



Photo by Nancy Haberman

MOORPARK COLLEGE
A Public Community College
Accredited by
the Western Association
of Schools and Colleges
7075 Campus Rd.
Moorpark, Calif. 93021
Tel # (805) 529-2321
(805) 647-7622

**GENERAL CATALOG AND ANNOUNCEMENT OF COURSES
1984-86**

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1984-85

COLLEGE CALENDAR

FALL SEMESTER, 1984

See Class Schedule
September 4

September 17

September 28

October 10
November 12
November 22 & 23
December 7
December 21

December 24-January 4
January 7
See Class Schedule
January 16-18 & 22-24
January 21
January 24

FALL SEMESTER REGISTRATION
First day of instruction
First day of late registration
Last day of late registration
Last day to add classes
Last date to drop classes without a permanent record entry
Last date to declare CR/NC grading option
Veterans Day — legal holiday
Thanksgiving vacation
Last date to drop classes with a "W" grade
Last date to apply for Fall 1984 graduation and Certificates of Achievement
Christmas vacation
Classes resume
SPRING SEMESTER REGISTRATION
Final examinations, Fall semester
Martin Luther King's Birthday — legal holiday
End of Fall semester

SPRING SEMESTER, 1985

January 28

February 8
February 11

February 18
February 22

March 6
March 29

April 1-5
May 10
May 27
See Class Schedule

May 31-June 7
June 7

First day of instruction
First day of late registration
Lincoln's Birthday — legal holiday
Last day of late registration
Last day to add classes
Washington's Birthday — legal holiday
Last date to drop classes without a permanent record entry
Last date to declare CR/NC grading option
Last date to apply for Spring and Summer 1985 graduation and Certificates of Achievement
Spring vacation
Last date to drop classes with a "W" grade
Memorial Day — legal holiday
SUMMER SESSION REGISTRATION

Final examinations, Spring semester
End of Spring semester
GRADUATION

SUMMER SESSION, 1985*

June 17	First day of instruction
	First day of late registration
June 20	Last day of late registration
	Last day to add classes
July 4	Fourth of July — legal holiday

*See Class Schedule for beginning and ending dates of specific classes.

The calendar for the 1985-86 academic year is not yet available. The college district is currently planning to change to an early semester calendar for that year; when adopted the 1985-86 calendar will be published in the class schedule.

Ventura County Community College GOVERNING BOARD



*Dr. Fernando Elizondo
President*



*Ruth Oren
Vice President*



*David Bender Jr.
Trustee*



*Dr. James T. "Tom" Ely
Trustee*



*Gregory Kampf
Trustee*

MOORPARK COLLEGE



*W. Ray Hearon
President, Moorpark College*

VCCCD Governing Board

Fernando Elizondo, Ed.D., President
Ruth Oren, Vice President
David Bender Jr., Member
Dr. James T. "Tom" Ely, Member
Gregory Kampf, Member
Student Representative to be selected
Alfred P. Fernandez, Ph.D., Chancellor

VCCCD ADMINISTRATION



*Alfred P. Fernandez
Chancellor*

District Administrators:

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

College Administrators:

Dr. W. Ray Hearon, President, Moorpark College
Edward W. Robings, President, Oxnard College
Dr. Richard A. Glenn, President, Ventura College

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 15 months Dr. Collins and his staff completed plans for staffing, curriculum, student services and plant occupancy. The doors opened to students for the first time during the fall 1967 semester, with an enrollment of 2,500 day and evening students.

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

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

In 1978 a new building providing classrooms and faculty offices for Agriculture and a Student Support Services Building were opened on campus. In addition, modifications were made to both the Library Building and Science/Math Building to expand laboratory facilities and provide an elevator access to the second floors. 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 10,000 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.

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

Planned for opening in the near future is a new Exotic Animal Training and Management facility on a nine acre parcel of land donated to the college district by the Strathearn 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 occupational program.

The college has recently entered into an agreement with the National Park Service to develop a model ranch project (Sierra Vista Ranch) in the Conejo. This is a unique assignment and holds great promise for the development of the agriculture program.

MOORPARK COLLEGE FOUNDATION

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

ing scholarships, loans, and grants to worthy students.

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

PHILOSOPHY AND GOALS

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

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

The guiding philosophy of Moorpark College is based on an enduring belief that all people want to

realize their own potential; armed with this powerful motivating force, they have the capacity to learn and to direct their own destiny. To make progress toward this major objective, it is essential that all members of the college community:

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

OBJECTIVES

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

- General Education which offers intellectual and cultural experiences for the personal development needed by students to realize their full potential as individuals in a free society.
- Occupational programs to provide students with the skills and related instruction necessary for beginning employment, advancement, and re-training in a number of semi-professional, industrial, business, and technical fields. The employment opportunities and needs of the area served by the College are emphasized.

- Developmental programs designed to make up students' inadequacies in certain areas in order to prepare them to undertake successfully further education and training at the college level.
- Guidance planned to make individual students aware of their abilities and opportunities in order that they may make suitable educational-vocational choices and may realize maximum benefit from their college experiences.
- Community Service and Continuing Education programs to provide for the cultural, social, intellectual and recreational needs of the area which the College serves.
- Co-curricular programs that provide students with opportunities for participation in creating activities that lead to their personal growth in leadership and in social and civic responsibility.

ACCREDITATION

Moorpark College is accredited by the Western Association of Schools and Colleges and copies of the

most recent accreditation reports are on file in the President's Office and can be reviewed upon request.

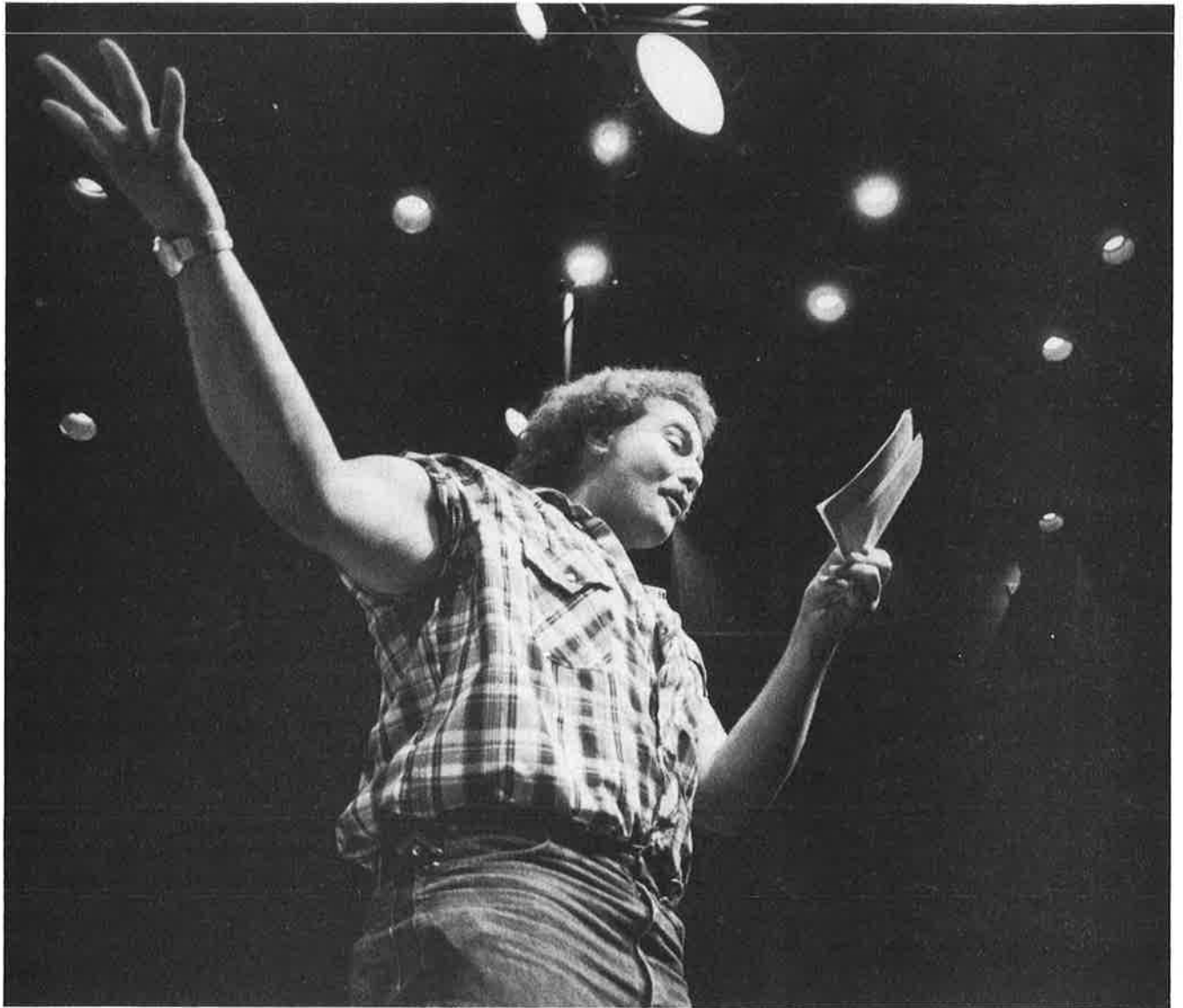


Photo by David Hartung

ADMISSIONS INFORMATION



Photo by Rhonda Campbell

Admissions

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.

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

A student is eligible to attend Moorpark College if his/her legal residence is within California. Students

entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

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

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

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. Students must have completed their sophomore (10th grade)

year to be eligible to attend. An advanced placement approval 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 Dean of Admissions and Records, and must follow this procedure:

1. Apply to Centralized Admissions Application Service, P.O. Box 3686, Arcadia, Calif. 91006.
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 transcripts from preparatory schools and colleges previously attended.
5. Submit a confidential statement of finance.
6. Submit a health statement from a licensed physician which must include TB test results.

7. Sign a student statement of understanding and responsibility.

Other requirements upon arrival:

1. Interview and clear with the college nurse.
2. Submit proof of major medical insurance.
3. Payment of tuition fee prior to enrollment (for the 1984-85 school year, tuition has been established at \$97.00 per unit with a maximum fee of \$1,455.00 per semester for 15 or more units). Contact the Office of the Dean of Admissions and Records for detailed instructions.

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

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

Admission Procedures

A student who is enrolling for the first time or returning after an absence of more than two semesters must complete an application for admission. Application forms may be obtained in person at the Records Office of the college, by writing to Moorpark College, 7075 Campus Road, Moorpark, CA 93021, or by phoning (805) 529-2321 or 647-7622. 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 are processed on a first come, first serve basis. Students who have been enrolled in classes at the college in either of the two preceding semesters are not required to file an 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 institutions 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. State Residents must have resided in California continuously for one year and one day prior to the beginning of a given semester he/she is planning to attend. Students who meet residence requirements are not subject to nonresident fees.
2. A nonresident is a student who has not legally resided in California for one year and one day prior to the beginning of the semester in which he/she plans to enroll. Students classified as nonresidents shall be required to pay nonresident fees. A schedule of nonresident fees is shown in Appendix VII.
3. Military Personnel and/or their dependents should check with the Records Office for additional information pertaining to the determination of their legal residence.
4. Foreign Students are classified as nonresidents and shall be required to pay nonresident fees for each semester of attendance.
5. Persons in the U.S. on immigration approved visas might be eligible for admission, as well as residence classification, depending upon visa status. Proof of correct visa status must be submitted at the Records Office for appropriate eligibility determination.
6. The Ventura County Community College District maintains interdistrict attendance agreements or notices of restriction with other public community college districts of California, in compliance with Sections 78030-78040 of the Education Code.

A list of California community college districts with which we maintain attendance agreements will be accessible in the Office of the Dean of Admissions and Records.

Registration Procedures

A Permit to Register is automatically mailed to all continuing students. Registration priority is based on the number of units completed. The Permit to Register is mailed to all new and re-entering students upon completion and processing of the admission application.

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

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

Parking Fee

The Governing Board of the Ventura County Community College District has established a parking fee for those students who wish to park vehicles on campus. The fee schedule for the 1984-85 school year is as follows for all vehicles parked on campus:

Regular Semester Fee:	
Car	\$15.00
Motorcycle	\$10.50
Short-Term Parking Fees:	
12 weeks or longer	Full Fee
6 to 11 weeks	Car - \$10.50, Motorcycle - \$6.00
1 to 5 weeks	Car - \$5.25, Motorcycle - \$3.00

Summer Intersession:

Car	\$7.50
Motorcycle	\$5.25

In no case will a combination of two permits (one car and one motorcycle) cost less than \$18.00 regular semester, and \$9.00 summer session. Second Vehicle permits may be purchased for \$3.00 and Replacement permits may be purchased for \$1.50. 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 50 cents.

Nonresident Tuition Fee

Tuition is required of nonresident and foreign students. The 1984-85 tuition schedule has been

established at \$97.00 per unit with a maximum of \$1,455.00 for 15 or more units per semester.

Parking Fee Refunds

Students who *officially* withdraw from the college by the end of the second week of classes during the regular semester (or end of the first week of summer session) may request a refund of parking fees paid. Refunds re-

quire that the validated student identification card showing fees paid be turned in at the time of withdrawal. No parking refund can be made without return of the parking sticker.

Full-Time Student

Nonresident Tuition Refunds

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

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

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

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

Fall or Spring Semester

1st week	100% of tuition less \$50 admin. fee charge
2nd week	75% of tuition less \$50 admin. fee charge
3rd week	50% of tuition less \$50 admin. fee charge
4th week	25% of tuition less \$50 admin. fee charge

Summer Session

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

A complete table of refunds appears in Appendix VII.

Transcript

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

Expenses

Moorpark College, as one of California's public community colleges, charges resident students enrollment fees. The fee prescribed by law shall equal fifty dollars (\$50) per semester for students enrolled in classes totaling six or more credit semester units, and five dollars (\$5) per unit per semester for students enrolled in classes totaling less than six credit semester units.

