (UC-5, CSU-5) 5 Units
Prerequisites: Physics 4 and Math 25B.
Corequisite: Math 25C.
4 hours lecture, 3 hours laboratory weekly.

An introduction to electricity and magnetism. Emphasis is placed on understanding of field theory and applications of calculus. Topics include: gravitational, electric and magnetic field; Coulomb's Law; Gauss' Law; Faraday's Law; Ampere's Law; Biot-Savart Law; Ohms Law; A.C. and D.C. circuits; and introductory electronics.

PH 6 — HEAT, SOUND, OPTICS AND MODERN PHYSICS (UC-5, CSU-5) 5 Units
Prerequisites: Physics 4, 5, and Math 25ABC. Concurrent enrollment in Math 35 is recommended.
4 hours lecture, 3 hours laboratory weekly.

An introduction to geometrical optics, wave motion (sound and light), physical optics, thermodynamics. Selected topics in quantum mechanics and special relativity are discussed at an elementary level. The solution of problems in vector calculus and differential equations is demonstrated.

PH 10 — DESCRIPTIVE PHYSICS (UC-3, CSU-3) 3 Units
Prerequisite: Math 1 or high school algebra.
3 hours lecture weekly.

Basic principles of physics with topical applications. Some math required but primarily a descriptive course for non-science majors. Meets the equivalent requirement of high school physics for Physics 4.
The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.
* No credit for 10A following 12.
* No credit for 10ABC or 12 following 1AB.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

CHEM 1A - GENERAL CHEMISTRY (UC, CSU)
4 Units
Lecture: 3 hours; Laboratory: 5 hours.
Prerequisites: Chemistry placement test, one year of high school chemistry or Chem 12, and Math 3 or equivalent.

CHEM 1B - GENERAL CHEMISTRY (UC, CSU)
5 Units
Lecture: 3 hours; Laboratory: 5 hours.
Prerequisite: Chem 1A.

CHEM 5 - QUANTITATIVE ANALYSIS (UC-4, CSU-4)
4 Units
Lecture: 2 hours; Laboratory: 6 hours.
Prerequisite: Grade of "C" or better in Chem 1A/B or equivalent or consent of instructor.

CHEM 7A/B - ORGANIC CHEMISTRY (UC-5/5, CSU-5/5)
5/5 Units
Lecture: 5 hours; Laboratory: 5 hours.
Prerequisite: Grade of "C" or better in Chem 1A/B or consent of instructor.

The above flow chart indicates the several sequences possible with the prerequisites and corequisites. High school physics or Physics 10 is a prerequisite for Physics 4. While not a prerequisite it is recommended that high school physics or Physics 10 be taken before Physics 2A. The same is true for Physics 11 with the addition that Physics 12A/B/C could not be taken prior to Physics 11.

Majors generally requiring different physics courses are listed below:

PH 4, 5, 6  PH 2A, 2B  PH 11A, 11B  PH 10
! Physics  Engineering  Biophysics  Nursing
! Chemistry  Metallurgy  Biology  Construction
! Biochemistry  Biophysics  Physical  Technology
! Geology  Mathematics  Therapy  Electronic
! Meteorology  Chemistry  Medicine  Geology
* Equivalent to Chem 101, CSUN.
* Equivlent to Chem 102, CSUN.

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course. For additional information on transferability of Physics classes to UC please see your counselor.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

PH 2A/B - GENERAL PHYSICS (UC-4/4; CSU-4/4)
4/4 Units
Lecture: 3 hours; Laboratory: 3 hours.
Prerequisite: High school mathematics through trigonometry or Math 3 and passing score on pre-Physics test for 2A; Ph 2A for Ph 2B.
2A: An introduction to mechanics, heat and sound. A descriptive course with some quantitative work. Demonstration lectures and solution of problems. A course designed to meet the needs of medical, dental, optometry, and liberal arts students. The role of the laboratory is defined and basic arts of planning, execution, analysis and synthesis in experimentation is practiced.
Equivalent to Physics 100A, CSUN.
2B: An introduction to electricity, optics, atomic, nuclear and relativistic physics. Demonstrations, lectures, assignment of problems, and laboratory experiments. A continuation of Ph 2A.
Equivalent to Physics 100B, CSUN.
Flow Chart

PHYSICS 4 - 5 - 6 SEQUENCE

GENERALLY RECOMMENDED FOR PHYSICAL SCIENCE PROGRAMS

High School Physics

Physics Pretest

Physics 10 Non PSI

Physics 4

Physics 5

Physics 6

Math 25A

Math 25B

Math 25C

Math 31

Math 18

Recommended

PHYSICS 2AB - 11AB SEQUENCE

GENERALLY RECOMMENDED FOR LIFE SCIENCE PROGRAMS

High School Algebra

Physics 12ABC

Physics 10 PSI

Physics 3

Physics 11A

Physics 2A

Physics 2B

Physics 11B

Math 3

Math 18

* Personalized System of Instruction

CHEM 10A — DESCRIPTIVE CHEMISTRY (UC-1, CSU-1)
Prerequisite: Consent of instructor. 16 hours lecture per semester.
A description of the basic principles of chemistry. Emphasis will be placed on structure of the atom as it relates to bonding and chemical reactions. No credit allowed if taken after Chem 12 or Chem 1AB.

CHEM 10B — DESCRIPTIVE CHEMISTRY (UC-1, CSU-1)
Prerequisite: Chem 10A and consent of instructor. 16 hours lecture per semester.
A description of the basic principles of chemistry. Emphasis will be placed on the oxidation of materials including chemical rates and heats of reaction. No credit allowed if taken after Chem 1AB.

CHEM 10C — DESCRIPTIVE CHEMISTRY (UC-1, CSU-1)
Prerequisite: Chem 10B and consent of instructor. 16 hours lecture per semester.
A description of the basic principles of chemistry. Emphasis will be placed on the structure and reactivity of dangerous chemicals. Included will be radioactive materials, explosives and flammable materials.

CHEM 12 — ELEMENTARY CHEMISTRY I (UC-4*, CSU-4)
Prerequisites: One year high school general science or Physical Science 1 and one year high school Algebra or Math 1 (may be taken concurrently).
3 hours lecture, 3 hours laboratory weekly.
A course designed for non-science majors, emphasizing principles of inorganic chemistry, structure of atoms and molecules, periodic table and chemical calculations. This course fulfills prerequisite requirements for Chem 1A.
Equivalent to Chem 103, CSUN.

CHEM 13 — ELEMENTARY CHEMISTRY II (UC-4*, CSU-4)
Prerequisite: Chem 12 or one year of high school chemistry.
3 hours lecture, 3 hours laboratory weekly.
A course which emphasizes the basic principles of chemistry, including electrochemistry and chemistry and equilibria, and an introduction to the fundamental concepts of organic chemistry and biochemistry with applications to agriculture, industry and nutrition.
Equivalent to Chem 104, CSUN.

CHEM 22A/B — DIRECTED STUDIES IN CHEMISTRY (UC, CSU - see below+)
Prerequisites: A course in the specific field of study and the consent of instructor and division chairperson. 1-3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of chemistry on an independent study basis. Assigned problems will involve laboratory, laboratory, and field work. Maximum of 6 units.

+ The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.
Contact the CSU campus of your choice for specifics regarding transferability of this course.
ENVIRONMENTAL SCIENCE

For many years mankind has attempted to control and dominate nature to suit his own needs. Much of what has been done has led to various environmental crises. These crises have caused man to realize that in order to survive he must live in harmony and coexist with nature. The environmental science program helps provide an opportunity to study some of the current and future environmental problems to be faced and discusses possible solutions.

PHYSICS

Physicists investigate and attempt to understand the fundamental laws of nature and how these laws may be formulated and put to use. The physics major is designed for students interested in gaining an understanding of these fundamental laws of nature, learning the arts of experimentation, and applying this knowledge and art to a wide range of careers. Since the knowledge of physics and the experimental arts form a foundation for all of science and engineering, physicists have excellent opportunities in government and industry — from soil mechanics to space physics — from biophysics to the theoretical work of a high energy elementary particle physicist. There are needs in high schools, colleges, and universities for teachers and research physicists.

PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge
University of California, Los Angeles

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

Highly Recommended:

Math 18 Computer Programming—FORTRAN
Math 31 Introduction to Linear Algebra
GEOL 22 — DIRECTED STUDIES IN GEOLOGY (UC, CSU - see below*) 1-3 Units
Prerequisite: Consent of instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of geology on an independent study basis. Assigned problems will involve library, laboratory, and field work.
Directed studies for geology majors and minors. Maximum of 3 units.
*The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.
Contact the CSU campus of your choice for specifics regarding transferability of this course.

GEOL 41 — GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Survey of the physical and historical geology of the national parks and monuments with emphasis on western America. Field trips.

GEOL 51 — FIELD GEOLOGY OF SOUTHERN CALIFORNIA (UC-3, CSU-3) 1-3 Units
Prerequisite: A previous course in geology or consent of instructor.
Field studies and discussions of geologic processes as exemplified at various localities. Lecture and field trips variable.

GEOL 61 — ENVIRONMENTAL GEOLOGY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Study of geologic hazards. Application of geology to environmental problems such as landslides, earthquakes, floods, etc. Encompasses local conditions. Field trips.

courses in environmental science

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The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

ENV SCI 1 — ENVIRONMENTAL SCIENCE (UC-4, CSU-4) 4 Units
3 hours lecture, 3 hours laboratory weekly.
A discussion of current problems relating to physical and biological science with emphasis on those problems that deal with man and his environment including such topics as energy resources, food, populations, pesticides, water, air and weather. Students will work with equipment used in fields and pollution. (Physical Science credit)

ENV SCI 2 — ENVIRONMENT AND MAN (UC-4, CSU-4) 4 Units
3 hours lecture, 3 hours laboratory weekly.
Relationships between man and his environment in an industrialized culture. Emphasis is upon the biological principles involved in human ecology. Living systems/energy use; man's effect upon the land, noise impact on organism response, conservation, recreation and niche needs are main topics.
Equivalent to Bio1 220, CSUN.

ENV SCI 11 — SELF-RELIANT LIVING (CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.
A course to develop the self-reliance of the individual to maintain a lifestyle compatible with good health and the individual's life goals. Includes the use of natural resources to sustain life at an effective level; raising food and gathering food; the purification of contaminated water through solar energy devices; the construction of temporary and permanent shelter; making of clothing to include tanning of leather and spinning and weaving of cloth; and the investigation of alternate life styles.

ENV SCI 20 — PEOPLE, LAND AND POLITICS (CSU-3) 3 Units
Equivalent to 2 hours lecture, 3 hours laboratory weekly.
An on-site research in human ecology (inter-relationships between man and his biophysical environment), including an 8-day trip to the Baja Peninsula (during Christmas in the fall and Easter in the spring) plus 34 hours of lectures presented before, during, and after the trip. Lab and materials cost is required.

ENV SCI 30 — ENVIRONMENTAL STUDIES FOR TEACHERS (UC-2, CSU-2) 2 Units
2 hours lecture weekly.
An introductory course in environmental studies covering topics which include basic ecology, population, food and nutrition, water supply and water pollution, heavy metals, radiation, solid wastes and pesticides. Emphasis on classroom demonstrations and student projects. It can provide elementary and secondary teachers with knowledge necessary for presenting studies in the human environment and/or it can serve as a general education science option.
have you ever wondered...
when and where the next earthquake will occur...
why California beaches are disappearing...
will that house slide down the hill...
if the continents are drifting apart...

Geology courses at Moorpark College are designed to broaden the general education of the student by strengthening the understanding and appreciation of the world in which we live. The program is also designed for those who wish to transfer to a four-year school preparatory to a professional career in the geological

GEOLGY

ASSOCIATE IN ARTS DEGREE — GEOLOGY

Requirements

Geol 1  Rocks, Minerals and Maps
Geol 2  Physical Geology
Geol 3  Historical Geology
Geol 4  Mineralogy-Petrology

Plus a total of six units to be selected from any geology, physics, or chemistry courses.

TRANSFERRING TO FOUR YEAR SCHOOLS

It is highly recommended that all students interested in transferring to four year schools for geology or earth science should take:

Geol 1  Rocks and Minerals and Maps
Geol 2  Physical Geology
Geol 3  Historical Geology
Geol 4  Mineralogy-Petrology
One year of Chemistry
One year of Physics
One semester of Calculus

PLAS NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

COURSES IN GEOLOGY

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

GEOL 1 — ROCKS, MINERALS AND MAPS (UC-2, CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.
Identification, classification, origin, and occurrence of common rocks and minerals in hand and field specimens. Interpretation of topographic, aerial and geologic maps. Field trips. Preparation of geologic map report.

GEOL 2 — PHYSICAL GEOLOGY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
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.
Equivalent to Geol 101, CSUN.

GEOL 3 — HISTORICAL GEOLOGY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Geologic history of the earth and evolution of life as revealed in the fossil record; elementary problems in paleontology, stratigraphy, structure and geographic mapping.
Equivalent to Geol 102, CSUN.

GEOL 4 — MINERALOGY-PETROLOGY (UC-3, CSU-3) 3 Units
Prerequisite: Geol 1.
2 hours lecture, 3 hours laboratory weekly.
Introduction to crystallography; identification of important ore and rock forming minerals by physical methods; origin, occurrence and identification of common igneous, sedimentary and metamorphic rocks in hand, field and thin section specimens. Use of spectroscope and polarizing microscope.

GEOL 21 — GEOLOGY OF CALIFORNIA (UC-3, CSU-3) 3 Units
Prerequisite: A previous course in geology or consent of instructor.
3 hours lecture weekly.
Study of the geologic provinces of California, including topography, structure, geologic history, lithology and mineral resources. Field trips.
Section 18— PHYSICAL EDUCATION
Health Science
Physical Education Activities
Professional Physical Education

Section 19— PHYSICAL SCIENCES
Chemistry
Environmental Science
Geology
Physical Science
Physics

Section 20— SECRETARIAL SCIENCES
Business Education
Court Reporting
Photography
Typing

Section 21— SOCIAL SCIENCES
Geography
History
Philosophy
Political Science

Section 22— URBAN SERVICES
Administration of Justice
Government Management
Instructional Aide
Library Technician
Recreation Technology
Substance Abuse
Urban Studies

Section 23— WORK EXPERIENCE

Section 24— SPECIAL PROGRAMS AND COURSES
Aeronautics
Disabled Student Program
Exotic Animal Training and Management
General Studies
Humanities
Leadership
Learning Disabilities
Personal Growth Classes
School of Creative Studies
School of Youth Services
Women’s Studies

Section 25— GENERAL INFORMATION
Faculty
Glenridge Staff
Production-Dramatic Policy
Index
Services Directory

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 admission, student financing, student support facilities and activities, and employment, regardless of sex.
Full-time Faculty

John Heydenreich (Counselor)

Margie Corbel

Sharon Biderman

Part-time Faculty: Elmer Evans, Dee Moon, Kathy Thomas

Kathy Young
ASSOCIATE IN SCIENCE DEGREES

Administrative Aide
For students interested in preparing for executive secretarial positions in all areas (banking, financial, industry, government, education).

Secretarial Technician
For students wishing to obtain a fundamental vocational skill in the clerical fields.

Court Reporting
In addition to fulfilling all requirements for the Certificate in Court Reporting, the general education requirements, as set forth in the college catalog, must be met. This program is intended to provide students with the skills for working not only in the field of court reporting, but also in related areas.

CERTIFICATES

Administrative Aide
For students preparing to enter an occupational field—concentrating on skill building for entry-level positions.

Secretarial Technician
Students are able to acquire entry-level employable skills. Many clerical jobs open in Ventura County.

Court Reporting
The certificate program in machine shorthand reporting is intended to provide students with the skills for working not only in the field of court reporting, but also in related areas.

* Students should be aware that program requirements often change. If a certificate or designated degree program has been partially completed by a student under previously published requirements, the program may be completed using either those previous requirements or the current requirements as published in the college catalog.

LOWER DIVISION REQUIREMENTS
FOR THE BACCALAUREATE DEGREE IN BUSINESS EDUCATION
California State University, Northridge

A combination of general education courses and business courses will prepare the student for transfer to a four-year college or a university as a business education major. The requirements for this major at a specific institution may be found in that school’s catalog; the following Moorpark College courses meet the lower division requirements at California State University, Northridge:

Required courses in the major:

- Bus 1A Accounting Principles I
- Bus 1B Accounting Principles II
- Bus 33A Business Law I
- Econ 1 Principles of Micro-economics
- Econ 2 Principles of Macro economics
- Math 12 College Algebra with Business Applications

BUS 26E — MACHINE SHORTHAND WORKSHOP IV
Prerequisites: Bus 26D or equivalent.
Bus 27AB recommended for court reporting majors
5 hours lecture/9 hours lab weekly.

The student will continue to develop skill in operating the Stenograph machine and learn to take new material dictated for 5 minutes at 180 wpm and to transcribe notes with at least 99% accuracy. Continued practice will be given on multi-voice dictation. Requirements of most reporting professions will be met except that of Certified Shorthand Reporters (CSR).
Units of credit will be granted when the speed objective is attained.

BUS 26F — MACHINE SHORTHAND WORKSHOP V
Prerequisites: Bus 26C or equivalent.
5 hours lecture/9 hours lab weekly.

The student will continue to develop skill in operating the Stenograph machine and will learn to take new material dictated for 5 minutes at 200-225 wpm and to transcribe notes with at least 99% accuracy. Continued practice will be given on multi-voice dictation. Final preparation for taking the Certified Shorthand Reporters examination given by the State of California. Units of credit will be granted when the speed objective is attained.

BUS 27A — MEDICAL TERMINOLOGY I
3 hours lecture weekly for 8 weeks.

This course is designed to help medical assistants, transcribers and persons in para-medical fields become familiar with medical terminology and practices. Basic course for court reporters. Emphasis is placed on mastery of vocabulary in connection with the human body.

Bus 27B — MEDICAL TERMINOLOGY II
Prerequisite: Bus 27A
3 hours lecture weekly for 8 weeks.

This course is a continuation of Medical Terminology - Bus 27A. Students will study prefixes and suffixes as well as diagnostic, operative and symptomatic terms. Includes medical abbreviations, drug terminology, and pronunciation.

BUS 27C — ANATOMY

BUS 28A — LEGAL TERMINOLOGY
1 ½ Units
3 hours lecture weekly for 8 weeks.

A specialized study providing an overview of the general concepts of law and an acquaintance with general legal vocabulary. Basic to the student of court reporting and satellite fields.
Recommended related courses:
Bus 12A/12B  Intermediate Typing
DP 1   Introduction to Data Processing

PLEASE NOTE: Major requirements do change and there are variations in majors from college to college. For further information check the appropriate four-year school catalog and consult with your counselor.

SECRETARIAL CORE PROGRAM

The core program in secretarial science which is shown below has been developed to serve as the common component of all the degree and certificate curriculum patterns in this area. Upon completion of the courses which comprise the secretarial science core program, the student will have acquired the basis for proceeding with any of the varying options available in this area at Moorpark College. Each option is designed to provide the background and training required for particular positions in the secretarial field.

