

General Catalog  
and  
Announcement of Courses

1981-82

MOORPARK COLLEGE

A Public Community College

Accredited by  
the Western Association  
of Schools and Colleges

7075 Campus Road  
Moorpark, California 93021

(805) 529-2321  
(805) 647-7622



1981-82  
COLLEGE CALENDAR

<i>FALL SEMESTER, 1981</i>	<i>September 8, 1981 - January 27, 1982</i>
August 20 - September 2	FALL SEMESTER REGISTRATION
September 8	First day of instruction
	First day of late registration
September 21	Last day of registration
	Last day to add classes
October 2	Last date to drop class without a permanent record entry
	Last date to determine Credit/NC grading option
October 14	Last date to determine Credit/NC grading option
November 11	Legal holiday - Veterans Day
November 26-27	Thanksgiving vacation
December 11	Last date to drop class with a "W" grade
	Last date to apply for Fall '81 Graduation & Certificates of Achievement
December 18	Graduation & Certificates of Achievement
	Christmas vacation
December 21 - January 1	Classes resume
January 4	SPRING SEMESTER registration
See Class Schedule	Final examinations, Fall Semester
January 20-27	End of fall semester
January 27	
<i>SPRING SEMESTER, 1982</i>	<i>February 1, 1982-June 11, 1982</i>
February 1	First day of Instruction
	First day of late registration
February 12	Legal holiday - Lincoln's Birthday
February 15	Legal holiday - Washington's Birthday
February 16	Last day of late registration
	Last day to add classes
March 10	Last date to drop class without a permanent record entry
	Last date to file applications for Spring '82 and Summer '82 graduation
April 2	Spring Vacation
	Last date to drop class with a "W" grade
April 5 - April 9	Legal holiday - Memorial Day
May 11	SUMMER SESSION registration
	Final examinations, Spring Semester
May 31	End of spring semester
See Class Schedule	GRADUATION
June 4 - 11	
June 11	
<i>SUMMER SESSION, 1982</i>	<i>June 14, 1982 - September 3, 1982</i>
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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College District  
Board of Trustees**



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**Moorpark College**



**W. Ray Hearon  
President**



**Carrie Christian  
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**Ventura County Communi  
College District**



**James Moore, Jr.  
Acting Superintendent**

## HISTORY

Moorpark College, operated by the Ventura County Community College District, was established by Board action on March 19, 1963. When it opened its doors four years later, it became the second college of what was eventually to become a three-college district including Ventura College and Oxnard College. The 134-acre site is located between the cities of Simi Valley and Moorpark, primarily serving the communities of eastern Ventura County.

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

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

In the fall of 1969 the first building to be added to the original campus facilities, the Applied Arts Building, opened with space especially designed for a number of occupational programs. The Administration of Justice, Early Childhood Development, Graphic Arts, and Home Economics programs are housed in this facility. With the 1971 spring semester the Creative Arts Building came on line to provide space for general classrooms, faculty offices, and Theatre Arts rehearsal, workshop and storage facilities. The fall semester of 1975 brought on a complex of two new buildings, one combining spaces for the Humanities and the Social Sciences and one exclusively for Music.

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

From its initial student body the total enrollment at Moorpark College has grown to approximately 9,500 day and evening students. The college continues to commit itself to taking its programs into the communities with courses now being offered in both the Conejo and Simi Valleys. In addition, a special bilingual-bicultural program is offered, with some instruction in this program in the community of Moorpark.

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

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

## **PHILOSOPHY AND GOALS**

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

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

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

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

## **OBJECTIVES**

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

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

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

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

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

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

- Co-curricular programs that provide students with opportunities for participation in creating activities that lead to their personal growth in leadership and in social and civic responsibility.

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ADMISSIONS  
INFORMATION



# **ADMISSIONS**

## **Eligibility**

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

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

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

## **Advanced Placement for High School Students**

In accordance with the California Education Code, high school students who are in their junior or senior year are permitted to enroll in college courses for the Fall and Spring Semesters. Summer Session is limited to students who have completed their junior (11th grade) year in high school. An approved advanced placement form, signed by the high school principal or designee, is required before a student is permitted to register.

## **Foreign Students**

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

1. Submit a completed application for admission.
2. Provide evidence of proficiency in the use of the English language. Students are required to complete the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 505. For information, write:

Educational Testing Service

Box 899

Princeton, N.J. 08540

3. State a specific objective. (handwritten by student)
4. Submit a letter of recommendation and transcripts from preparatory schools and colleges previously attended.
5. Submit a confidential statement of finance.
6. Submit a health statement from a California licensed physician which must include TB test results.
7. Interview and clear with the director of the college health services.
8. Show proof of major medical insurance.
9. Sign a student statement of understanding and responsibility.

10. Payment of tuition fee prior to enrollment (for the 1981-82 school year, tuition has been established at \$76.00 per unit with a maximum fee of \$1140.00 per semester for 15 or more units). Contact the office of the Associate Dean of Admissions/Record for detailed instructions.

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

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

### **Admission Procedures**

A student who is enrolling for the first time or who is returning after an absence of one or more semesters must complete an application for admission. Application forms may be obtained by going in person to the Records Office at the college, by writing to Moorpark College, 7075 Campus Road, Moorpark, CA 93021, or by telephoning 529-2321 or 647-7622 (Area 805). Completed application forms should be submitted to the Records Office at the earliest possible date preceding the beginning of registration for the semester admission is desired. New student applications will be processed on a first come first-served basis. Students who have been enrolled in classes at Moorpark College in the two preceding semesters do not need to file a continuing student application.

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

### **Residency Requirements**

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

1. *District Resident* — must be a legal resident of Ventura County and have resided in California for one year prior to the residency determination date for the semester s/he is planning to attend. Students who meet district residence requirements do not pay tuition. The residency determination dates for the 1981-82 school year are as follows:

Fall Semester 1981 .....	Sept. 7, 1981
Spring Semester 1982 .....	Jan. 31, 1982
Summer Session 1982 .....	June 13, 1982

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

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

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

5. Military Personnel and/or their dependents should check with the Records Office for additional information pertaining to determination of legal residence.

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

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

### **Registration Procedures**

A permit to Register will automatically be mailed to all continuing students. Registration priority will be based on the number of units completed. A permit to Register will be mailed to all new and reentering students upon completion and processing of the admissions application.

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

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

### **Health Fee**

The Ventura County Community College District Board of Trustees has established a required health fee for all students enrolling in the college. The schedule for the 1981-82 school year is as follows:

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

The following exceptions will apply:

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

The following will be considered reasons for exemption:

- Religion
- Apprenticeship
- Low Income

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

### **Parking Fee**

The Board of Trustees of the Ventura County Community College District has established a parking fee for those students who wish to park vehicles on campus.

The fee schedule for the 1981-82 school year is as follows for all vehicles parked on campus:

**Regular Semester Fee:**

Car .....	\$10.00
Motorcycle .....	7.00

**Short-Term Parking Fees:**

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

**Summer Intersession:**

Car .....	\$5.00
Motorcycle .....	3.50

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

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

**Tuition or Non-Resident Fee**

Tuition is required of non-resident students only (out-of-state or out-of-country). The 1981-82 fee schedule has been established at \$76.00 per unit with a maximum of \$1,140.00 for 15 or more units per semester.

**Health and Parking Fee Refunds**

Students who *officially* withdraw from the college prior to the end of the second week of classes during the regular semester (or the end of the first week of summer school) may request a refund of their health and parking fees.

**Tuition Refunds**

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

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

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

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

	<b>Fall or Spring Semester</b>
1st week .....	100% of tuition less \$25 admin. fee charge

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

#### Summer Session

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

A complete table of refunds appears in Appendix VI.

### Transcript

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

### Expenses

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

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

### Full-Time Student

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

### Unit Requirements for Benefits

Unit requirement per semester to qualify for:

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

### Credit for Military Service

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

A veteran who has completed a continuous active duty period of 181 days or more with the United States Military Service (Air Force, Army, Coast Guard,

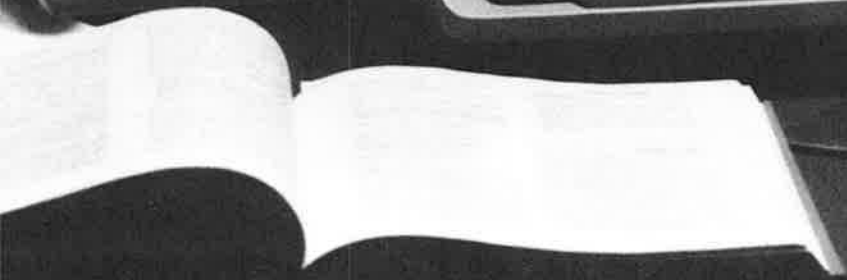
Marine Corps and Navy) and has completed a minimum of 12 units with a "C" average in the colleges of this District may petition and be allowed credit as follows:

1. Three semester units of elective credit (no title, no grade)
2. The veteran may in addition to the credit allowable under terms of "1", be allowed credit for formal service school courses offered by the United States Military Services recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. The credit allowed will be added to that permitted under provisions of "1" and reported as elective credit (no title, no grade).
3. Veterans will be allowed full advanced standing credit for "College Level" courses completed under the auspices of DANES or the United States Armed Forces Institute. Such credit will be treated in the same manner and under the same policies as allowing credit from accredited colleges and universities.

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

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

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ACADEMIC POLICIES

# ACADEMIC POLICIES

## GRADING PRACTICES

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

### GRADING SYSTEM

#### Letter Grading Scale

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

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

#### Credit-No Credit Options

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

Moorpark College is authorized to offer classes using the "Credit- No Credit" system of evaluation in two categories as follows:

- 1) Courses wherein all students are evaluated on a "Credit-No Credit" basis.
- 2) Courses wherein each student may elect by no later than the end of the first thirty percent (30%) of the term (the first day of the sixth week of the semester) whether the basis of evaluation is to be "Credit-No Credit" or a letter grade.

The category into which each course falls is specified in the "Announcement of Courses" section of this catalog. It is the student's responsibility to inform the instructor before the deadline if the student's work will be by letter grade. All units earned on a "Credit" basis at Moorpark College shall be counted in satisfaction of curriculum requirements. A student may not accumulate more than 20 units toward graduation under the "Credit-No Credit" system of grading. It is advisable that students take courses in their major, and courses relating to the major, on a letter grade basis.

### Credit by Examination

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course

taught in the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. The student's record shall show course identification and the number of units credit granted by examination; no letter grades shall be awarded. Each division of the college determines the courses for which credit by examination may be granted.

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

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

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

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

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

### Non-Evaluative Symbols

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

I - Incomplete

Students who are at the end of a term have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records. The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I". This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for

completing the work has passed. The “I” may be made up no later than one year following the end of the term for which it was assigned.

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

#### **IP - In Progress**

The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point average.

#### **RD - Report Delayed**

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

#### **W - Withdrawal**

A student may withdraw from a class or classes through the last day of the fourteenth week of a semester (or 75% of a term, whichever is less). The academic record of the student who remains in a class beyond the above time limit must show a letter grade or a “Credit-No Credit” grade for that class, not a “W” symbol. No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks of a semester, or 30% of a term, whichever is less. Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction shall be recorded as a “W” on the student’s record. The “W” shall not be used in calculating grade point averages, but excessive “W’s” (as defined in regulations governing probation and dismissal) shall be used as factors in probation and dismissal procedures.

## **I. STANDARDS OF PROBATION**

### **Academic Probation:**

A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on Academic Probation if the earned grade point average (G.P.A.) is below 2.0

### **Removal From Academic Probation:**

A student shall be removed from Academic Probation when the accumulated grade point average (G.P.A.) is 2.0 or higher.

### **Progress Probation:**

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

## Removal From Progress Probation:

A student shall be removed from Progress Probation when the percentage of units completed with the grading notations "W", "I", or "NC" drops below fifty percent (50%).

## II. STANDARDS FOR DISMISSAL

- A. A student who is on Academic Probation is subject to dismissal if their cumulative grade point average is less than 1.75 in all units attempted in each of three consecutive semesters.
- B. A student who is on Progress Probation is subject to dismissal if the percentage of units they enroll for which entries of "W", "I", or "NC" reaches or exceeds fifty percent (50%) in three (3) consecutive semesters.

NOTE: Units attempted. For purposes of sections dealing with standards for probation and dismissal, "all units attempted" means all units of credit for which the student was enrolled in any college, university, or grade 13 and 14, regardless of whether the student completed the courses or received any credit or grade.

## III. NOTIFICATION OF PROBATION/DISMISSAL

The college will notify each student of probation or dismissal at the beginning of the semester in which it will take effect. Each student notified will be referred to an academic counselor. Any other support services deemed necessary by the counselor will be recommended.

Likewise, each student who is removed from probation or reinstated after dismissal will be notified at the beginning of the term.

## IV. APPEALS OF PROBATION/DISMISSAL

The Admissions, Probation and Dismissal Committee will function as a due process hearing panel. All appeals by a student should be made in writing to the Associate Dean/Admissions and Records.

1. A hearing will be called within 15 working days of the student's request.
2. The student may appear on their own behalf.
3. The committee will render a decision based on the facts or circumstances presented. The student will be notified in writing of the committee's decision.
4. If the student does not agree with the decision, s/he may appeal to the President of the college. A further appeal can be made to the Superintendent of the Ventura County Community College District and the Board of Trustees who shall render the final decision.

## Course Repetition

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

Upon completion of the repeated course, the lowest grade earned shall be omitted from the computation of the cumulative grade point average and lined through on the permanent record. The permanent record shall be annotated in

such a manner that all work remains legible, insuring a true and complete academic history.

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

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

### **Academic Renewal Without Course Repetition**

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

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

## **Dropping a Course**

Students may drop classes through Friday of the fourteenth week of the semester (or 75% of the term, whichever is less). If students drop a class(es) by Friday of the fourth week of the semester (or 30% of the term, whichever is less) no record of the dropped class(es) will appear on the student's transcript. Dropping a class between the fourth week and the end of the fourteenth week (or 75% of the term) shall cause a "W" (Withdrawal symbol) to be recorded for that class on the student's record. Students who remain actively enrolled in any class after the end of the fourteenth week of the semester shall have instructor-assigned letter grades entered for those courses on their permanent academic records.

Students are responsible for officially notifying the Records Office when they wish to drop a class, and should notify their instructors.

## **Class Attendance**

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

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

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

## **Offering of Course as Described in Catalog**

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

## **Field Trips**

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

## **Dean's List**

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

## **Use of Listening or Recording Devices**

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

## **Availability of District Library Resources**

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

Please see your college libraries for further details.

## **Extension Course Credit**

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

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

## **Repetition of General Education Credit**

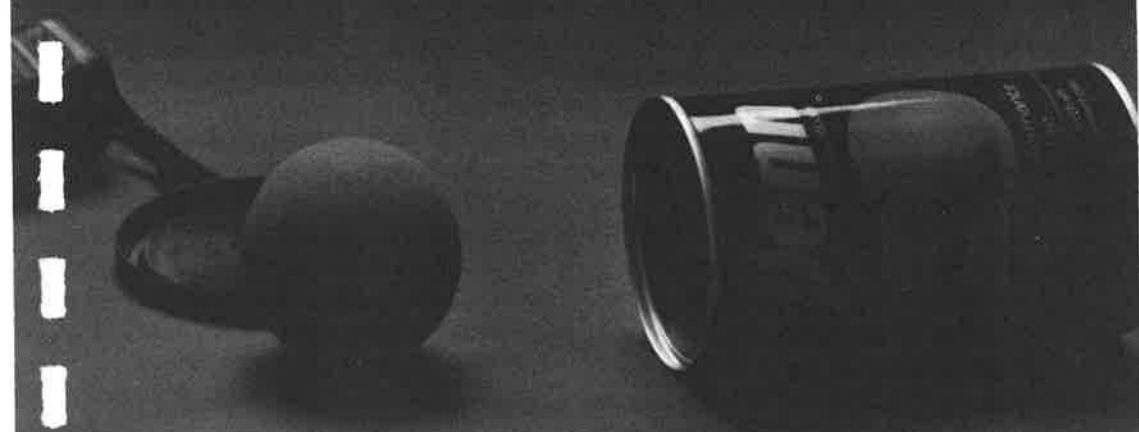
Lower division credit units previously earned by a student to fulfill general education requirements for a baccalaureate degree may be accepted to fulfill general education requirements for a designated associate degree only.







STUDENT  
SUPPORT  
SERVICES



# **STUDENT SUPPORT SERVICES**

## **Counseling and Guidance Services**

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

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

The Personal Growth classes conducted by members of the counseling staff are designed to fulfill two primary purposes; (1) to aid students in personal and social adjustment; (2) to provide guidance in the matter of career development. The topics covered by the Personal Growth courses are described in the Announcement of Courses section of this catalog.

### **Academic Counseling**

Accurate information about program requirements and course prerequisites is essential for planning courses of study.

Students may arrange for academic advising through the Counseling prerequisites is essential for planning courses of study. Counselors serve as valuable resource people in helping to select appropriate classes. It is their concern to keep abreast of any changes that may affect completion of majors, general education and/or transfer requirements.

If a student has not selected a major field of study, a counselor will be assigned to assist her/him in making the choice and in selecting suitable courses.

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

### **Career Counseling**

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

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

Students are encouraged to use the resources of the Center in researching chosen or tentative career goals. These materials, written as well as audio visual,

represent the local, state and national job markets and are constantly updated in order to provide current and relevant planning aids. Additionally, a wide range of career planning and job search workshops and seminars is offered throughout the school semester. For dates, times and topics inquire at the Career Development and Placement Center, located in the Campus Center Building.

### **Air Force ROTC**

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

### **Personal Counseling**

Moorpark College, consistent with its stated philosophy of providing a comprehensive education, one backed by supportive services, offers its students a unique opportunity to explore concerns and life situations which affect learning and personal growth with a professional counselor. A pleasant, confidential, and unhurried environment is provided.

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

### **Job Placement**

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

Among the services the Job Placement offers are these:

1. Assistance in procuring employment in full-time, part-time, temporary, and vacation work.

2. Maintenance of weekly listings of available employment in business, industry, government, and educational institutions.
3. Assistance and referrals to representatives of the Employment Development Department (EDD).
4. Presentation of group workshops in job search, interview techniques, and resume' writing.
5. Maintenance of volunteer information and referral, and graduate files.

## **WORK EVALUATION**

The Work Evaluation Center is designed to augment the Counseling and Guidance Services in assisting students with work/career decision making. Work evaluation is available Monday through Friday from 8:30 a.m. to 3:00 p.m. on an individual basis. Students are advised to make appointments in advance, and a minimal fee is required for materials. Unit credit is also offered. (See P.G. 4 in schedule.)

Students will be offered a unique opportunity to explore their career potential through a systematic process of using work as the medium along with achievement, interest, and aptitude assessments. Additionally, a confidential summary of the results will be available.

Located in the Creative Arts Building, Room 108B, students are encouraged to use the results in conjunction with Personal Growth classes, the Career Development and Placement Center, or the planning of academic/vocational programs with a professional counselor.

## **Health Services**

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

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

Emergency and First Aid Treatment

Counseling and Referrals:

Family Planning

Venereal Disease

ANY Health Related Problems

Immunizations:

Flu (small charge)

Tetanus

Screening and Testing:

Blood Pressure

Hearing

Hemoglobin

Mononucleosis

Pap Smear (small charge)

Pregnancy  
Pre-marital Blood Test  
Sickle Cell  
Tuberculosis  
Urinalysis  
Venereal Disease  
Vision

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

### **Accident Insurance**

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

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

### **Optional Accident, Health Reimbursement Insurance**

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

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

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

## **Student Financial Support Services**

### **Financial Aid Programs**

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

the Ventura County Community College District Financial Aid Institutional Data Sheet, and detailed application process instructions.

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

Financial aid recipients must be enrolled for a minimum of 12 units each semester in order to receive full benefits. Continued eligibility requires successful completion of not less than 12 units each semester with a minimum 2.0 grade point average. A student may receive a maximum of 5 semesters of aid while attending this institution.

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

### **Grants**

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

### **Loans**

Students with financial aid eligibility may qualify for loans either through Moorpark College, where loans can be incorporated as a part of the regular financial aid package, or may apply to banks or savings and loan institutions. The loans bear simple 4% to 9% interest on the unpaid balance. Interest is not charged nor payment required until six months after the borrower ceases to be at least a half-time student. Repayment of loans may be scheduled over a 10-year period. Students should contact the Financial Services Director for advice regarding the most suitable type loans for them.

### **Work Study Program**

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

### **Scholarships**

A number of scholarships are available to Moorpark College students through community, state and campus organizations. The qualifications that a student



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

### **E.O.P. Services**

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

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

### **EOPS Application Procedure**

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

### **EOPS Eligibility Criteria**

1. The student must enroll as a full-time student, 12 or more units per semester, and satisfactorily complete a minimum of 24 units per school year (Fall, Spring and Summer).
2. The student must be making normal progress towards a goal, certificate or degree as determined by the college, with a satisfactory average of "C" or better for each semester.
3. Each EOPS student must make regular attendance at tutorial peer counseling, vocational orientation and EOPS meetings.
4. The student's family income must not exceed \$9999 for a family of four (with \$1,000 for each additional child or dependent).

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

## **VETERAN'S SERVICES**

### **Eligibility for Benefits**

The programs of Moorpark College are approved for veterans educational benefits. Veterans are eligible for educational assistance under Chapters 34 and 35 if they have had active duty for a continuous period of 181 days or more, any part of which occurred in the last ten years prior to 12/31/76 and who were released under conditions other than dishonorable.

Veterans who entered military service before 12/31/76 are entitled to one and a half months of educational benefits for each month or fraction of a month of active duty up to a maximum of 45 months. Veterans are eligible for educational benefits for ten years after release from active duty.

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

### **Admissions Information**

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

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

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

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

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

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

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

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

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

### **Advance Benefits Payment**

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

### **Withdrawals**

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

### **Academic Probation for Veterans**

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

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

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

Veteran students placed on “academic probation” are considered as *not* making “satisfactory progress” and are expected to obtain academic counseling from the college Veterans Counselor.

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

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

### **Assistance Services**

The Veterans Service Office in the Student Services Building is the center of information for veterans educational benefits. The Veterans Benefits Assistant is assigned to provide information regarding benefits and school policies, and to assist veterans in their transactions with the Veterans Administration. Veterans should consult with the Veterans Benefits Assistant, and/or the Veterans counselor, to find out about the specific services, such as tutorial benefits and special counseling, available to veterans, in addition to those services available to all students of the college. Veterans should be particularly aware of the Veterans Administration regulations and restrictions which must be observed in order to receive benefits.

### **Modular Classes**

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

## **Student Activities**

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

### **Associated Student Body**

The student governing organization is known as the Associated Student Body. Elected and appointed officials are responsible for conducting the business of government as representatives of the students at large. Seeking office and volunteering for committee assignments offers entry into campus and state level policy-making groups.

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

### **Campus Clubs and Organizations**

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

### **Transportation**

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

### **Housing**

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

### **Bookstore**

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

bookstore also stocks a variety of goods and sundries most used by college students.

## **Cafeteria**

The school cafeteria service is planned to satisfy a variety of appetites and pocketbooks. The food available ranges from quick snacks to complete hot meals.

## **Lost and Found**

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

## **Poster Regulations**

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

## **Student Grievance Policy**

A complete description of the College Grievance Policy is contained in Appendix IV. Students seeking information about this policy should consult the Dean of Student Services.

## **Forensics Program**

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

## **Musical Groups**

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

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

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

## **Intercollegiate Athletics**

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

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

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

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

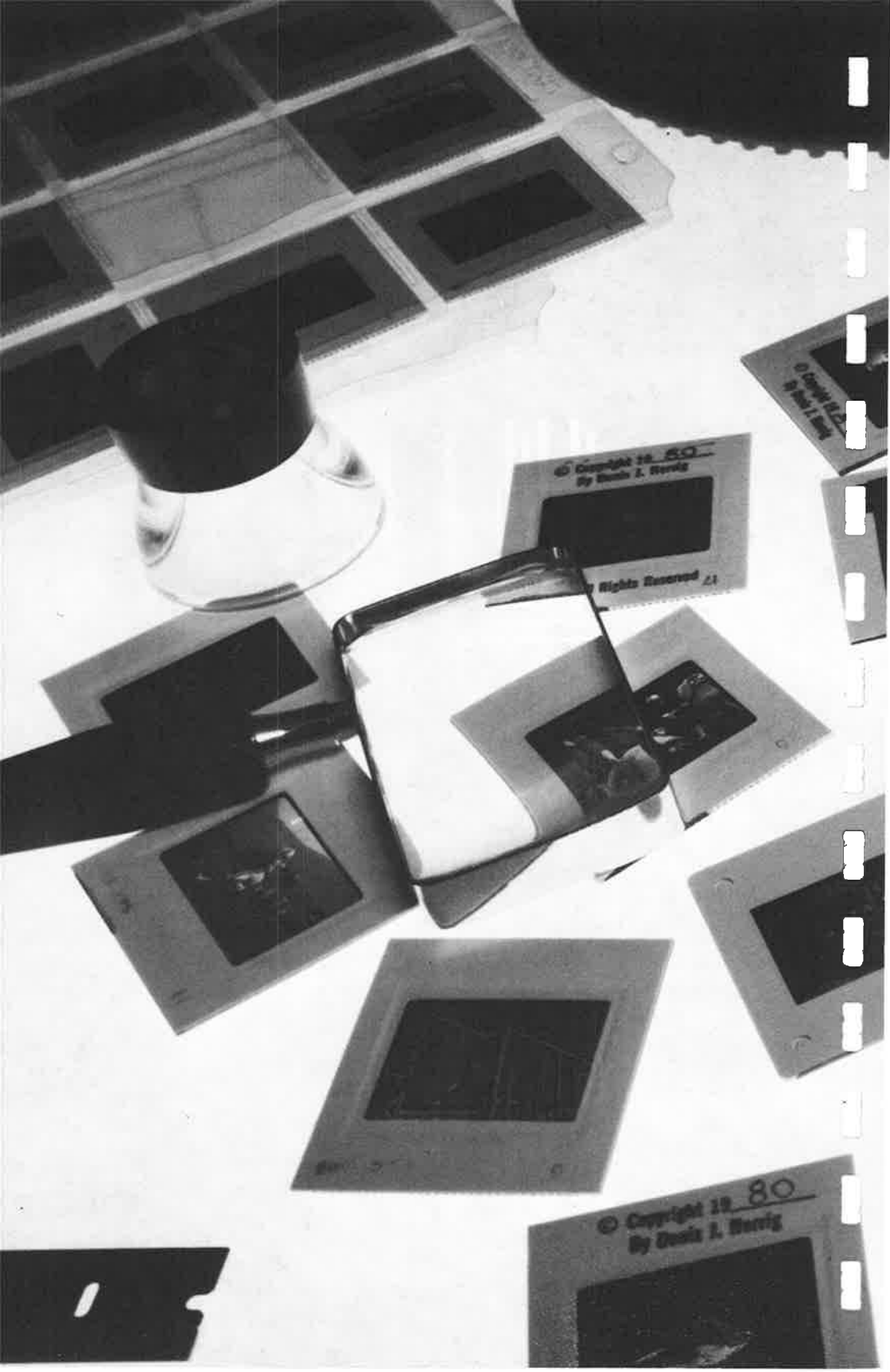
Future construction plans at the college include a football stadium for the Raider gridiron squad.

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

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



EXIT







**SPECIAL PROGRAMS**

## **MOORPARK BILINGUAL EDUCATION PROGRAM**

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

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

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

## **PROGRAMA EDUCACIONAL BILINGUE DE MOORPARK**

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

Además, ofrecemos cursos de español para los que desean mejorar su propia lengua. Estos cursos son designados para dar ayuda al estudiante con la gramática española para así aprovechar las oportunidades de trabajo que se ofrecen a las personas bilingües.

La mayoría de los profesores son bilingües en inglés y español, y la instrucción es tan individual como posible. Un laboratorio de lenguas, con equipo y materiales modernos, está a la disposición de los estudiantes. Este laboratorio es utilizado en la instrucción de la clase y también por estudiantes que desean usarlo en su tiempo libre.

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

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

## **COLLEGE FOUNDATION**

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

Composing the board are prominent community members and Moorpark College staff. Under the terms of the Foundation charter, the board will provide the impetus for fundraising projects and will try to stimulate the interests of other

citizens. Inquiries about Foundation activities and participation opportunities can be directed to the Foundation Director c/o Moorpark College.

## **COMMUNITY CAMPUS**

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

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

## **COMMUNITY SERVICES**

The Community Services program includes short-term non credit courses, self-supporting cultural events and the public use of campus facilities. Community Services courses and cultural events are supported entirely by fees and not by taxes.

## **DISABLED STUDENTS PROGRAM**

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

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

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

The following special services are offered:

- Interpreter services for the deaf
- Notetaking services
- Mobility assistance
- Reader services
- Transcribing services
- Specialized tutoring
- Peer advising
- One-stop registration
- Vocational skills assessment
- Special parking areas
- Transportation

Academic and career guidance  
Job placement services  
Special equipment including:  
    tape recorders  
    talking calculator  
    print magnifiers  
    large print materials  
    closed circuit television  
    page turners  
    electric typewriters  
    left and right handed typewriters  
    calculators  
    speech compressors

## **LEARNING DISABILITIES PROGRAM**

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

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

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

## **LEARNING RESOURCES CENTER**

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

## **TUTORIAL CENTER**

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

## **INTERDISCIPLINARY COURSES**

Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. These courses are team-taught by several teachers and present the student with ideas from different points of view by individuals who have studied and been trained in

the particular disciplines included in the course. Courses for 5, 6, and even 12 units are available. Consult the student schedule for these combinations.

## **INTERNSHIP PROGRAMS**

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

## **THE OAKS RETAILING PROGRAM**

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

## **TELEVISION COURSES**

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

## **WOMEN'S STUDIES**

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

The Women's Program emphasizes freedom of choice and provides an academic setting to explore the varied options available to women today. The

Women's Program offers the students an opportunity to enjoy the company and support of other women while taking classes of special interest.

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

## **COOPERATIVE VOCATIONAL WORK EXPERIENCE**

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

### **Eligibility for Program**

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

### **Enrollment Procedure**

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

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

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

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

The program provides work experience in a professional career field on a trial basis before committing yourself to a permanent job. Upon graduation and

completion of the co-op program, you will have specific work experience to offer an employer.

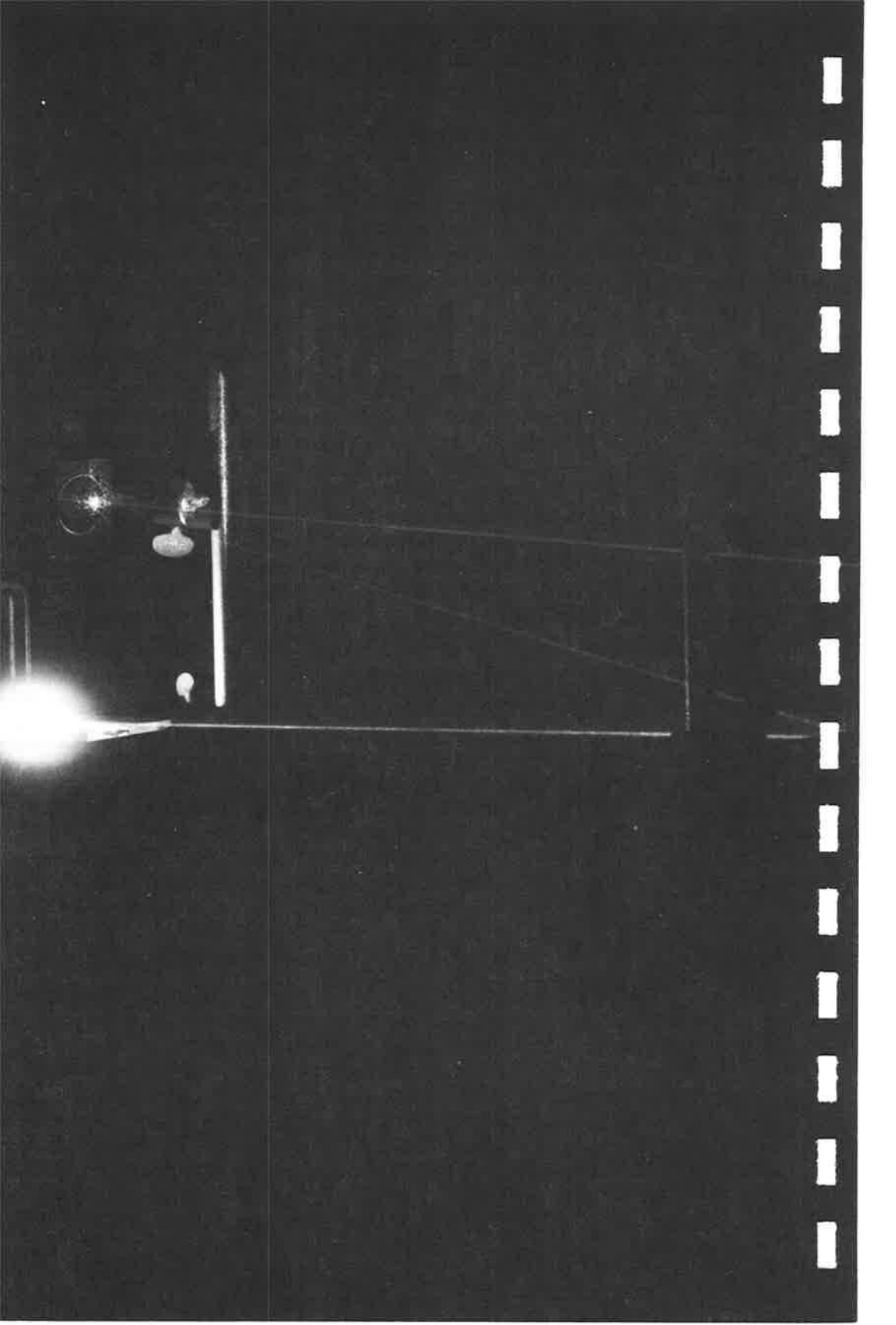
The requirements for participation in the program are:

. . .Completion of the freshman academic year (preferably sophomore year).

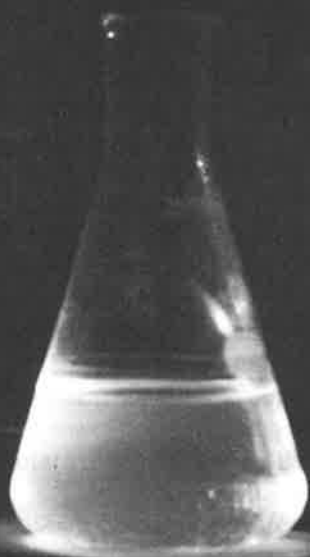
. . .If an upperclassman, have at least 30 semester or 45 quarter credits to complete before graduation.

. . .Attain at least a 2.0 overall scholastic average (on a 4.0 scale) or the equivalent, as well as have grade C or above in all major fields of study.

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







DEGREES, PROGRAMS AND  
TRANSFER INFORMATION

# GRADUATION REQUIREMENTS

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

## ASSOCIATE IN ARTS DEGREE

### A. Basic Requirements

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

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

### B. General Education Requirements

1. The completion of at least 24 units of general education, in addition to those units used to satisfy the requirements in the major field of study. At least 15 units shall be completed in areas a through d:
  - a. Humanities — two courses chosen as follows:
    - (1) One course in Fine and Performing Arts from:  
Art, Cinema, Humanities 2, Music, Photography, Theatre Arts.
    - (2) One course from above areas or from:  
English (except 2, 3, 5, 51-56); Foreign Language (except Span 50); Humanities; Journalism; Philosophy; Special Education 10A, 10B, 10C; Speech (except 55); Telecommunications 1, 5, 8, 9.
  - b. Natural Sciences — two courses chosen from:  
Anatomy; Anthropology 1; Biology (except 15, 30, 31); Botany; Chemistry; Environmental Science; Geography 1, 16, 5, 60A-M; Geology; Microbiology; Physical Science; Physics; Physiology.
  - c. Social Sciences — two courses chosen as follows:

- (1) One course in History and Institutions from:  
History 3, 4, 5, 6, 7A, 7B, 12; Humanities 1; Political Science 1, 2, 3, 7, 8, 9, 10; Urban 1A, 1B.
  - (2) One other course from:  
Anthropology (except 1); Chicano Studies (except 50-56); Economics 1, 2, 4; Folklore; General Studies 3; Geography (except 1, 1L, 5, 11, 60A-M); History; Political Science; Psychology; Sociology.
- d. Learning Skills — Two courses chosen as follows:
- (1) One course in written composition from:  
Business 28; Chicano Studies 54C, 56; English 1A, 1B, 2, 3, 5, 54C, 56.; Humanities 1.
  - (2) One course from:  
Chicano Studies 53C, 55B; Humanities 2; Math; Philosophy 7; Reading 1A, 1B, 2, 4A, 4B, 5, 53C; Speech.
- e. Health Science/Physical Education — two courses chosen from:  
Health Science 1, 2, 3, 5, 7, 14, 15; Physical Education; Special Education 1.

NOTE: See NOTE at end of AS degree requirements.

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

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

## **ASSOCIATE IN SCIENCE DEGREE**

### **A. Basic Requirements**

1. Completion of 60 semester units with a cumulative Grade Point Average (GPA) of not less than 2.00.
2. A 2.00 GPA in all work in residence which applies to the degree.
3. Completion of at least 12 semester units in attendance at the college in the district granting the degree, or completion of 45 semester units in residence in colleges of the district (with a minimum of 12 semester units in residence at the college granting the degree) if not in attendance at the time of qualifying for graduation.  
Work counted in fulfillment of degree requirements at one college cannot be used at another college for a duplicate degree.
4. A major consisting of at least 24 semester units in a specific field of study (curriculum pattern) as described in this catalog. The Associate

in Science degree may be granted only in physical and biological sciences, engineering, or occupational curriculums.

## B. General Education Requirements

1. The completion of at least 15 units of general education from areas a and b below in addition to those units used to satisfy the requirements in the major field of study:

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

(1) Humanities - one course chosen from:

Art; Cinema; English (except 2, 3, 5, 51-56); Foreign Language (except Span 50); Humanities; Journalism; Music; Philosophy; Photography; Special Education 10A, 10B, 10C; Speech (except 55) Telecommunications 1, 5, 8, 9; Theatre Arts.

(2) Natural Sciences - one course chosen from:

Anatomy; Anthropology 1; Biology (except 15, 30, 31); Botany; Chemistry; Environmental Science; Geography 1, 1, 5, 60A-M; Geology; Microbiology; Physical Science; Physics; Physiology.

(3) Social Sciences - one course chosen from:

Anthropology (except 1); Chicano Studies (except 50-56); Economics 1, 2, 4; Folklore; General Studies 3; Geography (except 1, 1L, 5, 11, 60A-M); Humanities 1; History; Political Science; Psychology; Sociology; Urban 1A, 1B.

b. Learning Skills - two courses chosen as follows:

(1) One course in written composition from:

Business 28; Chicano Studies 54C, 56; English 1A, 1B, 2, 3, 5, 54C, 56.; Humanities 1.

(2) One course from:

Chicano Studies 53C, 55B; Humanities 2; Math; Philosophy 7; Reading 1A, 1B, 2, 4A, 4B, 5, 53C; Speech.

2. The completion of two courses in Physical Education/Health Science chosen from:

Health Science 1, 2, 3, 5, 7, 14, 15; Physical Education; Special Education 1.

### **NOTE:**

1. A student may not use the same course to satisfy both general education and major requirements.

2. General education requirements are not met by Independent Studies (22 series) courses.

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

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

will be counted only once to satisfy general education requirements.

6. For transfer requirements, consult the catalog and/or a counselor.

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

Accounting Technician  
Administration of Justice - Corrections  
Administration of Justice - Law Enforcement  
Agronomy/Soil Science  
Alcohol Studies  
Animal Science  
Automotive Mechanics  
Banking and Finance  
Biology  
Broadcast Engineering  
Business Management  
Chemistry  
Cinematography  
Commercial Art  
Computer Graphics - Photocomposition  
Computer Graphics - Sales  
Computer Graphics - Technical Representative  
Court Reporting  
Data Processing  
Early Childhood Development  
Electronics Technology  
Engineering  
Exotic Animal Training and Management  
Fashion Design  
Geology  
Governmental Management  
Graphic Design  
Graphic Production  
Home Economics  
Industrial Supervision  
Instructional Aide  
Journalism  
Landscape Management  
Laser/Electro Optics Technology  
Marketing  
Nursery Management  
Office Technology  
Administrative Aide  
Office Technology  
Office Technician  
Photography  
Physics  
Real Estate  
Recreation Technology  
Volunteer Services Training and Management

## **GUIDELINES FOR ADDITIONAL DEGREES**

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

### **1. General Requirements**

- a. Students who have earned an A.A. degree at Moorpark College or another institution may earn one or more A.S. degree(s) at Moorpark College. Students who have earned an A.S. degree at Moorpark College or another institution may earn *one* A.A. degree at Moorpark College.
- b. General education requirements earned for one degree may be applied toward other degree(s) and any deficiencies in general education must be completed.
- c. Candidates for additional degrees must complete a minimum of 12 units of credit, in residence, at Moorpark College subsequent to the completion of requirements for the previous Associate degree. In addition, candidates must be in attendance at Moorpark College in the semester during which graduation requirements for the additional degree are completed.

### **2. Specific Requirements**

- a. For an Associate in Arts degree - 12 or more additional units completed in residence after the awarding of the first degree. Requires the completion of all general education units and courses required for the A.A. degree. Only one A.A. degree may be earned.
- b. For an Associate in Science degree - 12 or more additional units to be completed in residence after the awarding of the first degree. Some or all of this 12-unit requirement will be met in completing the required units listed in the catalog for the specific major. When the completion of the specific major does not require 12 additional units, the remaining units are to be selected from the recommended courses for the major. Completion of all general education courses required for the A.S. degree.

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

### **4. Major Requirements Under Which a Student Graduates**

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

### **5. Variance in Major Requirements**

Occasionally a student may have difficulty in completing exact major requirements as specified in the Moorpark College catalog due to circumstances beyond control of the student. Under exceptional circumstances, a student may file a

Petition for Substitution or Waiver to seek approval from the appropriate college officials to substitute courses in designated major or in general education. The petition forms are available in the Counseling Center.

## **CERTIFICATES OF ACHIEVEMENT**

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

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

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

- Accounting Technician
- Alcohol Studies
- Bank Services
- Business Management
- Construction Design Technology
- Court Reporting
- Data Processing
- Electronics Specialist
- Electronics Technician
- Exotic Animal Care and Handling
- Governmental Management
- Industrial Supervision
- Instructional Aide
- Landscape Management
- Laser/Electro Optics Technology
- Marketing
- Nursery Education
- Nursery Management

Office Technology — Administrative Aide  
Office Technology — Office Technician  
Offset Lithography  
Real Estate

## **Other Programs In The Ventura County Community College District At Ventura College Nursing Program**

Moorpark College students may prepare for admission to the nursing program at Ventura College and may partially fulfill course requirements of that program by successful completion of specific courses at Moorpark College.

Students admitted into the Ventura College nursing program may elect to do their course work at Moorpark College. Moorpark College is a satellite campus for the Ventura College nursing program. Students will complete their course work through the Moorpark campus, however, they will receive the Associate in Science Degree from Ventura College with a major in Nursing. Upon completion of this Associate Degree Nursing Program (ADN), students will be eligible to take the state examination leading to licensure as a registered nurse.

### **Procedures for Applying to the Nursing Program: Academic Year 1982-83**

Applicants will be selected each semester for the subsequent semester Fall semester class subject to available openings, as follows: June 15 - October 1, 1981 (Fall semester applicants); January 1 - March 1, 1982 (Spring semester applicants)

June 15 - October 1; or January 1 - March 3 — All applicants must submit: 1) Application to the College (new and returning students only).

October 15 and March 15 — Names of academically eligible students will be sent to Health Science Division for processing.

November 15 and May 15 — Notification of accepted candidates and group program planning with counselor.

### **Qualifying requirements**

1. One of the following must be completed before applying to the program:
  - a) High school graduation and GPA of 2.5 or
  - b) General Education Development (GED) with a score of 45 and a minimum of 12 units of college with a 2.25 GPA or
  - c) High school graduate with less than a 2.5 GPA and a minimum of 12 units of college with a GPA of 2.25.
2. a) All official high school and college transcripts must be on file at Moorpark College by October 1 (Fall semester applicants) or March 1 (Spring semester applicants) to be considered.



- b) Application to the Nursing Program must be on file with the Counseling Office at Moorpark College by October 1 (Fall semester applicants) or March 1 (Spring semester applicants) to be considered.
  - c) An application to the college must also be filed for the appropriate semester.
  - d) It is the applicant's responsibility to check with the transcript clerk in the Admissions Office to see that his or her official transcripts are on file at Moorpark College.
3. All of the following must be completed before applying to the program:
- a) Chemistry: Completion of one year of high school chemistry with laboratory or college Chemistry course with laboratory, with a minimum grade of C (Chem 20 and 20L or Chem 10 and 10L at Ventura; Chem 12, Moorpark; Chem 20 and 20L, Oxnard).
  - b) Anatomy-Physiology: Completion of college anatomy and physiology 5 unit course with laboratory, with a minimum grade of C (Either AnPh 1 or both Anat 1 and Physio 1 at Ventura — HS 5 not acceptable; An 1 and Phys 1, Moorpark; Biol 107, Oxnard).
  - c) Bacteriology: Completion of college bacteriology/microbiology 4 or 5 unit course with laboratory with a minimum grade of C (Bac 1 at Ventura; Micro 1, Moorpark; Biol 110; Oxnard).
  - d) Math: Completion of Ventura College math placement test with a minimum score of 20 or completion of Math 9 or Math 1 or equivalent with a minimum grade of C (Math 9 or 1, Moorpark; Math 9 or 11, Oxnard).

Students must be in good academic standing (not on probation) to be eligible for application to the Nursing program at Moorpark College. All interested applicants should contact the Nursing Counselor for further information regarding the Associate Degree Nursing program.

### **Admission Process**

Each qualified applicant will be assigned a number by the use of random tables. The class will be selected on the basis of available openings in the order determined by random numbers assigned each semester. Each qualified applicant, if selected, must decide either to enter the class or remove his or her name from the eligibility list. Those qualified applicants who are not selected due to limited openings may retain their name (in the order assigned by random tables) on a waiting list. These applicants then have priority for admission to the next class selected.

After students have been selected by the above procedure, a physical exam, must be passed prior to entry into the program. The exam will consider freedom from communicable diseases and ability to function in a hospital clinical area. Students must present proof of immunity to Rebella. All students are to have completed a certified course in Basic Cardiopulmonary Resuscitation prior to entry into the nursing program, and will be expected to submit verification of certification.

All students admitted to the Nursing program are expected to maintain the highest personal standards of conduct consistent with the professional standards as perceived by the Nursing faculty and professional personnel in the agencies

used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the various Nursing faculty which might recommend to the college dismissal from the program.

Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion or policy of hospitals or agencies which are used as extended campus sites for assigned educational experience.

### **Associate Degree Curriculum in Nursing**

The Associate Degree Program in Nursing is intended to develop the necessary knowledge and skill basic to the functions of registered nurses in the direct care of patients. Many of the courses assigned to this curriculum are transfer courses and articulation is possible with the baccalaureate programs in nursing at the California State University and Colleges. The courses may be applied as a foundation for advanced work at the discretion of the accepting institution. Courses are taken on campus concurrently with supervised clinical experience in selected hospitals and agencies, which constitute s a Nursing Science Practicum or laboratory experience. Although each course merits a letter grade, the laboratory experience is based on pass-fail and it is necessary to pass the laboratory section of the course in order to proceed in nursing. Failure in the laboratory portion of nursing courses constitutes an F in the course. For successful completion of the program, a minimum grade of C is mandatory in all courses required for the nursing major. The student must maintain an overall GPA of 2.0 to continue in the program.

Each student is responsible for his or her own transportation to the extended campuses for laboratory experience, some of which are a distance from the college.

The nursing program is accredited by the California State Board of Registered Nursing. To be eligible to take the California State Board Examination leading to licensure as a registered nurse, the student must have fulfilled all requirements for the Associate in Science Degree.

NOTE: Refer to Ventura College catalog for course descriptions.

In addition to the nursing program, Ventura College offers occupational instruction. Please refer to their catalog for curricula.

### **At Oxnard College**

The newest college in the Ventura County Community College District is developing an extensive occupational curricula. Check their catalog for programs offered by Oxnard College.

## **ASSOCIATE DEGREES**

### **ACCOUNTING TECHNICIAN**

#### **Occupational**

### **Associate in Science Degree\***

This program is designed to provide comprehensive training that will enable students to enter accounts clerk positions in industry and government. It is also

designed to permit employed persons to gain skills leading to promotions in the accounting field.

Required Courses:		Units
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 6	Accounting Forms and Procedures	3
BUS 7	Income Tax Law	3
Bus 30	Introduction to Business and Economics	3
Bus 31	Business Organization and Management	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
DP 1	Introduction to Data Processing	3
OT 2B	Calculating Machines	1
OT 10	Individualized Typing Laboratory	1.5

Total minimum units required in major area — 29.5

Suggested Course Sequence:

First Semester		Third Semester	
Bus 1A	3	Bus 7	3
Bus 30	3	DP 1	3
OT 2B	1	OT 10	1.5
	<u>7</u>		<u>7.5</u>
Second Semester		Fourth Semester	
Bus 1B	3	Bus 31	3
Bus 6	3	Bus 33A	3
	<u>6</u>	Bus 39	3
			<u>9</u>

\*See also Certificate Program for Accounting Technician

\*See also Transfer Information — Business Administration

## ADMINISTRATION OF JUSTICE - CORRECTIONS

### Occupational

### Associate in Science Degree\*

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

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

Required Additional Courses:

Select nine (9) units from the following courses:

AJ 14	Juvenile Procedure	3
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AJ 16	Constitutional Law for Police	3
AJ 41	Introduction to Probation, Parole and Corrections	3
AJ 42	Affecting Human Behavior	3
AJ 43	Interviewing, Counseling and Tutoring	3
AJ 44	Techniques of Group Counseling	3

Total minimum units required in major area — 24

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

Suggested Course Sequence:

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

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

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

## ADMINISTRATION OF JUSTICE - LAW ENFORCEMENT

### Occupational

### Associate in Science Degree\*

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

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

Required Additional Courses:

#### Area A

Select six (6) units from the following courses:

AJ 10	Patrol Procedures	3
AJ 11	Criminal Investigation	3
AJ 13	Traffic Control and Investigation	3
AJ 14	Juvenile Procedure	3
AJ 16	Constitutional Law for Police	3

AJ 18	Narcotics Investigation	3
AJ 19	Vice Control	3
AJ 89A	Institute/Defense Tactics	1
AJ 89H	Institute/Firearms	1

**Area B**

Select three (3) units from the following courses:

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

Total minimum units required in major area — 24

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

Suggested Course Sequence:

	<b>First Semester</b>		<b>Third Semester</b>
AJ 1		3	Select 6 units of required optional courses from either Area A or Area B
AJ 2		3	
AJ 3		3	
		<hr/> 9	
	<b>Second Semester</b>		<b>Fourth Semester</b>
AJ 4		3	Select 3 units of required optional courses from either Area A or Area B
AJ 5		3	
		<hr/> 6	

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

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

## **AGRONOMY/SOIL SCIENCE**

### **Occupational**

### **Associate in Science Degree\***

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

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

Total minimum units required in major area — 24

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

Suggested Course Sequence:

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

*\*See also Transfer Information— Soil Science*

## **ALCOHOL STUDIES\***

### **Occupational**

#### **Associate in Science Degree\*\***

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

**Required Courses:**

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

**Required Additional Courses**

Select twelve (12) units from the following courses:

AS 60A-Z Topics in Alcohol Studies	1-3
Soc 2 Social Problems	3
Urban 1A Contemporary Urban Issues	3
Urban 41 Introduction to Probation, Parole and Corrections	3
Urban 42 Affecting Human Behavior	3
Urban 43 Interviewing, Counseling and Tutoring	3

Total minimum units required in major area — 24

Recommended Courses: Biol 1; Spn 32

*\*Formerly Substance Abuse*

*\*\*See also Certificate Program for Alcohol Studies*

# ANIMAL SCIENCE

## Occupational

### Associate in Science Degree\*

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

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

Total minimum units required in major area — 24

Recommended Courses: Ag 66

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\*See also Transfer Information — Animal Science

## ART

### Associate in Arts Degree\*

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

Required Courses:		Units
Art 1A	Art History	3
Art 1B	Art History	3
Art 4A	Color and Design	2
Art 4B	Color and Design	2
Art 12A	Drawing and Composition	3
Art 12B	Drawing and Composition	3

Required Additional Courses:

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

Total minimum units required in major area — 26

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

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

\*See also Transfer Information — Art

# **BANKING AND FINANCE**

## **Occupational**

### **Associate in Science Degree\***

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

Required Courses:		Units
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 70	Principles of Bank Operation	3
Econ 1	Principles of Micro-Economics	3
Econ 2	Principles of Macro-Economics	3

Select one of the following options:

#### Operations

DP 1	Introduction to Data Processing	3
Bus 56	Business and Professional Speech	3

#### Services:

Bus 75	Basic Elements of Money and Banking	3
Bus 76	Bank Marketing and Public Relations	3

#### Lending:

Bus 71	Installment Credit	3
Bus 72	Analysis of Financial Statements	3

Total minimum units required in major area — 30

Recommended Courses: Bus 74; DP 1

*\*See also Certificate Program for Bank Services*

*\*See also Transfer Information — Business Administration*

# **BEHAVIORAL SCIENCE**

## **Associate in Arts Degree**

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

Required Courses:		Units
Anth 2	Cultural Anthropology	3
Anth 3	Archaeology	3
Psych 1A	Introduction to Psychology	3



Psych 3	Psychology of Interpersonal Relationships	3
Soc 1	Introduction to Sociology	3
Soc 2	Social Problems	3
Required Additional Courses:		
Select three (3) units from the following courses:*		
Anth 4**	Chicano Culture	3
Anth 9	Female of the Species	3
Ch St 1**	The Chicano in Contemporary Society	3
Ch St 2**	Chicano Culture	3
Psych 6	The Psychology of Sex Differences	3
Soc 6**	The Chicano in Contemporary Society	3
Soc 8	Minority Group Relations	3
VSTM 2A-C	Field Service for Volunteers	3

Total minimum units required in major area — 21

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

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

*\*\*Co-numbered course*

## **BIOLOGY**

### **Associate in Arts Degree\***

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

Preparation for the Major:

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

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

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

Required Courses:		Units
Biol 2AB	General Biology	8
Math 16AB	Applied Calculus	6
Chem 1AB	General Chemistry	10
Physics 2AB	General Physics	8

Total required units — 32  
Suggested course sequence:

	First Semester			Third Semester	
Chem 1A		6	Biol 2A		4
		6	Math 16A		3
			Ph 2A		4
					11
	Second Semester			Fourth Semester	
Chem 1B		6	Biol 2B		4
		6	Math 16B		3
			Ph 2B		4
					11

## BIOLOGY

### Associate in Science Degree\*

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

Preparation for the Major:

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

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

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

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

Required Courses:		Units
Biol 2AB	General Biology	8
Chem 1AB	General Chemistry	12
Math 25AB	Calculus with Analytic Geometry	10
Ph 4	Mechanics of Solids and Fluids	5
Ph 5	Electricity and Magnetism	4

Total minimum units required in major area — 39

Recommended Courses: Chem 8, 9; Ph 6

Suggested course sequence:

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

Chem 1B	Second Semester	6	Biol 2B	Fourth Semester	4
Math 25A		5	Ph 5		4
		<u>11</u>			<u>8</u>

\*See also Associate in Arts in Biology.

\*See also Transfer Information — Biology

## BROADCAST ENGINEERING

### Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
EL 5A	Technical Electronics I	3
TC 2	Broadcast Studio Operation	3
TC 3A	Television Production Workshop	3
TC 6	Basic Electronics for FCC Licensing	3
TC 10	Television Engineering and Maintenance	3
TC 11	Radio Station Engineering and Maintenance	3

Required Additional Courses: Select six (6) units

Television Option:

CINE 2	Art and Techniques of Film	3
TC 3B	Television Directing and Editing	3
TC 17	Advanced Television Production	3
TC 79	Telecommunications Internship	3

Radio Option:

TC 7A	Radio Production Workshop	3
TC 7B	Advanced Radio Production	3
TC 18A	Music and Sound Recording	3
TC 18B	Advanced Music and Sound Recording	3

Total minimum units required in major area — 24

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

Suggested Course Sequence:

First Semester		Third Semester	
TC 2	3	TC 11	3
EL 5A	<u>3</u>		<u>3</u>
	6		

TC 3A	Second Semester	3	TC 10	Fourth Semester	3
TC 6		3			3
		<u>6</u>			

*\*See also Associate in Arts in Telecommunications*

*\*See also Transfer Information — Radio - Television - Film*

## BUSINESS MANAGEMENT

### Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
Bus 30	Introduction to Business and Economics	3
Bus 31	Business Organization and Management	3
Bus 33A	Business Law I	3
Bus 37	Marketing	3
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 51	Personnel Management	3
DP 1	Introduction to Data Processing	3

Total minimum units required in major area — 24.

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

Suggested Course Sequence:

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

*\*See also Certificate Program for Business Management*

*\*See also Transfer Information — Business Administration*

## CHEMISTRY

### Associate in Arts Degree\*

This program is designed to award a designated associated college degree to those students who have completed a course of specialization in Chemistry. These requirements were chosen by faculty to optimize students' preparation for upper division course work for Bachelor of Science degrees in Chemistry offered by

four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate in Science Degree and /or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in chemistry. In addition, the earning of this degree will be evidence of achievement of technical skills which may be helpful towards the seeking of immediate employment.

**Preparation for the Major:**

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

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

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

Required Courses:		Units
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Chem 8, 9	Elementary Organic Chemistry, and Organic Chemistry Lab	2
	or	
Chem 7A	Organic Chemistry	5
Math 16A	Applied Calculus I	3
Math 16B	Applied Calculus II	3
Ph 2A	General Physics	4
Ph 2B	General Physics	4

Total minimum units required in major area — 31

Recommended Course: Chem 5

Suggested Course Sequence:

	First Semester		Third Semester	
Chem 1A	6	Ph 2A	4	
	6	Math 16A	3	
			7	
	Second Semester		Fourth Semester	
Chem 1B	6	Chem 7A or Chem 8, 9	5	
	6	Chem 9	2	
		Ph 2B	4	
		Math 16B	3	
			12	

*\*See also Associate in Science in Chemistry*

*\*See also Transfer Information - Chemistry*

## CHEMISTRY

### Associate in Science Degree\*

This program is designed to award a designated associated degree to those students who have completed a course of specialization in Chemistry. These requirements were chosen by our faculty to optimize our students' preparation for

upper division course work for Bachelor of Science degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate in Science Degree and/or Bachelor of Science Degree by deferring some of the university general education requirements until their Junior and Senior years and giving priority to the requirements for a major in chemistry. For students not completing Bachelor degrees, this degree will provide evidence of their level of achievement at Moorpark College. This evidence should give students some advantages in seeking employment in technical areas.

**Preparation for the Major:**

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

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

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

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

Required Courses:		Units
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Chem 7A or	Organic Chemistry	5
Chem 8, 9	Elementary Organic Chemistry, and Organic Chemistry Lab	5
Math 25B	Calculus with Analytic Geometry II	5
Math 25C	Calculus with Analytic Geometry III	5
Ph 4	Mechanics of Solids and Fluids	5
Ph 5	Electricity and Magnetism	4
Ph 6	Heat, Sound, Optics and Modern Physics	4

Total minimum required units — 45

Recommended Courses: Chem 5, Math 35

Suggested Course Sequence:

First Semester		Second Semester	
Chem 1A	6	Chem 1B	6
Math 25A	5	Math 25B	5
	<u>11</u>	Ph 4	<u>5</u>
			16
Third Semester		Fourth Semester	
Math 25C	5	Chem 7A or Chem 8, 9	5
Ph 5	4	Ph 6	4
	<u>9</u>		<u>9</u>

*\*See also Associate in Arts in Chemistry.*

*\*See also Transfer Information - Chemistry*

# CINEMATOGRAPHY

## Occupational

### Associate in Science Degree\*

This program is designed to offer students a comprehensive background in the field of film making. The curriculum includes 0scripting through actual filming with practical experiences designed for possible future employment.

Required Courses:		Units
Cine 1A	History of the Motion Picture	3
Cine 2	Art and Techniques of Film	3
Cine 3A	Advanced Cinematic Production I	3
Cine 3B	Advanced Cinematic Production II	3
Cine 4	Sound Mixing and Editing	3
Required Additional Courses:		
Select nine (9) units from the following courses:		
Cine 1B	Main Currents in Modern Films	3
Cine 10	Theatrical Film Symposium	3-3
Cine 11	Contemporary Foreign Films	3-3
Total minimum units required in major area — 24		

\*See also Transfer Information — Film Studies

# COMMERCIAL ART

## Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
Art 1A	Art History	3
Art 1B	Art History	3
Art 12A	Drawing and Composition	3
Art 20	Twentieth Century Art	3
Com Art 1A	Introduction to Commercial Art	2
Com Art 2	Commercial Design	3
Com Art 3	Lettering and Typography	2
Com Art 4	Advertising Design	2
Com Art 12A	Beginning Fashion Illustration	2

Com Art 12B	Advanced Fashion Illustration	
GC 4	Layout and Design Techniques	3
GC 30	Reproduction Process	2
Photo 1A	Beginning Photography	3

Total minimum units required in major area — 33

Recommended Courses: Art 3, 4B, 12B, 13A/B; GC 11A; Photo 3

Suggested Course Sequence:

First Semester		Third Semester	
Art 1A	3	Art 20	3
Com Art 1A	2	Com Art 12B	2
Art 12A	3	GC 4	3
	<u>8</u>	Photo 1A	<u>3</u>
			11
Second Semester		Fourth Semester	
Art 1B	3	GC 30	2
Com Art 3	2	Com Art 2	3
Com Art 12A	2	Com Art 4	2
	<u>7</u>		<u>7</u>

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

*\*See also Transfer Information — Art*

## COMPUTER GRAPHICS — PHOTOCOMPOSITION

### Occupational

#### Associate in Science Degree\*

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

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

Total minimum units required in major area — 27

Suggested Course Sequence:



	First Semester		Third Semester	
DP 1		3	DP 5	3
GC 1		3	GC 3A	3
		<u>6</u>		<u>6</u>
	Second Semester		Fourth Semester	
DP 4A		3	DP 8A	3
GC 4		3	DP 18	3
		<u>6</u>	GC 3B	<u>3</u>
				<u>9</u>

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

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

## COMPUTER GRAPHICS - SALES

### Occupational

### Associate in Science Degree\*

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

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

Total minimum units required in major area — 27

Suggested Course Sequence:

	First Semester		Third Semester	
Bus 30		3	Bus 35	3
DP 1		3	GC 3A	3
GC 1		3	GC 11A	3
		<u>9</u>		<u>9</u>
	Second Semester		Fourth Semester	
DP 4A		3	Bus 37	3
GC 4		3		<u>3</u>
		<u>6</u>		

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

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

# COMPUTER GRAPHICS - TECHNICAL REPRESENTATIVE

## Occupational

### Associate in Science Degree\*

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

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

Total minimum units required in major area — 29.5

Suggested Course Sequence:

	First Semester		Third Semester	
DP 1	3	DP 5	3	
GC 1	3	DP 8B	1.5	
	6	EL 20B	4	
			8.5	
	Second Semester		Fourth Semester	
DP 8A	3	EL 20D	5	
EL 20A	4	GC 3A	3	
	7		8	

*\*See also Associate in Science in Computer Graphics - Photocomposition or Computer Graphics - Sales*

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

## COURT REPORTING

### Occupational

#### Associate in Science Degree\*

This program is designed to provide students with skills for working as court reporters, as well as related areas requiring stenotype abilities.

Special Notes:

- (1) Admission is open to all interested students.
- (2) The course work below complies with the basic standards formulated by the Certified Shorthand Reporters Board (CSR Board) of the State

of California as being essential for students' training prior to taking the State examination to become a Certified Shorthand Reporter.

Required Courses:		Units
Bus 33A	Business Law I	3
CR 1	Beginning Stenotypy	8
CR 2	Machine Shorthand Workshop I	8
CR 3	Machine Shorthand Workshop II	8
CR 4	Machine Shorthand Workshop III	8
CR 5	Machine Shorthand Workshop IV	8
CR 6	Machine Shorthand Workshop V	8
CR 15	Punctuation for Court Reporters	1
CR 16	Spelling for Court Reporters	1
CR 20	Anatomy for Court Reporters	5
CR 25	Substantive Law	3
CR 26	Procedural Law	3
CR 30	Court Reporting Techniques I	3
CR 31**	Court Reporting Techniques II	1
OT 12B*	Typewriting: Speedbuilding II	1
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
Read 2	Word Power	3
Read 4A	Techniques of Reading	3
Read 5	Speed Reading	3
Total minimum units required in major area — 81.5***		

	First Semester			Fourth Semester	
CR 1	8	CR 4		8	
OT 31	1.5	CR 20		5	
Read 5	3	CR 26		3	
	<u>12.5</u>			<u>16</u>	
	Second Semester			Fifth Semester	
Bus 33A	3	CR 5		8	
CR 2	8	CR 15		1	
OT 12B*	1	CR 16		1	
Read 2	3	Read 5A		3	
	<u>15</u>			<u>13</u>	
	Third Semester			Sixth Semester	
CR 3	8	CR 6		8	
CR 25	3	CR 30		3	
OT 30	3	CR 31**		1	
	<u>14</u>			<u>12</u>	

Students may satisfy the requirements for CR 1, CR 2, OT 12B by passing an examination in typing and an examination in machine shorthand. Students may enroll in any other course in machine shorthand by producing evidence from a recognized school of court reporting that they have attained the required speed of the course in which they wish to enroll.