Other expenses students must consider in attending a community college include housing, food, and trans-

portation. These costs may vary greatly from one student to another, depending on individual circumstances, i.e., whether the student is living with his/her parents or is living independently, is married or single, etc. It is estimated that the total annual cost of attendance at a community college to a full-time student and/or his/her parents could range from about \$900 to as much as \$5,000 for a resident and as much as \$7,000 for a nonresident.

Full-Time Student

A student is defined as full time if carrying 12 or more units in the regular semester or 4 units in the summer session. While students may qualify for benefits if

enrolled in 12 units, 15 units is the minimum units per semester for traditional transfer and graduation-bound students.

Unit Requirements for Benefits

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

Veteran and war orphan benefits under GI Bill —	
Full subsistence	12.0 or more units
$\frac{3}{4}$ subsistence	9.0 - 11.0 units
$\frac{1}{2}$ subsistence	6.0 - 8.0 units

Social Security Benefits	12.0 units
Automobile & Medical Insurances	12.0 units
Athletic Eligibility	12.0 units
Student Government	12.0 units

Credit for Military Service

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

A veteran who has completed a continuous active duty period of 181 days or more with the United States Military Service (Air Force, Army, Coast Guard, Marine Corps and Navy) and has completed a minimum of 12 units with a "C" average in the colleges of this District may petition and be allowed credit as follows:

1. Three semester units of elective credit (no title, no grade).
2. The veteran may in addition to the credit allowable under terms of "1," be allowed credit for formal service school courses offered by the United States Military Services recommended by the Commission on Accreditation of Service Experiences of the American Council on Education. The credit allowed will be added to that permitted under provisions of "1" and reported as elective credit (no title, no grade).

3. Veterans will be allowed full advanced standing credit for "College Level" courses completed under the auspices of DANTES or the United States Armed Forces Institute. Such credit will be treated in the same manner and under the same policies as allowing credit from accredited colleges and universities.

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

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



Photo by Dave Becker



Photo by Sid O'Connell

ACADEMIC POLICIES

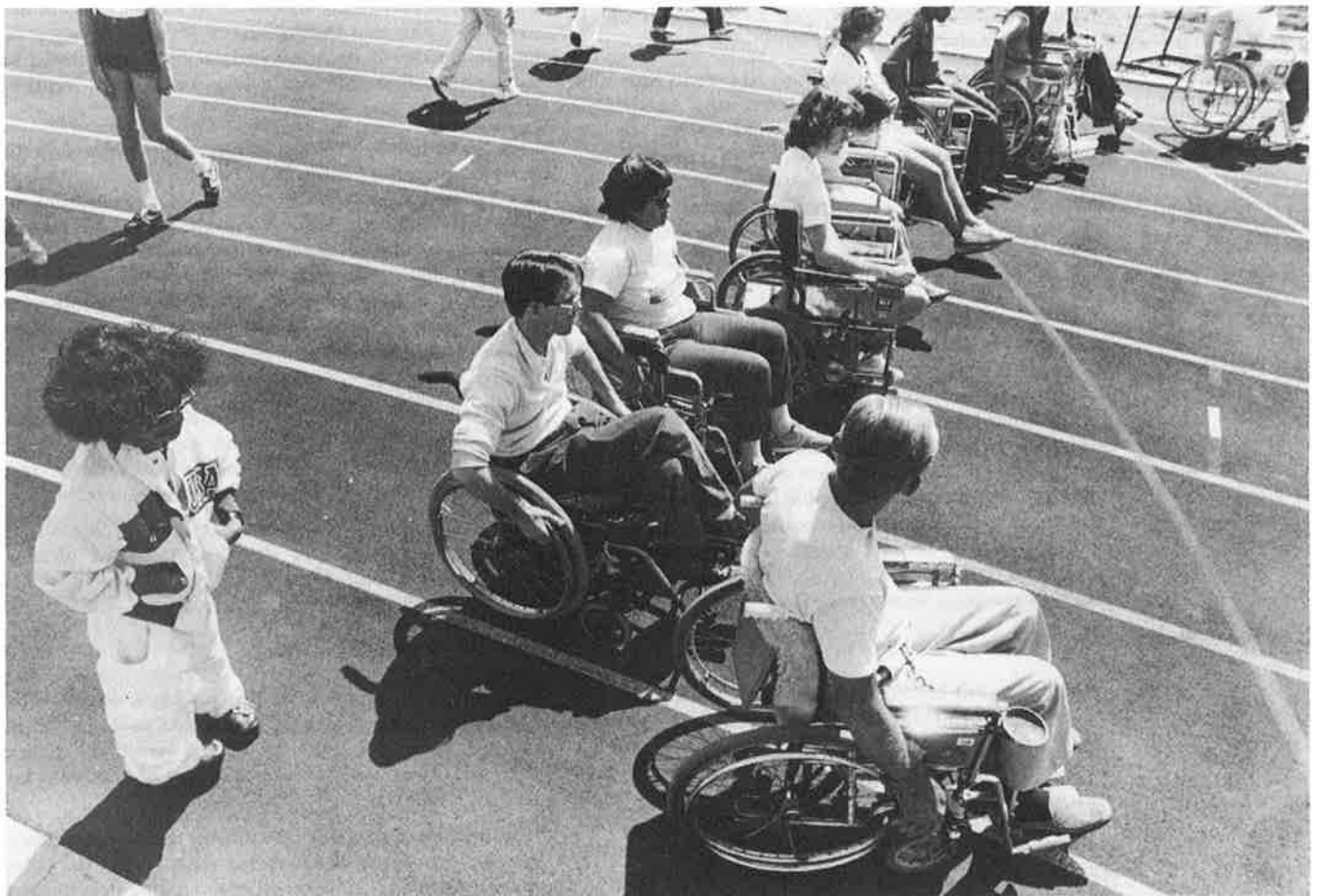


Photo by Sid O'Connell

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 Governing Board for the following sections which relate to the letter grading scale, the Credit/No Credit options, or Credit by Examination.

Grading System

Letter Grading Scale

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

Symbol	Definition	Grade Points/Semester Unit
A	Excellent	4 points per semester unit
B	Good	3 points per semester unit
C	Satisfactory	2 points per semester unit
D	Passing, less than satisfactory	1 point per semester unit

F	Failing	0 points per semester unit
CR	Credit (at least satisfactory; units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing; units not counted in GPA)	

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

Credit/No Credit Options

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

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

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

petition for this purpose, "Request for Credit/No Credit," is available in the Records Office.

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

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

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

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

Credit by Examination

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught in the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. All courses shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this

policy. For the purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. Credits earned under the policy shall not count towards determination of eligibility for veteran's benefits.

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.

Credit by examination may be granted only to a stu-

dent who: is currently enrolled in at least one course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all college work; has not earned college credit in more advanced subject matter; and, has not received a grade (A,B,C,D,F,CR,NC, or equivalent) in the course for which he or she is seeking credit by examination at this or any other college. A student seeking credit by examination will receive a CR (credit) if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge a course by examination will not receive a NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. A student may challenge no more than 12 units under the Credit by Examination policy toward an Associate degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count toward the minimum 12 unit requirement for residency. Exceptions to the unit limitations are authorized in the following designated occupational programs: Court Reporting, Nursing, Respiratory Care, and Vocational Nursing. Credit by examination may be granted in only

one course in a sequence of courses, as determined by prerequisites. There may be exceptions to the latter provision as determined by instructional divisions.

The petition for this purpose, "Petition for Credit by Examination," is available in the Counseling Office. The petition for credit by examination must be approved a minimum of four weeks before the administration of the examination. The examination must be administered prior to the last day of the final examination period.

Credit (CR) is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality as to warrant a letter grade of C or better. Transcript entries shall distinguish credits obtained by examination from credits obtained as a result of regular course enrollment. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Students should be aware that other colleges may not accept credit by examination for transfer purposes.

The following courses may not be taken under the "Credit by Examination" option: Anth 5, Ch St 7, Hist 60T, Photo 4, 9, all PE activity courses, Soc 7, VSTM 2A-F, and all "49" and "79" numbered courses.

Non-evaluative Symbols

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

I - Incomplete

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

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

IP - In Progress

The "IP" symbol shall be used **only in those courses which extend beyond the normal end of an academic term.** It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the **required work of the course is completed.** The "IP" shall not be used in calculating grade point averages. **If a student**

enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) from the letter-grading scale, to be recorded on the student's permanent record for the course.

RD - Report Delayed

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

W - Withdrawal

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

Forms for this purpose are available in the Records Office.

Admission — Readmission

Admission, Probation, Dismissal, and Readmission

Admission, probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic career and personal goals. Admission to designated instruc-

tional programs, as identified by each college, is conditional until complete official transcripts have been received from previous institutions attended.

Standards for Probation

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

A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on **progress proba-**

tion when the percentage of all units in which the student has enrolled and for which entries of "W," "I," "NC" are recorded reaches or exceeds fifty percent (50%).

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

Notification of Probation

Each college in this District shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. A student placed on probation is, as a condition of continuing enrollment, to receive individual

counseling, including the regulation of his or her academic program. Each student shall also receive any other support services to help the student overcome any academic difficulties. A student on probation must have counselor approval prior to registration of his or her educational program.

Removal from Probation

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

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

Standards for Dismissal

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

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

Notification of Dismissal

Each college in the Ventura County Community College District shall make a reasonable effort to notify a student subject to dismissal at or near the beginning of the semester in which it will take effect but, no later than the start of the fall semester. A student subject to

dismissal has the right of appeal. An exception to dismissal may be made in the event of extreme and unusual circumstances that can be supported by evidence provided by the student. Requests for appeal shall be submitted to the Dean of Admissions and Records.

Readmission

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

student who is readmitted shall receive individual counseling to assess his or her academic and career goals. A readmitted student must have counselor approval of his or her educational program prior to registration.

Cheating or Plagiarism

Instructors have the responsibility and authority for dealing with any cheating or plagiarism which may occur in their classes. It is the policy of the Ventura County Community College District that the instructor may dismiss a student involved in such dishonest

behavior from class with a grade of "F." In addition, the faculty member may direct the matter to the Vice President, Student and Educational Services for further disciplinary action.

Course Repetition

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

tion for this purpose, "Petition for Course Repetition," is available in the Counseling Office.

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

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

Withdrawal from Class

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

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

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

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

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

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

Withdrawal from College

It is the student's responsibility to formally withdraw from all classes if he or she intends to withdraw from college. A student who withdraws after the end of the fourth week of instruction for full-semester classes or after the end of the first thirty percent (30%) of a term for short-term or less than full-semester classes shall

have an entry made on his or her permanent record in accordance with the regulations specified in the Withdrawal from Class policy.

Forms for this purpose are available in the Records Office.

Grade Changes

Grade Changes

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

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

Academic Renewal Without Course Repetition

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

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options: 1. Disregard a maximum of 15 or fewer semester units of any courses with less than a C or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or 2. Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

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

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

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

Class Attendance

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

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

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

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 elec-

tronic aids must secure the consent of the instructor. If the instructor agrees to the request, the notice of consent will be filed with the Vice President, Instructional Services.

Availability of District Library Resources

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

materials from the other two libraries as well as from all members of the systems. This greatly increases the access students have to library resources.

Please see your college libraries for further details.

Advanced Placement Examinations

The Ventura County Community College District now has under consideration the adoption of a policy for granting course credit through the College Board

advanced placement examinations. Students who are interested in pursuing this option should consult a Moorpark College counselor.

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.