COURSES IN THE CORE PROGRAM

The secretarial core program is composed of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Bus 5A</td>
<td>1</td>
</tr>
<tr>
<td>Bus 5B</td>
<td>1</td>
</tr>
<tr>
<td>Bus 5C</td>
<td>1</td>
</tr>
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<td>Bus 11A/11B</td>
<td></td>
</tr>
<tr>
<td>Bus 12A/12B</td>
<td></td>
</tr>
<tr>
<td>Bus 19</td>
<td>3</td>
</tr>
<tr>
<td>Skill Development/Spelling</td>
<td>1</td>
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<tr>
<td>Skill Development/Vocabulary</td>
<td>1</td>
</tr>
<tr>
<td>Skill Development/Punctuation</td>
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</tr>
<tr>
<td>Beginning Typingwriting</td>
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</tr>
<tr>
<td>Advanced Typingwriting</td>
<td>3</td>
</tr>
<tr>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>Total Core Units</td>
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</tr>
</tbody>
</table>
REQUIRED COURSES FOR SECRETARIAL DEGREES AND CERTIFICATES

ADMINISTRATIVE AIDE CERTIFICATE
A 30-unit program to acquire secretarial skills

Requirements:

1. Complete the Secretarial Core Program (11 units)
   Required Core courses: Bus 5A/B/C, 11A/B, 12A/B, and 19

2. Complete an additional 19 units as follows:
   a. Complete either Option A or Option B (13½ units)

   **OPTION A**
   - Bus 20A Advanced Typing
   - Bus 26A Beginning Stenography
   - Bus 26B Machine Shorthand Workshop 1
   - Bus 24A/24B Gregg Shorthand Principles
   - Bus 21A/21B Advanced Shorthand

   **OPTION B**
   - Bus 13A Advanced Typing
   - Bus 26A Beginning Stenography
   - Bus 26B Machine Shorthand Workshop 1
   - Bus 26A Advanced Typing
   - Bus 26B Machine Shorthand Workshop 1

   b. Complete an additional 5½ units selected from the following courses: (5½ units)
   - Bus 15A Secretarial Procedures
   - Bus 16A Copy Processing
   - Bus 16B Calculating Machines
   - Bus 16C Transcription Machines
   - Bus 27A/27B Medical Terminology
   - Bus 29A Legal Terminology
   - Bus 39 Business Communications


BUS 24B – GREGG SHORTHAND PRINCIPLES II (CSU - 2)
Prerequisites: Bus 24A or equivalent
32 hours lecture/8 hours lab.
Continuation of Bus 24A. Students should attain a speed of 60 wpm.

BUS 25 – STENOSCRIPT ABC SHORTHAND
2 hours lecture, 1 hour lab weekly.
Stenograph ABC shorthand is a phonetic system of shorthand based on learning 43 easy rules. These rules are presented in the first seven lessons; the remainder of the semester is spent in taking dictation. A speed of 60 wpm can be attained with comparatively little effort.

BUS 26A – BEGINNING STENOGRAPHY
Prerequisites: Ability to type and adequate English skills.
4 hours lecture, 1 hour lab weekly.
Student will study theory and operation of Stenograph shorthand machine. This course is designed to develop knowledge of stenographic theory, machine dexterity, fluent reading and ability to take dictation between 60 and 80 wpm.

BUS 26B – MACHINE SHORTHAND WORKSHOP I
Prerequisites: Bus 26A or equivalent and typing speed of 45 wpm,
5 hours lecture/0 hours lab, weekly.
The student will review theory and operation of the Stenograph machine to develop sufficient skill to take new material dictation for five minutes at 100 wpm and transcribe notes with at least 98% accuracy. Emphasis in this course is placed on speed building, accurate transcription, and ability to take dictation at speed indicated.

BUS 26C – MACHINE SHORTHAND WORKSHOP II
Prerequisites: Bus 26B or equivalent,
5 hours lecture/9 hours lab weekly,
The student will continue to develop knowledge of machine shorthand theory and skill in operating the Stenograph machine to achieve sufficient skill to take new material dictation for five minutes at 130 wpm with 98% accuracy in transcription. Emphasis in this course is placed on speed building, accurate transcription, and two-voice dictation. Units of credit may be granted upon passing speed tests at speeds indicated.

BUS 26D – MACHINE SHORTHAND WORKSHOP III
Prerequisites: Bus 26C or equivalent
5 hours lecture/9 hours lab weekly
The student continues to develop skill in operating the Stenograph machine. New material will be dictated for 5 minutes at 150 wpm and notes will be transcribed with at least 98% accuracy. Continued practice on multi-voiced dictation. The field of taking deposition will be explored. Units of credit will be granted when the speed objective is attained.
**SECRETARIAL TECHNICIAN CERTIFICATE**

A 30-unit program to acquire secretarial skills.

**Requirements**:

1. Complete the Secretarial Core Program (11 units)

2. Complete 19 units selected from the following: (19 units)
   - Bus 1A: Accounting Principles 3
   - or Bus 3: Applied Accounting 3
   - Bus 12C: Typewriting-Speedwriting 1
   - Bus 13A/13B: Advanced Typing 1½/1½
   - Bus 16A: Copy Processing 1
   - Bus 16R: Calculating Machines 1
   - Bus 16C: Transcription Machines 1
   - *Bus 20A: Beginning Shorthand 4
   - or *Bus 24A/24B: Gregg Shorthand Principles 2/2
   - *Bus 26A: Stenograph ABC Shorthand 2
   - *Bus 26A: Beginning Stenotype 4
   - *Bus 26B: Machine Shorthand Workshop I 8
   - Bus 27A/27B: Medical Terminology 1½/1½
   - Bus 29A: Legal Terminology 1½
   - Bus 30/Econ 30: Introduction to Business and Economics 3
   - Econ 1: Principles of Micro-Economics 3

   *Choose only one method of Shorthand: Gregg, Stenograph ABC, or Machine.
ADMINISTRATIVE AND
ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed for those students desiring to enter the secretarial world of work. Opportunities exist in commercial, industrial, and financial companies, as well as in educational and governmental service. Apprenticeship in office jobs generally precedes advancement, but a good basic training is essential to obtain the type of position desired.

Requirements:

1. Complete the Secretarial Core Program (11 units)
   Required core courses: Bus 5A/B/C, 11A/B, 12A/B, and 18.

2. Complete Option A or Option B below (120 units).

   OPTION A
   - Bus 1A Advanced Typing
   - Bus 2A Bookkeeping
   - Bus 2A/2B Gregg Standard Principles
   - Bus 20A/20B Advanced Shorthand
   - Bus 21A/21B Secretarial Procedures
   - Bus 10A Business Communications
   - Bus 10A Copying/Photocopy
   - Bus 35 Microsoft Communications

   OPTION B
   - Bus 1A Advanced Typing
   - Bus 2A Bookkeeping
   - Bus 2A/2B Gregg Standard Principles
   - Bus 20A/20B Intermediate Shorthand
   - Bus 21A/21B Secretarial Procedures
   - Bus 10A Business Communications

3. Complete a minimum of 4 units from the following list of courses: (4 units)
   - Bus 1A Accounting Principles
   - Bus 1B Applied Accounting
   - Bus 12C Typewriting/Speedbuilding
   - Bus 12C Executive Typewriting
   - Bus 16B Calculating Machines
   - Bus 16C Transcription Machines
   - Bus 27A/27E Medical Terminology
   - Bus 29A Legal Terminology
   - Bus 30 Intro to Business and Economics
   - Bus 31 Intro to Micro-Economics

4. Complete General Education Requirements and Electives (24 units)

   These remaining 24 units must include courses needed to meet the general education requirements for the Associate in Science degree.

BUS 16A – COPY PROCESSING (CSU - 1)
2 hours lecture/3 hours lab weekly.

Introduction to duplicating machines currently used in the secretarial office. Typing of demands and form letters, making the fold duplicator, mimeograph, thermal, offset statinal paper and the typesetter. An overview of the basic areas of modern duplicating techniques.

BUS 16B – CALCULATING MACHINES (CSU - 1)
2 hours lecture/lab weekly.

Development of skill in the operation of the 10 key adding machine by the “touch” method. Course includes practical business problems that can be solved on most office machines.

BUS 16C – TRANSCRIPTION MACHINES (CSU - 1)
Prerequisite: Typing speed of 40 wpm.
2 hours lecture/lab weekly.

Course in machine transcription which presents modern business procedure, terminology, and equipment in a working environment through which real world skills, attitudes, and knowledge are developed. Bus 16A/B/C is equivalent to Bus 212, CSUN.

BUS 18 – RECORDS MANAGEMENT (CSU - 2)
1 hour lecture, 3 hours lab weekly.

Study of the management of business records from the filing step (alphabetical, numerical, subject, geographic) to the actual purchasing of equipment and supplies: i.e., file cabinets, folders, filing trays, filing cabinets, etc. for optimized flow at the modern office with drugs, news, equipment, and field trips.

BUS 20A – BEGINNING SHORTHAND (CSU - 4)
Prerequisite: Typing ability and adequate English skills.
4 hours lecture, 1 hour lab weekly.

Basic principles of writing and writing shorthand. Through study of Gregg theory, Diamond-Jobes Series. Students should attain a minimum speed of 50 wpm. Excessive dictation on practice material.
Equivalent to Bus 102, CSUN.

BUS 18 – SHORTHAND LEARNING CENTER

A supervised, self-paced, individualized study shorthand courses included on computer tapes and book instruction. Tapes are given to the course students on player with a copy of the following shorthand courses consistent with their abilities: Bus 20A, 20C, 21A, 21B. Students may enroll at any time during the semester and proceed to the next shorthand level upon completing specified dictation speeds.
SECRETARIAL TECHNICIAN
ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed for students who desire a liberal arts background, yet wish to obtain a fundamental vocational skill for future employment. There are unlimited opportunities in the clerical field for trained personnel, and the duties of clerks and technicians vary considerably.

Requirements:

1. Complete the Secretarial Core Program (11 units).

2. Complete 14 units from the following list of courses: (14 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 1C</td>
<td>Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 1D</td>
<td>Typing/Speedbuilding</td>
<td>1</td>
</tr>
<tr>
<td>Bus 16A</td>
<td>Copy Processing</td>
<td>1</td>
</tr>
<tr>
<td>Bus 16B</td>
<td>Calculating Machines</td>
<td>1</td>
</tr>
<tr>
<td>Bus 16C</td>
<td>Transcription Machines</td>
<td>1</td>
</tr>
<tr>
<td>Bus 20A</td>
<td>Beginning Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>Bus 24A</td>
<td>Gregg Shorthand Principles</td>
<td>4</td>
</tr>
<tr>
<td>Bus 24B</td>
<td>Intermediate Shorthand</td>
<td>2/2</td>
</tr>
<tr>
<td>Bus 23</td>
<td>Refresher Shorthand</td>
<td>2</td>
</tr>
<tr>
<td>Bus 25</td>
<td>Stenograph ABC Shorthand</td>
<td>2</td>
</tr>
<tr>
<td>Bus 27A/27B</td>
<td>Medical Terminology</td>
<td>1½/1½</td>
</tr>
<tr>
<td>Bus 29A</td>
<td>Legal Terminology</td>
<td>1½</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Intro to Business and Economics</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

3. Complete General Education Requirements and Electives (35 units)

   These remaining 35 units must include courses needed to meet the general education requirements for the Associate in Science degree.

*Choose only one method of shorthand: Gregg or Stenograph ABC Shorthand.
COURT REPORTING

Moorpark College is offering a certificate program for the court reporter and/or for those areas related to court reporting. To be an official court reporter, the State of California requires a separate Certified Shorthand Reporter certification. There are also job opportunities for hearing reporters and conference reporters which do not require certification. With the vast increase in litigation and the ever-expanding court system, there is a need for the highly-trained professional reporter. It is a challenging, interesting, and highly rewarding career.

OBJECTIVES OF PROGRAM

The court reporting program is designed to fully prepare the student as a court reporter or convention reporter. Complete training for students preparing to pass the California State Examination will be given, including courses in law, medical terminology, English, vocabulary, and apprenticeship training.

ACCREDITATION

The program is accredited by the Certified Shorthand Reporters Board of California.

A.S. DEGREE

May be earned upon completion of the required Certificate courses and the General Education requirements, as stated in Section 2 of the Moorpark College Catalog.

BUS 12A – INTERMEDIATE TYPING I (CSU - 1½)
Prerequisite: Bus 118 or equivalent.
Student will continue to improve speed and accuracy. Course content includes business letters, tables, memorandum styles and manuscripts.

BUS 12B – INTERMEDIATE TYPING II (CSU - 1½)
Prerequisite: Bus 12A or equivalent.
A continuation of Bus 12A with emphasis placed on further skill building and typing of tabulated reports, office forms, financial statements, and employment applications.
Bus 12A/B is equivalent to Bus 201, CSUN.

BUS 12C – TYPEWRITING: SPEEDBUILDING
Prerequisite: Knowledge of keyboard and ability to type 30 wpm.
A course designed to build typing speed and accuracy. Students work on drills designed to improve their skills.

BUS 13A – ADVANCED TYPING I (CSU - 1½)
Prerequisite: Bus 12B or equivalent.
Course provides experience in complicated typing problems, refines typewriting skills, and develops sustained typing power. Course content includes stencils and spirit masters, government, medical, and technical typing.

BUS 13B – ADVANCED TYPING II (CSU - 1½)
Prerequisite: Bus 13A or equivalent.
Continuation of Bus 13A with emphasis placed on professional level typing of statistical material, financial statements, and legal documents.
Bus 13A/B is equivalent to Bus 201, CSUN.

BUS 13C – EXECUTIVE TYPEWRITER
Prerequisite: Bus 13B or equivalent.
Introduction of IBM proportional space typewriter. Development of basic skill in setting tabs, centering, and justifying right margins.

BUS 15 – SECRETARIAL PROCEDURES (CSU - 3)
Prerequisites: Shorthand 60 wpm, typing 50 wpm, completion of Bus 16ABC and 5ABC or equivalents, 2 hours lecture, 3 hours lab weekly.
Finishing course for secretarial students. Instruction and practice in performing various office duties, including methods of handling written communications, procuring office supplies, using the telephone, theory and practice in the selection and operation of dictating and transcribing machines, duplicating machines and copying machines. Field trips. Should be taken during second year of secretarial training.
SECRETARIAL SCIENCES AND COURT REPORTING COURSES
(For additional Business courses see catalog section 10)

BUS 5A — SKILL DEVELOPMENT FOR SECRETARIES: SPELLING 1 Unit
2 hours lecture/lab weekly.
Program designed to help students to become more proficient spellers. Taught on an individualized approach.

BUS 5B — SKILL DEVELOPMENT FOR SECRETARIES: VOCABULARY 1 Unit
2 hours lecture/lab weekly.
Program designed to allow students to build their vocabularies. It is a completely individualized, self-instructional program, including correct pronunciation and meanings of words.

BUS 5C — SKILL DEVELOPMENT FOR SECRETARIES: PUNCTUATION 1 Unit
2 hours lecture/lab weekly.
Program designed to teach the use of all punctuation marks. It is a self-paced, self-instructional program.

BUS 10 — INDIVIDUALIZED TYPING LABORATORY
A supervised, self-paced, individualized study typing program utilizing slide/tape packages, tests, and student handbooks. All basic instruction is on the IBM Selectric typewriter. Upon enrollment in this course students will be placed in one of the following typing courses consistent with their abilities: Bus 11A, 11B, 12A, 12B, 12C, 13A, 13B. Students may enroll at any time during the semester and proceed to the next typing level upon acquiring specified typing speeds.

BUS 11A — BEGINNING TYPING I (CSU - 1½) 1½ Units
Development of basic typewriting skills and techniques. Course content includes keyboard drills, perfection of correct stroking, analysis of errors and operative parts of the typewriter.

BUS 11B — BEGINNING TYPING II (CSU - 1½) 1½ Units
Prerequisite: Bus 11A or equivalent.
Continuation of Bus 11A with emphasis placed on development of speed and accuracy. Introduction to centering, tabulation, and simple manuscript styles.

Bus 11A/B is equivalent to Bus 101, CSLN.

CERTIFICATE IN COURT REPORTING
The certificate in court reporting from Moorpark College may be achieved in approximately 24 months or 4 full semesters plus 2 ten-week summer sessions. Some students may take more or less time to complete the training. The following courses comprise the minimum prescribed course of study for recognized court reporting schools.

SHORTHAND, DICTATION AND TRANSCRIPTION (1,220 hours required)
BUS 26A through BUS 26F

ENGLISH, SPELLING, READING COMPREHENSION (1,350 hours required)
READING 1A, or READING 4A, or READING 5
ENGLISH 2, PREPARATORIAL ENGLISH, or ENGLISH 3,
WRITING WORKSHOP
GENERAL STUDIES 7, INDIVIDUAL INSTRUCTION IN LEARNING CENTER

VOCABULARY BUILDING (80 hours required)
READING 2, WORD POWER
*BUS 5D, PUNCTUATION FOR COURT REPORTERS
*BUS 5E, SPELLING FOR COURT REPORTERS

MEDICAL TERMINOLOGY (140 hours required)
BUS 27A, MEDICAL TERMINOLOGY I
BUS 27B, MEDICAL TERMINOLOGY II
*BUS 27C, ANATOMY FOR COURT REPORTERS
*BUS 27D, MEDICAL RECORDS FOR COURT REPORTERS

LEGAL TERMINOLOGY (170 hours required)
BUS 29A, LEGAL TERMINOLOGY I (8 weeks)
*BUS 29B, LAW FOR COURT REPORTERS
*BUS 29C, LEGAL DICTIONARY
BUS 33A, BUSINESS LAW

GENERAL OFFICE PRACTICE — RECORD KEEPING (60 hours required)
*BUS 26G, (To be offered during the summer session for 8 weeks plus 5 additional hours by arrangement.)

TYPING — ACCURATE (60 wpm)
BUS 12A/B, INTERMEDIATE TYPING (May be waived if student shows evidence of typing 60 wpm.)

REFERENCE MATERIAL (10 hours)
*BUS 26J, REFERENCE MATERIALS FOR COURT REPORTERS

ETHICS (5 hours)
*BUS 26H, ETHICS OF COURT REPORTING

APPRENTICESHIP (20 hours)
*BUS 26G — APPRENTICESHIP (Students may begin this phase of training when eligible to enroll in BUS 26F)
*COURSES TO BE DEVELOPED

TOTALS 78 2,050
## Suggested Course Sequence
### Certificate in Court Reporting

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
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<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>BUS 26A</td>
<td>4 units</td>
<td>BUS 26B</td>
<td>8 units</td>
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<tr>
<td>BUS 33A</td>
<td>3 units</td>
<td>BUS 27A</td>
<td>1½ units</td>
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<td>READING 2</td>
<td>3 units</td>
<td>BUS 27B</td>
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<td>ENG 2 or ENG 3</td>
<td>3 units (or 5 units)</td>
<td>BUS 29B</td>
<td>2 units</td>
</tr>
<tr>
<td>BUS 12A/B*</td>
<td>3 units</td>
<td>READ 1A or 4A or 5</td>
<td>3 units</td>
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<tr>
<td>BUS 20A</td>
<td>1½ units (2nd 8 weeks)</td>
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<tr>
<td></td>
<td>17½ units (or 19½ units)</td>
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*May be waived if student shows evidence of typing 60 wpm.