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

\*\*Students are eligible to enroll in CR 31 internship program when writing 180 wpm and above.

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

## DATA PROCESSING

### Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 30	Introduction to Business and Economics	3
DP 1	Introduction to Data Processing	3
DP 4A	Computer Programming I: COBOL	3
DP 4B	Computer Programming II: COBOL	3
DP 6	Data Processing Systems	3
DP 9	Computer Programming Lab	1-1-1-1
DP 14	Computer Programming BASIC	3

Total minimum units required in major area — 28

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

Suggested Course Sequence:

First Semester		Third Semester	
Bus 30	3	Bus 1B	3
DP 1	3	DP 9	1
DP 4A	3		4
DP 9	1		
	10		
Second Semester		Fourth Semester	
Bus 1A	3	DP 6	3
DP 4B	3	DP 9	1
DP 9	1		4
DP 14	3		
	10		

\*See also Certificate Program for Data Processing

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

# EARLY CHILDHOOD DEVELOPMENT

## Occupational

### Associate in Science Degree\*

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

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

#### Required Optional Courses:

Select six (6) units from the following courses:

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

Select one (1) of the following courses:

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

Total minimum units required in major area — 32

First Semester		Third Semester	
ECD 30A	3	ECD 41	3
ECD 38	3	ECD 52 or ECD 53	3
Psych 1A or Psych 3	3	HS 5	2
	<u>9</u>		<u>8</u>
Second Semester		Fourth Semester	
ECD 39A	3	ECD 39B	3
ECD 40	3	ECD 43	3
ECD 51 or ECD 54	3		<u>6</u>
	<u>9</u>		

\*See also Certificate Program for Nursery Education

\*See also Transfer Information — Child Development

Suggested Course Sequence:

# ELECTRONICS TECHNOLOGY

## Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
EL 10A	Electronics Drafting I	3
EL 15	Mathematics for Electronics	3
EL 20A	Basic Electronics: DC	4
EL 20B	Basic Electronics: AC	4
EL 20C	Digital Circuits	5
EL 20D	Solid State Devices & Circuits	5
EL 28	Electronic Measurements	3
EL 33	Introduction to Microprocessors	3

Total minimum units required in major area — 30

Recommended Course: Math 6

Suggested Course Sequence:

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

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

\*See also Transfer Information — Electronics Technology

# ENGINEERING

## Associate in Science Degree\*

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

Preparation for the Major:

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

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

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

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

Required Courses:

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

Recommended courses: Chem 1B; Engr 5, 18; Math 35

Suggested Course Sequence:

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

\*See also Transfer Information — Engineering

## EXOTIC ANIMAL TRAINING AND MANAGEMENT

### Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
EATM 1A	Biology of Exotic Land Animals	3
EATM 1B	Biology of Marine Vertebrates	3
EATM 2A	Exotic Animal Behavior	1.5
EATM 2B	Animal Health and Safety	1.5
EATM 3A	Operant Conditioning	1.5
EATM 3B	Exotic Animal Nutrition	1.5
EATM 11A	Exotic Animal Care and Handling	2
EATM 11B	Exotic Animal Care and Handling	2
EATM 12	Animal Park Planning and Design	3
EATM 13A	Exotic Animal Management and Supervision	2
EATM 13B	Exotic Animal Management and Supervision	2
EATM 21*	Exotic Animal Training	3
EATM 23	Elementary Veterinary Procedures	4
EATM 31	Theatrical Aspects of Animal Parks	2
EATM 32	Public Relations in Animal Parks	2
EATM 33	Administration of Animal Parks	2
EATM 40A	Field Experience in EATM	3
EATM 40B	Field Experience in EATM	3

Total minimum units required in major area — 42

Recommended Courses: Biol 1; Engl 2 or 3; Geog 1; HS 1, 5; Psych 1A

\*Formerly EATM 21A



**Suggested Course Sequence:**

First Semester		Third Semester	
EATM 1A	3	EATM 12	3
EATM 2A	1.5	EATM 13A	2
EATM 2B	1.5	EATM 21 or	3
EATM 11A	2	EATM 40B	
EATM 32	2	EATM 23	4
	<hr/>		<hr/>
	10		12
Second Semester		Fourth Semester	
EATM 1B	3	EATM 13B	2
EATM 3A	1.5	EATM 21 or	3
EATM 3B	1.5	EATM 40B	
EATM 11B	2	EATM 33	2
EATM 31	2		<hr/>
	<hr/>		7
	10		

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

## **FASHION DESIGN**

### **Occupational**

### **Associate in Science Degree\***

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

Required Courses:	Units
Art 4A      Color and Design	2
Art 12A     Drawing and Composition	3
Cm Art 12A   Beginning Fashion Illustration	2
Cm Art 12B   Beginning Fashion Illustration	2
Cm Art 13    Textile Design	3
GC 1        Introduction to Graphic Communications	3
HE 31        Textiles	3
HE 32        Clothing Construction	3
HE 35        Flat Pattern Design	3
<b>Required Additional Courses:</b>	
Select one (1) of the following courses:	
Art 1A      Art History	3
Art 1B      Art History	3
Art 2        Art Appreciation	3
<b>Required Courses to be Introduced in Spring 1982:</b>	
Cm Art 14   Draping	2
Cm Art 48   Fashion Design	2
Total minimum units required in major area — 31	

Recommended Courses: Art 14A, Bus 36; Cm Art 4, 9; HE 37A; Photo 1A

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

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

# GEOLOGY

## Associate in Science Degree\*

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

Preparation for the Major:

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

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

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

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

Required Courses:	Units
Geol 2      Physical Geology	3
Geol 2L     Physical Geology Lab	1
Geol 3      Earth History	3
Geol 4      Mineralogy-Petrology	3
Chem 1A    General Chemistry	6
Chem 1B    General Chemistry	6
Math 15 or Introductory Statistics	4
Math 25C   Calculus with Analytic Geometry III	5
Math 25A   Calculus with Analytic Geometry I	5
Math 25B   Calculus with Analytic Geometry II	5
Ph 2A or    General Physics	4
Ph 4        Mechanics of Solids and Fluids	5
Ph 2B or    General Physics	4
Ph 5        Electricity and Magnetism	4

Total minimum units required in major area — 44 - 46

Suggested Course Sequence:

First Semester	6	Third Semester	3
Chem 1A	3	Geol 3	5
Geol 2	1	Math 25A	4
Geol 2L	<u>1</u>	Ph 2A	<u>4</u>
	10		12

	Second Semester		Fourth Semester	
Chem 1B		6	Geol 4	3
Math 15		4	Math 25B	5
		<u>10</u>	Ph 2B	4
				<u>12</u>
	Or			
EATM 40B		3		
EATM 23		<u>3</u>		

*\*See also Transfer Information — Geology*

## GRAPHIC DESIGN

### Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
Art 4A	Color and Design	2
Art 12A	Drawing and Composition	3
Com Art 2	Commercial Design	3
Com Art 3	Lettering and Typography	2
Com Art 4	Advertising Design	2
GC 1	Introduction to Graphic Communications	3
GC 3A	Copy Preparation-Photocomposition	3
GC 4	Layout and Design Techniques	3
GC 5A	Silk Screen Process	2
GC 11A	Process Camera	3
GC 11B	Advanced Process Camera	3
GC 30	Reproduction Process	2
GC 79	Graphic Internship	1

Total minimum units required in major area — 32

Recommended Courses: Art 1A, 1B, 2, 4B; Cm Art 9; Photo 1A

Suggested Course Sequence:

	First Semester		Third Semester	
Art 4A		2	Com Art 3	2
Art 12A		3	GC 11A	3
GC 1		3	GC 30	2
		<u>8</u>		<u>7</u>
	Second Semester		Fourth Semester	
Com Art 2		3	Com Art 4	2
GC 3A		3	GC 5A	2
GC 4		3	GC 11B	3
		<u>9</u>	GC 79	1
				<u>8</u>

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

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

# GRAPHIC PRODUCTION

## Occupational

### Associate in Science Degree\*

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

Required Courses:	Units
GC 1 Introduction to Graphic Communications	3
GC 3A Copy Preparation-Photocomposition	3
GC 3B Advanced Copy Preparation - Photocomposition	3
GC 4 Layout and Design Techniques	3
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 21 Stripping and Platemaking	3
GC 26A Lithography	3
GC 26B Advanced Lithography	3
GC 32 Estimating and Scheduling	3
GC 79 Graphic Internship	1

Total minimum units required in major area — 31

Recommended Courses: GC 5A, 11C

Suggested Course Sequence:

First Semester		Third Semester	
GC 1	3	GC 3B	3
GC 11A	3	GC 4	3
GC 26A	3	GC 21	3
	9		9
Second Semester		Fourth Semester	
GC 3A	3	GC 32	3
GC 11B	3	GC 79	1
GC 26B	3		4
	9		

\*See also Certificate Program for Offset Lithography

\*See also Transfer Information — Graphic Communications

## HOME ECONOMICS

### Associate in Science Degree\*

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

Required Courses:	Units
HE 5A Interior Design I	3
HE 10 Nutrition	3

HE 31	Textiles	3
HE 32	Clothing Construction	3

**Required Additional Courses:**

Select one (1) course from each of the following areas of emphasis. In addition, select three (3) units from areas A, B or C.

**Area A**

HE 11	Food Preparation	3
HE 15	Cooking Creatively	3

**Area B**

HE 35	Flat Pattern Design	3
HE 37A	Tailoring I	3
HE 37B	Tailoring II	3

**Area C**

ECD 30A	Child Growth and Development I	3
Psych 4	Child Psychology	3

Total minimum units required in major area — 24

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

*\*See also Transfer Information — Home Economics*

## **INDUSTRIAL SUPERVISION**

### **Occupational**

### **Associate in Science Degree\***

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

**Required Courses:**

	Units	
Bus 30	Introduction to Business and Economics	3
Bus 31	Business Organization and Management	3
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 51	Personnel Management	3
Bus 52	Elements of Labor Law	3
Bus 54	Human Relations for Supervisors	3
Bus 56	Business and Professional Speech	3

Total minimum units required in major area — 24

Recommended Courses: Bus 33A, 89; DP 1; Phych 3; Soc 8

*\*See also Certificate Program for Industrial Supervision*

*\*See also Transfer Information — Business Administration*

# INSTRUCTIONAL AIDE

## Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
Ed 1	Introduction to Education	3
Ed 7	Instructional Materials Lab	2
Ed 10A	Instructional Skills I	3
Ed 10B	Instructional Skills II	3
Psych 3	Psychology of Interpersonal Relationships	3
Psych 4	Child Psychology	3
Required Additional Courses:		
Select nine (9) units from the following courses:		
Ch St 2	Chicano Culture	3
ECD 30B	Child Growth and Development II	3
Ed 60A-Z	Topics in Education	1.5
Soc 2	Social Problems	3
Soc 8	Minority Group Relations	3
Urban 1A	Contemporary Urban Issues	3
Urban 1B	Contemporary Urban Issues	3
Urban 42	Affecting Human Behavior	3
Urban 43	Interviewing, Counseling and Tutoring	3
Total minimum units required in major area — 26		

\*See also Certificate Program for Instructional Aide

\*See also Transfer Information — Liberal Studies

# JOURNALISM

## Occupational

### Associate in Science Degree\*

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

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

**Required Additional Courses:**

Select six (6) units from the following courses:

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

Select six (6) units from the following courses:

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

Total minimum units required in major area — 24

Recommended Courses: Bus 38; GC 1

HE 32	Clothing Construction	3
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*\*See also Transfer Information — Journalism*

## **LANDSCAPE MANAGEMENT**

### **Occupational**

### **Associate in Science Degree\***

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

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

**Required Additional Courses:**

Select one (1) of the following courses:

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

Total minimum units required in major area — 36

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

Suggested Course Sequence:

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

Include Recommended Courses wherever possible.

NOTE: Ag 14A and B Turfgrass Management — taught on alternate years.

\*See also Certificate Program for Landscape Management

\*See also Transfer Information—Ornamental Horticulture

## LASER/ELECTRO-OPTICS TECHNOLOGY

### Associate in Science Degree

This program trains students for employment in industries that construct, service and utilize lasers and related elctro-optical equipment. Graduates of the program will be employed in a broad spectrum of jobs, including: laser sales and service , research and development, material processing applications, medical applications, information storage, non-destructive testing and applications in the fine arts to name a few. Entry into the program occurs only in the Fall semester and is open to all students who meet the entrance requirements for Moorpark College and have completed Math 3 or the equivalent.

Required Courses:	Units
CHEM 12    Introductory Chemistry I	4
LET 1        Introduction to Lasers	4
LET 2/EL 2    Electricity and Magnetism	4
LET 3        Laser Optics	5
LET 4        Machine Shop Techniques and Drafting	2
LET 5/EL 5B    Technical Electronics II	3
LET 6        Laser Components, Devices & Measurement	5
LET 7/PHYS	
SC 7         Glass Fabrication & Coating	1
LET 8/EL 38    Electronic Devices & Systems	4
LET 9        Laser Systems & Maintenance	4
MATH 6      Trigonometry	3
PH 2A        Gernal Physics	4

Total minimum units required in major area — 43

Recommended Courses: LET 22 A/B; DP 1, 14

Suggested Course Sequence:



First Semester		Third Semester	
LET 1	4	LET 6	5
LET 2/EL 2 (alternate courses: PH 2B, 5)	4	LET 7/PHYS SC 7	1
MATH 6 (alternate courses: MATH 7, 25A)	3	LET 8/EL 38	4
PH 2A (alternate course: PH 4)	4		<u>10</u>
	<u>15</u>		
Second Semester		Fourth Semester	
CHEM 12 (alternate course: CHEM 1A)	4	LET 9	4
LET 3	5		<u>4</u>
LET 4	2		
LET 5/EL 5B (alternate course: EL 20D)	3		
	<u>14</u>		

## MARKETING Occupational

### Associate in Science Degree\*

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

#### Required Courses:

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

Total minimum units required in major area — 24

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

#### Suggested Course Sequence:

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

\*See also Certificate Program for Marketing

\*See also Transfer Information — Business Administration

# MATHEMATICS

## Associate in Arts Degree\*

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

Preparation for the Major: Mathematics— two years high school algebra plus trigonometry or Math 1, 3 and 7 or equivalent.

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

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

### Required Courses:

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

Total minimum units required in major area — 33

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

Suggested Course Sequence:

	First Semester		Third Semester	
Math 18	3	Math 25C	5	
Math 25A	5	Math 31	3	
	<u>8</u>	Ph 5	4	
			<u>12</u>	
	Second Semester		Fourth Semester	
Math 25B	5	Math 35	3	
Ph 4	5		<u>3</u>	
	<u>10</u>			

\*See also Transfer Information — Mathematics

# MUSIC

## Associate in Arts Degree\*

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

Required Courses for all specialization areas:		Units
Mus 2A	Music Theory	4
Mus 2B	Music Theory	4
Mus 9A	Music History and Literature	3
Mus 9B	Music History and Literature	3

### Area Specializations

#### Vocal Music Specialization

##### Required Courses:

Mus 13A/B	Fundamentals of Vocal Technique I-II	2-2
Mus 13C/D	Advanced Vocal Development I-II	2-2

From the following list of options select one (1) for each semester:

Mus 10	Concert Choir	2
Mus 12	Voice Ensemble	2
Mus 60D	Oratorio Chorus	2
Mus 16	Voice in Opera Workshop	2

Total minimum units required in major area — 30

##### Recommended Courses:

Mus 25A, 25B, 25C, 2C, 3A, 24D

6

#### Instrumental Music Specialization

##### Required Courses:

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

Mus 18A/B	Beginning Jazz/Rock Ensemble	2-2
Mus 19	Instrumental Music Workshop	1
Mus 28	Instrumental Conducting	2

Total minimum units required in major area — 21

##### Recommended:

Mus 25A,  
25B, 2D

#### Music Theory & Composition Specialization

##### Required Courses:

Mus 25A/B

/C	Piano for Music Majors	2-2-2
Mus 2C/D	Music Theory	4-4

Total minimum units required in major area — 28

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

**Keyboard Music Specialization**

Required Courses:

Mus 25A/B/		
C	Piano for Music Majors	2-2-2
Mus 20	Piano Ensemble	2
Select one (1) performance class each semester from the following:		
Mus 20	Piano Ensemble	2
Mus 10	Concert Choir	2
Mus 12	Vocal Ensemble	2
Mus 60D	Oratorio Chorus	2

Recommended Courses:

Total minimum units required in major area — 30

Mus 3A, 2C

**Suggested Course Sequence:  
VOCAL MUSIC EMPHASIS**

First Semester		Third Semester	
Mus 13A	2	Mus 13C	2
Mus 2A	4	Mus 9A	3
Vocal Performance Class (Select one)		Vocal Performance Class (Select one)	
Mus 10, 12, 60D, or 16		Mus 10, 12, 60D, or 16	2
	<u>2</u>		<u>7</u>
	8		
Second Semester		Fourth Semester	
Mus 13B	2	Mus 13D	2
Mus 2B	4	Mus 9B	3
Vocal Performance Class (Select one)		Vocal Performance Class (Select one)	
Mus 10, 12, 60D, or 16	2	Mus 10, 12, 60D, or 16	2
	<u>2</u>		<u>7</u>
	8		

**Suggested Course Sequence:  
INSTRUMENTAL EMPHASIS**

First Semester		Third Semester	
Instrumental Ensemble	2	Instrumental Ensemble	2
Performance Class	2	Performance Class	2
Mus 2A	4	Mus 9A	3
	<u>4</u>		<u>7</u>
	8		
Second Semester:		Fourth Semester	
Instrumental Ensemble	2	Instrumental Ensemble	2
Performance Class	2	Performance Class	2
Mus 2B	3	Mus 9B	3
Mus 19	1	Mus 28	2
	<u>1</u>		<u>7</u>
	6		

## MUSIC THEORY & COMPOSITION EMPHASIS

### Suggested Course Sequence

First Semester		Third Semester	
Mus 2A	4	Mus 2C	4
Mus 25A	2	Mus 25C	2
		Mus 9A	3
			9
Second Semester		Fourth Semester	
Mus 2B	4	Mus 2D	4
Mus 25B	2	Mus 9B	3
	6		7

### Suggested Course Sequence: PIANO EMPHASIS

First Semester		Third Semester	
Mus 25A	2	Mus 25C	2
Mus 2A	4	Mus 9A	3
Performance Class (Select one)		Performance Class (Select one)	
Mus 20, 10, 12, or 60D	2	Mus 20, 10, 12, or 60D	2
	8		7
Second Semester		Fourth Semester	
Mus 25B	2	Mus 20	2
Mus 2B	4	Mus 9B	3
Performance Class (Select one)		Performance Class (Select one)	
Mus 20, 10, 12, or 60D	2	Mus 10, 12, or 60D	2
	8		5

*\*See also Transfer Information — Music*

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

## NURSERY MANAGEMENT

### Occupational

### Associate in Science Degree\*

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

#### Required Courses:

		Units
Ag 1	Introduction to Horticulture	3
Ag 2	Plant Structure	3
Ag 3	Plant Propagation	3
Ag 4	Plant Identification of Ornamentals	3
Ag 6	Landscape Design	3
Ag 7	Nursery Practice	3
Ag 19	Decorative Container Gardening	3
Ag 23A	Special Projects in Agriculture	3

Ag 23B	Special Projects in Agriculture	3
Ag 52	Soils	3
Required Additional Courses:		
Select one (1) of the following courses:		
Ag 15	Insects and Diseases and Their Control	3
Ag 53	Economic Entomology	3

Total minimum units required in major area — 33

Recommended Courses: Ag 5, 12, 13, 17AB, 18, 66; Bot 3

Suggested Course Sequence:

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

\*See also Certificate Program for Nursery Management

\*See also Transfer Information — Ornamental Horticulture

## OFFICE TECHNOLOGY - ADMINISTRATIVE AIDE

### Occupational

### Associate in Science Degree\*

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

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

\*If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Optional Course List. Total minimum units required in major area shall be 30

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

Select two and one-half (2.5) units from the following courses:

OT 2C	Transcribing Machines	1
OT 12A	Typewriting Speedbuilding I	1
OT 12B	Typewriting: Speedbuilding II	1
OT 15	Intro to Word Processing	3
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
OT 40	IBM Memory Typewriter	1
OT 41	IBM Mag Card A/Typewriter	1
OT 42	IBM Electronic 75 Typewriter	1
OT 43	Lexitron Word Processor	2
OT 44	Vector III Word Processor	2
OT 40A	IBM Memory Typewriter	1
OT 41B	IBM Mag Card A Typewriter	1
OT 42C	IBM Electronic 75 Typewriter	1
OT 43D	Lexitron Word Processor	2
Bus 3	Applied Accounting	3
Bus 4	Business Mathematics	3
Bus 30	Intro to Business & Economics	3
DP 1	Intro to Data Processing	3

Courses:

Total minimum units required in major area — 30

Suggested Course Sequence:

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

\*See also Certificate Program for Office Technology - Administrative Aide

## OFFICE TECHNOLOGY - OFFICE TECHNICIAN

### Occupational

### Associate in Science Degree\*

This degree pattern does not require shorthand. The student has the option of emphasizing a general business background or a technical area. Students are

prepared to work in offices requiring office machines skills as well as a basic business knowledge.

Required Courses:		Units
Bus 28	Business English	3
OT 3	Records Management	2
OT11A**	Beginning Typing I	1.5
OT 11B**	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5

Required Additional Courses:

Select fourteen (14) units from the following courses:

Bus 3	Applied Accounting	3
Bus 30	Intro to Business & Economics	3
Bus 39	Business Communications	3
DP 1	Intro to Data Processing	3
OT 2B	Calculating Machines	1
OT 2C	Transcribing Machines	1
OT 12A	Typewriting: Speedbuilding I	1
OT 12B	Typewriting: Speedbuilding II	1
OT 15	Intro to Word Processing	3
OT 26	Stenoscrypt ABC Shorthand	2
Ot 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
OT 40	IBM Memory Typewriter	1
OT 41	IBM Mag Card A/Typewriter	1
OT 42	IBM Electronic 75 Typewriter	1
OT 43	Lexitron Word Processor	2
OT 44	Vector III Word Processor	2

Total minimum units required in major area — 25

Suggested Course Sequence:

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

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

**\*See also Certificate Program for Office Technology - Office Technician**



# PHOTOGRAPHY

## Occupational

### Associate in Science Degree\*

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

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

Total minimum units required in major area — 26

Recommended Courses: Art 1A, 1B, 4B, 12A, 12B; Cine 1A, 2

Suggested Course Sequence:

First Semester		Third Semester	
Art 4A	2	Photo 3	3
Photo 1A	3	Photo 8	3
	<hr/> 5		<hr/> 6
Second Semester		Fourth Semester	
Photo 1B	3	GC 4	3
Photo 2	3	Photo 4	3
	<hr/> 6	Photo 5	3
			<hr/> 9

\*See also Transfer Information — Art

# PHYSICS

### Associate in Science Degree\*

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

Preparation for the Major:

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

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

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

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

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

Total minimum units required in major area — 43

Recommended courses: Math 18, 31

Suggested Course Sequence:

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

\*See also Transfer Information — Physics

## REAL ESTATE

### Occupational

### Associate in Science Degree\*

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

Required Courses:		Units
Bus 30	Introduction to Business and Economics	3
Bus 35	Salesmanship	3
Bus 39	Business Communications	3
RE 91	Real Estate Principles	3
RE 92	Legal Aspects of Real Estate	3
RE 93	Real Estate Practices	3

RE 94A	Real Estate Appraisal	3
RE 95	Real Estate Finance	3
RE 96	Real Estate Economics	3

Total minimum units required in major area — 27

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

*\*See also Certificate Program for Real Estate*

*\*See also Transfer Information — Business Administration*

## **RECREATION TECHNOLOGY**

### **Occupational**

### **Associate in Science Degree\***

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

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

Total minimum units required in major area — 24

Recommended Courses: HS 5; Soc 1

*\*See also Transfer Information — Recreation*

## **SOCIAL SCIENCE**

### **Associate in Arts Degree**

### **Areas of Emphasis: Geography, History, Philosophy, Political Science**

This program is designed to award an A.A. degree in Social Science with an emphasis in either Geography, History, Philosophy, or Political Science. The basic requirements for the degree include completion of 21 units from the following:

AREA A: One, three-unit course from each of the four disciplines--Geography, History, Philosophy, and Political Science; and

AREA B: An additional six units from one of the four disciplines (this determines the degree emphasis); and

AREA C: One additional three-unit course from the list of recommended Social Science courses provided below.

When possible, students should fulfill additional general education requirements from Social Science offerings. Students should consult a counselor regarding completion of all additional general education requirements necessary for the A.A. degree or for transfer to other institutions.

Required Courses:	Units
AREA A: One (1) course from each of the four discipline offerings:	
Geography: 2, 3.	3
History: Any course offered, except 22 or the 60 series.	
Philosophy: 1, 2, 3.	3
Political Science: 1.	3

    AREA B: An additional six (6) units from any one discipline below. These additional units determine the student's degree emphasis.

Geography: Any six (6) units, except those fulfilling Science requirements.	
History: Any six (6) units.	
Philosophy: Any six (6) units.	
Political Science: Any six (6) units.	

    AREA C: One (1) additional three-unit course from no. 1 or no. 2, below:

    1. One (1) additional three-unit course from Area B outside the student's degree emphasis, or

    2. One (1) Additional three-unit course from the following:

    Anthropology: 2, 4, 7, 8.

    Psychology: 1A, 5, 6, 7.

    Sociology: 1, 2, 3, 5, 6, 8.

    Total minimum required units — 21

## **TELECOMMUNICATIONS**

### **Associate in Arts Degree\***

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

Required Courses:		Units
Cine 1A or	History of the Motion Picture	3
Cine 10	Main Currents in World Cinema	3
TC 1	Mass Comm.: Intro. to Broadcasting	3
TC 2	Broadcast Studio Operation	3
TC 5	Radio - Television Writing	3
TC 7A	Radio Production Workshop	3

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

Television Option

PHOTO 1A	Beginning Photography	3
TC 3A	Television Production Workshop	3
TC 3B	Television Directing and Editing	3
TC 9	Acting for Film and TV	3
TC 17	Advanced Television Production	3

Radio Option

TC 6	FCC Licensing Review	3
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TC 7B	Advanced Radio Production	3
TC 8	Voice and Diction	3
TC 11	Radio Station Engineering & Maintenance	3
Total minimum units required in major area — 24		

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*\*Formerly TC 7 \*\* Revised Course*

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*\*See also Associate in Science in Broadcast Engineering*

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

## **THEATRE ARTS - ACTING**

### **Associate in Arts Degree\***

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

Required Courses:		Units
ThA 1	Introduction to the Theatre	3
ThA 2A	Beginning Acting	3.5
ThA 2B	Intermediate Acting	3.5
ThA 2C	Advanced Acting I	3.5
ThA 3	Voice and Diction	3
ThA 10	Production and Performance	3-3
ThA 23	Lighting and Scene Design	3
ThA 24	Theatrical Costume and Make-up	3

Total minimum units required in major area — 28.5

Recommended Courses: Engl 15AB, 17; Mus 13A; PE 5E; ThA 2D, 9, 13, 14

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

*\*See also Transfer Information — Theatre Arts*

## **THEATRE ARTS - DIRECTING**

### **Associate in Arts Degree\***

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

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



# CERTIFICATES OF ACHIEVEMENT

## ACCOUNTING TECHNICIAN

### Certificate of Achievement\*

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

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

Total minimum units required in major area — 29.5

Suggested Course Sequence:

First Semester		Second Semester	
Bus 1A	3	Bus 1B	3
Bus 7	3	Bus 6	3
Bus 30	3	Bus 31	3
Bus 39	3	Bus 33A	3
OT 2B	1	DP 1	3
OT 10	1.5		3
	14.5		15

*\*See also Associate in Science in Accounting Technician*

*\*See also Transfer Information — Business Administration*

## ALCOHOL STUDIES\*

### Certificate of Achievement\*\*

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

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

Required Additional Courses:

Select twelve (12) units from the following courses:

AS 60A-Z	Topics in Alcohol Studies	1-3
Soc 2	Social Problems	3
Soc 4	Marriage and the Family	3
Urban 1A	Contemporary Urban Issues	3
Urban 3	Human Development in the Social Environment	3
Urban 41	Introduction to Probation, Parole and Corrections	3
Urban 43	Interviewing, Counseling and Tutoring	3
Total minimum units required in major area — 24		

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*\*Formerly Substance Abuse*

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

## **BANK SERVICES**

### **Certificate of Achievement\***

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

Required Courses:		Units
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 56	Business and Professional Speech	3
Bus 70	Principles of Bank Operation	3
Bus 89M	Seminar in Negotiable Instruments and Loss Prevention	1
Econ 1	Principles of Micro-Economics	3
Econ 2	Principles of Macro-Economics	3
Psych 3	Psychology of Interpersonal Relationships	3
Required Additional Courses:		
Select one (1) of the following courses:		
Bus 1A	Accounting Principles I	3
Bus 3	Applied Accounting	3
Select two (2) of the following courses:		
Bus 35	Salesmanship	3
Bus 76	Bank Marketing and Public Relations	3
OT 11AB	Beginning Typing I/II	1.5/1.5
Total minimum units required in major area — 31		

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

*\*See also Transfer Information — Business Administration*



# BUSINESS MANAGEMENT

## Certificate of Achievement\*

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

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

Total minimum units required in major area — 30

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 31	3
Bus 33A	3	Bus 39	3
Bus 37	3	Bus 51	3
Bus 50	3	DP 1	3
General Education	3	General Education	3
	15		15

*\*See also Associate in Science in Business Management*

*\*See also Transfer Information — Business Administration*

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

# CONSTRUCTION DESIGN TECHNOLOGY

## Certificate of Achievement\*

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

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

Required Optional Courses:

Select nine (9) units from the following courses:

ET 5	Architectural Drawing (Wood Frame)	3
ET 6	Architectural Drawing (Masonry)	

	Construction)	3
ET 7	Architectural Drawing (Concrete Structures)	3
ET 8	Architectural Drawing (Steel Structures)	3
Total minimum units required in major area —		26

*\*See also Transfer Information — Engineering*

## **DATA PROCESSING**

### **Certificate of Achievement\***

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

Required Courses:		Units
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 30	Introduction to Business and Economics	3
DP 1	Introduction to Data Processing	3
DP 4A	Computer Programming I: COBOL	3
DP 4B	Computer Programming II: COBOL	3
DP 6	Data Processing Systems	3
DP 14	Computer Programming BASIC	3
Total minimum units required in major area —		24

*\*See also Associate in Science in Data Processing*

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

## **ELECTRONICS SPECIALIST**

### **Certificate of Achievement\***

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

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

Required Courses:		Units
EL 1	Introduction to Electronics	3
EL 5A	Technical Electronics I	3
EL 5B	Technical Electronics II	3
EL 10A	Electronics Drafting I	3
EL 28	Electronic Measurements	3
EL 41	Electronics Assembly	3

EL 42	Basic Electronic Fabrication	3
ET 20	Technical Mathematics	3

Total minimum units required in major area — 24

Recommended Courses: EL 15; Math 1

Suggested Course Sequence:

First Semester		Second Semester	
EL 1	3	EL 5B	3
EL 5A	3	EL 10A	3
EL 41	3	EL 28	3
ET 20	3	EL 42	3
	<u>12</u>		<u>12</u>

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

*\*See also Transfer Information — Electronics Technology*

## **ELECTRONICS TECHNICIAN**

### **Certificate of Achievement\***

This program is designed for the student seeking immediate employment in the electronics industry. It offers specialization in these areas: electronics research and development, electronics production, and television and radio electronics.

An open entry/open exit instructional lab approach is used.

Required Courses:		Units
EL 10A	Electronics Drafting I	3
EL 15	Mathematics for Electronics	3
EL 20A	Basic Electronics: DC	4
EL 20B	Basic Electronics: AC	4
EL 20D	Solid State Devices and Circuits	5
EL 20C	Digital Circuits	5
EL 28A	Electronic Measurements I	3
EL 33	Introduction to Microprocessors	3
EL 44	Fundamentals of Electronic Trouble Shooting	3

Total minimum units required in major area — 32

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

*\*See also Transfer Information — Electronics Technology*

## **EXOTIC ANIMAL CARE AND HANDLING**

### **Certificate of Achievement\***

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

Required Courses:		Units
EATM 1A	Biology of Exotic Land Animals	3
EATM 1B	Biology of Marine Vertebrates	3
EATM 2A	Exotic Animal Behavior	1.5
EATM 2B	Animal Health and Safety	1.5
EATM 3A	Operant Conditioning	1.5
EATM 3B	Exotic Animal Nutrition	1.5
EATM 11A	Exotic Animal Care and Handling	2
EATM 11B	Exotic Animal Care and Handling	2
EATM 12	Animal Park Planning and Design	3
EATM 13A	Exotic Animal Management and Supervision	2
EATM 13B	Exotic Animal Management and Supervision	2
EATM 21*	Exotic Animal Training	3
EATM 23	Elementary Veterinary Procedures	4
EATM 31	Theatrical Aspects of Animal Parks	2
EATM 32	Public Relations in Animal Parks	2
EATM 33	Administration of Animal Parks	2
EATM 40A	Field Experience in EATM	3
EATM 40B	Field Experience in EATM	3

Total minimum units required in major area — 42

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

\*Formerly EATM 21A

Suggested Course Sequence:

First Semester		Third Semester	
EATM 1A	3	EATM 12	3
EATM 2A	1.5	EATM 13A	2
EATM 2B	1.5	EATM 21 or	3
EATM 11A	2	EATM 40B	1
EATM 32	2	EATM 23	4
	<u>10</u>		<u>11</u>
Second Semester		Fourth Semester	
EATM 1B	3	EATM 13B	2
EATM 3A	1.5	EATM 21	3
EATM 3B	1.5		
EATM 11B	2		
EATM 31	2		
	<u>10</u>		
	or		
EATM 40B	3		
EATM 33	2		
	<u>7</u>		

\*\*These courses must be taken concurrently

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

# INDUSTRIAL SUPERVISION

## Certificate of Achievement\*

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

Required Courses:		Units
Bus 30	Introduction to Business and Economics	3
Bus 31	Business Organization and Management	3
Bus 39	Business Communications	3
Bus 50	Elements of Supervision	3
Bus 51	Personnel Management	3
Bus 52	Elements of Labor Law	3
Bus 54	Human Relations for Supervisors	3
Bus 56	Business and Professional Speech	3
General Education Courses**		6

Total minimum units required in major area — 30

Recommended Courses: Bus 33A, 89; DP 1; Pysch 3; Soc 8

*\*See also Associate in Science in Industrial Supervision*

*\*See also Transfer Information — Business Administration*

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

# INSTRUCTIONAL AIDE

## Certificate of Achievement\*

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

Required Courses:		Units
Ed 1	Introduction to Education	3
Ed 7	Instructional Materials Lab	2
Ed 10A	Instructional Skills I	3
Ed 10B	Instructional Skills II	3

Required Additional Courses:

Select thirteen (13) units from the following:

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

Total minimum units required in major area — 24

*\*See also Associate in Science in Instructional Aide*

*\*See also Transfer Information — Liberal Studies*

# LANDSCAPE MANAGEMENT

## Certificate of Achievement\*

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

Required Courses:		Units
Ag 4	Plant Identification of Ornamentals	3
Ag 12	Landscape Gardening and Management	3
Ag 14A	Turfgrass Management	3
Ag 14B	Turfgrass Management	3
Ag 52	Soils	3
Required Additional Courses:		
Select one (1) of the following courses:		
Ag 15	Insects and Diseases and Their Control	3
Ag 53	Economic Entomology	3
Select six (6) units from the following courses:		
Ag 13	Landscape Design for Homes	3
Ag 17A	Agriculture Pesticide Licensing I	3
Ag 17B	Agriculture Pesticide Licensing II	3
Ag 18	Irrigation Systems	3
Ag 19	Decorative Container Gardening	3
Total minimum units required in major area —		24

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\*See also Associate in Science in Landscape Management

\*See also Transfer Information — Ornamental Horticulture

# LASER/ELECTRO-OPTICS TECHNOLOGY

## Certificate of Achievement\*

This program trains students for employment in industries that construct, service and utilize lasers and related electro-optical equipment. Those who earn certificates can expect employment in a broad spectrum of jobs including those listed under Laser/Electro-optics Technology Associate in Science Degree.

Required Courses:		Units
Chem 12	Introductory Chemistry I	4
LET 1	Introduction to Lasers	4
LET 2/EL 2	Electricity and Magnetism	4
LET 3	Laser Optics	5
LET 4	Machine Shop Techniques and Drafting	2
LET 5/EL 5B	Industrial Electronics II	3
Math 6	Trigonometry	3
Ph 2A	General Physics	4
Total minimum units required in major area —		29

# MARKETING

## Certificate of Achievement\*

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

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

Total minimum units required in major area — 30

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 31	3
Bus 33A	3	Bus 35	3
Bus 37	3	Bus 36	3
Bus 39	3	Bus 38	3
General Education	3	General Education	3
	15		15

*\*See also Associate in Science in Marketing*

*\*See also Transfer Information — Business Administration*

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

# NURSERY EDUCATION

## Certificate of Achievement\*

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

Required Courses:	Units
ECD 30A Child Growth and Development I	3
ECD 38 Observation in the Nursery School	3
ECD 39A Supervised Participation in the Nursery School	3
ECD 39B Supervised Field Experience in the Nursery School	3
ECD 40 Child, Family and Community	3
ECD 41 Nursery School Programs	3

ECD 43	Parent and Teacher Communications and Conferencing	3
General Education Courses**		6
Required Additional Courses:		
Select one (1) of the following courses:		
Psych 1A	Introduction to Psychology	3
Psych 3	Psychology of Interpersonal Relationships	3
Total minimum units required in major area — 30		

*\*See also Associate in Science in Early Childhood Development*

*\*See also Transfer Information — Child Development*

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

## **NURSERY MANAGEMENT**

### **Certificate of Achievement\***

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

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

*\*See also Associate in Science in Nursery Management*

*\*See also Transfer Information — Ornamental Horticulture*



# OFFSET LITHOGRAPHY

## Certificate of Achievement\*

This program prepares students for various occupations in the offset lithography industry. Emphasis upon basic and advanced skills for camera and press-work.

Required Courses:		Units
Chem 12	Introductory Chemistry I (or equivalent)	4
GC 1	Introduction to Graphic Communications	3
GC 3A	Copy Preparation-Photocomposition	3
GC 4	Layout and Design Techniques	3
GC 11A	Process Camera	3
GC 11B	Advanced Process Camera	3
GC 21	Stripping and Platemaking	3
GC 26A	Lithography	3
GC 26B	Advanced Lithography	3
GC 79	Graphic Internship	1
Total minimum units required in major area — 29		

*\*See also Associate in Science in Graphic Production*

*\*See also Transfer Information — Graphic Communications*

# REAL ESTATE

## Certificate of Achievement\*

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

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

Total minimum units required in major area — 33

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

*\*See also Associate in Science in Real Estate*

*\*See also Transfer Information — Business Administration*

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

# OFFICE TECHNOLOGY - ADMINISTRATIVE AIDE

## Certificate of Achievement\*

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

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

### Required Additional Courses:

Select 2.5 units from the following courses:

OT 2C	Transcribing Machines	1
OT 12A	Typewriting: Speedbuilding I	1
OT 12B	Typewriting: Speedbuilding II	1
OT 15	Intro to Word Processing	3
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
OT 40	IBM Memory Typewriter	1
OT 41	IBM Mag Card A Typewriter	1
OT 42	IBM Electronic 75 Typewriter	1
OT 43	Lexitron Word Processor	2
OT 44	Vector III Word Processor	2
Bus 3	Applied Accounting	3
Bus 4	Business Mathematics	3

### following courses:

Bus 30	Intro to Business & Economics	3
DP 1	Introduction to Data Processing	3

### Suggested Course Sequence:

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

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

\*\*If student enters any typing course at a level above OT 11AB, this requirement

may be waived and units substituted from the Optional Course List. Total minimum units required in major area shall be 30.

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

## OFFICE TECHNOLOGY - OFFICE TECHNICIAN

### Certificate of Achievement\*

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

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

**Required Additional Courses:**

Select fourteen (14) units from the following courses:

Bus 3           Applied Accounting	3
Bus 30        Intro to Business & Economics	3
Bus 39        Business Communications	3
DP 1           Intro to Data Procession	3
OT 2B         Calculating Machines	1
OT 2C         Transcribing Machines	1
OT 12A        Typewriting: Speedbuilding I	1
Ot 12B        Typewriting: Speedbuilding II	1
OT 15         Intro to Word Processing	3
OT 26         Stenoscript ABC Shorthand	2
OT 30         Medical Terminologt	3
OT 31         Legal Terminology	1.5
OT 40         IBM Memory Typewriter	1
OT 41         IBM Mag Card A Typewriter	1
OT 42         IBM Electronic 75 Typewriter	1
OT 43         Lexitron Word Processor	2
OT 44         Vector III Word Processor	2

Total minimum units required in major area — 25

**Suggested Course Sequence:**

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

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

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

## **TRANSFER INFORMATION**

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

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

Private and out-of-state colleges and universities each have their own admission requirements which ordinarily differ from those of California's public institutions. Students who plan to transfer to any school whether public or private, in-state or out-of-state, should refer to the catalog of that particular school and consult with a counselor.

### **Transfer Requirements in General Education**

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

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

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

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

## **California State University and College System**

The California State University and Colleges system has recently revised its minimum General Education-Breadth Requirements, with the new requirements to become effective on July 1, 1981. The changes in the requirements will effect the academic programs of those students who will be enrolling in the college for the first time in the 1981 fall semester and who will ultimately be graduated from one of the nineteen campuses of the CSUC system. Those students who have been enrolled prior to the above date, and remain continuously enrolled, will be able to complete their General Education-Breadth program for the baccalaureate degree under the requirements that were in effect at the time of their initial enrollment.

An added condition that will become effective no later than the beginning of the 1982 fall term is that students admitted to the CSUC system will be expected to possess basic competence in the English language and in mathematical computation. Each campus of that system must define appropriate entry level skills in the two subject areas and institute means for determining whether entering students possess such skills.

The new CSUC General Education-Breadth program calls for each student to complete a minimum of 48 semester units of requirements. Nine of those units must be upper division status (completion of 60 units) is attained. At least nine of the 48 units must be earned at the campus granting the baccalaureate degree. Students should be aware that the 48-unit total is a minimum; some campuses of the CSUC system may elect to exceed this minimum in their General Education-Breadth Requirements.

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

**Area A: A minimum of nine (9) semester units in communication in the English language, to include both oral and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.**

**Area B: A minimum of twelve (12) semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.**

**Area C: A minimum of twelve (12) semester units among the arts, literature, philosophy and foreign language.**

**Area D: A minimum of twelve (12) semester units dealing with human social, political, and economic institutions and economic institutions and behavior and their historical background.**

**Area E: A minimum of three (3) semester units in study designed to equip human beings for life-long understanding and development of themselves as integrated physiological and psychological entities.**

**The required pattern is briefly summarized as:**

Minimum CSUC General Education Requirements

Area A: Communications/ Critical Thinking	9 units
Area B: Natural Sciences/ Mathematics	12 units
Area C: Humanities	12 units
Area D: Social Sciences	12 units
Area E: Self Understanding/ Development	3 units

Each campus of the CSUC system will be adopting its own pattern of requirements to be met for graduation, consistent with the minimum of 48 semester units. All students who intend to transfer to one of the CSUC campuses have the responsibility to become acquainted with the General Education pattern for the schools to which they intend to transfer. The General Education-Breadth requirements at California State University, Northridge, vary from the basic CSUC system pattern in total minimum units (51 rather than 48) and in the number of areas of study (6 rather than 5).

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

**Section A, Basic Subjects, includes those areas of study which develop skills which are essential in pursuing a university education.**

**Section B, Social Sciences, has as its purpose to familiarize the student with the kinds of questions to which social scientists address themselves and with the nature, scope and limits of the social science disciplines.**

**Section C, Natural Sciences, is designed to introduce the student to some of the fundamental scientific principles and to an understanding of the scientific method of inquiry.**

**Section D, Humanities, is designed to acquaint the student with the study of literature, the fine arts, and philosophy and religion.**

**Section E, Applied Arts and Sciences, is designed to develop the students' perspective of the role of the applied arts and sciences in the solution of current issues and problems.**

**Section F, Comparative Cultural Studies, is designed to give students an acquaintance with their own cultural heritage and also to give them a sympathetic understanding of the cultures of other nations and of minority groups within this nation.**

**Students will select a minimum of 51 units at CSUN in accordance with the pattern below:**

Minimum CSUN General Education Requirements

Section A: Basic Subjects	11 units
Section B: Social Sciences	9 units
Section C: Natural Sciences	9 units

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

Moorpark College may certify a maximum of 39 semester units of lower division General Education-Breadth requirements, with course work to be taken in five discrete areas that parallel the CSUC pattern of distribution. The Moorpark College pattern of distribution maintains equal units among Areas A through D. **It is important that students understand that they are not required to follow Moorpark College's pattern of area units in order to satisfy the requirements at the CSUC campus to which they transfer.**

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

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

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

A list of Moorpark College courses which may be used to satisfy General Education requirements will be available for students before the 1981 fall semester registration period.

Pertinent points to keep in mind are:

1. No more than 39 semester units may be certified by Moorpark College. Should a student satisfy all the requirements in the five areas of the Moorpark College pattern, the college will certify to CSUC institutions that the student has completed the minimum 39 lower division units of the General Education-Breadth requirements.
2. Students may partially satisfy any of the five areas, but may be certified for more than 30 units only if they have satisfactorily completed at least 6 units in each of the first four areas (A through D).
3. Under the limitations set down by the CSUC system, Moorpark College may certify no more than thirty (30) semester units in areas B through D inclusive.
4. Courses used to certify must be baccalaureate level and should have been completed at Moorpark College. However, Moorpark College may report completion of courses taken at other participating institutions provided all such courses would be certified by the institution offering them. Such courses shall be deemed to have been certified.

5. Although only 39 units may be certified by Moorpark College for the CSUC General Education requirements, students may transfer a total of 70 units of baccalaureate level course work to any CSUC system campus.
6. Students who plan to attend one of the campuses of the University of California or a private or out-of-state school should consult the catalog of the particular school to determine the course work needed to meet General Education requirements at that institution.
7. Although it is not necessary for a student to complete an Associate Degree in order to transfer to a four-year school, many of the courses taken to satisfy Associate Degree requirements are transferable and, in many cases, may be used to meet transfer General Education requirements.
8. For additional information regarding California State University and College system general education requirements students should consult a counselor and check the CSUN Transfer Card.
9. Courses taken in the discipline of a student's major normally may not be used to fulfill General Education requirements.



# University of California System

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

## University of California at Santa Barbara College of Letters and Science

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

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

### General Education Requirements

#### Area A: English, Reading and Composition — 6 units

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

#### Area B: Natural Science and Mathematics — 2 courses

Anatomy 1.

Biology 1, 2A, 2B, 16.

Botany 1.

Microbiology 1.

Physiology 1.

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

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

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

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

Physical Science 1, 10.

#### Area C: Fine Arts — 2 courses

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

Cinema 1A, 1B, 10.

Humanities 18.

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

Theatre Arts 1, 4A, 4B.

#### Area D: Humanities — 2 courses

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

French 3, 4.

German 3, 4.

Humanities 21.

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

**Area E: History, Social Science and Psychology — 2**

Anthropology 2, courses\* 3, **4**, 5, 7, 8.  
Business 33A or 33B.  
Chicano Studies **1, 2, 4, 8**.  
Economics 1, 2, 4.  
Geography 2, 3, 9, 10.  
History 1A, 1B, **3, 4, 5, 6, 7A, 7B, 8, 9A, 9B, 10A, 10B, 11, 12, 15A, 15B**.  
Political Science **1, 2, 3, 4, 7, 8, 10**.  
Psychology 1A, 3, 4, 5, 6.  
Sociology 1, 2, 3, 4, 5, **6, 7, 8**.  
Urban Studies 1A, 1B.

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

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

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

### BREADTH REQUIREMENTS

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

Language courses 1, 2, and 3 apply as Humanities, provided the 3rd semester (or 4th quarter) in the same language has been satisfactorily completed. Conversational courses are not applicable. The UCLA catalog gives rules concerning deduction for duplication of high school language credit.

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

**Section I — PHYSICAL SCIENCE.** Chemistry 1AB through 13; Geography 1, 1L with lecture only, 5, 5L with lecture only; Geology 1 through 4, 21, 41, 51 for 2 or 3 units only, 61; Mathematics 7, 14, 15, 16AB, 25ABC, 30, 31, 33, 35; Physical Science 1, 4, 5, 5L with lect. only, 10; Physics 2AB, 4, 5, 6, 10, 11, 12.

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

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

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

## **UCLA COLLEGE OF FINE ARTS GENERAL ADMISSIONS INFORMATION**

Shown below are the courses which may be used to meet the current breadth requirements for the College of Fine Arts at UCLA. Art, Dance, Music, Theatre and Motion Picture/Television majors should follow this pattern of courses. There additional requirements for the College of Fine Arts students should consult with a counselor.

\*ENGLISH 1A and 1B — 6 Units

\* FOREIGN LANGUAGE — 8 Units

Two semesters of one college language, other than the high school language and/or native tongue. Duplication of high school foreign language with college work will be deducted.

French 1, 2

German 1, 2

Hebrew 1, 2

Italian 1, 2

Russian 1, 2

Spanish 1, 2

\*Must be completed before entry to Fine Arts

MATH/SCIENCE — 6 Units

2 courses from A and one from B.

A.

Anatomy 1

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

Botany 1

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

Geography 5

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

Microbiology 1

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

Physics 2A, 2B, 4, 5, 6, 10, 11, 12

Physiology 1

B.

Anthropology 1

Environmental Science 1

Geography 1

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

Psychology 1B

\* If a student has had 1 year high school chemistry with grades of "C" or better, 4 quarter units of college work will be deducted for Chemistry 12.

SOCIAL SCIENCE — 9 Units

One course from: History 1A, 10A

One Course from:

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

One Course from:

Anthropology 2, 3, 7, 8

Economics 1, 2, 4

Geography 2, 3, 4, 9, 10  
Political Science 1, 2, 3, 4, 7, 9, 10  
Psychology 1A, 3, 6, 7  
Sociology 1, 2, 3

**HUMANITIES — 9 Units**

One Course from:

Art 1A, 1B, 2, 3, 20  
Music 5, 8, 9A, 9B, 29  
Theatre Arts 4A, 4B

One Course from:

English 6, 13, 15A, 15B, 17\*, 18, 19, 21, 29A, 29B, 30, 31, 33, 39, 44, 46

\*Not for Theatre Majors

One Course from:

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

A "C" Average is required for all courses.

### **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 or required preparation for major.
4. Both BA and BS degrees are offered. The essential difference in the two degrees which applies to community college transfers is item 3 below.
5. Most majors require at least 32 credits with 20-24 credits at the upper division level. Consult the CLC catalog for specific departmental requirements.
6. Prospective transfer students are encouraged to schedule an appointment with the Director of Transfer Services for counseling and preliminary transcript evaluations. Students should call the Admissions Office at 492-2411.
7. No General Ed. may be taken Cr/NoCr.
8. Courses required for the major or prep for the major (in Bus and Psy) may not be counted to fulfill General Education requirements.

#### **GENERAL EDUCATION REQUIREMENTS**

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

Recommended Moorpark College courses:

Art 1A, 1B, 2, 12A, 12B, 16A, 16B

Music 1, 8, 9A, 9B

Speech 1, 2, 5, 7

Theatre Arts 1, 2A, 2B, 2C, 4A, 4B, 9

2. **ENGLISH** — 6 credits required, 3 units of English 1 and 3 units of Literature.

Recommended Moorpark College courses:

English 1A, 1B

English 13A, 13B, 15A, 15B, 17, 18, 19, 21, 30, 31, 33, 39, 44

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

3. **FOREIGN LANGUAGE** — 8 credits required.

Bachelor of Arts required 8 credits in one language. Bachelor of Science candidates may earn 8 credits in mathematics, logic, computer science and/or statistics in lieu of foreign language. See CLC catalog for specific departmental requirements.

Recommended Moorpark College courses:

French 1, 2, 3, 4

German 1, 2, 3, 4

Spanish 1, 2, 3, 4

#### **BACHELOR OF SCIENCE OPTION**

DP 1, 4A, 4B

Math 5, 6, 7.

Philosophy 7 (Logic)

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

Recommended Moorpark College courses:

- a. Laboratory Science

Anatomy 1

Biology 1, 2A, 2B

Botany 1

Chemistry 1A, 1B

Environmental Science 1, 2

Geology 1

Physical Science 1, 2, 4

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

Physiology 1

- b. Mathematics or science without laboratory

Biology 16, 17

Geology 2, 3

Mathematics 5, 6, 7, 10, 12, 13, 14, 15, 16A, 16B

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

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

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

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

Recommended Moorpark College courses:

Philosophy 1

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

Recommended Moorpark College courses:

Administration of Justice 1, 2

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

Business 1A, 1B

Economics 1, 2, 4

Geography 2, 3, 4

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

Sociology 1, 2, 3, 4, 5

Political Science 1, 2, 3

Sociology 1, 2, 3, 4

8. **HISTORY** — 4 credits required.

Recommended Moorpark College courses:

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

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

Recommended Moorpark College courses:

Political Science 1, 3, 8

Urban Studies 1A

## TRANSFER CURRICULA

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

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

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

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

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



# NOTES

## Administration of Justice

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

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

Major requirements for upper division standing at:

**California Lutheran College:**

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

**California State University, Los Angeles:**

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

See also the AS degrees in the Administration of Justice.

## Agriculture/Agri-Business

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

Major requirements for upper division standing at:

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

Ag 30, 50 or 53, 52, 65, 66; Bio 1 or 2A; Bus 1A, 1B, 33A; Chem 12, 1A; Econ 2; Engl 1A; Math 3, 15; Speech.

Other lower division courses to be taken after transfer.

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

## Animal Science

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

Major requirements for upper division standing at:

**California Polytechnic State University, San Luis Obispo:**

Ag 30, 31, 40, 41, 52, 69; Bio 2A, 2B; Bot 1; Chem 1A, 1B, 8, 9; Econ 2; Engl 1A; Math 3; Micro 1; Speech 1, 2. Other lower division courses to be taken after transfer.

**University of California, Davis:**

AH 1; Bio 2A; Bot 1 or Micro 1; Chem 1A, 1B; Math 15; Physio 1.

See also the AS degree program in Animal Science.

## Anthropology

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Anthro 1, 2, 3; Math 15.

**University of California, Santa Barbara:**

(Cultural Emphasis) Anthro 1, 2, 3.

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

## Art

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

**University of California, Santa Barbara:**

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

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

See also Associate degrees in Art and Photography.

## Biology

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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

(Environmental Option) Math 16A

(Medical Technology Option) Chem 5

(General Options):

Physiological - Physio 1

Structural and Developmental - Anat 1

Elective - Math 16A

Organismal and Environmental Biology - to be taken after transfer.

**University of California, Santa Barbara:**

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

\*Refer to UCSB catalog for Mathematics and Physics requirements in the different majors available, and consult with counselor.

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

## Black Studies

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

Major requirements for upper division standing at:

### **University of California, Santa Barbara:**

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

## Business Administration

The major in Business Administration is designed to prepare students for a wide range of careers in the world of business. The areas of specialization available include accounting, (which may include "information systems") finance, investments, real estate, marketing, office administration, management, production, operations management, operations research, and statistics. Information systems may be a separate option in the Business Administration major. See Data Processing and Computer Science .

Major requirements for upper division standing at:

### **California State University, Northridge:**

Core of course requirements\* for the seven available options: Bus 1A, 1B, 33A; Econ 1, 2; Math 12 or 16A or 25A; DP 1, 14.

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

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

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

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

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

### **University of Southern California:**

Econ 1, 2; Bus 1A, 1B

Mathematics Option:

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

B. 7, 16A, 16B

C. 12, 16A, 16B

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

## Business Education

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Bus 1A, 1B, 33A; Econ 1, 2; Math 12; DP 1, 14.

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

## Chemistry

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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

**University of California, Santa Barbara:**

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

## Chicano Studies

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Ch St 2 (or Anth 4), Ch St 7 (or Soc 7), Ch St 15 (or Engl. 45).

**University of California, Santa Barbara:**

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

## Child Development

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Math 15; Physio 1 or Psych 1B. Recommended General Education courses: Psych 1A, Biol 1 or 2A.

See also the AA degree and certificate programs in Early Child Physics 6 Development and the Liberal Studies transfer major.

## Computer Science

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

Major requirements for upper division standing at:

**California State University, Northridge:**

DP 1, 5, 8A, (or Math 18); Math 25A, 25B, 25C, 31; Physics 4, 5. Choose 11-13 units from at least two disciplines: Bus 1A, 1B, Math 35, and Physics 4, 5, 6.

**University of California, Santa Barbara:**

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

## Dance

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

Major requirements for upper division standing at:

**University of California, Santa Barbara:**

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

## Data Processing

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

Major requirements for upper division standing at:

**California State Polytechnic University, Pomona:**

Bus 1A, 1B, 33A; DP 1, 4A, 4B, 6; Econ 1, 2; Math 16A.  
DP 245 to be taken after transfer.

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

## Earth Science

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Bio 2A; Chem 1A/1B or 12/13; Geog 1 or Geol 2, Geol 3; Geog 5 (Phy Sci 5), Phy Sci 10; Math 15 or 16A; Physics 2A, 2B.

## Economics

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

**University of California, Santa Barbara:**

(Economics): Econ 1, 2; Math 15

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

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

## Education (See Liberal Studies)

### Electronics Technology

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

Major requirements for upper division standing at:

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

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

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

### Engineering

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Chem 1A, 1B; Engr 4, 5, 12, 16\*; Math 18, 25A, 25B, 25C, 35; Physics 4, 5, 6.

\*Engr 227L to be taken after transfer.

**University of California, Santa Barbara:**

Chem 1A, 1B; Engr 18; Math 25A, 25B, 25C, 35; Physics 4, 5, 6. (Engr 4 is recommended for all Engr majors; Engr 16 is required for Mechanical and Environmental Engineering at UCSB; Engr 12 is recommended for Chemical, Mechanical, and Nuclear Engr. majors at UCSB.)

### English

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Option I - Literature:

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

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

Option II - Writing:

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

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

Option III - Contract option:

**Consult faculty advisor at CSUN.**

**University of California, Santa Barbara:**

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

## Film Studies

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

Major requirements for upper division standing at:

**University of California, Santa Barbara:**

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

See also the AS degree program in Cinematography.

## Foreign Languages

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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

ITALIAN: Italian 1, 2.

RUSSIAN: Russian 1, 2.

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

Additional lower division courses to be taken at CSUN

**University of California, Santa Barbara:**

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

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

ITALIAN: Italian 1, 2 or equivalent.

RUSSIAN: Russian 1, 2 or equivalent.

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

Additional lower division courses to be taken at UCSB.

## Forestry

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

Major requirements for upper division standing at:

**California State University, Humboldt:**

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

**University of California, Berkeley:**

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



## Geography

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

Major requirements for upper division standing at:

### **California State University, Northridge:**

Select one course from each of two categories:

1. Physical: Geog 1, 5 (Phy Sci 5)
2. Human: Geog 2, 3, 4

### **University of California, Santa Barbara:**

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

## Geological Sciences

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

Major requirements for upper division standing at:

### **California State University, Northridge:**

(Geology option): Geol 2, 3; Chem 1A, 1B; Math 25A, and 25B or Math 15 and 18; Physics 2A/2B or 4/5.

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

### **University of California, Santa Barbara:**

A total of 30-32 semester units in lower division. Geol 2, 3, Math 25ABC, 31; Physics 4, 5, 6.

See also the AS degree program in Geology.

## Graphic Communications

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

Major requirements for upper division standing at:

### **California Polytechnic State University, San Luis Obispo:**

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

Additional lower division courses to be taken at Cal Poly.

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

## Health Science

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

Major requirements for upper division standing at:

### **California State University, Northridge:**

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

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

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

8. Radiologic Technology: Bio 1, Anat 1, Physio 1, Chem 13, Physics 2A, 2B, Math 7.

## History

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

Major requirements for upper division standing at:

### **California State University, Northridge:**

Hist 1A or 1B; 7A or 7B; 9A/B or 10A/B or 15A or 15B; one other History course from list or 3, 11.

### **University of California, Santa Barbara:**

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

## Home Economics

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

Major requirements for upper division standing at:

### **California State University, Northridge:**

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

courses, by option:

Teaching: HE 11, 32; Chem 12, 13

General: Contact CSUN Home Econ Dept.

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

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

Also see AS degree program in Home Economics.

## Journalism

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

Major requirements for upper division standing at:

**California State Universities, Northridge and San Jose:**

Journ 1, 2.

## Law and Society

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

Major requirements for upper division standing at:

**University of California, Santa Barbara:**

Phil 7; Pol Sci 3; Soc 1. Three courses from: Anthro 2; Econ 1, 2; Hist 1A, 1B, 7A, 7B; Pol Sci 1, 3, 4, 7; Psych 1A.

## Liberal Studies

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

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

Major requirements for advanced standing at:

**California State University, Northridge:**

I. English

A. 3 units from: English 1A; or Speech 1 or 7.

B. 3 units from: English 1B; 30, 31, 45, or 46.

transfer English Literature course.

II. Math-Science

A. Math 10

B. Biology 1 or 2A or 2B.

- C. 1 course from: Chemistry 1A or 12; or Physical Science 1; or Physics 2A or 10.
- D. 1 course from: Geography 1 or 5; or Geology 2 or 3; or Physical Science 5.
- E. AT least one course taken from above should be a lab course.
- F. 5-6 units of elective credit from transferable Math or Science courses.

### III. Social Science

- A. 3 units from History 1A, 1B, 7A, 7B, 15A, 15B.
- B. Geography 2.
- C. Anthropology 2.
- D. 1 course from: Psychology 1A or Sociology 1.
- E. 3 units from any G.E. transfer Social Science course (Political Science 3).\*

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

NOTE: GE transfer courses refer to courses which are included in the CSUC GE transfer courses.

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

## Mathematics

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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

**University of California, Santa Barbara:**

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

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

## Music

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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

**University of California, Santa Barbara:**

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

See also the AA degree program in Music.

## Ornamental Horticulture

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

Major requirements for upper division standing at:

**California Polytechnic State University, San Luis Obispo:**

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

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

## Philosophy

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

**University of California, Santa Barbara:**

Lower division courses to be taken after transfer.

## Physical Education

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Core courses: Anat 1, Bio 1 or 2A, PE 5E or 1W, Physio 1, ten units of professional activities from 23A, 24A, 25A.

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

**University of California, Santa Barbara:**

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

See also the program in Recreation.

## Physical Science

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Chem 1A, 1B; Math 16A, 16B; Physics 2A/2B.

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

## Physical Therapy

See Health Science

## Physics

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

Physics option: Chem 1B; Math 35.

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

Mathematical Physics: Recommended - Math 18.

**University of California, Santa Barbara:**

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

## Political Science

Political Science, the study of government and politics, leads to an understanding of the institutions of government and the role of citizens and leaders at every level of government. The major in political science provides training for those who plan a career in government service, intend to pursue the study of law or related disciplines, wish to prepare for work in journalism or writing, or wish to prepare for teaching or to work for advanced degrees.

Major requirements for upper division standing at:

**California State University, Northridge:**

Pol. Sci. 2, 3; Engl 1A; Math 15. Two courses from: Ch St 2 (Anth 4), Engl 46; Hist 1B; Phil 2; Soc 2.

**University of California, Santa Barbara:**

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

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

Area 2, Economics: Econ 1, 2.

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

## Pre dental

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

Major requirements for upper division standing at:

**University of California, Los Angeles:**

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

**University of Southern California:**

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

## Pre medical

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

Major requirements for upper division standing at:

**University of California, Davis:**

Bio 2A, 2B; Chem 1A, 1B; (Chem 8, 9; Math 16A, 16B or 25A, B highly recommended) Physics 2A, 2B.

**University of California, Los Angeles:**

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

**University of Southern California:**

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

## Pre nursing

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

Major requirements for upper division standing at:

**University of California, Los Angeles:**

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

**California State University, Los Angeles:**

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

See also the Ventura College nursing program.

## Pre veterinary

Students may meet the lower division requirements in preparation for admission to schools of veterinary science by taking specific courses at Moorpark

College. It is advisable for students to learn the lower division requirements at the schools to which they intend to apply.

Major requirements for upper division standing at:

**University of California, Davis:**

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

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

## Psychology

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Psych 1A, 1B; Math 15

**University of California, Santa Barbara:**

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

BA in Developmental Psychology: Bio I or 16 or 17.

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

## Radio—Television—Film

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

Major requirements for upper division standing at:

**California State University, Northridge:**

TC 1, 5; TC 3A or Cine 2

See also the AA degree program in Telecommunications.

## Recreation

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

Major requirements for upper division standing at:

**California State University, Northridge:**

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

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



## Religious Studies

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

Major requirements for upper division standing at:

**California State University, Northridge:**

Phil 11; other lower division courses to be taken after transfer.

**University of California, Santa Barbara:**

Phil 10 or 11.