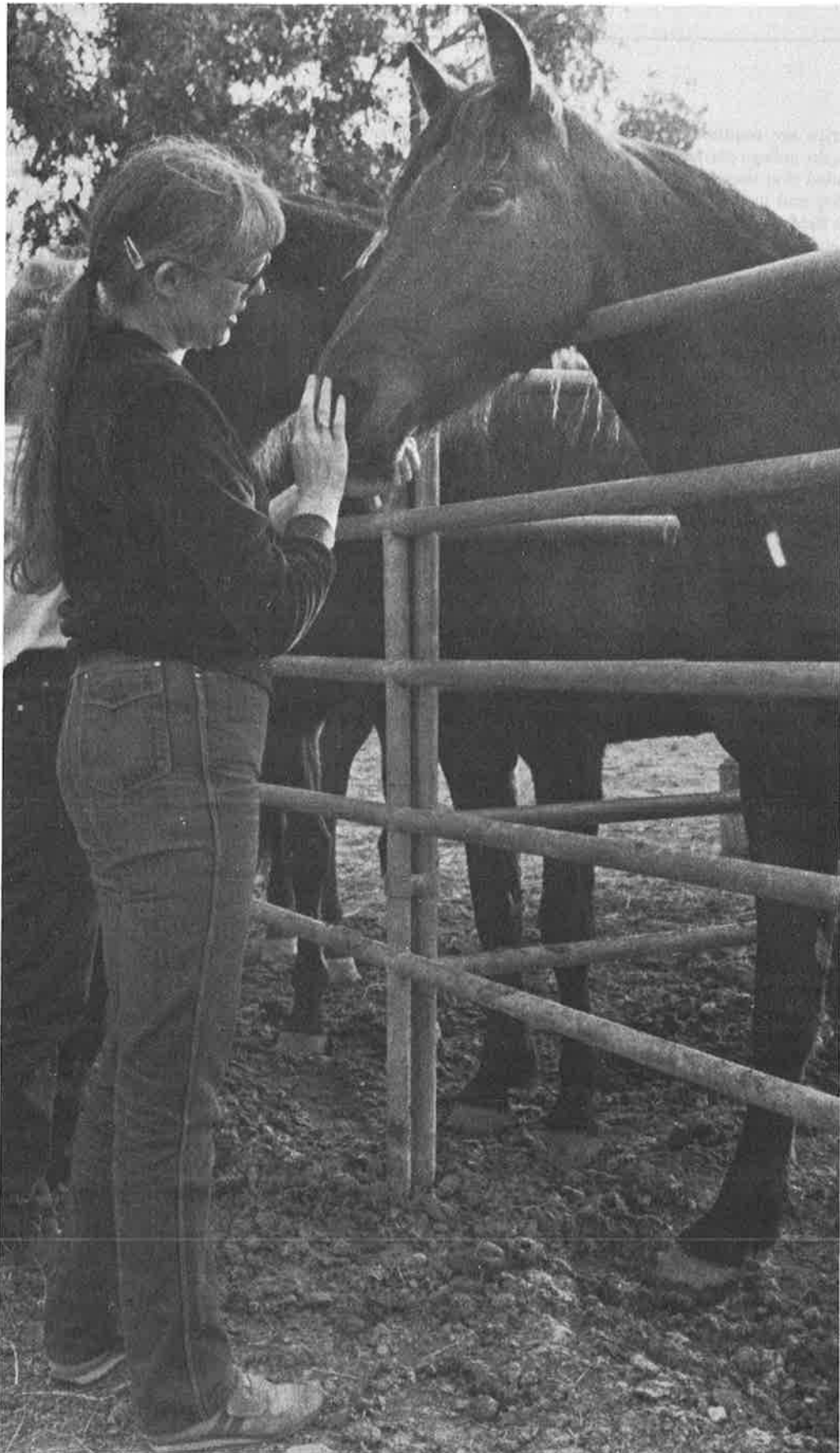


Photo by Sid O'Connell

STUDENT SUPPORT SERVICES

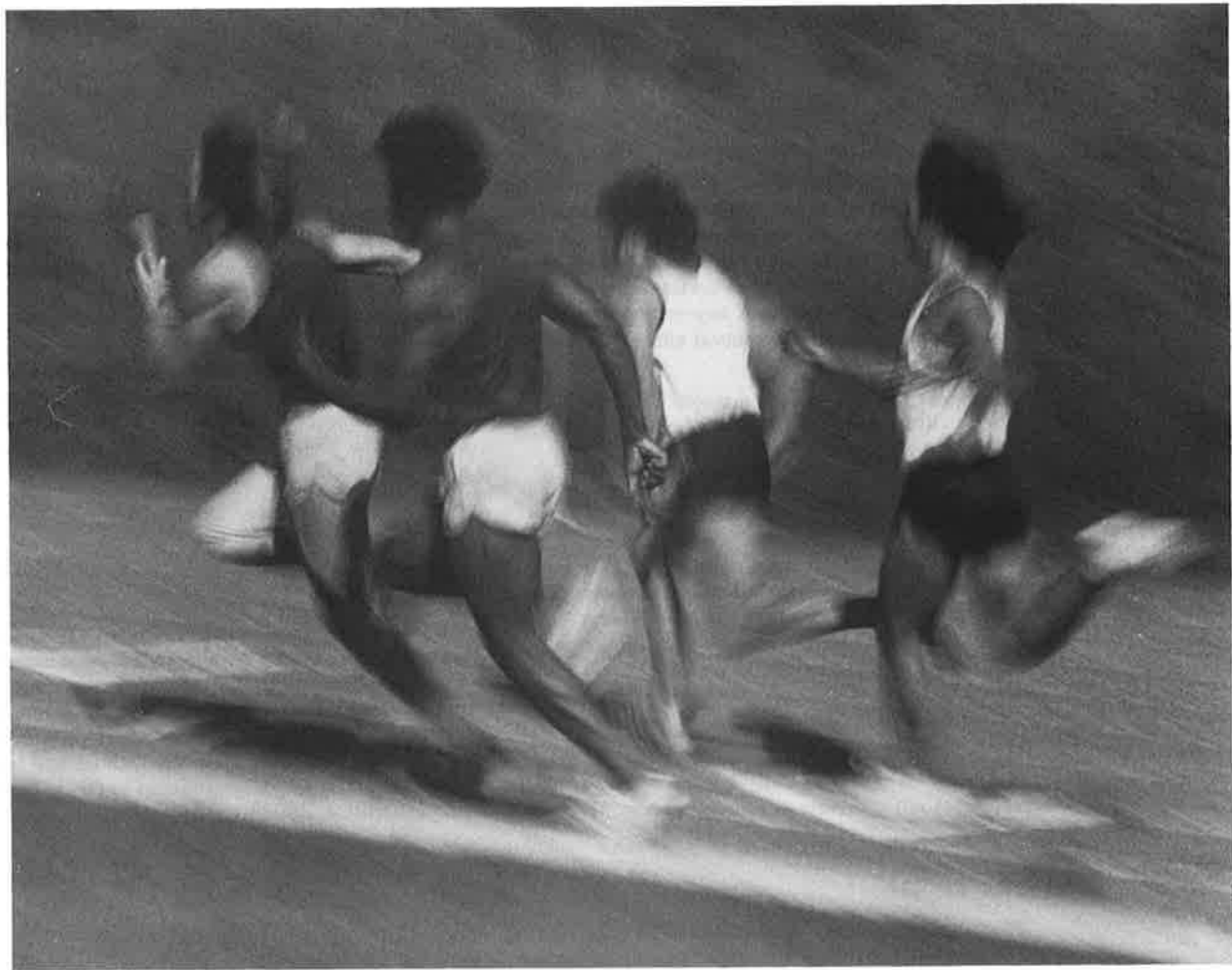


Photo by Larry McKinney

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 four principal functions: (1) assistance in plan-

ning academic programs for transfer; (2) aiding the student to insure progress toward the A.A./A.S. Degree; (3) assistance in the selection of courses which meet the requirements of a major; and (4) assessment/testing and interpretation.

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

Assessment/Testing Center Information

Moorpark College has an open admissions policy and requires no entrance examination. However, to enroll in English and/or math classes, students are required to be tested for advisement and placement purposes. Full-time students (12 units or more) are encouraged to take these tests in order to insure proper placement.

Please consult the testing schedules which appear in the semester Schedule of Classes. For your information, the College Catalog identifies course prere-

quisites. Students who have earned prior college credit ("C" or higher grade) for an English composition or math course may be exempt from placement tests. Students must provide transcript of previously completed course work prior to enrollment.

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

Academic Counseling

Accurate information about program requirements and course prerequisites is essential for planning courses of study. Counselors serve as valuable resource people in helping to select appropriate classes. It is their concern to keep abreast of any changes that may affect completion of majors, general education and/or transfer requirements.

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

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

Career Counseling

The Career Development 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 during the day Monday through Friday and selected evenings. Students are advised to make counseling appointments in advance, although every effort is made to accommodate students on a drop-in basis.

A series of occupational interest and aptitude assessments are available at a nominal cost, when it is

agreed that such a series would be beneficial to the student's progress.

Students are encouraged to use the 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. For dates, times and topics inquire at the Career Development Center, located in the Administration Building.

Personal Counseling

Moorpark College, consistent with its stated philosophy of providing a comprehensive education, one backed by supportive services, offers its students a unique opportunity to explore concerns and life situa-

tions which affect learning and personal growth with a professional counselor. A pleasant, confidential, and unhurried environment is provided.

Getting the maximum benefit out of going to college sometimes involves complications that influence direction. Students are encouraged to come to the counseling area where a concerned, professional counselor will be

there to assist with non-academic concerns. The services of a licensed psychologist are available to students on a limited basis. Contact the Drop-in Center or the Counseling Office for further information.

Job Placement

The Job Placement Office is located in the Student Services Building. Job Placement provides students with the chance to seek employment opportunities before graduation. The objectives of Job Placement are: to assist all present and former students to secure desirable employment; to develop and maintain close working 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. Provides information on job search, interview techniques, and resume writing.
5. Maintenance of volunteer information and referral, and graduate files.

Student Activities

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

will attempt to answer any questions concerning college life and to refer students to the proper offices where specific concerns can be handled.

Associated Student Body

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

The structure of student government and the duties

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

Campus Clubs and Organizations

Involvement in a club offers the incoming student an opportunity to associate with others who have common interests. Club sign-up sheets are available in the Stu-

dent Activities Office. Students interested in forming new clubs to meet interests not presently being served can follow procedures set up by the office.

Air Force ROTC

Through arrangements with the University of Southern California, (USC), the University of California at Los Angeles (UCLA) and Loyola Marymount University (LMU), two-, three-, and four-year Air Force Reserve Officers Training Corps (AFROTC) programs are available to all qualified full-time students. Academic units earned in this program are counted as elective units toward fulfillment of graduation requirements. Successful completion of the AFROTC program leads to a commission as a Second Lieutenant in the Air Force Reserve. Two- and three-year scholarships are available to qualified students on a competitive basis. Four-year scholarships for incoming students must be applied for in the year prior to entering college. All scholarship recipients receive full tuition, required fees and books, and \$100 a month. All

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

Full-time Moorpark College students may be enrolled in the AFROTC program at Loyola Marymount University (LMU) while still at Moorpark. This requires driving to LMU, just north of Los Angeles International Airport. For additional information contact the Department of Aerospace Studies (AFROTC) at the University of Southern California, Los Angeles, California 90007, (213) 741-2670, the Department of Aerospace Studies, University of California, Los Angeles, California, 90024, phone (213) 825-1742 or Department of Aerospace Studies, Loyola Marymount University, Los Angeles, California, 90045, phone (213) 642-2770.

Army ROTC

Army ROTC

By arrangement with the Professor of Military Science at the University of California at Santa Barbara (UCSB), the Army Reserve Officers Training Corps (ROTC), leading to a commission in the Army, Army Reserve, or Army National Guard, is open to all qualified, full-time students. Two-, three-, and four-year scholarships are available. Moorpark students will

attend Army ROTC classes at California Lutheran College (CLC). For information about Army ROTC, qualifying requirements, and scholarships, contact the Enrollment Counselor, Department of Military Science, UCSB, Santa Barbara, CA 93106, phone collect (805) 961-2769 or 961-3058.

Health Services

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

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

Student Accidents must be reported within 72

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

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

Women's Center

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

The Center, open from 9 a.m. to 2 p.m. Monday

through Friday, is staffed by volunteer students who receive college credit for their work. Information on Center-sponsored activities and referrals to other campus services (counselors, health services, library resources) as well as community services (welfare agencies, lawyers, health clinics) is provided by the volunteers.

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

STUDENT FINANCIAL SUPPORT SERVICES

Financial Aid Programs

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

The policy of the Ventura County Community College District is in compliance with the provisions of the Civil Rights Act of 1964 in Title IX of the Educational Amendments of 1972 in that no financial aid applicant will be discriminated against on the basis of race,

religion, color, national origin, marital status, age, sex, or physical impairment.

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

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

Grants

Grants are awarded to students who meet specific requirements for eligibility. Grants are available in varying amounts of assistance and, they may be considered gifts since they do not call for repayment. The grant programs are the Pell Grant, the Educational Opportunity Grant (EOPG), and the Supplemental Education Opportunity Grant (SEOG). Of these three, only

the Pell Grant award is made totally independent of the school; all undergraduate students are eligible to apply. The application form for the Pell Grant is available from the College's Financial Services Center, other post-secondary educational institutions, and high schools.

Loans

Students with financial aid eligibility may qualify for loans either through Moorpark College, where loans can be incorporated as a part of the regular financial aid package, or may apply to banks or savings and loan institutions. The loans bear simple 5% to 9% interest on the unpaid balance. Interest is not charged nor pay-

ment 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.

E.O.P.S. Application Procedure

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

E.O.P.S.

E.O.P.S. Eligibility Criteria

1. The student must enroll as a full-time student, 12 or more units per semester, and satisfactorily complete a minimum of 24 units per school year (Fall, Spring and Summer).
2. The student must be making normal progress towards a goal, certificate or degree as determined by the college, with a satisfactory average of "C" or better for each semester.
3. Each EOPS student must make regular attend-

ance 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 (withdrawal), NC (no credit) or I (incomplete) has been assigned unless mitigating cir-

cumstances 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 required to obtain academic counseling from the college Veterans Counselor.

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.

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.

Assistance Services

The Veterans Service Office in the Administration Building is the center of information for veterans educational benefits. The Veterans Benefits Assistant is assigned to provide information regarding benefits and school policies, and to assist veterans in their transactions with the Veterans Administration. Veterans should consult with the Veterans Benefits Assistant,

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.



Photo by Sid O'Connell

Transportation

STUDENT ACTIVITIES

Transportation

The Student Activities Office is responsible for maintaining a bulletin board in the Campus Center on which ride-sharing information is posted. Students interested in ride-sharing, or carpooling, can obtain cards from the Student Activities Office on which relevant

information is noted, and the cards are then posted on the bulletin board for easy referral. Bus transportation is available from the Thousand Oaks - Moorpark area and from Simi Valley. Bus schedules can be obtained in the Student Activities Office.

Housing

Moorpark is strictly a commuter college and has no campus housing. The Student Activities Office attempts to provide help by listing available living accommodations in the community, but this does not im-

ply 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 needed in all the classes offered each semester. Used texts can be purchased at considerable savings. Students may return books for refunds, provided they follow a clearly specified policy which is well

publicized. There are book buy-back periods offered each semester when books in usable condition may be sold back by students. The bookstore also stocks a variety of goods and sundries most used by college students.

Cafeteria

The school cafeteria service is planned to satisfy a variety of appetites and pocketbooks. The food avail-

able 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 and the Student Conduct Code are contained in Appendices V and VI. Students seeking information

about this policy should consult the Vice President, Student and Educational Services.

Forensics Program

Moorpark College has established a reputation for having an excellent forensics program. The College's forensics teams consistently give outstanding performances in speech and debate tournaments at regional, state and national meets; Moorpark has earned cham-

pionships 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.