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<th>THIRD SEMESTER</th>
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<tr>
<td>BUS 26C</td>
<td>8 units (10 weeks)</td>
<td>BUS 26D</td>
<td>8 units</td>
</tr>
<tr>
<td>*BUS 26G</td>
<td>3 units</td>
<td>BUS 27C</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 5D/E</td>
<td>1.1 unit</td>
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<tr>
<td></td>
<td>11 units</td>
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<td>13 units</td>
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<th>FOURTH SEMESTER</th>
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<tbody>
<tr>
<td>BUS 26E</td>
<td>8 units</td>
<td></td>
</tr>
<tr>
<td>GEN STUD 7</td>
<td>1 unit</td>
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</tr>
<tr>
<td>*BUS 27D</td>
<td>2 units</td>
<td></td>
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<tr>
<td>+BUS 29C</td>
<td>3 units</td>
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<tr>
<td></td>
<td>14 units</td>
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<tr>
<th>SECOND SUMMER SESSION</th>
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<tbody>
<tr>
<td>BUS 26F</td>
<td>8 units (10 weeks)</td>
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<tr>
<td>(ICSR prep)</td>
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<td></td>
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<tr>
<td>+BUS 26J</td>
<td>½ unit</td>
<td></td>
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<tr>
<td></td>
<td>6½ units</td>
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+BUS 26H ½ unit
(5 hr. course, offered one day per semester, as needed)
+BUS 26 1
(Apprenticeship offered when student requires it)

+Courses to be developed
POL SCI 22A/B — DIRECTED STUDIES IN POLITICAL SCIENCE (UC, CSU - see below)
1-3/1-3 Units

Prerequisites: A course in the specific field and consent of the instructor and Division Chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of political science on an independent study basis. Assigned problems will involve library and field work.

The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.

Contact the CSU campus of your choice for specifics regarding transferability of this course.

URBAN STUDIES

The urban studies program is an interdisciplinary program focusing on the issues, problems and complexities of our urban environment. The urban studies courses currently offered are concerned with the history of urban development, urban governments and politics, planning and budgeting, and with designing and applying methods to the study of urban society.

URBAN 1A/B—CONTEMPORARY URBAN ISSUES (UC-3-3, CSU-3-3) 3-3 Units
3 hours lecture weekly.

An interdisciplinary course focusing on the variety of current issues related to the urban setting such as: housing, education, law enforcement, racial conflict, pollution, land use, planning, open space, urban renewal, and the government structure and finance necessary to meet the needs of the people in the urban setting. Emphasis will be placed on field research in addition to lectures and library study. Urban 1A is not a prerequisite for Urban 1B.

Urban 1A or 1B equivalent to U.S. 250, CSUN.

NOTE: For other Urban Studies courses see Catalog Section 22.
POL SCI 4 – INTERNATIONAL RELATIONS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

The course is a study of relations between sovereign units. It will concentrate on international organization, theoretical proposals toward and possibilities for world peace, the mechanics of politics among nations, and will consider the formation of American foreign policy. Attention will be paid to the relationship between domestic and foreign politics.

POL SCI 7 – MINORITY GROUPS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

A study of the historical and contemporary political problems faced by religious, ethnic, sexual, low income, and racial minorities in America. The course is intended to study the environment America creates for the minority group member, the prejudices faced and the means found for overcoming the prejudice and becoming an equal participant in the political process. The political process is seen as an area in which majority-minority relations are studied and where negotiations and compromises are achieved in solving minority group problems.

Equivalent to Pol Sci 197, CSUN.

POL SCI 8 – POLITICAL PATTERNS IN THE U.S. (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

An analysis of the political participation of La Raza in the United States. Special attention will be focused on the political responses of Chicanos, Puerto Ricans and Native American Indians to their subordinate position in the United States. (Co-number Ch St 8).

POL SCI 9 – ADJUDICATION OF SOCIAL ISSUES (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

This course explores current social issues from a legal point of view. Such topics as abortion, drugs, free speech and press, obscenity, draft resistance, and consumers’ and debtors’ rights are studied using the case method approach.

POL SCI 10 – PUBLIC ADMINISTRATION AND POLICY DEVELOPMENT
3 hours lecture weekly. (UC-3, CSU-3) 3 Units

The course is designed to help the student develop an understanding of what public administration is, how decisions are made in the public bureaucracy, what its tasks are, and how it goes about accomplishing these tasks. In addition to the politics of administrative organization, personnel management, budget administration, and public relations. Government service as a career is also discussed.

Not pictured: Gerald Bridgeman, Political Science; Kil Coster, Philosophy.
COURSES IN POLITICAL SCIENCE

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

To determine which Political Science courses satisfy various American History and Institutions requirements please check Section 2 of this catalog or see your counselor.

POL SCI 1 – INTRODUCTION TO GOVERNMENT (UC-3, CSU-3)  3 Units
3 hours lecture weekly.

Basic principles of political science as it applies to government, and processes of politics. The student will do research and writing on special topics, and the case study of selected political problems will be used to supplement the lectures and discussions. The course is designed for social science majors, behavioral science majors, and others with strong interest in this area.

POL SCI 2 – COMPARATIVE GOVERNMENT (UC-3, CSU-3)  3 Units
3 hours lecture weekly.

A comparative study of selected governments of the Americas, Europe, Africa, and Asia, including the United States, Britain, France, Germany, the Soviet Union, China, and India.

Equivalent to Pol Sci 156, CSUN.

POL SCI 3 – AMERICAN GOVERNMENT AND POLITICS (UC-3, CSU-3)  3 Units
3 hours lecture weekly.

Survey of the main characteristics, historical background, contemporary principles, structure, practice and issues of American government, including the national, California state and local government.

Equivalent to Pol Sci 155, CSUN.

STUDY IN THE SOCIAL SCIENCES

What would happen if all the maps in the world were destroyed? What would happen if there were suddenly no more laws or governments at all anywhere? What would it be like if we had absolutely no records of the past? Suppose that we woke up one day with no concepts of human understanding or nature, knowledge or value. We would be lost in space, lost among each other, lost in time, and lost within ourselves.

The fields of Geography, Political Science, History and Philosophy are intended to give students an ever-expanding understanding of these basic elements of life. Whether a student majors in one of these areas, or merely satisfies general education requirements, or simply explores them out of curiosity, the knowledge gained is valuable in all other studies.

In the following pages you will find information about the nature of each of these fields, their vocational possibilities, their connections with other academic areas, and the details of major requirements and specific courses. For further information about general education requirements at Moorpark see Section 2 of this catalog.

TRANSFER PROGRAMS REQUIRING COMPETENCE IN THE SOCIAL SCIENCES

Virtually all schools require a variety of Social Science courses in the fulfillment of their General Education requirements. In addition the major and minor programs in Geography, History, Philosophy, Political Science and Urban Studies, academic and transfer programs in fields like Anthropology, Classics, Computer Science, Earth Science, Economics, Education, Ethnic Studies and Sociology may require Social Science courses. Vocational programs in areas like Business and Commerce, Consumer Affairs, Government Service, Law, Public Administration, Resource Management, Social Services, and Urban and Regional Planning may also require Social Science courses.
GEOGRAPHY

FULL-TIME FACULTY: Roger Boedeker, Amado Reynoso, Bud Long, Counselor.
PART-TIME FACULTY: John Marz, Michael McClintock, Christiane Mainzer.

WHAT GEOGRAPHY IS:

Geography is the study of place, or space in the same sense that history is the study of time. Thus, geography is more a point of view, or method of inquiring, than it is a body of facts. The first question a geographer asks is "WHERE are things located?"; but even more important is the question "WHY are they located where they are?". The techniques of seeking answers to these questions are as diverse as the interests which are characteristic of geographic research.

CAREERS IN GEOGRAPHY:

The most rapidly increasing area of employment for people with geographic training is in planning. Both public and private planning, as well as planning at the local, regional, or national scales, require people with the background and ability to develop questions concerning where activities should be located, and then to provide answers considering why activities should be situated in certain places.

The second major area of employment for geographers is in education, teaching in the elementary and secondary schools. Careers in which background in geography is an asset include travel, recreation, industry, international trade and commerce, general teaching and market research.

OTHER COURSES OF SPECIAL INTEREST

Political science is closely related to other social and behavioral science disciplines, particularly philosophy, history, sociology, and economics. Among the courses in these areas that would be helpful to the political science major are:

- Philosophy 3 Social and Political Philosophy
- History 1B An Introduction to Western Civilization
- History 3 Afro-American History
- History 4 History of the Chicano People in the Southwest
- History 7A/7B Social and Political History of the United States
- Sociology 2 Social Problems
- Sociology 3 Sociological Analysis
- Sociology 4 Chicano in Contemporary Society
- Economics 1A/1B Principles of Economics
- Economics 2 Economic Development of the United States

Political Science itself is normally divided into six areas of specialization — American Politics, Comparative Government, International Relations, Public Law, Political Theory, and Public Administration. The political science program at Moorpark College currently offers courses in each of these areas.

POLITICAL SCIENCE MAJOR

PREREQUISITES FOR BACCALAUREATE DEGREE

- University of California, Los Angeles
  - Poli Sci 1 Introduction to Government
  - Poli Sci 2 Comparative Government

- California Lutheran College
  - Poli Sci 1 Introduction to Government
  - History 7A/7B Social, Political History of the United States

- California State University, Northridge
  - Poli Sci 3 American Government
  - Poli Sci 2 Comparative Government
  - Econ 1A Principles of Economics
  - History 1B Introduction to Western Civilization

- University of California, Santa Barbara
  - Poli Sci 1 Introduction to Government
  - Poli Sci 2 Comparative Government
  - One Political Science lower division elective course

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
POLITICAL SCIENCE

FULL-TIME FACULTY: Gerald Bridgeman, James Hannon, Robert Herman, Bud Long, Counselor.

Political Science is the study of government and politics. Students of government are interested in understanding the institutions of government, and the role of citizens and leaders at every level of government. They are concerned with who makes decisions for the community and for the society, and how such decisions are made.

CAREER INTERESTS

The major in political science is primarily a transfer program designated for students who (1) desire a liberal arts education with an emphasis on political science; (2) plan a career in government service or public administration; (3) seek training for positions in the overseas agencies of the United States government, international organizations, or management level positions in private corporations; (4) intend to pursue the study of law, or other specialized training at the graduate level; (5) wish to prepare for particular areas of journalism or writing; (6) wish to prepare for teaching in the secondary schools; or (7) intend to work for advanced degrees in a social science discipline in preparation for college teaching.

RECOMMENDATIONS FOR ENROLLMENT IN THE POLITICAL SCIENCE PROGRAM

The basic course in political science is Political Science 3, AMERICAN GOVERNMENT AND POLITICS. For students whose understanding of the American political system is weak, this course provides a helpful background for the other courses in political science and should be taken first.

It should be noted that Political Science 1, INTRODUCTION TO GOVERNMENT, is designed primarily for majors in the social and behavioral sciences.
### COURSES IN GEOGRAPHY

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
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<tbody>
<tr>
<td>GEOG 1</td>
<td>ELEMENTS OF PHYSICAL GEOGRAPHY (UC-3, CSU-3)</td>
<td>3</td>
<td>A study of the physical elements of geography, hydrography, land forms, vegetation, and climate; their interrelationships, pattern of distribution on a world scale, and the mutual relationships which exist between humans and the physical environment, including ecology and its social relationships. Map reading and interpretation emphasized. Field trips will be required. Equivalent to Geography 101, CSUN.</td>
</tr>
<tr>
<td>GEOG 2</td>
<td>ELEMENTS OF CULTURAL GEOGRAPHY (UC-3, CSU-3)</td>
<td>3</td>
<td>Introduction to the broad field of geography—its objectives, principal divisions, basic principles, and applications to present day world problems, understanding human society in relation to the earth environment with emphasis on the cultural elements: geographic analysis of the major world regions. Field trips will be required. (F) Equivalent to Geography 150, CSUN.</td>
</tr>
<tr>
<td>GEOG 3</td>
<td>GEOGRAPHY OF WORLD AFFAIRS (UC-3, CSU-3)</td>
<td>3</td>
<td>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 world. Equivalent to Geography 181, CSUN.</td>
</tr>
<tr>
<td>GEOG 5</td>
<td>INTRODUCTION TO METEOROLOGY (UC-3, CSU-3)</td>
<td>3</td>
<td>Introduction to meteorological phenomena; energy, atmospheric circulation, precipitation, storms. Interrelationships between land, sea and atmosphere. Introduction to meteorological instrumentation and reporting, interpretation of data. Introduction to aviation weather, weather modification. (Co-numbered Phys Sci 5). Equivalent to Geography 103, CSUN.</td>
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<th>Course Code</th>
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<tr>
<td>PHIL 11</td>
<td>SURVEY OF WORLD RELIGIONS (UC-3, CSU-3)</td>
<td>3</td>
<td>3 hours lecture weekly. Philosophy 11 consists of a systematic study of the major religions of the world. Hinduism, Buddhism, Jainism, Taoism, Confucianism, Zen, Zoroastrianism, Judaism, Christianity, and Islam are among the positions reviewed. In each instance an attempt is made to learn to view the religion from the standpoint of its proponents. The purpose is to promote a broader understanding of the main similarities and differences which these outlooks exhibit, and to acquire an appreciation of their historical connections. (Formerly Phil 3). Equivalent to Rel St 150, CSUN.</td>
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<tr>
<td>PHIL 12</td>
<td>RELIGIONS AND PHILOSOPHIES IN CONTEMPORARY AMERICA (UC-3, CSU-3)</td>
<td>3</td>
<td>3 hours lecture weekly. An exploration of the flourishing contemporary spiritual religious and philosophical movements in America. The ideals and practices of a variety of groups, and their place in the general scheme of American traditions will be examined through literature, participation, visits and discussion. (Formerly Phil 15).</td>
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<tr>
<td>PHIL 22A/B</td>
<td>DIRECTED STUDIES IN PHILOSOPHY (UC, CSU-see below)</td>
<td>1-3/1.3</td>
<td>Prerequisites: A course in the specific field with a recommending grade and consent of instructor and Division Chairperson. 1-3 hours tutorial weekly. Designed for selected students who are interested in furthering their knowledge of philosophy on an independent study basis. Assigned problems will involve writing and research. The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series. Contact the CSU campus of your choice for specifics regarding transferability of this course.</td>
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PHIL 4 – PHILOSOPHY OF SCIENCE AND KNOWLEDGE (CSU-3) 3 Units
3 hours lecture weekly.
A general introduction to the methods of gaining knowledge and using it in practice, with
particular attention to the methods of science and its technological applications. The roles
of perception, reason, and intuition in generating opinions, beliefs, and knowledge, along
with the concepts of doubt, probability and certainty, will be studied. The theoretical and
ethical problems of applying knowledge will be explored.

PHIL 5 – PHILOSOPHY OF SELF AND REALITY (CSU-3) 3 Units
3 hours lecture weekly.
Study of the concept of self in relation to the concept of reality. Self may be analyzed into
categories like mind, body, consciousness, matter, spirit, energy, and soul. These categories
are related to each other and are aspects of reality in various philosophies. Aspects of both
self and reality may be viewed as unchanging and eternal, or as moving within limited space
and time. The purpose of the course is to investigate the connections between these
categories and their application to the problems of free will, the purpose of human action
and the place of self in reality. (Formerly Phil 12 and 16).

PHIL 6 – PHILOSOPHY OF ART AND LITERATURE (CSU-3) 3 Units
3 hours lecture weekly.
An examination of the faculties of creativity and imagination, and their concrete modes of
expression in various media, forms and styles; an exploration of the relationship between
truth and beauty; a study of the notions of symbol, meaning, and communication in art and
its interpretation. Examples will be drawn from literature, the plastic arts and cinema.

PHIL 7 – INTRODUCTION TO LOGIC (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Logic involves a study of the patterns of deductive and inductive thought. The purpose of
the course is to encourage the student to master the techniques required to engage in clear,
consistent, and cogent reasoning. An attempt is made to review immediate, syllogistic, and
extended forms of deductive inference as well as arguments by analogy, inductive
generalizations, and scientific hypotheses. The emphasis of the course is practical rather
than theoretical; attention is directed towards an application of logical techniques in the
solution of every day problems and in the appraisal of the kinds of arguments that we daily
encounter. (Formerly Phil 2).
Equivalent to Phil 100, CSUN.

PHIL 10 – INTRODUCTION TO PHILOSOPHY OF RELIGION (CSU-3) 3 Units
3 hours lecture weekly.
An examination of the nature and function of religion in individual and cultural contexts,
and the possibilities of religious experience. The concepts of religious belief, knowledge, and
faith, and the varieties of religious morality, will be studied, in the contexts of both
orthodox and mystical experience. The main alternative concepts of deity and man and
their relationship will be explored. (Formerly Phil 11 and Phil 12).

GEOG 5L – INTRODUCTION TO METEOROLOGY LABORATORY (UC-1, CSU-1)
Prerequisite: Geog 5/Phy Sci 5 concurrent or consent of the instructor.
1 Unit
3 hours laboratory weekly.
Laboratory to accompany Geog 5. Introduction to Meteorological observation; cloud
identification, instrumentation; interpretation of weather charts and data; weather system

GEOG 9 – URBAN GEOGRAPHY (UC-3, CSU-3)
Prerequisites: a course in Political Science or Sociology.
3 hours lecture weekly.
A social science elective, general education course. Study and analysis of the process of
urbanization. Population patterns, regional analysis, general land use patterns, and their
inter-relationships as well as their correlations with the physical and cultural elements will
be included. Emphasis will be on the principles and techniques of land use planning in urban
areas.
Equivalent to Urban Studies 250, CSUN.

GEOG 10 – GEOGRAPHY OF CALIFORNIA (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
An examination of the inter-relationships between the physical and cultural elements of
geography as they occur in California's diversity of landscapes. Special attention will be
given to the local region. Field trips will be required.

GEOG 11A/B TRAVEL GEOGRAPHY 3-3 Units
3 hours lecture weekly.
An examination of the various regions of the world in terms of their attractions both natural
and cultural, for travelers. Attention will be given to both well-known and little-known
travels. Geography 11A is not a prerequisite for Geography 11B. Not designed for
transfer.