## Social Sciences

The major in Social Sciences permits undergraduates to explore a broad spectrum of the social sciences in order to obtain an acquaintance with their socio-cultural, economic, and political aspects and to develop a greater concentration in one of these areas of study. This major will satisfy much of the required liberal studies background for students who are planning to teach in elementary schools.

Major requirements for upper division standing at:

**University of California, Santa Barbara:**

Hist 1A, 1B; Anthro 2 or 3 or Soc 1; Geog 2 or Pol Sci 3; Econ 1, 2; one additional course - see UCSB catalog for details.

## Sociology

Sociologists study the groups, institutions, and societies which are formed by humans; the structure and behavior of such groups are analyzed to understand the influence of group activities on individual members and members influence on other members and other groups. The Sociology major is intended to provide undergraduate preparation leading to careers in law, social work, urban and environmental planning, public service, counseling, mental health, and many similar service professions.

Major requirements for upper division standing at:

**California State University, Northridge:**

Soc 1, 3; Math 5 or 15 (or a satisfactory score on Math placement test after transfer)

**University of California, Santa Barbara:**

Soc 1, 3, 5, and one of the following sequences:

- a) Anthro 2 and one additional Anthro course (not physical).
- b) Econ 1, 2
- c) Hist 1A, 1B
- d) Pol Sci 1, 2, 3
- e) Psych 1A and one upper division Psych course after transfer.

## Soil Science

The Soil Science major prepares graduates for employment in professional positions as soil conservationists, land appraisers, farm advisers, farm managers,

or agriculture teachers as well as for farm operators. Study in this curriculum can also lead to specialized positions such as soil surveyors, laboratory technicians, college instructors, and soil specialists.

Major requirements for upper division standing at:

**California Polytechnic State University, San Luis Obispo:**

AG 1, 50, 52, 53. 66; Bot 1; Bus 3 or 1A; Bot 1, Chem 1A, 1B; Econ 2; Engr 8A; Micro 1; Math 3 or 5.

**University of California, Davis:**

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

## Speech

For the lower division requirements in the Speech major, students are advised to consult a counselor and the catalog of the four-year school to which they intend to transfer.

## Theatre Arts

People who major in the various specialties of the dramatic arts tend toward a professional career in theatre, television, or films. A large number go into teaching or into community theatre activities. Many have used training in theatre arts toward attaining confidence and self-assurance in professions such as law, the ministry, or business.

Major requirements for upper standing at:

**California State University, Northridge:**

ThA 2A, 2B, 4A, 4B, 23, 24.

Th 300 to be taken after transfer.

**University of California, Santa Barbara:**

Core Courses: ThA 1, 4A, 10.

Additional courses in these emphases:

Acting: ThA 2A, 2B, 3

Directing: ThA 2A, 23

Design and Technical Theatre: ThA 23, 24; HE 32.

See also the AA degree programs in Theatre Arts.

## Urban Studies

This is an interdisciplinary program focusing on major problems which stem from the complexities and pressures of the urban environment in a highly industrialized society. The degree may lead to employment in governmental and voluntary agencies concerned with planning and providing human services. Some students may wish to enter graduate study in such professional schools as city planning, public administration, social welfare, or law.

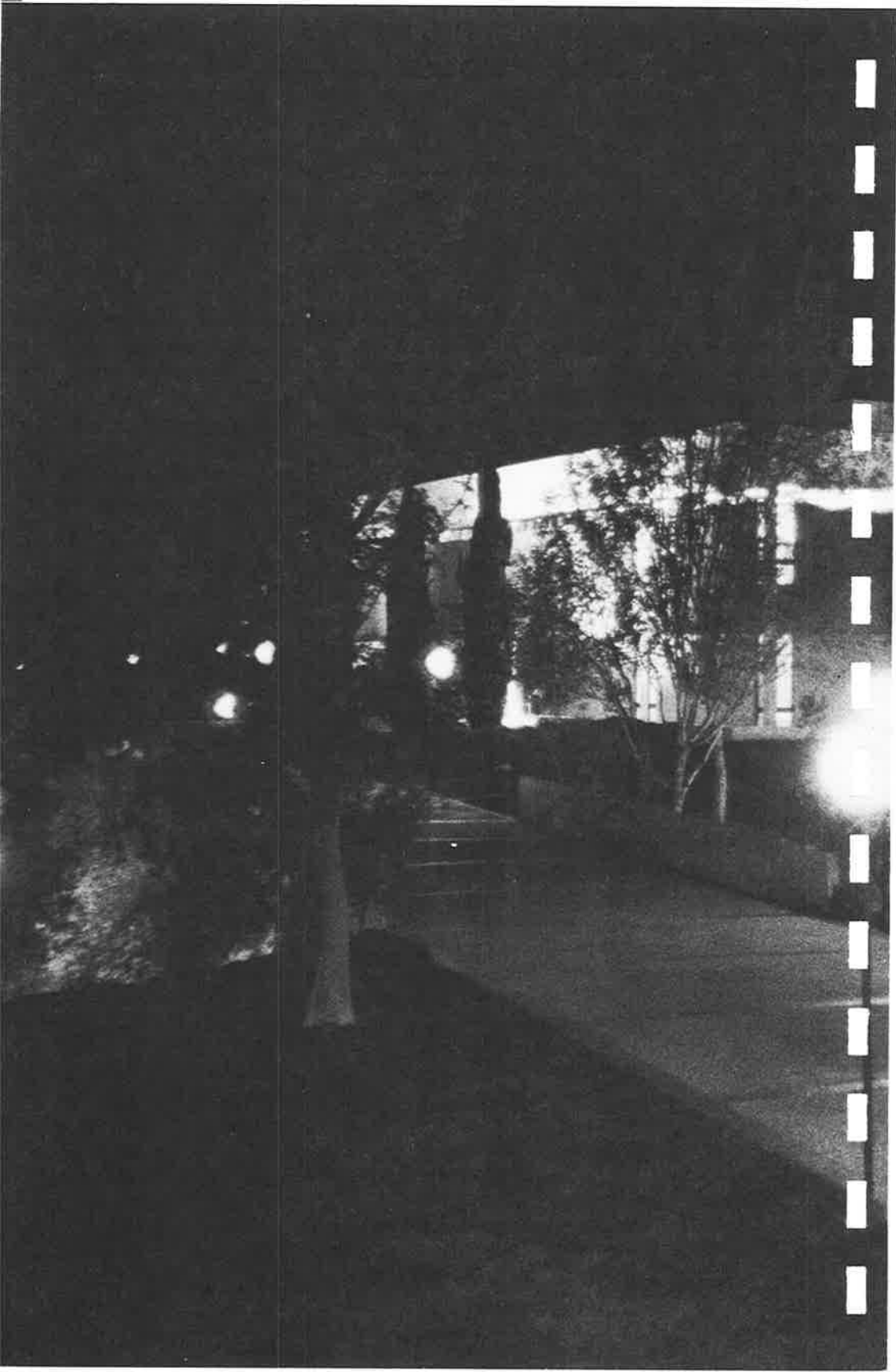
Major requirements for upper division standing at:

**California State University, Northridge:**

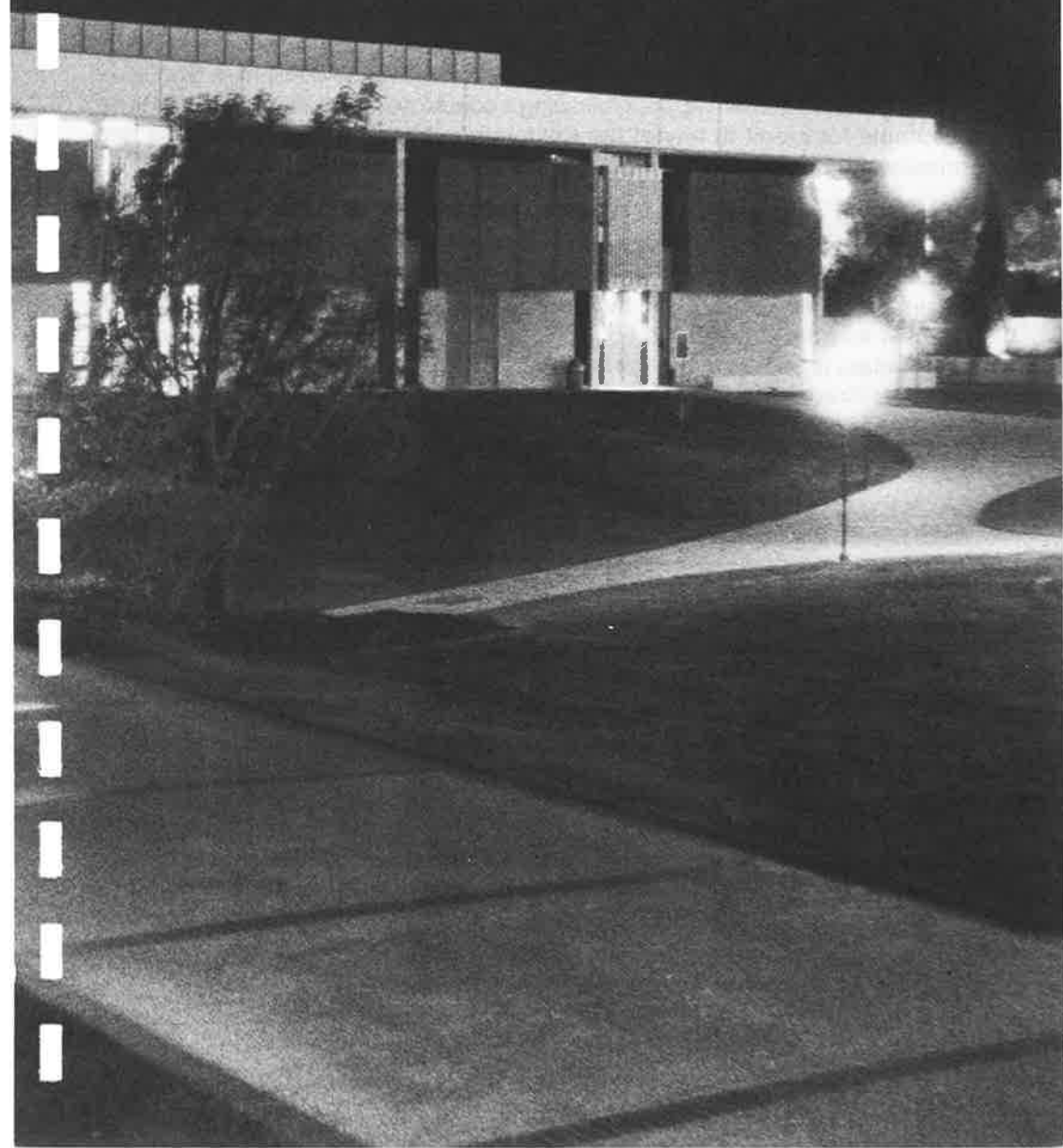
Econ 1, 2; Geog 9 or Urban 1A; Math 15.

See also AS degree programs in Administration of Justice, Alcohol Studies, and Government Management.

# NOTES



ANNOUNCEMENT  
OF COURSES



# ANNOUNCEMENT OF COURSES

In the section that follows there appears in alphabetical order by title a brief description of every course in the Moorpark College curriculum. Included with each description is information regarding the unit value of the course, the weekly hours or total hours of the course meetings, and the transfer status of the course. In the case of those courses for which there are prerequisites (i.e., previous preparation of some nature is required), such prerequisites are stated before the course description is given.

The transfer status of the course with regard to the California State University and College system (CSUC) and the University of California system (UC) is indicated following the course description. The course may be accepted for credit by the CSUC system only, by both the CSUC and UC systems, or by neither system. For some courses it will be indicated that there are limitations to the credit granted in the UC system. It is emphasized that the limitations apply to the UC system only; each credit limitation is explained. In those instances where UC transfer credit is shown as pending, a counselor should be consulted. Should no transfer credit statement appear following a course description, that course is not acceptable for credit at any of the California public four-year institutions and, normally, not acceptable at private or out-of-state institutions as well.

## Special Note:

(1) Fees may be required in some courses. Please review the catalog description to determine whether or not a fee may be required. Information on the actual amount of fee may be found in the Schedule of Classes. (2) The designations (F) indicates that the class is offered in the Fall only; the designations (S) indicates that the class is offered in the Spring only. (3) ★ Denotes course may be taken for Credit/No Credit.

## Administration of Justice

### AJ 1 — Introduction to the Administration of Justice

3 Units

Class Hours: 3 lecture

Basic topics covered in this class include: the history and philosophy of administration of justice in America; recapitulation of the system; identifying of the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment and rehabilitation; ethics, education and training for professionalism in the system. *Transfer credit: CSUC; UC*

### AJ 2 — Concepts of Criminal Law

3 Units

Class Hours: 3 lecture

This class deals with the following major topics: historical development and philosophy of law, including constitutional provisions, definitions, classification of crime, and their application to the system of Administration of Justice; legal research, study of case law, methodology, and concepts of law as a social force. *Transfer credit: CSUC; UC*

### AJ 3 — Community Relations

3 Units

Class Hours: 3 lecture

Students in this course make an in-depth exploration of the Administration of Justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationship and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system, Justice Administration and the development of positive relationships between members of the system and the public. *Transfer credit: CSUC; UC*

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

Prerequisites: AJ 1 and AJ 2

Class Hours: 3 lecture

The student becomes acquainted with the origin, development philosophy and constitutional basis of evidence in this class. Other topics to be covered include constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. *Transfer credit: CSUC; UC*

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

Class Hours: 3 lecture

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

**AJ 10 — Patrol Procedures (S)****3 Units**

Class Hours: 3 lecture

Responsibilities, techniques, and methods of police patrol are emphasized in this class. The student learns about the handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. *Transfer credit: CSUC*

**AJ 11 — Criminal Investigation (F)****3 Units**

Prerequisites: AJ 1 and AJ 2

Class Hours: 3 lecture

Instruction covers the fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids, modus operandi; source of information; interviews and interrogation; follow-up and case preparation. *Transfer credit: CSUC*

**AJ 13 — Traffic Control and Investigation (S-even years)****3 Units**

Class Hours: 3 lecture

Students learn about traffic law enforcement, regulation, and control, as well as fundamentals of traffic accident investigation as required to uphold the California Vehicle Code. *Transfer credit: CSUC*

**AJ 14 — Juvenile Procedure (S)****3 Units**

Class Hours: 3 lecture

The course focuses upon the organization, functions, and jurisdiction of juvenile agencies. Other topics include the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. *Transfer credit: CSUC*

**AJ 16 — Constitutional Law for Police (F-odd years)****3 Units**

Prerequisite: AJ 2

Class Hours: 3 lecture

Major topics concern the admissibility of evidence and confessions; recent judicial decisions interpreting civil rights; problems involving the reconciliation of individual rights and collective security, and the prevention of criminality. Particular attention is given the relationship between the Bill of Rights and major enforcement problems. The changing nature of constitutional limitations are seen in perspective. *Transfer credit: CSUC*

**AJ 18 — Narcotics Investigation (S)****3 Units**

Class Hours: 3 lecture

Students learn to identify marijuana, opiates, dangerous drugs, hallucinogens, and their paraphernalia. Principles of identifying and dealing with the "user" are also delineated. Other topics include: laws and court decisions relating to the offender, fundamentals of arrest, search, report writing, and court testimony. The prevention and control of drug abuse as it relates to society. *Transfer credit: CSUC*

**AJ 19 — Vice Control (F)****3 Units**

Class Hours: 3 lecture

This course covers the detection, repression and control of vice. Topics include gambling, prostitution, liquor, sex offender violations, vice law, and court procedures. The course is intended to provide knowledge and skill in the recognition, investigation, and control of vice offenders. *Transfer credit: CSUC*

**AJ 22A/B—Independent Studies In Administration of Justice** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

The course is designed for students who are interested in furthering their knowledge of law enforcement on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

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

Class Hours: 3 lecture

An introduction to the legal and practical aspects, practices, and procedures of probation, this course includes an analysis of both, with emphasis on rehabilitation and classification methods in criminology. (Co-numbered Urban 41). *Transfer credit: CSUC*

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

Class Hours: 3 lecture

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

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

Class Hours: 3 lecture

This is an introduction to the principles and practices of interviewing, counseling and tutoring. It is an integral part of the two-year curriculum in correctional services, designed to answer the national need of the "new careers" on all academic levels in people-to-people services. These include counselor and group counselor aides, teacher aides, eligibility workers, social worker technicians, and other pre-professional positions. (Co-numbered Urban 43). *Transfer credit: CSUC*

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

Class Hours: 3 lecture

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

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

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

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

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

**AJ 89A-Z — Institutes in Law Enforcement★** **1/2-1½ Units**

Prerequisites: AJ 1,2,3,4, and 5 (Core) or possession of P.O.S.T. Basic Certificate.

Class Hours: 8-24 lecture total

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

Topics which have been developed include:

**89M— Officer Survival - Plainclothes★** **1½ Units**

Class Hours: 24 lecture total

**89N— Institutes in Law Enforcement - Background Investigations★** **1½ Units**

Class Hours: 24 lecture total

**89U— Sex Crimes Investigation★** **1½ Units**

**89Q— Advanced Officer Training★** **1½ Units**

**89R— Crime Prevention★** **1½ Units**

**89S— Supervisory Update Institute★** **1½ Units**

**89T — Traffic Accident Investigation Institute★** **1½ Units**



# Agriculture

## **AG 1 — Introduction to Horticulture**

**3 Units**

Class Hours: 3 lecture

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

## **AG 2 — Plant Structure**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

This introduction to plant structure focuses upon roots, stems, leaves, flowers, fruits, seeds and inflorescences. Gross structure is emphasized, rather than microscopic analysis, and the objective is to prepare the student for courses in plant propagation and plant identification. This course prepares the student to take Botany. *Transfer credit: CSUC*

## **AG 3 — Plant Propagation**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

Students learn about production of native trees, shrubs, vines and ground-covers by cuttings, budding, grafting, layerage, separation and division; lining out, balling, bare rooting, canning, growing of cutting material, growing liners; pruning and training espaliers, specimen plant production. Field trips may be required. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

## **AG 4 — Plant Identification of Ornamentals**

**3 Units**

Prerequisite: AG 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course covers identification, habits of growth, culture of native plants and landscape use of ornamental trees, shrubs, vines, annuals, herbaceous perennials including tropicals, subtropicals and house plants. *Transfer credit: CSUC; UC credit limitations. See counselor.*

## **AG 5 — Landscape Construction and Maintenance**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

Pruning and maintenance of landscape shrubs and trees. Design and maintenance of landscape watering systems. Construction of concrete block, brick and wood walls and walks. *Transfer credit: CSUC*

## **AG 6 — Landscape Design**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

Basic drafting techniques needed in landscape designing. Use of plant materials in the landscape design. Basic landscape design principles. Actual lab experience in landscape design and proper layout of a landscape. Field trips may be required.

## **AG 7 — Nursery Practice**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

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

## **AG 12 — Landscape Gardening and Management**

**3 Units**

Class Hours: 3 lecture

Students learn about the planting and care of lawns, ground covers, flowers, trees and shrubs, including proper pruning and training; plant growth, weed, insect and disease control; irrigation and fertilization principles; identification and uses of landscape plants; garden maintenance problems of landscape properties, with field laboratory in proper care and use of garden equipment. This is primarily an evening course. *Transfer credit: CSUC*

## **AG 13 — Landscape Design for Homes**

**3 Units**

Class Hours: 3 lecture

This course deals with the principles of landscape planning and design for residential properties, with emphasis on the location of lawns, trees, shrubs, walks, driveways, patios, planters and other landscape structures for home and commercial landscaping; laboratory in practical drafting and landscaping design problems. This is primarily an evening course. *Transfer credit: CSUC*

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

Class Hours: 3 lecture

AG 14A: This course is 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 are also covered. This is primarily an evening course. *Transfer credit: CSUC; UC*

AG 14B: The following topics are studied: equipment used with turfgrass management; soil aeration and thatch control; drainage equipments and the use of wetting agents; sprinkler system design and operation; record keeping; personnel management; public relations. This is primarily an evening course. *Transfer credit: CSUC, UC*

**AG 15 — Insects and Diseases and Their Control****3 Units**

Class Hours: 3 lecture

Study of the common insects and diseases. How to identify and how course. How to identify and how to control will be emphasized; also emphasis will be placed on biological controls where applicable. This course is designed for professional gardeners, and home gardeners who desire a more thorough knowledge of the common garden insects and diseases found in Southern California. Primarily an evening course. *Transfer credit: CSUC*

**AG 16 — Homeowners Plant Propagation****3 Units**

Class Hours: 3 lecture

Propagation of plant materials, through seeds, cuttings, budding, grafting, division and air layering. A course designed for homeowners or non-majors. Lab or materials fee may be required.

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

Prerequisites: None. AG 15, 17A recommended.

Class Hours: 3 lecture

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

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

Prerequisites: AG 17A. AG 15 recommended.

Class Hours: 3 lecture

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

**AG 18 — Irrigation Systems****3 Units**

Class Hours: 3 lecture

Site analysis, equipment components, basic hydraulics and design techniques as they relate to irrigation systems used in turf and landscape installation are studied in this course. *Transfer credit: CSUC*

**AG 19 — Decorative Container Gardening****3 Units**

Class Hours: 3 lecture

The propagation, culture and care of potted plants, hanging baskets, terrariums, dish gardens and tubs. Will include soil mixes, watering, fertilization and general maintenance. Lab or materials fee may be required. Course designed for homeowners, whether majors or non-majors.

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

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

Class Hours: 1-3 tutorial

This class is designed for students who are interested in furthering their knowledge of agriculture on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. Class work can be done by arrangement. *Transfer credit: CSUC*

**AG 23A/B — Special Projects in Agriculture****1-3 Units**

Prerequisites: Previous or concurrent enrollment in Agriculture class.

Class Hours: 3-9 laboratory

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

**AG 24— Home Gardener****3 Units**

Class Hours: 3 lecture

In this course designed to make home gardening easier, more economical and enjoyable, students will gain understanding regarding necessary soil structure, correct watering practices, soil amendments, selection of lawn and ground covers, flowering plants, trees, fruits, and vegetables.

**AG 30— Introductory Animal Husbandry****3 Units**

Class Hours: 2 lecture, 3 laboratory

This survey of livestock production in the community, state, nation, and world is a study of the following: anatomy and physiology, genetics, nutrition, livestock selection, management, and marketing of the breeds of beef, dairy cattle, swine, sheep, and poultry and their products. *Transfer credit: CSUC; UC*

**AG 31 — Feeds and Feeding****3 Units**

Prerequisite: AG 30 or equivalent

Class Hours: 2 lecture, 3 laboratory

The nutritional requirements of livestock, the balancing of feed rations, and the costs of feed rations are the focus of this course. *Transfer credit: CSUC*

**AG 32— Beef Production****3 Units**

Class Hours: 2 lecture, 3 laboratory

Instruction centers on the care and management of a breeding herd of commercial cattle in California. Considered are the general aspects of production, factors affecting cost of production, improvement of the breeding herd, trends in the industry affecting income, and use of progressive methods of operations. California production is emphasized and related to United States and world beef situations. Students are introduced to breeds, market classes, grades and feedlot management.

**AG 33—Sheep Production****3 Units**

Class Hours: 2 lecture, 3 laboratory

Students make a study of sheep breeds, with particular emphasis on adaptation to specific areas and types of production. They also study in detail the feeding, climatic, and topographical characteristics of the major California sheep production areas, with reference to their effect on management procedures. Course also includes a survey of the basic characteristics of the several types of sheep operations and a practical consideration of wool production.

**AG 39 — Animal Health and Sanitation****3 Units**

Prerequisite: AG 30 or equivalent

Class Hours: 3 lecture

This introduction to the causes, control and prevention of diseases in livestock also features laboratory work in sanitation, animal control, equipment and instrument identification.

**AG 40— Horse Husbandry I****3 Units**

Class Hours: 2 lecture, 3 laboratory

Horse selection, nutrition, internal and external parasite control, and disease control programs are covered in this course. *Transfer credit: CSUC*

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

Prerequisite: AG 40

Class Hours: 2 lecture, 3 laboratory

Students learn horse ranch management, breeding and care of the mare and the foal, as well as basic training techniques. Course includes field trips to local equine centers. *Transfer credit: CSUC*

**AG 42A/B— Lectures in Horse Husbandry****3/3 Units**

Class Hours: 3 lecture

In this series on the selection, health and care of horses, topics include: quarter horse selection, Arabian horse selection, thoroughbred selection, saddle breeds and selection, inoculations, safety, common diseases, feeds, and colt care. *Transfer credit: CSUC*

**AG 45— Horse Training****2 Units**

Prerequisite: AG 40 or AG 41 or equivalent

Class Hours: 1 lecture, 3 laboratory

This class concentrates on the halter training of foals, beginning training of yearlings and two-year-olds, lunging techniques, the driving and breaking to the saddle. Students also learn to show the young horse. Lab or materials fee may be required.

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

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

**AG 50 — Introduction to Agronomy****3 Units**

Class Hours: 2 lecture, 3 laboratory

Students study plant structures and their functions; crop ecology and basic factors affecting crops and crop production. They also develop skill in identification of crops, seeds and weeds, as well as in weed control in this locality and seed production, including certified seed. *Transfer credit: CSUC; UC*

**AG 51 — Vegetable Crop Production****3 Units**

Prerequisite: Ag 50

Class Hours: 2 lecture, 3 laboratory

Major representative crops of the area are studied relative to their economic importance, adaptation, cultural practices, marketing, pest control, calendar of operations, and cost analysis. Environmental relationships, moisture, temperature, and general weather influence on crops in the locality are also examined. *Transfer credit: CSUC*

**AG 52 — Soils****3 units**

Class Hours: 2 lecture, 3 laboratory

Course material covers: physical, chemical, and biological properties of soils, the factors determining productivity; soil classification interpretation and evaluation of soil practices used in agriculture; laboratory work in soil sampling and testing, organic materials and microbiology, alkaline soils and reclamation; use of soil maps; soil and water experiments. *Transfer credit: CSUC; UC*

**AG 53 — Economic Entomology****3 Units**

Class Hours: 2 lecture, 3 laboratory

Common insects that attack agricultural crops and stored products are studied, including: basic taxonomy of the major orders; identification, life cycles, habits, hosts, economic importance, and control of the principal insects in agriculture; identification and evaluation of beneficial insects. Insect collection required *Transfer credit: CSUC; UC*

**AG 60A-Z — Topics In Agriculture****1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

The courses will consider specific specialized topics in Agriculture which are not covered in depth in the regular agriculture course offerings. Topics to be offered could include: Dog and Cat Care, Home Gardening, Residential Sprinklers, Range Management, Forage and Pasture, Artificial Insemination, Lake Management, Livestock Production. *Transfer Credit: See Counselor*

Topics which have been developed include:

**60B — Home Vegetable Gardening****1½ Units**

Class Hours: 16 lecture, 24 laboratory total

Students are provided the opportunity to learn to prepare, plant and care for vegetables which are common to the local gardens.

**60C — Beef Production****1½ Units**

Class Hours: 24 lecture total

Instruction centers on the care and management of a breeding herd of commercial cattle in California.

**60D — Sheep Production****1½ Units**

Class Hours: 24 lecture total

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

**60E — Livestock Production****1½ Units**

Class Hours: 24 lecture total

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

Class Hours: 3 lecture

The course focuses upon business principles as they apply to agriculture business enterprises in related agricultural areas that service and supply production agriculture, i.e., agricultural chemical sales and services, agricultural equipment sales and service to others. *Transfer credit: CSUC*

**AG 66— Record Keeping****3 Units**

Class Hours: 2 lecture, 3 laboratory

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

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

Class Hours: 1 lecture, 3 laboratory

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

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

Class Hours: 2 lecture, 3 laboratory

This is an introduction to the occupations and professions in the area of natural resources with emphasis on the principles underlying the management of forest, parks, wild game and fisheries. Weekly field trips will take students to the local natural resources agencies. *Transfer credit: CSUC; UC*

**AG 71 — Natural Resources****3 Units**

Class Hours: 3 lecture

This study of the economic and social values of our natural resources, includes the history of man in relation to land use, human population in relation to resources, history of the conservation movement, present day conservation practices. *Transfer credit: CSUC; UC*

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

Class Hours: 2 lecture, 3 laboratory

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

**AG 79 — Horse Training, Breeding and Management Internship****1-4 Units**

Prerequisite: Acceptance by Animal Science Advisory Committee

Class Hours: 3-12 laboratory

An internship program designed to provide the technical and management skills to start employment in the horse industry. Skills to be learned: Preparing horses for sale, training horses (all ages) preparing for sale and show, breeding horses (including artificial insemination). Foaling horses (managing a foaling barn), record keeping, feeding pasture management, fencing, etc. May be repeated for a maximum of 8 units credit. (Course subject to Board approval.)

## Agriculture Business

(See Agriculture)

## Agronomy

(See Agriculture)

## Alcohol Studies

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

Class Hours: 3 lecture

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

**AS 2 — Techniques of Counseling****3 Units**

Class Hours: 3 lecture

Major counseling techniques and treatment modalities will be studied, explored and demonstrated such as, behavior modification, reality therapy, gestalt therapy, transactional analysis, client-centered therapy, etc. Specific emphasis will be placed upon methods of dealing with alcohol-related problems, the alcoholic and the family of the alcoholic. *Transfer credit: CSUC*

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

Class Hours: 3 lecture

This is a survey of the pharmacological principles underlying the actions of drugs, the pharmacological aspects of drug tolerance, habituation and abuse, and the pharmacological activity of drugs in altering mood and behavior. The biological, psychological, social and cultural dimensions of substance abuse are studied. This course is a requirement in the Alcohol Studies programs, both AS Degree and Certificate, but does not satisfy the Natural Science requirement for the Associate Degree. (co-numbered Biol 15) *Transfer credit: CSUC*

**AS 4 — Field Experience in Alcohol Studies****3 Units**

Prerequisites: AS 1 and AS 2 or equivalent.

Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This course considers specialized, specific topics in drug information, education, rehabilitation and treatment, which are not covered in great detail in the general alcohol abuse course offerings. Topics to be offered from time to time include: Vocation Rehabilitation; Resource Programs and Services Information; Living Sober, Women and Alcohol; Youth and Alcohol; Alcohol and Industry; Cannibals; The Amphetamines; The Barbiturates; The Hallucinogens; Drug Synergism; Behavior Modifications; Cross Cultural Influence upon Alcohol Misuse. *Transfer credit: CSUC*

Topics which have been developed include:

- 60A — Marriage/Cross Cultural Influences** **3 Units**  
 Class Hours: 3 lecture  
 This is an exploration of the social and psychological consequences of the misuse of alcohol by ethnic minorities.
- 60B — The Agape Process** **1 Unit**  
 Class Hours: 16 lecture total  
 The Agape Process is an educational, preventive process. It is a simplified, non-analytic, pragmatic method of creating interest in improving the quality of life by learning and experiencing values that push us to fulfill our basic longings.
- 60C — Pharmacology of Alcohol Dependency** **1½ Units**  
 Class Hours: 1½ lecture  
 Students are given a brief survey of human physiology, alcohol use and alcohol dependency.
- 60D — Vocational Rehabilitation of Alcoholics** **3 Units**  
 Class Hours: 3 lecture  
 To familiarize students with the function of the State Rehabilitation Department and with the various vocational rehabilitation services available to assist alcoholics, their families and children is the purpose of this course.
- 60E — Drinking and Driving** **1 Unit**  
 Class Hours: 16 lecture total  
 This is an introduction to the dimensions of the drinking and driving problem in the U. S. as well as in California and Ventura.
- 60W — Women and Alcohol** **1 Unit**  
 Class Hours: 16 lecture total  
 This course is an investigation into the female alcoholic and problem drinkers.

## Anatomy

- AN 1 — General Human Anatomy** **4 Units**  
 Prerequisite: Biol 1 or Biol 2A or equivalent  
 Class Hours: 2 lecture, 6 laboratory  
 This is a study of the functional anatomy of human organs and organ systems with some histological studies, using non-human mammals for dissection, but with emphasis on the human structure and demonstrations on cadaver. *Transfer credit: CSUC; UC*

## Animal Husbandry

(See Agriculture)

## Anthropology

- ANTH 1 — Physical Anthropology** **3 Units**  
 Class Hours: 3 lecture  
 This course on human evolution and human diversity includes such areas as genetics, primatology, osteology, the fossil record, present-day human variation, and bio-cultural adaptations in the past and present. *Transfer credit: CSUC; UC*
- ANTH 2 — Cultural Anthropology** **3 Units**  
 Class Hours: 3 lecture  
 The focus is upon the basic concepts and methods for analyzing society and culture, illustrated with examples drawn largely from non-western societies. The structure and evolution of cultures are also studied. *Transfer credit: CSUC; UC*
- ANTH 3 — Archaeology** **3 Units**  
 Class Hours: 3 lecture  
 The historical development, theory and techniques of archaeology are studied, as are the prehistoric culture as revealed through the excavation and analysis of their cultural remains. Included also are selected topics in the archaeology of both the new and the old world. *Transfer credit: CSUC; UC*
- ANTH 4 — Chicano Culture** **3 Units**  
 Class Hours: 3 lecture  
 This study of the social and cultural heritage of the Chicano emphasizes middle American civilizations, and includes the cultural evolution of the Chicano, from the Spanish conquest to present day America. The course is concerned with the contributions made by the Chicanos to the United States culture, especially in the fine arts, literature, and orally transmitted heritage. (Co-numbered Chicano Studies 2) *Transfer credit: CSUC; UC*

**ANTH 5 — Archaeological Field Methods** **3 Units**

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

Class Hours: 1 lecture, 6 laboratory, Saturdays

A course in practical archaeology, this is intended for students who desire to expand their existing knowledge of archaeological field work. The emphasis in this course will be on actual site excavation and laboratory analysis. May be taken for credit to a maximum of 24 units. *Transfer credit: CSUC; UC*

**ANTH 7 — Peoples and Cultures of the World** **3 Units**

Class Hours: 3 lecture

An in-depth study will be made of selected peoples and cultures from major cultural areas of all continents. Emphasis will be on traditional cultures and changes induced by contact with the greater world. *Transfer credit: CSUC; UC*

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

Class Hours: 3 lecture

This is an exploration of the evolution and nature of human sexual differences and similarities, and of the cultural factors influencing the development of sex roles and stereotypes in non-western and western societies, including our own. *Transfer credit: CSUC; UC*

**ANTH 9— Female of the Species** **3 Units**

Class Hours: 3 lecture

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

**ANTH 22A/B—Independent Studies in Anthropology** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of anthropology on an independent study basis are assigned problems which will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ANTH 60A-Z — Topics in Anthropology** **1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A course considering specialized topics in Anthropology which are not covered in detail in the general Anthropology course offerings. Examples of topics to be offered from time to time include: Indians of North America; Old World Prehistory; Magic, Religion, and Witchcraft. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

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

Class Hours: 3 lecture

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

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

Class Hours: 3 lecture

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

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

Class Hours: 3 lecture

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

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

Class Hours: 3 lecture

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

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

Class Hours: 3 lecture

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

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

Prerequisite: A previous course in Anthropology

Class Hours: 3 lecture

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

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

## Art

Students planning to take more than 16 units of Art courses marked with \* and/or more than 12 units of those marked with † should consult a counselor. The UC system accepts only that limited number of units in the respective cases.

- ART 1A — Art History (F)** **3 Units**  
 Class Hours: 3 lecture  
 This survey of the history of art of the western world, from prehistoric times to the middle ages, includes ancient, medieval, classic, early Christian and Byzantine art. Emphasis is placed on techniques in architecture, painting and sculpture as well as an examination of the key figures in art history. This course is required for art majors. *Transfer credit: CSUC; UC*
- ART 1B — Art History (S)** **3 Units**  
 Prerequisite: Art 1A  
 Class Hours: 3 lecture  
 The history of art of the western world from the middle ages to modern times continues an emphasis on the techniques of producing art as well as examination of the key figures in art history. This course is required for art majors. *Transfer credit: CSUC; UC*
- ART 2 — Art Appreciation** **3 Units**  
 Class Hours: 3 lecture  
 A one semester survey acquaints the student with the major periods and styles of art of the western world and develops understanding of the visual arts. (Also see Humanities 6) *Transfer credit: CSUC; UC (not recommended for Art majors)*
- ART 3 — Modern Art Forms** **3 Units**  
 Prerequisite: Art 2 or Art 1B  
 Class Hours: 3 lecture  
 Modern art forms build upon the foundation of art appreciation to investigate many of the movements, events and personalities of twentieth-century painting, sculpture and architecture. Special emphasis is placed on current developments and exhibitions. *Transfer credit: CSUC; UC*



- ART 4A — Color and Design** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 This basic course provides background in the use of design principles. Students are given specific problems in line, shape, texture and form. Emphasis is placed on color theory and its practical applications. Lab or materials fee may be required. *Transfer credit: CSUC; UC*
- ART 4B — Color and Design** **2 Units**  
 Prerequisite: Art 4A  
 Class Hours: 1 lecture, 3 laboratory  
 Color and design as they are used in the art of painting are studied. Methods of employing these ingredients in many fields, including commercial usage, are also considered. Lab or materials fee may be required. *Transfer credit: CSUC; UC*
- ART 4C — Color and Design** **2 Units**  
 Prerequisite: Art 4B  
 Class Hours: 1 lecture, 3 laboratory  
 Design is developed sculpturally, as various materials such as wood, metal, cardboard and plaster, are used to form aesthetic designs in actual space, rather than simulated pictorial space. The course also includes an introduction to the work of leading 20th century sculptors. Lab or materials fee may be required. *Transfer credit: CSUC; UC*
- ART 5 — The City as Art** **3 Units**  
 Class Hours: 2 lecture, 3 laboratory  
 Los Angeles is a city to be discovered, studied and appreciated as one integrated work of art. Through lectures and many field trips students will become aware of the cultural sub-groups which make up the city, much as the tesserae make the mosaic. They will also explore museums, galleries and private collections as well as "outside art resources" such as fairs, street art, freeway sculpture, and the general explosion of technological and spiritual resources that are Los Angeles. *Transfer credit: CSUC; UC*
- ART 8A† — Beginning Ceramics** **3 units**  
 Class Hours: 1 lecture, 6 laboratory  
 Students receive practice in the techniques of elementary clay construction, including pinch, coil and slab methods, as well as an introduction to the potter's wheel. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 8B† — Beginning Ceramics** **3 Units**  
 Prerequisite: Art 8A  
 Class Hours: 1 lecture, 6 laboratory  
 In addition to practicing the techniques of elementary clay construction, including pinch, coil and slab methods, students experiment in sculptural forms and in the development of glazes. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 9A† — Ceramic Design** **3 Units**  
 Prerequisites: Art 8B and Art 4A  
 Class Hours: 1 lecture, 6 laboratory  
 This is an advanced study in ceramics, with emphasis on exploration of clay bodies, glaze materials, glaze calculations, firing, and independent projects. The course is designed to develop growth and individual creative expression. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 9B† — Ceramic Design** **3 Units**  
 Prerequisite: Art 9A  
 Class Hours: 1 lecture, 6 laboratory  
 Students make a more in-depth study of ceramics, with emphasis on clay bodies, glaze materials, glaze calculations, firing, and independent projects. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 10A† — Ceramics Handbuilding** **2 Units**  
 Class Hours: 6 laboratory  
 Clay handbuilding techniques are explored, without introduction to throwing on the potter's wheel. Emphasis is on coil, slab and pinch methods of forming ceramics. Course also includes an introduction to glazing and firing techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

- ART 10B† — Ceramics Handbuilding** **2 Units**  
Prerequisite: Art 10A  
Class Hours: 6 laboratory  
Advanced development of the handling of clay places greater emphasis on individual problem solving and casting procedures. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 11† — Cast Ceramics** **1 Unit**  
Class Hours: 3 laboratory  
This class includes glazing techniques, casting methods, and glaze methods and techniques. All work is cast earthenware and low fire ceramics. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 12A\* — Drawing and Composition** **3 Units**  
Class Hours: 1 lecture, 6 laboratory  
Basic drawing experience stresses graphic representation of objects through a variety of media and techniques; particular emphasis is placed on the fundamental means of pictorial composition, depth perception, perspective and rendering. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 12B\* — Drawing and Composition** **3 Units**  
Prerequisite: Art 12A  
Class Hours: 1 lecture, 6 laboratory  
The drawing media of pen and ink and watercolor washes are further explored. Advanced problems in rendering, concepts of illustrative drawing and concepts of analytic abstraction will also be dealt with. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 13A\* — Life Drawing** **3 Units**  
Prerequisite: Art 12A or equivalent  
Class Hours: 1 lecture, 6 laboratory  
Students will learn to draw the human figure from the live model. Emphasis is placed on structure, proportion, form and composition, as well as on practice in the use of linear and tonal concepts. Many different media will be explored, including charcoal, conte crayon, pencil, pen and ink. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 13B\* — Life Drawing** **3 Units**  
Prerequisite: Art 13A  
Class Hours: 1 lecture, 6 laboratory  
Exercising freedom of expression, students learn how to draw the human figure from the live model. Emphasis is placed upon structure, proportion form and composition. The student will be expected to have mastered the elements of Art 13A. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 13C/D\* — Life Drawing** **3/3 Units**  
Prerequisites: Art 13B for 13C; 13C for 13D  
Class Hours: 1 lecture, 6 laboratory  
Students will draw the human figure, beginning with a skeletal structure, using many media, including charcoal, pencil, pen and ink, conte crayon and pastels. Emphasis is placed on structure, proportion, form and composition, as well as on practice in the use of linear and tonal concepts. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 14A† — Silkscreen-Serigraph Printmaking** **2 Units**  
Class Hours: 6 laboratory  
In this introduction to and study of silkscreen as an artist's tool in printmaking, students will construct a silkscreen and learn basic techniques. Particular emphasis is given to various inks, stopouts and their solvents. Group and individual critiques are made. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 14B† — Advanced Silkscreen-Serigraph Printmaking** **2 Units**  
Prerequisite: Art 14A  
Class Hours: 6 laboratory  
Emphasis is on individual development of expression in printmaking. The student should expect to produce multi-color runs and is encouraged to develop a personal approach to silkscreen. Lab or materials fee may be required. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 15A† — Beginning Printmaking****3 Units**

Prerequisite: Art 4A

Class Hours: 1 lecture, 6 laboratory

This introduction to and exploration of the printmaking media available to the artist includes work in relief (wood block and linocut), as well as intaglio (etching, engraving, aging, etc.), with emphasis on relief, collograph and embossed print. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 15B† — Beginning Printmaking****3 Units**

Prerequisite: Art 15A

Class Hours: 1 lecture, 6 laboratory

An in-depth exploration of the intaglio techniques includes line etching, aquatint, sugar lift, experimental techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 15C† — Advanced Printmaking****3 Units**

Prerequisite: Art 15B

Class Hours: 1 lecture, 6 laboratory

Advanced work in intaglio and relief print instruction places particular emphasis on individual solutions and in-depth exploration of experimental techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 15D† — Advanced Printmaking****3 Units**

Prerequisite: Art 15C

Class Hours: 1 lecture, 6 laboratory

Advanced work in intaglio or relief printmaking places particular emphasis on individual solutions and in-depth exploration of experimental techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 16A\* — Painting****3 Units**

Prerequisite: Art 12B or Art 4B or equivalent

Class Hours: 1 lecture, 6 laboratory

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

**ART 16B\* — Painting****3 Units**

Prerequisite: Art 16A

Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisite: Art 16B

Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisite: Art 16C

Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisite: Art 4B or Art 12B or equivalent

Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisite: Art 17A

Class Hours: 1 lecture, 6 laboratory

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

**ART 18A\* — Water Color****3 Units**

Prerequisites: Art 4A, Art 12A or equivalent

Class Hours: 1 lecture, 6 laboratory

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

**ART 18B\* — Water Color****3 Units**

Prerequisite: Art 18A or equivalent

Class Hours: 1 lecture, 6 laboratory

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

**ART 18C\* — Water Color****3 Units**

Prerequisite: Art 18B

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will continue to experiment with the use of the multiple image in subject matter. Both landscape and still subjects will be explored as well as more advanced and personal areas of investigation that the student will bring to the course. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 18D\* — Water Color****3 Units**

Prerequisite: Art 18C

Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will continue to experiment but will be expected to bring something new, personal, and unique to the class. The emphasis will be on the personal growth and development of the individual. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 19A/B† — Sculpture****2/2 Units**

Prerequisite: Art 19A for 19B

Class Hours: 6 laboratory

Art 19A: This is a studio course in the fundamentals of sculpture, exploring historical and aesthetic aspects of sculpture in conjunction with the practical project experience. Media used will be cardboard, clay, plaster, wood, wire, metal and plastics. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

Art 19B: Students will be given advanced problems in sculptural forms, with emphasis on individual projects, evaluation, growth and direction. Media used will be the same as in Art 19A and other media with consent of instructor. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ART 20 — Twentieth Century Art****3 Units**

Prerequisites: Art 1B or Art 2

Class Hours: 3 lecture

The course surveys the major art movements and personalities of the twentieth century, from the post-impressionists, through the isms of the first half century into the conceptual art of the eighties. *Transfer credit: CSUC; UC*

- ART 21A† — Advanced Sculpture** **3 Units**  
 Prerequisites: Art 4C, 12B, and 19B  
 Class Hours: 1 lecture, 6 laboratory  
 This class provides students with an opportunity to explore the physical characteristics of selected materials and processes used in sculpture. Independent research and projects are employed. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 21B† — Advanced Sculpture** **3 Units**  
 Prerequisite: Art 21A  
 Class Hours: 1 lecture, 6 laboratory  
 Students make further study in sculpture media (clay, plaster, welding, wood and stone) and their aesthetic concepts. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 22A/B—Independent Studies in Art** **1-3/1-3 Units**  
 Prerequisites: A previous course in the specified field and consent of the instructor and Division Director.  
 Class Hours: 1-3 tutorial  
 Students who are interested in furthering their knowledge of art on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 24† — Mixed Media** **3 Units**  
 Class Hours: 1 lecture, 6 laboratory  
 Various art media and techniques are explored. Emphasis is on recent innovation in art. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 25\* — Mural Painting** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 An art class giving students an opportunity to work together on wall mural projects. This will give the students a chance to encounter each other in a group situation, working on concept and execution of a collective problem. Lab or materials fee may be required. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 32A† — Beginning Batik** **2 Units**  
 Class Hours: 6 laboratory  
 Batik is the study of the art of dyeing fabrics by covering areas of the fabric with batik wax to create pleasant designs and color combinations. The course will cover the history of Batik as well as traditional and contemporary techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 32B† — Intermediate Batik** **2 Units**  
 Prerequisite: Art 32A  
 Class Hours: 6 laboratory  
 This intermediate course in batik design emphasizes creation of individual projects which utilize methods learned in Art 32A and exploration of direct pigment and dye techniques. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 34† — Enameling** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 Students are introduced to basic enameling techniques, including preparation of copper, design-lumps, threads, swirls, controlled design, graffito and stencils. Individual projects and assignments will be emphasized in advanced sections. Lab or materials fee may be required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 35† — Quilting and Patchwork** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 Students will complete an original or traditional quilt, or series of small projects. Emphasis on fine hand techniques and on quilts as design media. Wadding, trapunto, Seminole and San Blas techniques will be covered as well as quilt-as-you-go and novelty forms, pattern drafting, mitering, bindings and care and repair of antique quilts. Individual design and execution projects will be emphasized in advanced sections. Lab or materials fee may be required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ART 38† — Jewelry** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 Students explore non-conventional approaches in jewelry making, utilizing fundamental techniques in bronze, copper and stainless steel. They also work in various media, such as copper enameling, and how to form acrylic plastic and apply gem stones. Lab or materials fee may be required. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

## **ART 60A-Z — Topics in Art**

**1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A special series of courses dealing with specific topics in Art which are not covered in great detail in the general Art course offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

### **60A — Drawing for Etching**

**2 Units**

Prerequisite: Art 12B or equivalent

Class Hours: 1 lecture, 3 laboratory

### **60B — Papermaking**

**2 Units**

Class Hours: 2 lecture

Prerequisites: Printmaking; Art 15A or co-requisite

An in-depth exploration of the craft of paper making. The class will explore traditional methods as well as contemporary expressions.

## **Biology**

### **BIOL 1 — Principles of Biology**

**4 Units**

Class Hours: 3 lecture, 3 laboratory

This is introductory biology for students *not majoring* in the natural sciences. Emphasis is on basic concepts, especially genetics, evolution and ecology. Particular attention will be given to the implications of biological areas in human affairs. Students planning to major in biology or related subject matter areas should enroll in Biol 2A. **NOTE:** Biol 1 is not a prerequisite for Biol 2B. *Transfer credit: CSUC; UC*

### **BIOL 2A/B — General Biology**

**4/4 Units**

Prerequisite: Chem 1A or Chem 12 (may be taken concurrently). Biol 2A for 2B

Class Hours: 3 lecture, 3 laboratory

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

**Biology 2A** — This course covers cell structure; function and regulation; bio-energetics, classical and molecular genetics, plant and animal development, and an introduction to evolution.

**Biology 2B** — This course covers physiological processes including neural, hormonal, and muscular; immune response, behavior, ecology and survey of the major plant and animal groups.

*Transfer credit: CSUC; UC*

### **BIOL 3 — Marine Life and Its Environment**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

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

### **BIOL 4 — Vertebrates of Southern California**

**3 Units**

Prerequisites: None, Biol 1 or 2A recommended

Class Hours: 2 lecture, 3 laboratory

Studies of local vertebrates (excluding fishes) in the field. Emphasis will be on identification, behavior and ecology field trips to local habitats will be made as well as some longer ones (to be arranged). Emphasis may vary from year to year. *Transfer credit: CSUC*

### **BIOL 14 — Natural History of the Conejo**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

In this study of the natural features, animals, and plants of the Conejo Valley, the local ecological communities are visited and described. Some attention is given to cultivated areas. *Transfer credit: CSUC; UC*

### **BIOL 15 — The Pharmacology of Drug Abuse**

**3 Units**

Class Hours: 3 lecture

This is a survey of the pharmacological principles underlying the action of drugs, the pharmacological aspects of drug tolerance, habituation and abuse, and the pharmacological activity of drugs in altering mood and behavior. The biological, psychological, social and cultural dimensions of substance abuse are studied. The course is a requirement in the Alcohol Studies programs, both AS Degree and Certificate, but does not satisfy the Natural Science requirement for the Associate Degree. (co-numbered AS 3) *Transfer credit: CSUC*

**BIOL 16 — Human Biology****3 Units**

Class Hours: 3 lecture

This course explores the human species as an animal and the place of the species in the biosphere. Especially considered are population, energy and agronomy, genetics, behavior, normal human physiology, stress, nutrition, fitness, aging and death. The course is normally taught in conjunction with Anthropology 1 as a 6-unit offering in life science. *Transfer credit: CSUC; UC*

**BIOL 17 — Heredity, Evolution and Society****3 Units**

Class Hours: 3 lecture

This is an introduction to the basic principles of modern genetics and evolutionary theory with specific references to the human species. Through the study of mechanisms of human inheritance and the influence of the environment, the origin and nature of human differences will be examined. The emphasis will be upon the social, political and psychological ramifications of the biological laws governing heredity and organic evolution. *Transfer credit: CSUC; UC*

**BIOL 22A/B — Independent Studies in Biology****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of biology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**BIOL 30 — Understanding Cancer (S)****2 Units**

Class Hours: 32 lecture total

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

**BIOL 31 — Understanding Cardiovascular Disease****3 Units**

Class Hours: 3 lecture

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

**BIOL 60A-Z — Topics in Biology****1-3 Units**

Prerequisites: To be determined with each topic.

Class Hours: To be determined with each topic.

This is a series of courses, each of which considers a specific topic in Biology not covered in great detail in the general biological course offerings. These courses may require field work. *Transfer credit: CSUC; UC credit limitations. See counselor.*

The topic courses which have been developed are:

**BIOL 89A — Nursing Skills Laboratory****1½ Units**

Prerequisite: Admission to ADN program.

Class Hours: 4½ laboratory

This course is a practicum under the supervision of a clinical instructor to aid the student in completing the A.V. assignments and the practical application of theory is taught in the ADN class.

**BIOL 89B — Pharmacology for Nurses****1 Unit**

Prerequisite: Enrollment in ADN program

Class Hours: 1 lecture

This course will provide an understanding of the mechanics and uses of currently available drugs; will provide a foundation of knowledge that will allow the student to understand future developments in drug therapy.

## Botany

**BOT 1 — General Botany****5 Units**

Prerequisite: Biology 1 or Biology 2A highly recommended.

Class Hours: 3 lecture, 6 laboratory

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

**BOT 2 — Native Plant Communities of California** **3 Units**

Class Hours: 2 lecture, 3 laboratory

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

**BOT 3 — Plant Identification** **3 Units**

Class Hours: 2 lecture, 3 laboratory

This is a field course in the identification of plants. The fall semester deals with trees and fall flowers. The spring semester deals with ferns and spring flowers. A basic part of the course concerns the principles of taxonomy. Local natural biotic communities are studied. *Transfer credit: CSUC; UC*

## Business

**BUS 1A — Accounting Principles I** **3 Units**

Prerequisite: None (Bus 3 recommended)

Class Hours: 3 lecture

Basic principles of accounting are studied as a foundation for advanced study, and as a vocational skill. Areas of emphasis in the course are the accounting cycle, internal control; methods of accounting for assets, liabilities, expenses, revenues, owner's equity (sole proprietorships, partnerships and corporations). *Transfer credit: CSUC; UC*

**BUS 1B — Accounting Principles II** **3 Units**

Prerequisite: Bus 1A

Class Hours: 3 lecture

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

**BUS 3 — Applied Accounting** **3 Units**

Class Hours: 3 lecture

This course covers the fundamentals of double-entry bookkeeping theory and application; the bookkeeping cycle and its application to sole proprietorship in trading concerns and service enterprises, financial statements; accounting for notes and securities; banking and petty cash transactions. Not open to students who have passed Bus 1A.

**BUS 4 — Business Mathematics** **3 Units**

Prerequisite: Math 9 or equivalent.

Class Hours: 3 lecture

This review of fundamental arithmetic and algebraic processes, with application to business problems, includes fractions, decimals, skills in areas of mark-up, discounts, interest, installment debt and other business practices. (co-numbered Math 4)

**BUS 6 — Accounting Forms and Procedures** **3 Units**

Prerequisite: Bus 1A or concurrent enrollment in Bus 1A

Class Hours: 3 lecture

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

**BUS 7 — Income Tax Law** **3 Units**

Class Hours: 3 lecture

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

**BUS 22A/B — Independent Studies in Business** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of business on an independent study basis, are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*



- BUS 28 — Business English** **3 Units**  
 Class Hours: 3 lecture  
 Competency in the fundamentals and mechanics of preferred business English usage is developed. Study includes grammar, sentence structure, punctuation, proofreading and written expression. Provides students a background to write business letters and business reports. *Transfer credit: CSUC*
- BUS 30 — Introduction to Business and Economics** **3 Units**  
 Class Hours: 3 lecture  
 This course surveys business and industry, utilizing basic economic principles. Topics include organization, financing, business operations and laws affecting partnerships, proprietorships, and corporations. (co-numbered Econ 30) *Transfer credit: CSUC*
- BUS 31 — Business Organization and Management** **3 Units**  
 Prerequisite: Bus 30  
 Class Hours: 3 lecture  
 Instruction focuses upon the manager's responsibility for planning, organizing, directing, controlling and coordinating, including basic functions of an organization and responsibility in carrying out objectives in accordance with the organization's plan. *Transfer credit: CSUC*
- BUS 32 — Small Business Operation** **3 Units**  
 Class Hours: 3 lecture  
 Students learn how to establish and operate a small business. Topics include planning, financing, staffing, marketing, site selection, budgeting and record keeping. *Transfer credit: CSUC*
- BUS 33A — Business Law I** **3 Units**  
 Class Hours: 3 lecture  
 This course deals with the fundamental principles of law pertaining to business transactions, including origins of the legal systems and present-day court systems and procedures. Topics covered include law of contracts, sales, real and personal property, bailments and consumer protection. *Transfer credit: CSUC; UC*
- BUS 33B — Business Law II** **3 Units**  
 Prerequisite: Bus 33A  
 Class Hours: 3 lecture  
 Students learn how the principles of law apply to agencies, negotiable instruments corporation, partnerships, business transactions, trusts, wills, insurance, and the inter-relationship of government and businesses. *Transfer credit: CSUC; UC*
- BUS 34 — Consumer Law** **3 Units**  
 Class Hours: 3 lecture  
 Law for the consumer or layman, this course surveys citizens' rights and obligations in our society. Practical application of law common to business transactions emphasized.
- BUS 35 — Salesmanship** **3 Units**  
 Prerequisite: Bus 30  
 Class Hours: 3 lecture  
 Instruction is given in the fundamental principles of personal selling. Emphasis is placed on sales techniques, sales personality, sales planning, securing prospects, counseling buyers, handling objections, public relations and business ethics. Students will participate in the planning and presentation of actual sales demonstrations. *Transfer credit: CSUC*
- BUS 36 — Retail Merchandising** **3 Units**  
 Prerequisite: Bus 30  
 Class Hours: 3 lecture  
 Merchandising activities in small and large businesses are considered from the standpoint of the retailer. The course includes topics such as budgeting, personal relation, buying and selling, site and facility selection, pricing, distribution, and customer service. *Transfer credit: USUC*
- BUS 37 — Marketing** **3 Units**  
 Prerequisite: Bus 30  
 Class Hours: 3 lecture  
 A review of marketing from production to consumer, this course includes such topics as market research, marketing strategy, product development, environmental constraints, pricing, promotion and selection of appropriate channels of distribution. *Transfer credit: CSUC*
- BUS 38 — Advertising** **3 Units**  
 Prerequisite: Bus 30  
 Class Hours: 3 lecture  
 Students examines the role of advertising in the marketing programs in business and industry. Topics include consumer analysis, ad media, budgeting, market research, layout, copy-writing, typography, advertising agencies and opportunities in advertising. *Transfer credit: CSUC*

**BUS 39 — Business Communications****3 Units**

Class Hours: 3 lecture

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

**BUS 40 — Advertising and Promotion for Small Business****3 Units**

Class Hours: 3 lecture

Designed to help the small business owner, this course shows how to develop and implement an advertising promotion and/or publicity program on a limited budget.

**BUS 42 — Personal Finance****3 Units**

Class Hours: 3 lecture

This basic course designed to improve student's management of personal financial affairs, includes problem solving and practical experience in the development of an individual's budgets, investment, insurance, loans, taxes, social security, etc. *Transfer credit: CSUC*

**BUS 45 — Principles of Investments****3 Units**

Class Hours: 3 lecture

An introduction to the theory and practice of investing. Includes a thorough examination of stocks, bonds, real estate, government obligation, tax shelters, insurance and annuities. Topics will also include portfolio management and financial analysis (formerly CON ED 4) *Transfer credit: CSUC*

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

Class Hours: 3 lecture

This basic course covers in general terms the total responsibilities of a supervisor; organization, duties and responsibilities, human relations, grievances, training, rating promotion, quality and quantity control. *Transfer credit: CSUC*

**BUS 51 — Personnel Management****3 Units**

Prerequisite: Bus 50 or equivalent.

Class Hours: 3 lecture

Personnel management is studied as a staff function in the process of manpower administration in the organization. The course includes such topics as policies and methods of obtaining and developing an efficient work force, including manpower planning, recruitment, selection, placement, training, management, development, performance, evaluation, compensation practices, safety, benefits, and administration. *Transfer credit: CSUC*

**BUS 52 — Elements of Labor Law****3 Units**

Class Hours: 3 lecture

This course is a study of contemporary issues in labor that pertain including development of to the supervisor. Includes a review of labor law, labor-management relations, workmen's compensation, affirmative action and OSHA.

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

Prerequisite: Bus 50 or equivalent

Class Hours: 3 lecture

Designed to help the supervisor improve techniques of dealing with others, this course emphasizes understanding human behavior, individualizing contracts with subordinates and applying management principles to interpersonal relationships. (co-numbered Urban 54) *Transfer credit: CSUC understanding*

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

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions, this course covers topics as presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organizations. Individual attention will be given to the needs and interests of the student.(co-numbered Speech 56) *Transfer credit: CSUC*

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

Prerequisite: To be determined with each topic:

Class Hours: To be determined with each topic.

A special series of courses dealing with specific topics in business and industry which are not included in the Business offerings. These courses are announced on a semester basis in the schedule of classes. (co-numbered HIST 60D) *Transfer cred: See counselor.*

The topic courses which have been developed are:

<b>60D — A History of American Business</b>	<b>3 Units</b>
Prerequisite: A previous course in Business	
Class Hours: 3 lecture	
<b>60F — Topic/Fast Forward</b>	<b>2 Units</b>
Class Hours: 2 lecture	
<b>BUS 70 — Principles of Bank Operation</b>	<b>3 Units</b>
Class Hours: 3 lecture	
This study of basic banking functions and the principles of banking operations, includes receiving and paying operations, accounting, legal relationships, management, controls, and bank services.	
<b>BUS 71 — Installment Credit</b>	<b>3 Units</b>
Class Hours: 3 lecture	
The techniques of installment lending are presented. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, collecting the amounts due. Emphasis is also placed on inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.	
<b>BUS 72 — Analysis of Financial Statements</b>	<b>3 Units</b>
Prerequisite: Bus 1B	
Class Hours: 3 lecture	
The course deals with characteristics of financial statements and financial statement analysis. A study of goals, methods, and tools for analysis are studied. In addition, accounts receivable, inventories, projected statements, cash budgets and cash flow are studied. Emphasis is placed on financial analysis from a banking viewpoint.	
<b>BUS 74 — Bank Management</b>	<b>3 Units</b>
Prerequisite: Bus 70	
Class Hours: 3 lecture	
This course is aimed at the advanced level of bank employees. Bank management is specifically designed to aid in developing managerial ability through an increased understanding of the problems confronting bank managers.	
<b>BUS 75 — Basic Elements of Money and Banking</b>	<b>3 Units</b>
Prerequisite: Bus 70	
Class Hours: 3 lecture	
This course is designed primarily to promote the appreciation and comprehension of the functions of money and of banks in a modern economy, particularly in the U.S.	
<b>BUS 76 — Bank Marketing and Public Relations</b>	<b>3 Units</b>
Class Hours: 3 lecture	
This class covers fundamental concepts and philosophy of bank marketing; marketing information and research; product distribution, promotion, and pricing strategies and marketing planning; selling techniques and public relations directed toward the branch banker.	
<b>BUS 80 — Introduction to Savings and Loan</b>	<b>3 Units</b>
Class Hours: 3 lecture	
An introduction to the modern business environment, and the role of savings institutions therein, the course surveys savings association s historical development, organization, competitive position and future direction.	
<b>BUS 89A-Z — Institutes in Business★</b>	<b>½-1½ Units</b>
Class Hours: 8 - 24 lecture total	
This is a series of special lectures and discussions on selected topics to be chosen as demand and opportunities arise. These will be of great interest to the business/economics student.	
<b>BUS 89N — Business Lectures★</b>	<b>1 Unit</b>
<b>BUS 89P — Basic Principles of Supervision★</b>	<b>½ Unit</b>
<b>BUS 89I — Statement Analysis★</b>	<b>1 Unit</b>

# Chemistry

## **CHEM 1A — General Chemistry**

**6 Units**

Prerequisites: Satisfactory score on chemistry placement test, one year of high school chemistry or Chem 12, and Math 3 or equivalent.

Class Hours: 5 lecture, 3 laboratory

LECTURE: Topics covered include: atomic theory and stoichiometry; thermochemistry; quantum theory and electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; solutions; titrations and qualitative analysis.

LABORATORY: Use of analytical balance; spectroscopy; gravimetric and volumetric analysis; stoichiometry; thermochemistry; solutions; titrations and qualitative analysis. *Transfer credit: CSUC; UC*

## **CHEM 1B — General Chemistry**

**6 Units**

Prerequisite: Chem 1A

Class Hours: 5 lecture, 3 laboratory

LECTURE: Topics covered include: phase equilibria; equilibria in gases and solutions; thermodynamics; chemical kinetics; precipitation reactions; acids and bases; complex ions; oxidation-reduction and electro chemistry.

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

## **CHEM 5 — Quantitative Analysis**

**4 Units**

Prerequisite: Grade of C or better in Chem 1A/B or equivalent.

Class Hours: 2 lecture, 6 laboratory

The course will consider analytical chemical techniques. The emphasis will be on instrumental analytical procedures. The analysis will be gravimetric, volumetric, potentiometric, and spectrophotometric. *Transfer credit: CSUC; UC*

## **CHEM 7A/B — Organic Chemistry**

**5/5 Units**

Prerequisites: Grade of C or better in Chem 1A/B or equivalent; 7A for 7B.

Class Hours: 3 lecture, 6 laboratory

A thorough study of organic chemistry, this course places emphasis on application of modern principles to a study of the structure, reactivity and synthesis of aliphatic and aromatic compounds. Techniques, preparation and identification of organic chemicals utilize modern instrument methods. *Transfer credit: CSUC; UC*

## **CHEM 8 — Elementary Organic Chemistry**

**3 Units**

Prerequisite: Chem 1B with a grade of C or better.

Class Hours: 3 lecture

A study is made of the properties and reactions of carbon compounds, with emphasis on structure and mechanism. Topics covered include: analysis; biochemistry. *Transfer credit: CSUC; UC credit limitations No Credit at UC if taken after Chem 7A/7B. See counselor.*

## **CHEM 9 — Organic Chemistry Lab**

**2 Units**

Prerequisite: Chem 8 (may be taken concurrently)

Class Hours: 6 laboratory

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

## **CHEM 12 — Introductory Chemistry I**

**4 Units**

Prerequisites: One year high school general science or Physical Science 1 and one year high school Algebra or Math 1 (may be taken concurrently).