Photo by Marilyn Toth

SPECIAL PROGRAMS

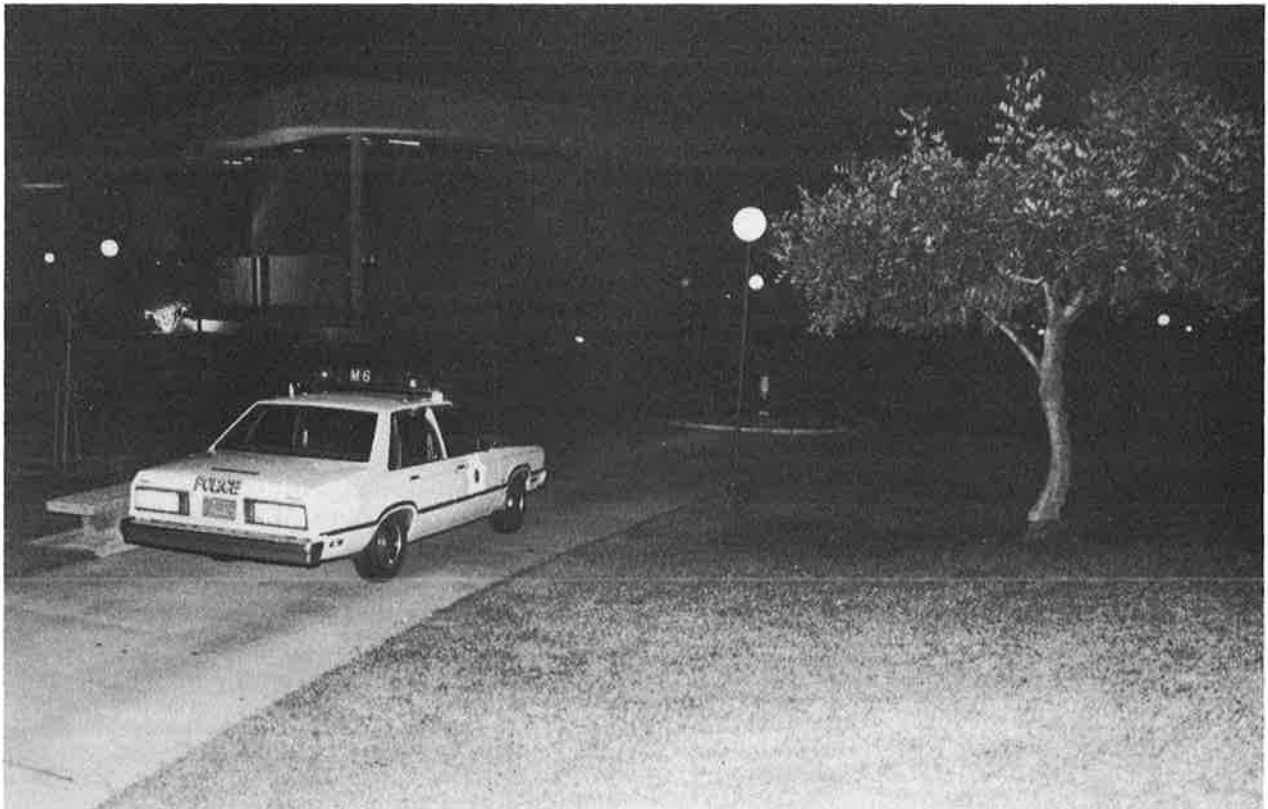


Photo by Sid O'Connell

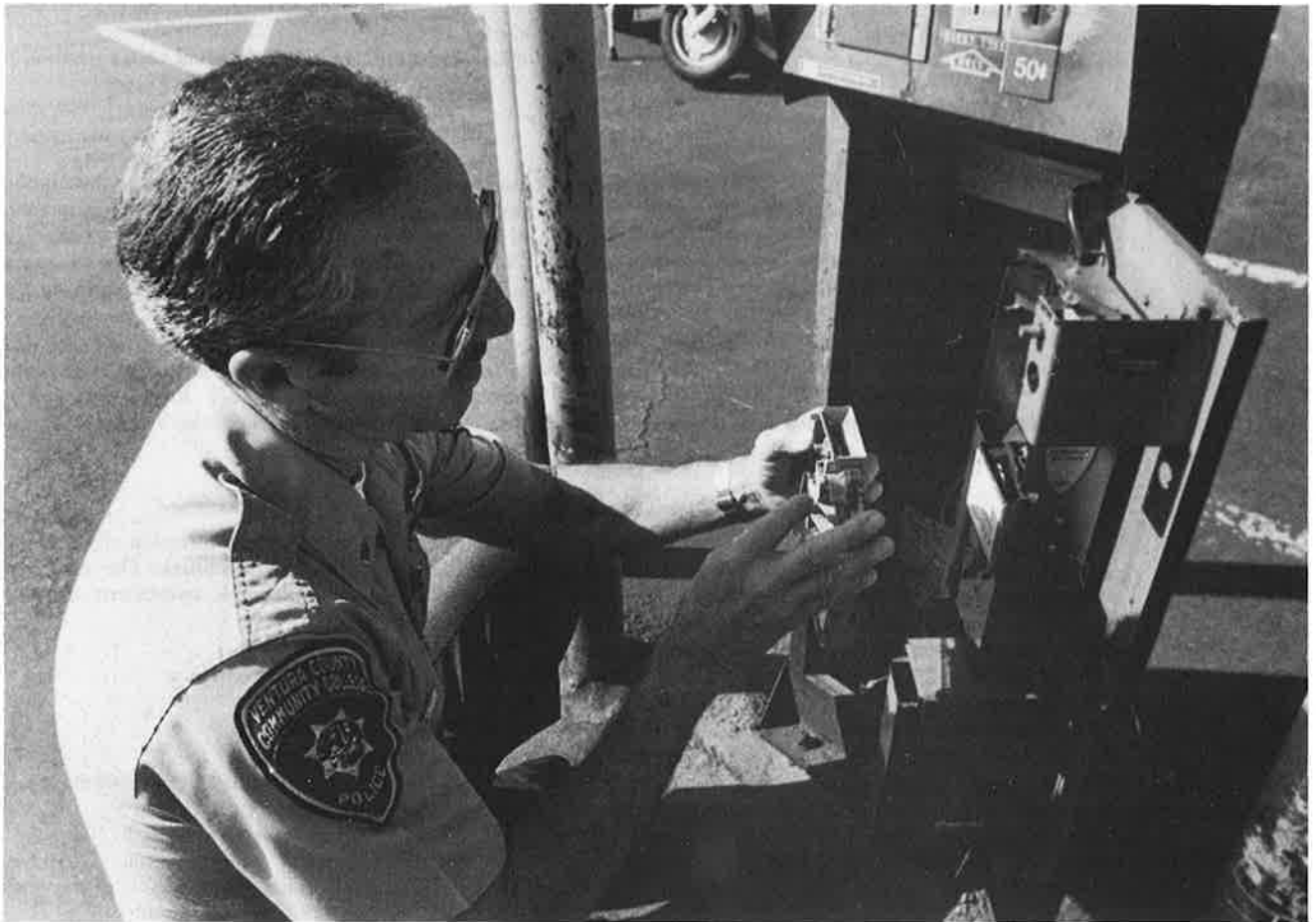


Photo by Sid O'Connell

Special Programs

SPECIAL PROGRAMS

Moorpark Bilingual Education Classes

Moorpark College offers classes designed specifically for the Spanish-speaking population. Courses are offered in phonetics, speech, grammar, writing, reading and vocabulary building.

The instruction is as individualized as possible. Tutoring is also available.

Clases Educativa Bilingüe 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.

La instrucción es tan individual como posible.

Community Campus

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

The Satellite program operates as an extension of the

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

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

Community Services

The Community Services Program, as an integral part of the comprehensive college, strives to meet the lifelong learning needs of citizens it serves through a diversity of educational activities: short-term courses, cultural and special events, seminars, travel-lecture

films, real estate continuing education units (CEUs) and public use of campus facilities. The program is totally self-supporting through assessment of student and user fees.

Disabled Students Program

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

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

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

The following special services are offered:

- Interpreter services for the deaf
- Notetaking services
- Mobility assistance

- Reader services
- Speech and language development
- Transcribing services
- Specialized tutoring
- Peer advising
- Registration assistance
- Vocational skills assessment
- Special parking areas
- Transportation
- Academic and career guidance
- Special equipment including:
 - tape recorders
 - talking calculator
 - print magnifiers
 - large print materials
 - closed circuit television
 - page turners
 - electric typewriters
 - left and right handed typewriters
 - calculators
 - speech compressors

Learning Disabilities Program

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

The student's problems are diagnosed and an individual program is designed to meet their needs.

Students advance at their own rate using a large variety of instructional materials. Special classes and tutorial sessions provide assistance. Specialized tutoring in regular classes can be provided by arranging for individualized adaptations with instructors.

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

Learning Resources Center

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

The College Library provides a vast collection of book, periodical, microfilm, and audiovisual holdings in an inviting atmosphere. Typing and group study

rooms are also available as well as A/V equipment for individualized instruction.

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

Interdisciplinary Courses

Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. These courses are team-taught by two or more teachers and present the student with ideas from different points of view by

individuals who have studied and been trained in the particular disciplines included in the course. Different combinations of courses are available for varying units of credit. Consult the class schedule for particulars.

Internship Programs

Moorpark College offers students the opportunity to enroll in internship classes in specified program disciplines when a student's work has brought him/her to the advanced level of skill training/learning. Internship courses are designed to provide students with on-the-job experience that relates directly to the education received in the specific discipline. It is an opportunity

to experience the world of work through cooperative relationships between the college and the employer while earning units of credit for the experience. Specific information regarding internship courses may be found by reviewing both the curriculum patterns and the Announcement of Courses section. All internship courses are numbered "79."

Women's Studies Program

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

The Women's Studies Program emphasizes freedom of choice and provides an academic setting to explore

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

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

Television Courses

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. The credit granted for these courses is in semester units; the courses are normally transferable.

Company Specific Education and Training Program

Moorpark College offers special education programming through its Company Specific Education and Training efforts. Specifically the college works directly with business and industry in eastern Ventura County in the offering of educational programs designed to the

direct specifications of business and industry needs. Most of the courses offered provide elective college credit. Those employees of the companies taking these courses are also encouraged to enroll in the regular college programs to earn certificates and degrees.



Photo by Marilyn Toth

DEGREE REQUIREMENTS AND TRANSFER INFORMATION



Photo by David Hartung



Photo by Nancy Haberman

Graduation Requirements

GRADUATION REQUIREMENTS

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

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

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

ASSOCIATE DEGREES

A. BASIC REQUIREMENTS

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

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

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

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

B. GENERAL EDUCATION REQUIREMENTS

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

II. General Liberal Arts and Sciences AA Degree.

In addition to the General Education requirements shown above for the specific AA/AS degree, completion of at least 12 additional units selected as follows: 9 units from the Humanities, Natural Sciences, Social and Behavioral Sciences, and Language and Rationality areas listed below and three units from the designated Ethnic/Women's Studies course list. Completion of the degree requires a total of at least 36 units in the four areas (Specific courses which are listed below) as well as two courses from the Physical Education/Health Science area.

TRANSFER STUDENTS

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

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

COURSES DESIGNATED TO MEET DEGREE REQUIREMENTS

A. Natural Sciences

- (1) **Biological Science:** Anth 1; Biol 1, 2A, 3, 4, 5, 16, 17; Bot 1, 3; EnvSc 2.
- (2) **Physical Science:** Astron 1; Chem 1A, 12, 13; EnvSc 1, 3; Geog 1, 5; Geol 1, 2, 3, 5, 21; LET 1; PhySc 1; Ph 2A, 4, 10, 11.

B. Social and Behavioral Sciences

- (1) **American History or Institutions:** Hist 3, 4, 5, 6, 7A, 7B, 12; Hum 1; PolSc 1, 3, 7, 8, 11; Urban 1A, 1B.
- (2) **Behavioral Sciences:** Anth 2, 3, 4, 6, 7, 8, 9; ChSt 1, 2, 4, 8; Econ 1, 4; Geog 2, 3, 4, 7, 10; Hist 1A, 1B, 3, 4, 5, 6, 7A, 7B, 8, 9, 10A, 10B, 11, 12, 15A, 15B; Hum 19; PolSc 1, 2, 3, 4, 7, 8, 9, 11; Psych 1A, 3, 4, 5, 6, 7, 8, 30; Soc 1, 2, 4, 5, 6, 8, 30; Urban 1A, 1B.

C. Humanities

- (1) **Fine or Performing Arts:** Art 1A, 2, 4A, 8A, 12A, 14A, 15A; Engl 10A, 25; Hum 2, 3, 4; Mus 1, 8, 9A, 9B, 10, 12, 13A, 15, 25A, 32; Photo 1A, 2; Spch 10, 16; TC 9; ThA 1, 2A, 4A, 9, 15A, 16, 21.
- (2) **Humanities:** Art 1A, 2; Engl 1B, 6, 13A, 13B, 15A, 15B, 17, 18, 19, 21, 29A, 29B, 30, 31, 33, 45, 46; Hum 1, 2, 3, 4, 5, 18, 19; Journ 1; Mus 8, 9A, 9B; Phil 1, 2, 3, 11; Photo 1A, 2; TC 1; ThA 1; All foreign languages except conversational.

D. Language and Rationality

- (1) **English Composition:** Bus 28; Engl 1A, 2, 5; Hum 1, 2; Journ 2.
- (2) **Communication or Analytical Thinking:** CIS 4A, 14; CS 10, 16, 18; Hum 1, 2; Journ 2; Math 3, 5, 6, 7, 10, 12, 13, 15, 16A, 25A; Phil 7, 9; Spch 1, 7.

E. Health Science/ Physical Education

- ✓ (1) HS 1, 2, 5; PE activity courses.

F. Ethnic/Women's Studies Courses

- (1) Anth 2, 4, 6, 9; ChSt 1, 2, 4, 8; Engl 45, 46; Fr 1; Ger 1; Hist 3, 4, 6, 8, 12; Hum 5, 13, 18, 19, 60K; Ital 1; PolSc 7, 8; Psych 6; Soc 2, 6, 8; Spn 1.