GEOG 22A/B – DIRECTED STUDIES IN GEOGRAPHY (UC, CSU - see below) 1-3/1-3 Units
Prerequisites: A course in the specific field and consent of the instructor and Division
Chairperson.
1-3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of
geography on an independent study basis. Assigned problems will involve library,
laboratory, and field work. Maximum of 6 units.
The University of California will accept a maximum of 5 units per term for any or all work
done under the 22 series.
Contact the CSU campus of your choice for specifics regarding transferability of this course.
COURSES IN PHILOSOPHY

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

PHIL 1 – INTRODUCTION TO PHILOSOPHY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

A broad survey of the various problems and positions of philosophy. An attempt is made to clarify the nature of the philosophic enterprise and to focus attention upon some of the traditional systems developed and defended by leading thinkers. Students are encouraged to reflect upon, and develop, their own philosophical views of human nature, reality, knowledge and morality. (Formerly Phil 1A).

Equivalent to Phil 150, CSUN.

PHIL 2 – ETHICS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

An introduction to the philosophy of ethics through a study of some of the basic questions of life; what is good? what is right? how should I live? what are my obligations to others? are morals relative? do we have free will? An attempt is made to review the ideas and arguments of philosophers concerning these, and related issues, and to encourage individual application of the ideas presented. (Formerly Phil 1B).

Equivalent to Phil 160, CSUN.

PHIL 3 – SOCIAL AND POLITICAL PHILOSOPHY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

A study of the philosophical foundations of social and political thought. Theories about collective human organization can view people as acting naturally according to individual rules, as group members behaving within social roles, and as participants in legal relationships within political institutions. This course is designed to show the importance of philosophical assumptions about collective human nature, by clarifying the differences and connections between these perspectives. (Formerly Phil 13).
PHILOSOPHY MAJOR
PREREQUISITES FOR BACCALAUREATE DEGREE

University of California, Los Angeles
Phil 1 Introduction to Philosophy
Phil 2 Ethics
Phil 7 Introduction to Logic

California Lutheran College
Phil / Electives:
Phil 1 Introduction to Philosophy
Phil 2 Ethics

California State University, Northridge
Phil 1 Introduction to Philosophy
Phil 2 Ethics
Phil 7 Introduction to Logic

University of California, Santa Barbara
PLAN 1 — For students who plan to do graduate study in Philosophy
Phil 1 Introduction to Philosophy
Phil 2 Ethics

PLAN 2 — For students who plan to go on to graduate work in another field, for example, law.
Phil 1 Introduction to Philosophy
Phil 2 Ethics
Phil 7 Introduction to Logic

REDACTED

RELIGIOUS STUDIES MAJOR
PREREQUISITES FOR BACCALAUREATE DEGREE

University of California, Los Angeles
Anth 2 Cultural Anthropology
Hist 1AB Introduction to Western Civilization
Hist 10AB African History
Hist 15A Asia: The Rise of Eastern Civilization
Hist 15B Asia in the Modern World

One year of language which should relate to the major tradition of the student’s concern.

California Lutheran College
Check the CLC catalog for specific courses in lower division offered at CLC.

California State University, Northridge
Phil 10 Introduction to Philosophy of Religion
Phil 11 Survey of World Religions

Recommended courses:
Phil 1 Introduction to Philosophy
Phil 2 Ethics
Hist 15A Asia: The Rise of Eastern Civilization
Hist 15B Asia in the Modern World

Art 1A and Art 1B Art History
Foreign Language

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

HISTORY MAJOR
PREREQUISITES FOR THE BACCALAUREATE DEGREE

University of California, Los Angeles
Hist 1AB Western Civilization
Hist 7AB Social and Political History of the United States

Choose one of the following sequences (6 units):
Hist 9AB Latin American History
Hist 10AB African History
Hist 15A Asia: The Rise of Eastern Civilization
Hist 15B Asia in the Modern World

California Lutheran College
Hist 1AB Western Civilization
Hist 7AB Social and Political History of the United States

California State University, Northridge
Hist 1A or 1B Western Civilization
Hist 7A or 7B Social and Political History of the United States

Choose one of the following:
Hist 9A and 9B History of the Americas
Hist 10A and 10B African History
Hist 15A Asia: The Rise of Eastern Civilization
Hist 15B Asia in the Modern World

Foreign language is not required, but strongly recommended if you plan to attend graduate school.

University of California, Santa Barbara
Hist 1AB Western Civilization

For additional requirements see the University of California, Santa Barbara catalog.

Foreign language is not required, but recommended if you are going to attend graduate school or if you major in a history outside the English speaking world.

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.
COURSES IN HISTORY

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicate the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicate the maximum number of units accepted for the course.

To determine which History courses satisfy various American History and Institutions requirements please check Section 2 of this catalog or see your counselor.

HIST 1A — AN INTRODUCTION TO WESTERN CIVILIZATION (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
A survey of important events and developments in western civilization from prehistory through the sixteenth century; readings and discussions on important ideas, institutions, and contributions.
Equivalent to History 150, CSUN.

HIST 1B — AN INTRODUCTION TO WESTERN CIVILIZATION (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
A survey of important events and developments in western civilization from the seventeenth century to modern times; continued readings and discussions on important ideas and institutions.
Equivalent to History 151, CSUN.

HIST 3 — AFRO-AMERICAN HISTORY (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Analysis of the history of the Negro in the United States, with special emphasis on contemporary implications on historical events. This course points out the major roles played and contributions made both collectively as a people and as specific individuals in the development of the United States of America.
Equivalent to Pan-African Studies 271, CSUN.

COURSE SEQUENCES AND COURSES OF RELATED INTEREST

Students generally interested in Philosophy are urged to take:

Philosophy 1 Introduction to Philosophy
Philosophy 2 Ethics
Philosophy 7 Introduction to Logic

These may be taken in any sequence.

Students coming to Philosophy with an academic interest in a specific area may also find the following courses useful:

Philosophy 3 Social and Political Philosophy
Philosophy 4 Philosophy of Science and Knowledge
Philosophy 5 Philosophy of Self and Reality
Philosophy 6 Philosophy of Art and Literature

Students interested in Religious Studies may take:

Philosophy 10 Introduction to Philosophy of Religion
Philosophy 11 Survey of World Religions
Philosophy 12 Religions and Philosophies in Contemporary America

These courses may be taken in any sequence. Philosophy 11 is a descriptive survey of religions and Philosophy 10 is more analytic in its approach.

Students of Philosophy may find the following courses useful, depending upon specific interests:

Anthropology 2 Cultural Anthropology
English 15AB Survey of English Literature
English 30 & 31 Masterpieces of World Literature
Geography 2 Elements of Cultural Geography
History 1AB Introduction to Western Civilization
History 15AB Introduction to the History of Asia
Political Science 1 Introduction to Government
Psychology 1A Introduction to Psychology
Psychology 2 General Psychology
Sociology 1 Introduction to Sociology
Sociology 3 Sociological Analysis
PHILOSOPHY

FULL-TIME FACULTY: Kil Coster, Paul Fink, Tyree Allen, Counselor.

Nearly everyone is committed to a set of fundamental principles, beliefs, concepts and attitudes. These constitute a philosophy of life, and provide a framework and rationale for our existence and actions. Not everyone, however, has critically examined and evaluated their position, or systematically considered alternative viewpoints. Philosophy provides an opportunity to do this, by exploring many of the theories, insights, and arguments advanced by leading thinkers through the ages, and by training in logic and correct reasoning. The study of Philosophy seeks to develop well reasoned views of human nature and its place in the universe, more mature sets of values to guide conduct, and better foundations for the acquisition and use of knowledge.

RELIGIOUS STUDIES

Religious Studies explores the entire range of mankind’s religious traditions, teachings and orientations, both past and present, East and West. It intersects with historical, anthropological, artistic and philosophical studies, and seeks an integrated understanding of religion as a prime factor in civilization. Study focuses on religious teachings and texts, individual and collective religious practices, and the cultural and psychological significance of religious phenomena.

CAREERS IN PHILOSOPHY AND RELIGIOUS STUDIES

Because philosophy and religious studies as professions are virtually limited to those who teach them in colleges and universities, the majority of their majors choose them as a basis for a broad, liberal arts education which they value either for its own sake or as a preparation for a career in some related professional, social, or humanistic discipline, e.g., law, politics, theology, social work, and secondary or elementary school teaching.

HIST 4 — HISTORY OF THE CHICANO PEOPLE IN THE SOUTHWEST (UC-3, CSU-3)
3 hours lecture weekly.

A survey of the history of the MejiTano from the pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the region and the contributions of the MejiTano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas). (Co-numbered Ch St 4).

HIST 5 — UNITED STATES HISTORY (UC-3, CSU-3)
3 hours lecture weekly.

A thematic and problems approach to a survey of American history. Consideration is focused on the historical development of institutions and values that shape present-day America. Topics include: democratic government; the use of nature; work; political and social reform; experiences of discrimination based on sex, race, and nationality; contributions of individuals and groups.

HIST 6 — HISTORY OF THE AMERICAN INDIAN (UC-3, CSU-3)
3 hours lecture weekly.

A survey of the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present. Emphasis will be placed on the peoples and cultures of North America, especially as those peoples have inter-mixed and associated with Anglo-Americans.

HIST 7A— SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES (UC-3, CSU-3)
3 hours lecture weekly.

Survey of the creation and development of American Society to 1865. Analysis of the impact of both individuals and groups, evaluation of issues of religion, race, reform, revolution, responsive government, sectionalism, and expansion. Equivalent to History 270, CSUN.

HIST 7B— SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES (UC-3, CSU-3)
3 hours lecture weekly.

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.

*The year sequence of History 7A/7B is required for History majors and recommended for other students who want a thorough survey of the political and social development of the United States; either semester may be taken independently.

Equivalent to History 271, CSUN.

HIST 5 + 7A = 4 1/2 Units (UC)
HIST 8 — HISTORY OF CALIFORNIA (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
A survey of the Indian, Spanish, Mexican and American periods of California with consideration of cultural, social and political developments.

HIST 9A* — HISTORY OF THE AMERICAS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
A study of Spanish, Portuguese, French and English conquest, exploration and colonization of the new world, and the main developments in Colonial life in each area up to independence.

HIST 9B* — HISTORY OF THE AMERICAS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
A study of the comparative development of the American nations since independence, considering their constitutions, leadership, religions, relations with each other, and their adjustment to the principle of democracy.

*Hist 9A and Hist 9B combined are equivalent to Hist 161, CSUN.

HIST 10A/B — AFRICAN HISTORY (UC-3, CSU-3, CSU-3) 3-3 Units
3 hours lecture weekly.
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.

*Hist 10A/B combined are equivalent to Hist 145, CSUN.

HIST 11 — HISTORY OF THE JEWISH PEOPLE (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
This course traces the great ages and ideas of the Jewish people with a view to providing insight into the character and nature of the contemporary Jewish experience. A central focus will be such unique features of Jewish history as time, depth and geographical span, as well as the significance of the experience of a people moving through many cultures and many lands.

HIST 12 — HISTORY OF AMERICAN WOMEN (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
Evaluation of the historical development of women's roles in American life, from early Indian cultures to 20th Century suburbia. Literary ideals, legal realities, pro and anti feminist forces; the impact of women on national values and actions.

HIST 13 — SEMINAR IN CONTEMPORARY HISTORY (UC-3, CSU-3) 1-3 Units
Prerequisites: Admission to School of Creative Studies.
Lecture/lab time variable.
An examination of the Modern Age. This course will stress research of an original nature in consultation with the instructor, and according to the specialized interest of the student. Emphasis will be placed on the interaction of student and teacher on an individual basis, utilizing the seminar format to that end.

HIST 15A — ASIA: THE RISE OF EASTERN CIVILIZATION (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
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.
Equivalent to Hist 191, CSUN.

HIST 15B — ASIA IN THE MODERN WORLD (UC-3, CSU-3) 3 Units
3 hours lecture weekly.
A survey of Eastern civilization covering cultural, social and political aspects from the time of the initial impact of Western travel and colonialism to the present, including a review of the wars in Viet Nam and Indochina. Particular attention is given developments in China, Japan, Korea, Indochina, and the Indian subcontinent.
Equivalent to Hist 192, CSUN.

HIST 22A/B — DIRECTED STUDIES IN HISTORY (UC, CSU - see below) 1-3 Units
Prerequisites: A course in the specific field and consent of the instructor and Division Chairperson.
1-3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of history on an independent study basis. Assigned problems will involve library and field work.

The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.

Contact the CSU campus of your choice for specifics regarding transferability of this course.
UCRBAN 41 - INTRODUCTION TO PROBATION, PAROLE AND CORRECTIONS (CSU-3) 3 Units
3 hours lecture weekly.
An introduction to the legal and practical aspects of practice, and procedures of probation and parole including an analysis of both with emphasis on rehabilitation and classification methods in terminology. (Co-numbered AJ 41).

UCRBAN 42 - AFFECTING HUMAN BEHAVIOR (CSU-3) 3 Units
3 hours lecture weekly.
Knowledge and skills leading to effectiveness in interpersonal relations and increased understanding of self and others, with emphasis on facilitating effective communication. (Co-numbered AJ 42).

UCRBAN 43 - INTERVIEWING, COUNSELING AND TUTORING (CSU-3) 3 Units
3 hours lecture weekly.
Introduction to the principles and practices of interviewing, counseling, and tutoring. An integral part of the two year curriculum in correctional services, designed to answer the national need of the "New Careers" on all academic levels in people-to-people services. These include counselor and group counselor aids, teacher aids, eligibility workers, social worker technician, and other professional positions. (Co-numbered AJ 43).

UCRBAN 44 - TECHNIQUES OF GROUP COUNSELING (CSU-3) 3 Units
3 hours lecture weekly.
Techniques of counseling in groups with people of a variety of ages. Group exploration and sharing of feelings about problems presented. Recognition of unique and common problems, and participation in understanding and behavior change. (Co-numbered AJ 44).

UCRBAN 48 - URBAN STUDIES PRACTICUM 1-3 Units
Prerequisite: Consent of instructor.
6-18 hours laboratory weekly.
On-the-job training without financial compensation in the urban service learning center as an instructor aide under the continuous direction and supervision of a college urban services instructor.

UCRBAN 54 - HUMAN RELATIONS FOR SUPERVISORS (CSU-3) 3 Units
3 hours lecture weekly.
Designed to help the supervisor improve techniques of dealing with others. Emphasis on understanding human behavior, individualizing contacts with subordinates and applying management principles to interpersonal relationships. (Co-numbered Bus 54)

UCRBAN 89 - URBAN STUDIES INSTITUTES (CSU-3) 1-3 Units
Prerequisite: Urban Service Personnel or consent of director.
16-48 hours lecture per semester.
A short term lecture-seminar series on specialized urban issues designed for Urban Studies Personnel.
URBAN 5 – URBAN PLANNING PRACTICES (CSU-3) 3 Units
3 hours lecture weekly.

This course is intended to introduce the student to the functions of a planning agency, to the nature and development of the general plan (circulation, housing, open spaces, land use, conservation, public buildings), and to the tools for general plan implementation which affect land use. Includes a review of the operation and problems of urban renewal. This course will provide a working knowledge of planning techniques for an individual intending to work at a paraprofessional level in planning, and is recommended for students intending to work in engineering, public administration, public works or utilities.

URBAN 6 – INTRODUCTION TO GOVERNMENT ADMINISTRATION (CSU-3) 3 Units
3 hours lecture weekly.

An introduction to the elements, principles, and trends in public administration; government and the administrative processes as a means of accomplishing public goals.

URBAN 8 – GOVERNMENT PERSONNEL ADMINISTRATION (CSU-3) 3 Units
Prerequisite: Urban 6 or consent of the instructor.
3 hours lecture weekly.

Study of principles and practices of personnel management; the procurement, development, maintenance, and use of an effective work force.

URBAN 9 – ELEMENTS OF GOVERNMENT FINANCE (CSU-3) 3 Units
3 hours lecture weekly.

A non-technical introduction to the elements of public finance; the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth.

URBAN 10 – PLANNING, PROGRAMMING, BUDGETING SYSTEMS (CSU-3) 3 Units
Prerequisites: Urban 6 and Urban 9.
3 hours lecture weekly.

An explanation of a systems approach designed to accommodate the multiple functions of budgeting in public service.

URBAN 22A/B – DIRECTED STUDIES IN SELECTED URBAN ISSUES (CSU, 1-3)
1/3 Units
Prerequisites: A course in the specific field and consent of the instructor.
1-3 hours tutorial weekly.

Designed for selected 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. Maximum of six units can be taken.
URBAN 1A/B — CONTEMPORARY URBAN ISSUES (UC-3, CSU-3) 3/3 Units

3 hours lecture weekly.

An interdisciplinary course focusing on the variety of current issues related to the urban setting such as: housing, education, law enforcement, racial conflict, pollution, land use and open space, urban renewal, and the government structure and finance necessary to meet the needs of people in the urban setting. Emphasis will be placed on field research in addition to lectures and library study.

Urban 1A and 1B are equivalent to U.S. 250, CSUN.

URBAN 2 — INTRODUCTION TO HUMAN SERVICES (CSU-3) 3 Units

3 hours lecture weekly.

An introductory course identifying and examining the multi-fold programs and activities of public and voluntary social welfare agencies and helping services. The key roles of these organizations in modern society is studied in depth. Students will give oral and/or written reports on the functions of the various agencies and services, the many facets of their operations and the effects they produce on individuals and groups who are influenced by them.

URBAN 3 — HUMAN DEVELOPMENT IN THE SOCIAL ENVIRONMENT (CSU-3) 3 Units

3 hours lecture weekly.

An analysis of the development behaviors associated with each stage in human development, and the way the social environment helps or impedes this development. This course will examine examples of disruptive influence on human development and the means evolved by human service agencies to minimize these disruptive influences. Agencies and groups whose purpose is to combat various kinds of disruptive effects at different stages of human development will be visited for observation.

Urban Services Programs

The Urban Services Program at Moorpark College has been developed in response to the growing need for specialized education and training in public service occupations. This growing need is in part the result of the rapid and dramatic expansion of urbanization in the United States, California and Ventura County in recent years. At the present time studies of the job market indicate that one out of every six members of the labor force is engaged in a public service occupation. In Ventura County the statistics indicate one out of four people in the labor force are employed in such occupations.

With the increase in such employment, both employers and potential employees have expressed the need for a systematic and specialized educational program. In response to these expressions of need, Moorpark College has developed a number of occupational curricula in public service. The relationship and organization of these programs are illustrated on the diagram below. The Urban Services Program has a common core and two major areas of concentration. The common core is represented by the two one-semester classes in urban studies, Urban Studies 1A and Urban Studies 1B. It is recommended that any student planning to enroll in any of the occupational programs take these two courses as an introduction to the overall prospect of the provision of public service in a modern urban environment. By taking these core courses the student also will partially satisfy general education and social science requirements for certificates, the AA or AS degree, and the BA degree.

One of the two major concentrations associated with the urban service core is an emphasis in human services. This emphasis involves programs in which the intended occupation calls for the performance of a service to another person on essentially an individualized basis. There are three curricula in the human service area. These are the Instructional Aide Program, the Substance Abuse Program, and the Library Technician Program.

The second primary orientation is in the area of municipal services. This emphasis involves programs concerned with service delivery systems. Two occupational curricula have been developed in this area. They are Administration of Justice and Recreation Technician.