Class Hours: 3 lecture, 3 laboratory

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

## **CHEM 13 — Introductory Chemistry II**

**4 Units**

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

Class Hours: 3 lecture, 3 laboratory

This is an introduction to the fundamental concepts of organic chemistry and biochemistry with applications to agriculture, industry and nutrition. Electro chemistry and equilibria will also be discussed. *Transfer credit: CSUC, UC credit limitations. No credit at UC if taken after Chem 1A/1B. See Counselor.*

**CHEM 22A/B — Independent Studies in Chemistry****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of chemistry on an independent study basis will be assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

## Chicano Studies

**CH ST 1 — The Chicano in Contemporary Society****3 Units**

Class Hours: 3 lecture

Analysis of the socio-economic and political problems confronting the Chicano emphasizes proposed solutions. Particular focus will be placed on the effects of the school system. (Co-numbered Soc 6) *Transfer credit: CSUC; UC*

**CH ST 2 — Chicano Culture****3 Units**

Class Hours: 3 lecture

The course explores the social and cultural heritage of the Chicano, emphasizing middle American civilizations, and including the evolution of the Chicano from the Spanish conquest to present day America. It is concerned with the contributions made by Chicanos to the United States, especially in the fine arts, literature, and orally-transmitted heritage. (Co-numbered Anth 4) *Transfer credit: CSUC; UC*

**CH ST 3A/B — Spanish for the Spanish Speaking****3/3 Units**

Prerequisite: A speaking knowledge of the Spanish language.

Class Hours: 3 lecture

This is a methodical presentation of the basic communication skills of Spanish for students who are from Spanish-speaking backgrounds. It emphasizes vocabulary building and conversation. Both semesters are designed to increase proficiency in speaking, reading and writing Spanish. Special attention is focused on correct grammar and written communications for the Chicano. (Co-numbered Spn 5A/B) *Transfer credit: CSUC; UC*

**CH ST 4 — History of the Southwest****3 Units**

Class Hours: 3 lecture

This course surveys the history of the Chicano from pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the region and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas). (Co-numbered Hist 4) *Transfer credit: CSUC; UC*

**CH ST 7 — Field Work in Barrio Studies****3 Units**

Prerequisite: Ch St 1

Class Hours: 2 lecture, 3 laboratory

Students make superv agencies. This follows preparatory instruction in the characteristics of the barrio. (Co-numbered Soc 7) *Transfer credit: CSUC; UC*

**CH ST 8 — Political Patterns in the U.S.****3 Units**

Class Hours: 3 lecture

Fundamental principles of U.S. Government: federal, state and local are studied in theory and practice. Emphasis is on state and local government of the Southwest, with particular attention given to the legislative process, political parties, pressure groups, and implementation of policy at county and municipal levels. Special emphasis is placed on the participation of the Mexican-American in our political institutions. (Co-numbered Pol Sc 8) *Transfer credit: CSUC; UC*

**CH ST 13A/B — Contemporary Chicano Theatre****2/2 Units**

Class Hours: 2 lecture

Chicano Theatre and Music from its recent inception to its present development will be studied so as to present the Chicano movement and its effect on the Chicano community. (Co-numbered ThA 11A/B) *Transfer credit: CSUC; UC credit limitations. See counselor.*

**CH ST 15 — Chicano Literature in English****3 Units**

Class Hours: 3 lecture

Chicano literature is given critical analysis in seminar format. The concern is to present a point of view from the artistic eyes of the Chicano. Discussions will emphasize a cross cultural examination of poetry, prose, fiction and non-fiction work. (Co-numbered Engl 45) *Transfer credit: CSUC; UC*

**CH ST 16A — Mexican Film - Film Genres****3 Units**

Class Hours: 3 lecture

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

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

Class Hours: 3 lecture

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

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

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of Chicano studies on an independent studies basis will be assigned problems which will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**CH ST 50 — Spanish Writing Workshop for the Spanish Speaking★****3 Units**

Prerequisite: Spanish speaking

Class Hours: 2 lecture, 3 laboratory

Offered for the Spanish speaker, this course concentrates on reading and writing elementary Spanish, thorough grammar review, vocabulary building, spelling, and syntax. It is offered for the Spanish-speaker. May be taken for credit to a maximum of 6 units. (Co-numbered Spn 50)

**CH ST 50 — Escritura en Español para Personas de Habla Hispana★****3 Unidades**

Prerequisites: Que el estudiante sea de habla hispana

2 horas de clase y 3 de laboratorio semanales

Descripción: El estudiante aprende a leer e escribir en español, por medio de una revisión gramatical, construcción de vocabulario, ortografía y sintaxis. Este curso se ofrece para personas de habla hispana. Se puede tomar por un máximo de 6 unidades de crédito. (Co-numerado Spanish 50)

**CH ST 51—Phonetics for the Spanish Speaking★****3 Units**

Prerequisite: Spanish speaking

Class Hours: 2 lecture, 3 laboratory

Individual speech improvement is aimed at through analysis and classification of the sounds of American English speech. Phonetic transcription provides practice in correct pronunciation, articulation, stress and rhythm. Oral drills and the use of tape recorders will enable students to work at correcting their pronunciation. The emphasis is placed on the sounds that present special difficulties to Spanish speakers. The course may be taken for credit to a maximum of 6 units. (Co-numbered Engl 51)

**CH ST 51 — Fonética para Personas de Habla Hispana★****3 Unidades**

Prerequisites: Que el estudiante sea de habla hispana

2 horas de clase y 3 de laboratorio semanales

Descripción: Mejoramiento individual de oratoria; análisis y clasificación de los sonidos del lenguaje en el inglés americano. Práctica correcta de la pronunciación, articulación, acentuación y ritmo por medio del uso de la transcripción fonética. Con la práctica de ejercicios orales y el uso de grabadoras, los estudiantes trabajarán corrigiendo su propia pronunciación. Se pondrá énfasis — sobre los sonidos que presentan dificultades especiales a las personas de habla hispana. Se puede tomar por un máximo de 6 unidades de crédito. (Co-numerado English 51)

**CH ST 52 — Study Skills for the Spanish Speaking★****4 Units**

Prerequisite: Spanish speaking

Class Hours: 4 lecture

This course is designed to provide Spanish speaking students with the theory and findings on how students learn. Topics will include: time management, note-taking, writing an outline, preparing for examinations, use of the dictionary, the library, learning resources center and other systematic approaches to study. (Co-numbered Engl 52)

**CH ST 52 — Métodos de Estudio para Personas de Habla Hispana★ 4 Unidades**

Prerequisitos: Que el estudiante sea de habla hispana

4 horas de clase semanales

Descripción: Este curso está diseñado para proveer a los estudiantes de habla hispana la teoría y descubrimientos relacionados con el proceso de aprendizaje. Los tópicos incluirán: Aprovechamiento del tiempo, tomar notas, escribir bosquejos, prepararse para los exámenes, usar el diccionario, la biblioteca, centro de recursos de aprendizaje y otras relaciones sistemáticas con el estudio. (Co-numerado English 52)

**CH ST 53A — Basic Reading and Vocabulary for the Spanish Speaking★ 3 Units**

Prerequisites: Ch St 50 and Ch St 51 and Ch St 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with basic reading skills and vocabulary development through the study of phonics and word derivation. Grammatical analysis of simple sentences will be undertaken, as well, and correct use of parts of speech: verbs, nouns, personal pronouns, and adjectives. (Co-numbered Read 53A)

**CH ST 53A — Lectura Básica y Vocabulario para Personas de Habla Hispana★ 3 Unidades**

Prerequisitos: Ch St 50 y Ch St 51 y Ch St 52 o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso cubrirá lectura básica y desarrollo del vocabulario por medio del estudio de sonidos y derivación de palabras. Práctica de análisis gramatical de oraciones simples, también el uso correcto de las partes del idioma: verbos, nombres, pronombres personales y adjetivos. (Co-numerado Reading 53A)

**CH ST 53B — Intermediate Reading and Vocabulary for the Spanish Speaking★ 3 Units**

Prerequisite: Ch St 53A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with reading textual material for vocabulary development. Emphasis will be on pronunciation as well as speed and fluency and on developing comprehension through the analysis of parts of speech: adverbs, prepositions, conjunctions, and interjections. (Co-numbered Read 53B)

**CH ST 53B — Lectura Intermedia y Vocabulario para Personas de Habla Hispana★ 3 Unidades**

Prerequisitos: Ch St 53A o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso cubrirá material de lectura textual para el desarrollo del vocabulario. Se pondrá énfasis tanto en la pronunciación como la velocidad, fluidez, y desarrollo de la comprensión por medio del análisis de las partes de la oración: adverbios, preposiciones, conjunciones e interjecciones. (Co-numerado Reading 53B)

**CH ST 53C — Advanced Reading and Vocabulary for the Spanish Speaking★ 3 Units**

Prerequisites: Ch St 53B and Ch St 54B or equivalent

Class Hours: 2 lecture, 3 laboratory

Individual and group instruction will assist students in mastering a variety of reading skills important to successful college work. Reading assignments will be gathered from a variety of sources. In addition to the textbook, newspaper clippings, magazine features, Chicano publications are used. Emphasis is on analysis evaluation, and discussion of current issues. (Co-numbered Read 53C)

**CH ST 53C — Lectura Avanzada y Vocabulario para Personas de Habla Hispana★ 3 Unidades**

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

2 horas de clase y 3 de laboratorio semanales

Descripción: Diseñada para proveer instrucción individual y en grupos adiestrándose en una variedad de importantes métodos de lectura necesarios para tener éxito en el trabajo del colegio. Las tareas de lectura serán recopiladas de una variedad de fuentes. Además del libro de texto, se usarán recortes de periódicos, artículos de revistas y publicaciones chicanas. Se pondrá énfasis en el análisis, evaluación y discusión de temas actuales. (Co-numerado Reading 53C)

**CH ST 54A — Beginning English for the Spanish Speaking★ 3 Units**

Prerequisites: Ch St 50 and Ch St 51 and Ch St 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with the structure of the English language. Specifically, emphasis will be placed on oral and listening comprehension. (Co-numbered Engl 54A)

**CH ST 54A — Inglés Elemental para Personas de Habla Hispana★ 3 Unidades**

Prerequisitos: Ch St 50 y Ch St 51 y Ch St 52 o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Esta clase cubrirá la escritura del idioma inglés. Especialmente se pondrá énfasis en la práctica oral y la comprensión oral. (Co-numerado English 54A)

**CH ST 54B — Intermediate English for the Spanish Speaking★ 3 Units**

Prerequisite: Ch St 54A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will provide practice in oral English communication with an emphasis on conversation skills. Listening and talking in small groups. (Co-numbered Engl 54B)

**CH ST 54B — Inglés Intermedio para Personas de Habla Hispana★ 3 Unidades**

Prerequisitos: Ch St 54A o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso proveerá práctica de comunicación oral en inglés con énfasis sobre métodos de conversación; escuchando y hablando en grupos pequeños. (Co-numerado English 54B)

**CH ST 54C — Advanced English for the Spanish Speaking★ 3 Units**

Prerequisites: Ch St 54B and Ch St 53B or equivalent

Class Hours: 2 lecture, 3 laboratory

Intensive practice in oral English communication emphasizes conversation skills through listening and talking in large and small groups. Use of complex sentences, perfect tenses, anomalous verbs, idiomatic expressions will also be emphasized. Writing summaries and short essays to increase fluency in oral expressions will be encouraged. (Co-numbered Engl 54C)

**CH ST 54C — Inglés Avanzado para Personas de Habla Hispana★ 3 Unidades**

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

2 horas de clase y 3 de laboratorio semanales

Descripción: Práctica intensiva de comunicación oral en inglés con énfasis sobre métodos de conversación, escuchando y hablando en grupos grandes y pequeños. Uso de oraciones complejas, tiempos compuestos, verbos irregulares y se pondrá énfasis en expresiones idiomáticas. Se destacará la escritura de resúmenes e ensayos cortos para aumentar la abundancia de expresiones orales. (Co-numerado English 54C)

**CH ST 55A — Beginning Speech for the Spanish Speaking★ 3 Units**

Prerequisites: Ch St 51 and Ch St 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

Students gain practice in bilingual composition and delivery of various type speeches through analysis of basic principles of effective oral communication and emphasis is on developing logical thinking, fluent oral expression. Spanish and/or English used in speech preparation and delivery. Lab work will involve listening to and recording speeches. (Co-numbered Speech 55A)

**CH ST 55A — Discurso Elemental para Personas de Habla Hispana★ 3 Unidades**

Prerequisitos: Ch St 51 y Ch St 52 o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Composición bilingüe y organización de discursos de varios tipos. Análisis de principios básicos de la comunicación oral efectiva. Énfasis sobre el desarrollo del pensamiento lógico, expresión oral abundante. Español y/o Inglés empleado en la preparación y desarrollo del discurso. (Co-numerado Speech 55A)

**CH ST 55B — Intermediate Speech for the Spanish Speaking★ 3 Units**

Prerequisite: Ch St 55A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to the principles and techniques of oral interpretation of literature. Development of the ability to read aloud before an audience in order to build self-confidence and poise is stressed, with recitals to be selected from Spanish and English literature. Emphasis is on Chicano authors. Lab work involves listening and recording speeches. (Co-numbered Speech 55B)

**CH ST 55B — Discurso Intermedio para Personas de Habla Hispana★ 3 Unidades**

Prerequisitos: Ch St 55A o equivalente

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso es una introducción a los principios y técnicas de interpretación oral... desarrollo de la habilidad para leer en voz alta ante una audiencia para así poder ganar confianza en sí mismo. Se seleccionarán recitales de la literatura en español y en inglés con énfasis sobre autores chicanos. Se trabajará en el laboratorio escuchando y grabando discursos. (Co-numerado Speech 55B)



**CH ST 56 — Writing Skills for the Spanish Speaking★ 5 Units**

Prerequisites: Ch St 54B and Ch St 53B or equivalent

Class Hours: 5 lecture

Students write short papers, essays, and summaries of assigned readings. Included will be vocabulary development, grammar review, and evaluation of student writing by instructor and students. (Co-numbered Engl 56)

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

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

5 horas de clase semanales

Descripción: Escritura de temas cortos, ensayos, resúmenes de lecturas asignadas. Desarrollo del vocabulario, revisión gramatical. Evaluación de la escritura del estudiante por el instructor y los estudiantes. (Co-numerado Engl 56)

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

Prerequisite: To be determined with each Topic.

Class Hours: To be determined with each Topic

The course considers specialized, specific topics concerning the Chicano which cannot be covered in depth in the general Chicano Studies offerings. Courses which will be offered include: Health Care in the Barrio, Bilingual/Bicultural Education, Affirmative Action, and Local History of the Chicano. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

**60A — Mexican Authors 3 Units**

Class Hours: 3 lecture

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

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

Class Hours: 16 lecture total

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

## Cinematography

**CINE 1 — History of the Motion Picture 3 Units**

Class Hours: 3 lecture

This is an historical and critical survey, with examples of the motion picture both as a developing art form and as a medium of mass communication. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 1B — Main Currents in Modern Film 3 Units**

Class Hours: 3 lecture

This course is designed to provide an understanding and critical awareness of film movements since WW II, including European, American, Indian, Japanese and third world films. *Transfer credit: CSUC*

**CINE 2 — Art and Techniques of Film 3 Units**

Class Hours: 2 lecture, 3 laboratory

This basic course presents techniques of motion picture photography, script writing, and film production. Several areas are covered including documentary, educational and expressive modes. Productions are made in super 8. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 3A — Advanced Cinematic Production I 3 Units**

Prerequisite: Cine 2

Class Hours: 2 lecture, 3 laboratory

Advanced studies in directing motion pictures. Includes in-depth studies of great motion picture directors as well as lab exercises in which students direct scenes with actors. Lab or materials fee may be required. *Transfer credit: CSUC; UC. May be repeated up to 6 units.*

**CINE 3B — Advanced Cinematic Production II 3 Units**

Prerequisite: Cine 2

Class Hours: 2 lecture, 3 laboratory

Course will include advanced studies in film production techniques and will include recording, lighting, editing, and sound mixing. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 4 — Sound Mixing and Editing** **3 Units**

Prerequisite: Cine 3A or Cine 3B

Class Hours: 2 lecture, 3 laboratory

Students will learn to record on location with a Nagra 4.2L to transfer sound to 16mm full coat, to prepare a four track mix and to operate a flat bed editor. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 6 — Film Effects, Motion Pictures** **3 Units**

Prerequisite: Cine 2

Class Hours: 2 lecture, 3 laboratory

Instruction is given in the building of miniature sets, the use of special effects, back and forward projection, multiple and rotating projection, and general problem-solving for motion pictures. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 10 — Theatrical Film Symposium** **3 Units**

Class Hours: 3 lecture

This course provides the student with screenings of contemporary film. Producers, directors, writers, actors, cinematographers, from the motion picture industry will be available for lectures and interviews. May be repeated for credit to a maximum of 6 units. *Transfer credit Course may be repeated for credit for maximum of 6 units. Transfer : CSUCcredit: CSUC*

**CINE 11 — Contemporary Foreign Films** **3 Units**

Class Hours: 3 lecture

Students will study contemporary foreign films (since 1970) in order to discover the themes, styles and artistic merit of foreign films that are currently being produced. May be repeated for credit to a maximum of 6 units. Lab or materials fee may be required. *Transfer credit: CSUC*

**CINE 11AX — Masterpieces of World Cinema** **1 Unit**

**Romantic Comedy** **1 Unit**

Class Hours: 16 lecture total

This class will explore the

This class will explore the films of Frank Capra, Preston Sturges, and Billy Wilder. Such classical favorites as *It Happened One Night*, *Mr. Deeds Goes to Town*, *Sullivan's Travels* and *Some Like It Hot* will be shown and critiqued.

**CINE 15 — Introductory Animation** **4 Units**

Class Hours: 3 lecture, 3 laboratory

Designed to exercise imagination, expressions and experimentation with ideas in motion, this course emphasizes a simple, basic approach to animation filmmaking. It offers the student an unusual opportunity to explore and create visual images in color, which move on a motion picture canvas. Study includes a look at early history and evolution of animation art, as well as an analysis of vintage and contemporary films. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 17 — Advanced Animation** **4 Units**

Prerequisite: Cine 15

Class Hours: 3 lecture, 3 laboratory

A study of advanced animation techniques. This course offers exposure to the disciplines and standard practices of the animation industry; application of techniques, disciplines, and practices on major projects. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**CINE 22A/B — Independent Studies in Cinematography** **1-3 /1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

## **Commercial Art**

**CM ART 1A — Introduction to Commercial Art** **2 Units**

Class Hours: 1 lecture, 3 laboratory

This course provides the student with experience in projects involving conceptual, production, and visual design methods. Emphasis directed toward the visual communication field (commercial art). *Transfer Credit: CSUC; UC*

**Cm Art 2— Commercial Design** **3 Units**

Class Hours: 2 lecture, 3 laboratory

Emphasizing typographic design and experimental media as they affect graphic communications, the course also includes logotype concepts letterheads, poster design, book jackets, magazine and book layouts and package design. Lab or materials fee may be required. *Transfer credit: CSUC*

**Cm Art 3†— Lettering and Typography** **2 Units**

Class Hours: 1 lecture, 3 laboratory

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

**Cm Art 4— Advertising Design** **2 Units**

Class Hours: 1 lecture, 3 laboratory

Students gain experience in rendering, type specifications and figure indication which lead into advertising layouts and their translation into pasteup and camera-ready art. They will also learn how to execute comprehensive presentations, flat ads, packaging, point-of-sale displays, and how to develop a photographic unit. Lab or materials fee may be required. *Transfer credit: CSUC*

**Cm Art 7\*— Perspective and Rendering** **2 Units**

Class Hours: 1 lecture, 3 laboratory

This is a study of one-, two- and three-point black and white perspective drawing of objects. It includes freehand sketching and rendering in pen and pencil. Lab or materials fee may be required. *Transfer credit: CSUC, UC credit limitations. See counselor.*

**Cm Art 9— Product Design** **3 Units**

Prerequisite: Art 4A, Art 8A or suitable portfolio.

Class Hours: 2 lecture, 3 laboratory

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

**Cm Art 12A/B— Beginning Illustration** **2/2 Units**

Prerequisites: 45A for 45B

Class Hours: 6 laboratory

The contemporary figure is analyzed for style, clothing and implied movement. Elegance, poise, dignity and mood are studied. Students learn to use wash drying and dry media for newspaper and magazine layout. Lab or materials fee may be required. *Transfer credit: CSUC*

**Cm Art 12C/D— Advanced Illustration** **2/2 Units**

Prerequisites: Art 45B for 45C; Art 45C for 45D

Class Hours: 6 laboratory

Emphasis will be placed on the development of individual style in advanced techniques of illustration. Individual projects will be required of the student. Lab or materials fee may be required. *Transfer credit: CSUC*

**Cm Art 13 — Textile Design** **2 Units**

Prerequisite: Cm Art 1A

Class Hours: 1 lecture; 3 laboratory

This is a practical course in textile and dye design with emphasis on design for apparel and home decoration. The course will include experimental projects in block printing on fabric with varied design solutions. *Transfer credit: CSUC*

**Cm Art 17— Presentation Graphics** **2 Units**

Prerequisite: Art 4A or presentation of suitable portfolio.

Class Hours: 6 laboratory

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

# Computer Science

## CS 10 — Introduction to Computer Programming

3 Units

Prerequisites: Math 6 or Math 7 or equivalent.

This course introduces structural algorithmic development for problem solving. Students will implement algorithms by writing and running simple programs in assembly language and in PASCAL.

*Transfer credit: CSUC; UC*

## CS 20 — Data Structures and Program Design

3 Units

Prerequisite: CS 10

Class Hours: 3 lecture

Structured programming concepts will be applied to a variety of data structures including arrays, records, stacks, queues, linked lists. The course will emphasize searching and sorting techniques and will utilize appropriate data structures and recursive methods. *Transfer credit: CSUC; UC*

# Cooperative Work Experience

## CWE 49A-D—Cooperative Work Experience★

1-4, 8 Units

Prerequisites: Placement at a work station

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

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

# Court Reporting

## CR 1 — Beginning Stenotypy

8 Units

Prerequisites: Ability to type and adequate English skills.

Class Hours: 8 lecture

Student will study theory and operation of Stenography shorthand machine. This course is designed to develop a knowledge of Stenograph theory, machine dexterity, fluent reading ability, and ability to take dictation between 60 and 80 wpm.

## CR 2 — Machine Shorthand Workshop I

8 Units

Prerequisites: CR 1 or equivalent and typing speed of 45 wpm.

Class Hours: 5 lecture, 9 laboratory

The student will review theory and operation of the Stenograph machine to develop sufficient skill to take new material dictation for five minutes at 100 wpm and transcribe notes with at least 98% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit may be granted upon passed speed tests at speeds indicated. Lab or material fee may be required.

## CR 3 — Machine Shorthand Workshop II

8 Units

Prerequisites: CR 2 or equivalent.

Class Hours: 5 lecture, 9 laboratory

The student will continue to develop knowledge of machine shorthand theory and skill in operating the Stenograph machine to achieve sufficient skill to take new material dictation for five minutes at 130 wpm with 98% accuracy in transcription. Emphasis in this course is placed on speed building, accurate transcription, and two-voice dictation. Units of credit may be granted upon passed speeds (130 wpm). Lab or material fee may be required.

## CR 4 — Machine Shorthand Workshop III

8 Units

Prerequisites: CR 3 or equivalent.

Class Hours: 5 lecture, 9 laboratory

The student continues to develop skill in operating the Stenograph machine. New material will be dictated for 5 minutes at 150 wpm and notes will be transcribed with at least 98% accuracy. Continued practice on multi-voiced dictation. The field of taking depositions will be explored. Units of credit will be granted when the speed objective is attained. Lab or materials fee may be required.

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

Prerequisites: CR 4 or equivalent, OT 30 recommended for court reporting majors.

Class Hours: 5 lecture, 9 laboratory

The student will continue to develop skill in operating the Stenograph machine and learn to take new material dictated for 5 minutes at 180 wpm and to transcribe notes with at least 98% accuracy. Continued practice will be given on multi-voice dictation. Requirements of most reporting professions will be met except that of Certified Shorthand Reporters (CSR). Units of credit will be granted when the speed objective is attained. Lab or material fee may be required.

**CR 6 — Machine Shorthand Workshop V****8 Units**

Prerequisites: CR 5 or equivalent.

Class Hours: 5 lecture, 9 laboratory

The student will continue to develop skill in operating the Stenograph machine and will learn to take new material dictated for 5 minutes at 200-225 wpm and transcribe with at least 98% accuracy. Continued practice will be given on multi-voice dictation. Final preparation for taking the Certified Shorthand Reporters examination given by the State of California. Units of credit will be granted when the speed objective is attained. Lab or material fee may be required.

**CR 7 — Speedbuilding Workshop****4 Units**

Prerequisites: CR 1 or equivalent

Class Hours: 3 lecture; 3 laboratory

A dictation workshop for court reporting students to be offered summer sessions only. Review of stenotypy theory and emphasis will be placed on speed building and accurate transcription on the shorthand machine. Lab or materials fee may be required. Students are required to attend 2 hours lecture and 2 hours lab daily.

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

Class Hours: 2 hours lecture/laboratory

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

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

Class Hours: 2 hours lecture/laboratory

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

**CR 20 — Anatomy for Court Reporters****5 Units**

Class Hours: 5 lecture

This specialized course for court reporting students includes a general course of study of the human anatomy, skeleton structure, body functions and systems, medical records and autopsy reports.

**CR 25 — Substantive Law****3 Units**

Prerequisites: OT 31

Class Hours: 3 lecture

Students learn about substantive law, including the structure of the judicial systems, as well as principles of contract law, domestic relations, real property, torts, agency, corporate, and decedent estate laws.

**CR 26 — Procedural Law****3 Units**

Prerequisites: OT 31

Class Hours: 3 lecture

This continuation of law for court reporters emphasizes principles of law of equity (Remedies), negotiable instruments, summary proceedings, criminal and civil procedure, pre-trial discovery procedures, the trial including functions of the reporter and other parties, appellate procedures, survey of Constitutional Law. (formerly Bus 29C)

**CR 30 — Court Reporting Techniques I****3 Units**

Prerequisites: Completion of Read 2; CR 4, 15, 16; OT 30 and 31.

Class Hours: 3 lecture

Instruction is given in the use of office dictating equipment with emphasis on clarity of enunciation, designation of plural and past tenses, spelling of unusual vocabulary, punctuation, and general operation of the equipment. Ten hours of the course will provide the student with a thorough understanding of reference material and the ability to use such material accurately in citing names, places, quotations, authors, and state and federal codes. (formerly Bus 26G)

## **CR 31 — Court Reporting Techniques II**

**1 Unit**

Prerequisites: CR 5 or ability to take new material dictation at 180 wpm.

Class Hours: 12 lecture, 13 laboratory total

An introduction to the field of court reporting and conference reporting, this course provides an overview of the opportunities available, and duties of the court reporter. Ethics of the profession will be studied. When the student reaches speed proficiency of 180 words per minute on unfamiliar material, arrangements are made to allow the student to sit in and report actual proceedings of court trials, and depositions with a Certified Shorthand Reporter. (formerly Bus 26H)

## **Data Processing**

Students planning to take more than 9 units of Data Processing courses marked \* should consult a counselor; the UC system allows credit for the first 9 units only.

### **DP 1\* — Introduction to Data Processing**

**3 Units**

Class Hours: 3 lecture

This introductory course covers the history, development and application of data processing principles, as well as data processing functions from all aspects: manual, mechanical, electromechanical and electronic systems. Course will also include an overview of applications of computer languages in solving business problems with hands on experiences writing and executing BASIC programs on a mini computer. *Transfer credit: CSUC; UC credit limitations. See counselor.*

### **DP 4A\* — Computer Programming I: COBOL**

**3 Units**

Prerequisites: DP 1 and Math 3 or equivalent. Concurrent enrollment in DP 9C recommended.

Class Hours: 3 lecture

Students become familiar with basic computer programming concepts used in the solving of business data processing problems. Completion of assigned class problems provides experience in actual programming using COBOL language. *Transfer credit: CSUC; UC credit limitations. See counselor.*

### **DP 4B\* — Computer Programming II: COBOL (Alternating semesters-Fall, day; Spring, evening)**

**3 Units**

Prerequisites: DP 4A or equivalent. Concurrent enrollment in DP 9D recommended.

Class Hours: 3 lecture

A study of advanced COBOL programming techniques, this course places particular emphasis on disk file concepts, for solving business data processing problems such as payroll, accounts payable, inventory, etc. *Transfer credit: CSUC; UC credit limitations. See counselor.*

### **DP 5\* — Computer Programming BAL (Alternating semesters - Fall, day; Spring, evening)**

**3 Units**

Prerequisites: DP 1 or equivalent and knowledge of a programming language. Concurrent enrollment in DP 9A recommended.

Class Hours: 3 lecture

This course provides familiarization with programming for the third generation "byte" computers stressing the IBM/360 series. Completion of assigned class problems offers experience in actual programming using Assembly language. *Transfer credit: CSUC; UC credit limitations. See counselor.*

### **DP 6\* — Data Processing Systems (F)**

**3 Units**

Prerequisites: DP 1 or equivalent

Class Hours: 3 lecture

Study includes Data processing systems and procedures, analysis of various existing business data processing principles. Required of most business and economics departments for non-data and data systems concepts. *Transfer credit: CSUC; UC credit limitations. See counselor.*

### **DP 7A\* — Computer Programming RPG (S)**

**3 Units**

Prerequisites: DP 1 or equivalent. Concurrent enrollment in DP 9R recommended

Class Hours: 3 lecture

Instruction is given in basic computer programming concepts and development techniques. Laboratory development and problem solving utilize the IBM Report Program Generator. Completion of assigned class problems provides experience in actual programming using RPG language. *Transfer credit: CSUC; UC credit limitations. See counselor.*

### **DP 8A\* — Operating Systems (S-evening only)**

**3 Units**

Prerequisites: DP 1 or equivalent and at least one semester of computer programming.

Class Hours: 3 lecture

Designed to acquaint students with the concepts, techniques and use of operating systems, this course also emphasizes methods of coding and maintenance of operating systems for computers with multi-processing capabilities. *Transfer credit: CSUC; UC credit limitations. See counselor.*

- DP 8B\* — Data Management (S-evening only)** **1½ Units**  
 Prerequisites: DP 1 or equivalent and at least one semester of computer programming  
 Class Hours: 3 lecture for 8 weeks  
 The aim of this course is to provide familiarization with concepts and techniques of data files construction, management and control. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- DP 9 — Computer Programming Laboratory★** **1 Unit**  
 Prerequisite: Concurrent enrollment in an appropriate programming course .  
 Class Hours: 3 laboratory  
 Laboratory experience to accompany any computer programming classes provides students opportunity to do actual programming of problems to support the lecture portions of the class. May be taken for credit with each programming class. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC*
- DP 9A — Computer Programming Laboratory** **1 Unit**  
**DP 9B — Computer Programming Laboratory** **1 Unit**  
**DP 9C — Computer Programming Laboratory** **1 Unit**  
**DP 9F — Computer Programming Lab** **1 Unit**  
**DP 9G — Computer Programming Laboratory** **1 Unit**  
**DP 9I — Computer Programming Laboratory** **1 Unit**  
**DP 9P — Computer Programming Laboratory** **1 Unit**  
**DP 9R — Computer Programming Laboratory** **1 Unit**
- DP 10 — Data Processing Methods for Business** **2 Units**  
 Class Hours: 2 lecture  
 This introductory course covering the history, development and application of data processing principles is required of most business and economics departments for non-data processing majors. Not open to students who have completed DP 1. *Transfer credit: CSUC*
- DP 11 — Data Entry** **1 Unit**  
 Prerequisite: High School typing or equivalent  
 Class Hours: 3 laboratory  
 The basic operation principles of punched card and magnetic diskette equipment with laboratory experience on the equipment are studied in this course.
- DP 12 — Computer Programming—PL/1 (F)** **3 Units**  
 Prerequisites: DP 1 or equivalent and 2 years of high school algebra or Math 3. Concurrent enrollment in DP 9 recommended.  
 Class Hours: 3 lecture  
 Designed to provide familiarization with basic computer programming concepts used in solving business or engineering data processing problems this course also offers laboratory experience in actual programming using the PL/1 language is available in the DP 9 laboratory. Language is important for users of IBM 370 computer series. (co-numbered Math 19) *Transfer credit: CSUC*
- DP 14 — Computer Programming BASIC** **3 Units**  
 Class Hours: 3 lecture  
 Topics include console procedures and an overview of computer hardware organization, data representation internally, instruction forms, flowcharting problems and logic/solutions, algorithms for problem solutions and demonstrations of inter-active terminals. Concepts and definitions include labels, variables, subscripts and scientific notation, as well as debugging of basic statements and elementary coding. Three hours of laboratory recommended. (co-numbered) Math 17) *Transfer credit: CSUC*
- DP 15 — Structured Techniques (evenings only)** **3 Units**  
 Prerequisite: A previous programming course or equivalent. Concurrent enrollment in DP 9G is recommended.  
 Class Hours: 3 lecture  
 This study of improved programming techniques includes structured programming, input/processing/output charts, program support libraries, chief programmer operations and top-down development procedures applicable to high level programming languages.

**DP 18\* — Computer Programming — FORTRAN****3 Units**

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

Class Hours: 3 lecture

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

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

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of Data Processing on an independent study basis are assigned work which can involve the programming of a complete data processing application under the direction and guidance of an instructor. May be taken for credit to a maximum of 6 units. Transfer credit: CSUC; UC credit limitations. See counselor.

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

Prerequisites: Placement at a work station

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

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

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

Prerequisite: To be determined with each Topic.

Class Hours: To be determined with each Topic.

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

**60A — Making It Count****2 Units**

Class Hours: 2 lecture

## Early Childhood Development

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

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of Early Childhood Development on an independent study basis are assigned problems which involve library, laboratory observation and field work. May be taken for credit to a maximum of 6 units. Transfer credit: CSUC

**ECD 30A — Child Growth and Development I****3 Units**

Class Hours: 3 lecture

This is a study in depth of the cognitive, social, emotional and physical development of the normal child in relation to the home and the early years of school, with special attention to prenatal and infant development through age 6. Transfer credit: CSUC; UC credit limitations - Maximum credit allowed is one course from ECD 30A, 30B.

**ECD 30B — Child Growth and Development II****3 Units**

Class Hours: 3 lecture

Knowledge and understanding of how the social, emotional, intellectual and physical growth of the young child affects the child from age 6 through adolescence; emphasis on the relationship of early childhood development to the child's later functioning academically, psychologically and socially in school, with his peers and his family. Transfer credit: CSUC; UC credit limitations — Maximum credit allowed is one course from ECD 30A, B.



- ECD 38 — Observation in the Nursery School** **3 Units**  
 Class Hours: 2 lecture, 3 laboratory  
 This course is an introduction to child growth and development and working with young children in the nursery school setting. Students will observe children's activities and development and teacher planning and interaction within the nursery school setting. Extended experiences are gained in community observations (field trips, bus trips, stores). *Transfer credit: CSUC*
- ECD 39A — Supervised Participation in the Nursery School** **3 Units**  
 Prerequisites: ECD 30A or B and ECD 38 previous or concurrent. Verification of annual tuberculin test required.  
 Class Hours: 2 lecture, 3 laboratory  
 This course provides training in nursery school procedures and practices for students who will be teaching young children or those who are now employed in nursery schools, Head Start Centers, and day-care facilities. Students will gain practical experience while actually working with the young children in the nursery school setting. *Transfer credit: CSUC*
- ECD 39B — Supervised Field Experience in the Nursery School** **3 Units**  
 Prerequisite: ECD 39A. Verification of annual tuberculin test required.  
 Class Hours: 2 lecture, 3 laboratory  
 Students are given extended training in observation-participation and planning of the nursery education experiences of young children in community nursery school settings; i.e., child care facility, private and church programs, Head Start and special education, in addition to the campus laboratory experience. *Transfer credit: CSUC*
- ECD 40 — Child, Family and Community** **3 Units**  
 Class Hours: 3 lecture  
 Students in this course study the patterns of child-rearing in contemporary society, as well as interaction of family and community; significance of personal and social values in family life and community; individual and social resources for family health and welfare and improving. *Transfer credit: CSUC; UC credit limitations*
- ECD 41 — Nursery School Programs** **3 Units**  
 Class Hours: 3 lecture  
 This course provides a survey of philosophies and programs in the field of nursery education, as well as experience in planning a curriculum for a nursery school program. Special emphasis is provided for selection and arrangement of equipment and materials to furnish a rich environment for the mental and physical growth of nursery school children. *Transfer credit: CSUC*
- ECD 42 — Nursery School Administration** **3 Units**  
 Prerequisites: ECD 40 and ECD 41 recommended  
 Class Hours: 3 lecture  
 Class content deals with the origin of nursery school movement in California and types and essentials of nursery schools, including licensing, legislation standards, daily routines, teacher responsibility, and public relations. This course will include principles and practices of communication skills for the teacher and administrator with other staff members in the Nursery School and between the school and the home. *Transfer credit: CSUC*
- ECD 43 — Parent and Teacher Communications and Conferencing** **3 Units**  
 Class Hours: 3 lecture  
 The course is intended to increase knowledge and effectiveness in parent-teacher conferencing with an emphasis on techniques that facilitate skillful communication. Understanding of parental and teacher goals and of expectations in relationship to the young child is also emphasized.
- ECD 44 — Parent-Child Relationships** **3 Units**  
 Class Hours: 3 lecture  
 The course is designed to provide present and future parents with the skills necessary to foster successful parent-child interaction. There will be a focus on verbal and non-verbal communication. Learning concepts, materials and discussion of the parents' role as the child's most significant "teacher" will be included in course experience. May be taken for credit to a maximum of 6 units. Lab or materials fee may be required.
- ECD 51 — Music in the Nursery School** **3 Units**  
 Class Hours: 3 lecture  
 Designed to help teachers in understanding the growth and development of children in relation to music at home and at school, this course can also help prospective teachers of young children gain skill in conducting a music program in the Nursery School. In particular, emphasis will be placed on skill, construction and playing of simple musical instruments, creative rhythm, and composing songs. *Transfer credit: CSUC*

**ECD 52 — Art in the Nursery School****3 Units**

Class Hours: 3 lecture

This course is designed to provide opportunities for teachers to learn how to help their children in the field of art, also on assistance to teachers in understanding the growth and development of children's creative experience both at home and at school. Teachers also learn how to develop practical materials in the creative arts and how to understand the individual child relative to his own creative expression. *Transfer credit: CSUC*

**ECD 53 — Science in the Nursery School****3 Units**

Class Hours: 3 lecture

This course provides opportunities for teachers to learn how to help their children in the field of science, and to help teachers in understanding the growth development of children in relation to science both at home and at school. Practical materials in a science area are also developed. *Transfer credit: CSUC*

**ECD 54 — Literature in the Nursery School****3 Units**

Class Hours: 3 lecture

Students explore various experiences appropriate to the development of young children including picture books, flannel graphs, poetry, puppetry, records, television, and dramatic play. Emphasis is placed on developing language concepts and skills. *Transfer credit: CSUC*

**ECD 56 — Practical Spanish for Teachers of Young Children****3 Units**

Class Hours: 3 lecture

Designed for teachers, aides and other community workers and/or volunteers who interact with children and their parents in a bi-lingual program, the course will help students in the field understand and speak Spanish in the classroom and in the parent-teacher meetings. Course is intended to meet needs of students with little or no Spanish background.

**ECD 60A-Z — Topics in Early Childhood Development****1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

The course considers specialized specific topics in ECD which are not covered in great detail in general ECD course offerings. Topics to be offered from time to time include: Issues in Day Care, Infant Care, Prenatal Care, Programs for Toddlers, Parent Education, Child Abuse, special focuses in Early Childhood curriculum. Lab or materials fee may be required. *Transfer Credit: See Counselor.*

Topics which have been developed include:

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

Class Hours: 24 lecture total

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

Class Hours: 24 lecture total

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

Class Hours: 24 lecture total

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

Class Hours: 24 lecture total

**ECD 89A-Z — Institutes in Early Childhood Development★****½ - 1½ Units**

Class Hours: 8-24 lecture total

This short-term lecture-workshop series is designed primarily for a nursery school personnel in the teaching and administrative roles. This course will provide opportunity to gain understanding and skills in the areas of communication with children, parents, staff, and community agencies.

## Economics

**ECON 1 — Principles of Micro-Economics****3 Units**

Class Hours: 3 lecture

Students develop a method of thinking by investigating and applying the principles of economic inquiry. The course is an introduction to economic institutions and to issues of economic policy, especially those issues relating to the efficient use of scarce resources. Students learn how exchange acts as a social system of making choices about the consumption, production, and distribution of those resources. *Transfer credit: CSUC; UC*

**ECON 2 — Principles of Macro-Economics****3 Units**

Prerequisite: Econ 1 or equivalent

Class Hours: 3 lecture

This course provides further development of a method of thinking by investigating and applying the principles of economic inquiry. It is an introduction to economic institutions and to issues of economic policy, especially as those issues relate to the levels of employment and prices and to the rate of economic growth. Exchange is studied as a social system of making choices that determine policies, that influence or determine aggregate economic activity. *Transfer credit: CSUC; UC*

**ECON 4 — Economic Development of the United States****3 Units**

Class Hours: 3 lecture

This course concerns the evolution of U.S. economic institutions as revealed by economic analysis and quantitative data, as well as the application of economics to other social sciences, to social change, and to economic problems. *Transfer credit: CSUC; UC*

**ECON 22A/B —Independent Studies in Economics****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

This independent study in economics is under the guidance of an instructor. Course will involve library work and study of selected problems pertinent to the student's interest area. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

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

Class Hours: 3 lecture

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

## Education

**ED 1 — Introduction to Education****3 Units**

Class Hours: 3 lecture

The class explores the issues and problems involved at all levels of American education, including historical, social, philosophical and psychological foundations and organization of education, and examines the contributions of educators to the profession, students and the community. Some topics to be covered are: relations between home and school, how are schools organized, function of the school in reducing poverty, past and present teaching practices, and the relationship of the handicapped child to a regular program or special education program. *Transfer credit: CSUC; UC*

**ED 7 — Instructional Materials Laboratory****2 Units**

Class Hours: 1 lecture, 3 laboratory

This is a comprehensive laboratory course for the purpose of developing instructional materials for the classroom. Materials covered are charts, posters, slides, film-strips, overhead transparencies, slide-tape presentations, photocopies and thermal master.

**ED 10A — Instructional Skills I****3 Units**

Class Hours: 3 lecture

This course surveys educational principles, objectives, methods, and materials which classroom aides will encounter in elementary or secondary school. Special attention given to practical learning theory, techniques for individualizing instruction, components of an integrated lesson, assessment measures, and curriculum content, especially in the basic skills. Aide utilization and differentiated staffing clarified.

**ED 10B — Instructional Skills II****3 Units**

Prerequisite: Ed 10A

Class Hours: 3 lecture

Expanded treatment is given of course content introduced in Education 10A. Particular emphasis given to teaching reading, listening, math, language arts and learning disabilities.

**ED 22A/B —Independent Studies in Education****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of education on an independent study basis will be assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units.

**ED 48A/B — Education Practicum****1-3/1-3 Units**

Class Hours: 3-9 laboratory

Students receive on-the-job training without financial compensation as an instructional aide under the continuous direction and supervision of an instructor. Prior to enrollment in the course, the student must meet with the director of the instructional aide program for approval and assignment to his/her class.

**ED 60A-Z — Topics in Education****1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This course considers specialized specific topics in education which are not covered in great detail in the general education course offerings. Topics to be offered from time to time include: a bi-lingual, bi-cultural approach to learning; communication between the teaching team (aide-teacher-parent-student); the education of children with handicaps (hyperactive, physically disabled, etc.); introduction to the teaching of reading (oral language development, phonics in the reading program); individualized instruction (learning center contracting). These courses are announced on a semester basis in the class schedule.

**ED 89A-Z — Institutes in Education★****½-1½ Units**

Class Hours: 8-24 lecture total

This short term lecture-seminar-workshop series considers selected aspects of the delivery of educational services in a contemporary context designed for personnel employed in the field of education.

## Electronics Technology

**EL 1 — Introduction to Electronics****3 Units**

Class Hours: 2 lecture, 3 laboratory

An introductory course in electronics, this is a non-mathematical presentation of basic concepts and laboratory skills relating to electronics and their applications to business, entertainment, science and industry. Instruction is self-paced.

**EL 2 — Electricity and Magnetism****4 Units**

Prerequisites: Math 3 or equivalent

Class Hours: 3 lecture; 3 laboratory

This is an introductory course for LET majors in electric and magnetic field theory and electronic devices. Topics covered in the course include: electric and magnetic fields, electromagnetic force, potential difference, Coulomb's law, Gauss's law, Ohm's law, simple DC and AC circuits, p-n junction theory, diodes, transistors, operational amplifiers, logic gates. (co-numbered LET 2) *Transfer credit: CSUC*

**EL 5A — Technical Electronics I (F)****3 Units**

Prerequisites: Math 1 or one year of high school algebra or equivalent

Class Hours: 2 lecture; 3 laboratory

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

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

Prerequisite: EL 5A or EL 2/LET 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

A non-mathematical presentation of solid state devices and circuits such as rectifiers and power. Devices include diodes, transistors and triacs. Circuits include power supplies, amplifiers and oscillators. The laboratory will complement the lecture with actual practical experience. *Transfer credit: CSUC. (co-numbered LET 5)*

**EL 6 — Basic Electronics for FCC Licensing****3 Units**

Prerequisites: EL 5A or equivalent

Class Hours: 3 lecture

This course will review basic electronics especially pertaining to broadcasting to prepare the student for the Federal Communications examination for the FCC Second Class Radio Telephone Operators License. May be repeated for credit for a maximum of 6 units. (co-numbered TC 6).

**EL 10A/B — Electronics Drafting I and II****3/3 Units**

Prerequisite: None for 10A; 10A or equivalent for 10B.

Class Hours: 2 lecture, 3 laboratory

EL 10A - this review of basic drafting as applied to electronics enables students to practice and develop skills in drawing symbols, block diagrams and schematic diagrams. They will have an opportunity to redesign circuit diagrams. *Transfer credit: CSUC*

EL 10B - Review and development of advanced drafting work such as printed circuits, wiring diagrams, mechanical construction and special diagrams. *Transfer credit: CSUC*

**EL 15 — Mathematics for Electronics****3 Units**

Prerequisites: High School Algebra or Math 1 or equivalent.

Class Hours: 3 lecture

Students review and apply basic mathematical and algebraic skills to electronic circuit problems. Various methods of solution are used for series and parallel circuits. *Transfer credit: CSUC*

**EL 20A — Basic Electronics: DC****4 Units**

Prerequisites: High School Algebra or Math 1 or equivalent.

Class Hours: 3 lecture, 3 laboratory

This course covers passive DC circuit theory, use of Ohm's and Kirchhoff's laws to solve simple DC circuit problems. Application of basic theorems, such as Thevenin's or Norton's equivalent circuit for solving more complex circuits. The DC characteristics of resistors, inductors and capacitors will also be studied. Laboratory work provides practical experience for theoretical relationships. *Transfer credit: CSUC*

**EL 20B — Basic Electronics: AC****4 Units**

Prerequisite: EL 20A

Class Hours: 3 lecture, 3 laboratory

This course includes passive circuit response to AC signals, use of Ohm's and Kirchhoff's laws in AC circuits, the AC response of circuits with resistance, reactance and impedance. Laboratory work emphasizes practical aspects of AC relationships. *Transfer credit: CSUC*

**EL 20C — Digital Circuits****5 Units**

Prerequisite: EL 20B or equivalent

Class Hours: 4 lecture, 3 laboratory

This course provides the student with basic information on digital circuits. This includes boolean algebra, logic arrangements, digital integrated circuits, the various number systems, etc. Laboratory work emphasizes the practical aspects of the course. (formerly EL 20D) *Transfer credit: CSUC*

**EL 20D — Solid State Devices and Circuits****5 Units**

Prerequisite: EL 20C

Class Hours: 4 lecture, 3 laboratory

Course content includes active electronic devices and circuits, operation and analysis of the diode and transistor as a circuit component, comparison of linear and nonlinear systems, gain, frequency response, principles of feedback, solid state and vacuum devices, device application, small signal amplifiers, power amplifiers, oscillators, special purpose applications. Laboratory emphasizes application of active circuit theory. (formerly EL 20C) *Transfer credit: CSUC*

**EL 22A/B —Independent Studies in Electronics****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of electronics technology on an independent study basis, are assigned problems which involve library, laboratory and field. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

**EL 28 —Electronic Measurements (S)****3 Units**

Prerequisite: EL 5A or equivalent.

Class Hours: 2 lecture, 3 laboratory

Students acquire theory and practice in the use of laboratory equipment to test electronic devices and circuits. Typical tests are for gain, frequency response, frequency and time measurement; component and circuit evaluation, calibration of electronic test equipment. Laboratory work emphasizes the use of electronic measuring equipment and also the design of measurement systems to obtain specified information. *Transfer credit: CSUC*

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

Prerequisite: EL 20C

Class Hours: 2 lecture, 3 laboratory

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

**EL 32 — Op Amp Circuit Design (S)****3 Units**

Class Hours: 2 lecture, 3 laboratory

This course will cover the use of Op Amps in circuit design. Topics covered will include amplifiers, integrators, differentiators, non-linear function generators, active filters, comparators, and oscillators. Representative circuits of each type covered will be designed, built and tested.

**EL 33 — Introduction to Microprocessors****3 Units**

Class Hours: 3 lecture

This general introduction to the operation and application of the microprocessor will include numbering systems and basic logic building blocks, partitioning and architecture, interfacing and interface devices, the TTY, CRT, keyboard, cassette loader; programming, microprocessor applications, the 8080 microprocessor will be stressed throughout the course. Demonstrations on the 8080 MMD-1 will be offered.

**EL 38 — Electronic Devices and Systems****4 Units**

LET 5 or equivalent

Class Hours: 3 lecture; 3 laboratory

A comprehensive course which familiarizes the student with modern solid-state devices and their applications in the laser and electro-optics industry. Topics covered will include: analog and digital integrated circuits (such as amplifiers, voltage regulators, counters), op amp applications (such as amplifiers, integrators, differentiators, function generators, active filters, comparators, oscillators), and an introduction to the architecture and operation of microprocessors. *Transfer credit: CSUC*

**EL 41 — Electronics Assembly****3 Units**

Class Hours: 2 lecture, 3 laboratory

The course will provide theory and practice in the assembly of electronic components on circuit boards. It will include soldering techniques for components on boards and typical wire terminal connections. The common industry standards, such as the color code, electronic component designations, etc., will be presented.

**EL 42 — Basic Electronic Fabrication****3 Units**

Class Hours: 2 lecture, 3 laboratory

The student will fabricate and assemble a typical electronic device such as a power supply or test meter. Steps include cutting, drilling and bending the chassis. Mounting components and connecting them finishes the construction. Testing is the final step. *Transfer credit: CSUC*

**EL 44 — Fundamentals of Electronic Trouble Shooting****2 Units**

Prerequisites: A previous Electronics course.

Class Hours: 1 lecture, 3 laboratory

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

**EL 89A-Z — Institutes in Electronics★****1/2 - 1 1/2 Units**

Class Hours: 8 to 24 lecture total

This short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities places emphasis on the acquisition of specialized knowledge in a particular segment of electronics.

# Engineering

## **ENGR 4 — Introduction to Engineering Design**

**3 Units**

Class Hours: 1 lecture, 6 laboratory

This course is designed to further the student's understanding of the engineering profession by means of lecture/discussions on systematic design techniques, written communication, and the anatomy of the engineering curriculum and profession. Course content includes basic ideas in engineering graphics such as views, projections, sections, inter-sections, developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances. A laboratory in engineering and graphics is provided. Projects in engineering are assigned. *Transfer credit: CSUC; UC*

## **ENGR 5 — Environment and Technology**

**2 Units**

Class Hours: 2 lecture

This is a study of environmental problems encountered in a technologically advanced society and the responsibilities that the technologist and the citizen have in relation to the environment. Consideration is given to air and water pollution, safety problems, urbanization and environmental comfort. (co-numbered Env Sci 5) *Transfer credit: CSUC; UC*

## **ENGR 8A — Surveying**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

This course affords the student the opportunity to make engineering measurements. The student studies in detail these three areas of land measurement - horizontal, angular and elevation. The theory of random errors, the probability curve and the theory of least squares are explained and applied. *Transfer credit: CSUC; UC*

## **ENGR 8B — Advanced Surveying**

**3 Units**

Prerequisite: Engr 8A

Class Hours: 2 lecture, 3 laboratory

Lectures and laboratory instruction deal with vertical control, precise leveling, horizontal control, triangulation, trilateration, traverse, electronic distance measurements, least square adjustment of control survey observations, state coordinate system, astronomical observations for azimuth and latitude. *Transfer credit: CSUC; UC*

## **ENGR 10 — Engineering System Design**

**3 Units**

Prerequisites: Co-requisite: Math 25B

Class Hours: 3 lecture

This is an introduction to the interactive design process as applied to deterministic, probabilistic and stochastic systems with emphasis on discrete systems. Application of mathematical design tools, including switching algebra and probability to a wide range of engineering problems will be studied. *Transfer credit: CSUC; UC*

## **ENGR 12 — Engineering Materials**

**3 units**

Prerequisites: Chem 1A.

Class Hours: 3 lecture

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

## **ENGR 16 — Engineering Statics and Strength of Materials**

**4 Units**

Prerequisite: Engr 12 and Math 25B

Class Hours: 4 lecture

This course covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, theories of strength. (co-numbered Phy Sc 16) *Transfer credit: CSUC; UC*

## **ENGR 18 — Computer Solutions to Engineering Problems**

**3 Units**

Prerequisite: Math 25A

Class Hours: 3 lecture

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

**ENGR 20 — Electronic Circuits and Devices****3 Units**

Prerequisites: Physics 5  
Class Hours: 3 lecture

This course provides an introduction to circuits and devices, includes resistive and transient circuit analysis, sinusoidal AC circuits, computer aided analysis, semi-conductors, diodes, transistors, integrated circuits, digital circuits, and amplifiers. *Transfer credit: CSUC; UC*

## Engineering Technology

**ET 2 — Introduction to Drafting****3 Units**

Class Hours: 2 lecture, 3 laboratory

This introduction to drafting and graphic practice includes use and care of drafting equipment and instruments, lettering, theory of orthographic projection, pictorial drawings, sketches, working drawings. Prerequisite to all drafting and design courses. *Transfer credit: CSUC*

**ET 3 — Mechanical Drawing****3 Units**

Prerequisite: ET 2 or equivalent.  
Class Hours: 2 lecture, 3 laboratory

This course in mechanical drawing is designed to expand and increase skills in mechanical drawing. It will cover complete working drawings, exploded view and assembly drawings, emphasizing section views, screws and fasteners, inking and increased skill in lettering. *Transfer credit: CSUC*

**ET 5 — Architectural Drawing (Wood Frame)****3 Units**

Prerequisite: ET 2 or equivalent  
Class Hours: 2 lecture, 3 laboratory

This course covers the design and drafting of small wood frame buildings with consideration given to costs, location, client needs and possibilities of wood framing. Students plan and prepare complete working drawings. Field trips to construction sites are included. *Transfer credit: CSUC*

**ET 6 — Architectural Drawing (Masonry Construction)****3 Units**

Prerequisite: ET 2 or equivalent  
Class Hours: 2 lecture, 3 laboratory

This is a course in clay brick and concrete masonry as applied to the total building and its details. In addition to a commercial building, a fireplace and walls will be drawn. *Transfer credit: CSUC*

**ET 7 — Architectural Drawing (Concrete Structures)****3 Units**

Prerequisite: ET 2 or equivalent  
Class Hours: 2 lecture, 3 laboratory

This is a course in concrete structures, including buildings, bridges and frames. Placement and details of steel reinforcement are emphasized. The relationship between concrete and other types of construction is shown. *Transfer credit: CSUC*

**ET 8 — Architectural Drawing (Steel Structures)****3 Units**

Prerequisite: ET 2 or equivalent  
Class Hours: 2 lecture, 3 laboratory

This is a course in steel-frame construction and typical details found in commercial structures, study is made of shop drawings and their interrelationship to the entire building, emphasizing the need for the drawings for the complete structure to be developed logically, completely, and in accord with currently accepted practices. *Transfer credit: CSUC*

**ET 9 — Fundamentals of Structural Design****3 Units**

Prerequisites: Math 1 or one year high school algebra  
Class Hours: 3 lecture

The structural members of small frame buildings will be analyzed and designed. The complete structural calculations for a residence, a commercial and an industrial building will be developed.

**ET 10 — Technical Illustration****3 Units**

Prerequisite: ET 2 or equivalent  
Class Hours: 2 lecture, 3 laboratory

Students prepare technical illustrations to meet the standards of industry, drawings from blueprints, technical orders and freehand sketches, technical aspects of preparing work for reproduction, axonometric and perspective projection. *Transfer credit: CSUC*

**ET 11 — Construction Cost Estimating****3 Units**

Prerequisite: Math 1  
Class Hours: 3 lecture

The class covers principles and practices in making quantity surveys and labor estimates for construction projects. Three field trips. *Transfer credit: CSUC*



**ET 15 — Building Codes**

Class Hours: 2 lecture

**2 Units**

Students investigate the various building codes that relate to structural, plumbing, heating and air conditioning and electrical components of buildings that are constructed in southern California.

**ET 16 — Blueprint Reading**

Class Hours: 3 lecture.

**3 Units**

Students learn to interpret mechanical drawings typical of those found in the construction and mechanical fields; theory of common types of projections, dimensioning principles, and machine standards, application by creative sketching and by interpretation of blueprints.

**ET 20 — Technical Mathematics**

Prerequisite: Math 9 or equivalent

Class Hours: 3 lecture

**3 Units**

This is a review of operations with whole numbers; fractions and decimals, square roots, ratios and proportions, directed numbers, equations and formulas, solution of systems of equations, exponents, logarithms, coordinate system and graphing, basic geometry and numerical trigonometry. Emphasis is placed on practical application.

**ET 21 — Construction Materials**

Class Hours: 3 lecture

**3 Units**

Students learn use and apply building materials to the structural composition of modern residences, commercial and industrial buildings.

**ET 22A/B — Independent Studies in Engineering Technology****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of technology on an independent study basis are assigned problems which involve library, laboratory and field. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

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

Class Hours: 3 lecture

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

**ET 89A-Z — Institutes in Engineering Technology★****½-1½ Units**

Class Hours: 8-24 lecture total

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

## English

**ENGL 1A — English Composition****3 Units**

Prerequisites: A passing score on the Test of Standard Written English given at Registration or completion of ENG 2 with "C" or better or completion of ENG 1B prior to Fall Semester, 1981, or equivalent.

Class Hours: 3 lecture

This course in composition emphasizes expository writing which demonstrates principles of rhetorical organization, control of diction, clear sentence construction and command of the mechanics of writing. Course work will also include the study and analysis of literature as a model for composition. *Transfer credit: CSUC; UC*

**ENGL 1B — Introduction to Literature****3 Units**

Prerequisites: English 1A or its equivalent

Class Hours: 3 lecture

A study of imaginative literature complementing the rhetorical emphasis of English 1A. Written work will focus on the meaning and style of fiction, drama, or verse, seeking to develop analytical and critical skills and to provide insight into human experience. *Transfer credit: CSUC; UC*

English 1A and 1B replace the English 1A-F sequence of courses previously offered.

**ENGL 2 — Preparatory English****3 Units**

Class Hours: 3 Lecture

This course is intended for students who need to learn to write at the college level. The course will emphasize the coherent development of a controlling idea to a reasoned conclusion. Course work will increase the student's ability to use a variety of sentence structures and to achieve relative freedom from basic errors when writing college-level papers. May be repeated for credit to a maximum of 6 Units.

**ENGL 3 — Writing Skills****5 Units**

Class Hours: 5 lecture

This course is strongly recommended for students who need a review of basic writing skills. Emphasis will be placed on grammar, spelling, vocabulary building and sentence structure, and the student will be provided with intensive practice in developing ideas, organization, and clarity of statement. Student will be expected to write regularly. May be taken for credit to a maximum of 10 units.

**ENGL 4A/B — English as a Second Language****3-3 Units**

Class Hours: 2 lecture, 3 laboratory

This course identifies needs in speech, writing, reading, vocabulary, spelling of students for whom English is not their principal language and strengthens these areas so the student will be capable of communicating well in English. Some emphasis will also be placed on American customs. *Transfer credit: CSUC; UC*

**ENGL 5 — Introduction to Technical Writing****3 Units**

Class Hours: 3 lecture

This course is designed to instruct students in the fundamentals of technical and documentation writing with particular emphasis on writing clear and concise procedures, policies, manuals and memos.

**ENGL 6 — Children's Literature****3 Units**

Class Hours: 3 lecture

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

**ENGL 10A — Creative Writing****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

This writing workshop designed to concentrate on the techniques of writing fiction and poetry provides practice in original writing, followed by discussion and analysis of student writing. *Transfer credit: CSUC; UC*

**ENGL 10B — Creative Writing****3 Units**

Prerequisite: Engl 10A

Class Hours: 3 lecture

This is an advanced study of literary forms with emphasis on prose and poetry; practice in original writing followed by discussion and analysis. *Transfer credit: CSUC; UC*

**ENGL 11 — Radio-Television Writing****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

This course deals with the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. Training is given in the fundamentals of script format, professional methods, and the ethics and restrictions involved in the broadcasting media. (co-numbered TC5). *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ENGL 13A — Major American Writers I****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

This course is a survey of American writing from the colonial era to the end of the Civil War in fiction, non-fiction, and poetry. It includes major statements by 17th and 18th century writers like Anne Bradstreet, Edward Taylor, Jonathan Edwards, and Benjamin Franklin, as well as 19th century masterpieces by Poe, Melville, the New England Transcendentalists and Walt Whitman. *Transfer credit: CSUC; UC*

**ENGL 13B — Major American Writers II****3 Units**

Prerequisites: English 1A or 1B or equivalent.

Class Hours: 3 lecture

This course is a survey of American writing from the post-Civil War era to the present in fiction, non-fiction, drama, and poetry. It includes the work of modern masters like Mark Twain, Henry James, and Edith Wharton, as well as powerful stylists like Hemingway, Faulkner, Steinbeck, Robert Frost and Eugene O'Neill. Work by contemporary poets and writers will also be studied. *Transfer credit: CSUC; UC*

**ENGL 15A/B — Survey of English Literature****3-3 Units**

Prerequisites: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Engl 15A: English literature is studied in its cultural framework, from its beginning to the rise of Romanticism. *Transfer credit: CSUC; UC*

Engl 15B: English literature is studied in its cultural framework, from the rise of Romanticism to the present. *Transfer credit: CSUC; UC*

**ENGL 17 — Shakespeare****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

This is a survey of twelve plays, including romantic comedies, chronicles, tragedies, "dark" comedies, and romances; lectures; critical papers, and class discussions. *Transfer credit: CSUC; UC*

**ENGL 18 — The Modern American Novel****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Structure and meaning are analyzed in the works of Dreiser, Hemingway, Dos Passos, Faulkner, Lewis, Wolfe, Bellow, Ellison, Malamud and I. B. Singer. Written and oral presentations will supplement lecture and classroom discussions. *Transfer credit: CSUC; UC*

**ENGL 19 — Introduction to Short Story****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

The form and meaning of short stories are studied through intensive analysis of selected American, British and continental examples. *Transfer credit: CSUC; UC*

**ENGL 21 — Contemporary Novels****3 Units**

Prerequisite: Engl 1A or 1B or equivalent.