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

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

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

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

Accounting Technician
Administration of Justice - Corrections
Administration of Justice - Law Enforcement
Agronomy/Soil Science
Animal Science
Biology
Broadcast Engineering
Business Management
Chemistry
Commercial Art
Computer Information Systems
Computer Science
Computerized Composition - Phototypesetter
Computerized Composition - Sales
Computerized Composition - Technical Representative
Court Reporting
Early Childhood Development
Electronics Technology
Engineering
Exotic Animal Training and Management
Fashion Design
Geology
Graphic Design
Graphic Production
Home Economics
Industrial Supervision
Journalism
Landscape Management
Laser/Electro-Optics Technology
Marketing
Nursery Management
Nursing Science
Office Technology - Administrative Aide
Office Technology - Correspondence/Word Processing
Specialist
Photography
Photojournalism
Physics

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.

Certificates of Achievement

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 Vice President, Student and Educational 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 in specific vocational areas to any student who meets the following requirements:

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

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

Accounting Technician
Business Management
Computer Information Systems
Construction Design Technology
Electronics Service
Electronics Technician
Equine Management/Training Program
Exotic Animal Care and Handling
Industrial Supervision
Landscape Management
Laser/Electro-Optics Technology
Marketing
Nursery Education
Nursery Management
Office Technology - Administrative Aide
Office Technology - Correspondence/Word Processing
Specialist
Offset Lithography



Photo by David Becker

INFORMATION FOR TRANSFER STUDENTS

Admission with advanced standing to the California public four-year colleges and universities is guaranteed to all students of this state who meet the specified minimum requirements. These requirements are, basically, the completion of 56 acceptable¹ units of college level courses with a minimum overall grade point average (GPA) of 2.0, that is, a "C" average.

California's public four-year institutions are organized into two state-wide systems: nine campuses make up the University of California (UC) System and nineteen campuses make up the California State University (CSU) System.² 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.

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

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

Transfer Requirements in General Education

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

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

California State University System

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

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

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

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

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

The required pattern is briefly summarized as:

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

CSU General Education

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

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

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

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

Minimum CSUN General Education in the above areas are:

Section A: Basic Subjects	12 units
Section B: Social Sciences	9 units
Section C: Natural Sciences	9 units
Section D: Humanities	9 units
Section E: Applied Arts and Sciences	4 units
Section F: Comparative Cultural Studies	9 units

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

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

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

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

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

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

Pertinent points to keep in mind are:

1. No more than 39 semester units may be certified by Moorpark College. Should a student satisfy all the requirements in the five areas of the Moorpark College pattern, the college will certify to CSU institutions that the student has completed the minimum 39 lower division units of the General Education-Breadth requirements.
2. Under the limitations set down by the CSU system, Moorpark College may certify no more than thirty (30) semester units in areas B through D inclusive.
3. Courses used to certify must be baccalaureate level and should have been completed at Moorpark College. However, Moorpark College may report completion of courses taken at other participating institutions provided all such courses would be certified by the institution offering them. Such courses shall be deemed to have been certified.
4. Although only 39 units may be certified by Moorpark College for the CSU General Education requirements, students may transfer a total of 70 units of baccalaureate level course work to any CSU system campus.
5. Students who plan to attend one of the campuses of the University of California or a private or out-of-state school should consult the catalog of the particular school to determine the course work needed to meet General Education requirements at that institution.
6. Although it is not necessary for a student to complete an Associate Degree in order to transfer to a four-year school, many of the courses taken to satisfy Associate Degree requirements are transferable and, in many cases, may be used to meet transfer General Education requirements.
7. For additional information regarding California State University system general education requirements students should consult a counselor and check the CSUN Transfer Card.
8. Courses taken in the discipline of a student's major normally may not be used to fulfill General Education requirements.
9. The courses listed are subject to potential challenge by any of the schools of the CSU system.

Area A: Communication/Critical Thinking

Select 9 units from the following with no more than one course from each group:

A1 - Oral Communication

Spch 1, 2.

A2 - Written Communication

Engl 1A.

A3 - Critical Thinking

Journ 2.

Phil 7, 9.

Spch 7.

C5 - Active Participation

Art 4A, 8A, 12A, 15A, 16A.

Engl 10A.

Journ 10A.

Mus 10, 11, 12, 18, 32.

Photo 1A.

PE 46A, 48A.

C6 - Western and Non-Western Cultures

Engl 33, 45, 46.

Hist 1A, 1B.

Hum 13.

Area B: Natural Sciences/Mathematical Concepts

A minimum of 9 units of Natural Sciences/-Mathematical Concepts with at least one course from Group 1 and Group 2, including one laboratory course.

B1 - Physical Science

Astron 1.

Chem 1A, 12, 13.

EnvSc 1, 3.

Geog 1, 1L, 5, 5L.

Geol 1, 2, 2L, 3, 5, 21, 41, 51, 61.

Ph 2A, 4, 10, 10L, 11, 11L, 12.

PhySc 1.

B2 - Life Science

An 1.

Anth 1.

Biol 1, 2A, 3, 5, 16, 17.

Bot 1, 3.

EnvSc 2.

B3 - Mathematical Concepts

CS 10.

Math 3, 5, 6, 7, 12, 14, 15, 16A, 25A.

Area C: Humanities

A minimum of 9 units from the following with no more than three units from each of three distinct sub-areas.

C1 - Fine Arts

Art 1A, 1B, 2, 3, 4A, 5, 8A, 12A.

Hum 2, 3, 5, 18.

Mus 1, 5, 8.

Photo 1A, 2.

ThA 1, 4A, 4B.

C2 - Literature

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

C3 - Philosophy

Phil 1, 2, 3.

C4 - Foreign Language

Fr 1, 2, 3, 4.

Ger 1, 2, 3, 4.

Ital 1, 2.

Spn 1, 2, 3, 4.

Area D: Social Sciences

A minimum of 9 units from the following with no more than one course from each of three distinct sub-areas.

D1 - Social Institutions

ChSt 1.

Geog 3, 4, 7, 10.

Hum 18, 19.

Journ 1.

Phil 3.

Psych 1A, 3, 4, 5, 6, 7, 8, 30.

Soc 1, 2, 3, 4, 5, 6, 8, 30.

TC 1.

D2 - Political Institutions

ChSt 8.

Geog 10.

PolSc 1, 2, 3, 4, 7, 8, 11.

Urban 1A.

D3 - Economic Institutions

Econ 1, 2, 30.

Geog 4, 7.

D4 - Contemporary

Anth 2, 6, 7, 8, 9.

ChSt 1.

Geog 2, 3, 4, 7, 10.

Hist 15B.

Hum 19.

PolSc 2, 4, 7.

Psych 1A, 3, 4, 5, 6, 7, 8, 30.

Soc 1, 2, 3, 4, 5, 8, 30.

Spn 6.

Urban 1A.

D5 - Historical

ChSt 4.

Hist 3, 4, 5, 6, 7A, 7B, 8, 9, 12.

D6 - Western and Non-Western Context

Anth 2, 3, 5, 6, 7, 8, 9.

Geog 2, 3, 4, 7.

Hist 1A, 1B, 10A, 10B, 11, 15A, 15B.

Hum 13.

PolSc 2, 4.

Spn 6.

UC General Education

Area E: Self Understanding/Development

A minimum of 3 units from the following:

ECD 30.
HE 10.
HS 1, 2.
Hum 1.
PG 2.
PE (All P.E. Activity Courses)
Psych 1A, 3, 5, 6, 7, 8, 30.
Soc 5, 30.

Area D: Humanities — 2 courses

English 6, 10A, 10B, 13A, 13B, 15A, 15B, 17, 18, 19, 21, 29A, 29B, 30, 31, 33, 39, 45, 46.
French 3, 4.
German 3, 4.
Humanities 13.
Journalism 1.
Philosophy 1, 2, 3, 7, 11.
Spanish 3, 4, 6.
Speech 1, 2, 3, 5, 7.

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

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

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

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 in the *College of Letters and Science*:

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.
Astronomy 1.
Biology 1, 2A, 2B, 16, 17.
Botany 1.
Chemistry 1A, 1B, 7A, 7B, 8, 12, 13.
Geology 1, 2, 3, 4, 5, 21, 41, 61.
Mathematics 12, 13, 14, 15, 16A, 16B, 25A, 25B, 25C, 30, 31, 33, 35.
Microbiology 1.
Physics 2A, 2B, 4, 5, 6, 10, 11, 12.
Physical Science 1.
Physiology 1.

Area C: Fine Arts — 2 courses

Art 1A, 1B, 2, 3, 5, 20.
Humanities 2, 3, 4, 18.
Music 5, 8, 9A, 9B, 29.
Theatre Arts 1, 4A, 4B.

University of California, Los Angeles

Changes in the UCLA breadth requirements are in progress. Please see Moorpark College counselor for information.

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 Credit/No Credit.
8. Courses required for the major or prep for the major (in Bus and Psy) may not be counted to fulfill General Education requirements.

GENERAL EDUCATION REQUIREMENTS

1. **CREATIVE ARTS** — 6 credits required 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, 13A, 13B, 15A, 15B, 17, 18, 19, 21, 30, 31, 33, 39

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

Computer Information Systems 1, 4A, 4B
 Mathematics 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, 5
 Physical Science 1, 2
 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, 25A/B/C, 30, 31, 33

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
 Political Science 1, 2, 3
 Psychology 1A, 1B, 3, 4, 5
 Sociology 1, 2, 3, 4, 5

8. **HISTORY** — 4 credits required.

Recommended Moorpark College Courses:

History 1A, 1B, 3, 4, 5, 6, 7A, 7B, 8, 9, 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

University of La Verne Point Mugu Residence Center

GENERAL TRANSFER INFORMATION

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

Seaver College of Pepperdine University Transfer Information

GENERAL EDUCATION REQUIREMENTS

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

1. ENGLISH 1A and 1B

2. FINE ARTS

Any course from:

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

Or any two courses (or two semesters) from:

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

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

3. HUMANITIES

Any course from each of two different areas:

- a) Philosophy
- b) English 15AB, 17, 30, 31, 46
French 3, 4
German 3, 4
Spanish 3, 4
- c) Art 1A, 2, 3, 4ABC, 8AB
History 1AB
Humanities 1, 2
Music 8, 9AB
Theatre Arts 1, 4AB

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

4. SOCIAL SCIENCE

Any course from each area:

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

5. NATURAL SCIENCE

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

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

6. SYMBOLIC MODE

Any course from:

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

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

MOORPARK COLLEGE COURSES REQUIRED IN PREPARATION FOR A MAJOR

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

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

Math major:

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

Seaver College of Pepperdine University

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

Transfer students need to furnish:

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

GENERAL EDUCATION REQUIREMENTS

A. Communications: (3 courses)

1. One non-remedial English Composition course
Engl 1A
2. One course in Mass Communication or Communication Theory
Journ 1
TC 1
3. One course in Communication, Drama, Modern Foreign Language, Journalism or Speech
Engl 39
French 1, 2, 3, 4
Ger 1, 2, 3, 4
Ital 1, 2
Journ 14
Spn 1, 2, 3, 4
Spch 1, 2, 3, 5, 7, 10A/B/C/D, 16
ThA 1, 4A, 4B

TRANSFER CURRICULA

B. Humanities/Fine Arts: (4 courses)

1. One survey course (history or appreciation) in Art or Music
Art 1A, 1B, 2
Mus 8, 9A, 9B
2. Western Civilization or World Literature, part 1
Engl 30
Hist 1A
3. Western Civilization or World Literature, part 2
Engl 31
Hist 1B
4. One course in Literature, Philosophy, or History
Engl 1B, 6, 13A, 13B, 15A, 15B, 17, 18, 22A, 22B, 29A, 29B, 30, 31, 33, 45, 46
Hist 3, 4, 5, 6, 7A, 7B, 8, 9, 10A, 10B, 11, 12, 15A, 15B
Hum 1, 2, 3, 4, 5, 11, 13, 19, 21

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

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

1. Biol 1, 2A, 2B
Chem 1A, 1B, 12, 13
Ph 2A, 2B
2. An 1
Astron 1
Biol 3, 4, 5, 14, 16
Bot 1, 3
Chem 7A, 7B, 8, 9
Geol 1, 2, 3, 4, 5, 61
Math 3, 5, 6, 7, 10, 12, 14, 15, 16A, 16B, 20, 25A, 35
Micro 1
PhySc 1, 2
Phy 4, 5, 6, 10, 10L

D. Religion (to be completed at Seaver College)

E. Social Science (3 courses)

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

F. Physical Education

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

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
Business Administration	Ornamental Horticulture
Business Education	Philosophy
Chemistry	Physical Education
Chicano Studies	Physical Science
Child Development	Physics
Computer Information Systems	Political Science
Computer Science	Pre dental
Dance	Pre medical
Earth Science	Pre nursing
Economics	Preveterinary
Electronics Technology	Psychology
Engineering	Radio-Television-Film
English	Religious Studies
Foreign Languages	Social Sciences
Forestry	Sociology
Geography	Soil Science
Geological Sciences	Speech
Graphic Communications	Theatre Arts
Health Science	Urban Studies
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.