Details regarding the specific characteristics of these programs are presented in the following sections of this catalog segment.

LIBRARY TECHNICIAN

INSTRUCTIONAL ASSISTANCE

SUBSTANCE ABUSE

URBAN SERVICES

RECREATION TECHNICIAN

ADMINISTRATION OF JUSTICE
FULL-TIME FACULTY: Jack Fleming (Coordinator), Mitchell Smith, Bill Bendat, Counselor.

CAREER OPPORTUNITIES IN THE ADMINISTRATION OF JUSTICE

Never before has there been such a demand for qualified men and women for the field of law enforcement as now. New recruits are critically needed in law enforcement agencies throughout the nation. This is especially true for rapid population growth areas such as California.

The need is for persons of high intelligence and maturity who can develop the ability to apply the scientific and human relations techniques now employed in crime detection and prevention. The police field now offers intellectual challenges on a level with other scientific and professional pursuits. One of the officer's most important weapons of criminal detection is knowledge about human relations and the scientific methods of criminal detection. A recruit can no longer be hired and immediately sent into the field without having had the proper training. The modern law enforcement officer is a highly intelligent and trained person.

SA 2 — TECHNIQUES OF COUNSELING ALCOHOL-RELATED PROBLEMS (CSU-3) 3 hours lecture weekly.
Step by step procedures of various counseling techniques will be studied, explored, and demonstrated, such as Agape Therapy, Gestalt, Conjunct, Family Therapy, T.A. Therapy, etc. Self-directed tests for weight and evaluation will be learned as well as the T.J.T.A. test. Professionals and paraprofessionals will be involved as well as interested laymen.

SA 6 — THE PHARMACOLOGY OF SUBSTANCE ABUSE (CSU-3) 3 hours lecture weekly.
Survey of the pharmacological principles underlying the actions of drugs. Pharmacological aspects of drug tolerance, habituation and abuse. Pharmacological activity of drugs altering mood and behavior. The biological, psychological, social and cultural dimensions of substance abuse. 

SA 8 — INTERNSHIP TRAINING IN SUBSTANCE ABUSE (CSU-3) 3 Units
Prerequisites: SA 1 and SA 2 or consent of instructor.
1 hour lecture, 6 hours laboratory weekly.
Training in the field of substance abuse. Student will be assigned to Health Service Agencies in Ventura County including Camarillo State Hospital, Mental Health Inpatient, Alcohol Residential Program (Bard Hall), 12th Step House, Community Action Commission, and the Alcohol Information School, etc.

Photo by Tom Collier

urban studies

FULL-TIME FACULTY: Jerry Straughan, Bud Long, Counselor.

In addition to the career programs detailed in the previous sections of this segment, the Urban Studies Program at Moorpark College also includes a number of courses designed to supplement the course lists in specific major areas. Because these courses are incorporated in a number of programs they are listed together under the heading of Urban Studies.

The Urban Studies Course also includes a number of courses developed to provide additional opportunities for educational experiences not normally found in traditional programs. These include specialized, intensive sessions identified as institutes, and specialized courses developed to provide training for students presently employed as lower level staff and line personnel in government agencies. The main objective is to provide an opportunity for a better understanding of the relationship of the service delivery agencies to one another and how these agencies' missions relate to specific jobs.
ASSOCIATE IN SCIENCE DEGREE – SUBSTANCE ABUSE

Required Courses:
SA 1 (3) Background for Alcoholism-Alienation and Addiction
SA 2 Techniques of Counseling Alcohol Related Problems
SA 6 Pharmacology of Substance Abuse
SA 8 Internship Training in Substance Abuse
US 43 Interviewing, Counseling and Tutoring
US 44 Techniques of Group Counseling

Select 4 courses from the following:
Ch St 2 Chicano Culture
Psych 3 Psychology of Interpersonal Relationships
Soc 2 Social Problems
US 1A or B Contemporary Urban Issues
US 44 Affecting Human Behavior

Recommended General Education Courses:
Span 33 ABC Conversational Spanish for Public Employees
Biol 1 General Biology

CERTIFICATE PROGRAM – SUBSTANCE ABUSE

SA 1 Background for Alcoholism-Alienation and Addiction
SA 2 Techniques of Counseling Alcohol-Related Problems
SA 6 Pharmacology of Substance Abuse
SA 8 Internship Training in Substance Abuse
US 43 Interviewing, Counseling and Tutoring
US 44 Techniques of Group Counseling

Plus 3 additional units from the following:
US 1 AB Contemporary Urban Issues
US 2 Introduction to the Human Services
US 3 Human Development in Social Environment
US 42 Affecting Human Behavior
Psych 3 Psychology of Interpersonal Relationships
Soc 2 Social Problems
Soc 4 Marriage and the Family
Ch St 2 Chicano Culture

courses in substance abuse

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

SA 1 – BACKGROUND FOR ALCOHOLISM-Alienation and Addiction 3 Units
3 hours lecture weekly.

A study of alcohol in its relationship to alienation and societal patterns, cultural and family attitudes, cases and addiction, sub-cultures, ethical implications, solutions.

LAW ENFORCEMENT AS A LIFE'S WORK

The major duties and responsibilities of the law enforcement officer are: protection of life and property; preservation of the peace; prevention of crime; detection and apprehension of violators; safeguarding the rights of citizens; and the enforcement of laws and ordinances. These duties and responsibilities are carried out by peace officers working in over 40,000 law enforcement agencies located throughout the fifty states. Peace officers are on the front line of the war against crime. They are the protectors of the American way of life and, in such a position, they come into daily contact with all kinds of situations.

Law enforcement is an exciting and challenging occupation. Every police work day is a new experience unlike the day before. If this description of police work has stimulated some interest, perhaps some specifics of police service should be covered.

WHAT CHALLENGE DOES THE LAW ENFORCEMENT FIELD HAVE TO OFFER A POTENTIALLY INTERESTED PERSON?

Today, in law enforcement, the emphasis is on training and education. Studies have shown that the modern law enforcement officer is better trained and educated than at any other time in history. Law enforcement now attracts people of high caliber, many of them two and four year college graduates. As a result, members of the police field approach their work with professional attitudes. Dealing with people properly and handling various kinds of police incidents and criminal situations requires initiative, imagination, and skills in human relations and scientific endeavors. The range of modern police techniques is so broad that many police officers specialize in such areas as narcotics, juvenile work, polygraph work, administration, and records. In order to face up to the challenges of modern law enforcement work a person must be mature, enthusiastic, and sincere about his role as a law enforcement officer.

PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Los Angeles

AJ 1 Intro to Admin. of Criminal Justice
AJ 2 Concepts of Criminal Law
AJ 3 Community Relations
AJ 4 Legal Aspects of Evidence
AJ 5 Principles and Procedures of the Justice System
Pol Sci 3 American Institutions
Psy 2 General Psychology
Soc 1 Introduction to Sociology

California Lutheran College

Maximum of 18 lower division units in Core + 1 course from 11-16 - 16-27 - 28-34.
Administration of Justice may be transferred and applied to the B.S. Degree.

PLEASE NOTE: Major requirements do change and there are great variations in majors from campus to campus. For further information check the university catalog and see your counselor.

TRANSFER INFORMATION: The California State University and College system (CSUC) and the University of California (UC) will accept all 15 units of the AJ core program; additionally, CSUC will accept nine more transferable elective units. If you have questions about the limitations on transfer credit, please see your counselor.
ASSOCIATE IN SCIENCE DEGREE – ADMINISTRATION OF JUSTICE

Designated A.S. Degrees are available in each option, for example, Administration of Justice/Law Enforcement. Students are required to complete the core curriculum plus a minimum of nine units in a selected option.

### CORE CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>PREREQUISITES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 1</td>
<td>Introduction to Administration of Justice</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>AJ 2</td>
<td>Concepts of Criminal Law</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>AJ 3</td>
<td>Police Community Relations</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>AJ 4</td>
<td>Legal Aspects of Evidence</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 5</td>
<td>Principles and Procedures of the Justice System</td>
<td>AJ 1, 2</td>
<td>3</td>
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</table>

### OPTIONS

**LAW ENFORCEMENT** – Select any three of the following (9 Units):

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>PREREQUISITES</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>AJ 9</td>
<td>Firearms</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>AJ 10</td>
<td>Patrol Procedures</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 11</td>
<td>Criminal Investigation</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 12</td>
<td>Defense Tactics</td>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>AJ 13</td>
<td>Traffic Law Enforcement</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 14</td>
<td>Juvenile Procedures</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 15</td>
<td>Arrest, Search and Seizure</td>
<td>AJ 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 16</td>
<td>Narcotic Investigation</td>
<td>AJ 1, 2, 3, 4, 5</td>
<td>3</td>
</tr>
<tr>
<td>AJ 17</td>
<td>Vice Investigation</td>
<td>AJ 1, 2, 3, 4, 5</td>
<td>3</td>
</tr>
<tr>
<td>AJ 18</td>
<td>Police Administration</td>
<td>AJ 1, 2, 3, 4, 5</td>
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**COURT ADMINISTRATION** – All three must be taken.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>PREREQUISITES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 27</td>
<td>Civil Procedures</td>
<td>AJ 1</td>
<td>3</td>
</tr>
<tr>
<td>AJ 28</td>
<td>Court Administration</td>
<td>AJ 27</td>
<td>3</td>
</tr>
<tr>
<td>AJ 29</td>
<td>Judicial Procedures</td>
<td>AJ 28</td>
<td>3</td>
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**CORRECTIONS** – All three must be taken.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>PREREQUISITES</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>AJ 41</td>
<td>Introduction to Probation, Parole and Corrections</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>AJ 45</td>
<td>Fundamentals of Crime and Delinquency</td>
<td>AJ 1 or 41</td>
<td>3</td>
</tr>
<tr>
<td>AJ 46</td>
<td>Institutional and Field Services</td>
<td>AJ 45</td>
<td>3</td>
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**SECURITY SERVICES** – All three must be taken.

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>PREREQUISITES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 33</td>
<td>Security Services System</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 34</td>
<td>Business and Retail Security</td>
<td>AJ 33</td>
<td>3</td>
</tr>
<tr>
<td>AJ 35</td>
<td>Industrial Security</td>
<td>AJ 34</td>
<td>3</td>
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**PHYSICAL EVIDENCE TECHNICIAN** – All four must be taken.

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>PREREQUISITES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 11</td>
<td>Criminal Investigation</td>
<td>AJ 1, 2</td>
<td>3</td>
</tr>
<tr>
<td>AJ 23</td>
<td>Physical Evidence</td>
<td>AJ 11</td>
<td>3</td>
</tr>
<tr>
<td>AJ 24</td>
<td>Evidence Photography</td>
<td>AJ 23*</td>
<td>3</td>
</tr>
<tr>
<td>AJ 25</td>
<td>Evidence and the Laboratory</td>
<td>AJ 24</td>
<td>3</td>
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</tbody>
</table>

*AJ 24 may be taken concurrently with AJ 23.*

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There are over 70 substance abuse services operating in Ventura County at the present time. The types of services provided by the agencies involved include community planning, counseling and referral, detoxification, hospital treatment, outpatient treatment, recovery homes, and rehabilitation centers.

With the growing awareness of the size of the problem represented by substance abuse, alcohol as well as other drugs, new programs are being founded and existing programs are being expanded. With these increases there is a stepped-up demand for persons with appropriate educational backgrounds to be employed on teams delivering the required services.

Employment opportunities are not limited to the private and public agencies in Ventura County. Students completing the patterns described in this program would have job opportunities in similar programs operating elsewhere in this state, or in other states.

In summary, the program is intended to meet the needs of: (1) Students interested in working in the fields of substance abuse services; (2) Individuals whose work brings them in contact with those suffering from alcoholism and other drug abuses; and (3) Members of the community who seek information in this area for personal and general use.

The Substance Abuse Program is designed to produce individuals with academic knowledge and practical experience to participate in public and private alcoholic service agencies and organizations. There is an urgent need for qualified people in these agencies and organizations. This urgency is illustrated by the estimates of the number of people in Ventura County suffering from the problem of alcoholism. Most recent studies indicate there are over 12,000 alcoholics and 8,000 problem drinkers in this county.

This program is also designed to be of special value to nurses, counselors, educators, police, probation, clergy, social workers, and other professionals and paraprofessionals because of their frequent contact with problem drinkers.

All courses in the program are open to the community so that they can be better informed of the sociological, psychological and physiological aspects of alcoholism. Citizens also need to be provided with information about agencies, programs, and resources for prevention and control of substance abuse.
courses in administration of justice

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

AJ 1 – INTRODUCTION TO THE ADMINISTRATION OF JUSTICE (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

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.

Concurrent enrollment in AJ 2 is recommended.
Equivalent to CRIM 101, CSULA.

AJ 2 – CONCEPTS OF CRIMINAL LAW (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

Historical development, philosophy of law, and constitutional provisions; definitions, classification of crime, and their application to the system of Administration of Justice; legal research, study of case law, methodology, and concepts of law as a social force.

Concurrent enrollment in AJ 1 is recommended.
Equivalent to CRIM 126, CSULA.

AJ 3 – COMMUNITY RELATIONS (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

An in-depth exploration of the roles of the Administration of Justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationship and role expectations along 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.

Equivalent to CRIM 223, CSULA.

AJ 4 – LEGAL ASPECTS OF EVIDENCE (UC-3, CSU-3) 3 Units
3 hours lecture weekly.

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

Equivalent to CRIM 221, CSULA.
AJ 5 — PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (UC-3, CSU-3) 3 Units
Prerequisites: AJ 1 and AJ 2.
3 hours lecture weekly.

An in-depth study of the role and responsibilities of each segment within the administration of justice system; law enforcement, judicial, corrections. A past, present, and future exposure to each sub-system procedures from initial entry to final disposition and the relationship each segment maintains with its system members.

Equivalent to CRIM 222, CSULA.

AJ 9 — FIREARMS (CSU-1) 1 Unit
3 hours laboratory weekly.

The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of the side arm and shotgun.

Equivalent to CRIM 293, CSULA.

AJ 10 — PATROL PROCEDURES (CSU-3) 3 Units
Prerequisites: AJ 1, AJ 2.
3 hours lecture weekly.

Responsibilities, techniques, and methods of police patrol.

Equivalent to CRIM 238, CSULA.

AJ 11 — CRIMINAL INVESTIGATION (CSU-3) 3 Units
Prerequisites: AJ 1, AJ 2.
3 hours lecture weekly.

Fundamentals of investigation; crime search and recording; collection and preservation of physical evidence; scientific aids, modus operandi, sources of information; interviews and interrogations; follow-up and case preparation.

Equivalent to CRIM 235, CSULA.

AJ 12 — DEFENSE TACTICS (CSU-1) 1 Unit
3 hours activity weekly.

Protection against persons armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-alongs; restraint of prisoners and the mentally ill; fundamental use of the baton. This course fulfills PE 1 requirement of Law Enforcement majors.

Equivalent to CRIM 282, CSULA.

AJ 13 — TRAFFIC CONTROL AND INVESTIGATION (CSU-3) 3 Units
Prerequisites: AJ 1, AJ 2.
3 hours lecture weekly.

Traffic law enforcement, regulation, and control, fundamentals of traffic accident investigation; California Vehicle Code.

Equivalent to CRIM 236, CSULA.

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courses in recreation

The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

* Any or all of these courses: maximum credit allowed, 1 course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

REC 1 — INTRODUCTION TO COMMUNITY RECREATION (UC-3*, CSU-3) 3 Units
3 hours lecture weekly.

A general orientation to the field of recreation and parks, and their scope and significance. Study of the agencies and institutions that provide leisure opportunities for the community. Includes history and the nature of recreation as a social force.

Equivalent to Rec 272, CSUN.

REC 2 — PROGRAM PLANNING IN RECREATION (UC-3*, CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.

Exploration of the role of the recreation professional with emphasis on principles of program planning. Field work required consisting of practical experience in program planning and evaluation of on-campus or off-campus recreational activities.

Equivalent to Rec 204, CSUN.

REC 3 — RECREATION LEADERSHIP (UC-3*, CSU-3) 3 Units
2 hours lecture, 3 hours laboratory weekly.

The principles of human dynamics as they apply to effective face-to-face and supervisory group leadership. Emphasis is on the identification of various types of groups and the application of leadership techniques to various group situations.

Equivalent to Rec 228, CSUN.

REC 4 — SOCIAL RECREATION (UC-3*, CSU-3) 3 Units
3 hours lecture weekly.

Methods and materials for the planning, organization, and conducting of social activities for various groups. Activities will be discussed, practiced, and/or demonstrated. Low organized games and theme activities will be highlighted.

Equivalent to Rec 201, CSUN.
recreation

FULL-TIME FACULTY: Ron Halleran, Jeff Ferguson, Counselor.
PART-TIME FACULTY: Al Church.

Recreation or Leisure Services is becoming one of the most vital aspects of American culture. The expansion of time and opportunity to pursue leisure interest has increased the demand for leisure experts.

Recreators supervise sports, teens, playgrounds, aquatics, direct camp programs and operate community centers. They may supervise recreational activities at correctional institutions or the specialized fields of industrial, hospital, or school recreation. Career analysts list recreation as a "very good" field of employment. Positions are becoming more competitive and the field more popular.

Recreation students are allowed the opportunity to make visitations and spend field experience hours in various leisure oriented programs. Further opportunities exist for those who wish to help lead the Moorpark College recreation programs.

PREREQUISITES FOR THE BACCALAUREATE DEGREE

California State University, Northridge
Recreation and Leisure Studies
Rec 1 Introduction to Community Recreation
Rec 2 Program Planning in Recreation
Rec 3 Recreation Leadership

Additional courses to be taken at CSUN.

AJ 14 – JUVENILE PROCEDURE (CSU-3)
Prerequisites: AJ 1, AJ 2.
3 hours lecture weekly.
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

AJ 16 – CONSTITUTIONAL LAW FOR POLICE (CSU-3)
Prerequisites: AJ 2.
3 hours lecture weekly.
Admissibility of evidence and confessions; recent judicial decisions interpreting civil rights; problems involving the reconciliation of individual rights and collective security and the prevention of criminality. Special emphasis on the Bill of Rights and major enforcement problems and constitutional limitations in perspective.

AJ 17 – FINGERPRINT AND DOCUMENT EXAMINATION (CSU-3)
Prerequisites: AJ 1, AJ 2.
3 hours lecture weekly.
Basics of fingerprinting, fingerprint pattern interpretation, fingerprint classification and searching, development of latent prints; the fundamentals of handwriting and questioned document comparison; exemplar preparation, check classification, court preparation and presentation.

AJ 18 – NARCOTICS INVESTIGATION (CSU-3)
Prerequisites: AJ 1, 2, 3, 4, 5 (Core Program).
3 hours lecture weekly.
The identification of marijuana, opiates, cocaine, dangerous drugs, hallucinogens, and their paraphernalia. Principles of identifying and dealing with the "user." Laws and court decisions relating to the offender, fundamentals of arrest, search, report writing, and court testimony. The prevention and control of drug abuse as it relates to society.