Class Hours: 3 lecture

Students read and analyze post-World War II novels, American and foreign, selected because of their popularity as well as their innovative importance and literary quality. *Transfer credit: CSUC; UC*

**ENGL 22A/B —Independent Studies in English****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of the English language, or literature on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ENGL 25 — Playwriting****3 Units**

Class Hours: 3 lecture

This course is designed for the student to develop his skills in writing for the theater with the possible opportunity of production. (co-numbered ThA 21). *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ENGL 29A — Old Testament as Literature****3 Units**

Class Hours: 3 lecture

Students read and discuss the Books of the Old Testament, including the 39 books from the Genesis to Malachi, and acquire an understanding of the history of the Old Testament Apocrypha. Form, theme, and style studied. *Transfer credit: CSUC; UC*

**ENGL 29B — New Testament as Literature****3 Units**

Class Hours: 3 lecture

Students read and discuss Books of the New Testament, includes in 9 the 27 books of the New Testament from Matthew to Revelation. Form, theme, and style are also studied. *Transfer credit: CSUC; UC*

- ENGL 30 — Masterpieces of World Literature I** **3 Units**  
 Prerequisite: Engl 1A or 1B or equivalent.  
 Class Hours: 3 lecture  
 This is a survey of representative authors from the time of Homer to the Renaissance, with intensive study of selected Greek, Roman, Medieval and Renaissance masterpieces. *Transfer credit: CSUC; UC*
- ENGL 31 — Masterpieces of World Literature II** **3 Units**  
 Prerequisite: Engl 1A or 1B or equivalent.  
 Class Hours: 3 lecture  
 This is a survey of major literature from the Renaissance to the present, including such authors as Locke, Moliere, Rousseau, Goethe, Emerson, Tolstoy, Ibsen and Mann. *Transfer credit: CSUC; UC*
- ENGL 33 — Modern European Fiction** **3 Units**  
 Prerequisite: Engl 1A or 1B or equivalent.  
 Class Hours: 3 lecture  
 This study of major modern European fiction includes the work of Dostoevsky, Tolstoy, Flaubert, Camus, Verga, Hesse, Gogol, Balzac, and Mann. *Transfer credit: CSUC; UC*
- ENGL 39 — Major Civilizations Through Drama** **3 Units**  
 Class Hours: 3 lecture  
 The tribal age, the age of cities, and the development of modern history are to be studied through classical drama. A sense of history will be developed from the experiences based on historical study of the Greek, the Roman, the medieval and the modern periods. *Transfer credit: CSUC; UC*
- ENGL 44 — Literature of Latin America in English** **3 Units**  
 Prerequisite: Engl 1A or 1B or equivalent  
 Class Hours: 3 lecture  
 Critical analysis is made of major works in poetry, prose, fiction and non-fiction of major Latin-American authors. Two or three countries will be highlighted. Works will be both traditional and contemporary, to best provide a depth and feeling for the country through their best writers. *Transfer credit: CSUC; UC*
- ENGL 45 — Chicano Literature in English** **3 Units**  
 Class Hours: 3 lecture  
 Students make a critical analysis in seminar form at Chicano Literature. The aim is to present a point of view through the eyes of the Chicano. Discussions will emphasize a cross cultural examination of poetry, prose, fiction and non-fiction works. (co-numbered ChSt 15). *Transfer credit: CSUC; UC*
- ENGL 46 — Black Literature** **3 Units**  
 Prerequisite: Engl 1A or 1B or equivalent.  
 Class Hours: 3 lecture  
 Students make a critical analysis in seminar form at Black Literature. The aim is to come to terms with the Black experience in American writings. Selected major figures from the 19th and 20th centuries will be covered, with emphasis given to the most recent authors. *Transfer credit: CSUC; UC*
- ENGL 47 — Magazine Editing** **3 Units**  
 Prerequisite: Journ 1, 2 or equivalent.  
 Class Hours: 2 lecture, 3 laboratory  
 This is a course in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to magazine production. (co-numbered Journ 11A). *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ENGL 51 — Phonetics for the Spanish Speaking★** **3 Units**  
 Prerequisites: Spanish speaking  
 Class Hours: 2 lecture, 3 laboratory  
 Classification of the sounds of American English speech. Phonetic transcription provides practice in correct pronunciation, articulation, stress and rhythm. Oral drills and the use of tape recorders will enable students to work at correcting their pronunciation. The emphasis is placed on the sounds that present special difficulties to Spanish speakers. May be taken for credit to a maximum of 6 units. (co-numbered ChSt 51).
- ENGL 52 — Study Skills for the Spanish Speaking★** **4 Units**  
 Prerequisites: Spanish speaking  
 Class Hours: 4 lecture  
 This course is designed to provide Spanish speaking students with the theory and findings on how students learn. Topics will include: time management, note-taking, writing an outline, preparing for examinations, use of the dictionary, the library, learning resources center and other systematic approaches to study. (co-numbered ChSt 52).

**ENGL 54A — Beginning English for the Spanish Speaking★** **3 Units**

Prerequisites: Span 50, Engl 51 and Engl 52 or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will deal with the structure of the English language. Specifically, emphasis will be placed on oral and listening comprehension. This course is not designed for transfer. (co-numbered ChSt 54A).

**ENGL 54B — Intermediate English for the Spanish Speaking★** **3 Units**

Prerequisites: Engl 54A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will provide practice in oral English communication with an emphasis on conversation skills. Listening and talking in small groups. (co-numbered ChSt 54B).

**ENGL 54C — Advanced English for the Spanish Speaking★** **3 Units**

Prerequisites: Engl 54B and Read 53B or equivalent.

Class Hours: 2 lecture, 3 laboratory

Students gain intensive practice in oral English communication with emphasis on conversation skills through listening and talking in large and small groups. Use of complex sentences, perfect tenses, anomalous verbs, idiomatic expressions will be emphasized. Writing summaries and short essays to increase fluency in oral expressions will be encouraged. (co-numbered ChSt 54C).

**ENGL 56 — Writing Skills for the Spanish Speaking★** **5 Units**

Prerequisites: Engl 54B and Read 53B or equivalent.

Class Hours: 5 lecture

Students write short papers, essays, summaries of assigned readings. Vocabulary development and grammar review are included. Evaluation of student writing is made by instructor and students. (co-numbered ChSt 56).

**ENGL 60A-Z — Topics in English** **1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses dealing with specific topics in English which are not covered in great detail in the general English offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which had been developed include:

**60A — Fundamentals of English** **1 Unit**

Class Hours: 1 lecture

**60B — Shakespeare on Television** **3 Units**

Class Hours: 3 lecture

## Entomology

(See Agriculture)

## Environmental Science

**ENV SC 1 — Environmental Science** **4 Units**

Class Hours: 3 lecture, 3 laboratory

This is a discussion of current problems relating to physical and biological science with emphasis on those problems that deal with man and his environment including such topics as energy resources, food, populations, pesticides, water, air and weather. Students will work with equipment used in fields and pollution. (Physical Science credit) *Transfer credit: CSUC; UC*

**ENV SC 2 — Environment and Man** **4 Units**

Class Hours: 3 lecture, 3 laboratory

Relationships between man and his environment in an industrialized culture are studied, with emphasis upon the biological principles involved in human ecology. Living systems/energy use, man's effect upon the land, noise impact on organism response, economics of conservation and recreation are topics discussed. *Transfer credit: CSUC; UC*

**ENV SC 3 — Energy Resources and Conservation** **3 Units**

Prerequisite: Basic arithmetic (Math 9 or equivalent).

Class Hours: 3 lecture

This is an overall quantitative survey of energy resources presently being used, alternate methods of energy generation and various energy conservation methods. Emphasis is placed on practical application and relevant to today's economy. *Transfer credit: CSUC; UC*

## **ENV SC 5 — Environment and Technology**

**2 Units**

Class Hours: 2 lecture

This is a study of environmental problems encountered in a technologically advanced society and the responsibilities that the technologist and the citizen have in relation to the environment. Consideration is given to air and water pollution, safety problems, urbanization and environmental comfort. (Co-numbered Engr 5) *Transfer credit: CSUC; UC*

## **ENV SC 20 — Ecology of Baja**

**3 Units**

Class Hours: 2 lecture, 3 laboratory

An on-site research in human ecology (inter-relationships between man and his biophysical environment), includes an 8-day trip to the Baja Peninsula (during Christmas in the fall and Easter in the spring) plus 34 hours of lectures presented before, during, and after the trip. Lab and materials cost is required. *Transfer credit; CSUC; UC*

## **ENV SC 22A/B — Independent Studies in Environmental Science**

**1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

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

# **Escrow**

## **ESC 1 — Principles of Escrow**

**3 Units**

Class Hours: 3 lecture

This basic course in the methods and techniques of escrow procedure for various types of business transactions with emphasis on real estate is designed to introduce the student to the field of escrow. *Transfer credit: CSUC*

## **ESC 2 — Escrow Practices**

**3 Units**

Prerequisite: Escrow 1 or equivalent.

Class Hours: 3 lecture

This advanced course covers more unusual and different types of escrows and evaluating possible solutions. *Transfer credit: CSUC*

## **ESC 89A-Z — Institutes in Escrow★**

**½-1½ Units**

Class Hours: 8-24 lecture total

A series of special lectures and discussions on selected topics to be chosen as demand and opportunities arise will be of interest to the escrow/real estate student.

# **Exotic Animal Training and Management**

## **EATM 1A— Biology of Exotic Land Animals**

**3 Units**

Class Hours: 3 lecture

This course consists of a survey of the animal kingdom as it relates to those animals used in animal parks, zoos, etc. Where possible lectures will be given by experts in the field and demonstration animals will be exhibited. Emphasis will be on behavior patterns, care and feeding, both in captivity and in the natural environment. **This course will not fulfill science requirement for an associate degree.**

## **EATM 1B — Biology of Marine Vertebrates**

**3 Units**

Class Hours: 3 lecture

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

## **EATM 2A — Exotic Animal Behavior**

**1½ Units**

Prerequisite: Acceptance into the EATM major.

Class Hours: 3 lecture for 9 weeks.

Course is designed to provide students with an introduction to the behavior of wild and/or exotic animals and the care utilized in their maintenance. It is offered for those interested in working professionally in the field of wild animal training and research. Basic animal behavior patterns will be studied.

**EATM 2B — Animal Health and Safety****1½ Units**

Prerequisite: EATM 2A

Class Hours: 3 lecture for 9 weeks.

This course is taught by the Guest Speaker method. Outstanding Exotic Veterinarians from the area will lecture students on various animal health and safety procedures which are needed in working with exotic animals. Student will accompany the veterinarian on his bi-monthly inspection tours of the animals in our compound. (formerly EATM 3B)

**EATM 3A — Operant Conditioning****1½ Units**

Prerequisite: EATM 2B

Class Hours: 3 lecture for 9 weeks.

This course provides the student with a basic understanding of the terminology and methods used in training an animal utilizing the operant conditioning approach. Class will include laboratory sessions and each student will be given an animal to work with and train.

**EATM 3B — Exotic Animal Nutrition****1½ Units**

Prerequisite: EATM 3A

Class Hours: 3 lecture for 9 weeks.

The course is designed to provide the student with a basic understanding of those factors relating to the feeding and nutritional needs of exotic animals in captivity as well as in the wild. (formerly EATM 2B)

**EATM 11A/B — Exotic Animal Care and Handling****2-2 Units**

Prerequisite: Acceptance into the EATM major.

Class Hours: 6 laboratory

This course is designed to provide students with an opportunity to care for a variety of animals and to learn the essentials in maintaining them in a park or zoo. "Hands-on" approach will be used. Lab or materials fee may be required.

**EATM 12 — Animal Park Planning and Design****3 Units**

Prerequisite: EATM 2B

Class Hours: 2 lecture, 3 laboratory

This course is designed to acquaint the student with the problems and regulations involved with building an exotic animal facility. Field trips to various facilities and the design of a facility will constitute the core of the course.

**EATM 13A/B — Exotic Animal Management and Supervision****2-2 Units**

Prerequisites: EATM 2B and 11A and/or 11B.

Class Hours: 6 laboratory

This course is designed for second year students in the EATM major. Students will be responsible for supervising the care of animals in the compound and for managing the compound at night and on weekends and holidays on a rotational basis. Lab or materials fee may be required.

**EATM 21 — Exotic Animal Training****3 Units**

Prerequisites: EATM 2B and EATM 11A and/or 11B.

Class Hours: 1 lecture, 6 laboratory

Students will proceed with the application of techniques observed in EATM courses. Each student will train an animal or animals for possible exhibition. Proper care of animals in all respects will be emphasized.

**EATM 22A/B — Independent Studies in Exotic Animal Training and Management****1-3/1-3 Units**

Prerequisites: Must have successfully completed one semester in the major

Class Hours: 1-3 tutorial

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

**EATM 23 — Elementary Veterinary Procedures****4 Units**

Prerequisite: EATM 13A

Class Hours: 2 lecture, 6 laboratory

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

**EATM 31 — Theatrical Aspects of Animal Parks** **2 Units**

Prerequisites: Acceptance into EATM program.

Class Hours: 1 lecture, 3 laboratory

This is a class set up to acquaint the students with those aspects of show business which are utilized in animal parks, zoos and oceanariums. Course will include make-up, set construction, voice and elocution, scripts, TV and moving pictures in the business. Students will present shows on and off campus.

**EATM 32 — Public Relations in Animal Parks** **2 Units**

Prerequisites: Acceptance into EATM program.

Class Hours: 1 lecture, 3 laboratory

This course is designed to provide the student with the basic understanding of writing for newspapers, magazines, and research publications, as well as the utilization of photographic techniques and photographic journalism. The making of posters and techniques in advertising will be stressed.

**EATM 33 — Administration of Animal Parks** **2 Units**

Class Hours: 2 lecture

Emphasis will be on the economic aspects of the wild animal business. It will include legal (local, State and Federal) aspects of maintaining animals in captivity. Budgeting and financial control in parks, contracts, insurance, liability, personnel and the animal business as a commercial enterprise will be emphasized.

**EATM 40A/B — Field Experience in EATM** **1-6/1-6 Units**

Prerequisite: EATM 3B

Class Hours: 48-288 laboratory total

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

## Folklore

**FOLK 1 — Introduction to Folklore** **3 Units**

Class Hours: 3 lecture

This is a survey of the various forms of folklore, such as folktales, legends, and other forms of oral literature, folkmusic and the folklore of material culture, and an examination of their historical and social significance. (co-numbered Anth 60A) *Transfer credit: CSUC; UC*

**FOLK 2 — Introduction to American Folklore** **3 Units**

Class Hours: 3 lecture

This course surveys various forms of American Folklore and examines those forms in various regional and ethnic areas in America. (co-numbered Anth 60B) *Transfer credit: CSUC; UC*

**FOLK 3 — Folklore and Oral History of Ventura County** **3 Units**

Class Hours: 3 lecture

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

## Forestry

(See Agriculture)

## French

**FR 1 — Elementary French I** **4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

In this intensive study of the French language and culture, special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing French and the unique nature of the people and their history. The language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language laboratory time each week.

*Transfer credit: CSUC; UC*



**FR 2 — Elementary French II****4 Units**

Prerequisite: Fr 1 or 2 years of high school French with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Training is given in the basic principles of grammar and pronunciation; development of the ability to understand and to express French in oral and written form; extensive use of the language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

**FR 3 — Intermediate French I****4 Units**

Prerequisite: Fr 2 or 3 years of high school French with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

This is a further study of basic grammar and composition and development of ability to read with greater ease, with a continued emphasis on oral and written expression. All students will be expected to spend one additional hour per week in the language laboratory. *Transfer credit: CSUC; UC*

**FR 4 — Intermediate French II****4 Units**

Prerequisite: Fr 3 or 4 years of high school French with an equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

In this course, study and discussions of representative literary works are carried out in French. Emphasis on oral and written expression continues. Students are expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

**FR 22A/B — Independent Studies in French****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of French on an independent basis are assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**FR 31A — Beginning Conversational French****3 Units**

Class Hours: 3 lecture

Designed for students who wish to understand and use French in practical situations, this introductory course for non-native speakers of French includes use of elementary grammar and principles of usage.

**FR 31B — Intermediate Conversational French****3 Units**

Prerequisite: Fr 31A or equivalent

Class Hours: 3 lecture

This intermediate course for non-native speakers of French includes study of grammar and principles of usage. It is designed for students who have some basic conversational French, but who wish to continue work in this area.

**FR 31C — Advanced Conversational French****3 Units**

Prerequisite: Fr 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in French. It is especially geared for the student with a French speaking background. The music, art, literature, and architecture of France will serve as the main topics of oral presentation and discussion.

## General Studies

**GEN ST 1 — The Art of Investigation****3 Units**

Class Hours: 3 lecture

This interdisciplinary course is intended to introduce students to the various investigative techniques employed in the natural and social sciences and the arts. Students are provided with an opportunity to gain a working knowledge of some of the characteristic methodologies employed by investigators in these fields. *Transfer credit: CSUC; UC*

**GEN ST 2 — Methods of Creativity****3 Units**

Class Hours: 3 lecture

This course examines the range of the human senses. Students will discover their capacity for sensual response to their experiences. Special projects which call for creative solutions to problems will also be explored. *Transfer credit: CSUC; UC*

**GEN ST 3 — The Ascent of Man****3 Units**

Class Hours: 3 lecture

Students make an examination of the major events in the biological and cultural development of man. The course traces the development of science and art expressions of the special gifts that characterize man and that have made him unique among the animal species. Emphasis is placed on the processes of thought and imagination which are involved in the various attempts made by man to analyze and understand the nature of the universe and of himself. Instruction will involve a combination of television presentations supplemented by several interdisciplinary symposia/discussions. *Transfer credit: CSUC; UC*

**GEN ST 5 — Tutoring Methods****1 Unit**

Prerequisites: Demonstration of competency in Basic Skills and/or subject matter area, through (1) GPA; (2) Examination; and (3) recommendation from instructor.

Class Hours: 1 lecture

This course will include tutoring methods, basic techniques of individualized instruction, utilization of materials, texts and audio-visual equipment to support instruction. Enables the student to become a tutor at Moorpark College. May be taken for credit to a maximum of 6 units.

**GEN ST 6A-B — Study Skills****½-1 Units**

Class Hours: 8-16 lecture total

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

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

Prerequisite: GS 5 or demonstration of equivalent experience

Class Hours: 1½-9 laboratory

This course will include actual tutoring experience, along with supervisory and evaluative laboratory sessions in Moorpark College classes. May be taken for credit to a maximum of 6 units.

## Geography

**GEOG 1 — Our Physical Environment****3 Units**

Class Hours: 3 lecture

This is a study of the physical elements of the landscape envelope of the earth: climate, land-forms, vegetation, soils, hydrography, and the effects of the earth's interior structure. Emphasis is placed on their interrelationships, pattern of distribution on a world scale, and the mutual relationships which exist between man and his physical environment, including ecology and its social ramifications. Map reading, field trips, and field studies are involved. *Transfer credit: CSUC; UC*

**GEOG 1L — Physical Environment Lab****1 Unit**

Prerequisite: Geog 1 (may be concurrent) or equivalent

Class Hours: ½ lecture, 1½ laboratory

This laboratory to accompany Geog 1 is an introduction to earth-sun relations, elements of map and air photo reading and interpretation, practice in landscape description, measurement and analysis. Local field trips required. *Transfer credit: CSUC; UC*

**GEOG 2 — Cultural Environment****3 Units**

Class Hours: 3 lecture

This is an introduction to the broad field of geography—its objectives, principal divisions, basic principles, and applications to present-day world problems. Students also acquire an understanding of human society in relation to the earth environment, with emphasis on the cultural elements. Urban and rural field work involved. *Transfer credit: CSUC; UC*

**GEOG 3 — Geography of World Affairs****3 Units**

Class Hours: 3 lecture

A survey of world geography emphasizing the regions, people, and economic activities characteristic of the major political areas of the world, this course is designed for students who desire to improve their understanding of how world affairs are affected by the way we occupy the earth. *Transfer credit: CSUC; UC*

**GEOG 4 — Resource Utilization****3 Units**

Class Hours: 3 lecture

Covered in this course are physical and cultural factors influencing the location of economic activities; analysis of the principal economic production systems especially involved with agriculture, foodstuffs, resources and industrialization in the developed and developing world; contemporary problems of international economic power struggles. *Transfer credit: CSUC; UC*

**GEOG 5 — Introduction to Meteorology****3 Units**

Class Hours: 3 lecture

The course is an introduction to meteorological phenomena: energy, atmospheric circulation, precipitation, storms. Interrelationships between land, sea and atmosphere. It is also an introduction to meteorological instrumentation and reporting, interpretation of data, aviation weather, and weather modification. (co-numbered Phys Sc 5) *Transfer credit: CSUC; UC*

**GEOG 5L — Introduction to Meteorology Laboratory****1 Unit**

Prerequisite: Geog 5/Phy Sci 5 concurrent or equivalent

Class Hours: 3 laboratory

This laboratory to accompany Geog 5 is an introduction to meteorological observation, cloud identification, instrumentation, interpretation of weather charts and data, weather system identification and analysis. Field trips are required. (co-numbered Ohys Sc 5L) *Transfer credit ; CSUC; UC*

**GEOG 6 — Map Use and Interpretation****2 Units**

Class Hours: 36 lecture total

This course provides an introduction to map reading, analysis, and interpretation. It includes history and practical use of map projections, and aerial photographs. *Transfer credit: CSUC; UC*

**GEOG 9 — Urban Geography****3 Units**

Prerequisites: A course from Political Science, Sociology, Geography 2 or Urban 1A/1B.

Class Hours: 3 lecture

A social science elective, general education course, this is a study and analysis of the process of urbanization. Population patterns, regional analysis, general land use patterns, and their interrelationships as well as their correlations with the physical and cultural elements will be included. Emphasis will be on the principles and techniques of land use planning in urban areas. *Transfer credit: CSUC; UC*

**GEOG 10 — Geography of California****3 Units**

Class Hours: 3 lecture

A study of man's involvement with the varied California landscape, this course includes an examination of the historical settlement, resource utilization and physical environment of the Golden State. Field trips focusing on the local land use pattern will be required. *Transfer credit: CSUC; UC*

**GEOG 11A/B — Travel Geography****3/3 Units**

Class Hours: 3 lecture

This is an examination of the various regions of the world in terms of their attractions both natural and cultural, for travelers. Attention will be given to both well-known and little-known attractions. Geography 11A is not a prerequisite for Geography 11B.

**GEOG 22A/B — Independent Studies in Geography****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of geography on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**GEOG 60A-M — Topics in Physical Geography****1-3 Units**

Prerequisites: Prior course in Geography

Class Hours: To be determined with each Topic

Course content will be selected to supplement the introductory geography offerings. Topics to be offered from time to time include: Glacial Landscapes, Volcanism and Mankind, Regional Geomorphology. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

**60A — Volcanism and Mankind****3 Units**

Class Hours: 3 lecture

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

**60B — Glacial Landscapes****3 Units**

Class Hours: 3 lecture

Students learn the causes and products of glaciation, both continental and alpine and take a field trip to Alpine glaciation sites (California, Pacific Northwest, Western Canada).

**60C — Regional Geomorphology****3 Units**

Class Hours: 3 lecture

This is a survey of the interaction between geological structure and climate. Field trips to selected areas will be taken.

**GEOG 60N-Z — Topics in Cultural Geography** **1-3 Units**

Prerequisite: Prior Course in Geography

The observation, mapping and analysis of landscapes will be affected by class hours, to be determined with each topic.

Courses will be offered on more specific topics than can be covered in introductory classes. One area of emphasis will be skills courses such as Elementary Map and Aerial Photo Interpretation and Landscape Analysis. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

**60N — Landscape Analysis** **3 Units**

Class Hours: 3 lecture

## Geology

**GEOL 1 — Rocks, Minerals and Maps** **3 Units**

Class Hours: 2 lecture, 3 laboratory

This course covers identification, classification, origin, and occurrence of common rocks and minerals in hand and field specimens, as well as interpretation of topographic, aerial and geologic maps. Field trips will be taken. Each student will prepare a geologic map report. *Transfer credit: CSUC; UC*

**GEOL 2 — Physical Geology** **3 Units**

Class Hours: 3 lecture

Course content includes materials and structure of the earth, origin and development of land forms, principles and processes of geology including erosion and sedimentation, volcanic, glacial and earthquake activity, introduction to oceanography. *Transfer credit: CSUC; UC*

**GEOL 2L — Physical Geology Lab** **1 Unit**

Prerequisite: or co-requisite Physical Geology

Class Hours: 3 laboratory

A laboratory experience developing the skills of direct observation and scientific analysis of geologic data. Class emphasizes mineral and rock formation and identification; topographic and geologic map interpretation; and laboratory and field observation and identification of geologic structures. *Transfer credit: CSUC; UC*

**GEOL 3 — Earth History** **3 Units**

Class Hours: 3 lecture

The geologic history of the earth and evolution of life as revealed in the fossil record is studied. Elementary problems in paleontology, stratigraphy, structure and geologic mapping are also included. *Transfer credit: CSUC; UC*

**GEOL 4 — Mineralogy-Petrology** **3 Units**

Prerequisite: Geol 1

Class Hours: 2 lecture, 3 laboratory

This introduction to crystallography includes: 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. Students learn to use the spectroscope and polarizing microscope. *Transfer credit: CSUC; UC*

**GEOL 21 — Geology of California** **3 Units**

Prerequisite: A previous course in geology

Class Hours: 3 lecture

Study of the geologic provinces of California, includes topography, structure, geologic history, lithology and mineral resources. Field trips. *Transfer credit: CSUC; UC*

**GEOL 22A/B — Independent Studies in Geology** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of geology on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**GEOL 41 — Geology of the National Parks and Monuments** **3 Units**

Class Hours: 3 lecture

This survey of the physical and historical geology of the national parks and monuments emphasizes western America. Field trips. *Transfer credit: CSUC; UC*

**GEOL 51 — Field Geology of Southern California****1-3 Units**

Prerequisite: A previous course in geology

Class Hours: Lecture and field trips variable

Course involves field studies and geologic processes as exemplified at various localities. *Transfer credit: CSUC; UC***GEOL 61 — Environmental Geology****3 Units**

Class Hours: 3 lecture

This study of geologic hazards applies geology to environmental problems such as landslides, earthquakes, floods, etc. Local conditions are emphasized. Field trips may be required. *Transfer credit: CSUC; UC*

## German

**GER 1 — Elementary German I****4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

In this intensive study of the German language and culture, special emphasis will be given to the skills and knowledge necessary for speaking and writing German and the unique nature of the people and their history. The language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSUC; UC***GER 2 — Elementary German II****4 Units**

Prerequisite: Ger 1 or 2 years high school German or an equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

A continued intensive study of the German language and culture; will place special emphasis on the skill and knowledge necessary for speaking and writing German and the unique nature of the people and their history. The language laboratory will be used extensively in the class, and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSUC; UC***GER 3 — Intermediate German I****4 Units**

Prerequisite: Ger 2 or 3 years of high school German with grades of C or better or equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

This first intermediate course in German provides intensive review of basic grammar with some extension and refinement of fundamentals. Reading, writing, and oral skills are further developed through the study and discussion of selected stories of the 20th and other literature. Other cultural aspects of Germany are introduced through the study of contemporary German youth. *Transfer credit: CSUC; UC***GER 4 — Intermediate German II****4 Units**

Prerequisite: Ger 3 or 4 years high school German.

Class Hours: 4 lecture, 1 laboratory by arrangement

An advanced study of spoken and written German and of German culture, the course provides development of ability to read with greater ease by study and discussion in German of representative literary works. There will be continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of the language laboratory. *Transfer credit: CSUC; UC***GER 22A/B — Independent Studies in German****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of German on an independent study basis. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.***GER 31A — Beginning Conversational German****3 Units**

Class Hours: 3 lecture

This introductory course for non-native speakers of German includes study of elementary grammar and principles of usage and is designed for students who wish to understand and use German in practical situations such as travel in German speaking nations.

**GER 31B — Intermediate Conversational German****3 Units**

Prerequisite: Ger 31A or equivalent

Class Hours: 3 lecture

This intermediate course for non-native speakers of German includes study of grammar and principles of usage and is designed for students who have some basic conversational German, but who wish to continue work in this area.

# Governmental Management

## **GM 1 — Introduction to Government Administration**

**3 Units**

Class Hours: 3 lecture

This course explores theory and practice of complex organizations with emphasis on administrative structure and function, the role of bureaucracy, and the conditioning of administration by its environment. It suggests techniques and practices which will help carry out duties effectively, and deals with management analysis techniques, systems analysis and systems implementation, organization audits appraisal and management by objectives, work and time measurement techniques, the organization (chart)—its structure and communications system, forms and records management, manuals and other administrative directives, work simplification, techniques of work-flow and process charting, reports control. *Transfer credit: CSUC*

## **GM 2 — State and Local Governmental Management**

**3 Units**

Class Hours: 3 lecture

American state, county, city and special district government are political units in California and the local vicinity, with emphasis on racial and ethnic relations, problems in provision of public service, crime and justice, planning and renewal, intergovernmental conflict and relations; including a description of administration, identification of sources of fiscal support, inventory of services, and procedures for regulation and modification. *Transfer credit: CSUC*

## **GM 3 — Introduction to Human Services**

**3 Units**

Class Hours: 3 lecture

This introductory course identifies the human services in the community and how they function to serve the public. Voluntary and public agencies that assist individuals and groups will be studied. The services include those whose function is in financial assistance, health care, education, correction, recreation, and self-help groups. *Transfer credit: CSUC; UC*

## **GM 4 — Urban Planning Practices**

**3 Units**

Class Hours: 3 lecture

This course is intended to introduce the student to the functions of a planning agency. The nature and development of the general plan and the elements to implement the plan (circulation, housing, open space, land use, conservation, public buildings), and the tools for planning implementation which affect land use. A review of the operation and problems of urban renewal will be included. The course will provide a working knowledge of planning techniques for an individual intending to work at a paraprofessional level in planning. It is recommended for other students planning to work in such agencies as public works, engineering, utilities or administration. *Transfer credit: CSUC*

## **GM 6 — Elements of Government Finance**

**3 Units**

Class Hours: 3 lecture

A non-technical introduction to the elements of public finance, this course covers the fiscal processes of financing public improvements in an equitable and efficient manner without loss of growth. *Transfer credit; CSUC*

## **GM 48 — Governmental Management Practicum**

**1-3 Units**

Class Hours: 3-9 laboratory

Students gain on-the-job training without financial compensation in the urban services learning center as instructor aides under the continuous direction and supervision of a college urban services instructor.

# Graphic Communications

## **GC 1 — Introduction to Graphic Communications**

**3 Units**

Class Hours: 3 lecture

This orientation to the concepts in Graphic Communications includes an overview of layout, design, composition, process camera, letterpress, off-set and silk screen printing. A survey of the industry and employment opportunities is also made. *Transfer credit; CSUC*

## **GC 3A — Copy Preparation-Photocomposition**

**3 Units**

Prerequisite: OT 11A or equivalent

Class Hours: 2 lecture, 3 laboratory

This introduction in computerized typesetting provides theory and practical application in the use of photocomposition equipment. A study is made in theory of keyboard function, programming terminology, proofing and markup techniques. *Transfer credit: CSUC*

**GC 3B — Advanced Copy Preparation-Photocomposition****3 Units**

Prerequisite: GC 3A or equivalent.

Class Hours: 2 lecture, 3 laboratory

This is a course in advanced theory and technique in computerized typesetting including computation and problem solving in copyfitting, type selection and machine programming. Practical application is given in justification, intermixing film fonts, setting run arounds, etc. for publications and book work. *Transfer credit: CSUC*

**GC 4 — Layout and Design Techniques****3 Units**

Class Hours: 2 lecture, 3 laboratory

Students learn practical applications of layout and design techniques for graphic reproduction, including the principles of design, and the techniques of layout and paste-up; preparation of line and tone copy for offset reproduction; design of roughs and visuals and preparation of single and multi-color mechanicals for use in commercial and publication printing; study of the point system, type identification and copy markup systems. (co-numbered Journ 7) *Transfer credit: CSUC*

**GC 5A — Silk Screen Process****2 Units**

Class Hours: 1 lecture, 3 laboratory

This study of silk screen process and its artistic and commercial application, includes instruction in preparation of various silk screen stencil methods, preparation and care of screens, and use of transparent and opaque inks. *Transfer credit: CSUC*

**GC 5B — Advanced Silk Screen Process****2 Units**

Prerequisite: GC 5A.

Class Hours: 1 lecture, 3 laboratory

This course covers advanced extension of ideas and images utilizing photo silk screen singly or in combination with other stencil methods, introduction to the process camera and its application to silk screen printing, instruction and practice in basic line photography and contact printing, emphasis in single and multi-color printing and posterization techniques, and further study and use of color combination, transparent and opaque inks. Exploration is made into special printing on various surfaces. *Transfer credit: CSUC*

**GC 11A — Process Camera (F)****3 Units**

Prerequisite: GC 1 or equivalent or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Students learn characteristics of photographic materials, instruction, and practices in the use of a gallery camera for the production of line negatives. Course content includes instruction and practice in darkroom techniques, use of filter, contact printing, color proofing, posterization techniques and the diffusion transfer process. *Transfer credit: CSUC.*

**GC 11B — Advanced Process Camera (S)****3 Units**

Prerequisite: GC 11A or equivalent

Class Hours: 2 lecture, 3 laboratory

Advanced theory and practice on the gallery camera emphasizes halftone photography, including rescreening, duotones, dot manipulation techniques, and halftones for the PMT process. *Transfer credit: CSUC*

**GC 11C — Process Camera/Color Separation (F)**

Prerequisite: GC 11B or equivalent trade experience

Class Hours: 2 lecture, 3 laboratory

Course provides orientation and practice in the use of equipment, materials and techniques for color separation photography. It includes three and four color direct and indirect separations with reflection and transmission copy. *Transfer credit: CSUC*

**GC 21 — Stripping and Platemaking****3 Units**

Prerequisite: GC 26A or equivalent

Class Hours: 2 lecture, 3 laboratory

Course content includes planning for lithographic press plates; ruling, scribing, opaquing and retouching negatives, preparation of support for stripping, imposition and assembly; selection, care and making of pre-sensitized lithographic plates including double burning, step and repeat and surprinting; negative duplication and various proofing techniques. *Transfer credit: CSUC*

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

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of graphic communications on an independent study basis are assigned problems which will involve library, laboratory and field. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

**GC 26A — Lithography****3 Units**

Prerequisite: GC 1 or concurrent enrollment.

Class Hours: 2 lecture, 3 laboratory

Students gain theory and practice in small lithographic press operation, including operational function of stream feeder, printing units, inking, dampening and delivery units, characteristic of paper and inks for offset lithography. *Transfer credit: CSUC*

**GC 26B — Advanced Lithography****3 Units**

Prerequisite: GC 26A or equivalent

Class Hours: 2 lecture, 3 laboratory

Students gain further theory and practice in lithographic press operation, including operational function of stream feeder, printing units, inking, dampening and delivery units. Emphasis is placed on close registration practice in four color process printing. *Transfer credit: CSUC*

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

Prerequisites: Cm Art 2, GC 4

Class Hours: 1 lecture, 3 laboratory

Basic principles and procedures of the reproduction process places emphasis upon design requirements for the printer. Instruction is given in stripping, platemaking and photo-lithography including use of process and PMs inks. Students reproduce individual design projects for portfolio.

**GC 32 — Estimating and Scheduling (S)****3 Units**

Prerequisite: 2 previous courses in Graphic Communications.

Class Hours: 3 lecture

Students learn how to establish unit costs and operational time requirements. They study of catalogs and standard price lists, subcontracting overhead and profit, as well as production planning, including scheduling, routing coordination and quality control. *Transfer credit: CSUC*

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

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

**GC 79 — Graphic Internship****1-4 Units**

Prerequisites: GC 11A; GC 21

Class Hours: 3-12 laboratory

A production class in which students use the skills and techniques learned in graphics. Students will receive on-the-job experience at assigned companies off campus. Students may also work on campus for college production department. May be repeated for a maximum of 8 units.

## Health Science

The UC system will allow credit for only one of the courses indicated below as acceptable for transfer credit in that system.

**HS 1 — Health and Society****2 Units**

Class Hours: 3 lecture

Focus of the course is on the nature and function of health in our social pattern. The course is an overview of major health concepts designed to contribute to the student's understanding of healthful living. Concepts included are: personal fitness and nutrition; mental health; harmful substances including alcohol and drugs; environmental health; safety and first aid; communicable diseases; chronic and degenerative disease; reproduction and contraception; and consumer health. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HS 2 — Women's Health****2 Units**

Class Hours: 2 lecture

Focus of the course is on consideration of the nature and function of women's health in our society. An analysis is made of major female health problems designed to contribute to the student's understanding of the woman's role as an individual and contributing member of the community's efforts to implement the advances of medicine and the health sciences. *Transfer credit: CSUC; UC credit limitations. See counselor.*



**HS 3 — Health Concerns in Adult Relationships** **2 Units**

Class Hours: 2 lecture

Course focuses on the health interrelationships of male/female partnerships: birth control, childbearing, male/female menopauses, venereal diseases, male/female hormonal cycles, prostate occurrences. Course work will include attitudinal as well as factual health information on partnering. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HS 5 — Safety and First Aid** **2 Units**

Class Hours: 2 lecture

Positive attitudes are developed toward safety and the application of the concepts of what constitutes safe living, the prevention of shock, unconsciousness, poisons, fractures, dressings and bandages, care and treatment of athletic injuries. Successful completion of this course qualifies for the standard or the advanced "American Red Cross First Aid to the Injured" certificate. *Transfer credit: CSUC; UC*

**HS 6 — The Trainer and Athletic Injuries** **2 Units**

Class Hours: 1 lecture, 3 laboratory

This introductory course in the basic concepts and skills of the athletic trainer provides training room practice, medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, and rehabilitation and diagnostic techniques. Practical experience is provided in taping and for the prevention and care of the athletically injured. THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE ASSOCIATE DEGREE. *Transfer credit: CSUC*

**HS 7 — Health in the Later Years** **2 Units**

Class Hours: 2 lecture

This informative class designed for senior citizens includes sessions with well-informed speakers on such topics as emotional and nutritional health, visual and hearing problems, sexuality in the older person, death and dying, etc. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HS 9 —Cardiopulmonary Resuscitation (CEU)★** **½ Units**

Class Hours: 8 lecture total

This course designed to teach proficiency in Basic Cardiopulmonary Resuscitation techniques demonstrates how the emergency procedure can be applied to individuals with cardiovascular disease and to persons suffering from cardiac and respiratory arrest due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Early warning signs and risk factors of heart disease will also be discussed. THIS COURSE DOES NOT FULFILL THE PE/HEALTH SCIENCE REQUIREMENT FOR THE ASSOCIATE DEGREE.

**HS 14 — Survey of Disabilities** **3 Units**

Class Hours: 3 lecture

Overview of historical social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations to provide insights in the area of disabilities. Designed for the disabled student or anyone interested in working with the disabled. (co-numbered Sp Ed 1) *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HS 15 — Principles & Practices of Physical Therapy** **2 Units**

Class Hours: 2 lecture

This course is designed to give the medically oriented students an insight into the practices, principles and professional opportunities in physical therapy. *Transfer credit: CSUC*

## Hebrew

**HEB 1 — Elementary Hebrew I** **4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

This course introduces the essentials of grammar and vocabulary with an emphasis on reading, translating, and comprehension. Basic language forms will be reinforced through writing and conversation. *Transfer credit: CSUC; UC*

**HEB 2 — Elementary Hebrew II** **4 Units**

Prerequisite: HEB 1 or equivalent

Class Hours: 4 lecture, 1 laboratory by arrangement

This course continues Hebrew 1 with an emphasis on more complex grammatical forms combined with practice in reading, writing, speaking, and translating *Transfer credit: CSUC; UC*

**HEB 31A — Beginning Conversational Hebrew** **3 Units**

Class Hours: 3 lecture

A basic practical course emphasizing vocabulary essentials, conversational patterns and pronunciation, this is a language-training course designed to produce proficiency in the practical aspects of using the language (Ulpan). Readings will touch on history and customs of modern Israel.

**HEB 31B — Intermediate Conversational Hebrew** **3 Units**  
Prerequisites: HEB 31A or equivalent  
Class Hours: 3 lecture  
This basic course emphasizes verb forms, idiomatic constructions, and conversational skill. It is a training course designed to produce proficiency in the use of the language. Text will touch upon the customs and culture of modern Israel.

**HEB 31C — Advanced Conversational Hebrew** **3 Units**  
Prerequisites: HEB 31B  
Class Hours: 3 lecture  
This class is designed to develop skill in Hebrew so that a student may converse with a high degree of fluency. Skill in oral communication is developed through an exploration of various elements in the culture of modern Israel.

## History

**HIST 1A— An Introduction to Western Civilization** **3 Units**  
Class Hours: 3 lecture  
The course surveys important events and developments in western civilization from prehistory through the sixteenth century, through readings and discussions of important ideas, institutions, and contributions. *Transfer credit: CSUC; UC*

**HIST 1B — An Introduction to Western Civilization** **3 Units**  
Class Hours: 3 lecture  
This course surveys important events and developments in western civilization from the seventeenth century to modern times by means of continued readings and discussions of important ideas and institutions. Hist 1A is not a prerequisite for Hist 1B. *Transfer credit: CSUC; UC*

**HIST 3 — Afro-American History** **3 Units**  
Class Hours: 3 lecture  
An analysis of the history of the Afro-American in the United States, this course places special emphasis on contemporary implications on historical events. It points out the major roles played and contributions made by the Afro-Americans both collectively as a people and as specific individuals in the development of the United States of America. *Transfer credit: CSUC; UC*

**HIST 4 — History of the Southwest** **3 Units**  
Class Hours: 3 lecture  
This survey of the history of the Southwest from pre-Columbian times to the present emphasizes the cultural, social, economic and political heritage of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas). (co-numbered Ch St 4). *Transfer credit: CSUC; UC*

**HIST 5 — United States History** **3 Units**  
Class Hours: 3 lecture  
In this thematic and problems approach to a survey of American History, consideration is focused on the historical development of institutions and values that shape present-day America. Topics include: democratic government; the use of nature; work; political and social reform; experiences of discrimination based on sex, race, and nationality; contributions of individuals and groups. *Transfer credit: CSUC; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

**HIST 6 — History of the American Indian** **3 Units**  
Class Hours: 3 lecture  
A survey of the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present. This course places emphasis on the peoples and cultures of North America, especially as those peoples have inter-mixed and associated with mainstream Anglo-America. *Transfer credit: CSUC; UC*

**HIST 7A — Social and Political History of the United States** **3 Units**  
Class Hours: 3 lecture  
In this survey of the creation and development of American Society to 1865, an analysis is made of the impact of both individuals and groups evaluation of issues of religion, race, reform revolution, responsive government, sectionalism, and expansion. *Transfer credit: CSUC; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

**HIST 7B — Social and Political History of the United States** **3 Units**

Class Hours: 3 lecture

This is an evaluation of social and political adjustment from 1865 to the present. Significant historical events and issues that affect contemporary Americans are surveyed and analyzed by examining significant individuals and groups. Such issues and events as westward expansion, industrial development, ethnic confrontations and contributions, religious toleration, social and political reform movements, and international involvements are explored. *Transfer credit: CSUC; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

**HIST 8 — History of California** **3 Units**

Class Hours: 3 lecture

This is a survey of the Indian, Spanish, Mexican and American periods of California considers both the political and cultural developments. *Transfer credit: CSUC; UC*

**HIST 9A — History of the Americas** **3 Units**

Class Hours: 3 lecture

This is a study of the Spanish and Portuguese conquest, exploration and colonization of the New World, and the main developments in colonial life in each area up to the era of Independence. Special emphasis will be placed on the great pre-Columbian cultures in Mexico and Peru, as well as the Iberian experience of Spain and Portugal. *Transfer credit: CSUC; UC*

**HIST 9B — History of the Americas** **3 Units**

Class Hours: 3 lecture

This study of the comparative development of the American nations since independence considers their constitutions, leadership, religions, relations with each other and their adjustment to the principle of democracy. Special emphasis will be placed on U.S.-Latin American relations, the growth of the "ABC" nations, and the modern development of Mexico and Cuba. *Transfer credit: CSUC; UC*

**HIST 10A/B — African History** **3-3 Units**

Class Hours: 3 lecture

This is a survey of African history with attention given to social and economic as well as political aspects of the development of indigenous cultures and the colonial experience. *Transfer credit: CSUC; UC*

**HIST 11 — History of the Jewish People** **3 Units**

Class Hours: 3 lecture

This course traces the great ages and ideas of the Jewish people with a view to providing insight into the character and nature of the contemporary Jewish experience. A central focus will be such unique features of Jewish history as time, depth and geographical span, as well as the significance of the experience of a people moving through many cultures and many lands. *Transfer credit: CSUC; UC*

**HIST 12 — History of American Women** **3 Units**

Class Hours: 3 lecture

Evaluation is made of the historical development of women's roles in American life, from early Indian cultures to 20th Century suburbia. Topics include: literary ideals, legal realities, pro and anti feminist forces; the impact of women on national values and actions. *Transfer credit: CSUC; UC*

**HIST 15A — Asia: The Rise of Eastern Civilization** **3 Units**

Class Hours: 3 lecture

In this survey of early Eastern civilization from antiquity to the time of the coming of the west, consideration is given geographical aspects, the rise of civilizations, and development of the Chinese and Japanese Empires. *Transfer credit: CSUC; UC*

**HIST 15B — Asia in the Modern World** **3 Units**

Class Hours: 3 lecture

A survey of Eastern civilization covering cultural, social and political aspects from the time of the initial impact of Western travel and colonialism to the present, this course also includes a review of the wars in Viet Nam and Indochina. Particular attention is given developments in China, Japan, Korea, Indochina, and the Indian Subcontinent. *Transfer credit: CSUC; UC*

**HIST 22A/B — Independent Studies in History** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of history on an independent study basis are assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

<b>HIST 60A-Z — Topics in History</b>	<b>1-3 Units</b>
Prerequisite: Previous course in History	
Class Hours: To be determined with each Topic	
This course considers specialized, specific topics in history which cannot be covered in full depth in the general history course offerings. Courses which can be offered include The American West, Great Americans, 20th Century Europe, England through the Ages, the French Revolution, Civil War and Reconstruction, The Space Age, Local History, etc. <i>Transfer credit: CSUC; UC maximum credit 3 units</i>	
Topics which have been developed include:	
<b>60B — History of Mexico</b>	<b>3 Units</b>
Class Hours: 3 lecture	
<b>60C — World War II - The World at War</b>	<b>3 Units</b>
Class Hours: 3 lecture	
<b>60D — A History of American Business</b>	<b>3 Units</b>
Class Hours: 3 lecture	
(co-numbered BUS 60D)	
<b>60T — Historic Site Evaluation</b>	<b>3 Units</b>
Class Hours: 3 lecture	

## Home Economics

Students planning to take more than one of the Home Economics courses marked\* should consult a counselor. The UC system allows credit for only one of these courses.

### **HE 5A — Interior Design I** **3 Units**

Prerequisites: None. Art 4A is recommended.

Class Hours: 3 lecture

Students learn principles and elements of design and color as applied to home interiors. They study materials, organization, and arrangement as related to living needs. The course offers basic preparation for students who plan to seek employment in the field of interior design. Field trips will be required. *Transfer credit: CSUC; UC maximum credit allowed is one course from HE 5A and HE 5B.*

### **HE 5B — Interior Design II** **3 Units**

Prerequisites: HE 5A

Class Hours: 3 lecture

This is an advanced study of interior design as related to family living. Application of color, materials, and historical styles to contemporary living will be developed. *Transfer credit: CSUC; UC maximum credit allowed is one course from HE 5A and HE 5B.*

### **HE 10 — Nutrition** **3 Units**

Class Hours: 3 lecture

This is a study of the nutrients, their sources, assimilation, functions and requirements. Topics include current national and international problems and evaluation of nutritional information in mass media. Good for majors and non-majors. *Transfer credit: CSUC; UC*

### **HE 11 — Food Preparation** **3 Units**

Class Hours: 2 lecture, 3 laboratory

Students are taught how to select and prepare standard food products. Use of imagination is stressed. Students will gain experience in different kitchen environments such as those of the gourmet, the bachelor, the young homemaker, the apartment dweller, and the family. Lab or materials fee may be required. *Transfer credit: CSUC*

### **HE 15 — Cooking Creatively** **3 Units**

Prerequisite: None; Food preparation course in high school or college recommended.

Class Hours: 2 lecture, 3 laboratory

Use of imagination in preparation of foods and in meal planning is stressed, as well as use of special ingredients such as wine, herbs and spices. Experience is gained in dinner preparation, from hors d'oeuvres through desserts. Lab or materials fee may be required. *Transfer credit: CSUC*

### **HE 22A/B — Independent Studies in Home Economics** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of home economics on an independent study basis are assigned problems which will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

**HE 30 — Clothing Selection and Analysis****3 Units**

Class Hours: 3 lecture

Application of the principles design and color to clothing selection. Wardrobe planning stressing to meet individual requirements of skeletal structure, personality and lifestyle. Emphasis on being a wise clothing consumer.

**HE 31 — Textiles (F)****3 Units**

Class Hours: 3 lecture

This is a study of the care of textile fibers, their construction, characteristics, finishes, uses and care. It is designed to give a basic knowledge of textiles which will help the student in selecting and caring for textiles. *Transfer credit: CSUC; UC*

**HE 32\* — Clothing Construction****3 Units**

Class Hours: 2 lecture, 3 laboratory

Study is made of the psychological and sociological aspects of clothing and clothing construction, with emphasis on the commercial pattern, relationship of fabric to design, care of clothing, construction techniques and basic fitting. May be repeated for credit to a maximum of 12 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HE 35\* — Flat Pattern Design (S)****3 Units**

Prerequisites: HE 32 and HE 31 (may be taken concurrently)

Class Hours: 2 lecture, 3 laboratory

This is a study of the principles and techniques of constructing the basic pattern, original design and construction of a garment using flat pattern methods. It is designed to enable the student to create original patterns and garments of appropriate fabrics. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HE 37A — Tailoring I****3 Units**

Prerequisites: HE 32 or equivalent

Class Hours: 2 lecture, 3 laboratory

Students learn to select and construct garments requiring tailoring techniques. The course is designed to enable the student to select and construct tailored garments of high quality. *Transfer credit: CSUC*

**HE 37B — Tailoring II****3 Units**

Prerequisite: HE 37A

Class Hours: 2 lecture, 3 laboratory

Students learn advanced tailoring techniques as applied to design and construction of suits and coats. Presentation of custom techniques includes fitting, styling, and selection of fabric for the custom touch. *Transfer credit: CSUC*

**HE 89A-Z — Institutes in Home Economics★****½-1½ Units**

Class Hours: variable

A special series of short courses focuses on particular aspects of home economics. Courses dealing in foods, clothing and household management will provide an opportunity for specialized study. Lab or materials fee may be required.

## Humanities

**HUM 1 — The Individual and Society****6 Units**

Class Hours: 6 lecture

Designed to increase students' understanding of history, current social issues, and literature, the course will help students become more aware of the world in which they live and better able to master their freedom and responsibility in a democratic society. Special emphasis will be placed on improving writing skills. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**HUM 2 — The Individual and The Arts****6 Units**

Class Hours: 6 lecture

Designed to increase students' understanding of the arts and literature, this course will help students become more aware of the world in which they live through knowledge of the arts past and present. Special emphasis will be placed on improving writing skills. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**HUM 11 — Meditation****2 Units**

Class Hours: 2 lecture

Course offers analysis and practice in meditative procedures and techniques. This practical approach to increasing awareness through traditional exercises and methods of concentration, will include practical rules, alignment and relaxation procedures, use of mantra, pantanjali, four viewpoints and various meditative forms for individual, group, and special occasions. *Transfer credit: CSUC; UC*

**HUM 13 — The Wisdom of the East; Mythology, Literature and Thought** **3 Units**

Class Hours: 3 lecture

A comprehensive, integrated approach to the Eastern experience, with an emphasis on the mythology, literature, and thought of India, China and Japan, the theme of the course is the seminal influence of mythology in Asiatic culture. This complex influence will be studied primarily in relation to the written classics of the Eastern world. To enhance the student's understanding of the theme of the course, the influence of mythology in Asiatic visual and performing arts will be presented through tapes and slides. *Transfer credit: CSUC; UC*

**HUM 18 — Images of Women in Film** **3 Units**

Class Hours: 3 lecture

This is a psycho-social survey of the stereotypes of women communicated through roles, myths and special personalities in motion pictures. The approach will consider such factors as visions of individual filmmakers, audience demands, censorship and cultural movements. The course will contrast the cinematic image with the actual status of women in an attempt to explore the relationship between reality and the impact of the media. Lab or materials fee may be required. *Transfer credit: CSUC; UC*

**HUM 21 — The Yoga Tradition** **3 Units**

Class Hours: 3 lecture

This lecture course on the Yoga traditions, their literature and practice, will cover understanding of Yogas of Hatha and Laya (physical-etheric), Bhakti (Yoga of Devotion), Karma (Yoga of Action), Jnana (Yoga of Wisdom), Raja (The Kingly Yoga) and Agni (Yoga of Synthesis). *Transfer credit: CSUC; UC*

**HUM 22A/B — Independent Studies in Humanities** **1-3/1-3 Units**

Prerequisites: A previous course in the specific field with a recommending grade and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of Humanities on an independent study basis are assigned problems which involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**HUM 60A-Z — Topics in the Humanities** **1-6 Units**

Prerequisite: To be determined with each Topic

Class Hours: To be determined with each Topic

This special series of courses covers broad humanistic concerns such as history, philosophy, the arts, and literature. These courses will be designed around special topics and announced on a semester basis in the published student schedule. *Transfer credit: See counselor.*

Topics which have been developed include:

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

Class Hours: 3 lecture

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

Class Hours: 3 lecture

**60C — Cultural Exploration** **3 Units**

Class Hours: 9 laboratory

**60F — The City** **1 Unit**

Class Hours: 16 lecture total

**60G — Modern Poetry** **1 Unit**

Class Hours: 16 lecture total

**60I — Film Criticism** **1 Unit**

Class Hours: 16 lecture total

**60J — Film** **3 Units**

Class Hours: 3 lecture

Lab or materials fee may be required.

**60K — Black Theatre** **3 Units**

Class Hours: 2 lecture, 3 laboratory

**60P — Women in Contemporary Society** **3 Units**

Class Hours: 3 lecture

Lab or materials fee may be required.

**60Q — Literature of Psychic Phenomena** **3 Units**

Class Hours: 3 lecture

**60R — Psychic Awareness** **3 Units**

Class Hours: 3 lecture

<b>60S — The Long Search</b> Class Hours: 3 lecture	<b>3 Units</b>
<b>60T — Mythology</b> Class Hours: 3 lecture	<b>3 Units</b>
<b>60Z — Search — Quest for Personal Meaning</b> Class Hours: 3 lecture	<b>3 Units</b>

## Interdisciplinary Studies

**An American Study (Pol Sci 3/Engl 1A)** **6 Units**  
 This program, using a combination of political science and English courses, presents an evaluation of the American spirit and levels of spirit through a literary and political liaison. The successful completion of this team-taught combination will earn for the student credit for Political Science 3 (3 units) and for English 1A (3 units). *Transfer credit: CSUC; UC*

**History and Culture of the North American Indians (Anthro 60E/Hist 6)** **6 Units**  
 This combination of history and anthropology provides a cultural and historical survey of the peoples indigenous to the North American continent from pre-Columbian times to the present. The intermixing and association of these peoples with Anglo-Americans are emphasized. Course gives credit for History 6 (3 units) and Anthro 60E (3 units). *Transfer credit: CSUC; UC credit limitations. See counselor.*

**Human Biology and Origins (Anthro 1/Bio 16)** **6 Units**  
 This is a team-taught combination of courses that will offer 6 units of biological science credit. Students must register for both courses. The combination provides an in-depth study of the human species as an animal, uniting the disciplines of biology and anthropology to give a broader, more meaningful perspective of what it means to be human. Special emphasis will be placed on the topics of human evolution, population, sexuality, reproduction, anatomy, physiology, and nutrition, and to the place of the human animal in nature. *Transfer credit: CSUC; UC*

**Political Behavior (Pol Sci 3/Soc 3)** **6 Units**  
 This program combines the disciplines of political science and sociology in a study of politics and society. It provides the student with an opportunity to learn social science research methods and to apply them to the study of people and American politics. The combination of courses gives credit for Political Science 3 (3 units) and Sociology 3 (3 units). *Transfer credit: CSUC; UC*

## Italian

**ITAL 1 — Elementary Italian I** **4 Units**  
 Class Hours: 4 lecture, 1 laboratory by arrangement  
 This is an intensive study of the Italian language and culture. Special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing Italian and the unique nature of the people and their history. The language laboratory will be used extensively in the class, and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSUC; UC*

**ITAL 2 — Elementary Italian II** **4 Units**  
 Prerequisites: Ital I or 2 years of high school Italian with grades of C or better or equivalent fluency.  
 Class Hours: 4 lecture, 1 laboratory by arrangement.  
 This course concentrates on development of the ability to understand and to express Italian in oral and written form. Extensive use is made of the language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

**ITAL 22A/B — Independent Studies in Italian** **1-3/1-3 Units**  
 Prerequisites: A previous course in Italian and consent of the Instructor and Division Director  
 Class Hours: 1-3 tutorial  
 Students who are interested in furthering their knowledge of Italian on an independent study basis are assigned problems which involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**ITAL 31A — Beginning Conversational Italian** **3 Units**  
 Class Hours: 3 lecture  
 This introductory course for non-native speakers of Italian includes study of elementary grammar and principles of usage. It is designed for students who wish to understand and use Italian in practical situations.

**ITAL 31B — Intermediate Conversational Italian****3 Units**

Prerequisite: Ital 31A or equivalent

Class Hours: 3 lecture

An intermediate course for non-native speakers of Italian, including study of grammar and principles of usage. Designed for students who have some basic conversational Italian, but who wish to continue work in this area.

**ITAL 31C — Advanced Conversational Italian****3 Units**

Prerequisite: Ital 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in Italian. It is especially geared for the student with an Italian speaking background. The music, art, literature and architecture of Italy will serve as the main topics of oral presentation and discussion.

## Journalism

Students planning to take more than 6 units of the Journalism courses marked with \* should consult a counselor. The UC system allows credit for the first 6 units only.

**JOURN 1 — Mass Communications: Introduction to Print Media****3 Units**

Class Hours: 3 lecture

This general survey of the development and nature of print journalism in America, its social, political, economic, and cultural implications, places emphasis upon press freedom and responsibility.

*Transfer credit: CSUC; UC***JOURN 2\* — News Reporting and Writing****3 Units**

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

Class Hours: 3 lecture

This is an introduction to journalism with an emphasis on developing news writing skills through interviewing, reporting, evaluating news significance, collecting accurate facts, and writing of news copy. Practical experience is gained through writing for the school newspaper. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**JOURN 3\* — Feature Writing****3 Units**

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

Class Hours: 3 lecture

Students learn to write the kind of feature articles used in magazine and newspapers, as well as the techniques used in gathering material. Practical experience is given through writing for the school newspaper and magazine. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**JOURN 7 — Layout and Design Techniques****3 Units**

Class Hours: 2 lecture, 3 laboratory

A study is made of the practical applications of layout and design techniques for graphic reproduction, including the principles of design, and the techniques of layout and paste-up. Students learn to prepare line and tone copy for offset reproduction and how to design roughs and visuals and prepare single and multi-color mechanicals for use in commercial and publication printing. Study is made of the point system, type identification and copy markup systems. (co-numbered GC 4) *Transfer credit: CSUC*

**JOURN 8\* — Basic Photo-Journalism****3 Units**

Prerequisites: Photo 1A, or suitable portfolio.

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communication, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken for credit to a maximum of 6 units. Lab or materials fee may be required. (co-numbered Photo 8) *Transfer credit: CSUC; UC credit limitations. See Counselor.*

**JOURN 10A/B\* — Newspaper Production****3/3 Units**

Prerequisites: Journ 1, Journ 2 or equivalent

Class Hours: 1 lecture, 6 laboratory

This is a course in the conception, development, editing, layout and composition of newspapers. Particular emphasis will be given to finding attractive and effective ways of presenting written and pictorial matter. Instruction will be given in the graphic arts; use of composing and headlining equipment. *Transfer credit: CSUC; UC credit limitations. See counselor.*



**JOURN 11A\* — Magazine Editing****3 Units**

Prerequisites: Journ 1, Journ 2 or equivalent

Class Hours: 2 lecture, 3 laboratory

This is a course in the analysis, development, composing and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to the magazine production. (co-numbered Engl 47) *Transfer credit: CSUC; UC credit limitations. See counselor.*

**JOURN 11B\* — Magazine Editing****3 Units**

Prerequisite: Journ 11A

Class Hours: 2 lecture, 3 laboratory

This is an advanced study in the analysis, development, composing and layout of magazines and similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**JOURN 12 — Broadcast Journalism****3 Units**

Class Hours: 3 lecture

In this advanced practical course in the preparation of radio and television newscasts, students develop interviewing skills, write original news copy and edit and rewrite wire service copy for on-air purposes. Actual field work is performed using remote recording equipment. (co-numbered TC 12) *Transfer credit: CSUC*

**JOURN 14 — Introduction to Public Relations****3 Units**

Class Hours: 3 lecture

This is a basic survey course for lay persons and practitioners in the art and science of image building and public/community relations. This course surveys the history and development of PR and enables students to develop skills in Public Relations for profit and non-profit institutions. *Transfer credit: CSUC*

**JOURN 15\* — Investigative Report Writing****3 Units**

Prerequisites: Journ 2 or equivalent

Class Hours: 1 lecture, 6 laboratory

This is an in-depth course in investigative reporting, particularly of issues involving state and local government. Extensive field work is performed as well as critical analysis of network documentaries and public affairs reporting. Students in this course will coordinate their activities with urban services program on campus. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**JOURN 22A/B — Independent Studies in Journalism****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Selected students who are interested in furthering their knowledge of journalism on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**JOURN 31 — Journalism Internship****1-3 Units**

Prerequisites: Journ 2 or 10A

Class Hours: 3-9 laboratory

This internship is designed to provide advanced Journalism students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on the job experience with local newspapers, advertising agencies, or other suitable worksites. *Transfer credit: CSUC*

**JOURN 79 — Journalism Internship****1-4 Units**

Prerequisites: Journ 2 or 10A

Class Hours: 3-12 laboratory

This internship is designed to provide advanced Journalism students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on the job experience with local newspapers, advertising agencies, or other suitable worksites. May be repeated for a maximum of 8 units. *Transfer credit: CSUC (Course subject to Board approval.)*

## Landscape Horticulture

See Agriculture

# Laser Electro-optics Technology

## LET 1 — Introduction to Lasers

4 Units

Prerequisite: Math 3 or equivalent  
Class Hours: 3 lecture, 3 laboratory

This course provides familiarity with the elements of a laser, operation of a helium-neon gas laser, laser physics, optical cavities, properties of laser light, and a survey of laser systems. Safety procedures regarding the operation of lasers are stressed. *Transfer credit: CSUC*

## LET 2 — Electricity & Magnetism

4 Units

Prerequisite: Math 3 or equivalent  
Class Hours: 3 lecture; 3 laboratory

This is an introductory course for LET majors in electric and magnetic field theory and electronic devices. Topics covered in the course include: electric and magnetic fields, electromagnetic force, potential difference, Coulomb's law, Gauss's law, Ohm's law, simple DC and AC circuits, p-n junction theory, diodes, transistors, operational amplifiers, logic gates. (co-numbered EL 2) *Transfer credit: CSUC*

## LET 3 — Laser Optics

5 Units

Prerequisites: LET 1, Math 6, 7 or equivalent  
Class Hours: 4 lecture, 3 laboratory

This is a comprehensive course in introductory geometrical and wave optics. Topics include: reflection and refraction, Snell's Law, graphical ray tracing, critical angle, deviation, dispersion, displacement, image formation from lenses and mirrors, magnification optical systems, thick lenses, f-stops and apertures, aberration, wave properties of light, the electromagnetic spectrum, superposition, interference, diffraction, single and multi-slit patterns, diffraction gratings, interferometers, light power and energy, sources of light, polarization reflection and transmission from dielectrics and metals, Brewster's angle, Bohr atom energy levels and spectra, frequency doubling, holography, photons and wave-particle duality. Basic darkroom techniques will be introduced. *Transfer credit: CSUC*

## LET 4 — Machine Shop Techniques and Drafting

2 Units

Class Hours: 1 lecture, 3 laboratory

This is an introductory course to familiarize the student with the basic techniques used by the machinist and the draftsman. Topics in drafting will include: views, projections, sections, symbols used in mechanical and electronic drafting, materials and parts specifications, dimensioning, fits and tolerances. Topics in machine shop techniques will include: use of common hand tools, band saws, drill press, lathe, mill, safety procedures. *Transfer credit: CSUC*

## LET 6 — Laser Components, Devices & Measurement

5 Units

Prerequisites: LET 3, LET 5 or EL 20D or equivalent  
Class Hours: 4 lecture, 3 laboratory

This course is designed to acquaint the student with many of the components, devices and measurement techniques used in the LET industry. Components discussed include: optical tables, benches, mounts, mirrors, lenses, gratings, filters, polarizers. Devices discussed include: Q-switches, modulators, beam expanders and isolators. Measurement techniques using spectrometers, monochromators, spectrophotometers and interfacing are introduced. Basic photographic techniques and computer/experiment interfacing are discussed. *Transfer credit: CSUC*

## LET 7 — Glass Fabrication and Coating

1 Unit

Class Hours: 3 laboratory

A laboratory course which introduces the students to the techniques of scientific glassblowing and optical coating. Topics include: glasses and glassblowing equipment, simple seals, ring seals, graded seals, electrodes, leak detection techniques, vacuum systems, metallic and dielectric coating of thin films. *Transfer Credit: USUC*

## LET 8 — Electronic Devices and Systems

4 Units

Prerequisites: LET 5 or equivalent  
Class Hours: 3 lecture; 3 laboratory

A comprehensive course which familiarizes the student with modern solidstate devices and their applications in the laser and electro-optics industry. Topics covered will include: analog and digital integrated circuits (such as amplifiers, voltage regulators, counters), op amp applications (such as amplifiers, integrators, differentiators, function generators, active filters, comparators, oscillators), and an introduction to the architecture and operation of microprocessors. (co-numbered EL 38) *Transfer credit: CSUC*

## **LET 9 — Laser Systems & Maintenance**

**4 Units**

Prerequisites: LET 6, LET 8

Class Hours: 3 lecture, 3 laboratory

This course acquaints the students with representative major laser systems, their applications and maintenance. Systems discussed will include: CW & pulsed Kr, Ar, Xe ion lasers, CO<sub>2</sub>, N<sub>2</sub>, He-Ne, Ruby and Nd:YAG, organic dye lasers. Applications in industry, consumer products, medicine and defense will be introduced. Students will be taught the basic skills of laser system maintenance and safety procedures regarding laser radiation, high voltages and toxic materials. *Transfer Credit: CSUC*

## **LET 22A/B — Independent Studies in LET**

**1-3 Units**

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

Class Hours: 1-3 tutorial

Students who are interested in furthering their knowledge of LET on an independent study basis are assigned problems which involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

# **Leadership**

## **LDR 1 — Principles of Leadership**

**1 Unit**

Class Hours: 1 lecture, 1 practicum

Effective group leadership is developed through an understanding of the basic tenets of parliamentary procedure. Practical application of parliamentary procedure in the group situation will be emphasized. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC*

## **LDR 2 — Student Leadership★**

**2 Units**

Class Hours: 1 lecture, 3 practicum

This course is designed to provide theory and application for students interested or involved in student government, particularly A.S.B. officers, club officers, and persons wishing to serve on campus Governance committees. Development of effective leadership qualities will be stressed through an ongoing study of parliamentary procedure, student governance documents. District, state, and federal regulations in the execution of student activities and programs will also be stressed. *Transfer credit: CSUC*

## **LDR 89A—Workshop in Student Government Leadership★**

**1 Unit**

Class Hours: 16 lecture total

This special performance class open to all students is designed to develop skills and effective leadership ability in preparation to service as an Associated Student Body officer, as a student club officer, as a student representative on campus governance committees, or as a student involved with the student activities program. *Transfer credit: CSUC*

# **Learning Skills**

## **LS 1—Assessment of Learning Skills**

**3 Units**

Prerequisite: Approval of learning disabilities specialist

Class Hours: 3 lecture

This is a semester course designed for assessment and tutoring of learning disabled students by a specially trained staff. Specialized techniques, materials, texts, and audio-visual equipment are utilized to teach or assess fundamental skills and to support academic instruction for students with special learning styles.