PROGRAMS, TRANSFER MAJORS AND ANNOUNCEMENT OF COURSES

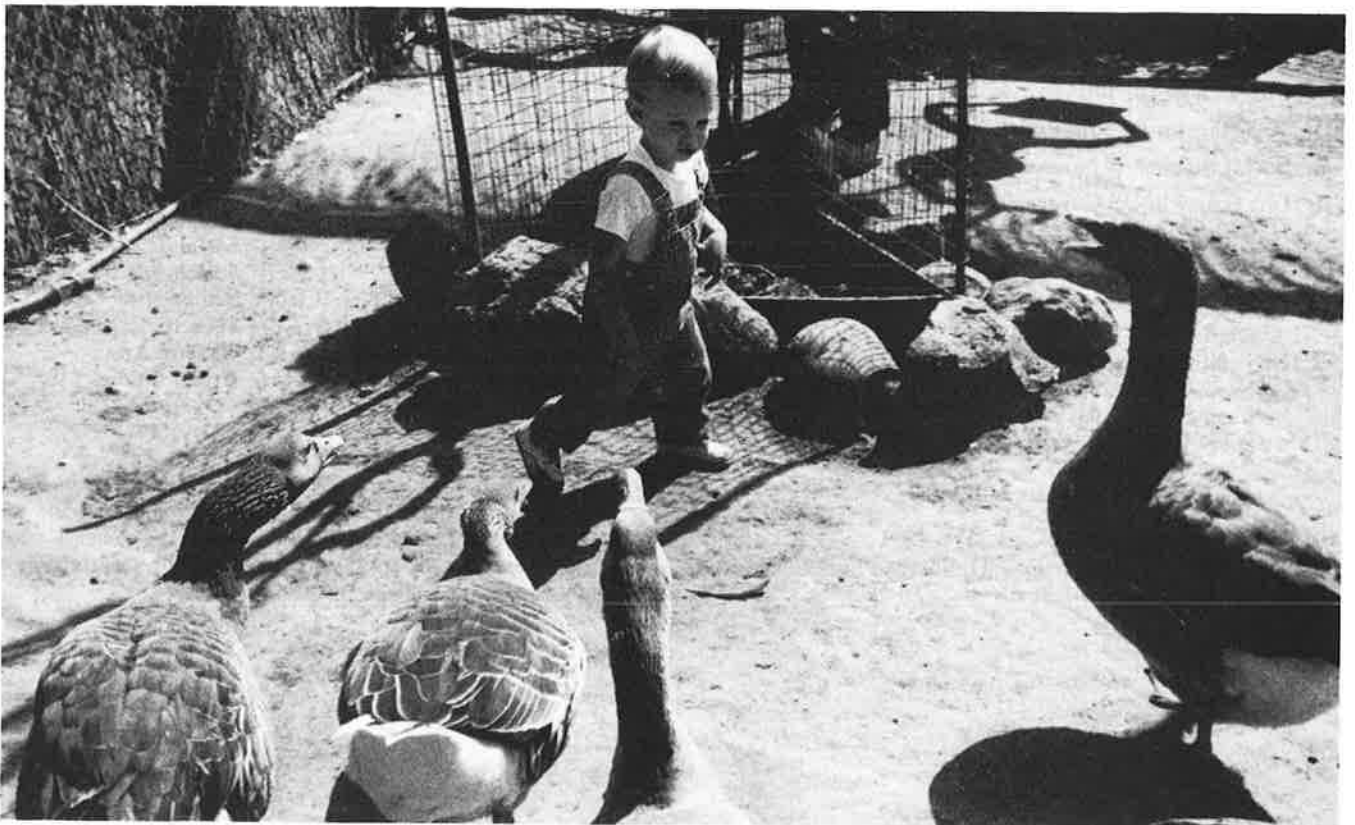


Photo by Carsten Kristinsson

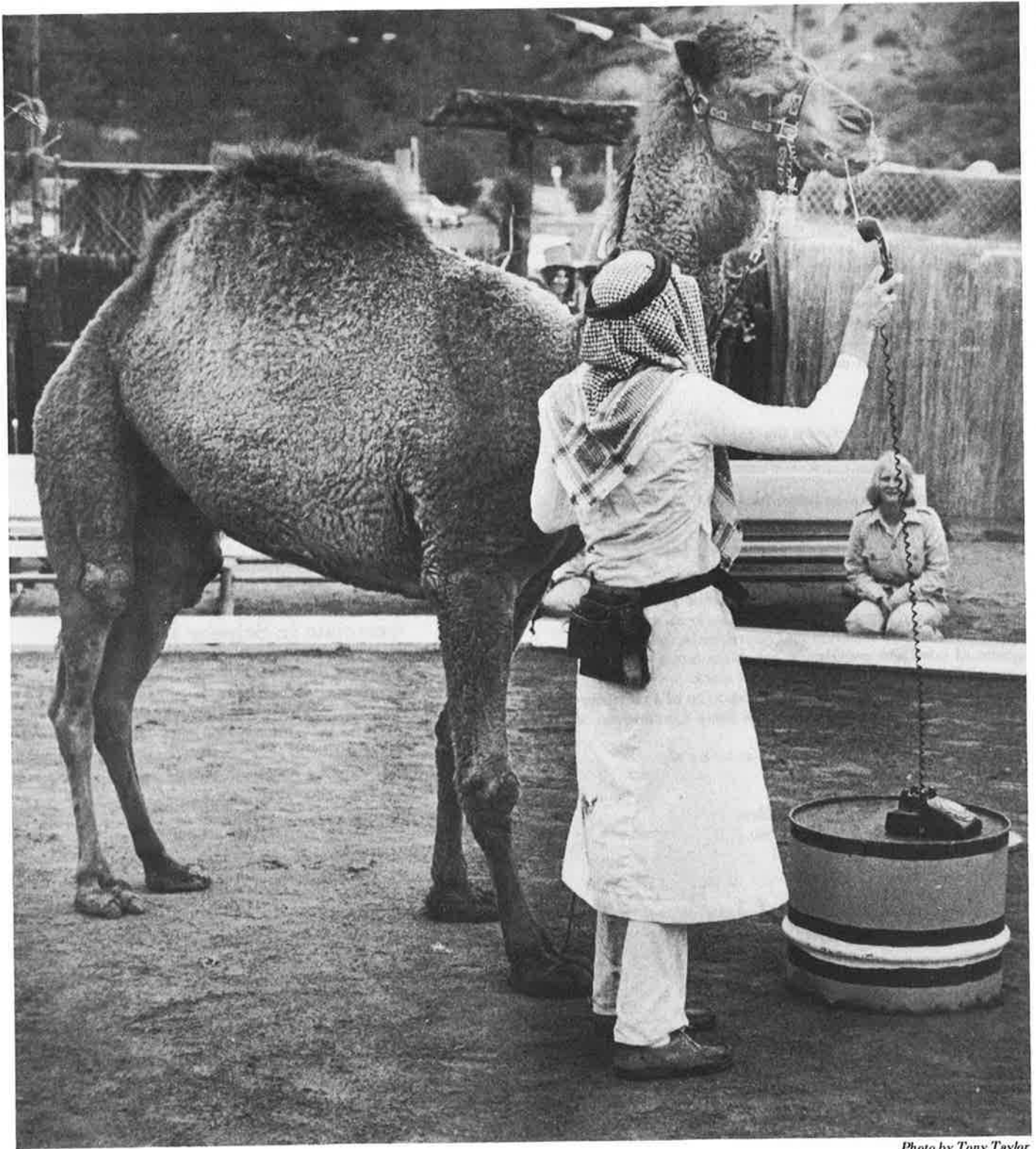


Photo by Tony Taylor

Administration of Justice

ANNOUNCEMENT OF COURSES

In the section that follows there appears a brief description of every course in the Moorpark College curriculum. Included with each description is information regarding the unit value of the course, the weekly hours or total hours of the course meetings, and the transfer status of the course. In the case of those courses for which there are prerequisites (i.e., previous preparation of some nature is required), such prerequisites are stated before the course description is given.

The transfer status of the course with regard to the California State University and College system (CSU) and the University of California system (UC) is indicated following the course description. The course may be accepted for credit by the CSU system only, by both the CSU and UC systems, or by neither system. For some courses there are limitations to the credit granted in the UC system. It is emphasized that the limitations apply to the UC system only; each credit limitation is explained. In those instances where UC transfer credit is shown as pending, a counselor should be consulted. Should no transfer credit statement appear following a course description, that course is not acceptable for credit at any of the California public four-year institutions and, normally, not acceptable at private or out-of-state institutions as well.

Special Note:

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

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.

California State University, Los Angeles:

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

Administration of Justice Corrections Occupational Associate in Science Degree

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

Required Courses:		Units
AJ 1	Intro to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Community Relations	3
AJ 4	Legal Aspects of Evidence	3

AJ 5	Principles and Procedures of the Justice System	3	
Required Additional Courses:			
Select nine (9) units from the following courses:			
AJ 14	Juvenile Procedure	3	
AJ 41	Intro to Probation, Parole and Corrections	3	
AJ 42	Affecting Human Behavior	3	
AJ 43	Interviewing, Counseling and Tutoring	3	
AJ 44	Techniques of Group Counseling	3	
Psych 3	Psychology of Interpersonal Relationships	3	
Sup 54	Human Relations for Supervisors	3	
Total minimum units required in major area — 24			
Recommended Courses: Pol Sc 3; Psych 1A; Soc 1			
Suggested Course Sequence:			
First Semester		Second Semester	
AJ 1	3	AJ 4	3
AJ 2	3	AJ 5	3
AJ 3	3		
	<hr/> 9		<hr/> 6
Third Semester		Fourth Semester	
Select six (6) units from required additional courses		Select three (3) units from required additional courses	

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

Administration of Justice Law Enforcement Occupational Associate in Science Degree

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

Required Courses:		Units
AJ 1	Intro to Administration of Justice	3
AJ 2	Concepts of Criminal Law	3
AJ 3	Community Relations	3
AJ 4	Legal Aspects of Evidence	3
AJ 5	Principles and Procedures of the Justice System	3
Required Additional Courses:		
Area A		
Select six (6) units from the following courses:		
AJ 10	Patrol Procedures	3
AJ 11	Criminal Investigation	3
AJ 14	Juvenile Procedure	3
AJ 18	Narcotics Investigation	3
AJ 19	Vice Control	3
Area B		
Select three (3) units from the following courses:		
AJ 41	Intro to Probation, Parole and Corrections	3
AJ 42	Affecting Human Behavior	3
AJ 43	Interviewing, Counseling and Tutoring	3

Total minimum units required in major area — 24

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

Suggested Course Sequence:

First Semester		Second Semester	
AJ 1	3	AJ 4	3
AJ 2	3	AJ 5	3
AJ 3	3		6
	<u>9</u>		

Third Semester	Fourth Semester
Select 6 units of required additional courses from either Area A or Area B	Select 3 units of required additional courses from either Area A or Area B

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

Administration of Justice Courses

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: CSU; 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: CSU; 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: CSU; 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: CSU; 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: CSU; 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: CSU*

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: CSU*

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: CSU*

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: CSU*

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: CSU*

AJ 22A/B — Independent Studies in Administration of Justice 1-3/1-3 Units

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

Class Hours: 1-3 tutorial
The course is designed for students who are interested in furthering their knowledge of law enforcement on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

AJ 41 — 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: CSU*

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: CSU*

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: CSU*

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: CSU*

Agriculture

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

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

AJ 89A-Z — Institutes in Law Enforcement ★ ½-1½ Units

Prerequisites: AJ 1,2,3,4, and 5 (Core) or possession of P.O.S.T.

Basic Certificate.

Class Hours: 8-24 lecture total

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

AGRICULTURE

Agriculture/Agri-Business

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

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

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

Other lower division courses to be taken after transfer.

Animal Science

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

Major requirements for upper division standing at:

California Polytechnic State University, San Luis Obispo:

Ag 31, 32, 33, 52; Bio 2A, 2B; Bot 1; Chem 1A, 1B, 8, 9; Econ 2; Engl 1A; Math 3; Micro 1; Psych 1A; Speech 1.

Other lower division courses to be taken after transfer.

University of California, Davis:

Ag 30; Bio 2A; Bot 1 or Micro 1; Chem 1A, 1B; Math 15; Physio 1.

Forestry

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

Major requirements for upper division standing at:

California State University, Humboldt:

Ag 52; Bio 2A, 2B; Bot 1; Chem 1A; CIS 14 or CS 18; Math 16A or 25A; 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.

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 1, 3, 4, 6, 7, 12, 52, 53; Bot 1; Bus 1A, 1B; Chem 1A, 1B; Econ 2; Engr 8A; Engl 1A; Math 3; Psych 1A; Speech 1.

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; Bot 1; Chem 1A, 1B, 8, 9; Econ 2; Engl 1A; Math 3 or 5; Physics 2A; Pol Sci 1 or 3.

University of California, Davis:

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

Special Note:

Many Animal Science courses are offered at Rancho Sierra Vista in Newbury Park. This National Park Service facility is the site of Moorpark College's "model ranch" program.

Equine Management and Training Program

Admission to Program

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

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.

Required Courses:	Units
Ag 2 Plant Structure	3
Ag 23A Special Projects in Agriculture	3
Ag 23B Special Projects in Agriculture	3
Ag 50 Food Crop Production	3
Ag 52 Soils	3
Ag 53 Economic Entomology	3
Ag 66 Record Keeping	3
Ag 71 Natural Resources	3

Total minimum units required in major area — 24

Recommended Courses: Ag 18, 65

Suggested Course Sequence:

First Semester		Second Semester	
Ag 23A	3	Ag 52	3
Ag 50	3	Ag 66	3
	<u>6</u>		<u>6</u>
Third Semester		Fourth Semester	
Ag 2	3	Ag 53	3
Ag 23B	3	Ag 71	3
	<u>6</u>		<u>6</u>

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

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 39 Animal Health and Sanitation	3
Ag 40 Horse Husbandry I	3
Ag 52 Soils	3
Ag 66 Record Keeping	3

Required Additional Courses:

Select one (1) of the following courses:

Ag 32 Beef Production	3
Ag 33 Sheep Production	3

Total minimum units required in major area — 24

Recommended Courses: Ag 23B, 50

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

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 Intro 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 14A Turfgrass Management	3
Ag 14B Turfgrass Management	3
Ag 23A 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

Select one (1) of the following courses:

Ag 23B Special Projects in Agriculture	3
Ag 66 Record Keeping	3

Total minimum units required in major area — 33

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

Suggested Course Sequence:

First Semester		Second Semester	
Ag 1	3	Ag 3	3
Ag 2	3	Ag 4	3
Ag 6	3	Ag 52	3
Ag 23A	3		
	<u>12</u>		<u>9</u>
Third Semester		Fourth Semester	
Ag 14A	3	Ag 14B	3
Ag 23B or Ag 66	3	Ag 15 or Ag 53	3
	<u>6</u>		<u>6</u>

Include Recommended Courses wherever possible.