AJ 19 – VICE CONTROL (CSU-3)
Prerequisites: AJ 1, 2, 3, 4, 5 (Core Program).
3 hours lecture weekly.
Detection, repression and control of vice, gambling, prostitution, liquor law and sex offender violation. Vice law and court procedures. The course is intended to provide knowledge and skill in the recognition, investigation and control of vice offenders.

AJ 20 – POLICE ADMINISTRATION (CSU-3)
Prerequisites: AJ 1, AJ 32.
3 hours lecture weekly.
Administrative, management and organization principles applicable to law enforcement agencies. Fundamentals of organization and management of patrol, traffic, detective, juvenile, vice, records and detention units. Personnel management, fiscal planning, manpower deployment, formulation of policies and regulations.
AJ 22A/B – DIRECTED STUDIES IN ADMINISTRATION OF JUSTICE (CSU-1) 3/1-3/1-3 Units
Prerequisites: A course in the specific field and consent of the coordinator and division chairperson.
1-3 hours tutorial weekly.

Designed for selected 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. Maximum of 6 units.

AJ 23 – PHYSICAL EVIDENCE (CSU-3)
Prerequisite: AJ 11.
3 hours lecture weekly.

Identifying, collecting, and preserving physical evidence; the role of the evidence technologist; methods and techniques of crime scene recording; use of field evidence equipment; familiarization of personal identification techniques with comprehensive instruction in fingerprint evidence; methods and techniques of physical evidence from initial discovery to final presentation in court.

AJ 24 – EVIDENCE PHOTOGRAPHY (CSU-3)
Prerequisite: AJ 23.
3 hours lecture weekly.

History and development of photography in Administration of Justice; the role of photography in the system; types and uses of cameras and equipment; principles of light and lighting; application of darkroom techniques; utilization of special techniques in the just system; application of photography to police work.

AJ 25 – EVIDENCE AND THE LABORATORY (CSU-3)
Prerequisite: AJ 24.
3 hours lecture weekly.

Introduction to the field of criminalistics; the role of the laboratory in the administration of justice system; degrees and limits of scientific conclusions; introduction to technical equipment; examination of characteristics, properties and means of analyzing categories of physical evidence. An orientation course for crime scene and laboratory technology.

AJ 27 – CIVIL DUTIES AND PROCEDURES (CSU-3)
Prerequisite: AJ 1.
3 hours lecture weekly.

The duties, rights, and liabilities of marshals, civil deputies, peace officers, and clerical personnel in civil law enforcement. Includes levies, service of civil process, third party claims, writs, sales and delivery actions.

AJ 28 – COURT ADMINISTRATION (CSU-3)
Prerequisite: AJ 27.
3 hours lecture weekly.

A study of court management and the role of the court administrators; duties and responsibilities of magistrates, court officers and attaches; emphasis on new dimensions of court reform and court management techniques.

LT 2L – LIBRARY CIRCULATION PROCEDURES – LABORATORY 1 Unit
3 hours laboratory weekly.

A study of all aspects of library circulation work, including loaning of materials, processing of returned materials, shelving, shelf reading, preparation of book and periodicals for binding, fine collection and record keeping, putting books on reserve, and other loan procedures and services.

LT 3 – ADVANCED LIBRARY CLERICAL TECHNIQUES 2 Units
Prerequisites: LT 1 and LT 2 or consent of instructor.
2 hours lecture weekly.


LT 3L – ADVANCED LIBRARY CLERICAL TECHNIQUES – LABORATORY 1 Unit
3 hours laboratory weekly.


LT 4 – AUDIO-VISUAL CLERICAL TECHNIQUES 3 Units
2 hours lecture, 3 hours laboratory weekly.

Study of the functions of audio-visual equipment and materials and their use; procedures used in purchasing, renting and scheduling of films, slides, transparencies, and other audio-visual items.

LT 5 – AUDIO-VISUAL FOR THE LIBRARY 2 Units
2 hours lecture weekly.

Study of the functions of audio-visual equipment and materials and their use; procedures used in the purchasing, rental and scheduling of films, slides, transparencies, tapes, recordings and other audio-visual items. No open to students completing LT 4.

LT 6 – CHILDREN’S LITERATURE (CSL-3) 3 Units
3 hours lecture weekly.

Study of the books, periodicals, and other library materials suitable for children of the elementary school age. Reference books suitable for the lower grades, picture books, fiction, non-fiction, folk tales, story telling, books made into films and other materials will be examined in depth. (Co-numbered Engl 6)

LT 48 – LIBRARY INTERNSHIP 2-3 Units
1 hour lecture, 3-6 hours laboratory weekly

Supervised work in an approved library.
LIBRARY TECHNOLOGY CERTIFICATE

IN-SERVICE. A student currently employed in the field may receive an In-Service Certificate in Library Technology upon successful completion of the following courses:

LT 1 Introduction to Library Technology
LT 2 Library Circulation Procedures
LT 3 Advanced Library Clerical Techniques
LT 4 or LT 5 Audio Visual Clerical Techniques
LT 6 Children's Literature
LT 48 Library Internship

Plus 6 additional units in general education.
(See catalog section 2.)

PRE-SERVICE. A student not currently employed in the field may receive a Pre-Service Certificate in Library Technology upon successful completion of the required courses for the In-Service Certificate and the following courses:

Bus 11A Beginning Typewriting
DP 1 Introduction to Data Processing

Plus 3 additional units in general education.
(See catalog section 2.)

courses in library technology

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

LT 1 – INTRODUCTION TO LIBRARY TECHNOLOGY (CSU-3) 3 Units
3 hours lecture weekly.

For students desiring to develop skills in the use of libraries. Includes a study of library tools such as indexes, bibliographies, encyclopedias, dictionaries; arrangement and use of card catalogs, book catalogs, history of libraries, books and printing. (Co-numbered English 40).

LT 2 – LIBRARY CIRCULATION PROCEDURES 2 Units
Prerequisite: LT 1 or consent of instructor.
2 hours lecture weekly.

A study of all aspects of library circulation work, including loaning of materials, processing of returned materials, shelving, shelf reading, preparation of books and periodicals for binding, fine collection and record keeping, putting books on reserve, and other loan procedures and services.

AJ 29 – JUDICIAL PROCESSES (CSU-3) 3 Units
3 hours lecture weekly.

An overview of the system of federal and California courts with a careful examination of the various roles and duties of court-support personnel. Designed for persons seeking or continuing employment in the courts of California.

AJ 32 – POLICE SUPERVISION – IN-SERVICE (CSU-3) 3 Units
Prerequisite: AJ 1 or AJ 41.
51 hours lecture.

A course designed for regular and reserve officers and first and second line officers. Duties and responsibilities of the police supervisor, analysis of personnel problems, complaints, and grievances; employee relations; principles of efficient leadership.

AJ 33 – SECURITY SERVICES SYSTEM (CSU-3) 3 Units
Prerequisites: AJ 1 and AJ 2.
3 hours lecture weekly.

History and development of the security services function; interrelationships to the legal process; career roles and operational processes in various types of security organizations.

AJ 34 – BUSINESS AND RETAIL SECURITY (CSU-3) 3 Units
Prerequisite: AJ 33.
3 hours lecture weekly.

History and development of security services by business and retail organizations; methods used in provision of security; and techniques in loss prevention, detection and control.

AJ 35 – INDUSTRIAL SECURITY (CSU-3) 3 Units
Prerequisite: AJ 34.
3 hours lecture weekly.


AJ 39 – TEAM POLICING MANAGEMENT 3 Units
Prerequisite: AJ 1 or AJ 20.
3 hours lecture weekly.

The philosophy and history of the team policing concept, including a description of management and team building methodology for use in motivating personnel and achieving objectives.

AJ 40 – SEMINAR ON CRITICAL ISSUES IN LAW ENFORCEMENT 1 Unit
Prerequisite: AJ 1.
20 hours lecture.

A short course designed to facilitate discussion of critical issues and contemporary problems faced by law enforcement. Emphasis on small group discussions and interaction led by recognized authorities and experts in the criminal justice field.
AJ 41 — INTRODUCTION TO PROBATION, PAROLE AND CORRECTIONS (CSU-3) 3 Units
3 hours lecture weekly.

An introduction to the legal and practical aspects, practices, and procedures of probation and parole including an analysis of both with emphasis on rehabilitation and classification methods in criminology. (Co-numbered Urban 41).

AJ 42 — AFFECTING HUMAN BEHAVIOR (CSU-3) 3 Units
3 hours lecture weekly.

Knowledge and skills leading to effectiveness in interpersonal relations and increased understanding of self and others, with emphasis on facilitating effective communication. (Co-numbered Urban 42).

AJ 43 — INTERVIEWING, COUNSELING AND TUTORING (CSU-3) 3 Units
3 hours lecture weekly.

Introduction to the principles and practices of interviewing, counseling and tutoring. An integral part of the two-year curriculum in correctional services, designed to answer the national need of the "new careers" on all academic levels in people-to-people services. These include counselor and group counselor aides, teacher aides, eligibility workers, social worker technicians, and other pre-professional positions. (Co-numbered Urban 43).

AJ 44 — TECHNIQUES OF GROUP COUNSELING (CSU-3) 3 Units
3 hours lecture weekly.

Techniques of counseling in groups with people of a variety of ages. Group exploration and sharing of feelings about problems presented. Recognition of unique and common problems, and participation in understanding and behavior change. (Co-numbered Urban 44).

AJ 45 — FUNDAMENTALS OF CRIME AND DELINQUENCY (CSU-3) 3 Units
Prerequisite: AJ 1 or AJ 41.
3 hours lecture weekly.

An introduction to major types of criminal behavior, role careers to offenders, factors which contribute to the production of criminality or delinquency: methods used in dealing with violators in the justice system; the changing roles of police, courts, and after-care process of sentence, probation, parole, and parole: changes of the law in crime control and treatment processes.

AJ 46 — INSTITUTIONAL AND FIELD SERVICES (CSU-3) 3 Units
Prerequisite: AJ 45.
3 hours lecture weekly.

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offender behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confined and field settings.

AJ 89 — LAW ENFORCEMENT INSTITUTES (CSU-3) 1-3 Units
Prerequisites: AJ 1, 2, 3, 4, 5 (Core) or possession of P.O.S.T. Basic Certificate.

A short term lecture series on specialized law enforcement technology designed for criminal justice personnel.
ED 14 – CONTINGENCY MANAGEMENT
Prerequisite: Ed 13 and consent of instructor.
3 hours lecture weekly.
A review of contingencies of reinforcement as they apply to educational and mental health settings. Laboratory assignments will focus on the application of contingencies of reinforcements involving the effect of behavioral consequences, transfer from continuous interval schedules of reinforcement and behavioral self-control experiments.

ED 15 – APPLIED BEHAVIOR FOR PARENTS
Prerequisite: Ed 14 and consent of instructor.
3 hours lecture weekly.
A review of the basic principles of human behavior, especially as applied to child management and child development. Attention will be given to the use of behavior modification methods of improving children's behavior.

ED 22A/B – DIRECTED STUDIES IN EDUCATION
Prerequisites: A previous course in the specific field and consent of instructor and division chairperson.
1.3/1.3 units
1.3 hours tutorial weekly.
Designed for selected students who are interested in furthering their knowledge of education on an independent study basis. Assigned problems will involve library and field work. Maximum of six units.

ED 48A/B – EDUCATION PRACTICUM
1.3/1.3 units
On-the-job training without financial compensation as an instructional aide under the continuous direction and supervision of an instructor. Prior to enrollment in the course, the student must meet with the director of the instructional aide program for approval and assignment to his/her class.

ED 89A/B – EDUCATION INSTITUTE
Prerequisite: Consent of instructor.
16-48 hours lecture.
A short term lecture-seminar-workshop series considering selected aspects of the delivery of educational services in a contemporary context designed for personnel employed in the field of education.
May be repeated.

FULL-TIME FACULTY: Dorothy Nasair, Jeff Ferguson, Counselor.
PART-TIME FACULTY: Jack Garvin, Janet Jamison, Gloria Longo, Aurora Morday.

There are five school districts in the Moorpark College service area which employ instructional aides. In the spring of 1975 approximately 250 aides were employed in these districts. The annual turnover in these positions is small, less than 10%, and employment opportunities tend to vary from year to year. Those aides employed by these districts work with children from kindergarten through high school. The assignments range from special education, early childhood education, English as a second language, as well as general assistance for the classroom instructor.

In addition to the districts in the immediate service area, there are employment opportunities for aides in other districts in Ventura County. This program is also structured to provide students with a maximum opportunity to continue their education in the general field of education by transferring to teacher-training institutions of higher education. Check with the Career Center for further information.

In summary, the program is intended to meet the needs of (1) students interested in working as instructional aides; (2) students who seek information in this area for personal and general uses; and (3) students who are interested in the field of education and possibly plan to continue at a four-year institution.

ASSOCIATE IN SCIENCE DEGREE – INSTRUCTIONAL AIDE

REQUIRED COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>Ed 1</td>
<td>Introduction to Education</td>
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<tr>
<td>Ed 7</td>
<td>Educational Materials Lab</td>
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<tr>
<td>Ed 10A</td>
<td>Instructional Skills I</td>
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<tr>
<td>Ed 10B</td>
<td>Instructional Skills II</td>
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<tr>
<td>Psy 3</td>
<td>Psychology of Interpersonal Relationships</td>
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<tr>
<td>Psy 4</td>
<td>Child Psychology</td>
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<tr>
<td>Select 3 courses from the following:</td>
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<tr>
<td>Ch St 2</td>
<td>Chicano Culture</td>
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<tr>
<td>Soc 2</td>
<td>Social Problems</td>
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<tr>
<td>Soc 6</td>
<td>Minority Group Relations</td>
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<tr>
<td>US 1A or 1B</td>
<td>Contemporary Urban Issues</td>
</tr>
<tr>
<td>US 42</td>
<td>Human Relations</td>
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<tr>
<td>ECD 308</td>
<td>Childgrowth and Development II</td>
</tr>
<tr>
<td>US 43</td>
<td>Interviewing, Counseling and Tutoring</td>
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</table>
INSTRUCTIONAL AIDE CERTIFICATE

The Instructional Aide program is designed to provide a certificate for students desiring to work as instructional aides in grades Kindergarten through 14.

Required Courses:
- Ed 1  Introduction to Education
- Ed 7  Educational Materials Lab
- Ed 10A Instructional Skills I
- Ed 10B Instructional Skills II

Select 13 units from the following:
- Psych 3 Psychology of Interpersonal Relationships
- Psych 4 Child Psychology
- US 40 Interviewing, Counseling, and Tutoring
- US 1A or 1B Contemporary Urban Issues
- ECD 30B Child Growth and Development II
- Ed 89 Education Institute
- Ed 8A-Z Topics in Education

Recommend Courses:
- General Education courses from the following:
  - Math
  - Environmental Science
  - English

ED 8A-Z — TOPICS IN EDUCATION
Prerequisite: A previous course in Education or consent of instructor.
24 hours lecture.

A course considering specialized specific topics in education which are not covered in great detail in the general education course offerings. Topics to be offered from time to time include: a bilingual, bi-cultural approach to learning; communication between the teaching team (aide-teacher-parent-student); the education of children with handicaps (hyperactive, physically disabled, etc.); introduction to the teaching of reading (oral language development, phonics in the reading program); individualized instruction (learning center contracting).

May be repeated.

ED 10A — INSTRUCTIONAL SKILLS I
3 hours lecture weekly.

A survey of educational principles, objectives, methods, and materials which classroom aides will encounter in elementary or secondary school. Special attention given to practical learning theory, techniques for individualizing instruction, components of an integrated lesson, assessment measures, and curriculum content, especially in the basic skills. Multi-media presentations. Aide utilization and differentiated staffing clarified. Course may be taken to meet Pre-service or In-service needs.

ED 10B — INSTRUCTIONAL SKILLS II
Prerequisite: Ed 10A.
3 hours lecture weekly.

Expanded treatment of course content introduced in Education 10A. Particular emphasis given to teaching reading, listening, math, and language arts. Aides will give demonstration lessons. Attention given to learning disabilities.

ED 12 — BEHAVIORAL PRINCIPLES
Prerequisite: Consent of instructor.
3 hours lecture weekly.

An introduction to behavioral theory in learning principles. Consideration will be given to experimental analysis of behavior, antecedent, and consequences, as well as a demonstration of ability to alter behavior using contingencies of reinforcement and stimulus control. Emphasis will be on class discussion and peer learning as well as selected class studies.

ED 13 — BEHAVIORAL TECHNIQUES
Prerequisite: Ed 12 and consent of instructor.
3 hours lecture weekly.

This course will examine counter-conditioning theory and practice, including the formulation of a counter-conditioning therapy program which will be implemented with a selected subject. Emphasis will be on developing a competence in utilizing counter-conditioning techniques.
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<th>Cooperative Work Experience</th>
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<td>Moorpark College Catalog Section #23</td>
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**Photography**

**Wild Animal Training & Management**

**Cinematography**

**Stenography**

Revised July 1976
WHAT IS COOPERATIVE WORK EXPERIENCE?

Cooperative education is a process of education which combines work experience gained by students on the job with regular academic instruction as an integral part of the community college curriculum. It has been defined as a unique plan of education designed to develop skills and knowledge as well as to improve self-understanding by integrating classroom study with planned and supervised experience outside of the formal classroom environment.

It is based on the principle that well-educated individuals develop most effectively through an educational pattern which incorporates experiences beyond the campus. Through these structured experiences in business, industry, government, and human services, the students bring an enrichment to their college studies which enhances their total development.

WHAT ARE THE BENEFITS?

Student Advantages

For students, there are numerous advantages:

1. They frequently do better work in college because they can see value of their college education as it relates to working.
2. They have a better understanding of human relations and working relations with supervisors, fellow employees, and customers.
3. They have the opportunity to learn employment skills on real jobs under actual working conditions.
4. Their interest in classroom work is stimulated by the application of academic and job-related learning to employment situations.
5. As wage earners, they develop understanding, appreciation, and respect for work and workers.
6. Through holding a job and participating in on-campus related activities, they are assisted in the process of developing a mature and realistic concept of self.
7. They benefit from the opportunity to earn while learning.
8. They re-evaluate career choices as a result of these experiences or other jobs they are able to observe.
9. They develop better work habits and attitudes.
10. They gain a headstart on their careers.
11. They can refer to cooperative work experience education employment when completing future job applications.

Employer Advantages

Employers participating in cooperative work experience education benefit from many features of the program.

1. There is a ready source of screened employees who are receiving related education in the college which provides both theory and practice to supplement experience on the job.
2. Cooperative work experience education students have a fundamental understanding of the job, processes, and technology necessary to develop at a much faster rate than other beginning employees.
3. Co-op students are highly motivated and become enthusiastic, eager employees.
4. Graduates of cooperative work experience education programs are an excellent source of candidates for technical and pre-management positions.
5. Employers can anticipate less permanent employee turnover since adjustments to the job take place during the co-op period before full-time employment.
6. Employers can reduce employee training costs through the utilization of college provided occupationally related programs.
7. Employers are provided with a source of full- or part-time employees.
8. Supervisor/employer communication and working relationships are enhanced.
9. Employees may be prepared for potential advancement and upgrading.