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

This highly-structured developmental approach to reading, consists of three mutually reinforcing elements - composition, phonics (the central area of instruction), and reading activities. A multisensory approach in all learning processes is used. May be taken for a maximum of 6 units.

## **LS 6 — Techniques of Problem Solving/Language**

**3 Units**

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

This foundation course designed to improve creative thinking, problem solving, language, and intellectual capabilities. Utilizes AV materials in the language lab as well as individual instruction in the development of critical thinking. May be taken for a maximum of 12 units.

**LS 7 — Techniques of Problem Solving/Math****3 Units**

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

This foundation math course designed to improve creative thinking, problem solving, language, and intellectual capabilities. Utilizes AV materials in the math lab as well as individual instruction in the development of critical thinking. May be taken for a maximum of 12 units.

**LS 8 — Spelling Improvement****3 Units**

Prerequisites : LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

In this foundation course designed to improve spelling efficiency, special emphasis will be placed on developing spelling competence, with everyday words used in oral conversation and written themes.

**LS 9 — Personal Development****3 Units**

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class hours: 3 lecture

This class provides an opportunity for people to meet in small groups in order to share thoughts and feelings and personal concerns, with variations for the special learning styles of learning disabled students. It emphasizes development of self concept, realistic appraisal of strengths, interpersonal relations and assertiveness.

**LS 10 — Vocabulary Building****3 Units**

Prerequisites: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

In this foundation course designed to improve skills, special focus will be placed upon understanding the meaning and origin of "common" basic language words.

**LS 12 — Tutoring Methods****1-3 Units**

Prerequisite: Approval of learning disabilities specialist

Class Hours: 1-3 lecture

A basic tutoring foundation course is designed to give tutors the techniques to deal with special learning problems.

**LS 20 — Assessment of Learning Skills/Lab****½ -1½ Units**

Prerequisite: Approval of learning disabled specialist

Class Hours: 1½-4½ laboratory

This is open lab for the assessment and tutoring of learning disabled students by specially trained staff. Specialized techniques materials, texts, and audio-visual equipment are utilized to teach or assess fundamental skills and to support academic instruction for students with special learning disabilities. May be taken for a maximum of 9 units.

## Mathematics

**MATH 1 — Elementary Algebra****5 Units**

Prerequisites: Math 9 or equivalent

Class Hours: 5 lecture

The real numbers, operations with real numbers, linear equations and inequalities, linear systems, integer exponents, polynomials, factoring, roots and radicals, rational expressions, quadratic equations, quadratic formula.

**MATH 2 — Fundamentals of Geometry****3 Units**

Prerequisites: Math 1 or one year of high school algebra or equivalent. Math 3 may be taken concurrently.

Class Hours: 3 lecture

Sets; real numbers; methods of proof; definitions and properties of lines, segments, planes, rays, angles, triangles, circles, and polygons; congruence and similarity of triangles; coordinate systems; mensuration; areas; volumes; space geometry; triangle trigonometry; constructions. (offered in Fall Semester)

**MATH 3 — Intermediate Algebra****5 Units**

Prerequisites: Math 1 or one year high school algebra or equivalent

Class Hours: 5 lecture

Review of elementary algebra, factoring, rational expressions, linear equations and inequalities, determinants and Cramer's Rule, exponents and radicals, complex numbers, functions and graphs, quadratic equations, exponential and logarithmic functions, sequences and series, probability.

*Transfer credit: CSUC*

**MATH 4 — Business Mathematics****3 Units**

Prerequisites: Math 9 or equivalent.

Class Hours: 3 lecture

A review of fundamental arithmetic and algebraic processes with application to business problems. Fractions, decimals, mark-ups, discounts, interest installment debt, and other business practices. (Co-numbered Bus 4)

**MATH 5 — College Algebra****3 Units**

Prerequisites: Math 3 or two years high school algebra or equivalent. (Math 6 may be taken concurrently)

Class Hours: 3 lecture

Polynomial functions, rational function, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, probability, sequences and series, binomial theorem, matrices and determinants. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSUC; UC*

**MATH 6 — Trigonometry****3 Units**

Prerequisites: Math 3 or two years high school algebra or equivalent. (Math 5 may be taken concurrently)

Class Hours: 3 lecture

Functions and graphs, trigonometric functions, identities, inverse trigonometric functions, solution of triangles, trigonometric equations, polar coordinates, complex numbers, rotation of axes. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSUC; UC*

**MATH 7 — College Algebra and Trigonometry****5 Units**

Prerequisites: Math 3 or two years of high school algebra or equivalent.

Class Hours: 5 lecture

An integrated course in college algebra and trigonometry, strongly recommended for all students planning to enter the Math 25ABC sequence. Real number system, set, inequalities, systems or equations and equalities, matrices and determinants, functions and relations, circular functions, trigonometric functions and applications, inverse relations, complex numbers, exponential and logarithmic functions, theory of equations, sequences and series, mathematical induction, binomial theorem and probability. Students taking Math 5, 6, 7 will receive a maximum of 6 units credit. Completion of Math 7 is equivalent to completing both Math 5 and Math 6. *Transfer credit: CSUC; UC credit limitations — maximum credit, 3 units.*

**MATH 9 — Practical Arithmetic****3 Units**

Class Hours: 48 lecture total

Addition, subtraction, multiplication, and division of fractions and formulas. Practical problems involving commissions, interest, discounts, measurement of lengths, areas and volumes, etc. Introduction to basic algebra. Use of hand-held calculators as an aid to arithmetic. All students will be required to have a hand-held calculator.

**MATH 10 — Mathematics for Elementary Teachers****3 Units**

Prerequisites: Math 1 and Math 2 or Plane Geometry and one year of high school algebra or equivalent (Math 2 may be taken concurrently.)

Class Hours: 3 lecture

Language of sets; systems of numeration; the nature of numbers and the fundamentals of operations; the domain of integers; the fields of rational, real and complex numbers. Will satisfy credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not open to students majoring in the physical sciences or mathematics. *Transfer credit: CSUC; UC*

**MATH 12 — College Algebra with Business Applications****3 Units**

Prerequisites: Math 3 or two years of high school algebra or equivalent.

Class Hours: 3 lecture

Topics from college algebra and calculus with application to problems in business and economics. Study of real number systems and manipulations, linear, quadratic, exponential and logarithmic functions. Applications - matrix theory, linear systems and probability. Introduction to differential and integral calculus. Course designed primarily for business students transferring to CSUN. *Transfer credit: CSUC; UC*

**MATH 13 — Mathematics Appreciation****3 Units**

Prerequisites: Satisfactory score on placement test.

Class Hours: 3 lecture

A course designed to show that mathematics can be fun and useful without a heavy emphasis on numbers and its operation. A variety of activities will principally illustrate the thinking process involved in doing mathematics rather than routine manipulation of numbers. The activity approach will include uses of mathematics in art, puzzles, making of solids, etc. *Transfer credit: CSUC; UC*

**MATH 14 — Finite Mathematics****3 Units**

Prerequisites: Math 5 or Math 7 or Math 12

Class Hours: 3 lecture

For students of managerial, social, or behavioral science. Laws of deductive reasoning, the algebra of sets, partitions and counting, probability, the algebra of vectors and matrices, applications to linear programming, and the behavioral sciences. *Transfer credit: CSUC; UC*

**MATH 15 — Introductory Statistics****4 Units**

Prerequisites: Math 3 or two years of high school algebra or equivalent.

Class Hours: 4 lecture

The nature of statistical methods. The description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, special topics. Problems and problem-solving techniques. *Transfer credit: CSUC; UC*

**MATH 16A — Applied Calculus I****3 Units**

Prerequisites: Math 5 or Math 7 or Math 12 or equivalent.

Class Hours: 3 lecture

Elements of analytic geometry, differential and integral calculus. The exponential logarithmic and trigonometric functions. The algebra of matrices systems of linear equations and determinants. Linear inequalities. Emphasis on applications in social science, biological science, economics, business administration, architecture and technology. *Transfer credit: CSUC; UC*

**MATH 16B — Applied Calculus II(S)****3 Units**

Prerequisites: Math 6 and Math 16A or Math 25A or equivalent.

Class Hours: 3 lecture

Elements of analytic geometry, differential and integral calculus. The exponential logarithmic and trigonometric functions. The algebra of matrices systems of linear equations and determinants. Linear inequalities. Emphasis on applications in social science, biological science, economics, business administration, architecture and technology. (offered in Spring semester) *Transfer credit: CSUC; CSUC; UC*

**MATH 17 — Computer Programming BASIC****3 Units**

Class Hours: 3 lecture

Console procedures and an overview of computer hardware organization, data representation internally, instruction forms, flowcharting problems and logic/solutions. Algorithms for problem solutions and demonstrations of inter-active terminals. Concepts and definitions include: labels, variables, subscripts and scientific notation. Also debugging basic statements and elementary coding. Three hours of lab recommended. (co-numbered DP 14)

**MATH 18 — Computer Programming - FORTRAN****3 Units**

Prerequisites: Math 3 and 6 or Math 7 or Math 12 or equivalent. Two years of high school algebra plus trigonometry. DP 14 recommended. Concurrent enrollment in DP 9F strongly recommended.

Class Hours: 3 lecture

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

**MATH 19 — Computer Programming - PL/1(F)****3 Units**

Prerequisites: DP 1 or equivalent and 2 years of high school algebra or Math 3. Concurrent enrollment in DP 9 recommended.

Class Hours: 3 lecture

Familiarization with basic computer programming concepts used in solving business or engineering data processing problems. Laboratory experience in actual programming using the PL/1 language is available in the DP 9 laboratory. Language is important for users of IBM 370 computer series. (Co-numbered DP 12) *Transfer credit: CSUC*

**MATH 20 — Introduction to Numerical Methods****3 Units**

Prerequisites: Math 18 plus Math 16A or Math 25A.

Class Hours: 3 lecture

Error analysis; power series calculation of functions; roots of equations; non-linear simultaneous equations; matrices, determinants, and linear simultaneous equations; numerical integration; interpolation and curve fitting. These numerical methods will be practically applied on the IBM 360 using FORTRAN IV. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MATH 22A/B — Independent Studies in Mathematics****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Independent study in mathematics under the guidance of an instructor. Course will involve library work and study on selected problems pertinent to the student's interest area. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MATH 25A — Calculus with Analytic Geometry I****5 Units**

Prerequisites: Math 5 and 6 or Math 7 or equivalent.

Class Hours: 5 lecture

The real number system; elements of analytic geometry; functions, limits and continuity; differentiation and integration of algebraic and elementary transcendental functions with applications. *Transfer credit: CSUC; UC*

**MATH 25B — Calculus with Analytic Geometry II****5 Units**

Prerequisites: Math 25A or Math 16B or equivalent.

Class Hours: 5 lecture

Differentiation and integration of the trigonometric and hyperbolic functions; techniques of integration; analytic geometry including conic sections, polar coordinates, translations, rotations, and parametric representations of curves; applications of integration; sequences; infinite series; Taylor's Theorem. *Transfer credit: CSUC; UC*

**MATH 25C — Calculus with Analytic Geometry III****5 Units**

Prerequisites: Math 25B or equivalent.

Class Hours: 5 lecture

Power series L'Hospital's Rule; improper integrals; vector space theory; vector calculus; function of several variables; multiple integrals. *Transfer credit: CSUC; UC*

**MATH 30 — Introduction to Modern Algebra****3 Units**

Prerequisite: Math 25A or equivalent

Class Hours: 3 lecture

An introduction to set theory, mappings, the properties of integers, finite groups, and their structure. *Transfer credit: CSUC; UC*

**MATH 31 — Introduction to Linear Algebra(F)****3 Units**

Prerequisite: Math 25B or equivalent

Class Hours: 3 lecture

Vectors, planes and lines, linear functions, matrices, systems of linear equations, dimension, determinants, eigenvalues. (offered in fall semester). *Transfer credit: CSUC; UC*

**MATH 33 — Introduction to Analysis****3 Units**

Prerequisites: Math 25C

Class Hours: 3 lecture

Elements of real analysis and set theory with emphasis on attaining a thorough understanding of the basic concepts of set theory, algebra and topology of the real numbers, limits, continuity. *Transfer credit: CSUC; UC*

**MATH 35 — Applied Differential Equations(S)****3 Units**

Prerequisite: Math 25B

Class Hours: 3 lecture

Linear differential equations, equations with constant coefficients, variation of parameters, Green's functions, laplace transform, systems of linear equations, series solutions, first order differential equations, existence and uniqueness of solutions with emphasis on applications to physics and engineering. (offered in Spring semester) *Transfer credit: CSUC; UC*

**MATH 48ABCD — Mathematics Practicum★****1-3 Units**

Prerequisites: Math 3 (may be taken concurrently)

Class Hours: 3-9 laboratory.

On-the-job training without financial compensation in the math learning center as an instructor aide under the continuous direction and supervision of a college mathematics instructor. Prior to enrollment in the course, the student must meet with a Math 9 or Math 1 instructor for approval and assignment to class.

## Microbiology

**MICRO 1 — Principles of Microbiology****5 Units**

Prerequisite: Chem 12, and Biol 2A (may be taken concurrently)

Class Hours: 3 lecture, 6 laboratory

Bacteria, algae, fungi, rickettsiae, viruses and protozoa; emphasis on bacterial morphology, anatomy, staining, classification, metabolism and growth, and effects of physical and chemical agents on bacteria; applied microbiology with some emphasis on pathogenic forms and immunity.

*Transfer credit: CSUC; UC*

## Music

Students planning to take more than 12 units of Music courses marked with \* should consult a counselor; the UC system allows credit for the first 12 Units only.

**MUS 1 — Fundamentals of Music****3 Units**

Class Hours: 3 lecture

Designed for the student with little or no prior understanding in music who wishes to learn to read music. Course objective is to gain a basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, an introduction to the piano keyboard, and all necessary preparations for Music 2A. *Transfer credit: CSUC; UC*

**MUS 2A/B/C/D — Music Theory****4/4/4/4 Units**

Prerequisite: Music 1 or equivalent for 2A; 2A for 2B; 2B for 2C and for 2D

Class Hours: 5 lecture

Music 2A - This course is concerned with major and minor scales (structure) all keys, figured primary chords and their inversions in all keys, secondary chords and inversions, chord progressions, modulation by pivot chord to the keys of the dominant and the relative minor, and other closely related keys. *Transfer credit: CSUC; UC*

Music 2B - The dominant seventh chord and its inversions, secondary dominants and dominant ninths, and more remote modulation. *Transfer credit: CSUC; UC*

Music 2C - Chromatic harmony, augmented sixth chords, the Neapolitan 6th chord, eleventh and thirteenth chords and basic use of binary and ternary forms, accompanimental figures, and basic orchestration. *Transfer credit: CSUC; UC*

Music 2D - Counterpoint (tonal), the five species, free counterpoint, Canon at the octave, 2nd, 3rd, 4th, 5th, 6th, and 7th, modulatory episodic writing — culminates in two part invention writing. *Transfer credit: CSUC; UC* Students should enroll in Music 3A when taking Music 2A and Music 3B when taking either Music 2B, C, or D.

**MUS 3A — Music Reading and Musicianship I****2 Units**

Prerequisites: Music 1 or equivalent

Class Hours: 1 lecture, 3 laboratory

Course is designed to teach the techniques of reading music and fundamental musicianship. Work includes rhythmic and pitch notations, singing of graded song and choral literature, melodic and rhythmic dictation, and ear training exercises. It is recommended that this class be taken simultaneously with Music 2A. *Transfer credit: CSUC; UC*

**MUS 3B — Music Reading and Musicianship II****2 Units**

Prerequisite: Music 3A or equivalent

Class Hours: 1 lecture, 3 laboratory

Advanced music reading and ear training; melodic and rhythmic dictation, dictation in more than one part, chromatic and multi-rhythmic dictation. It is recommended that this class be taken simultaneously with Music 2B, C or D. *Transfer credit: CSUC; UC pending.*



- MUS 4 — Orchestration and Arranging** **3 Units**  
 Prerequisite: Music 2A or equivalent  
 Class Hours: 3 lecture  
 Writing and arranging music for orchestral and band instruments and combinations, transpositions and technical considerations, some vocal arranging, rock, jazz, and classical combinations, adaptations and transcriptions. Usually offered in summer session. *Transfer credit: CSUC; UC*
- MUS 5 — Survey of Contemporary Music** **2 Units**  
 Class Hours: 2 lecture  
 Designed to present a comprehensive survey of art music, jazz, rock, electronic and other styles of current music in the Los Angeles area. Student involvement and research in class presentations required. *Transfer credit: CSUC; UC*
- MUS 6A\* — Electronic Music I** **3 Units**  
 Class Hours: 2 lecture, 3 laboratory  
 A study of the background of electronic music and its role in contemporary music composition. Also instruction in studio techniques involving operation of the Serge Synthesizer and tape recorder functions in composition. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 6B\* — Electronic Music II** **3 Units**  
 Prerequisite: Music 6A or equivalent  
 Class Hours: 2 lecture, 3 laboratory  
 An extended study of composition with electronic instruments for advanced students. *Transfer credit: CSUC; UC credit limitations. See counselor*
- MUS 8 — Music Appreciation** **3 Units**  
 Class Hours: 3 lecture  
 Survey of musical history with special emphasis on the understanding and enjoyment of music; introduction to the formal principles employed in music. Not recommended for Music majors. *Transfer credit: CSUC; UC*
- MUS 9A — Music History and Literature** **3 Units**  
 Class Hours: 3 lecture  
 This course begins with a study of the musical activity, influences, and contributions of the Greek and Roman civilizations. It then traces the development of music of the Western world beginning with the Romanesque periods, and ending with the Baroque period. It includes a study of the major instrumental and focal forms and the composers of each period. Considerable emphasis is placed upon listening and analyzing representative works of each period. *Transfer credit: CSUC; UC*
- MUS 9B — Music History and Literature** **3 Units**  
 Class Hours: 3 lecture  
 A study of the changing styles, techniques, and forms of music from the middle of the 18th Century to the present. Special emphasis is placed upon the artistic philosophy of each style period. Intensive consideration is given to the analysis of style and form in representative musical works. Required for music majors. Listening and analysis outside of the classroom is required. *Transfer credit: CSUC; UC*
- MUS 10\* — Concert Choir** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 A singing organization for both music majors and non-music majors, which learns and performs choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Performances include on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken for credit to a maximum of 8 units. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 11\* — Chamber Choir** **1 Unit**  
 Class Hours: 3 laboratory  
 A choir which performs choral literature suitable for a smaller number of singers. Repertoire includes works of all periods from chant to the modern. At least one concert each semester is performed. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

- MUS 12\* — Vocal Ensemble** **2 Units**  
 Prerequisite: Audition  
 Class Hours: 1 lecture, 3 laboratory  
 A select group of singers who study and perform suitable choral music from all periods. In the spring semester the ensemble specializes in the performance of Renaissance music including English and Italian madrigals, French chansons, German Liede, and sacred motets. The ensemble, known as the Renaissance Singers, appears in English Tudor costumes, makes numerous appearances at Concerts, festivals, assembly programs, Renaissance Pleasure Faires, and other community events. May be taken for credit to a maximum of 8 units. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 13A\* — Fundamentals of Vocal Technique I** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory  
 Designed to begin development of the vocal potential, to lay a foundation for proper vocal production, and to correct faulty singing. Material will consist of song literature sung in Italian and English in addition to vocal exercises. Course is designed for both majors and non majors desiring beginning vocal training. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 13B\* — Fundamentals of Vocal Technique II** **2 Units**  
 Prerequisite: Music 13A or adequate prior study  
 Class Hours: 1 lecture, 3 laboratory  
 Designed to follow Music 13A, the course will further vocal development through advanced vocal exercises and the introduction of advanced song literature. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 13C\* — Advanced Vocal Development I** **2 Units**  
 Prerequisite: Music 13B or equivalent  
 Class Hours: 1 lecture, 3 laboratory  
 A continuation in developing a proper vocal production. Material to be studied will consist of English, Italian, German, French art songs. (formerly Music 13B) *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 13D\* — Advanced Vocal Development II** **2 Units**  
 Prerequisite: Music 13C or equivalent  
 Class Hours: 1 lecture, 3 laboratory  
 A continuation of vocal development through a study of more challenging literature with emphasis on the operatic and oratorio aria in addition to more difficult art song literature. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 14 — Jazz Choir** **1 Unit**  
 Prerequisite: Experience in choral singing  
 Class Hours: 3 laboratory  
 An ensemble organized for the purpose of studying and performing contemporary music. Primary interest will be placed on jazz music with some study of pop and folk. Lab or materials fee may be required. *Transfer credit: CSUC*
- MUS 15\* — Orchestra** **1 Unit**  
 Class Hours: 3 laboratory  
 Preparation and performance of orchestral repertoire. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 16\* — Voice in Opera Workshop** **2 Units**  
 Prerequisite: Music 13C or equivalent  
 Class Hours: 1 lecture, 3 laboratory  
 The study of song literature taken from the musical theatre. The course work will consist of the studying and performing of opera and musical plays in excerpt or as a complete production. Class designed for singers with proven ability with interest in drama. (formerly Music 13D) Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 17\* — Summer Music Theatre** **3 Units**  
 Prerequisite: Audition  
 Class Hours: 144 laboratory total  
 A complete musical theatre work will be rehearsed and performed by members of this class for presentation to the community. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MUS 18A\* — Beginning Jazz/Rock Ensemble****2 Units**

Prerequisite: Ability to play a musical instrument

Class Hours: 6 laboratory

Rehearsal and performance of music written and arranged for young jazz/rock and big band style. Emphasis placed upon development of fundamental techniques. May be taken for credit to a maximum of 8 units. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MUS 18B\* — Advanced Jazz/Rock Ensemble****2 Units**

Prerequisite: Competence with a musical instrument

Class Hours: 6 laboratory

Reading, preparation and performance of music arranged for jazz and rock ensemble big band. Rehearsal for and performance at scheduled concerts is required. May be taken for credit to a maximum of 8 units. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor*

**MUS 19\* — Instrumental Music Workshop****1 Unit**

Prerequisite: Ability to play a musical instrument

Class Hours: 3 laboratory

Instruction in music for instrumental performance. Graded literature for various instrumental combinations for rehearsal and performance. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MUS 20\* — Piano Ensemble****2 Units**

Prerequisite: Ability to play the piano

Class Hours: 1 lecture, 3 laboratory

Piano literature for one piano - 4 hands, and two pianos - 4 hands. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC counselor.*

**MUS 22A/B — Independent Studies in Music****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of music on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MUS 24A/B/C/D\* — Piano for Non Music Majors****2/2/2/2 Units**

Prerequisite: None for Music 24A, 24A for 24B, 24B for 24C, 24C for 24D, or equivalent.

Class Hours: 1 lecture, 3 laboratory

Music 24A - Fundamentals of piano playing, music reading, technique, scales, and simple piano literature. Designed for the student with little or no prior piano experience. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 24B - Level 2 piano playing, music reading, technique, scales, and simple piano literature. Greater independence of hands. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 24C - Level 3 piano playing, music reading, technique, scales, triads, keyboard harmonization, piano literature. Greater independence of hands. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 24D - Keyboard harmony, technique, level 4 music reading. More advanced piano literature. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**MUS 25A/B/C\* — Piano for Music Majors****2/2/2 Units**

Prerequisites: None for 25A, 25A for 25B, 25B for 25C.

Class Hours: 1 lecture, 3 laboratory

Music 25A - Fundamentals of piano playing, with emphasis on keyboard harmony, chord progressions, arpeggios, inversions, scales, harmonization with primary chords, simple improvisations. Sight reading, transposition. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 25B - Fundamentals of piano playing with emphasis on keyboard harmony chord progressions, cadences, major and minor scales, harmonization with secondary chords, improvisation, sight reading, and transposition and piano literature. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

Music 25C - Fundamentals of piano playing, with advanced keyboard harmony skills. Score reading, cadences, modulation, harmonization in major and minor keys using secondary chords, improvisation in binary and ternary forms. Sight reading, transposition, piano literature and score reading. Recommended for all Music Majors. *Transfer credit: CSUC; UC credit limitations. See counselor.*

- MUS 26\* — Baroque Consort** **1 Unit**  
 Class Hours: 3 laboratory  
 The study, rehearsal and performance of music literature by varying combinations of Baroque instruments. Included are recorders, krummhorns, rancetts, viola da gambas, harpsichord, or other suitable instruments. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 27\* — Choral Conducting** **2 Units**  
 Class Hours: 2 lecture, 1 laboratory  
 The study of basic conducting techniques and the exploration of choral literature including style, interpretation, and performance. Class members and the concert choir or vocal ensemble will provide the singing ensemble for conducting practice. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 28\* — Instrumental Conducting** **2 Units**  
 Prerequisites: Equivalent of Music 1, Music 2A  
 Class Hours: 2 lecture, 1 laboratory  
 Basic conducting techniques of various instrumental organizations; exploration of instrumental literature, including style, performance and interpretation. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 29 — Introduction to American Folk Music** **3 Units**  
 Class Hours: 3 lecture  
 Introduction to, and survey of, the various forms and genres of folk music found in America. Folk music of various regional, ethnic and occupational groups will be studied; students will be encouraged to study the folk music of their own ethnic groups, regional area and background. *Transfer credit: CSUC; UC*
- MUS 32\* — Beginning Guitar** **1 Unit**  
 Class Hours: 3 laboratory  
 Students will learn to play simple melody lines, first position chords, and will acquire general knowledge of the different types of guitar playing. May be taken for credit to a maximum of 4 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 33A\* — Introduction to Classical Guitar** **1 Unit**  
 Prerequisite: Music 1 or equivalent  
 Class Hours: 3 laboratory  
 Introductory guitar instruction in the classical method. Left and right hand positions and techniques. Introduction of literature of Farly, Renaissance, and Baroque guitar and lute masters. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 33B/C/D\* — Intermediate Classical Guitar** **1/1/1 Unit**  
 Prerequisites: Music 33A or equivalent for 33B; 33B for 33C; 33C for 33D  
 Class Hours: 3 laboratory  
 Introduction to advanced techniques on guitar. Rehearsal and performance of chamber music for guitars alone and guitars with other instruments. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- MUS 60A-Z — Topics in Music** **1-3 Units**  
 Prerequisites: To be determined with each Topic  
 Class Hours: To be determined with each Topic  
 A special series of courses dealing with specific topics in Music which are not covered in great detail in the general Music course offerings. These courses are announced on a semester basis in the schedule of classes. Lab or materials fee may be required. *Transfer credit; CSUC; UC maximum credit 3 units. Topics which have been developed include:*
- 60A — Beginning Organ** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory
- 60B — Intermediate Organ** **2 Units**  
 Prerequisite: MUS 60A or equivalent level of skill  
 Class Hours: 1 lecture, 3 laboratory
- 60C — Piano Literature and Performance** **3 Units**  
 Prerequisite: Music 24C or equivalent level of skill  
 Class Hours: 3 lecture
- 60D — Oratorio Chorus** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory

# Office Technology

- OT 1A — Skill Development for Secretaries: Spelling** **1 Unit**  
Class Hours: 2 lecture/laboratory  
Program designed to help students to become more proficient spellers. A self-paced, individualized program of instruction.
- OT 1B — Skill Development for Secretaries: Vocabulary** **1 Unit**  
Class Hours: 2 lecture/laboratory  
Program designed to allow students to build their vocabularies. It is a completely individualized, self-instructional program, including correct pronunciation and meanings of words.
- OT 1C — Skill Development for Secretaries: Punctuation** **1 Unit**  
Class Hours: 2 lecture/laboratory  
Program designed to teach the use of all punctuation marks. It is a self-paced, self-instructional program.
- OT 2A — Copy Processing** **1 Unit**  
Prerequisite: Typing speed of 45 wpm.  
Class Hours: 2 lecture/laboratory  
Introduction to duplicating machines currently used in the modern office. Typing of stencils and ditto masters, running the fluid duplicator, mimeograph, thermofax, electronic stencil maker, and the Xerox copier. An overview of the total scope of modern duplicating techniques. Lab or materials fee may be required. *Transfer credit: CSUCd.*
- OT 2B — Calculating Machines** **1 Unit**  
Class Hours: 2 lecture/laboratory  
Development of skill in the operation of the 10 key adding machine by the "touch" method. Course includes practical business problems that can be solved on most office machines. *Transfer credit: CSUC*
- OT 2C — Transcribing Machines** **1 Unit**  
Prerequisite: Typing speed of 45 wpm.  
Class Hours: 2 lecture/laboratory  
Course in machine transcription which presents modern business procedures, terminology, and equipment in a working environment, through which realistic skills, attitudes, and knowledge are developed. *Transfer credit: CSUC*
- OT 3 — Records Management** **2 Units**  
Class Hours: 1 lecture, 3 laboratory  
Study of the management of business records from the filing step (alphabetic, numeric, subject, geographic) to the actual purchasing of equipment and supplies, i.e., file cabinets, folders, labels, etc. An up-to-date look at the modern office with slides, films, speakers, and field trips. *Transfer credit: CSUC*
- OT 4 — Office Procedures** **3 Units**  
Prerequisites: OT 13A or equivalent.  
Class Hours: 2 lecture, 3 laboratory  
Course offers instructions and practical applications in office techniques and procedures, including receptionist duties, telephone techniques, filing fundamentals, and office correspondence. *Transfer credit: CSUC*
- OT 10 — Individualized Typing Laboratory**  
A supervised, self-paced, individualized typing program utilizing slide/tape packages, tests, and student handbooks. All basic instruction is on the IBM Selectric typewriter. Upon enrollment in this course, students will be placed in one of the following typing courses consistent with their abilities; OT 11A, 11B, 12A, 12B, 13A, 13B, 14. Students may enroll at any time during the semester and proceed to the next typing level upon acquiring specified typing speeds. Lab or materials fee may be required.
- OT 11A — Beginning Typing I** **1½ Units**  
Class Hours: 4½ laboratory  
Development of basic typewriting skills and techniques. Course content includes keyboard drills, perfection of correct stroking, analysis of errors and operative parts of the typewriter. *Transfer credit: CSUC*
- OT 11B — Beginning Typing II** **1½ Units**  
Prerequisite: OT 11A or equivalent.  
Class Hours: 4½ laboratory  
Continuation of OT 11A with emphasis placed on development of speed and accuracy. Introduction to centering, tabulation, and simple manuscript styles. *Transfer credit: CSUC*

- OT 12A — Typewriting: Speedbuilding I** **1 Unit**  
 Prerequisite: Knowledge of keyboard and ability to type 30 wpm.  
 Class Hours: 3 laboratory  
 A course designed to build typing speed and accuracy. Students work on drills designed to improve their skills.
- OT 12B — Typewriting: Speedbuilding II** **1 Unit**  
 Prerequisite: OT 12A  
 Class Hours: 3 laboratory  
 A course designed for students who have completed OT 12A and who wish to build typing speed and accuracy.
- OT 13A — Intermediate Typing I** **1½ Units**  
 Prerequisite: OT 11B or equivalent  
 Class Hours: 4½ laboratory  
 Student will continue to improve speed and accuracy. Course content includes business letters, tables, memorandum styles and manuscripts. *Transfer credit: CSUC*
- OT 13B — Intermediate Typing II** **1½ Units**  
 Prerequisite: OT 13A or equivalent  
 Class Hours: 4½ laboratory  
 A continuation of OT 13A with emphasis placed on further skill building and typing of tabulated reports, office forms, financial statements, and employment applications. *Transfer credit: CSUC*
- OT 14 — Advanced Typing** **1½ Units**  
 Prerequisite: OT 13B or equivalent  
 Class Hours: 4½ laboratory  
 Course refines typewriting skills and develops sustained typing power. Assignments feature letters, manuscripts, statistical tables, reports, and other typical office problems. *Transfer credit: CSUC*
- OT 15 — Introduction to Word Processing** **3 Units**  
 Class Hours: 3 lecture  
 Course studies the effect automatic keyboards have on the office. The four phases (origination, processing, reproducing, and distribution) of word processing are investigated. The roles of management and the secretary and the career paths that result from the automated equipment are also studied in detail. Field trips will be required. *Transfer credit: CSUC; UC pending, see counselor.*
- OT 19 — Shorthand Learning Center**  
 A supervised, self-paced, individualized-study shorthand program utilizing cassette tapes and IBM Selectric typewriters. Upon enrollment in this course students will be placed in one of the following shorthand courses consistent with their abilities: OT 21A, 21B, 23A, 23B, 24A, 24B, 25. Students may enroll at any time during the semester and proceed to the next shorthand level upon acquiring specified dictation speeds. Lab or materials fee may be required.
- OT 20 — Beginning Shorthand** **4 Units**  
 Prerequisites: Typing ability and adequate English skills.  
 Class Hours: 4 lecture, 1 laboratory  
 Basic principles of reading and writing shorthand. Thorough study of beginning shorthand theory. Students should attain a minimum speed of 50 wpm. Extensive dictation on practice material. Lab or materials fee may be required. *Transfer credit: CSUC*
- OT 21A — Gregg Shorthand Principles I** **2 Units**  
 Prerequisite: One semester typing or concurrent enrollment  
 Class Hours: Open-entry/open exit course: 32 hours lecture, 8 hours laboratory total  
 An individualized, self-paced course in beginning Gregg Shorthand for those who have had previous exposure to the system and who wish a thorough review, or for those who are taking shorthand for the first time and prefer a self-paced, individualized learning mode. *Transfer credit: CSUC*
- OT 21B — Gregg Shorthand Principles II** **2 Units**  
 Prerequisite: OT 21A or equivalent  
 Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total  
 Continuation of OT 21A. Students should attain a speed of 60 wpm. *Transfer credit: CSUC*
- OT 22A/B — Independent Studies in Office Technology** **1-3/1-3 Units**  
 Prerequisites: A previous course in the field and consent of the instructor and Division Director.  
 Class Hours: 1-3 Tutorial  
 Designed for students who are interested in furthering their knowledge of Office Technology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units.

- OT 23A — Intermediate Shorthand I** **2 Units**  
Prerequisites: OT 20 or 21B or 60 wpm  
Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total  
Intensive review of shorthand principles and building of dictation speed on unpracticed material. Students should attain a minimum speed of 70 wpm. Units of credit granted when speed objective is attained. *Transfer credit: CSUC*
- OT 23B — Intermediate Shorthand II** **2 Units**  
Prerequisite: OT 23A or 70 wpm.  
Class Hours: Open-entry/open-exit course: 32 hours lecture, 8 hours laboratory total  
Intensive review of shorthand principles and building dictation speed on unpracticed material. Students should attain a minimum speed of 80 wpm. Units of credit will be granted when speed is attained. *Transfer credit: CSUC*
- OT 24A — Advanced Shorthand I** **2 Units**  
Prerequisites: OT 23B or two years of high school shorthand or 80 wpm.  
Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total  
Increased speed on sustained dictation developed through use of expert shortcuts and methods. Further development of accuracy in taking dictation to meet office standards. Emphasis on transcription skills. Students should attain a minimum speed of 90 wpm. Units of credit will be granted when speed objective is obtained. *Transfer credit: CSUC*
- OT 24B — Advanced Shorthand II** **2 Units**  
Prerequisite: OT 24A or 90 wpm.  
Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total  
Increased speed on sustained dictation developed through use of expert shortcuts and methods. Further development of accuracy in taking dictation to meet office standards. Emphasis on transcription skills. Students should attain a minimum speed of 100 wpm. Units of credit will be granted when speed objective is attained. *Transfer credit: CSUC*
- OT 25 — Refresher Shorthand** **2 Units**  
Prerequisite: Previous training in shorthand  
Class Hours: Open-entry/open-exit course; 32 hours lecture, 8 hours laboratory total  
Course is designed as a quick, yet thorough, review of Gregg shorthand for those who have previously studied the system. Students must have had a complete course in Gregg. Course reviews all basic theory and transcription principles, with emphasis on speed building.
- OT 26 — Stenoscrypt ABC Shorthand** **2 Units**  
Class Hours: 2 lecture, 1 laboratory  
Stenoscrypt ABC shorthand is a phonetic system of shorthand based on learning 43 easy rules. These rules are presented in the first seven lessons; the remainder of the semester is spent in taking dictation. A speed of 80 wpm can be attained with comparatively little effort.
- OT 30 — Medical Terminology** **3 Units**  
Class Hours: 3 lecture  
This is a basic course for court reporters designed also to help medical assistants, transcribers and persons in para-medical fields become familiar with medical terminology and practices. Emphasis is placed on mastery of vocabulary in connection with the human body utilizing prefixes, suffixes, diagnostic, operative and symptomatic terms. Also used are medical abbreviations, drug terminology and pronunciations.
- OT 31 — Legal Terminology** **1½ Units**  
Class Hours: 3 lecture for 8 weeks  
A specialized study providing an overview of the general concepts of law and an acquaintance with general legal vocabulary. Basic to the student of court reporting and satellite fields.
- OT 40 — IBM Memory Typewriter** **1 Unit**  
Prerequisite: Typing speed of at least 50 wpm.  
Class Hours: 2 lecture/laboratory  
Provides training on the IBM Memory Typewriter; students are given basic operational instruction to learn to type documents for updating, revising, and storing.
- OT 41 — IBM Mag Card A/Typewriter** **1 Unit**  
Prerequisite: Typing speed of at least 50 wpm  
Class Hours: 2 lecture/laboratory  
Training on IBM Magnetic Card Typewriter; basic machine operation and practical experience on the machine for various office-related jobs.

**OT 42 — IBM Electronic 75 Typewriter** **1 Unit**

Prerequisite: Typing speed of at least 50 wpm

Class Hours: 2 lecture/laboratory

Training on the IBM Electronic 75 Typewriter; basic machine operation and practical experience on the machine for various office-related jobs.

**OT 43 — Lexitron Word Processor** **2 Units**

Prerequisites: Typing speed of at least 50 wpm

Class Hours: 4 lecture/laboratory

Training on the Lexitron Videotype Text Editor; basic machine operation and practical experience on the machine for various office-related jobs.

**OT 44 — Vector III Word Processor** **2 Units**

Prerequisites: Typing speed of at least 50 wpm.

Class Hours: 1 lecture; 3 laboratory

This course provides training on the Vector Graphic Memorite III word processor. Emphasis is placed on practical experience on the machine for various office-related jobs.

**OT 89A-Z — Institutes in Office Technology** **1/2-1 1/2 Units**

Class Hours: 8-24 lecture total

Series of special lectures and discussions dealing with various aspects of office occupations. Emphasis will be placed on contemporary needs of the students in business and related fields.

## **Personal Growth**

**PG 1A-Z — Personal Growth** **2 Units**

Class Hours: 2 lecture

Personal growth classes provide an opportunity for people to meet in small groups in order to share thoughts, feelings and personal concerns. These groups give the student a chance to expand personal communication and work toward problem solving in an informal atmosphere with a professional counselor as facilitator. May be taken for credit to a maximum of 8 units. *Transfer credit: CSUC*

The topics courses which have been developed are:

**1C — Assertion Training**

The focus of this course is on the individual's capacity to be expressive, open and clear in communication. Learning how to effectively say "no" under pressure, recognizing and dealing with manipulation, and standing up for one's rights in negative, confronting situations are topics considered. The goal is greater awareness and control of life situations as well as more effective and honest communication.

**1H — Sexual Awareness**

This course emphasizes positive self-image. Roles and expectations in a relationship are explored through exercises in relaxation, fantasy, eye contact, active listening, verbal sharing, and discussion. The objective is to put sexuality in a realistic, yet personal perspective - to deal with concepts of intimacy, value systems, body imagery, and self-acceptance.

**1I — Cultural Awareness**

This course focuses on the question of what a heritage or culture represents. It traces the cultural past and present. Emphasis is placed on learning about the struggle for cultural survival and self-determination. The individual who takes this class will have an opportunity to examine her/his own level of consciousness. Activities include group discussion, outside class projects and required reading.

**1J — Beyond Male/Female Roles**

Designed to raise the level of awareness about the limitations imposed by sex roles, how personal growth and personal relations between men and women are often inhibited as a result of stereotyping.

**1L — Overcoming Shyness**

The course will explore the reasons and factors that lead to shyness. It will assist students to feel confident in new social situations in expressing oneself with less anxiety. The course will explore various approaches that can be practiced in our everyday lives.

**1M — Chicana/o College Survival or La Raza En El Colegio**

The objective of this course is to familiarize the individual with what the community college life is like and to acquaint the student with the services that will assure his/her success. Rather than being just an orientation course, the class develops and strengthens self-image, study habits, outside and personal resources.



## **10 — Peer Advisor Training**

“Peer Advisement” will give students the opportunity to learn communication skills, both verbal and non-verbal, that will enable them to effectively assist others on campus. During the experiential parts of the class, students will meet in weekly “rap” sessions to discuss their experiences.

## **1P — Human Communication Skills**

This course deals with the issues involved in attempting to understand self and to be understood by others. Participants are encouraged to examine their style of verbal and non-verbal communication. By receiving feedback from the group, an individual is then able to assess strengths and weaknesses and to work on them with group support.

## **IS — Re-Evaluation Counseling**

Re-evaluation counseling is the rediscovery and full use of a natural relationship between human beings. It uses the natural and spontaneous abilities of humans to heal themselves in order to free themselves from emotional difficulties and live more successful and satisfactory lives.

Classroom time consists of lectures on theory which outlines the scope of counseling knowledge, demonstrations of counseling techniques, and discussion of student practice sessions. Students team up and exchange counseling with each other in practice sessions outside of class time.

Insight and change occur spontaneously as part of re-evaluation after adequate emotional discharge has taken place.

## **1T — More Effective Living**

A course designed to explore various techniques for self-exploration and understanding in order that the student may better control his/her involvement. The objective of the course is to familiarize with those techniques which best suit individual needs to meet that end. Areas to be covered include assertion training, affirmation skills, values clarification, communication, and decision-making.

## **1U — Beginnings Out of Endings**

This is personal growth experience for those persons who are in a state of transition due to separation, divorce, alienation, or death. With readings and group interaction, each participant has the opportunity to deal with the question of her/his future.

## **1V — Mid-life Change**

Students will gain knowledge in the problems and concerns of a person in mid-life and the effect the transition has on the individual. The course will also include ways to help the mid-lifer in her or his place of employment and with her or his significant relations and interactions.

## **1X — Single Parenting**

This course deals with the myths and realities of an emerging lifestyle. It seeks to normalize the single parent family by focusing on such common problems as managing the practicalities and pressure of the single parent family, dealing with guilt and resentment, establishing responsible visitation arrangements, coping with emotional/medical crises, and others. Most important it helps single parents validate themselves and their roles.

## **1Y — Effective Life Styles for the Disabled**

Designed to provide an opportunity to discuss more effective styles of living by sharing thoughts, feelings, and concerns. An emphasis on personal responsibility for one's life style and an awareness of one's effect upon others. Topics to be discussed include relationships, anger, sexuality.

## **PG 2 — Career Development**

**3 Units**

Class Hours: 3 lecture

This class assists the student in systematically examining the components of career choice. The focus is on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career options. Decision making strategies, interviewing skills, resume writing, application completion and job search techniques will be reviewed. Lab or materials fee may be required. *Transfer credit: CSUC*

## **PG 3 — Orientation★**

**1 Unit**

Class Hours: 17 lecture total

An introduction to college; information necessary for successful adaptation for survival at Moorpark College; an opportunity for self-assessment through testing and evaluation; training in study skills and efficient use of time. A class designed to relieve anxiety, and make one feel comfortable.

## **PG 4—Career Work/Evaluation★**

**1 Unit**

Class Hours: 8 lecture, 24 laboratory total

This course is designed to help students explore their present work. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job related tasks regard less of work history or past work skills. To allow the general population to take advantage of Work Evaluation, enabling the student to plan and prepare for appropriate vocational goals.

# Philosophy

## PHIL 1 — Introduction to Philosophy

3 Units

Class Hours: 3 lecture

Nature and uses of philosophy; possible sources, nature, and criteria of man's knowledge; examination of man's place in the universe, concepts of the self, the mind, and man's freedom; insights of the several types or schools of philosophy on knowledge, reality, and value. *Transfer credit: CSUC; UC*

## PHIL 2 — Values and Society

3 Units

Class Hours : 3 lecture

An introduction to the philosophy of ethics through a study of some of the basic questions of life; what is good? what is right? how should I live? what are my obligations to others? are morals relative? do we have free will? An attempt is made to review the ideas and arguments of philosophers concerning these, and related issues, and to encourage individual application of the ideas presented. *Transfer credit: CSUC; UC*

## PHIL 3 — Social and Political Philosophy

3 Units

Class Hours: 3 lecture

A study of the philosophical foundations of social and political thought. Theories about collective human organization can view people as acting naturally according to individual rules; as group members behaving within social roles; and as participants in legal relationships within political institutions. This course is designed to show the importance of philosophical assumptions about collective human nature, by clarifying the differences and connections between these perspectives. *Transfer credit: CSUC; UC*

## PHIL 4 — Philosophy of Science and Knowledge

3 Units

Class Hours: 3 lecture

A general introduction to the methods of gaining knowledge and using it in practice, with particular attention to the methods of science and its technological applications. The roles of perception, reason, and intuition in generating opinions, beliefs, and knowledge, along with the concepts of doubt, probability and certainty, will be studied. The theoretical and ethical problems of applying knowledge will be explored. *Transfer credit: CSUC; UC*

## PHIL 5 — Philosophy of Self and Reality

3 Units

Class Hours: 3 lecture

Study of the concept of self in relation to the concept of reality. Self may be analyzed into categories like mind, body, consciousness, matter, spirit, energy and soul. These categories are related to each other and are aspects of reality in various philosophies. Aspects of both self and reality may be viewed as unchanging and eternal, or as moving within limited space and time. The purpose of the course is to investigate the connections between these concepts and their application to the problems of free will, the purpose of human action and the place of self in reality. *Transfer credit: CSUC; UC*

## PHIL 6 — Philosophy of Art and Literature

3 Units

Class Hours: 3 lecture

An examination of the faculties of creativity and imagination, and their concrete modes of expression in various media, forms and styles; an exploration of the relationship between truth and beauty; a study of the notions of symbol, meaning, and communication in art and its interpretation. Examples will be drawn from literature, the plastic arts and cinema. *Transfer credit: CSUC; UC*

## PHIL 7 — Introduction to Logic

3 Units

Class Hours: 3 lecture

Elementary thought processes, both deductive and inductive; emphasis on definition, verification, validity, forms of argument and of fallacious reasoning; application of various areas of inquiry. *Transfer credit: CSUC; UC*

## PHIL 8 — Philosophy of Mysticism

3 Units

Class Hours: 3 lecture

A study of the metaphysics and practices of mystical philosophies of both the Orient and the West. Two systems of self-transcendence - Pantanjali's Yoga philosophy and classical Alchemy - will be examined. Emphasis will be placed upon the significance of mysticism to contemporary society. *Transfer credit: CSUC; UC*

**PHIL 10 — Introduction to Philosophy of Religion****3 Units**

Class Hours: 3 lecture

An examination of the nature and function of religion in individual and cultural contexts, and the possibilities of religious experience. The concepts of religious belief, knowledge, and faith, and the varieties of religious morality, will be studied, in the contexts of both orthodox and mystical experience. The main alternative concepts of deity and man and their relationship will be explored.

*Transfer credit: CSUC; UC***PHIL 11 — Survey of World Religions****3 Units**

Class Hours: 3 lecture

Philosophy 11 consists of a systematic study of the major religions of the world. Hinduism, Buddhism, Jainism, Taoism, Confucianism, Zen, Zoroastrianism, Judaism, Christianity, and Islam are among the positions reviewed. In each instance an attempt is made to learn to view the religion from the standpoint of its proponents. The purpose is to promote a broader understanding of the main similarities and differences which these outlooks exhibit, and to acquire an appreciation of their historical connections. *Transfer credit: CSUC; UC*

**PHIL 12 — Religions and Philosophies in Contemporary America****3 Units**

Class Hours: 3 lecture

An exploration of the flourishing contemporary spiritual religions and philosophical movements in America. The ideals and practices of a variety of groups, and their place in the general scheme of American traditions will be examined through literature, participation, visits and discussion. *Transfer credit: CSUC; UC*

**PHIL 22A/B — Independent Studies in Philosophy****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of philosophy on an independent study basis. Assigned problems will involve writing and research. *Transfer credit: CSUC; UC credit limitations. See counselor*

## Photography

Students planning to take more than 12 units of course work from all the Photography courses marked \* should consult a counselor; the UC system allows credit for the first 12 units only.

**PHOTO 1A\* — Beginning Photography****3 Units**

Class Hours: 2 lecture, 3 laboratory

A beginning course in photographic theory. Emphasis on photography as a means of creative expression, including a study of the basic principles of camera operation, exposure, developing and printing. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor*

**PHOTO 1B\* — Intermediate Photography****3 Units**

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

An extension of techniques featured in Photo 1A. Emphasis on creativity and exploration of a variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. The following areas will be studied: film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor*

**PHOTO 2 — The History of Photography****3 Units**

Class Hours: 3 lecture

A survey of the history of photography from Daguerre to the personal images of many well known contemporaries. Studies will include genres and theories that began in the past and which intensify and clarify the direction of work in the present. *Transfer credit: CSUC; UC*

- PHOTO 3\* — Basic Color** **3 Units**  
 Prerequisites: Photo 1B or suitable portfolio  
 Class Hours: 2 lecture, 3 laboratory  
 The principles of color photography, the use of correction filters; processing of transparency materials with emphasis on creative use of special effects achieved by unique lighting, films and camera techniques directed towards a more expressive visual statement. Experimental approach encouraged. Lab or materials fee may be required. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- PHOTO 4\* — Advanced Photography** **3 Units**  
 Prerequisites: Photo 3 or suitable portfolio  
 Class Hours: 2 lecture, 3 laboratory  
 Major emphasis is placed on individual projects. The student will generate ideas and, with instructor guidance, work on the problem of intensifying personal statement through the medium of photography. Students will select their own projects and work with their own ideas, refining technical and aesthetic understanding in black and white and/or color. Areas covered include: zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- PHOTO 5\* — Color Printing** **3 Units**  
 Prerequisites: Photo 3 or suitable portfolio  
 Class Hours: 2 lecture, 3 laboratory  
 Students will print from color negatives. "Type C" printing techniques will be learned. In addition the following special techniques will be explored: Multiple printing, diffusion, distortion control and exaggeration, combination printing, high contrast, solarization and posterization. Lab or materials fee may be required. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor*
- PHOTO 8\* — Basic Photo-Journalism** **3 Units**  
 Prerequisite: Photo 1A or suitable portfolio  
 Class Hours: 2 lecture, 3 laboratory  
 Aspects of photography as applied to mass communications, broadcast and print journalism. Concentration on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Special effects and the utilization of camera and light as creative tools. (co-numbered Journ 8). May be taken for credit to a maximum of 6 units. Lab or materials fee may be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- PHOTO 22A/B — Independent Studies in Photography** **1-3/1-3 Units**  
 Prerequisites: A previous course in the specific field and consent of the instructor and Division Director.  
 Class Hours: 1-3 tutorial  
 Designed for students who are interested in furthering their knowledge of photography on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*
- PHOTO 49A-D — Cooperative Work Experience — Photography** **1-4 Units**  
 Prerequisites: Placement at a work station  
 Class Hours: 5-20 employment, 1 by arrangement  
 Students employed in a field related to Photography design a learning contract involving expanded responsibilities and/or new learning opportunities beyond those experienced during previous employment.
- PHOTO 60A-Z — Topics in Photography** **1-3 Units**  
 Prerequisites: To be determined with each Topic  
 Class Hours: To be determined with each Topic  
 A special series of courses dealing with specific topics in Photography which are not covered in great detail in the general Photography offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: See counselor*  
 Topics which have been developed include:
- 60A — Field Studies in Photography** **1 Unit**  
 Class Hours: ½ lecture, 1½ laboratory
- 60B — Field Studies in Photography** **2 Units**  
 Class Hours: 1 lecture, 3 laboratory
- 60C — Field Studies in Photography** **3 Units**  
 Class Hours: 1 lecture, 6 laboratory

<b>60D — Laboratory Practice</b>	<b>1 Unit</b>
Class Hours: ½ lecture, 1½ laboratory	
<b>60E — Laboratory Practice</b>	<b>2 Units</b>
Class Hours: ½ lecture, 4½ laboratory	
<b>60F — Laboratory Practice</b>	<b>3 Units</b>
Class Hours: 1 lecture, 6 laboratory	
<b>PHOTO 79 — Photography Internship</b>	<b>1-4 Units</b>
Prerequisites: Photo 4 or Photo 8	
Class Hours: 2-3 laboratory	
This internship is designed to provide advanced Photography students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on the job experience with local photography studios, newspapers advertising agencies or other suitable work sites. May be repeated for a maximum of 8 units credit. <i>Transfer credit: CSUC (Course subject to Board approval.)</i>	

## Physical Education

Students planning to take more than 4 units of Physical Education courses marked with \* and/or more than 8 units of those marked with † should consult a counselor. The UC system accepts only that limited number of units in the respective cases. All P.E. courses are accepted for equal semester credit by schools in the California State University system.

### Beginning Activity Courses

The college policy for repeating a course for credit applies to all beginning Physical Education activities courses except PE 14 — Adaptive Physical Education. However, it is permissible for students to repeat intermediate and advanced Physical Education activity courses for credit regardless of the college course repetition policy.

#### 1. Beginning Combative Activities

<b>PE 1G* — Analysis of Rape and Self-Defense</b>	<b>2 Units</b>
Class Hours: 2 lecture, 1 activity	
A current look at the issues of personal assault and rape with practical experience in learning self-defense techniques. Students will study the academic literature as well as the physical responses in assault and rape.	
<b>PE 1H* — Basic Self-Defense Refresher</b>	<b>½ Unit</b>
Prerequisite: PE 1G	
Class Hours: 4 lecture, 8 activity total	
Practical experience in reviewing self defense techniques acquired in PE 1G.	
<b>PE 1J* — Judo</b>	<b>1½ Units</b>
Class Hours: 1 lecture, 2 activity	
Development of skill in the elementary fundamentals and techniques of judo. The course covers the rules and a brief history of the sport.	
<b>PE 1K* — Karate</b>	<b>1½ Units</b>
Class Hours: 1 lecture, 2 activity	
A course designed to teach the basic art of self-defense and insight into the meaning and origin of Karate.	
<b>PE 1U* — Self-Defense</b>	<b>1½ Units</b>
Class Hours: 1 lecture, 2 activity	
By providing for demonstrations and practice in techniques selected from Ju Jitsu, Judo, Karate, and Aikido, personal defense is designed to build self-confidence and prudence in annoying and threatening situation.	
<b>PE 1W* — Wrestling</b>	<b>1½ Units</b>
Class Hours: 1 lecture, 2 activity	
Introduction of wrestling as an educational medium which gives the student opportunity for self-expression. The student is taught take downs, rides, escapes, and falls.	

## 2. Beginning Team Activities

### PE 2D\* — Soccer

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in playing the game of soccer, including the rules, techniques and strategy of playing the game.

### PE 2E\* — Rugby

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in playing rugby. The course covers rules and the fundamental skills of passing, running, kicking and tackling. Offensive and defensive strategy is also included in the course.

### PE 2M\* — Softball

1 Unit

Class Hours: 3 activity

Co-educational instruction and participation in the basic skills and strategy of slow pitch softball.

### PE 2V\* — Volleyball

1½ Units

Class Hours: 1 lecture, 2 activity

Development of basic skills in playing volleyball, including rules, techniques of playing power volleyball.

## 3. Beginning Individual Activities

### PE 3A\* — Archery

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in archery, including rules, etiquette, safety factors, and techniques of archery. Lab or material fees may be required.

### PE 3B\* — Backpacking and Outdoor Survival

2 Units

Prerequisites: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.

Class Hours: 1 lecture, 3 activity

Introduction to backpacking, equipment, clothing, food and recipes, menus, and food lists, cooking, safety, and survival on the trail, in camp, ecology, preparation and participation in backpacking trips required.

### PE 3BX — Backpacking and Outdoor Survival

1½ Units

Prerequisites: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.

Class Hours: 1 lecture, 2 activity

Introduction to backpacking, equipment, clothing, food and recipes, menus, and food lists, cooking, safety, and survival on the trail, in camp, ecology, preparation and participation in backpacking trips required. *Transfer Credit: CSUC; UC*

### PE 3C\* — Badminton

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in playing badminton, including rules, etiquette, techniques of playing badminton.

### PE 3D\* — Bicycle Riding

1½ Units

Prerequisite: Access to a lightweight bicycle.

Class Hours: 1 lecture, 2 activity

An introduction to cycling as a lifetime sport. To make the student aware of the physiological benefits derived from bicycling.

### PE 3E\* — Bowling

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in bowling, including rules, etiquette, safety features, and techniques. Class is conducted off campus. Lab or materials fee may be required.

### PE 3F\* — Body Conditioning

1½ Units

Class Hours: 1 lecture, 2 activity

A course designed to increase the understanding of the principles of fitness and the development and maintenance of a high level of efficiency. A course designed to improve body form and function through conditioning exercises. Corrective and therapeutic exercises selected to fill specific needs.

### PE 3G\* — Golf

1½ Units

Class Hours: 1 lecture, 2 activity

Development of skill in playing golf. The course covers etiquette, rules, and techniques of playing golf.

- PE 3H\* — Jogging for Fitness** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 This course is designed to help the individual improve his physical health and general well being. The course is open to all students. Emphasis will be placed on endurance training with a gradual increase of running. Special attention will be given to cardiovascular fitness and weight control.
- PE 3I\* — Sailing** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 An introduction to the theory and techniques involved in sailing small sloop rigged boats. An introduction to racing rules and tactics will also be included. Lab or materials fee may be required.
- PE 3J\* — Racquetball** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 The game of racquetball, using the basic principles of handball, is played on an indoor court with a special racquet. The course is designed to cover the fundamentals, strategy, and tactics of this very fast moving game. Lab or materials fee may be required.
- PE 3K\* — Figure Control** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 Instruction and supervised practice in the techniques of progressive resistance exercises using barbells and other weight training equipment. Deals with principles of weight control.
- PE 3L\* — Skiing** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 This course will cover the G.L.M. dry land ski instruction. The course will also cover the purchasing, care and repair of ski equipment and clothing. Lab or materials fee may be required.
- PE 3M\* — Handball** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 A course designed to develop the fundamental techniques and knowledge essential to the game of handball. Instruction is modified to encompass three wall courts.
- PE 3N\* — Swimming for Fitness** **1½ Units**  
 Prerequisite: Basic swimming ability  
 Class Hours: 1 lecture, 2 activity  
 This course is designed to improve swimming techniques of swimmers. Emphasis will be placed on endurance training for improved cardiovascular fitness and weight control. Attention will also be given to survival techniques and emergency procedures.
- PE 3Q\* — Aerobic Dancing for Fitness** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 Instruction and supervised practice in aerobic dancing as a series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination, rhythm as well as endurance and strength. *Transfer credit: CSUC; UC.*
- PE 3R\* — Floor Exercise - Tumbling** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 Development of proficiency in elementary skills of tumbling and gymnastics with principles of fitness and the development and maintenance of a high level of efficiency. Emphasis on the development of proficiency in the elementary skills of apparatus.
- PE 3S\* — Gymnastics - Apparatus** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 Development of proficiency in elementary skills of tumbling and gymnastics with emphasis on safety, basic understanding, and appreciation. Also emphasis on body balance, tumbling, trampoline, and introduction to apparatus.
- PE 3T\* — Tennis** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 A course designed to cover beginning skills of tennis including etiquette, rules, and techniques of play. Lab or materials fee may be required.
- PE 3Y\* — Yoga** **1½ Units**  
 Class Hours: 1 lecture, 2 activity  
 Hatha yoga, an eastern approach to physical well-being that includes relaxation techniques, specific therapy for body control, good health, and some techniques for mental and emotional control. Background of Hatha Yoga and diet will also be covered.

## 5. Beginning Dance Classes

- PE 5 B\* — Ballet** **1½ Units**  
Class Hours: 1 lecture, 2 activity  
An introduction to basic ballet techniques. Classes will include exercises at the barre to develop flexibility, strength, control and resilience and center practice of simple Port des Bras, Adage and Allegro combinations.
- PE 5 D\* — Folk, Square, Ethnic Dance** **1½ Units**  
Class Hours: 1 lecture, 2 activity  
Development of Ethnic dance skills, understanding and appreciation. Experiences in Folk, Square, and Round dancing.
- PE 5 E\* — Modern Dance** **1½ Units**  
Class Hours: 1 lecture, 2 activity  
Development of proficiency of modern dance technique, skills and development of an understanding and appreciation of modern dance as an art form.
- PE 5 H\* — Social Dance** **1½ Units**  
Class Hours: 1 lecture, 2 activity  
Introduction to basic steps in the foxtrot, cha cha, swing, waltz, tango, samba, rumba, polka, or selected current novelty dances - disco. Open to couples and singles.
- PE 5 J\* — Modern Jazz** **1½ Units**  
Class Hours: 1 lecture, 2 activity  
Development of proficiency in jazz technique and skills and development of an understanding and appreciation of jazz as a dance form.

### Intermediate Activity Courses

Students may repeat intermediate Physical Education activity courses for credit.

## 6. Intermediate Combative Activities

- PE 6G\* — Self-Defense and Assault Prevention** **1 Unit**  
Prerequisite: PE 1G  
Class Hours: 2 lecture/laboratory  
Lecture and demonstration of practical self-defense, community safety, and assault prevention. The course emphasizes methods and techniques of defense against weapon assault.
- PE 6J\* — Judo** **1½ Units**  
Prerequisite: PE 1J or equivalent  
Class Hours: 1 lecture, 2 activity  
Development of skill in the advanced fundamentals and techniques of judo.
- PE 6K\* — Karate** **1½ Units**  
Prerequisite: PE 1K or equivalent  
Class Hours: 1 lecture, 2 activity  
Development of skill in the advanced fundamentals and techniques of Karate.
- PE 6W\* — Wrestling** **1½ Units**  
Prerequisite: PE 1W or equivalent  
Class Hours: 1 lecture, 2 laboratory  
A continuation of beginning wrestling (PE 1W) with advanced techniques and takedown, rides, escapes, and falls. Advanced instruction given concerning pinning combination, strategies and tactics.
- ## 7. Intermediate Team Activities
- PE 7A\* — Baseball** **1½ Units**  
Class Hours: 1 lecture, 2 activity  
Class in which advanced techniques and strategies of baseball are developed. A high degree of skill is emphasized during actual games.
- PE 7B\* — Basketball** **1½ Units**  
Prerequisites: Basketball experience, understanding of the rules.  
Class Hours: 1 lecture, 2 activity  
Advanced techniques and strategies in basketball. A continuing development of a high degree of skill is emphasized.
- PE 7D\* — Soccer** **1½ Units**  
Prerequisite: PE 2D or equivalent  
Class Hours: 1 lecture, 2 activity  
Advanced techniques and skills in the game of soccer.



- PE 7E\* — Rugby** **1½ Units**  
 Prerequisite: PE 2E or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Advanced development of the skills in playing rugby. The course covers advanced skills in passing, kicking, and offensive and defensive strategy.
- PE 7F\* — Football** **1½ Units**  
 Prerequisite: Advanced football ability  
 Class Hours: 1 lecture, 2 activity  
 Development of advanced skills in football and the theory behind the different styles of play.
- PE 7M\* — Softball** **1½ Units**  
 Prerequisite: PE 2M or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Class in which advanced techniques and strategies of softball are developed. Development of a high degree of skill is emphasized during actual games.
- PE 7Q\* — Track** **1½ Units**  
 Prerequisite: Basic track ability  
 Class Hours: 1 lecture, 2 activity  
 Advanced technique and strategies in track and field. A continuing development of a high degree of skill is emphasized in the preparation for a competitive season. Special attention will be given to the research of the skills needed for the proficiency in the sport. This is a requirement for varsity track candidates.
- PE 7V\* — Volleyball** **1½ Units**  
 Prerequisites: PE 2V or playing ability in volleyball  
 Class Hours: 1 lecture, 2 activity  
 Advanced techniques and strategies in playing power volleyball at the six, four and two man levels. A continuing development of high level skills is emphasized.