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

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

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 Intro to Horticulture	3
Ag 2 Plant Structure	3
Ag 3 Plant Propagation	3

Agriculture

Ag 4	Plant Identification of Ornamentals	3
Ag 7	Nursery Practice	3
Ag 8	Floral Design	3
Ag 9	Floral Production	3
Ag 19	Decorative Container Gardening	3
Ag 23A	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 6, 12, 18, 23B

Suggested Course Sequence:

First Semester		Second Semester	
Ag 1	3	Ag 3	3
Ag 2	3	Ag 4	3
Ag 9	3	Ag 8	3
	<u>9</u>		<u>9</u>
Third Semester		Fourth Semester	
Ag 7	3	Ag 15 or Ag 53	3
Ag 23A	3	Ag 19	3
	<u>6</u>	Ag 52	3
			<u>9</u>

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

Equine Management/Training Program

Certificate of Achievement

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

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

Total minimum units required — 33

Recommended Course: Engl 2

Suggested Course Sequence:

First Semester		Second Semester	
Ag 23A	3	Ag 23B	3
Ag 40	3	Ag 41	3
Ag 45	2	Ag 46	2
Ag 48	2	Ag 47	3
Ag 79A	4	Ag 79B	4
	<u>14</u>		<u>15</u>
Summer Session			
Ag 43	2		
Ag 44	2		
	<u>4</u>		

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 2	Plant Structure	3
Ag 4	Plant Identification of Ornamentals	3
Ag 12	Landscape Gardening and Management	3
Ag 13	Landscape Design for Homes	3
Ag 14A	Turfgrass Management	3
Ag 14B	Turfgrass Management	3
Ag 18	Irrigation Systems	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 — 27

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 2	Plant Structure	3
Ag 3	Plant Propagation	3
Ag 4	Plant Identification of Ornamentals	3
Ag 8	Floral Design	3
Ag 19	Decorative Container Gardening	3
Ag 52	Soils	3

Required Additional Courses:

Select two (2) of the following courses:

Ag 7	Nursery Practice	3
Ag 9	Floral Production	3
Ag 15	Insects and Diseases and Their Control	3
Ag 53	Economic Entomology	3

Total minimum units required — 24

Agriculture Courses

AG 1 — Introduction to Horticulture 3 Units

Class Hours: 3 lecture

The landscape industry in California will be studied, as well as the wholesale grower, the jobs, the retail nursery, the garden center and other outlets for landscape plants and materials. A study will be made of nursery location, organization and operation, and practice in production of ornamental plants. *Transfer credit: CSU*

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: CSU*

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

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. *Transfer credit: CSU*

AG 7 — Nursery Practice 3 Units

Class Hours: 2 lecture, 3 laboratory

Students learn about forcing of flowering plants, citrus and avocado propagation, and cost analysis of basic nursery practices. *Transfer credit: CSU*

AG 8 — Floral Design 3 Units

Prerequisite: AG 1

Class Hours: 2 lecture, 3 laboratory

The course will stress floral mechanics, construction techniques, and major types of floral design. The students will do special events and seasonal arrangements. The making of corsages and flowers to wear will be practiced. Students will learn to estimate and prepare costs for various arrangements. *Transfer credit: CSU*

AG 9 — Floral Production 3 Units

Prerequisite: AG 1

Class Hours: 2 lecture, 3 laboratory

Students will grow annual and herbaceous cut flower crops. The student will be shown how to grow and harvest rose, carnation, and chrysanthemum crops. Students will be introduced to orchid culture, harvesting, and handling. Foliage plant propagation care and handling will be practiced. *Transfer credit: CSU*

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: CSU*

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: CSU*

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

Class Hours: 3 lecture

AG 14A: This course is the study of turfgrass, including varieties, their selection and use in lawns, public parks, public institutions, playgrounds, athletic fields, golf courses and bowling greens. Identification of turfgrass, establishment of turf areas, soil preparation, irrigation, fertilization and special management factors are also covered. This is primarily an evening course. *Transfer credit: CSU; 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: CSU; UC*

AG 15 — Insects and Diseases and Their Control 3 Units

Class Hours: 3 lecture

Students will study the common insects and diseases, how to identify and how to control same 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: CSU*

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.

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: CSU*

AG 19 — Decorative Container Gardening 3 Units

Class Hours: 3 lecture

Studied will be the propagation, culture and care of potted plants, hanging baskets, terrariums, dish gardens and tubs. Also covered will be soil mixes, watering, fertilization and general maintenance. Course is 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 consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

This class is designed for students who are interested in furthering their knowledge of agriculture on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. Class work can be done by arrangement. *Transfer credit: CSU*

AG 23A/B — Special Projects in Agriculture 1-3 Units

Prerequisite: Previous or concurrent enrollment in Agriculture class.

Class Hours: 3-9 laboratory

Interested students may further their knowledge and skills beyond those offered in scheduled classes. May be taken four (4) times for credit. Lab work can be done by arrangement. *Transfer credit: CSU*

Agriculture

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: CSU; 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: CSU*

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: CSU*

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: CSU*

AG 42A/B — Practical Horse Management 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: CSU*

AG 43 — Training for Instructors in Horsemanship 2 Units

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

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

AG 44 — Equine Schooling Techniques 2 Units

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

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

AG 45 — Introduction to Horse Training 2 Units

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

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

AG 46 — Advanced Horse Training Techniques 2 Units

Prerequisite: AG 45

Class Hours: 1 lecture, 3 laboratory

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

AG 47 — Artificial Insemination of Horses 3 Units

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

Class Hours: 1 lecture, 6 laboratory

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

AG 48 — Horse Ranch Management and Supervision 2 Units

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 1 lecture, 3 laboratory

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

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

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

AG 50 — Food Crop Production 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: CSU; UC*

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: CSU; 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: CSU; 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: Home Gardening, Residential Sprinklers, Range Management, Forage and Pasture, Artificial Insemination, Lake Management, Livestock Production. *Transfer credit: See counselor.*

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: CSU*

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: CSU*

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: CSU; 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: CSU; 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: CSU*

AG 79A — Equine Management and Training Program Internship 4 Units

Prerequisite: Entrance into Equine Management and Training Program.

Class Hours: 12 laboratory

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

AG 79B — Equine Management and Training Program Internship 4 Units

Prerequisite: AG 79A

Class Hours: 12 laboratory

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

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.

University of California, Santa Barbara:

(Cultural Emphasis) Anthro 1, 2, 3.

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

Recommended: Bio 2A, 2B.

Anthropology Courses

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: CSU; 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: CSU; 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: CSU; 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 Ch St 2) *Transfer credit: CSU; 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

A course in practical archaeology, this is intended for students who desire to expand their existing knowledge of archaeological field work. The emphasis in this course will be on actual site excavation and laboratory analysis. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

ANTH 6 — Introduction to Native American Studies* 3 Units

Class Hours: 3 lecture

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

ANTH 7 — 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: CSU; 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

ANTHROPOLOGY

Anthropology is a study of humans and their learned social behavior - their cultures - at all times and all over the world. Most

Art

development of sex roles and stereotypes in non-western and western societies, including our own. *Transfer credit: CSU; 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: CSU; 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: CSU; 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: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

60A — Introduction to Folklore 3 Units
Class Hours: 3 lecture

60B — Introduction to American Folklore 3 Units
Class Hours: 3 lecture

60C — Indians of California 3 Units
Class Hours: 3 lecture

60D — Archaeology of Ancient Mexico 3 Units
Class Hours: 3 lecture

60E — Indians of North America 3 Units
Class Hours: 3 lecture

60F — Anthropology Through Film 3 Units
Prerequisite: A previous course in Anthropology
Class Hours: 3 lecture

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

60H — Cultural Evolution 3 Units
Class Hours: 3 lecture

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

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

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

60M — Hopi - A Multivaried View 3 Units
Class Hours: 3 lecture

60N — As Man Behaves 3 Units
Class Hours: 3 lecture

60R — Anthropological Research Methods 3 Units
Prerequisite: A previous course in Anthropology
Class Hours: 2 lecture, 3 laboratory

*These courses are offered periodically.

ART

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

Major requirements for upper division standing at:

California State University, Northridge:

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

University of California, Los Angeles:

Art, General - one course selected from: Art 1A, 1B, 20. Complete any four studio classes.

Art History:

Art 1A, 1B, 20. Foreign Language in addition to the General College Requirements.

Design:

Art 4A, 4B, 12A, 13A, Photo 1A. Select one course from 1A, 1B or 20. Any four studio courses (other than painting) selected from: ceramics, textiles, graphics (with no more than 2 from a group).

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 1A, 1B, 4ABC; 12 units (4 courses, with no more than two in any one emphasis) from: Art 8AB, 9AB, 12AB, 13ABCD, 14AB, 15ABCD, 16ABCD, 17AB, 18ABCD; (2 courses) History: (1A and 1B recommended)

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

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

Art Courses

Students planning to take more than 16 units of Art courses marked with * and/or more than 12 units of those marked with † should consult a counselor. The UC system accepts only that limited number of units in the respective cases.

ART 1A — 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 Chris-

tian and Byzantine art. Emphasis is placed on techniques in architecture, painting and sculpture as well as an examination of the key figures in art history. This course is required for art majors. *Transfer credit: CSU; UC*

ART 1B — 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: CSU; 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. *Transfer credit: CSU; 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: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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, such as the tesserae make the mosaic. They will also explore museums, galleries and private collections as well as "outside art resources" such as fairs, street art, freeway sculpture, and the general explosion of technological and spiritual resources that are Los Angeles. *Transfer credit: CSU; UC*

ART 8A† — 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

Art

- 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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.** *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; 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. *Transfer credit: CSU; UC credit limitations. See counselor.*
- ART 20 — Twentieth Century Art** 3 Units
Prerequisite: 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: CSU; UC*
- ART 22A/B — Independent Studies in Art** 1-3/1-3 Units
Prerequisites: A previous course in the specific field and consent of the instructor and Division Director.
Class Hours: 1-3 tutorial
Students who are interested in furthering their knowledge of art on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; 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
These classes are 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: CSU; UC maximum credit 3 units.*
- Topics which have been developed include:
- 60B — Papermaking** 1 Unit
Prerequisite: Art 15A or co-requisite
Class Hours: 8 lecture total, 24 laboratory total
An in-depth exploration of the craft of paper making. The class will explore traditional methods as well as contemporary expressions.

ASTRONOMY

Astronomy Course

ASTRON 1 — An Introduction to Astronomy 3 Units

Class Hours: 3 lecture

This is 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: CSU; UC*

BEHAVIORAL SCIENCE

Associate in Arts Degree

Areas of Emphasis: Anthropology, Psychology, Sociology

This program is recommended not only for students wishing an A.A. degree, but also for those who intend to transfer to a four-year institution or university with a major in Behavioral Science emphasizing Anthropology, Psychology or Sociology. Transfer students should consult the transfer requirements section as additional courses are required by transfer institutions.

AREA A: Required Courses		Units
Anth 2	Cultural Anthropology	3
Psych 1A	Intro to Psychology	3
Soc 1	Intro to Sociology	3

AREA B: Required Courses for Emphasis:

Anthropology Emphasis:

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

Psychology Emphasis:

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

Sociology Emphasis:

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

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

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

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

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

Chicano Studies: 1, 2, 4.

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

Humanities: 18, 19.

VSTM: 2A-F.

Total minimum units required in major area — 18

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

BIOLOGICAL SCIENCES

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 pro-

fessions 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, B or 16A, B

(Environmental Option) Chem 8, 9; Math 16A

(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:

Required for all options: Bio 2A, 2B; Chem 1A, 1B; Physics 2A, 2B

Refer to UCSB catalog for Mathematics requirements in the different majors available, and consult with counselor.

Predental

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

Major requirements for upper division standing at:

University of California, Los Angeles:

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

University of Southern California:

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

Premedical

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

Major requirements for upper division standing at:

University of California, Davis:

Bio 2A, 2B; Chem 1A, 1B; (Chem 8, 9; Math 16A, 16B or 25A, B highly recommended) Physics 2A, 2B.

University of California, Los Angeles:

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

University of Southern California:

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

Prenursing

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

Biological Sciences

Biology

Associate in Science Degree

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

Preparation for the Major:

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

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

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

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

Required Courses:

	Units
Biol 2AB General Biology	8
Chem 1AB General Chemistry	12
Math 25AB Calculus with Analytic Geometry I/II	10
Ph 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		Second Semester	
Chem 1A	6	Chem 1B	6
	6	Math 25A	5
			11
Third Semester		Fourth Semester	
Biol 2A	4	Biol 2B	4
Math 25B	5	Ph 5	4
Ph 4	5		
	14		8

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

Anatomy Course

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: CSU; UC*

Major requirements for upper division standing at:

University of California, Los Angeles:

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

California State University, Los Angeles:

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

See also the Nursing Counselor.

Preveterinary

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

Major requirements for upper division standing at:

University of California, Davis:

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

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

BIOLOGY

Associate in Arts Degree

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

Preparation for the Major:

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

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

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

Required Courses:

	Units
Biol 2AB General Biology	8
Chem 1AB General Chemistry	12
Math 16AB Applied Calculus I/II	6
Ph 2AB General Physics I/II	8

Total minimum units required in major area — 34

Suggested Course Sequence:

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

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

Biology Courses

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: CSU; UC*

BIOL 2A/B — General Biology 4/4 Units

Prerequisites: Chem 1A or Chem 12 (may be taken concurrently).
 Biol 2A for 2B
 Class Hours: 3 lecture, 3 laboratory
 This is a full year course for those students wishing two semesters of biology, and for the biological science and preprofessional major.