**AM I ELIGIBLE?**

If you are working at a job that is directly related to your college major, you are eligible for vocational work experience.

You must be employed 5 hours per week for each unit of college credit.

You must be enrolled in at least eight units of course work at Moorpark College including work experience units.

You must be enrolled in at least one course in your major, unless you have completed 12 units in your major.

You may earn a maximum of 16 units of work experience.

**WHAT MAJORS ARE INCLUDED IN COOPERATIVE WORK EXPERIENCE?**

**VOCATIONAL MAJORS**
- Animal Science
- Landscape and Nursery Management
- Accounting Technician
- Data Processing
- Banking and Finance
- Industrial Supervision
- Real Estate
- Marketing
- Early Childhood Development
- Graphic Communications
- Home Economics
- Administrative Aide
- Secretarial Technician
- Court Reporting
- Automotive Technology
- Electronics Technology
- Administration of Justice
- Drafting Technology
- Exotic Animal Training and Management
- Library Technology
- Telecommunications
- Commercial Art
- Cinema Craft
- Journalism
- Photography
- Recreation Technology
- Corrections
- Security Services
- Court Administration
- Substance Abuse
- Instructional Aide
- Government Management

**HOW DO I ENROLL?**

If you work (or do volunteer work) 20 hours or more per week, in a job related to your college major, you may be eligible for four (4) units of lower division college credit each semester.

Employment for less than 20 hours per week can qualify you for 1, 2, or 3 units of credit.

Contact the Cooperative Work Experience Office or your counselor for information.

In order to enroll and receive credit, you must:

A. Be admitted by the Cooperative Work Experience Office during the first week of registration.

B. Secure permission of your employer.
C. Complete semester objectives under direction of a faculty advisor.
D. Receive evaluation from your employer.
E. Attend a regularly scheduled one hour weekly coordinating class. Attendance in this class is mandatory for credit in work experience.

**HOW WILL MY EMPLOYER BE INVOLVED?**

Should your employer desire to participate, the requirements will be to:

Assist . . . . . . You, the student/employee, in developing specific, measurable job related objectives which are achievable during one semester

Cooperate in . . . A short discussion visit at the job site with a work experience staff member. During this visit, the student/employee's job activities and performance will be evaluated. In addition, suggestions as to how we may improve the work performance of Student/employees will be sought.

By Signing . . . A report once each semester verifying the number of hours that the work experience student/employee has worked during the semester.

By Evaluating . . The student/employee's success in completing the objectives.

**VWE 49A**
1-4 units
1 hour lecture, 5 to 20 hours of employment
Prerequisite: Full- or part-time employment in a job related to student's college major.
This course is designed to help the student understand the employment market; prepare an employment resume; learn techniques of interviewing; and learn some general rules for the job seeker. In addition it will afford the opportunity for the student to determine personal strengths and weaknesses as they relate to career choices and success.

**VWE 49B**
1-4 units
1 hour lecture, 5 to 20 hours of employment
Prerequisite: Full- or part-time employment in a job related to student's college major.
The emphasis in this course will be upon employer-employee relationships; developing desirable work habits and attitudes; and employee benefits, rights and responsibilities. Special attention will be given to interacting with co-workers.

**VWE 49C**
1-4 units
1 hour lecture, 5 to 20 hours of employment
Prerequisite: Full- or part-time employment in a job related to student's college major.
The material in this course will cover organization and management of both small businesses and large enterprises. It will cover labor laws affecting employment and union participation.

**VWE 48D**
1-4 units
1 hour lecture, 5 to 20 hours of employment
Prerequisite: Full- or part-time employment in a job related to student's college major.
This course will deal mainly with supervision on the job. It will afford the student the opportunity to use the experience and knowledge gained on the job to analyze, interpret and evaluate situations which a supervisor may encounter. Human relations problems involving employees as well as clients will be stressed. Personnel policies will be examined and discussed.
In this section of the catalog are programs and courses of special characteristics; either the subject matter content is so unique that it is not readily related to any of the generally accepted discipline categories, the content is broad enough to encompass more than one area, or the purpose is so specific that it requires separate identity and description. The list of the programs which are represented in this section includes:

Aeronautics (Aviation Training)
Disabled Student Program
Exotic Animal Training and Management
General Studies
Humanities
Leadership
Personal Growth Classes
School for Senior Studies
School for Creative Studies
Women's Studies

Each of these programs is described more fully elsewhere in this section of the catalog. Please refer to the account of the particular program for more specific information.
AERO 1 - AVIATION GROUND SCHOOL 4 Units
4 hours lecture weekly
Basic Ground School approved by Federal Aviation Administration, designed to prepare the student for FAA private pilot examination.

AERO 2 - FLIGHT TRAINING 1-3 Units
Prerequisite: AERO 1
1-3 hours lecture weekly.
Flight training. Flight maneuvers, operational procedures, instruments, navigation, meteorology, radio use, safety, and emergency procedures. Students must pass tests of flight instruction. Course may be repeated for credit to a maximum of 12 units.

AERO 3 - COMMERCIAL PILOT GROUND SCHOOL 2 Units
2 hours lecture weekly.
Preparation for the FAA Instrument Rating and Commercial Pilot Certificate Written Examination. Aircraft and engines, instruments, meteorology, radio and instrument procedures and approaches, FAR’s, charts, and AIM, emergency procedures.

AERO 4 - INSTRUMENT RATING GROUND SCHOOL 3 Units
Prerequisite: AERO 1 or AERO 3 or private commercial license.
Prepares student for the FAA Instrument Rating. Topics include weather, flight planning, fuel management, enroute charts and Victor airways, approach plates, F.A.A.’s and F.A.A. publications, holding patterns, approaches, including VOR, ILS, DME, NDB, missed approaches and emergencies.

AERO 89ABCD - PRIVATE/COMMERCIAL PILOT SEMINAR 1-1-1-1 Unit
Prerequisite: Flying experience. Prefer licensed pilots (including student license).
4 hours lecture weekly for four weeks.
The Private/Commercial Pilot Seminar is designed to provide a means for aviators to keep abreast of constantly changing FAA rules and procedures. It consists of four short courses, each for one unit. The titles are: Federal Air Regulations, Flight Planning and Communications, Ground/Air Operation and All-Weather Flight Operations. Enrollees may take any one or all four courses for credit.

The Women's Program is an integrated, two-semester course of study designed to meet the needs of women entering school for the first time or after an absence of some years. The curriculum is intended to aid the students in developing their intellectual, emotional and physical potentialities by offering courses in: English Literature, Sociology, History, Psychology, Math, Physical Science, Anthropology, Urban Services, Physical Education, Health Education, Study Skills, Personal Growth, which emphasize the women's perspective.

Faculty are chosen for the program who are sensitive to the movement of contemporary women toward independence and freedom of choice.

Units earned are credited toward the AA degree and/or transfer to a four-year institution.
The composition of the program varies slightly from year to year. Check the current schedule for the most recent offering.

Other activities offered through the Women's Studies Program are: Human Day and seminars on Parenting, Divorce Adjustment, Violence and Aggression in America.

Other course offerings of interest to women:

- Anthropology 8
- English 1
- Health Science 2
- History 12
- Physical Education 2G
- Psychology 6
- Sociology 8
- Physical Science 1
- Health Science 3
- Reading 1A
- General Studies 6
- Psychology 7
- Sex and Gender in Human Societies
- Women In Literature
- Women's Health Science
- The History of Women In America
- Rape and Self-Defense Tactics
- Psychology of Sex Differences
- Minority Group Relations - Emphasis: Women
- Introduction to Physical Science
- Concerns In Adult Relationships
- Basic Reading Skills
- Study Skills
- Parent Child Communications
The program of the School for Senior Studies is ready to respond to the needs and interests of seniors in our community. The School for Senior Studies is a product of its members and what they want it to be. Membership will not only include benefits such as the Senior Privilege Card, entitling holders to free guest privileges at Community Service activities, but will also provide the opportunity to influence the curriculum, watch the School grow, and make new friends. For further information, call Carole Ginett, Coordinator, School for Senior Studies, Moorpark College, 529-2321.

disabled
students
special
services

Students who have permanent physical disabilities are eligible for special services through the Disabled Students Program.

The purpose of this program is to give disabled students an equal opportunity in the educational process and to help them become an integrated and welcome part of the Student Body.

All architectural barriers are being eliminated from the campus to give the disabled student free access. Elevators have been installed in most buildings and all steps will have ramps or handrails.

The following special services are among those provided by the Disabled Students Office which is located in the trailer at the west end of the Campus Center.

Adaptive P.E.
Campus Orientation
Interpreters for the Deaf
Large Print Material
Mobility Assistance
Note Takers
Print Magnifiers
One Stop Pre-registration
Reader Service
Special Parking Areas
Tape Recorders
Transcriber Service
Tutoring
Transportation
Counseling
exotic animal training & management

With the rapid development of recreational animal parks, ecologically oriented zoos and animal entertainment centers, there has been a corresponding need for trained and experienced personnel to work with animals. In meeting this need, a new and exciting major was developed for students interested in pursuing careers as animal handlers... and eventually as professional trainers. Related fields will also be explored— with the possibility of increasing career options to include the development of individualized shows or facilities.

APPLICATION PROCEDURE

1. Complete the regular Moorpark College application and return it to the college counseling office in the Administration Building.

2. Have transcripts of all previous college and high school work sent to the Records Office of Moorpark College.

3. Complete the application for Exotic Animal Training and Management available through the counseling office and return it by the announced deadline date.

The application, along with your transcript, will be used as part of the selection criteria for this program. A personal interview may also be necessary. Students will be notified of their selection by mail.

For further information write:
EXOTIC ANIMAL TRAINING
Counseling Department
Moorpark College
7075 Campus Road
Moorpark, CA. 93021

OR CALL:
Bill Brabys
Instructor, Math/Science Division
(805) 529-2321, Ext. 266

SCHOLARSHIPS

Students who have a financial need will have the opportunity to apply for special scholarships, sponsorships, and financial aid.

STEERING COMMITTEE

Mr. Roger Boedecker, Assistant Dean of Instruction
Mr. Lewis Carrillucci, Dean of Student Personnel Services
Mr. Michael Seely, Humanities, Division Chairperson
Mr. Kokki Shindo, Science and Mathematics, Division Chairperson
Dr. Eugen Berg, Faculty, Science
Mr. Richard Edwards, Faculty, English; Program Coordinator
Mr. Joseph Gonzalez, History and Institutions Department Head
Ms. Pamela Sheridan, Faculty, Humanities; Program Coordinator

School for Senior Studies

Moorpark College's School for Senior Studies is designed to serve the unique needs of men and women who are now in or are preparing for retirement. It is for those who believe in the principle of lifelong learning and who wish to continue to grow through creative use of their leisure time. Members of the School for Senior Studies will find a stimulating intellectual and congenial social atmosphere and will, at the same time, be able to share their rich experiences and talents with others.

The activities of the School for Senior Studies are offered at various sites in the community, such as senior centers, recreation sites, residential care homes, and retirement developments, as well as on the Moorpark College campus. These activities represent a wide range of subjects and formats, including full semester courses, short 6 or 8 week classes, one day forums, seminars, and workshops.
ASSOCIATE IN SCIENCE DEGREE
EXOTIC ANIMAL TRAINING AND MANAGEMENT

The major requirements in the EATM A.S. Degree curriculum are identical to the Certificate curriculum with the exception that BOTH EATM 21 and 23 will be required. Although the Certificate curriculum is a one year (30 Unit) program, due to staffing and facilities limitations the scheduling of courses will require the students to spend two years to complete all requirements. Therefore, it is strongly recommended that, if at all possible, you pursue the A.S. Degree Curriculum, which is a two year program culminating in both a Certificate in EATM and an Associate in Science degree in EATM.

Due to the specialized nature of this program, we recommend that specific courses in the college be taken to satisfy the General Education requirements for the A.S. Degree.

Recommended Courses:

HUMANITIES
Photo 1A Beginning Photography

NATURAL SCIENCES
Biol 1 Principles of Biology

SOCIAL SCIENCES
Psych 2 General Psychology

LEARNING SKILLS
Engl 2 Preparatory English
ThA 3 Voice and Diction
Sphc 1 Introduction to Speech

PHYSICAL EDUCATION & HEALTH SCIENCES
HS 1 Health and Society
HS 5 Safety and First Aid

CERTIFICATE PROGRAM
EXOTIC ANIMAL TRAINING AND MANAGEMENT

The course of study for the Certificate in EATM consists of a minimum of 30 units. The prescribed courses are outlined below:

EATM 1 Biology of Exotic Animals
EATM 2A Exotic Animal Behavior
EATM 2B Exotic Animal Nutrition
EATM 3A Operant Conditioning
EATM 3B Elementary Veterinary Techniques
EATM 11AB Exotic Animal Care and Handling
EATM 12 Animal Park Planning and Design
EATM 13AB Exotic Animal Management and Supervision
EATM 4AB Work Experience with Exotic Animals
Bus 32 Small Business Management

EATM 21 or Exotic Animal Training
EATM 23 Laboratory Animal Techniques
EATM 1 – BIOLOGY OF EXOTIC ANIMALS
Prerequisite: None.
3 hours lecture weekly.

This course consists of a survey of the animal kingdom as it relates to those animals used in animal parks, zoos, etc. Where possible lectures will be given by experts in the field and demonstration animals will be exhibited. Emphasis will be on behavior patterns, care and feeding, both in captivity and in the natural environment. THIS COURSE WILL NOT FULFILL SCIENCE REQUIREMENT FOR AN ASSOCIATE DEGREE.

EATM 2A – EXOTIC ANIMAL BEHAVIOR
Prerequisite: Acceptance into the EATM major.
3 hours lecture weekly for 9 weeks.

Course is designed to provide students with an introduction to the behavior of wild and/or exotic animals and the care utilized in their maintenance. It is offered for those interested in working professionally in the field of wild animal training and research. Basic animal behavior patterns will be studied.

EATM 2B – EXOTIC ANIMAL NUTRITION
Prerequisite: EATM 2A.
3 hours lecture weekly for 9 weeks.

The course is designed to provide the student with a basic understanding of those factors relating to the feeding and nutritional needs of exotic animals in captivity as well as in the wild.

EATM 3A – OPERANT CONDITIONING
Prerequisite: EATM 2B.
3 hours lecture weekly for 9 weeks.

This course provides the student with a basic understanding of the terminology and methods used in training an animal utilizing the operant conditioning approach. Class will include laboratory sessions and each student will be given an animal to work with and train.

EATM 3B – ELEMENTARY VETERINARY PRACTICES
Prerequisite: EATM 3A.
3 hours lecture weekly for 9 weeks.

This course is taught by a guest speaker method. Outstanding exotic veterinarians from the area will lecture the students on the various elementary veterinary care procedures needed in working with exotic animals. Efforts will be made to have students accompany the school veterinarian on his bi-monthly inspection tour of the animals in our compound.

EATM 11A/B – EXOTIC ANIMAL CARE AND HANDLING
Prerequisites: Acceptance into the EATM major.
6.6 hours laboratory weekly.

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.

In the ASSERTION TRAINING RAP, the focus is on the individual's capacity to be expressive, open and clear in communication. Learning how to effectively say no under pressure, recognizing and dealing with manipulation, and standing up for one's rights in negative, confronting situations, are topics considered. The goal is greater awareness and control of life situations as well as more effective and honest communication.

The RAP on HUMAN COMMUNICATION deals with the issues involved in attempting to understand self and to be understood by others. Moreover, the facilitator encourages participants to examine their style of verbal and non-verbal communication. By receiving feedback from the group, an individual is then able to assess strengths and weaknesses and to work on them with group support.

The BODY MOVEMENT RAP is a personal growth experience designed to increase self-awareness and non-verbal communication. This is done by getting in touch with our body as an integral part of our being. The goal is an integration of the body, mind and spirit. This RAP is not a dance or PE course. There are no performance standards, no steps to master, no competition. It is a personal exploration experience.

SIGNIFICANT PAIRING – SURVIVAL FOR COUPLES – The objectives of this RAP are to present to couples planning to marry or live together methods and alternatives of sharing which enhance not only the relationship but the individual. To openly discuss expectations and commitments in such vital areas as communication, sex, self-identity and awareness, sharing, role and game playing, children and fighting, plus other considerations such as budgeting, shopping for food, clothes, insurance, cars, home and lost, but not least, intimacy.

The Schedule of Classes lists the specific focus topics offered each semester.

PG 2 – CAREER DEVELOPMENT (CSU-3)
3 hours lecture weekly.

This class assists one in systematically examining the components of career choice. The class will focus on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills, decision making process and self-assessment instruments will help identify tentative career responsibilities. Where applicable, interviewing skills, resume writing, application completion and job finding techniques will be reviewed.
leadership

LDR 1A – PRINCIPLES OF LEADERSHIP (CSU-1) 1 Unit
1 hour lecture, 1 hour practicum weekly.

The development of effective group leadership through an understanding of the basic tenets of parliamentary procedure. Practical application of parliamentary procedure in the group situation will be emphasized.

LDR 1B – PRINCIPLES OF LEADERSHIP (CSU-1) 1 Unit
1 hour lecture, 1 hour practicum weekly.

The identification of effective leadership and its development; leadership as it relates to the rights and responsibilities of the individual; effective leadership through the understanding of group dynamics.

personal growth

The Personal Growth program provides the opportunity for people to meet in small groups in order to share mutual concerns. These people are given a chance to expand personal communication and work toward problem solving in an informal atmosphere with a professional counselor as facilitator.

PG 1 – RAP FOCUS (CSU-2) 2 Units
2 hours lecture weekly.

Personal growth groups provide an opportunity to share thoughts, feelings and concerns in such areas as human communication, sexuality, women awareness and interpersonal relationships. Activities include counselor led groups, outside class projects and required reading.

The HUMAN SEXUALITY RAP emphasizes positive self-image. Roles and expectations in a relationship are explored through exercises in touching, relaxation, fantasy, eye contact, active listening, verbal sharing and discussion. The objective is to put sexuality in a realistic, yet personal perspective — to deal with concepts of intimacy, value systems, body imagery, and self-acceptance.

WOMEN’S AWARENESS RAP provides an opportunity for women to share their feelings and diverse experiences in a supportive environment. Problem solving, time management, study habits, self-actualization, consciousness raising, and decision making skills are some of the topics that usually arise.

EATM 12 – ANIMAL PARK PLANNING AND DESIGN 4 Units
2 hours lecture, 6 hours laboratory weekly.

This course is designed to acquaint the student with the problems and regulations involved with building an exotic animal facility. Field trips to various facilities and the design of a facility will constitute the core of the course.

EATM 13A/B – EXOTIC ANIMAL MANAGEMENT AND SUPERVISION 2-2 Units
Prerequisites: EATM 3B and 11A and/or 11B.
6-6 hours laboratory weekly.