### **8. Intermediate Individual Activities**

- PE 8A\* — Archery** **1½ Units**  
 Prerequisite: PE 3A or equivalent  
 Class Hours: 1 lecture, 2 activity  
 A continuing study of archery with technique emphasis upon advanced skills. Lab or materials fee may be required.
- PE 8B\* — Backpacking and Outdoor Survival** **2 Units**  
 Prerequisite: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.  
 Class Hours: 1 lecture, 3 activity  
 Instruction in practical skills and background information as well as field experience necessary for implementing basic knowledge of competent, pleasurable, prudent, educational living out-of-doors. Completion of this course will be further preparation for the student to study and experience the mountain, desert and snow wilderness under adverse as well as under ideal conditions.
- PE 8BX — Backpacking and Outdoor Survival** **1½ Units**  
 Prerequisites: Physical fitness level for mountain hiking and adequate backpacking equipment for participation.  
 Class Hours: 1 lecture, 2 activity  
 The class will offer instruction in practical skills and background information as well as field experience necessary for implementing basic knowledge of competent, pleasurable, prudent, educational living out-of-doors. Completion of this course will be further preparation for the student to study and experience the mountain, desert and snow wilderness under adverse as well as under ideal conditions. *Transfer Credit: CSUC; UC*
- PE 8C\* — Badminton** **1½ Units**  
 Prerequisite: PE 3C or Intermediate skills test  
 Class Hours: 1 lecture, 2 activity  
 Advanced techniques and strategies in badminton including participation in competitive tournaments and ladders.
- PE 8D\* — Bicycle Riding** **1½ Units**  
 Prerequisite: PE 3D  
 Class Hours: 1 lecture, 2 activity  
 A more advanced course in bicycle riding building on the skills and techniques learned in PE 3D. This sport has high life time physiological and psychological benefits.

- PE 8E\* — Bowling** **1½ Units**  
 Prerequisite: PE 3E or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Advanced techniques and strategies in bowling and participation in competitive events. Lab or materials fee may be required.
- PE 8F\* — Body Conditioning** **1½ Units**  
 Prerequisite: PE 3F or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Advanced techniques and skills of the principles of fitness and the development and maintenance of a high level of efficiency.
- PE 8G\* — Golf** **1½ Units**  
 Prerequisite: PE 3G or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Advanced techniques and skill development with special emphasis on links play. Students are assigned play on local courses at their own expense.
- PE 8H\* — Jogging for Fitness** **1½ Units**  
 Prerequisite: PE 3H or equivalent  
 Class Hours: 1 lecture, 2 activity  
 This course will develop one's cardiovascular system and take a closer examination of training methods.
- PE 8J — Racquetball** **1½ Units**  
 Prerequisite: PE 3J or equivalent  
 Class Hours: 1 lecture, 2 activity  
 This class is a continued development of advanced skills and strategy of Racquetball. A refinement of the over-all game. Lab or materials fee may be required.
- PE 8JX — Racquetball** **1 Unit**  
 Prerequisites: PE 3J or equivalent  
 Class Hours: ½ lecture, 1½ activity  
 This class is a continued development of advanced skills and strategy of Racquetball. A refinement of the over-all game. Lab or materials fee may be required. *Transfer Credit: CSUC; UC*
- PE 8K — Figure Control** **1½ Units**  
 Prerequisite: PE 3K or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Intermediate instruction and supervised practice in the techniques of progressive resistance exercises using barbells and other weight training equipment.
- PE 8L\* — Skiing** **1½ Units**  
 Prerequisite: PE 3L or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Development of intermediate skiing techniques with skiing on artificial and real snow. Lab or materials fee may be required.
- PE 8M\* — Handball** **1½ Units**  
 Prerequisite: PE 3M or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Development of advanced skills in handball and introduction to tournament play. A continuation of beginning handball stressing strategy and competition.
- PE 8Q — Intermediate Aerobic Exercise/Dancing for Fitness** **1½ Units**  
 Prerequisites: PE 3Q  
 Class Hours: 1 lecture, 2 activity  
 Instruction and supervised practice in aerobic dancing as a series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination, rhythm as well as endurance and strength. *Transfer Credit: USUC; UC*
- PE 8S\* — Gymnastics** **1½ Units**  
 Prerequisites: PE 3R and PE 3S or equivalent  
 Class Hours: 1 lecture, 2 activity  
 Development of fundamental skills in tumbling, free exercise and apparatus for those already trained in the elementary gymnastic skills.
- PE 8T\* — Tennis** **1½ Units**  
 Prerequisite: PE 3T or a skills test by instructor  
 Class Hours: 1 lecture, 2 activity  
 Development of higher proficiency and performance of tennis skills with special emphasis on game strategy and technique. Lab or materials fee may be required.

## 10. Intermediate Dance Classes

- PE 10B\* — Ballet** **1½ Units**  
Prerequisite: PE 5B or equivalent  
Class Hours: 1 lecture, 2 activity  
A continuation of beginning ballet commensurate with the ability of the students.
- PE 10D\* — Folk, Square and Ethnic Dance** **1½ Units**  
Prerequisite: PE 5D or equivalent  
Class Hours: 1 lecture, 2 activity  
A continuation of study in Folk, Square, and Ethnic dance skills
- PE 10E\* — Modern Dance** **2 units**  
Prerequisite: PE 5E or equivalent  
Class Hours: 1 lecture, 3 activity  
A continuing study of modern dance with technique emphasis upon combination of basic skills. Study of the dance phrase with integration of elements of rhythm, design, dynamics and motivation change.
- PE 10G\* — Improvisation** **1½ Units**  
Prerequisite: One beginning dance class or equivalent  
Class Hours: 1 lecture, 2 activity  
Experience in creating appropriate movement responses to express ideas and feelings. Students will explore various stimulus situations with the ultimate aim at recreating and developing their initial spontaneous responses in the organic form of the dance.
- PE 10H\* — Social Dance** **1½ Units**  
Prerequisite: PE 5H or equivalent  
Class Hours: 1 lecture, 2 activity  
Continuation of practice and step acquirement in the Foxtrot, Cha Cha, Swing, Waltz, Tango, Samba, Rumba, Polka, and selected novelty dances. Open to couples and singles.
- PE 10J\* — Modern Jazz** **1½ Units**  
Prerequisite: PE 5J or equivalent  
Class Hours: 1 lecture, 2 activity  
A continuation of beginning modern jazz with emphasis on style and form.

## ADVANCED ACTIVITY COURSES

Students may repeat advanced Physical Education activity courses for credit.

### 11. Advanced Team Activities

- PE 11D\* — Soccer** **2 Units**  
Prerequisite: PE 7D or equivalent  
Class Hours: 1 lecture, 3 activity  
Open to students interested in competing at the collegiate level. Emphasis of instruction will be on the fundamental skills, rules, team strategies and team play.
- PE 11V\* — Volleyball** **2 Units**  
Prerequisites: PE 7V or equivalent  
Class Hours: 1 lecture, 3 activity  
Continued development of fundamental techniques of volleyball; introduction of advanced strategies of power volleyball; participation in amateur volleyball tournaments held in the community.

### 13. Advanced Individual Activities

- PE 13C\* — Body Conditioning** **1½ Units**  
Prerequisite: Desire to participate in varsity athletics at Moorpark College  
Class Hours: 1 lecture, 2 activity  
A weight training and conditioning course designed to build strength, power and bulk necessary for the athlete's sport. Exercises will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and power lifting for lower body. Emphasis will be placed on power lifting. The conditioning phase will emphasize the development of agility, coordination, balance and speed.
- PE 13K — Advanced Karate** **1½ Units**  
Prerequisites: PE 6K  
Class Hours: 1 lecture; 2 laboratory  
This course provides the student with advanced techniques in Kata and Karate, self defense, defense against weapons, weapons training as an extension of motor coordination skills, advanced study of the philosophy and history of martial arts. *Transfer credit: CSUC; UC*

**PE 13S — Life Saving** **1 Unit**

Prerequisite: Intermediate Swimming or equivalent  
Class Hours: 9 lecture, 21 activity total  
Instruction and practice in American Red Cross (Advanced) Senior Life Saving and Water Safety. Emphasis is placed on personal safety, safety and self rescue in the use of small craft, elementary forms of rescue, the swimming rescue, basic first aid, artificial respiration, American Red Cross Certification in Senior Life Saving.

**PE 13T\* — Tennis** **1½ Units**

Prerequisite: PE 8T or equivalent.  
Class Hours: 1 lecture, 2 activity  
Advanced techniques and theory of playing tennis - strategy of tournament playing. Lab or materials fee may be required.

### 14. Adaptive Physical Education

**PE 14\* — Adaptive Physical Education** **1½ Units**

Prerequisites: Classification for enrollment by Director of School Health Services and College Physician.

Class Hours: 1 lecture, 2 activity

A special course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be classified by the college physician as to the type of physical activity in which they may participate. Each student is given individual attention in terms of adapted and recreational activities suited to his/her work.

**PE 14S — Adapted Swimming** **1½ Units**

Prerequisites: Verification of disability

Class Hours: 1 lecture; 1½ laboratory

This is a basic swimming class with instruction tailored to the individual needs of students in relation to their particular handicap and swimming ability. *Transfer credit: CSUC (co-numbered Sp Ed 23)*

### 15. Advanced Dance Classes

**PE 15B†—Ballet** **2 Units**

Prerequisite: PE 10B or equivalent

Class Hours: 1 lecture, 3 activity

A continuation of intermediate ballet. This course involves the analysis of kinesthetic principles as they apply to ballet.

**PE 15E†—Modern Dance** **2 Units**

Prerequisite: PE 10E or equivalent

Class Hours: 1 lecture, 3 activity

A continuation of intermediate modern dance technique with emphasis on skills of performance. Development in techniques of dance composition.

**PE 15K † — Dance Production** **1-2 Units**

Prerequisites: Beginning and Intermediate Dance or equivalent

Class Hours: 1 lecture, 1-3 activity

Practical experience in the many phases of dance concert and demonstration; i.e., choreography, staging, make-up, costumizing, set designing and construction, lighting, and publicity.

### 16. Creative Movement

**PE 16C† — Creative Movement for Children** **3 Units**

Class Hours: 2 lecture, 3 activity

A presentation of methods and materials which parents and teachers of pre-school and early elementary aged children can utilize in encouraging and directing creative movement experiences, in the school, home, or various organizations.

### 17. Men's Intercollegiate Athletics

**PE 17A\* — Baseball** **3 Units**

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

**PE 17B\* — Basketball** **3 Units**

Prerequisite: Meet the requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

**PE 17C\* — Cross Country** **3 Units**

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

**PE 17F\* — Football** **3 Units**

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

**PE 17G\* — Golf** **3 Units**

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel and put in additional hours beyond the normal activity load.

**PE 17Q\* — Track** **3 Units**

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

**PE 17T\* — Tennis** **3 Units**

Prerequisite: Meets requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. Lab or materials fee may be required.

**PE 17W\* — Wrestling** **3 Units**

Prerequisite: Meet requirements for athletic eligibility in the Western State Conference.

Class Hours: 1 lecture, 9 activity

Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load.

**18. Women's Intercollegiate Activities**

**PE 18B\* — Basketball** **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in basketball at the community college level. Instruction in techniques, strategies and rules.

**PE 18C\* — Cross Country** **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in cross country at the community college level. Instruction in techniques, strategies and rules.

**PE 18Q\* — Track and Field** **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in track and field events at the community college level. Instruction in techniques, strategies and rules.

**PE 18S\* — Softball** **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competing in softball at the community college level. Instruction in techniques, strategies and rules.

**PE 18T\* — Tennis** **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competitive tennis and competing at the community college level. Instruction in techniques, strategies, and rules. Lab or materials fee may be required.

**PE 18V\* — Volleyball** **3 Units**

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

Open to women interested in competitive volleyball and competing at the community college level. Instruction in techniques, strategies, and rules.

**20. Professional Courses**

**PE 20A — Introduction to Physical Education** **2 Units**

Class Hours: 2 lecture

A general survey of the field of Physical Education; exploration of the aims, objectives, scope and contemporary values of Physical Education, project and field work required. *Transfer credit: CSUC; UC*

**21. Theory Courses**

**PE 21A† — Baseball Theory** **2 Units**

Prerequisite: Advanced baseball ability

Class Hours: 1 lecture, 3 activity

Development of advanced skills in baseball and the theory behind the methods and styles of play. Class members will participate in summer baseball program with lab assignments and will have weekly lectures including films and guest lecturers to facilitate instruction. *Transfer credit: CSUC, UC*

**PE 21B† — Basketball Theory** **2 Units**

Prerequisite: Advanced basketball ability; coaching or playing experience.

Class Hours: 2 lecture

Development of advanced skills in basketball and the theory behind different styles of play. Including studying of films, drills, rules, and techniques of coaching. *Transfer credit: CSUC, UC*

**PE 21F† — Football Theory** **2 Units**

Prerequisite: Advanced football ability

Class Hours: 1 lecture, 3 activity

Development of advanced skills in football and the theory behind the different styles of play, including studies of films, drills, rules, and techniques of coaching. *Transfer credit: CSUC, UC*

**PE 21T† — Track and Field Theory** **2 Units**

Prerequisite: Interest in track and field performance field events.

Class Hours: 1 lecture, 3 laboratory

An in-depth analysis of teaching all track and field events. Special emphasis will be on the use of various medias (films, tapes, literature) to understand the proper technique for each event. *Transfer credit: CSUC, UC*

**22. Independent Studies**

**PE 22A/B — Independent Studies in Physical Education** **1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of physical education on an independent study basis. Assigned problems will involve laboratory and field work. May be taken for credit to a maximum of 6 units.

**PROFESSIONAL ACTIVITIES COURSES**

These courses are designed to introduce the prospective physical education major/minor to the basic knowledge and skills essential for the appreciation and performance in the sports or physical activities listed below. The courses cover history, strategy, rules, safety precautions, and basic fundamental skills.

### 23. Professional Activities

**PE 23A†—Professional Activities I** **2 Units**  
Prerequisite: PE major/minor  
Class Hours: 1 lecture, 3 activity  
Activities: Archery, badminton, basketball, volleyball.

**PE 23B† — Professional Activities III** **2 Units**  
Prerequisite: PE major/minor  
Class Hours: 1 lecture, 3 activity  
Activities: Golf, tennis, track, weight training.

**PE 23S† — Water Safety Instructor** **1 Unit**  
Prerequisite: Current Red Cross Advanced Life Saving Certificate  
Class Hours: 9 lecture, 21 activity total  
The theory and practical techniques needed in teaching water safety techniques and procedures. Course includes certification as an American Red Cross Water Safety Instructor. Instructor with authorization to teach and certify swimming and life-saving classes.

### 24. Men's Professional Activities

**PE 24A† — Men's Professional Activities II** **2 Units**  
Prerequisite: PE major/minor  
Class Hours: 1 lecture, 3 activity  
Activities: Baseball, football, rugby, soccer.

**PE 24B† — Men's Professional Activities IV** **2 Units**  
Prerequisite: PE major/minor  
Class Hours: 1 lecture, 3 activity  
Activities: Basic dance, gymnastics, handball, wrestling.

### 25. Women's Professional Activities

**PE 25A† — Women's Professional Activities II** **2 Units**  
Prerequisite: PE major/minor  
Class Hours: 1 lecture, 3 activity  
Activities: Field hockey, flag football, self defense, soccer, softball.

**PE 25B† — Women's Professional Activities IV** **2 Units**  
Prerequisite: PE major/minor  
Class Hours: 1 lecture, 3 activity  
Activities: Basic dance, modern dance, gymnastics.

### 26. Women's Sports Officiating

**PE 26A/B† — Women's Sports Officiating** **2½ /2½ Units**  
Prerequisite: PE major/minor  
Class Hours: 2 lecture, 1 activity  
Instruction and laboratory experience in sports officiating for women. Fall semester covers individual sports, spring semester team sports.

### 27. Men's Sports Officiating

**PE 27A/B† — Men's Sports Officiating** **2½ /2½ Units**  
Prerequisite: PE major/minor  
Class Hours: 2 lecture, 1 activity  
Instruction and laboratory experience in sports officiating for men. Proficiency ratings required to successfully complete the course. Football, basketball, soccer, wrestling are covered during the fall semester; track, baseball, rugby, volleyball are covered in the spring.

### 28. Pep Squad

**PE 28\* — Pep Squad** **2 Units**  
Class Hours: 7 activity  
This course is for students interested in the Pep Squad. The course is designed to develop cheer leading skills through instruction in gymnastics and dance.

## Physical Science

**PHYS SC 1 — Introduction to Physical Science** **3 Units**  
Class Hours: 2 lecture, 3 laboratory  
Experimental approach to the nature of the physical world, emphasizing the basic principles of Chemistry and Physics and the ways in which these principles affect matter. Representative topics to be investigated include properties of matter, mixtures and their separations, radioactivity, atomic and molecular theories, and energy. Previous enrollment in Math 1 or equivalent is recommended but not required. *Transfer credit: CSUC; UC*

**PHYS SC 2 — Science In Literature****3 Units**

Class Hours: 3 lecture

A reading and discussion course to study the principles of science dealt with in non-technical literature. Science fiction novels and short stories will be the principal source of reading material.

*Transfer credit: CSUC; UC***PHYS SC 3 — Measuring Metric****1 Unit**

Class Hours: 1 lecture

A course in the use of the metric system designed to prepare the student to "think metric." Concepts and fundamentals of metric measure with the emphasis on applications to various occupational and domestic areas.

**PHYS SC 4 — Physical Oceanography****3 Units**

Class Hours: 3 lecture

Introduction to physical oceanography. The course will consider the geological, physical and chemical characteristics of the ocean. Topics to be covered include the formation of the ocean basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. *Transfer credit: CSUC; UC*

**PHYS SC 5 — Introduction to Meteorology****3 Units**

Class Hours: 3 lecture

Introduction to meteorological phenomena; energy, atmospheric circulation, precipitation, storms. Interrelationships between land, sea and atmosphere. Introduction to meteorological instrumentation and reporting. Interpretation of data. Introduction to Aviation Weathers, Weather Modification. (Co-numbered Geog 5) *Transfer credit: CSUC; UC*

**PHYS SC 5L — Introduction to Meteorology Laboratory****1 Unit**

Prerequisites: Phys Sc 5/Geog 5 concurrent or equivalent.

Class Hours: 3 laboratory

Laboratory to accompany Phys Sci 5. Introduction to meteorological observation; cloud identification, instrumentation; interpretation of weather charts and data; weather system identification and analysis. Field trips required. (Co-numbered Geog 5L) *Transfer credit: CSUC; UC*

**PHYS SC 7 — Glass Fabrication and Coating****1 Unit**

Class Hours: 3 Laboratory

A laboratory course which introduces the students to the basic techniques of scientific glassblowing and optical coating. Topics include: glasses and glassblowing equipment, simple seals, ring seals, graded seals, electrodes, leak detection techniques, vacuum systems, metallic and dielectric coating of thin films. (co-numbered LET 7) *Transfer credit: CSUC*

**PHYS SC 10 — An Introduction to Astronomy****3 Units**

Class Hours: 3 lecture

A general interest course that will survey some major consideration in space such as the solar system, birth and death of stars, dimensions of the universe, pulsars, quasars, black holes and the destiny of the universe. *Transfer credit: CSUC; UC*

**PHYS SC 12— Engineering Materials****3 Units**

Prerequisite: Chem 1A

Class Hours: 3 lecture

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

**PHYS SC 16 — Engineering Statics and Strength of Materials****4 Units**

Prerequisite: Engr 12 and Math 25B

Class Hours: 4 lecture

Vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, theories of strength. (co-numbered Engr 16) *Transfer Credit: CSUC; UC*

**PHYS SC 22A/B — Independent Studies in Physical Science 1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of physical science on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See Counselor.*



# Physics

## **PH 2A/B — General Physics**

**4/4 Units**

Prerequisites: High school mathematics through trigonometry or Math 3 or equivalent; Ph 2A for 2B.

Class Hours: 3 lecture, 3 laboratory

PH 2A: An introduction to mechanics, heat and sound. A descriptive course with some quantitative work. Demonstration lectures and solution of problems. A course designed to meet the needs of medical, dental, optometry, and liberal arts students. The role of the laboratory is defined and basic arts of planning, execution, analysis and synthesis in experimentation is practiced.

PH 2B: An introduction to electricity, optics, atomic, nuclear and relativistics physics. Demonstrations, lectures, assignment of problems, and laboratory experiments. A continuation of Ph 2A. *Transfer credit: CSUC; UC credit limitations. See counselor*

## **PH 4 — Mechanics of Solids and Fluids**

**5 Units**

Prerequisites: Math 25A and Physics 12 or equivalent.

Corequisite: Math 25B.

Class Hours: 4 lecture, 3 laboratory

And introductory study of statics and dynamics of particle, rigid bodies, plus an introduction to hydrostatics and hydrodynamics. This course uses calculus and vector analysis and is intended for majors in physics, engineering, chemistry, or mathematics. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

## **PH 5 — Electricity and Magnetism**

**4 Units**

Prerequisites: Physics 4 and Math 25B.

Corequisite: Math 25C.

Class Hours: 3 lecture, 3 laboratory

An introduction to electricity and magnetism. Emphasis is placed on understanding of field theory and applications of calculus. Topics include: gravitational, electric and magnetic field; Coulomb's Law; Gauss' Law; Faraday's Law; Amperes Law; Biot-Savart Law; Ohms Law; A.C. and D.C. circuits; and introductory electronics. *Transfer credit: CSUC; UC*

## **PH 6 — Heat, Sound, Optics and Modern Physics**

**4 Units**

Prerequisites: Physics 5, and Math 25C.

Class Hours: 3 lecture, 3 laboratory

An introduction to geometrical optics, wave motion (sound and light), physical optics, thermodynamics. Selected topics in quantum mechanics and special relativity are discussed at an elementary level. The solution of problems in vector calculus and differential equations is demonstrated. *Transfer credit: CSUC; UC*

## **PH 10 — Descriptive Physics**

**3 Units**

Class Hours: 3 lecture

Basic principles of physics with topical applications. A descriptive course for non-science majors. *Transfer credit: CSUC; UC credit limitations. No credit at UC if taken after Physics 2A or Physics 4. See Counselor.*

## **PH 10L — Descriptive Physics Laboratory**

**1 Unit**

Prerequisite: Prior or concurrent enrollment in Physics 10

Class Hours: 3 laboratory

This is an introductory laboratory course in the elements of classical and modern physics for non-science oriented students. The topics to be covered are mechanics, electricity, wave motion, heat, light, and atomic and nuclear physics. *Transfer Credit: USUC; UC*

## **PH 11 — The Physics of Music**

**3 Units**

Prerequisite: Math 1 or equivalent

Class Hours: 3 lecture

This course is designed for students majoring in music or with a strong interest in the subject. Topics will include: the generation, transmission and reception of acoustic vibrations, the characteristics of musical sound, room acoustics, musical instruments, the human voice, elementary electricity, magnetism and electronics, high fidelity sound systems with emphasis on consumer applications. *Transfer credit: CSUC; UC*

## **PH 11L — The Physics of Music Laboratory**

**1 Unit**

Prerequisite: Prior or concurrent enrollment in Physics 11

Class Hours: 3 laboratory

This laboratory course designed to familiarize the students with the instrumentation used to measure and evaluate sound production and reproduction equipment. Use of instruments such as signal generators, spectrum analyzers, and oscilloscopes will be demonstrated. No previous experience in electronics is required. *Transfer credit: CSUC; UC.*

## **PH 12 — Introduction to Physics**

**3 Units**

Prerequisites: Math 6 or equivalent.

Class Hours: 3 lecture

This is an introductory course covering the basic principles of physics. Emphasis will be on mechanics and electricity. *Transfer credit: CSUC; UC limitations. No credit at UC if taken after Physics 2A, 4, or 10. See Counselor.*

## **PH 22A/B — Independent Studies in Physics**

**1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of physics on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See Counselor.*

# **Physiology**

## **PHYS 1 — Human Physiology**

**5 Units**

Prerequisites: Chem 12 or equivalent and Bio 2A

Class Hours: 4 lecture, 3 laboratory

Functioning of the human organism; consideration of organ systems and basic structure as necessary to understand the physiological principle involved; laboratory experiments and/or demonstrations to illustrate basic physiological principles, techniques and instruments. *Transfer credit: CSUC; UC*

## **PHYS 2 — Physiology of Nutrition**

**3 Units**

Prerequisites: HE 10

Class Hours: 3 lecture

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

# **Political Science**

## **POL SC 1 — Introduction to Government**

**3 Units**

Class Hours: 3 lecture

Basic principles and major areas of study within political science particularly as they apply to American, federal, state, and local government and politics. The student will do research and writing on special topics, and selected political problems will be used to supplement the lectures and discussions. The course is designed for social science majors, behavioral science majors; and others with strong interest in this area. *Transfer credit: CSUC; UC*

## **POL SC 2 — Comparative Government**

**3 Units**

Class Hours: 3 lecture

A comparative study of political and cultural factors that are important in determining political institutions. Industrialized areas are compared with those having less industrialization. Countries studied include the United States, the Soviet Union, China, Japan, and representative European, Latin American, or African nations. *Transfer credit: CSUC; UC*

## **POL SC 3 — American Government and Politics**

**3 Units**

Class Hours: 3 lecture

Survey of the main characteristics, historical background, contemporary principles, structure, practice and issues of American government, including the national, California state and local government. *Transfer credit: CSUC; UC*

## **POL SC 4 — International Relations**

**3 Units**

Prerequisites: Any one of the following classes: CH ST 8, POL SC 1, 2, 3, 7, 8 or URBAN 1A

Class Hours: 3 lecture

The course is a study of relations between sovereign units. It will concentrate on international organization, theoretical proposals toward and possibilities for world peace, the mechanics of politics among nations, and will consider the formation of American foreign policy. Attention will be paid to the relationship between domestic and foreign politics, and to the cultural origins of policy. *Transfer credit: CSUC; UC*

**POL SC 7 — Minority Groups****3 Units**

Class Hours: 3 lecture

A study of political problems which are faced by racial and ethnic minorities in the United States. The focus of this course is to examine the impact and consequences of formal and informal racism, discrimination and sexism which have precluded the full participation of many racial and ethnic groups in the mainstream of American Life. The major emphasis shall be placed on the political process which is often seen as a vehicle for compromising and negotiating majority-minority relations in an attempt to maintain social equilibrium. *Transfer credit: CSUC; UC*

**POL SC 8 — Political Patterns in the U.S.****3 Units**

Class Hours: 3 lecture

Fundamental principles of U.S. Government, federal, state and local in theory and practice. Emphasis on state and local government of the Southwest with particular attention given to the legislative process, political parties, pressure groups, and implementation of policy at county and municipal levels. Special emphasis on the participation of the Mexican-American in our political institutions. (Co-numbered ChSt 8) *Transfer credit: CSUC; UC*

**POL SC 9 — Adjudication of Social Issues****3 Units**

Class Hours: 3 lecture

Exploration of important social issues from a legal point of view. Examines such topics as abortion, drugs, equal rights of women and minority groups, free speech and press, obscenity, privacy, consumers' rights, environmental protection, and the death penalty using the case method approach. *Transfer credit: CSUC; UC*

**POL SC 10 — Public Administration and Policy Development****3 Units**

Prerequisites: Prior course in Social Science.

Class Hours: 3 lecture

The course is designed to help the student develop an understanding of what public administration is, how decisions are made in the public bureaucracy, what its tasks are, and how it goes about accomplishing these tasks. In addition to the politics of administrative organization, personnel management, budget administration, and public relations, Government service as a career is also discussed. *Transfer credit: CSUC; UC*

**POL SC 22A/B — Independent Studies in Political Science****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of political science on an independent basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**POL SC 60A-Z — Topics in Political Science****1-3 Units**

Prerequisites: To be determined with each topic.

Class Hours: To be determined with each topic.

A course considering specialized, specific topics in Political Science which are not covered in great detail in the general Political Science course offerings. Topics offered from time-to-time may include Elections, Political Parties, Political Theory, Ideology, Technology and the Future, Selected Area and Country Studies, Political Economy, Methodology, Field Courses, Aspects of Political Change. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

**60C — Politics in the Middle East****3 Units**

Class Hours: 3 lecture

## Psychology

**PSYCH 1A — Introduction to Psychology****3 Units**

Class Hours: 3 lecture

An introduction to the subject matter of psychology with emphasis on heredity and environment, growth and development, sensation and perception, motivation and emotion, learning and cognition, personality, social psychology, mental illness and mental health. *Transfer credit: CSUC; UC*

**PSYCH 1B — Introduction to Psychobiology and Experimental Psychology (S)**

**4 Units**

Prerequisites: Psych 1A.

Class Hours: 4 lecture

An Introduction to psychobiological and experimental methodology in psychology with an emphasis on the scientific method, basic statistics, and the physiological bases of behavior. Individual experimental study is included. Recommended as a second course in the major sequence. *Transfer credit: CSUC; UC*

**PSYCH 3 — Psychology of Interpersonal Relationships**

**3 Units**

Class Hours: 3 lecture

Orientation in the use of psychological principles applied in understanding human relationships and developing greater self-awareness. Emphasis will be on the nature of humans, human needs, the processes of personal and social dynamics, mental health, and socialization. A combination of experimental and theoretical approaches is used to increase awareness, understanding, choices, and decision-making. *Transfer credit: CSUC; UC*

**PSYCH 4 — Child Psychology**

**3 Units**

Class Hours: 3 lecture

The focus of this course will be on the psychology of children as well as on basic principles of developmental psychology. While the major emphasis will be on the child as a person, exploration of the personal, societal, and cultural forces important from birth to puberty will be made. *Transfer credit: CSUC; UC*

**PSYCH 5 — Social Psychology**

**3 Units**

Class Hours: 3 lecture

A study of human and social relationships. Topics of study include personal interaction, structure and leadership, role and status, fads and fashions, attitude formation and change, communication and propaganda, nature of prejudice and social change. Stress is placed upon methods of easing group tensions and solving current problems. (co-numbered Soc 5) *Transfer credit: CSUC; UC*

**PSYCH 6 — The Psychology of Sex Differences**

**3 Units**

Class Hours: 3 lecture

This course explores the psychological, physiological and sociological determinants of sex differences. Included in this exploration are such topics as sex role development, role conflicts, common stereotypes of the sexes, male and female sexuality, and the psychological implications of the feminist movement. *Transfer credit: CSUC; UC*

**PSYCH 7 — Developmental Psychology (Life span)**

**3 Units**

Class Hours: 3 lecture

An introduction to the physical, emotional, cognitive, social and cultural aspects of development from conception to death. Emphasis will be placed on acquiring an understanding of the processes of development throughout the life span. Normative behaviors for specific ages and developmental stages will be examined. Selected theories of development and contemporary issues in development will be included. *Transfer credit: CSUC*

**PSYCH 22A/B — Independent Studies in Psychology**

**1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of psychology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor*

**PSYCH 30 — Psychological Aspects of Aging**

**3 Units**

Class Hours: 3 lecture

This course explores psychodynamic behaviors over the life span with the focus being on the development of the adult. The psychological needs of the aging adult and the responses to these needs by others will be explored. *Transfer credit: CSUC*

**PSYCH 60A-Z — Topics in Psychology****1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A course considering specialized, specific topics in psychology which are not covered in great detail in the general psychology course offerings. Topics to be offered from time to time include: Adolescence, Abnormal Psychology, Aging, Drugs and Behavior, Parapsychology, Mental Retardation, Modern Therapies, Human Sexuality, Behavior Modification, Hypnosis, Humanistic Psychology, Sex Roles and Socialization, Death and Dying, Biological Feedback, Aggression and Violence, Childhood Disorders. *Transfer credit: CSUC; UC maximum credit 3 units.*

Topics which have been developed include:

**60A — Abnormal Psychology****3 Units**

Prerequisite: A previous course in psychology.

Class Hours: 3 lecture

**60D—Death and Dying****1½ Units**

Class Hours: 24 lecture total

**60E — Ethical Issues in Research****½ Unit**

Class Hours: 8 lecture total

**60F — Parenting****1½ Units**

Class Hours: 24 lecture total

**60G — Childhood Disorders****1½ Units**

Class Hours: 24 lecture total

**60H — Altered States of Consciousness****1½ Units**

Class Hours: 24 lecture total

**60I — Human Sexuality****1 Unit**

Class Hours: 16 lecture total

**60J — Modern Therapies****1½ Units**

Class Hours: 24 lecture total

**60K — Human Sexuality****1½ Units**

Class Hours: 24 lecture total

**60O — Research Seminar****1 Unit**

Class Hours: 16 lecture total

**60Q — Parapsychology****1½ Units**

Class Hours: 24 lecture total

**60V — Research Seminar****1½ Units**

Class Hours: 24 lecture total

## Reading

**READ 1A — Basic Reading Skills****3 Units**

Prerequisite: Reading test score or counselor recommendation.

Class Hours: 3 lecture, 2 laboratory

Diagnosis of individual reading difficulties; effort to provide student with materials suitable to overcome individual reading problems; improves reading speed, prepares student to take college courses involving reading, builds vocabulary, comprehension, concentration techniques where needed, builds strengths in phonics and dictionary use. This course is designed to improve one's positive self-concept, based upon reading improvement and self-awareness.

**READ 1B — Advanced Lab****1 Unit**

Prerequisite: Read 1A

Class Hours: 3 laboratory

Improvement of skills in reading and studying that were taught in Reading 1A. This course is entirely laboratory, with emphasis on various projects and kits available in the Reading Lab.

**READ 1C — Advanced Lab****1 Unit**

Prerequisite: Read 1B

Class Hours: 3 laboratory

A continuation of the skills in reading and studying that were taught in Read 1B. This course is entirely laboratory, with emphasis on using machines and kits available in the Reading Lab.

**READ 2 — Word Power****3 Units**

Class Hours: 3 lecture, 2 laboratory

The student will receive special training in the basic principles of word analysis. Latin and Greek roots, prefixes and suffixes, synonyms and antonyms, and context clues.

**READ 3 — The Personal Journal****3 Units**

Prerequisites: Writing skills equivalent to English 1A

Class Hours: 3 lecture, 2 laboratory

Use of the Language Experience approach to reading mastery, incorporating the journal process as the basic technique. Both writing and reading one's journal allow for expansion in self-concept and reading ability. Individualized reading programs will be constructed for each student.

**READ 4A — Techniques of Reading****3 Units**

Prerequisites: Read 1A, reading test score, or instructor recommendation.

Class Hours: 3 lecture, 2 laboratory

Techniques and principles of reading, studying and learning; improvement of vocabulary and comprehension power, including skimming and scanning skills; use of mechanical aids; emphasis on college level reading materials with focus on reading for significant details, main ideas, following printed directions. Logic, understanding figurative language, and inferring author's mood, time, purpose, giving reasons for reading in the future. *Transfer credit: CSUC*

**READ 4B — Advanced Reading Lab****1 Unit**

Prerequisite: Read 4A

Class Hours: 3 laboratory

Improvement of skills in reading and studying that were learned in Reading 4A. It is a lab-oriented course in which the student may opt to get specialized help reading in the social sciences, the life and physical sciences and math. Help in advanced vocabulary-building and comprehension are also offered. Instructor counseling is available, but student is expected to function independently. *Transfer credit: CSUC*

**READ 4C — Advanced Reading Lab****1 Unit**

Prerequisite: Read 4B

Class Hours: 3 laboratory

Continued study in the improvement of skills in reading and studying that were learned in Read 4B. Continued specialized help reading in the social sciences, the life and physical sciences and math. Help in advanced vocabulary-building and comprehension are also offered. Instructor counseling is available, but student is expected to function independently. *Transfer credit: CSUC*

**READ 5 — Speed Reading****3 Units**

Prerequisites: Eligibility for English 1A or 1B or equivalent.

Class Hours: 3 lecture, 2 laboratory

Provides instruction and training in rapid reading techniques, advanced study and recall methods, and vocabulary building. *Transfer credit: CSUC*

**READ 22A/B — Independent Studies in Reading****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their skills on an independent study basis. Assigned problems will involve library, laboratory, field work, or a research paper project. May be taken for credit to a maximum of 6 units.

**READ 53A — Basic Reading and Vocabulary for the Spanish Speaking★****3 Units**

Prerequisites: Span 50 and English 51 and English 52 or equivalent.

Class Hours: 2 lecture, 3 laboratory

This course will deal with basic reading skills and vocabulary development through the study of phonics and word derivation. Grammatical analysis of simple sentences will be undertaken, as well, and correct use of parts of speech: verbs, nouns, personal pronouns, and adjectives. (Co-numbered ChSt 53A)

**READ 53B — Intermediate Reading and Vocabulary for the Spanish Speaking★****3 Units**

Prerequisite: Read 53A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will deal with reading textual materials for vocabulary development. Emphasis will be on pronunciation as well as speed and fluency and on developing comprehension through the analysis of parts of speech: adverbs, prepositions, conjunctions, and interjections. (Co-numbered ChSt 53B)

**READ 53C — Advanced Reading and Vocabulary for the Spanish Speaking★ 3 Units**

Prerequisites: Reading 53B and English 54B or equivalent.

Class Hours: 2 lecture, 3 laboratory

Designed to provide individual and group instruction in mastering a variety of reading skills important to successful college work. Reading assignments will be gathered from a variety of sources. In addition to the textbook, newspaper clippings, magazine features, Chicano publications are used. Emphasis is on analysis evaluation, and discussion of current issues. (Co-numbered ChSt 53C)

## Real Estate

**RE 22A/B — Independent Studies in Real Estate****1-3/1-3 Units**

Prerequisites: A previous course in Real Estate and approval of the instructor and Division Director.

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of real estate on independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units.

**RE 89A-Z — Institutes in Real Estate★****½-1½ Units**

Class Hours: 8-24 lecture total

A course considering specialized topics in Real Estate which are not covered in detail in the general Real Estate course offerings. Examples of topics to be offered from time to time include: Current Changes in Real Estate Practices; Current Changes in Real Estate Law; Current Changes in Real Estate Finance and Taxation; Current Changes in Real Estate Appraisal; Current Changes in Land Use Planning; and Current Real Estate Sales and Promotion.

**RE 91 — Real Estate Principles****3 Units**

Class Hours: 3 lecture

Practical study of California real estate law to assist real estate salesmen and real estate brokers. Designed to provide the necessary knowledge required of candidates for the California Real Estate Salesman's Examination. *Transfer credit: CSUC*

**RE 92 — Legal Aspects of Real Estate****3 Units**

Prerequisite: RE 91 or equivalent\*.

Class Hours: 3 lecture

Practical study of California real estate law to assist real estate salesmen and brokers in avoiding the legal problems which arise in conjunction with real estate transactions; case study methods are utilized. *Transfer credit: CSUC*

**RE 93 — Real Estate Practices****3 Units**

Prerequisite: RE 91 or equivalent\*.

Class Hours: 3 lecture

Techniques of operating a real estate business with emphasis on the daily activities of brokers and salesmen; emphasis on securing and qualifying prospects, obtaining listing, and legal factors in the real estate transaction. *Transfer credit: CSUC*

**RE 94A — Real Estate Appraisal****3 Units**

Prerequisite: RE 91 or equivalent\*.

Class Hours: 3 lecture

A first course in real estate appraisal confined largely to residential property with an introduction to investment property valuation; methods and techniques for determining value for loan and insurance purposes; case study situations and actual field work. *Transfer credit: CSUC*

**RE 94B — Appraisal of Income Property****3 Units**

Prerequisite: RE 94A

Class Hours: 3 lecture

Development of skill and judgment in the selection and use of all methods and mechanics of the income approach to the valuation of income-producing properties; apartments, commercial, industrial, and special use properties; land. Acquisition of ability to analyze major types of real estate investments and rate their feasibility. *Transfer credit: CSUC*

**RE 95 — Real Estate Finance****3 Units**

Prerequisite: RE 91 or equivalent\*.

Class Hours: 3 lecture

Practical study and analysis of money markets, interest rates, and real estate financing, with actual case illustrations demonstrating lending policies, problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties. *Transfer credit: CSUC*

**RE 96 — Real Estate Economics****3 Units**

Prerequisite: RE 91 or equivalent\*.

Class Hours: 3 lecture

Economic trends in real estate and land use; dynamic factors which create values in real estate; background for more specialized courses in real estate operation and techniques. *Transfer credit: CSUC*

\*Equivalence to RE 91 can be possession of a California Real Estate Sales License or ability to take a broker's examination.

## Recreation

The UC system allows credit for only one of the Recreation courses that is transferable to that system; students planning to take more than one of these courses should consult a counselor.

**REC 1 — Introduction to Community Recreation****3 Units**

Class Hours: 3 lecture

A general orientation to the field of recreation and parks, and their scope and significance. Study of the agencies and institutions that provide leisure opportunities for the community. Includes history and the nature of recreation as a social force. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**REC 2 — Program Planning in Recreation****3 Units**

Class Hours: 3 lecture

This course will explore the role of the recreation professional and will emphasize the principles of program planning in current use. Various program types, techniques, problems, and evaluation mechanisms will be explored. *Transfer credit: CSUC; UC*

**REC 3 — Recreation Leadership****3 Units**

Class Hours: 3 lecture

The principles of human dynamics as they apply to effective face-to-face and supervisory group leadership are examined in this course. Emphasis is on the identification of various types of groups and the application of leadership techniques to various group situations. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**REC 4 — Social Recreation****3 Units**

Class Hours: 3 lecture

Methods and materials for the planning, organization, and conducting of social activities for various groups. Activities will be discussed, practiced, and/or demonstrated. Low organized games and theme activities will be highlighted. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**REC 5 — Outdoor Recreation****3 Units**

Class Hours: 3 lecture

Areas covered include recreation, conservation, ecology, forestry, camping, and urbanism. Both theory and skills will be included. Field trips including actual hikes and a camp-out will be required. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**REC 8 — Field Experiences in Recreation****3 Units**

Class Hours: 1 lecture, 6 laboratory

A practical experience course in which students are placed in one or more leadership capacities per semester. Students will gain experience by working with public, private, therapeutic and other recreation agencies. May be repeated for credit to a maximum of 6 units. *Transfer credit: CSUC.*

**REC 15 — Intramural Activities****1 Unit**

Class Hours: 3 activity

Supervised intramural activities are scheduled throughout the semester for three hours a week and one unit of elective college credit on a credit/no-credit basis. Competition in selected seasonal activities for all students. This activity does not fulfill the graduation requirements in Physical Education/Health. Open entry/open exit enrollment. Course may be taken for credit to a maximum of 4 units.

**REC 22A/B — Independent Studies in Recreation****1-3/1-3 Units**

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

Class Hours: 1-3

Designed for students who are interested in furthering their knowledge of Recreation Leadership on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units. *Transfer credit: CSUC*



**REC 89A-Z★— Institutes in Recreation★****1/2 -1 1/2 Units**

Class Hours: Variable

Selected topics designed to offer study in specific areas of recreation and to present material not covered in other courses. Also to offer and up-date in-service training methods. Field trips may be required.

## Russian

**RUSS 1 — Elementary Russian I****4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

Experience in pronunciation, comprehension, reading, simple conversation, simple composition. Supplemented by tapes, film and records. Students will participate in lab sessions. *Transfer credit: CSUC; UC*

**RUSS 2 — Elementary Russian II****4 Units**

Prerequisites: Russian I or two years of high school Russian.

Class Hours: 4 lecture, 1 laboratory by arrangement.

Continued experience in pronunciation, comprehension and reading. Intermediate conversation, composition. Supplemented by tapes, film and records. Students will participate in lab sessions. *Transfer credit: CSUC; UC*

**RUSS 22A/B — Independent Studies in Russian****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Russian on an independent study basis. Assigned work will involve library and field work. *Transfer credit: CSUC; UC credit limitations. See counselor.*

## Science

**SCI 89A-Z — Institutes in Science and Math★****1/2 -1 1/2 Units**

Prerequisites: or co-requisite: College level science or mathematics class

Class Hours: variable

A series of lectures, discussions, films, and/or laboratory and field experiences featuring noted natural scientists and mathematicians. This course is designed to educate college students on a wide variety of current, significant topics in the natural sciences and mathematics. *Transfer Credit: USUC; UC*

## Sociology

**SOC 1 — Introduction to Sociology****3 Units**

Class Hours: 3 lecture

Analysis of human relationships through a study of cultural origins, personality development, social interaction, community organization, collective behavior, social change, institutional growth and social movements. *Transfer credit: CSUC; UC*

**SOC 2 — Social Problems****3 Units**

Class Hours: 3 lecture

Sociological analysis of the causes and consequences of social problems confronting contemporary U.S. society such as intergroup conflict, sexism, sexual deviancy, poverty, crime and delinquency, drug addiction and alcoholism. Examination of methodology and use of human skills and resources applied to the study and solution of social problems. *Transfer credit: CSUC; UC*

**SOC 3 — Sociological Analysis (S)****3 Units**

Prerequisite: Soc 1

Class Hours: 3 lecture

Examines the nature and logic of the scientific analysis of society and social institutions. Analyzes various methodological tools utilized in social science research and emphasizes clarification of the basic social science issues. Students are required to analyze specific data collected in the field. No background in statistics or college mathematics is needed. *Transfer credit: CSUC; UC*

**SOC 4 — Marriage and the Family****3 Units**

Class Hours: 3 lecture

A study of the institution of marriage as a significant social unit throughout the world. Dating, mate-selection, courtship, engagement, marriage and parenthood are analyzed trans-culturally. Strong stress on realistic, considerate interaction between family members. Exhaustive analysis and appraisal of societal sex attitudes and individual sexual needs and preferences. Realistic, humanistic child rearing will also be discussed. *Transfer credit: CSUC; UC*

**SOC 5 — Social Psychology****3 Units**

Class Hours: 3 lecture

A study of human social relationships. Topics of study include personal interaction, group interaction, structure and leadership, role and status, fads and fashions, attitude formation and change, communication and propaganda, nature of prejudice and social change. Stress is placed upon methods of easing group tensions and solving current problems. (co-numbered Psych 5).

*Transfer credit: CSUC; UC***SOC 6 — The Chicano in Contemporary Society****3 Units**

Class Hours: 3 lecture

An analysis of the socio-economic and political problems confronting the Chicano with emphasis on proposed solutions. Similarities to other ethnic groups will be incorporated in this analysis. Particular focus is placed on the effects that social institutions have had on the ethnic communities of the Southwest. (Co-numbered Ch St 1) *Transfer credit: CSUC; UC*

**SOC 7 — Field Work in Barrio Studies****3 Units**

Prerequisite: Soc 6 or equivalent.

Class Hours: 2 lecture, 3 laboratory.

Field study observation of selected barrios, institutions, and agencies, to be conducted under supervision after preparatory instruction, to acquaint students with the barrio. (co-numbered Ch St 7). *Transfer credit: CSUC; UC*

**SOC 8 — Minority Group Relations****3 Units**

Class Hours: 3 lecture

Application of sociological theory to the social processes which affect racial, ethnic, and sexual minorities in the United States. An analysis of the relationship between the functions of the institutions of the society and the problems of the minorities will be studied. *Transfer credit: CSUC; UC*

**SOC 22A/B — Independent Studies in Sociology****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Sociology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**SOC 30 — Sociological Aspects of Aging****3 Units**

Class Hours: 3 lecture

This course explores changes in social roles and relationships occurring as a result of the aging process. Specifically, the attitudes of society towards aging and the aged; the changing patterns of individual, family, and group interactions; and the place of the aging minority group members within the society will be examined.

**SOC 60 A-Z — Topics in Sociology****1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A course considering specialized, specific topics in Sociology which are not covered in great detail in general sociology course offerings. Topics to be offered from time-to-time include: Deviant Behavior, Criminology, Law and Society, History of Social Thought, Political Sociology, Policy Making and Social Science, Social Movements, Sexuality in Modern Society, Sociology of Sex Roles, Using Computers in Social Science, Political Economy, Sociology Through Literature, and social stratification. *Transfer credit: UC maximum counselor.credit 3 units.*

Topics which have been developed include:

**60B — Law and Society****3 Units**

Class Hours: 3 lecture

An introduction to the major issues encountered in the study of Law in American society. The philosophical underpinnings of the law and its relations to the legal order will be explored.

**60C — Social Stratification****3 Units**

Class Hours: 3 lecture

This course deals with social stratification from a historical perspective. The views of Herbert Spencer, C. Wright Mills, Karl Marx, Max Weber, Talcott Parsons, Lucile Duberman on poverty, income, education, lifestyles, age, sex, religion and ethnicity will be studied.

# Spanish

## **SPN 1 — Elementary Spanish I**

**4 Units**

Class Hours: 4 lecture, 1 laboratory by arrangement

Intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and the unique nature of the people and their history; the language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSUC; UC*

## **SPN 2 — Elementary Spanish II**

**4 Units**

Prerequisite: Spn 1 or two years of high school Spanish with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Continued intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and the unique nature of the people and their history; the language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSUC; UC*

## **SPN 3 — Intermediate Spanish I**

**4 Units**

Prerequisite: Spn 2 or three years of high school Spanish with grades of C or better.

Class Hours: 4 lecture, 1 laboratory by arrangement

Additional study of spoken and written Spanish and of Spanish culture; development of ability to read with greater ease by study and discussion in Spanish of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

## **SPN 4 — Intermediate Spanish II**

**4 Units**

Prerequisite: Spn 3 or four years of high school Spanish

Class Hours: 4 lecture, 1 laboratory by arrangement.

Advanced study of spoken and written Spanish and of Spanish culture; development of ability to read with greater ease by study and discussion in Spanish of representative literary works; continued emphasis on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSUC; UC*

## **SPN 5A/B — Spanish for the Spanish Speaking**

**3/3 Units**

Prerequisite: A speaking knowledge of the Spanish language

Class Hours: 3 lecture

The methodical presentation of the basic communication skills of Emphasizing vocabulary building and conversation, both semesters increase proficiency in understanding, speaking, reading and writing Spanish. Special attention is focused on correct grammar and written communication for the Mexican-American. (co-numbered Ch. St. 3AB). *Transfer credit: CSUC; UC*

## **SPN 6 — Hispanic Culture & Civilization**

**3 Units**

Prerequisite: One year college Spanish or reading ability in Spanish.

Class Hours: 3 lecture

Reading and discussion in Spanish of the civilization and culture of the Spanish speaking countries, emphasizing one or two countries each semester. *Transfer credit: CSUC; UC*

## **SPN 22A/B — Independent Studies in Spanish**

**1-3/1-3 Units**

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

Class Hours: — 1-3 tutorial

Designed for students who are interested in furthering their knowledge of Spanish on an independent study basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

## **SPN 31A — Beginning Conversational Spanish**

**3 Units**

Class Hours: 3 lecture

An introductory course for non-native speakers of Spanish, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use Spanish in practical situations.

## **SPN 31B — Intermediate Conversational Spanish**

**3 Units**

Prerequisite: Spn 31A or equivalent

Class Hours: 3 lecture

An intermediate course for non-native speakers of Spanish, including study of grammar and principles of usage. Designed for students who have some basic conversational Spanish, but who wish to continue work in this area.

**SPN 31C — Advanced Conversational Spanish** **3 Units**

Prerequisite: Spn 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in Spanish. It is especially geared for the student with a Spanish speaking background. The music, art, literature, and architecture of Mexico and Spanish America will serve as the main topics of oral presentation and discussion.

**SPN 32 — Spanish for Public Employees** **3 Units**

Class Hours: 3 lecture

A study of communication skills for public employees who function in a bilingual situation. Emphasis is on practical and instructional vocabulary. This course is designed to be adapted to the needs of each employee group.

**SPN 50 — Spanish Writing Workshop for the Spanish Speaking ★** **3 Units**

Prerequisite: Spanish Speaking

Class Hours: 2 lecture, 3 laboratory

Reading and writing elementary Spanish, thorough grammar review, vocabulary building, spelling, and syntax. This course is offered for the Spanish-speaker. May be taken for credit to a maximum of 6 units. (co-numbered Ch St 50).

## Special Education

**SP ED 1 — Survey of Disabilities** **3 Units**

Class Hours: 3 lecture

Overview of historical social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations to provide insights in the area of disabilities. Designed for the disabled student or anyone interested in working with the disabled. (co-numbered HS 14) *Transfer credit: CSUC; UC*

**SP ED 2 — Independent Living Skills** **3 Units**

Class Hours: 3 lecture

This course is designed to provide the disabled student with a variety of practical skills and knowledge about living independently. It includes such things as consumer education, how to work within a budget, adapted homemaking skills and other essential information designed to help the disabled student who wants to be self-sufficient.

**SP ED 4 — Speech Therapy** **1 Unit**

Prerequisite: Approval of Instructor.

Class Hours: 1 lecture

This course is designed to provide speech therapy for students who are experiencing difficulty with their speech including lisping, stuttering and other related speech problems.

**SP ED 5A—Introduction to Visually Impaired/Braille** **2 Units**

Class Hours: 1 lecture, 3 laboratory

This course is designed for those interested in a basic knowledge of the visually impaired and of Braille. An overview of materials, services, and daily living skills needed by the blind and visually impaired will be included.

**SP ED 5B — Intermediate Braille** **2 Units**

Prerequisite: Sp Ed 5A

Class Hours: 1 lecture, 3 laboratory

An advanced course in Braille designed for those students interested in improving their basic Braille skills for their own use or for working with the visually impaired.

**SP ED 10A — Beginning American Sign Language** **3 Units**

Class Hours: 3 lecture

An introductory course to the American Sign Language which is the native language of deaf people. This course includes instruction of basic language structure, manual signs, finger spelling and grammar required for simple manual communication with deaf people. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**SP ED 10B — Intermediate American Sign Language** **3 Units**

Prerequisite: Sp Ed 10A or equivalent fluency demonstrated to class instructor.  
lecture

An intermediate course of instruction in the American Sign Language with emphasis in the area of vocabulary, practice in receptive and expressive skills, and study of ASL idioms and syntax. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**SP ED 10C — Advanced American Sign Language** **3 Units**

Prerequisite: Sp Ed 10B or equivalent demonstrated fluency

Class Hours: 3 lecture

An advanced course of study of the American Sign Language for students interested in improving their fluency, vocabulary and communication skills. Recommended for instructors of the deaf, interpreters, and those interested in working with deaf people. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**SP ED 20 — Adapted Physical Education** **1½ Units**

Class Hours: 1 lecture, 2 laboratory

A special course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be classified by a physician as to the type of physical activity in which they may participate. Each student works on an individual program in terms of adapted exercise and recreational activities. *Transfer credit: CSUC*

**SP ED 22A/B — Independent Studies in Special Education** **1-3/1-3 Units**

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

Class Hours: 1-3 Tutorial

Designed for students who are interested in furthering their knowledge of special education on an independent study basis. Assignments will include library, laboratory and field work. *Transfer credit: CSUC*

**SP ED 23 — Adapted Swimming** **1½ Units**

Prerequisite: Verification of disability

Class Hours: 1 lecture; 1½ laboratory

This is a basic swimming class with instruction tailored to the individual needs of students in relation to their particular handicap and swimming ability. *Transfer credit: CSUC (co-numbered PE 14S)*

**SP ED 24 — Self Defense for the Disabled** **1½ Units**

Class Hours: 1 lecture, 2 laboratory

This course is designed to provide disabled students with techniques of self-defense based on their individual physical capabilities and resources. *Transfer credit: CSUC*

**SP ED 30—Career Evaluation** **1½ Units**

Prerequisite: Disabled student or referral from Department of Rehabilitation.

Class Hours: 1½ lecture, 1½ laboratory

A course designed to help students explore their present vocational interests and abilities. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job related tasks regardless of work history or past work skills. Designed to enable the student to plan and prepare for realistic vocational goals.

**SP ED 31— Pre-Vocational Skills** **2 Units**

Class Hours: 2 lecture

For functionally limited students who have no or very limited work experience. An introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc.

**SP ED 32— Job Seeking Skills** **2 Units**

Class Hours: 2 lecture

A course for disabled students who wish to improve their job seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision making, interview techniques, strategies for filling out an application, and employee-employer responsibilities.

**SP ED 33 — Career Exploration** **1½ Units**

Prerequisite: Approval of job placement specialist/disabled

Class Hours: 1 lecture, 1½ laboratory

This class is designed to provide disabled persons opportunities to explore and observe occupational areas in which they have expressed career interest. *Transfer credit: CSUC*

## Speech

**SPCH 1 — Introduction to Speech** **3 Units**

Class Hours: 3 lecture

A multi-dimensional course in oral communications emphasizing: basic principles of effective oral communications in both the public aspects (including public speaking, group communications, oral interpretation) and interpersonal communication, feedback and feeling as well as conflict in communication. Course offers practical training in listening skills as well as organization, research and delivery skills. *Transfer credit: CSUC; UC*

**SPCH 2 — Elements of Public Speaking****3 Units**

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

Preparation and formal delivery of various types of speeches, particularly those types requiring persuasive rhetoric; special attention to content and organization, audience motivation, and evaluation; participation in group discussion with practice in parliamentary procedure. Required of speech majors. *Transfer credit: CSUC; UC*

**SPCH 3 — Voice and Diction****3 Units**

Class Hours: 3 lecture

Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation, and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken for credit to a maximum of 6 units. (co-numbered ThA 3, TC 8) *Transfer credit: CSUC; UC*

**SPCH 5 — Elementary Oral Interpretation****3 Units**

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

Principles and techniques of interpretive reading of prose with understanding and appreciation; evaluation of the literature selected for reading. Performance class. *Transfer credit: CSUC; UC*

**SPCH 7 — Argumentation****3 Units**

Class Hours: 3 lecture

A course in the method and practice of formal argumentation and debate. Includes training in research and argument development of propositions of fact, value and policy. Includes training in all kinds and methods of proof, reasoning, cross-examination and delivery skills related to refuting arguments of others, how to cross-examine and be cross-examined, critical listening and note taking. Course provides practical debate speaking situations involving class selected topics and issues as well as community issues where applicable. *Transfer credit: CSUC; UC*

**SPCH 10A/B/C/D — Forensics****2/2/2/2 Units**

Class Hours: 1 lecture, 3 laboratory

A course providing training, rehearsal, performance and practicum necessary to a competitive speech team. Provides training in argumentation and debate, informative and persuasive speaking, impromptu and extemporaneous speaking. Research into current, political, economic, legal and social problems. Provides one-to-one training between student and instructor. Students are expected to participate in either interscholastic competition and/or speakers bureaus for various requesting community groups. *Transfer credit: CSUC; UC*

**SPCH 16 — Readers Theatre****3 Units**

Prerequisite: Eligibility for Speech 1

Class Hours: 3 lecture

The concepts and practices of oral interpretation of literature. Supervised activities in performing readers theatre before community and college audiences. (co-numbered ThA 16) *Transfer credit: CSUC; UC*

**SPCH 17 — Parliamentary Law****2 Units**

Class Hours: 2 lecture

The study of parliamentary law based upon Robert's Rules of Order. Practical application of parliamentary procedure in the group situation will be emphasized. An understanding of the procedures of conducting meetings in a democratic society. Especially applicable to business majors, speech majors and officers of student government.

**SPCH 22A/B — Directed Studies in Speech****1-3/1-3 Units**

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

Class Hours: 1-3 Tutorial

Designed for students who are interested in furthering their knowledge of speech on an independent study basis. Assigned work will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*

**SPCH 55A — Beginning Speech for the Spanish Speaking★****3 Units**

Prerequisites: English 51 and 52 or equivalent

Class Hours: 2 lecture, 3 laboratory

Bilingual composition and delivery of various type speeches. Analysis of basic principles of effective oral communication. Emphasis on developing logical thinking, fluent oral expression. Spanish and/or English used in speech preparation and delivery. Lab work on listening and recording speeches. (co-numbered Ch St 55A)

**SPCH 55B — Intermediate Speech for the Spanish Speaking★****3 Units**

Prerequisite: Speech 55A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to the principles and techniques of oral interpretation of literature. Development of the ability to read aloud before an audience in order to build self-confidence and poise. Recitals to be selected from Spanish and English literature. Emphasis is on Chicano authors. Lab work on listening and recording speeches. (co-numbered Ch St 55B)

**SPCH 56 — Business and Professional Speech****3 Units**

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions. Topics covered will be presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organization. Individual attention will be given to the needs and interests of the student. (co-numbered Bus 56) *Transfer credit: CSUC*

## Telecommunications

**TC 1 — Mass Communications: Introduction to Broadcasting****3 Units**

Class Hours: 3 lecture

A general survey of the development and nature of Radio and Television; its social, political, economic and cultural implications. Required of all TC majors. *Transfer credit: CSUC; UC*

**TC 2 — Broadcast Studio Operation****3 Units**

Class Hours: 2 lecture, 3 laboratory

Instruction in basic studio and control room equipment and operation. Practical experience in the various aspects of production, explanation of program patterns, studio procedures, use of equipment, production of programs. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 3A — Television Production Workshop****3 Units**

Prerequisite: TC 2

Class Hours: 2 lecture, 3 laboratory

This course involves intermediate work in production, camera work, technical direction, lighting, etc. The creation of new program concepts and types is stressed. Each student is responsible for producing an experimental TV program. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 3B — Television Directing and Editing****3 Units**

Prerequisites: TC 3A

Class Hours: 2 lecture, 3 laboratory

Advanced directing and editing of special projects and experimental television programs. Each student is responsible for producing a variety of television programs. Lab or materials fee may be required. (formerly TC 4A) *Transfer credit: CSUC*

**TC 4A — Remote Television Production Workshop****3 Units**

Prerequisite: TC 2

Class Hours: 2 lecture, 3 laboratory

This course in telecasting involves intermediate level and advanced level directing of select "remote" locations programs for videotaping. Creativity will be emphasized along with coordination of all aspects of production. Lab or materials fee may be required. (Taught on an infrequent basis)

**TC 4B — Remote Telecasting****3 Units**

Prerequisites: TC 4A

Class Hours: 2 lecture, 3 laboratory

Students enrolled in this course will learn the practices and procedures involved in producing the telecast outside the studio. All work will be by arrangement and will involve producing, directing, and crew work on actual productions including football and basketball games, speeches, concerts, dramas, and special events. Field trips are included to inspect major television remote equipment in operation. Lab or materials fee may be required. (Taught on an infrequent basis) *Transfer credit: CSUC*

**TC 5 — Radio-Television Writing****3 Units**

Prerequisite: Engl 1A or 1B or equivalent

Class Hours: 3 lecture

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

**TC 6 — Basic Electronics for FCC Licensing****3 Units**

Prerequisites: EL 5A or equivalent  
Class Hours: 3 lecture

A presentation of direct and alternating current circuits and their characteristics. Study of current and voltage in circuits with resistance, capacitors, and inductors, magnetism and meters. Use of meters to measure voltage, current and resistance. Use of the Oscilloscope to measure AC wave forms. The laboratory will complement the lecture with actual practical experiences.

**TC 7A— Radio Production Workshop****3 Units**

Prerequisite: TC 1 or concurrent enrollment.  
Class Hours: 2 lecture, 3 laboratory

Class offers integrated work in various radio broadcasting functions. Included are announcing, acting, disc jockeying, basic writing, program direction, program production, advertising, radio interviewing, and station operations. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 7B — Advanced Radio Production****3 Units**

Class Hours: 2½ lecture, 2½ laboratory

entry level positions as a radio announcer and/or newscaster at a radio station outside the top 20 major radio markets. Students are given basic background needed in: developing a radio personality; working with and developing music formats; editing, re-writing, and gathering news to function as a broadcast journalist; and preparing an audition tape and resume for use in the job market. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 8 — Voice and Diction****3 Units**

Class Hours: 3 lecture

Individual speech improvement, instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation and voice production, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken for credit to a maximum of 6 units. (Co-numbered Speech 3, ThA 3) *Transfer credit: CSUC; UC*

**TC 9 — Acting for Film and TV****3 Units**

Class Hours: 2 lecture, 3 laboratory

Learning the techniques required in acting before the camera. Includes terminology, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework; microphone techniques and opportunities to perform in student-directed films and television shows. May be repeated for credit to a maximum of 12 units. (Co-numbered ThA 9). *Transfer credit: CSUC; UC*

**TC 10 — Television Engineering & Maintenance****3/3 Units**

Prerequisite: TC 2, EL 5A

Class Hours: 2 lecture, 3 laboratory

A comprehensive hands-on course covering video operation engineering, maintenance and troubleshooting, use of test equipment and electronic repair and record keeping. Course covers all areas of daily studio engineering, from routine daily alignment to in-depth circuit analysis. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 11 — Radio Station Engineering and Maintenance****3 Units**

Prerequisites: EL 5A, TC 7A

Class Hours: 2 lecture, 3 laboratory

A rigorous, hands-on, technical course involving radio station construction, design, engineering and maintenance functions. Students will have opportunities to learn skills in maintenance and modification of a local FM radio station. Lab or materials fee may be required. (Co-numbered EL 8)

**TC 12 — Broadcast Journalism****3 Units**

Class Hours: 3 lecture

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

**TC 17 — Advanced Television Production****3 Units**

Prerequisite: TC 3A

Class Hours: 2 lecture, 3 laboratory

Advanced creative productions will be developed by students and faculty in this course simulating actual professional television production situations. May be repeated for credit to a maximum of 12 units. Lab or materials fee may be required. *Transfer credit: CSUC*



**TC 18A — Music and Sound Recording****3 Units**

Class Hours: 2 lecture, 3 laboratory

An intensive introduction to the theory and practice of audio recording of music and sound. Includes sections on the recording chain, microphones, tape, signal-processing and noise-reduction theory and equipment, consoles, studio session procedures, disc cutting and pressing, quadraphonic sound. Designed for the serious recording engineer. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 18B — Advanced Music and Sound Recording****3 Units**

Prerequisites: TC 18A

Class Hours: 2 lecture, 3 laboratory

An advanced, practical course in the latest recording industry techniques. Students record, dub, mix-down, etc., a variety of concerts and special events. Special projects are developed at major recording studios in Hollywood. Lab or materials fee may be required. *Transfer credit: CSUC*

**TC 19 — Broadcast Advertising****3 Units**

Class Hours: 3 lecture

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

**TC 22A/B — Independent Studies in Telecommunications****1-3/1-3 Units**

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

Class Hours: 1-3 tutorial

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

**TC 47 — Sceniographics for Television****3 Units**

Class Hours: 1 lecture, 6 laboratory

**TC 60A-Z — Topics in Telecommunications****1-3 Units**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

A short term or semester long series of courses designed to develop the abilities and skills of students in areas not explored in depth in the general telecommunications course offerings. These courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSUC*

**TC 79 — Telecommunications Internship****1-4 Units**

Class Hours: 3-12 laboratory

This internship is designed to provide advanced telecommunication students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on the job experience at assigned stations off campus or work in campus studio. May be repeated May be repeated for credit to a maximum of 8 units. *Transfer credit: CSUC*

## Theatre Arts

Students planning to take more than 12 units of theatre courses marked \* and/or more than 12 units of those marked with should consult a counselor. The UC system accepts only that number of units in the respective courses.

**ThA 1 — Introduction to the Theatre****3 Units**

Class Hours: 3 lecture

Introduction to the theatre as an art form; appreciation of the theatre, past and present. What the theatre is all about, and how to enjoy it. *Transfer credit: CSUC; UC*

**ThA 2A\* — Beginning Acting****3½ Units**

Class Hours: 2 lecture, 4½ laboratory

A beginning course in acting techniques and characterization which includes exercises designed to develop individual insight, skill, and discipline in the presentation of dramatic materials. Course includes practical experience in acting and emphasizes stage movement. *Transfer credit: CSUC; UC credit limitations.*

**ThA 2B\* — Intermediate Acting****3½ Units**

Prerequisite: ThA 2A or equivalent level of skill

Class Hours: 2 lecture, 4½ laboratory

Further instruction in acting techniques and characterization which includes exercises in pantomime and improvisation. Course will include practical experience with scenes from plays and additional work with stage movement. *Transfer credit: CSUC; UC credit limitations.*

- ThA 2C\* — Advanced Acting** **3½ Units**  
 Prerequisite: ThA 2B or equivalent level of skill  
 Class Hours: 2 lecture, 4½ laboratory  
 Advanced instruction in acting techniques and characterization with emphasis on refinement of skills including timing, sense memory, and vocal styles. Students will perform in a variety of scenes from plays and continued work with stage movement. *Transfer credit: CSUC; UC*
- ThA 2D — Advanced Acting II** **3½ Units**  
**credit limitations.**  
 Prerequisites: ThA 2C or equivalent level of skill  
 Class Hours: 2 lecture; 4½ laboratory  
 Further advanced instruction in characterization with emphasis on timing, vocal styles and sense memory. Students will perform in a variety of scenes from plays. *Transfer credit: CSUC UC credit limitations.*
- ThA 3 — Voice and Diction** **3 Units**  
 Class Hours: 3 lecture  
 Individual speech improvement instruction and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation and voice production. This course is designed for students in drama, forensics, broadcasting or education. May be taken for credit to a maximum of 6 units. (Co-numbered Speech 3, TC 8) *Transfer credit: CSUC; UC*
- ThA 4A — History of the Theatre** **3 Units**  
 Class Hours: 3 lecture  
 A history of man's theatrical development from primitive through present. The first semester covers the periods from early Greek through the Italian Renaissance. Required of Theatre Arts majors. *Transfer credit: CSUC; UC*
- ThA 4B — History of the Theatre** **3 Units**  
 Class Hours: 3 lecture  
 A history of man's theatrical development from English Renaissance to the present. Required of Theatre Arts majors. *Transfer credit: CSUC; UC*
- ThA 9\* — Acting for Film and TV** **3 Units**  
 Class Hours: 2 lecture, 3 laboratory  
 Learning the techniques required in acting before the camera. Includes terminology, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework; microphone techniques and opportunities to work in student-directed films and television shows. May be taken for credit to a maximum of 12 units. (Co-numbered TC 9). *Transfer credit: CSUC; UC credit limitations.*
- ThA 10†—Production and Performance** **3 Units**  
 Class Hours: 144 rehearsal total  
 Supervised acting in performance of college sponsored drama production; experience in all activities related to theatre presentations. May be taken for credit to a maximum of 18 units. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ThA 11A/B†—Contemporary Chicano Theatre** **2/2 Units**  
 Class Hours: 2 lecture  
 Chicano Theatre and Music from its recent inception to its present development will be studied so as to present the Chicano movement and its effect on the Chicano community. (Co-numbered ChSt 13A/B). *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ThA 12†—Musical Comedy Workshop** **1 Unit**  
 Class Hours: 3 laboratory  
 This course deals with the performance of musical comedy and explores such techniques as development of movement, interpretation and character portrayal in musical theatre. The history of the American Musical Theatre will also be discussed. *Transfer credit: UC credit limitations. Transfer credit: CSUC*
- ThA 13\* — Technical Theatre - Summer Theatre** **3 Units**  
 Class Hours: 144 total for the summer  
 The design and construction of sets and properties; in addition, the operation of lighting and sound equipment for the summer stock theatre production. *Transfer credit: CSUC; UC credit limitations. See counselor.*
- ThA 14†—Acting/Directing, Summer Theatre** **3 Units**  
 Class Hours: 144 total for the summer  
 Participation as an actor and/or director in the summer session theatre productions. *Transfer credit: CSUC; UC credit limitations.*

**ThA 15A — Beginning Stage Direction** **3 Units**  
Class Hours: 2 lecture, 3 laboratory  
An introductory study of the art and craft of stage direction, past and present. Course will include practical experience in directing scenes by major playwrights. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSUC; UC credit limitations.*

**ThA 15B — Intermediate Stage Direction** **3 Units**  
A continuation of the study of the art and craft of stage direction with emphasis on practical experience with student productions. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSUC; UC*

**ThA 22A/B — Independent Studies in Theatre** **1-3/1-3 Units**  
Prerequisites: A previous course in the specific field and the consent of the instructor and Division Director.  
Class Hours: 1-3 tutorial

Designed for students who are interested in furthering their knowledge of the Theatre on an independent study basis. Assigned problems will involve library, laboratory, and field work. Maximum of 6 units. *Transfer credit: CSUC; UC credit limitations. See counslor.*

**ThA 23†—Lighting and Scene Design** **3 Units**  
Class Hours: 2 lecture, 3 laboratory  
This course deals with the study of basic lighting and sound theories, equipment procedures, and theatrical effects for stage productions. The fundamentals of theatrical scene design and construction will also be studied. *Transfer credit: CSUC; UC*

**ThA 24†—Theatrical Costume and Make-up** **3 Units**  
Class Hours: 2 lecture, 3 laboratory  
This course deals with the study of the fundamentals of theatrical costume design and construction and design and application of theatrical make-up. *Transfer credit: CSUC; UC*

## Urban Studies

**URBAN 1A — Contemporary Urban Issues** **3 Units**  
Class Hours: 3 lecture  
An introductory course for students who are considering a career in public services. This course focuses on the variety of current issues related to the urban setting such as the ecological effect of urban growth; governmental structure and financing necessary to meet the public demand for government services, cooperation and conflict between federal, state and local governmental bodies, housing, education, law enforcement, racial conflict, land use and urban renewal. This course fulfills the state requirement for study of American Institutions. *Transfer credit: CSUC; UC*

**URBAN 1B — Contemporary Urban Issues** **3 Units**  
Class Hours: 3 lecture  
An introductory course with emphasis placed on field research in addition to lectures and library study in the areas of: The ecological effects of urban growth; governmental structure and financing; cooperation and conflict between federal, state and local governmental bodies; housing; law enforcement; education; racial conflict; land use and urban renewal. This course fulfills the state requirement for study of American Institutions. *Transfer credit: CSUC; UC*

**URBAN 3 — Human Development in the Social Environment** **3 units**  
Class Hours: 3 lecture  
An analysis of the developmental behavior associated with each stage in human development, and the way social environment either helps or hinders this process. This course will examine examples of disruptive influences on human development and the methods used by human service agencies to minimize these influences. Some of the topics to be covered are in influences on behavior of: poverty, racism, the urban ghetto and barrio, unemployment, etc. *Transfer credit: CSUC*

**URBAN 8 — Government Personnel Administration** **3 Units**  
Class Hours: 3 lecture  
Study of principles and practices of personnel management; the procurement, development, maintenance, and use of an effective work force. *Transfer credit: CSUC*

**URBAN 10 — Planning, Programming, Budgeting Systems** **3 Units**  
Class Hours: 3 lecture  
An explanation of a systems approach designed to accommodate the multiple functions of budgeting in public service. *Transfer credit: CSUC*

**URBAN 22A/B — Independent Studies in Selected Urban Issues** **1-3/1-3 Units**

Prerequisites: A previous course in the specific field and the consent of the instructor and the Division Director. Class Hours; 1-3 tutorial

Designed for students who are interested in furthering their knowledge of urban issues on an independent study basis. Assigned topics will involve library, laboratory and field study. May be taken for credit to a maximum of 6 units. *Transfer credit: CSUC*

**URBAN 41 — Introduction to Probation, Parole and Corrections** **3 Units**

Class Hours: 3 lecture

An introduction to the legal and practical aspects, practices, and procedures of probation and parole including an analysis of both with emphasis on rehabilitation and classification methods in criminology. (co-numbered AJ 41) *Transfer credit: CSUC*

**URBAN 42 — Affecting Human Behavior(F)** **3 Units**

Class Hours: 3 lecture

Knowledge and skills leading to effectiveness in interpersonal relations and increased understanding of self and others with emphasis on facilitating effective communication. (co-numbered AJ 42) *Transfer credit: CSUC*

**URBAN 43 — Interviewing, Counseling and Tutoring (S)** **3 Units**

Class Hours: 3 lecture

Introduction to the principles and practices of interviewing, counseling, and tutoring. An integral part of the two year curriculum in correctional services, designed to answer the national need of the "New Careers" on all academic levels in people-to-people services. These include counselor and group counselor aides, teacher aides, eligibility workers, social worker technician, and other pre-professional positions. (co-numbered AJ 43) *Transfer credit: CSUC*

**URBAN 44 — Techniques of Group Counseling (F)** **3 Units**

Class Hours: 3 lecture

Techniques of counseling in groups with people of a variety of ages. Group exploration and sharing of feelings about problems presented. Recognition of unique and common problems, and participation in understanding and behavior change. (co-numbered AJ 44) *Transfer credit: CSUC*

**URBAN 54 — Human Relations for Supervisors** **3 Units**

Prerequisite: Bus 50 or equivalent

Class Hours: 3 lecture

Designed to help the supervisor improve techniques of dealing with others. Emphasis on understanding human behavior, individualizing contacts with subordinates and applying management principles to interpersonal relationships. (co-numbered Bus 54) *Transfer credit: CSUC*

**URBAN 60A-Z — Topics in Urban Studies** **1-3 Units**

Prerequisites: To be determined with each topic

Class Hours: To be determined with each topic.

A course considering specialized topics in Urban Studies which cannot be covered in full depth in the general Urban Studies course offerings. Courses which can be offered include the City as History, Urban Environmental Issues, Urban Politics, and Urban Transportation. *Transfer credit: CSUC*

**URBAN 89A-Z — Institutes in Urban Studies★** **1/2 -1½ Units**

Prerequisite: Urban Service Personnel

Class Hours: 8-24 lecture total

A short term lecture-seminar series on specialized urban issues designed for Urban Studies Personnel. *Transfer credit: CSUC*

**URBAN 89D—Basic Drug and Abuser Identification** **1/2 Unit**

Class Hours: 8 lecture total

This is a basic eight hour CEU course of drug and user identification designed primarily for the health care profession, including school nurses and counselors. Included will be drug identification by category, abuser identification and management, and user/abuser profiles.

**URBAN 89FX — Child Abuse** **1/2 Unit**

Class Hours: 8 lecture total

Medical-legal aspects of child abuse with emphasis on sexual abuse, abuser profiles, procedures and processes with implications for the hospitalized victim and their families.

**URBAN 89L — Legal Rights of Women** **1/2 Unit**

Class Hours: 8 lecture total

An overview of recent legislation affecting women's rights, such as ERA, marriage and family, credit, social security, wills and inheritance, parental rights and obligations, and employment.

**URBAN 89 M — Personal Identity and Communication for the Health Professional**

**1/2 Unit**

Class Hours: 8 lecture total

Human Sexuality as a function of the total personality. New information, clarification of personal stance with affirmation and/or change with emphasis on direct, honest communication.

## **Volunteer Services Training and Management**

**VSTM 2ABC — Field Service for Volunteers★**

**1 1/2 Units**

Class Hours: 4 1/2 laboratory by arrangement

Student volunteers will be assigned to agencies and organizations under the continuous direction and supervision of agency and college personnel. Hours will be arranged for on-going evaluation from the first week of placement to the end of the year. This course will provide volunteers with sufficient information regarding the agencies purpose, organization and philosophy. The specific jobs and work standards will be identified; work time, schedules and extent of commitment will be outlined. May be repeated for credit to a maximum of 9 units.

**VSTM 4 — Training for Volunteers in Human Services★**

**3 Units**

Class Hours: 3 lecture

This course is designed to develop the abilities of persons who want to make a more skillful contribution to their community. It focuses on the development of basic people-helping skills, beginning with self-awareness and moving through the exploration of communication skills and awareness of the community. The student will be acquainted with various subject or problem areas frequently encountered by community service organizations and with various community resources.

**VSTM 5A-E — Orientation and Procedures for Volunteer Counselors and Aides★**

**1 1/2 Units**

Class Hours: 24 lecture total

This course provides an introduction to local needs and an overview of programs utilizing volunteers as counselors. Students may choose one or more of the following: (A) In-Home counseling with families; (B) Alternative housing for youth; (C) Telephone counseling; (D) One-to-one counseling; (E) Working in a clinic or drop-in center.

**VSTM 6 — Small Group Applications★**

**3 Units**

Prerequisite: VSTM 4 or prior experience in community volunteer services.

Class Hours: 3 lecture

This course provides experiential learning of small group functioning, small group dynamics, and basic facilitator skills.

**VSTM 7 — Volunteer Personnel Interaction★**

**1-6 Units**

Class Hours: 16-96 lecture total

Short-term seminars offered for volunteers and volunteer managers in the various human/social service fields to provide them with the opportunity to share common problems and explore alternative solutions to areas such as: alternative housing for youth, telephone counseling, parent advocates, and youth advocates. May be repeated for credit to a maximum of 6 units.

**VSTM 8 — Local Contemporary Social Problems★**

**1 Unit**

Class Hours: 16 lecture total

A look at local social problems and how we are coping with them. Public and social service agency personnel will participate in the in the class lectures and discussions.

**VSTM 9 — Hospice: Care of the Dying & their Families★**

**1 1/2 Units**

Class Hours: 26 lecture

A course designed to prepare volunteers for work with the dying, their families, and others involved in the death crisis. The Hospice

**VSTM 10A — Interface: Volunteer Counselors★**

**1/2 Unit**

Class Hours: 8 lecture total

This course is designed to orient volunteers to a helping-service, community-based agency. It will focus on the development of skills necessary for working with people, beginning with active listening and including values clarification, confidentiality, and a discussion of available agency services, program goals, and philosophy.

**VSTM 10B — Interface: Volunteer Counselors★****1 Unit**

Prerequisites: VSTM 10A

Class Hours: 16 lecture total

This course focuses primarily on procedures, guidelines, and skills necessary for volunteers qualified and interested in operating as volunteer Crisis Intervention counselors. These counselors work with two specific target populations: (1) youth and their families, and (2) battered women and their children.

**VSTM 18 — Recruitment and Retainment of Volunteers★****1 Unit**

Prerequisites: Prior experience in volunteer management

Class Hours: 16 lecture total

This course will explore the mechanics of recruitment so that both agency and volunteer needs are met. It will analyze the elements of an orientation and training program which will provide effective volunteers. Students will also learn interviewing and placement techniques so that the right volunteer is placed on the right job.

**VSTM 49A-D — Cooperative Work Experience — Volunteer Services Training and Management★****1-4 Units**

Prerequisites: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

The course is designed to help the student understand a specific segment of the employment market. Specific jobs and work standards will be identified in community volunteer agencies.

**VSTM 89A-Z — Volunteer Institutes★****1 Unit**

Prerequisite: VSTM 2 or prior experience in community volunteer services.

Class Hours: 16 lecture total

A short term lecture/workshop series considering selected topics designed for volunteer and volunteer management personnel. Institutes to be offered include: Crisis Intervention, Child Abuse, Suicide Prevention, and Managing Grief and Loss.



# NOTES



Please Help  
Keep OUR  
Campus Clean



COLLEGE FACULTY  
AND ADMINISTRATION

## **BOARD OF TRUSTEES**

Dr. Robert F. Stone, President  
Mr. David Bender, Jr., Vice President  
Mr. James T. Ely  
Dr. William M. Simpson  
Mr. Vincent Turner

## **DISTRICT ADMINISTRATION**

Acting Superintendent ..... James Moore, Jr.  
Assistant Superintendent, Business ..... George Kozitza  
Assistant to the Superintendent, Instructional Services ..... William H. Lawson  
Assistant to the Superintendent, Personnel/Planning ..... Barbara Derryberry  
Assistant to the Superintendent,  
Student Personnel Services ..... Position Vacant

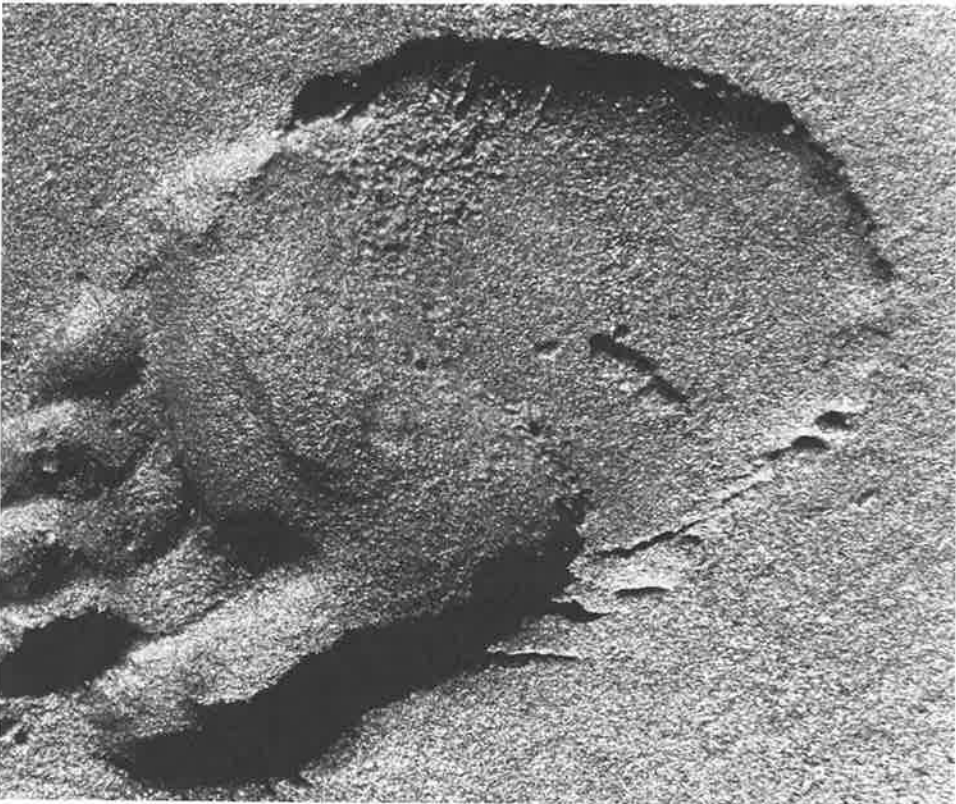
## **ADMINISTRATION OF THE COLLEGE**

President ..... W. Ray Hearon  
Office of Instruction  
Dean of Instruction ..... James R. Gayle  
Associate Dean, Administrative Services..... W. Roger Boedecker  
Associate Dean, Continuing Education ..... Arthur J. Schechter  
Associate Dean,  
Occupational Education/Educational Development ..... Lawrence G. Lloyd  
Director, Library Services ..... Edward F. Tennen  
Director, Community Campus Instructional Service ..... Jack Fleming  
Director, Humanities Division ..... Sidney Adler  
Director, Science/Mathematics and Engineering Division..... Floyd Martin  
Director, Physical Education Division..... F. Paul Dunham  
Director, Social Sciences Division.....A. Darlene Pacheco  
Director, Technology/Business Division.....Kenneth E. Ainge  
Office of Student Services  
Dean of Student Services ..... Stanley L. Bowers  
Associate Dean, Counseling ..... William I. Bendat  
Director, Admissions and Records..... Floyd D. Thionnet  
Director, Student Financial Services ..... Richard E. Coward  
Director, Student Activities/Publications.....Alicia Long  
Director, Athletics ..... F. Paul Dunham

## **Organization of Departments and Clusters**

Coordinator, Agriculture.....James D. Patterson  
Coordinator, Athletics ..... Nancy Trego  
Department Head, Behavioral Sciences..... Judith Farrell

Department Head, Biological Sciences .....	David Bishop
Department Head, Business and Economics .....	Marjorie L. Corbell
Coordinator, Bilingual Education .....	Alberto Beron
Coordinator, Communications .....	Richard Strong
Coordinator, Engineering, Physics, Laser .....	Clinton Harper
Coordinator, Extended Opportunity Program Services .....	Paul K. Pagson
Department Head, Fine Arts.....	Kirk D. Aiken
Department Head, History and Institutions .....	Arthur Buttini
Coordinator, Institutional Research/Development .....	Donald B. Medley
Department Head, Language and Literature .....	Taylor Klose
Department Head, Mathematics .....	Robert Stephens
Department Head, Performing Arts .....	Alan Hyams
Department Head, Physical Education.....	Alvyn O. Nordquist
Department Head, Physical Sciences .....	Susan Patterson
Coordinator, Special Education .....	Janet M. Zaboski
Coordinator, Student Health Services .....	Evelyn G. Moore
Coordinator, Trades and Industry .....	John E. Thomsen



# FULL-TIME CERTIFICATED STAFF

(Date) indicates year of employment at Moorpark College.

- Adler, Sidney (1968)** *Director, Humanities Division*  
B.A., M.A., City College of New York; Ph.D., University of Southern California.
- Aguilera, Christine S. Ruiz (1972)** *Mathematics*  
B.A., University of California, Irvine; M.A., University of California, San Diego.
- Aiken, Kirk (1969)** *Department Head, Art*  
B.A., University of Southern California; M.A., California State College, Los Angeles.
- Ainge, Kenneth (1967)** *Director, Business and Technology Divisi on*  
A.B., University of California, Santa Barbara; M.A., University of California, Los Angeles; Ed.D., Brigham Young Univeristy.
- Alexander, Judy (1968)** *Nutrition*  
B.S., University of California, Los Angeles; M.S., California State University, Northridge. (Sabbatical-Spring 1987)
- Alger, Norman (1970)** *Anthropology*  
B.S., University of Washington; M.A., University of California, Santa Barbara.
- Allen, Judith (1968)** *English*  
A.B., Pennsylvania State University; M.A., Sacramento State College; M.L.S., Immaculate Heart College.
- Allen-Wieder, Tryee (1974)** *Counseling*  
B.A., M.A., California State University, Northridge.
- Anderson, Donald (1968)** *Agriculture*  
B.S., California State University, Fresno; M.A., California Polytechnic College, San Luis Obispo; Ph.D., Colorado State University, Fort Collins, Colorado.
- Bendat, William I. (1970)** *Associate Dean of Students, Counseling*  
B.A., University of California, Los Angeles; M.A., California State University, San Diego; Ph.D., Nova University.
- Berg, Eugene (1970)** *Chemistry*  
A.B., University of California, Los Angeles; M.S., California State University, Long Beach; Ph.D. University of California, Los Angeles.
- Beron, Alberto (1971)** *Mathematics*  
B.S., M.A., California State University, Los Angeles.
- Buttini, Arthur J. (1967)** *Department Head, History and Institutions*  
B.A., M.A., University of California, Los Angeles.
- Bianchino, Francis S. (1977)** *Counseling*  
B.A., St. Francis College, Brooklyn, N.Y.; M.S., St. John's University, Jamaica, N.Y.; Ph.D., U.S. International University, San Diego.
- Biderman, Sharon (1972)** *Business*  
B.A., Cornell College, Iowa; M.A.E., California Lutheran College.
- Bishop, David (1968)** *Biological Sciences*  
B.S., Washington State University; M.A., University of California, Santa Barbara.
- Bittner, James L. (1979)** *Physical Education*  
B.A., Mt. Union College, Ohio; M.A., Western State College, Colorado; M.A., California Lutheran College
- Black, Richard (1968)** *English*  
B.A., M.A., University of California, Santa Barbara.
- Boedecker, Roger (1967)** *Associate Dean of Instruction/Administrative Services*  
B.A., M.A., Long Beach State College.
- Bowen, Donald C. (1967)** *Accounting*  
B.S., San Diego State University; M.B.A., University of California, Los Angeles.; M.S., California State University, Northridge.
- Bowers, Stanley, L. (1977)** *Dean of Student Services*  
A.A., Pasadena City College; B.A., California State University, Los Angeles; M.A.T., The Johns Hopkins University; Ed.D., University of Southern California.
- Bridgeman, Gerald (1969)** *Political Science*  
A.B., M.A., University of California, Berkeley.
- Brisby, William L. (1969)** *Exotic Animal Training and Management*  
B.S., Colorado State University; M.S., University of Southern California.
- Brockett, Donald (1970)** *Health Science*  
B.A., M.A., California State University, Fresno. Ed.D., Brigham Young University.
- Buckner, Kenneth (1968)** *Sociology*  
B.S., M.A., University of Southern California.
- Cardoni, Richard F. (1980)** *Work Evaluation*  
B.S., M.S. University of Arizona.
- Cochee, Thomas W. (1976)** *Administration of Justice*  
B.S., California State College, Los Angeles; M.A., University of California, Berkeley.
- Cole, Joan (1974)** *Music*  
B.A., M.A., California State University, Northridge.
- Copsey, Cecile M. (1968)** *History*  
B.A., University of California, Berkeley; M.A. University of California, Los Angeles.
- Corbell, Marjorie L. (1970)** *Court Reporting*  
A.A., Kansas City Junior College; B.S., Central Missouri State College.; M.A., California State University, Long Beach
- Coster, Jan Kilian (1972)** *Philosophy*  
B.A., Harvard University; M.A., University of California, Santa Barbara.
- Coward, Richard (1976)** *Director, Student Financial Services*  
B.A., M.Ed., Western Washington State College.
- Davie, John (1971)** *English/Humanities*  
B.A., M.A., University of California, Santa Barbara.
- Deutsch, Dolores (1970)** *Early Childhood Development*  
B.A., University of California; M.A., California State University, Northridge.
- Dillon, Joanna P. (1980)** *Learning Disabilities*  
B.S. - University of Illinois; M.S. - California Lutheran College.
- Dodgen, William W. (1971)** *Art*  
B.A., Drury College, Springfield, Missouri; M.F.A., Wichita State University, Kansas.
- Dunham, Paul (1967)** *Director, Health Science/Physical Education Division; Director, Athletics*  
B.A., University of California, Santa Barbara; M.A., California State University, Northridge.
- Edwards, Richard (1970)** *English*  
M.A., Yale University.

- Ekback, Hugo (1971)** *English*  
B.A., University of California, Riverside; M.A., Chico State College, California.
- Escobedo, Edward (1971)** *Counseling*  
B.A., M.Ed., University of California, Santa Barbara.
- Farrell, Judith (1974)** *Department Head/ Behavioral Sciences*  
A.A., Ventura College; B.A., M.A., California State University, Northridge.
- Fecht, Gerald R. (1969)** *History/Humanities*  
A.A., Los Angeles Valley College; A.B., M.S., Ph.D., University of Southern California.
- Fierro, Frank (1970)** *Chicano Studies/Psychology*  
A.A., Los Angeles Valley College; B.A., M.A., California State University, Northridge.
- Fink, Kathryn E. (1981)** *Math*  
B.A. - University of California, Santa Cruz; M.A. - University of Oregon, Eugene
- Fink, Paul (1970)** *Philosophy*  
B.A., Pennsylvania State University; M.A., University of Rochester.
- Fleming, Jack (1968)** *Director, Community Campus Instructional Services*  
B.A., California State University, Sacramento; M.A., California Lutheran College.
- Gayle, James R. (1967)** *Dean of Instruction*  
B.S., United States Naval Academy; M.S., Purdue University.
- Ginet, Carole (1968)** *Social Sciences/Humanities/ Personal Growth*  
A.B., University of California, Berkeley; M.S., University of Southern California.
- Glover, Roland (1968)** *Speech*  
B.A., California State University, Los Angeles; M.A., Mt. St. Mary's College.
- Gonzalez, Joseph (1971)** *History*  
A.A., Santa Barbara City College; B.A., M.A., University of California, Santa Barbara; Ph.D., University of California, Santa Barbara.
- Gray, John M. (1971)** *Photography*  
Institute of Design, Chicago. (Sabbatical 1980-81)
- Griffith, W. Randolph (1967)** *History*  
B.A., University of California, Riverside; M.A., University of California, Los Angeles.
- Gucciardo, Peter (1971)** *Economics*  
A.B., California Lutheran College; M.A., University of Southern California, Los Angeles.
- Halleran, Ronald (1975)** *Recreation*  
B.S., California State University, Hayward; M.S., Utah State University; M.A., California Lutheran College.
- Hanft, John (1967)** *English*  
B.A., University of California, Riverside; M.A., Chico State College.
- Hannon, James (1971)** *Political Science*  
B.A., Wayne State University, Detroit; M.A., University of California, Los Angeles; Ed.D., Nova University, Florida.
- Harper, Clint D. (1978)** *Physics/Engineering; Coordinator Engineering/Physics/Laser*  
B.S., M.S. California State University, Northridge; A.M., Ph.D. University of Southern California.
- Harris, Verle D. (1968)** *Engineering Technology*  
B.S.E., California State University, Long Beach.
- Hawkes, Catherine C. (1981)** *Nursing*  
M.S., Boston University; B.S., University of Rochester.
- Hearon, W. Ray (1967)** *President*  
B.A., M.A., University of California, Berkeley; Ed.D., University of California, Los Angeles.
- Henderson, Donald (1974)** *Counseling*  
B.A., Austin College; M.S., California State University, Los Angeles.
- Herman, Robert (1968)** *Political Science*  
B.A., M.A., University of California, Santa Barbara.
- Heydenreich, John (1971)** *Counseling*  
B.S., University of Southern California; M.S., California State College, Los Angeles.
- Hirsch, Bob (1975)** *Political Science*  
B.A., M.A., University of California, Los Angeles. (Leave Fall 1981)
- Hurley, John (1967)** *Associate Librarian*  
B.A., M.A., California State University, San Diego; M.L.S., University of California, Los Angeles; Ed.D., Nova University, Florida.
- Hyams, Alan (1971)** *Department Head, Performing Arts*  
B.A., M.A., California State University, Los Angeles.
- Ingersoll, Orbie (1967)** *Music*  
B.A., California State University, Northridge; M.A., University of California, Santa Barbara.
- Keever, John (1969)** *Physical Education*  
B.A., University of California, Santa Barbara; M.A., Chico State College.
- Keyser, Marshall R. (1974)** *Business*  
B.S. - Shippensburg State College, Pennsylvania; M.S., Ph.D - University of Pittsburg, Pennsylvania.
- Klose, Taylor (1971)** *Department Head, Language Arts*  
B.A., Harvard; M.A., California State University, Northridge.
- Kurtik, Richard (1971)** *Physical Science*  
B.S., California State College; M.A., University of California, Santa Barbara.
- Lamore, Elizabeth (1977)** *Job Development/ Job Placement/ Disabled Students*  
B.A., M.S., University of Arizona.
- Landstad-Abulaf, Julie A. (1968)** *English*  
B.A., University of Southern California; M.A., California State University, Long Beach. (Leave of Absence - 1981-82)
- Lewis nee Mills, Katherine (1975)** *Theater Arts*  
B.A., M.A., University of California, Los Angeles; Ph.D., University of California, Santa Barbara.
- Lloyd, Lawrence G. (1967)** *Associate Dean of Instruction/Vocational Education and Educational Development*  
A.B., M.A., University of Southern California.
- Long, Alicia A. (1979)** *Director, Student Activities*  
B.A., University of Minnesota; M.A., California State University, Northridge.
- Long, Knox T. (1968)** *Counseling/History*  
B.A., University of California, Santa Barbara; M.A., California State College, Los Angeles.
- Lopez, Robert (1971)** *Archaeology/Anthropology*  
B.A., M.A., California State University, Northridge.
- Lopez-Nagy, Diana (1970)** *English*  
A.A., Ventura College; B.A., M.A., San Francisco State College; Ed. D., Nova University, Florida.

- MacTague, Ray (1974)** *Business/Aeronautics*  
A.A., Orange Coast College; B.S., California State University, Long Beach; M.S., California State University, Northridge; M.A., California Lutheran College.
- Mallory, Norman (1972)** *English*  
B.A., M.A., Chico State College
- Martin, Floyd (1967)** *Director, Sciences/  
Mathematics and Engineering Division*  
B.S., M.A., Arizona State University.
- Matsuda, Stella S. (1980)** *Physical Education/Dance*  
B.S. - University of California, Los Angeles; M.A. - California Lutheran College
- McAdam, Thomas M. (1980)** *Agriculture*  
B.A. - California State University, Northridge; M.S. - California Polytechnic State University, San Luis Obispo
- McCullough, MoDean (1969)** *Physical Education*  
B.S., Jamestown College, N.D.; M.S., University of North Dakota. (Sabbatical, Spring 1982)
- Medley, Donald B. (1968)** *Data Processing/  
Coordinator,  
Institutional Research/Development)*  
B.V.E., M.A., California State University, Los Angeles; Ed.D., Brigham Young University.
- Mehr, Sheldon (1970)** *Music*  
B.A., University of California, Los Angeles; M.A., California State University, Los Angeles.
- Mendoza, Gilbert R. (1973)** *Physical Education*  
B.A., California State University, Fresno; M.A., California Polytechnic, San Luis Obispo.
- Meyer, Harold F. (1969)** *Physics*  
B.S., M.A., California State College, Long Beach. (Sabbatical 1981-82)
- Miller, Alfred J. (1972)** *Telecommunications*  
A.B., University of N. Carolina; M.S., University of Illinois.
- Miller, Larry O. (1971)** *Biological Sciences*  
B.A., M.A., Ph.D., University of California, Santa Barbara.
- Miller, Robert W. (1967)** *Chemistry/Physical Science*  
A.B., Temple University; M.S., University of Arizona.
- Molnar, Charles D. (1968)** *Mathematics*  
B.S., Harvey Mudd College; M.A., University of California, Riverside.
- Moore, Evelyn (1974)** *College Nurse/Counselor  
Coordinator, Health Services*  
R.N., Jefferson Medical College Hospital, Pa.; B.S., P.H.N., Catholic University of America, Washington, D.C.; M.A.E., California Lutheran College.
- Moore, Linda (1968)** *Physical Education*  
B.A., Purdue University; M.A., California Lutheran College.
- Murphy, David K. (1969)** *Chemistry*  
B.S., University of California, Berkeley; M.A., Ph.D., University of California, Santa Barbara. (Sabbatical 1981-82)
- Naseri, Muthena (1974)** *Environmental Science*  
B.S., Arkansas State University; M.S., Kansas State University.
- Nordquist, Alvyn (1967)** *Department Head,  
Physical Education*  
B.A., San Diego State University; M.A., Long Beach State University.
- Noyes, Jack (1970)** *Art*  
B.S., M.A., University of Michigan.
- Ogden, Gary (1976)** *Biological Science*  
A.B., M.A., California State University, Fresno; Ph.D., University of California, Santa Barbara.
- Outland, Barbara (1976)** *Learning Resources*  
M.A., California State University, Los Angeles.
- Pacheco, A. Darlene (1969)** *Director, Social  
Science Division*  
B.A., M.A., Ed.D., Colorado State University.
- Pagson, Paul (1971)** *Coordinator, EOPS*  
B.A., Loyola University, Los Angeles; M.S., Mount St. Mary's College.
- Parker, Delbert M. (1969)** *Physical Education*  
B.S., M.S., University of California, Los Angeles.
- Patterson, James (1974)** *Agriculture/  
Coordinator, Agriculture*  
B.S., California Polytechnic, Pomona; M.A., California Polytechnic, San Luis Obispo.
- Patterson, Susan (1972)** *Chemistry/  
Department Head, Physical Sciences)*  
B.S., University of Illinois; M.S., Ph.C., University of California, Los Angeles.
- Pearson, Beverly J. (1967)** *Spanish*  
B.A., University of Michigan; M.A., University of California, Berkeley.
- Pollock, Steven J. (1968)** *Psychology*  
B.A., Whitman College, Washington; M.A., Ph.D., Claremont Graduate School, California.
- Popiel, Jon E. (1968)** *English*  
A.B., M.A., University of California, Los Angeles; M.A., California Lutheran College.
- Raufman, Cecilia (Lisa) (1976)** *Counseling*  
B.A., University of California, Los Angeles; M.S., California State University, Los Angeles.
- Rees, Gary W. (1975)** *Geography*  
B.A., University of California, Los Angeles; M.A., California State University, Northridge.
- Reinhart (Eide) Margarete (1974)** *Mathematics*  
B.A., M.A., University of Southern California
- Reynolds, Jack G. (1969)** *Biology*  
B.A., M.A., University of California, Berkeley.
- Reynoso, Amado (1969)** *Chicano Studies/Spanish*  
B.A., San Diego State College; M.A., San Francisco State College.
- Rolff, Karla (1972)** *Anthropology*  
B.A., M.A., Ph.D., University of California, Santa Barbara.
- Sardiaco, Frank V. (1968)** *Art*  
B.A., University of California, Los Angeles; M.F.A., Otis Art Institute.
- Scott, Delmore E. (1969)** *Art*  
B.F.A., M.F.A., University of Southern California.
- Sheridan, Pamela (1969)** *English*  
B.A., M.A., University of California, Santa Barbara.
- Shindo, Kokki (1969)** *Mathematics*  
A.B., Ripon College, Wisconsin; A.B., M.A., University of California, Los Angeles; M.S., Western Washington State.
- Siegel, A. Howard (1967)** *Humanities/French*  
B.A., Queens College; M.A., Kansas State University; Ph.D., University of Southern California.
- Smith, Mitchell L. (1972)** *Administration of Justice*  
B.A., M.A., San Diego State University.
- Sommer, Maynard E. (1967)** *Ag/P.E.*  
B.S. California State University, Fresno; M.A. University of California, Davis. (Leave 1981-82)

- Spraggins, M. Thomas (1974)** *Accounting/Business*  
B.S., California State University, Northridge; M.S., Colorado State University; M.A., California Lutheran College; Certified Public Accountant.
- Stemen, James A. (1969)** *Music*  
B.A., Goshen College; M.A., M.S.M., Southern Methodist University.
- Stephens, Robert T. (1968)** *Mathematics/ Department Head, Mathematics*  
B.S., Brigham Young University; M.S., University of California, Riverside.
- Stewart, Sexton (1974)** *Graphics*  
B.S., Southern University, Louisiana; M.A., California State University, San Francisco.
- Straughan, Jerry E. (1975)** *Political Science/ Real Estate*  
B.A., University of California, Los Angeles; M.A., California Lutheran College.
- Stringer, Pauline (1970)** *Home Economics*  
B.S., Oklahoma State University; M.S., California State University, Northridge; Ed.D., Nova University, Florida.
- Strong, Richard (1971)** *Speech/Forensics; Coordinator, Communications*  
B.A., M.A., University of Redlands.
- Strumpf, Michael (1967)** *Learning Resources*  
B.S., M.S., University of Southern California.
- Sturgeon, James H. (1967)** *Art*  
B.A., M.F.A., University of California, Santa Barbara.
- Sukiennik, Diane (1974)** *Counseling*  
M.A., Columbia University, New York.
- Tennen, Edward F. (1980)** *Director, Library Services Learning Resources Center*  
B.A. - California State University, Long Beach; M.A., M.S.L.S. - University of Southern California; Ed.D. - Nova University, Florida.
- Thionnet, Floyd D. (1972)** *Associate Dean of Students, Admissions and Records*  
B.S., University of Arizona; M.S., California State Polytechnic College, San Luis Obispo.
- Thomsen, John E. (1969)** *Electronics; Coordinator, Trades & Industry*  
B.S., M.S., University of California, Los Angeles.
- Todd, Erma B. (1976)** *English/English as a Second Language.*  
B.A., M.A., California State University, Northridge.
- Trego, Nancy L. (1980)** *Physical Education; Coordinator, Athletics*  
B.A. - California State University, Long Beach; M.S. - Wisconsin State University, LaCrosse.
- Trevino, Manuel O. (1971)** *Physical Education*  
A.B., M.A., Chico State College.
- Wagner, David A. (1969)** *Physical Science*  
B.S., Ohio State University; M.A., University of Michigan; M.S.T., University of Missouri.
- Walters, J. Roger (1971)** *Mathematics*  
B.A., University of California, Los Angeles; M.A., University of Oregon.
- Wieder, Les (1977)** *Theatre-Telecommunications*  
B.A., California State University, Northridge; M.A., California State University, Northridge.
- Wyman, James L. (1974)** *Speech*  
B.A., University of Redlands; J.D., Loyola Law School, Los Angeles.
- Young, Kathleen (1974)** *Office Technology*  
B.S., California State University, Long Beach; M.A., California Lutheran College.
- Zaboski, Janet (1974)** *Coordinator, Special Education*  
B.S., University of California, Los Angeles; Physical Therapy Degree, Children's Hospital School of Physical Therapy, Los Angeles; M.A., California State University, Northridge.
- Zaboski, Ronald (1970)** *Counseling*  
B.S., University of California, Los Angeles; M.A., University of Southern California.

# FACULTY EMERITUS

**Bassett, Estella M. (1967)**

*College Nurse,  
Health Education*

R.N., Saint Mary's Hospital School of Nursing, Rochester, New York; M.S., State University College Brockport, New York; M.P.H., University of California, Los Angeles. Retired June, 1974.

**Gilman, Richard E. (1967)**

*Biological Sciences*

B.S., M.S., St. Mary's College, Winona, Minn.; M.S., University of Southern California. Retired February, 1978.

**Imbach, Marjorie (1971)**

*Director, Community  
Services and Publications*

B.A., University of California, Santa Barbara; M.A., University of California, Los Angeles. Retired June, 1979.

**Lane, James W. (1969)**

*Law Enforcement*

A.A., Valley College, Van Nuys, California. Retired June, 1974.

**Lossner, Walter M. (1969)**

*Sociology*

B.A., B.D., Concordia Seminary; M.S., Los Angeles State College; Ph.D., University of Southern California. Retired June, 1977.

**Sarnecky, Dorothy (1967)**

*Geology*

B.A., Notre Dame; M.S., Stanford University. Retired June, 1979.

**Schonberger, Clinton (1967)**

*Department Head,  
Life Sciences*

B.A., B.S., M.A., University of North Dakota. Retired June, 1973.

**Slama, Michael, M. (1966)**

*Director of  
Library Services*

J.D., Charles University, Prague, Czech; M.A., University of Denver. Retired February, 1980.

**Tallman, Maxine, R. (1967)**

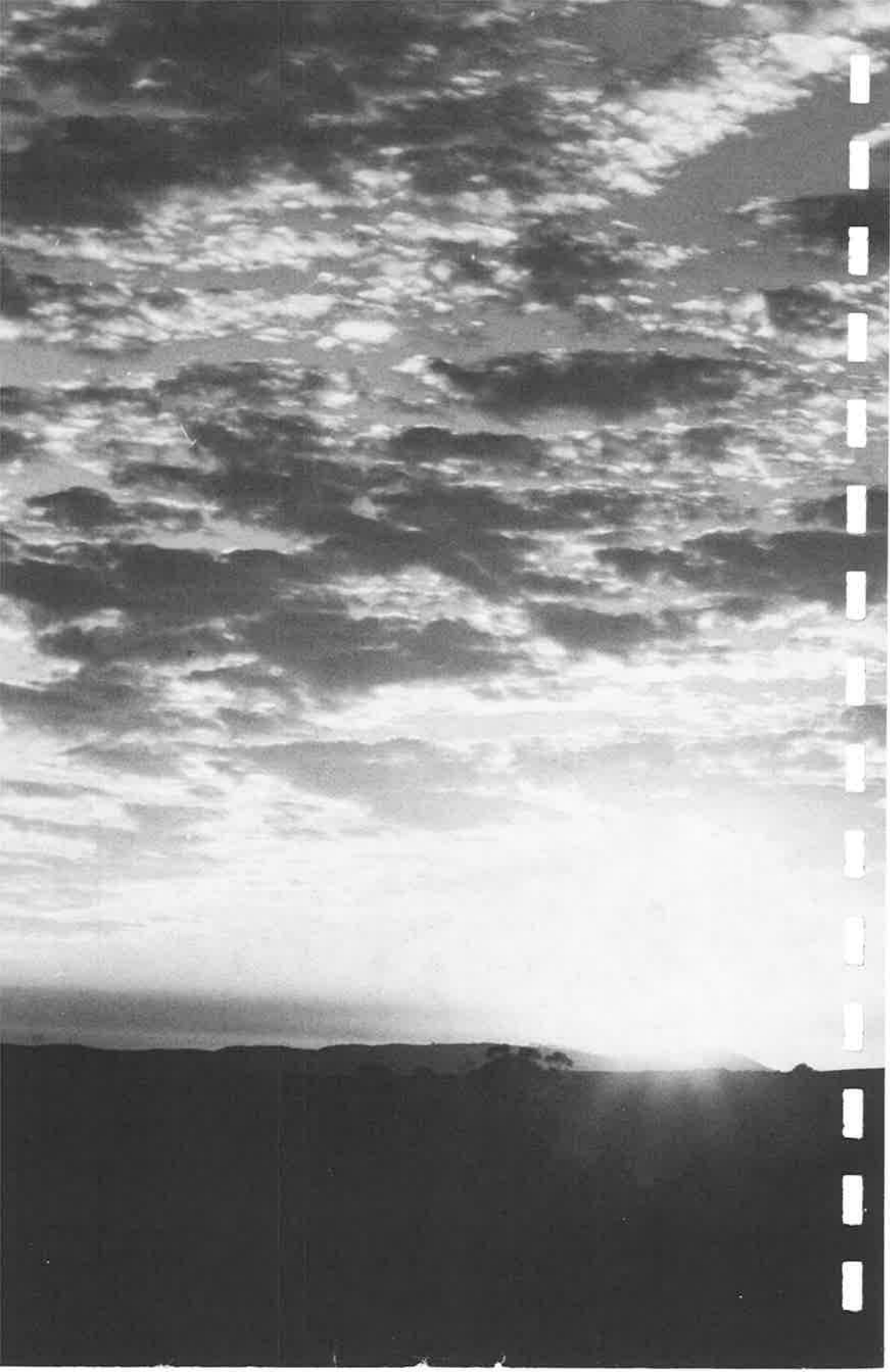
*Associate Dean of*

*Students/ Admission and Records*

A.A., Ventura College; B.A., M.A., University of California, Santa Barbara. Retired June, 1979.









APPENDIX

## **Appendix I**

### **PRIVACY RIGHTS GOVERNING STUDENT RECORDS**

The colleges in this District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law.

#### **RIGHT OF ACCESS**

Any currently enrolled or former student has a right of access to any or all student records relating to the student maintained by this District. The editing or withholding of such records is prohibited except as provided by law. Requests for access shall be in writing, addressed to the Dean of Student Personnel Services at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Dean of Student Personnel Services shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Student records are maintained in a manner to insure privacy of all such records and the colleges in this district shall not, except as authorized, permit any access to or release of any information therein.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The College shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order. Students may request copies of records for review. A fee of \$1 will be charged per page per copy.

#### **DIRECTORY INFORMATION**

The colleges in this District maintain directory information which may be released: student's name, address, telephone number, and place of birth, major field of study, class schedule, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public and private school attended by the student.

Students may indicate that directory information which shall not be released providing written notification is given the Dean of Student Personnel Services at the college of attendance at the time of enrollment or earlier if the activity occurs prior to the opening of school.

#### **CHALLENGE**

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion of inference, (3) a conclusion or inference outside of the observer's areas of competence, (4) not based on

personal observations of the named person with the time and place of the observation noted.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to Superintendent of the Ventura County Community College District or his designee, the Assistant to the Superintendent of Student Personnel Services. Allegations which have been denied by the Superintendent may be further appealed to the governing board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine governing board shall be final.

## **Appendix II**

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY ACT**

The Ventura County Community College District and its three colleges — Moorpark College, Oxnard College, and Ventura College — are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, or marital status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978.

Inquiries regarding these laws and regulations, and the corresponding Board policies, may be directed to the District Affirmative Action Officer, c/o District Office, 71 Day Road, Ventura, CA 93003, telephone 642-0161 or 647-7387, Ext. 51.

## Appendix III

# STUDENT RIGHTS & RESPONSIBILITIES

### I. Associated Students

The Board of Trustees of the Ventura County Community College District recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

### II. Privileges of Student Organizations

- A. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
- B. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off-campus events, unless authorized by the Associated Students.
- C. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Dean of Students. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
- D. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

### III. Off-Campus Affiliations

Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off-campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.

### IV. Advocacy and Free Expression

- A. **PURPOSE.** The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
- B. **REGISTERED STUDENTS.** Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
  - 1. That the cause or issue being advocated is legal.
  - 2. That the District's outside speaker policy is observed.
  - 3. That college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or his designated representative are respected.

4. That if, in the judgement of the President of the college or his designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, he may order individual students or chartered student organizations, to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/ administrator committee at each college and approved by the college President.

C. **NON-STUDENTS.** The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students. However, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.

D. **MAINTENANCE OF ORDER.** It shall be the policy of the Board of Trustees of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The president of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

V. **Dress Code**

The dress of persons appearing on the campuses of the Ventura County Community College District shall comply with generally accepted standards of hygiene and good taste. Clothing that is worn shall be such as to avoid interference with the educational responsibilities of the District, or with any other approved activities taking place within the District's jurisdiction.

VI. **Solicitation**

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Superintendent, President of the college or the President's designee. This policy applies to all students, staff and citizens.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fundraising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

VII. **Notices & Posters**

Student and other college developed posters and flyers may be distributed or displayed as follows:



Any posters, flyers or other materials which advertise instructional programs, student activities or any other events that can be CLEARLY IDENTIFIED as having Moorpark College sponsorship may be circulated and posted without bearing the "approved for posting" stamp.

VIII. Use of College Facilities

- A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college function.
- B. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:
  - a. chartered student organizations
  - b. certificated personnel
  - c. organizations of college employees
  - d. the associated students
  - e. groups of ten or more students
  - f. community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).
- C. Reservation of college facilities shall be made in the office of the Associate Dean of Instruction for Continuing Education a reasonable time in advance of the event to permit schedule to be arranged. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Students groups should also seek approval from the Director of Student Activities.
- D. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.
- E. Outdoor Meetings and Events
  - 1. Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.
  - 2. The campus center patio is available as a discussion area. The Dean of Students may approve other areas if unusual circumstances require.
  - 3. Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Dean of Students may arrange for voice amplification at other times or places on the campus if unusual circumstances require it

to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present.

F. Tables

1. Student organization and groups cited may maintain a table in the following areas:
  - a. foyer of the campus center
  - b. patios of the campus center
  - c. mall
2. Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
3. Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
4. Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of accosting individuals or by shouting is prohibited.

# **Appendix IV**

## **STUDENT GRIEVANCE**

### **I. PURPOSE**

Students are encouraged to pursue academic studies and other college sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that she or he has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

#### **II. DEFINITION**

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

#### **III. PROCEDURES**

##### **A. Informal Processes**

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Dean of Instruction (for all programs and services controlled by this person) or the Dean of Student Services (for all other college programs and services).

##### **B. Formal Processes**

If the aggrieved student believes that the informal consultation processes mentioned in Section 1 have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance. Resolution of grievances may not abrogate state or federal laws and applicable Board of Trustee rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This

committee will be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Dean of Student Services within 90 calendar days of the final event in a sequence of events if any. The 90 day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Dean of Student Services receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section 1.
3. The Dean of Student Services will verify the completeness of the written charge and present the charge to the Grievance Committee within ten working days of receipt.
4. The Grievance Committee will review the charges made in Section 2,B, within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section 2.D.).
6. Formal hearing procedures:
  - a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (Sec.2.E.)
  - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
  - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
  - d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.

- e. The accused person and/or representative may be present as well as the aggrieved person and/or her/his representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
- f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
- g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
- h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
  - 1. Concur with the committee's recommendation.
  - 2. Not concur with the committee's recommendation.
  - 3. Take alternative action.
  - 4. The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
    - i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Superintendent of the Ventura County Community College District; if she/he is still dissatisfied with the decision, an appeal may be made to the Board of Trustees who shall render the final decision.
    - j. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/ federal laws, rules regulations and contracts. Insertion of information regarding a case in employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

**Appendix V**  
**STUDENT CONDUCT CODE**  
**I. Standards of Student Conduct**  
**(E.C.S. 66300)**

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn like other members of the academic community, the students are expected to conduct themselves in accordance with standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policies and procedures.

Disciplinary action may be imposed upon a student by an instructor, an administrator or the governing board for proven misconduct or actual violation of specified college rules and regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus or at a college-sponsored activity within the procedures specified in this document. The Dean of Student Services shall have the power to impose suspension and to recommend expulsion. Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college sponsored activity:

- A. Willful disobedience to directions of college officials acting in performance of their duties.
- B. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
- C. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
- D. Unauthorized entry to our use of the college facilities.
- E. Forgery, alteration, or misuse of college documents, records or identification.
- F. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
- G. Theft or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
- H. Disorderly, lewd, indecent, or obscene or offensive conduct or expression which interferes with the college's primary educational responsibility.
- I. Assault or battery, abuse, or any threat of force or violence directed toward any member of the community college or campus visitor engaged in authorized activities.

- J. Use, possession, distribution of alcoholic beverages, narcotics , hallucinogenic drugs, marijuana or other dangerous drugs; or presence on campus while under the influence of alchoholic beverages, narcotics, hallucinogenic drugs, marijuana or other dangerous drugs, except as expressly permitted by law.
  - K. Possession, while on the college campus or at an on or off- campus college sponsored function, of any of the following weapons (except persons given permission by the college President of his designated representatives or member of the law enforcement agencies, as police officers); any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles, any dirk, dagger, firearm (loaded or unloaded), such as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches, any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item to threaten bodily harm.
- II. Student Conduct - Disciplinary Action
- Student conduct must conform to the Student Rules of Conduct established by the Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(s):
- A. **WARNING\*** - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
  - B. **REPRIMAND\*** - Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.  
\*Note: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
  - C. **DISCIPLINARY PROBATION** - Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or the president of the student organization involved.
  - D. **RESTITUTION** - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
  - E. **SUMMARY SUSPENSION** - A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior

standards, removing a threat to the well-being of the students , or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of 5 school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Dean of Student Services, or other staff member designated by the President may summarily suspend a student when he deems it necessary for the safety and welfare of the college.

- F. **DISCIPLINARY SUSPENSION** - Disciplinary suspension follows a hearing based on due process. It shall be invoked by the College President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
- G. **EXPULSION** - An expulsion is a long term or permanent denial of class attendance including all campus privileges. The Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus.

### III. Student Conduct Due Process

#### A. Preliminary Action

1. The Dean of Student Services shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
2. The Dean of Student Services shall confer with the student for the purpose of advising the student of the charge, possible sanctions upon him/her and his/her rights under college regulations, state and federal laws.
3. The Dean of Student Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Dean of Student Services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
4. At this point, the Dean of Student Services may take any of the following actions:
  - a. Dismiss the charge for lack of merit.
  - b. Issue a warning or a letter of reprimand.
  - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
  - d. Recommend expulsion.
  - e. Remand the case to a Student Conduct Hearing.



5. If the student does not accept the Dean of Student Services' decision, the Dean of Student Services shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Section III-B and III-C of this document.
- B. Composition of Student Conduct Hearing Committee
1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
    - a. One student, one faculty member, and one administrator (other than the Dean of Student Services and his/her immediate staff. These persons are appointed by the College President).
    - b. The President shall designate the chairperson of the Hearing Committee.
    - c. A minimum of one committee shall be selected annually.
    - d. Upon notification of the committee composition, each party is allowed one preemptory challenge, excluding the chairperson.
    - e. A quorum shall consist of all three members of the committee.
    - f. The chairperson will allow any proposed member of the committee to decline participation in the hearing.
- C. Formal Hearing Procedures
1. A hearing will be called by the chairperson within fifteen working days of receipt of the Dean of Student Services' request.
  2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
  3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
  4. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. as the aggrieved person and/or her/his representative. No other persons except scheduled single witnesses and the Hearing Committee members shall be present.
  5. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
  6. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
  7. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the

college. Upon receipt of the findings and recommendations, the President of the college shall:

- a. Concur with the committee's recommendation.
  - b. Not concur with the committee's recommendation.
  - c. Take alternative action.
  - d. The college President shall state in writing the reasons for the action taken on the committee's recommendations. The president shall act within ten working days.
8. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Superintendent of the Ventura County Community College District; if she/he is still dissatisfied with the decision, an appeal may be made to the Board of Trustees who shall render the final decision.
9. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/ state/ federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

## **Appendix VI**

# **INTERDISTRICT ATTENDANCE AGREEMENTS AND NOTICES OF RESTRICTION**

Interdistrict attendance agreements and notices of restriction in effect as of March 6, 1981 and thereby effective for the fiscal year 1981-82.

Students whose legal residence is in the Ventura County Community College District must present permits for attendance before completing registration for classes in the college district listed below.

Students whose legal residence is in a Community College District listed below must present permits for attendance before completing registration for classes listed in the Ventura County Community College District.

The purpose of this list is to meet the requirements of Education Code 25505.5.

- Barstow Community College District
- Butte Community College District
- Cerritos Community College District
- Coachella Valley Community College District
- Compton Community College District
- Fremont-Newark Community College District
- Glendale Community College District
- Los Angeles Community College District
- Mendocino Community College District
- Merced Community College District
- Riverside Community College District
- Saddleback Community College District
- San Francisco Community College District
- San Joaquin Delta Community College District
- Santa Barbara Community College District
- Santa Clarita Community College District
- Shasta-Tehama-Trinity Joint Community College District
- Siskiyou Joint Community College District
- Victor Valley Community College District
- West Hills Community College District
- Yuba Community College District

## Appendix VII

### NON-RESIDENT TUITION FEE 1981-82 REFUND SCHEDULE

Units Enrolled	Tuition Charge	1st Wk Refund		2nd Wk Refund		3rd Wk Refund		4th Wk Refund	
		Reg.	SS	Reg.	SS	Reg.	SS	*Reg. Only	
½	\$ 38.00	\$ *13.00	\$ *13.00	\$ *13.00	\$ *13.00	\$ 13.00	\$ 9.50	\$ *9.50	
1	76.00	51.00	51.00	*51.00	38.00	38.00	19.00	19.00	
1½	114.00	89.00	89.00	*85.50	57.00	57.00	28.50	28.50	
2	152.00	127.00	127.00	114.00	76.00	76.00	38.00	38.00	
2½	190.00	165.00	165.00	142.50	95.00	95.00	47.50	47.50	
3	228.00	203.00	203.00	171.00	114.00	114.00	57.00	57.00	
3½	266.00	241.00	241.00	199.50	133.00	133.00	66.50	66.50	
4	304.00	279.00	279.00	228.00	152.00	152.00	76.00	76.00	
4½	342.00	317.00	317.00	256.50	171.00	171.00	85.50	85.50	
5	380.00	355.00	355.00	285.00	190.00	190.00	95.00	95.00	
5½	418.00	393.00	393.00	313.50	209.00	209.00	104.50	104.50	
6	456.00	431.00	431.00	342.00	228.00	228.00	114.00	114.00	
6½	494.00	469.00	469.00	370.50	247.00	247.00	123.50	123.50	
7	532.00	507.00	507.00	399.00	266.00	266.00	133.00	133.00	
7½	570.00	545.00	545.00	427.50	285.00	285.00	142.50	142.50	
8	608.00	583.00	583.00	456.00	304.00	304.00	152.00	152.00	
8½	646.00	621.00	621.00	484.50	323.00	323.00	161.50	161.50	
9	684.00	659.00	659.00	513.00	342.00	342.00	171.00	171.00	
9½	722.00	697.00	697.00	541.50	361.00	361.00	180.50	180.50	
10	760.00	735.00	735.00	570.00	380.00	380.00	190.00	190.00	
10½	798.00	773.00	773.00	598.50	399.00	399.00	199.50	199.50	
11	836.00	811.00	811.00	627.00	418.00	418.00	209.00	209.00	
11½	874.00	849.00	849.00	665.50	437.00	437.00	218.50	218.50	
12	912.00	887.00	887.00	684.00	456.00	456.00	228.00	228.00	
12½	950.00	925.00	925.00	712.50	475.00	475.00	237.50	237.50	
13	988.00	963.00	963.00	741.00	494.00	494.00	247.00	247.00	
13½	1026.00	1001.00	1001.00	769.50	513.00	513.00	256.50	256.50	
14	1064.00	1039.00	1039.00	798.00	532.00	532.00	266.00	266.00	
14½	1102.00	1077.00	1077.00	826.50	551.00	551.00	275.50	275.50	
15 or more	1140.00	1115.00	1115.00	855.00	570.00	570.00	285.00	285.00	

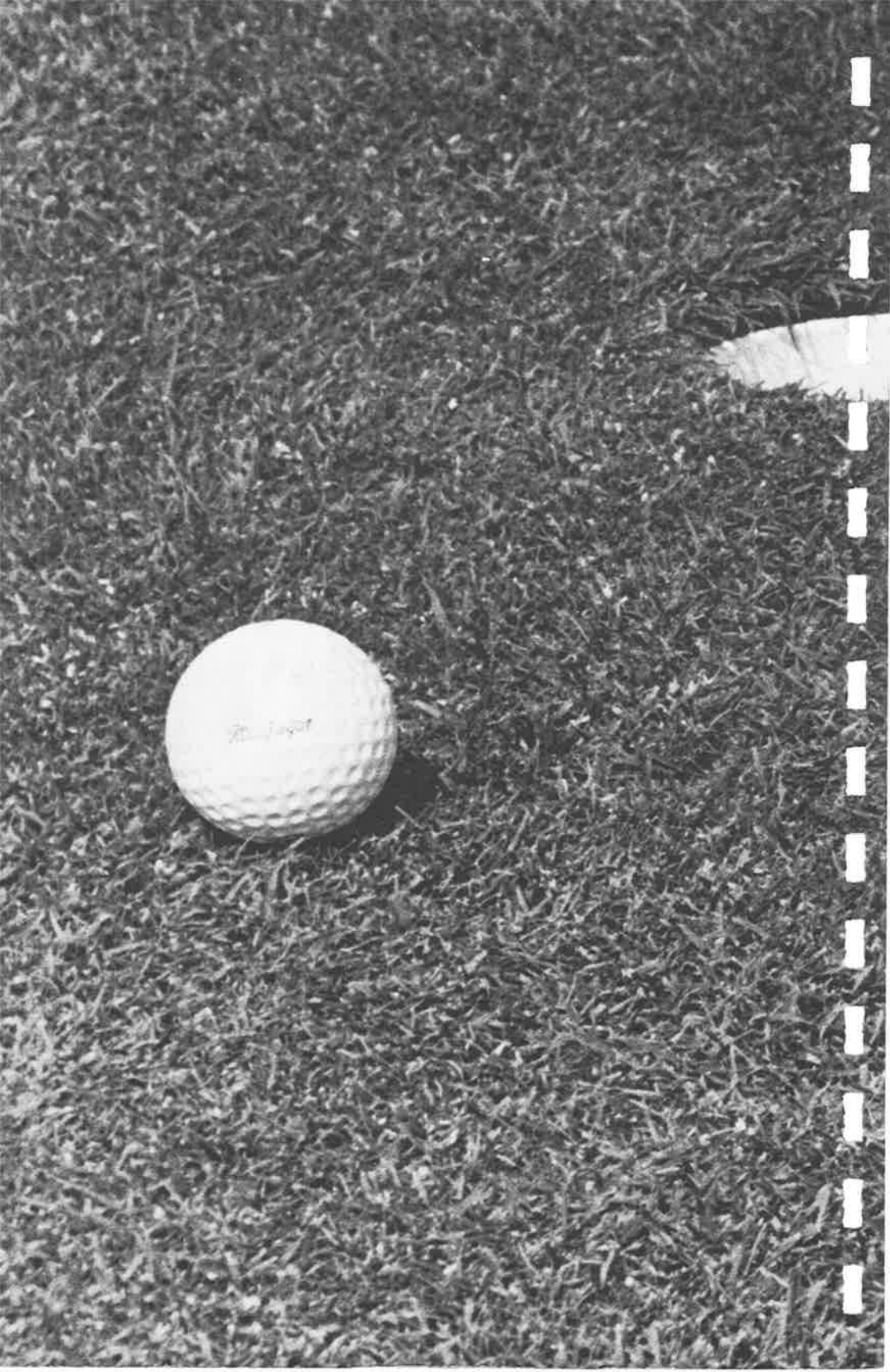
Maximum \$25 admin. fee charge.

75% ref. 50% ref. 50% ref. 25% ref. 25% ref.

\* Indicates that a minimum administrative fee of \$25 is deducted from those funds.

\*\* No refunds permissible after 3rd week of regular summer session







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