This course is designed for second year students in the EATM major. Students will be responsible for supervising the care of animals in the compound and for managing the compound at night and on weekends and holidays, on a rotational basis.

EATM 21 – EXOTIC ANIMAL TRAINING 3 Units
Prerequisites: EATM 3B and EATM 11A and/or 11B.
1 hour lecture, 6 hours laboratory weekly.

Students will proceed with the application of techniques observed in EATM courses. Each student will train an animal or animals for possible exhibition. Proper care of animals in all respects will be emphasized.

EATM 22X8

EATM 23 – LABORATORY ANIMAL TECHNIQUES 4 Units
Prerequisites: EATM 3B and EATM 11A and/or 11B.
2 hours lecture, 6 hours laboratory weekly.

Basic procedures utilized in working with laboratory animals – rats, hamsters, guinea pigs and primates will be taught. Methods of sanitation, diet and elementary laboratory techniques will be employed.

EATM 46
The letters UC following the course title indicate that the course is accepted for credit at any of the University of California campuses. The number following the letters UC indicates the maximum number of units accepted by the university for the course.

The letters CSU following the course title indicate that the course is accepted for credit at any of the California State University and College campuses. The number following the letters CSU indicates the maximum number of units accepted for the course.

**GEN ST 1 - THE ART OF INVESTIGATION (UC-3, CSU-3)**
3 Units
3 hours lecture weekly.

An interdisciplinary course intended to introduce students to the various investigative techniques employed in the natural and social sciences and the arts. Students are provided with an opportunity to gain a working knowledge of some of the characteristic methodologies employed by investigators in these fields.

**GEN ST 2 - METHODS OF CREATIVITY (UC-3, CSU-3)**
3 Units
3 hours lecture weekly.

This course examines the range of the human senses. Students will discover their capacity for sensual response to their experiences. Special projects which call for creative solutions to problems will also be explored.

**GEN ST 3 - THE ASCENT OF MAN (CSU-3)**
3 Units
Prerequisite: Eligibility for English 1.
3 hours lecture weekly.

An examination of the major events in the biological and cultural development of man. The course traces the development of science and art expressions of the special gifts that characterize man and that have made him unique among the animal species. Emphasis is placed on the processes of thought and imagination which are involved in the various attempts made by man to analyze and understand the nature of the universe and of himself. Instruction will involve a combination of television presentations supplemented by several interdisciplinary symposia/discussions.

**GEN ST 4 - INDEPENDENT LIVING SKILLS FOR THE DISABLED**
3 Units
Prerequisite: This class is limited to disabled students.
3 hours lecture weekly.

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.

**HUM 11 - MEDITATION (UC-2, CSU-2)**
2 hours lecture weekly.

Analysis and practice in meditative procedures and techniques. A practical approach to increasing awareness through traditional exercises and methods of concentration. Will include practical rules, alignment and relaxation procedures, use of mantra, pantanjali, four viewpoints and various meditative forms for individual, group, and special occasions.

**HUM 12 - THE PRACTICE OF TAI CHI CHUAN (UC-1, CSU-1)**
1 Unit
3 hours activity weekly.

Tai Chi Chuan is an ancient Chinese system of isometric dance forms consisting of 108 movements carried out in a slow, continuous, rhythmic sequence, inducing health, relaxation and peace of mind. The actual movements of Tai Chi Chuan will be learned and practiced.

**HUM 13 - THE WISDOM OF THE EAST, MYTHOLOGY, LITERATURE AND THOUGHT (CSU-3)( UC-3)**
3 Units
Prerequisite: Consent of instructor.
3 hours lecture weekly.

A comprehensive, integrated approach to the Eastern experience, with an emphasis on the mythology, literature, and thought of India, China and Japan. The theme of the course is the seminal influence of mythology in Asiatic culture. This complex influence will be studied primarily in relation to the written classics of the Eastern world. To enhance the student's understanding of the theme of the course, the influence of mythology in Asiatic visual and performing arts will be presented through tapes and slides.

**HUM 15 - COMMUNICATIONS (UC-6, CSU-6)**
6 hours lecture weekly.

Exploration of various modes and styles of communication. The primary focus will be on literature and self-expression through music with limited exploration of theater, dance and film. Regular writing assignments required. Students will receive 3 units of credit in English 1, and 3 units of credit in Music B. Lab or materials fee may be required.

**HUM 22A/B - DIRECTED STUDIES IN HUMANITIES (UC-see below)*, CSU-13**
1-3 Units
Prerequisites: A course in the specific field with a recommending grade and consent of the instructor and division chairperson.
1-3 hours tutorial weekly.

Designed for selected students who are interested in furthering their knowledge of Humanities on an independent study basis. Assigned problems will involve library, laboratory and field work. Maximum of 6 units.

*The University of California will accept a maximum of 5 units per term for any or all work done under the 22 series.

\[ \text{HUM 15 - Images of Woman (UC-3, CSU-3)} \]
\[ \text{10 Special Topics (UC-3, CSU-3)} \]
\[ \text{21 Yoga Practice (UC-3, CSU-3)} \]
\[ \text{75 Special Topic (UC-3, CSU-3)} \]
HUM 6 – ART AND THE WRITTEN WORD (UC-6, CSU-6) 6 Units
6 hours lecture weekly.

DESCRIPTION OF AIMS AND OBJECTIVES:
To provide an historical overview of the evolution of vision as typified in literature and expression in the visual arts (painting, sculpture, architecture). The ways of seeing in the works of the great artists of Western Civilization, both in an historical sense and from the standpoint of craft, e.g., the evolution of painting techniques, the changing quality of the narrative, changes in the use of point-of-view, etc. These works will be presented in their historical contexts, with strong emphasis given to the changes in forms and kinds of vision in different historical periods. A variety of literary genres will be explored. These media will be encountered in classroom lecture-discussion format, through the use of audio-visual aids (films, video-cassette tapes) and in field trips. (Engl 1 and Art 2 credit). Lab or material fee may be required.

TYPICAL ACTIVITIES
Responding creatively to fiction and poetry by writing as well as reading. A "trying-on" of various literary genres to be explored by writing substitute endings, suggesting new points of view, creating new characters, etc., in the works studied.

Trying painting and other media in a studio situation to better appreciate works studied.

Responding with brief analyses in writing and quizzes to material studied.

Lecture-demonstrations, trips to artists' studios, open discussions relating historical materials to today.

Field trips.

HUM 8 – LITERATURE AND MUSIC (UC-6, CSU-8) 6 Units
6 hours lecture weekly.

Exploration of relationships between literature and music. This course will emphasize the use which writers have made of music, and the uses which composers have made of literature. The works of such artists as Shakespeare, Moliere, Shaw, Stravinsky, Beethoven, Dylan, Wordsworth, Mozart, and the writers of the Holy Bible will be studied, as well as important aesthetic movements like classicism and romanticism. Students will be expected to write regularly; extensive use of recorded musical performance will be made. (Students will receive 3 units of credit in Eng 1, and 3 units of credit in Music 8). Lab or material fee may be required.

HUM 9 – LINE AND LETTER (CSU-2) 2 Units
6 hours laboratory weekly.

An integrated study for students interested in writing and illustration. This course will focus on the relationship of visual images as captured through illustration and language. Experimentation and free expression will be encouraged. Lab or material fee may be required.

GEN ST 5 – TUTORING METHODS 1 Unit
Prerequisites: Demonstration of competency in Basic Skills and/or subject matter area, through (1) GPA; (2) Examination; and (3) recommendation from instructor. 6 hours lecture weekly.

Course will include tutoring methods, basic techniques of individualized instruction, utilization of materials, texts and audio-visual equipment to support instruction.

May be repeated for credit to 6 units.

GEN ST 6 – INDIVIDUAL TUTORIAL ASSISTANCE 1.3 Units
1/2 - 8 hours laboratory weekly.

Students having difficulty in basic skills or subject matter will receive individualized tutoring, the number of hours to depend upon the amount of help needed.

May be repeated for credit to 6 units.

GEN ST 7 – INDIAN INDIAN IN (CSU 7) 1/2-7/3 Credit (8 Units)
GEN ST 48 – TUTORING PRACTICUM 1/2-7/3 Units
Prerequisite: GC 5 or demonstration of equivalent experience. 1/2-7/3 hours laboratory weekly.

Course will include actual tutoring experience, along with supervisory and evaluative laboratory sessions. Moorpark College classes.

May be repeated for credit to 6 units.

humanities

The majority of the courses listed under the Humanities heading are interdisciplinary and team-taught, affording the student an opportunity to study more than one traditional discipline at the same time and in a manner which inter-relates these disciplines. In those courses taught by several teachers, the students are presented with ideas from different points of view by individuals who have studied and been trained in the particular disciplines included in the course.

The interdisciplinary courses are designed to provide the student with transfer credit meeting general education requirements in more than one area of study.

Included in this section is a summary of the integrated and team-taught courses, tabulated to provide a convenient overview of the course equivalencies and the principal emphasis given in the course.
### SUMMARY OF TEAM-TAUGHT AND/OR INTEGRATED COURSES
FROM HUMANITIES/SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>COURSE EQUIVALENTS</th>
<th>STAFF</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities 1A/B</td>
<td>Fulfills AA/AS Degree Requirements in American Institutions, Fine Arts, and English. Transfer credit as elective in CSU General Education if student successfully completes, in addition, Engl 1, and a basic course in Social Science.</td>
<td>Davie Hannon Klose Seely</td>
<td>The class meets for two large-group 1½ hour presentations followed by small discussion sections.</td>
</tr>
<tr>
<td>Humanities 5A/B</td>
<td>Transfer Credit</td>
<td>Nasatir Popiel Ekbach Klose</td>
<td>Class sessions employ discussion, lectures, films, non-verbal exercises and field trips,</td>
</tr>
<tr>
<td>Humanities 6</td>
<td>Transfer Credit</td>
<td>Mallory Sheridan</td>
<td>Exploration of various modes of expression, photography, film-structural construction, concrete poems, &quot;readymades,&quot; aerographs, monoprints, collages.</td>
</tr>
<tr>
<td>Humanities 8</td>
<td>Transfer credit</td>
<td>Edwards</td>
<td>Exploring ways in which writers and musicians use sounds (classical poems, composers, jazz, rock and pop).</td>
</tr>
<tr>
<td>Humanities 15</td>
<td>Transfer credit</td>
<td>Ingersoll Ekbach Hanft Mallory Sheridan</td>
<td>Primary focus will be on music and literature, with limited exploration of theater and art. Special consideration will be given to film.</td>
</tr>
</tbody>
</table>

### SUMMARY (cont.)

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>COURSE EQUIVALENTS</th>
<th>STAFF</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engl/Anthropology</td>
<td>Davie Roiff</td>
<td>To direct students toward an understanding of their own nature, and of their relationship with their natural world. Study of other cultures which reflect different attitudes.</td>
</tr>
</tbody>
</table>

**HUM 1A/B — THE CHALLENGE OF SOCIETY (CSU 6,6) (UC-GE) 9-9 Units 6 hours lecture weekly.**

A general education course designed to increase the student's understanding of the key issues in the social sciences, literature and the arts. This course will develop the student's awareness of the culture of the modern world, examine freedom and responsibility in a democratic society, and improve skills in oral and written communication.

The class meets for two large, two-hour, group presentations, consisting of a series of lectures, illustrated talks, films, slide presentations and panel discussions. Each large group presentation is followed by discussion sections. Field trips and attendance at plays, lectures, films, political and social events are required. Tutorials are scheduled with the faculty members and listening experiences will be scheduled in the Audio-Visual section.

**HUM 5A/B fulfills the AA/AS degree graduation requirements in American Institutions, Fine Arts and English Composition.** Acceptable as a general education transfer elective if student successfully completes, in addition, Engl 1 and a basic course in Social Science. Lab or material fee may be required.

**HUM 6A/B — AWARENESS, CHOICE AND FREEDOM (UC-9/9, CSU-9/9) 9-9 Units 9 hours laboratory weekly.**

Examines Psychology and English as disciplines, and, most important, as illuminations of human phenomena. Builds on the premise that awareness leads to recognition of choices and that when choice is recognized and acted upon, authentic freedom results. Assumes that existence is organic. As all knowledge is ultimately related, so is all life. Qualities attributed to humans are shared, to a greater or lesser degree, by other creatures. It is the emphasis on certain of these qualities and their novel combination, that define "human." Considers human dynamics, including perception, emotion, motivation, communication, self-concept, valuing and relating.

Employs reading, observation, film, discussion, lecture. Exercises in analysis development of ideas, recognizing levels of abstraction, integrating concepts and experience. Lab or materials fee may be required.

**COURSE EQUIVALENTS:**
- HUM 5A — Psych 2 (3 units), Engl 1 (3 units), Cinema 1 (3 units). HUM 5B — Psych 3 (3 units), Engl 1 (3 units), Engl 19 (3 units).
ADVICE TO STUDENTS CONCERNING "CREDIT-NO CREDIT" COURSES
In all cases students should complete course work in the area of their major on the letter grade basis. In addition, it is advisable that the student take the supporting courses which are affiliated with the student’s major on a letter grade basis.

Enrollment in courses on a “credit-no credit” basis should only be attempted after consultation with the course instructor. The course work attempted will fit within the+20% guidelines prescribed for the student’s major by the anticipated transfer institution and this college’s rules pertaining to the 95 units per semester rule and the 20 unit maximum for “credit-no credit” courses.

The student should discuss with each instructor the basis for earning credit in “credit-no credit” courses. The criterion for success in these courses is determined by the instructor.

WORK EXPERIENCE EDUCATION
Moorepark College offers an educational program in Work Experience Education that is designed to develop and coordinate the relationship between classroom instruction and the on-the-job activities. If you are currently employed at a job which is related to your occupational goal as indicated by your current college major, you may be eligible for enrollment and college credit in the Work Experience Education program.

For more detailed information on the Work Experience Education program, please check the appropriate catalog section.

DEAN’S LIST
Special recognition is accorded students who complete a program of 12 or more units 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.

PROBATION-DISMISSAL POLICY
A. INTRODUCTION
Probation-dismissal policies and principles are designed to assist students to make progress toward realizing educational, vocational, and personal goals. Each student who chooses to enroll should be encouraged to take advantage of the opportunity to realize his/her full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed. The following principles and policies are consistent with the provisions of the Education Code and Title 5 of the California Administrative Code.

B. PRINCIPLES GOVERNING THE ADMINISTRATION OF ADMISSION — PROBATION - DISMISSAL POLICIES
1. High school graduates or persons 18 years of age or older, capable of profiting from the educational programs offered, shall be admitted by the college of the District.
2. The admissions officer at each college shall have the responsibility of administering probation-dismissal policies.
3. Probation-dismissal policies, as applied to individual students, are to be administered in such a manner as to respect the integrity and privacy of students.
4. A student enrolled at a college for residency shall make a written statement supporting his/her graduation. A student who is readmitted must, with the assistance of a counselor, undertake a thorough reassessment of his/her educational and vocational goals which shall be made a matter of record.
5. A student transferring to a Ventura County Community College District college from another college is subject to the same probation-dismissal policies as Ventura County Community College District students.
6. Admission to graded classes is conditional until complete transcripts have been received from previous schools and colleges attended.
7. A student subject to dismissal has the right of appeal for a review of his case.

C. RULES GOVERNING ACADEMIC PROBATION
1. A student placed on probation shall be provided individual counseling and guidance services, including regulation of his program subject matter according to principle, attitude, and achievement.
2. A student will be placed on probation when his/her cumulative or semester grade averages fall below 2.00. Computations will be based on all course work attempted.

CLASSIFIED EMPLOYEES
Mack, Ronald, Senior Gardener
Makay, Horacio, Maintenance Technician
Martinez, Karen, Intermediate Clerk Typist — Administrative Assistant
Mertz, Johnie, Secretary — President
Muñoz, Patti, Intermediate Clerk Typist — Instructional Media
Mukhtarov, David, Custodian
Mutesa, Rosemary, Senior Gardener
M web, Lewis, Gardener
McKenna, Maicie, Assistant Food Services Supervisor
McGuire, Sandra, Secretary — Evening Division
Medina, Karen, O.J., Communications Technician
Miller, Karin, Secretary, Business Department
Miller, Nancy, Library Clerk
Moore, Suzanne, Student Activities Assistant
Morales, Richard, Welder
Mulvey, John, Community Campus Police Officer
Nelson, Karen, Intermediate Clerk Typist — Evening Division
Nicholas, Ashley, Library Assistant/Media Assistant — Library
Niles, Jim, Campus Public Information Officer
Nino, Alfione, Custodian
Nowicki, Eugene, Locksmith
Nunez, Joe, Instructional Aid — Early Childhood Development
Ojalvez, Joseph, Custodian
Olahi, Chris, Instructional Aid — Exotic Animal Training and Management
Oritz, Mary Lupe, Secretary — Technology Division
Paddock, Jill, Career Resource Supervisor
Palmer, Lawrence, Custodian
Parkmore, Charlotte, Senior Records Clerk
Pardis, Lyle, Records Clerk
Ramsey, Ralph, Warehouse Assistant
Reed, Marian, Intermediate Account Clerk — Administrative Assistant
Reese, Arnette, Records Clerk
Rider, Frank, Custodian
Riedel, Rolana, Secretary — Admissions Office
Robert, Jeff, Custodian
Robinson, George, Custodian
Romero, David, Custodian
Romero, Tina, Secretary — Director of Student Activities
Sangster, Pamela, Student — Physical Education Division
Scott, Doris, Telephone Operator/Receptionist
Scott, Karen, Director of Counseling
Swan, Judith, Graphist Specialist
Snedd, Richard, Clerk
Sheffield, Joan, Secretary — Associate Dean, Occupational Education
Silver, Diane, Secretary — Processing of Student Personal Services
Siegel, Pauline, Library Clerk
Simon, Steven, Audio/Video Technician
Smith, Ralph, Warehouse Supervisor
Smith, Randy, Custodian
Sorenson, Thomas, Senior Gardener
Sousa, Juliette, Cafeteria Assistant
Steele, Kelly, Student Activity Manager
Stuart, Fredie, Custodian
Steuart, Donald, Audio/Video Technician
Sullivan, Betty, Community Service Assistant
Sylvester, Lisa, Student Services Coordinator
Tow, Lloyd, Custodian
Tuttle, Eugene, Custodian
Updike, Forrest, Plumber
Urdiguez, Majel, Custodial Aid — Typing Lab
Varela, Rusty, Intermediate Clerk Typist — Counseling
Vella, Carl, Gardener
Vintz, Barbara, Records Clerk
Wagner, Isabel, Day Care Center Supervisor
Wagner, Linda, Secretary — Financial Services Office
Washington, Louis, Custodian
Wheeler, R. C., Deputy
Whitehead, Linda, Secretary — Humanities Division
Williams, Jerry, Secretary — Dean of Instruction
Wilson, Chuck, Warehouse Assistant
Wright, Mark, Campus Police Officer
Wright, Jack, Equipment Manager — Physical Education