Biology 2A — This course covers cell structure; function and regulation; bio-energetics, classical and molecular genetics, plant and animal development, and an introduction to evolution.

Biology 2B — This course covers physiological processes including neural, hormonal, and muscular; immune response, behavior, ecology and survey of the major plant and animal groups. *Transfer credit: CSU; UC*

BIOL 3 — 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: CSU*

BIOL 4 — Vertebrates of Southern California 3 Units

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: CSU*

BIOL 5 — Field Biology 3 Units

Class Hours: 2 lecture, 3 laboratory
 This course is an introduction to the ecology, taxonomy, and natural history of plant life. Lecture topics include ecosystems, community structure, energy flow, nutrient cycling, evolution, and organismic adaptations to environment. Laboratories and field trips will stress plant identification and plant-animal-environment interactions as they occur in California. Field trips may be required. *Transfer credit: CSU; UC*

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: CSU; 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 does not satisfy the Natural Science requirement for the Associate Degree. *Transfer credit: CSU*

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

BIOL 30 — Understanding Cancer (S) 3 Units

Class Hours: 3 lecture
 This course studies the biology, causes, progress and treatment of cancer. Each lecture-discussion will be given by a professional involved in cancer research or treatment. Various psycho-social aspects of the disease will be discussed as well.

BIOL 31 — 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.

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: CSU; UC credit limitations. See counselor.*

BIOL 89A-Z — Institutes in Biology ★ ½-1½ Units

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

Botany Courses

BOT 1 — General Botany 5 Units

Class Hours: 3 lecture, 6 laboratory
 This introductory study of morphology, anatomy and physiology of seed plants emphasizes the biological principles of physical and chemical aspects of life, cellular organization, reproduction, and heredity. *Transfer credit: CSU; UC*

BOT 3 — 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: CSU; UC*

Microbiology Course

MICRO 1 — Principles of Microbiology 5 Units

Prerequisites: Chem 12, and Biol 2A
 Class Hours: 3 lecture, 6 laboratory
 Study is made of bacteria, algae, fungi, rickettsiae, viruses and protozoa. Emphasis is placed on bacterial morphology, anatomy, straining, classification, metabolism and growth, and effects of physical and chemical agents on bacteria; applied microbiology with some emphasis on pathogenic forms and immunity. *Transfer credit: CSU; UC*

Physiology Courses

PHYS 1 — Human Physiology **5 Units**

Prerequisites: Chem 12 or equivalent and Biol 2A

Class Hours: 4 lecture, 3 laboratory

Students will study functions of the human organism; 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: CSU; UC*

PHYS 2 — Physiology of Nutrition **3 Units**

Prerequisite: 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: CSU; UC*

BUSINESS

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

Major requirements for upper division standing at:

California State University, Northridge:

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

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

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

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, Computer Information Systems.

California Polytechnic State University, San Luis Obispo:

Bus 1A, 1B, 30, 33A; CIS 1, 14; Econ 1 2; Engl 1A, 1B; HS 1; Hist 7B; Math 12, 14, 15, 16A; Phil 7; Pol Sci 3; Speech 1.

University of Southern California:

Bus 1A, 1B; Econ 1, 2; Math 12 or 7, 16A, 16B.

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

Business Education

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

Major requirements for upper division standing at:

California State University, Northridge:

Bus 1A, 1B, 33A; CIS 1, 14; Econ 1, 2; Math 12.

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

Accounting Technician

Occupational

Associate in Science Degree

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

Required Courses:		Units
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	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
CIS 1	Intro to Information Systems	3
OT 2B	Calculating Machines	1
OT 11A	Beginning Typing I/Keyboarding (or equivalent)	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 30	3	Bus 6	3
OT 2B	1		
	7		6
Third Semester		Fourth Semester	
Bus 7	3	Bus 31 or Bus 32	3
CIS 1	3	Bus 33A	3
OT 11A	1.5	Bus 39	3
	7.5		9

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

Business Management

Occupational Associate in Science Degree

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

Required Courses:		Units
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 37	Marketing	3
Bus 39	Business Communications	3
CIS 1	Intro to Information Systems	3
Sup 50	Elements of Supervision	3
Sup 51	Personnel Management	3

Total minimum units required in major area — 24

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

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 31 or Bus 32	3
Bus 33A	3	Bus 39	3
	6		6
Third Semester		Fourth Semester	
Bus 37	3	CIS 1	3
Sup 50	3	Sup 51	3
	6		6

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

Marketing

Occupational

Associate in Science Degree

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

Required Courses:		Units
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	

Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 35	Sales Techniques	3
Bus 36	Retail Merchandising	3
Bus 37	Marketing	3
Bus 38	Advertising	3
Bus 39	Business Communications	3

Total minimum units required in major area — 24

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

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 33A	3
Bus 39	3	Bus 37	3
	6		6
Third Semester		Fourth Semester	
Bus 31 or Bus 32	3	Bus 35	3
Bus 38	3	Bus 36	3
	6		6

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

Accounting Technician

Certificate of Achievement

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

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	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 39	Business Communications	3
CIS 1	Intro to Information Systems	3
OT 2B	Calculating Machines	1
OT 11A	Beginning Typing I/Keyboarding (or equivalent)	1.5

Total minimum units required — 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 or Bus 32	3
Bus 39	3	Bus 33A	3
OT 2B	1	CIS 1	3
OT 11A	1.5		
	14.5		15

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	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 37	Marketing	3
Bus 39	Business Communications	3
CIS 1	Intro to Information Systems	3
Sup 50	Elements of Supervision	3
Sup 51	Personnel Management	3
	General Education Courses*	6
Total minimum units required — 30		

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 31 or Bus 32	3
Bus 33A	3	Bus 39	3
Bus 37	3	CIS 1	3
Sup 50	3	Sup 51	3
General Education	3	General Education	3
	<u>15</u>		<u>15</u>

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

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	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 33A	Business Law I	3
Bus 35	Sales Techniques	3
Bus 36	Retail Merchandising	3
Bus 37	Marketing	3
Bus 38	Advertising	3
Bus 39	Business Communications	3
	General Education Courses*	6
Total minimum units required — 30		

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 31 or Bus 32	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
	<u>15</u>		<u>15</u>

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



Photo by Rhonda Campbell

Business Courses

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: CSU; 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: CSU; 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.

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. Field trips may be required at instructor's option. *Transfer credit: CSU*

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: CSU*

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: CSU*

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: CSU*

BUS 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 Econ 30) *Transfer credit: CSU*

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: CSU*

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: CSU*

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: CSU; 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 business. *Transfer credit: CSU; 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 — Sales Techniques 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: CSU*

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: CSU*

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: CSU*

Chemistry

BUS 38 — Advertising

3 Units

Prerequisite: Bus 30

Class Hours: 3 lecture

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

BUS 39 — 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: CSU*

BUS 49A-D — Cooperative Work Experience — Business ★

1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

Those courses which were formerly titled Bus 50, Bus 51, Bus 52, Bus 54, and Bus 56 are now listed under the title of Supervision and appear in the section of the catalog under the Supervision heading.

BUS 60A-Z — Topics in Business

1-3 Units

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

These are 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.

BUS 89A-Z — Institutes in Business ★

½-1½ Units

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.

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; Math 16A, 16B; Physics 2A, 2B.

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

University of California, Santa Barbara:

Chem 1A, 1B, 7A, 7B; Math 15, 16A, 16B or Math 25A, 25B; Physics 2A, 2B or Physics 4, 5, 6. (Take Math 25C, 35 also for BS.)

Chemistry

Associate in Arts Degree

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

Preparation for the Major:

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

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

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

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

Total minimum units required in major area — 31 - 32

Suggested Course Sequence:

First Semester		Second Semester	
Chem 1A	6	Chem 1B	6
	6		6
Third Semester		Fourth Semester	
Math 16A	3	Chem 7A or Chem 8, 9	5-6
Ph 2A	4	Math 16B	3
		Ph 2B	4
	7		12-13

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

Chemistry

Associate in Science Degree

This program is designed to award a designated associate degree to those students who have completed a course of specialization in Chemistry. These requirements were chosen by faculty to optimize students' preparation for upper division course work for Bachelor of Science degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may

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

Preparation for the Major:

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

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

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

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

Required Courses:		Units
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Chem 7A	Organic Chemistry	5
	or	
Chem 8, 9	Elementary Organic Chemistry, and Organic Chemistry Lab	6
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Ph 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 — 45 - 46

Recommended Course: Math 35

Suggested Course Sequence:

First Semester		Second Semester	
Chem 1A	6	Chem 1B	6
Math 25A	5	Math 25B	5
		Ph 4	5
	<hr/> 11		<hr/> 16
Third Semester		Fourth Semester	
Math 25C	5	Chem 7A or Chem 8, 9	5-6
Ph 5	4	Ph 6	4
	<hr/> 9		<hr/> 9-10

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

Chemistry Courses

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: CSU; 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: CSU; 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: CSU; UC*

CHEM 8 — Elementary Organic Chemistry 4 Units

Prerequisite: Chem 1B (may be taken concurrently)

Class Hours: 4 lecture

A study of the properties and reactions of carbon compounds with emphasis on structure and mechanism. Topics covered include: synthesis and characterization of organic compounds; nomenclature; spectroscopic analysis; biochemistry. *Transfer credit: CSU; 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: CSU; 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.

Class Hours: 3 lecture, 3 laboratory

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

CHEM 13 — 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: CSU; 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 and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

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

CHICANO STUDIES

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), Engl 45.
University of California, Santa Barbara:
Ch St 1, 2, 3A or 3B; Spanish 4.

Chicano Studies Courses

CH ST 1 — The Chicano in Contemporary Society 3 Units

Class Hours: 3 lecture

This course is an analysis of the socio-economic and political problems confronting the Chicano with emphasis on proposed solutions. Similarities to other ethnic groups will be incorporated in this analysis. Particular focus is placed on the effects that social institutions have had on the ethnic communities of the Southwest. (co-numbered Soc 6) *Transfer credit: CSU; UC*

CH ST 2 — 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 Anth 4) *Transfer credit: CSU; 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: CSU; 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: CSU; UC*

CH ST 7 — Field Work in Barrio Studies 3 Units

Class Hours: 2 lecture, 3 laboratory

Students make supervised field-study, observation of selected barrios, institutions and agencies. This follows preparatory instruction in the characteristics of the barrio. (co-numbered Soc 7) *Transfer credit: CSU; 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: CSU; 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 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: CSU; UC credit limitations. See counselor.*

CH ST 53A — Basic Reading and Vocabulary for the Spanish Speaking ★

3 Units

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.

CH ST 53A — Lectura Basica y Vocabulario para Personas de Habla Hispana ★

3 Unidades

2 horas de clase y 3 de laboratorio semanales

Descripción: Este curso cubrirá lectura basica y desarrollo del vocabulario por medio del estudio de sonidos y derivación de palabras. Practica de análisis gramatical de oraciones simples, tambien el uso correcto de las partes del idioma: verbos, nombres, pronombres personales y adjetivos.

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.

CH ST 53B — Lectura Intermedia y Vocabulario para Personas de Habla Hispana ★

3 Unidades

Prerequisites: 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 analisis de las partes de la oración: adverbios, preposiciones, conjunciones e interjecciones.

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.

CH ST 53C — Lectura Avanzada y Vocabulario para Personas de Habla Hispana ★

3 Unidades

Prerequisites: 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 adiestrandose en una variedad de importantes metodos de lectura necesarios para tener éxito en el trabajo del colegio. Las tareas de lectura seran recopiladas de una variedad de fuentes. Ademas del libro de texto, se usarán recortes de periodicos, articulos de revistas y publicaciones chicanas. Se pondrá énfasis en el análisis, evaluación y discusión de temas actuales.

CH ST 54A — Beginning English for the Spanish Speaking ★ 3 Units

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.

CH ST 54A — Ingles Elemental para Personas de Habla Hispana ★ 3 Unidades

2 horas de clase y 3 de laboratorio semanales
 Descripción: Esta clase cubrirá la escritura del idioma inglés. Especialmente se pondrá énfasis en la practica oral y la comprensión oral.

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.

CH ST 54B — Ingles 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 proveera practica de comunicación oral en inglés con énfasis sobre metodos de conversación; escuchando y hablando en grupos pequeños.

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
 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.

CH ST 54C — Ingles 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: Practica intensiva de comunicación oral en inglés con énfasis sobre metodos 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.

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
Cm Art 1A	Intro to Commercial Art	2
Cm Art 2	Commercial Design	3
Cm Art 3	Lettering and Typography	2
Cm Art 4	Advertising Design	2
Cm Art 12A	Beginning Illustration	2
Cm Art 12B	Beginning Illustration	2
GC 4	Layout and Paste-up Techniques	3
Photo 1A	Beginning Photography	3

Total minimum units required in major area — 31

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

Suggested Course Sequence:

First Semester		Second Semester	
Art 1A	3	Art 1B	3
Art 12A	3	Cm Art 3	2
Cm Art 1A	2	Cm Art 12A	2
	<hr/>		<hr/>
	8		7
Third Semester		Fourth Semester	
Art 20	3	Cm Art 2	3
Cm Art 12B	2	Cm Art 4	2
GC 4	3		
Photo 1A	3		
	<hr/>		<hr/>
	11		5

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



Photo by Marilyn Toth

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 Illustration	2
Cm Art 12B Beginning Illustration	2
GC 1 Intro to Graphic Communications	3
HE 31 Textiles	3
HE 32 Clothing Construction	3
HE 35 Flat Pattern Design	3
Required Additional Courses:	
Select one (1) of the following courses:	
Art 1A Art History	3
Art 1B Art History	3
Art 2 Art Appreciation	3
Required Courses to be Introduced in Spring 1985:	
Cm Art 14 Draping	2
Cm Art 48 Fashion Design	2

Total minimum units required in major area — 28

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

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

Commercial Art Courses

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: CSU; 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. *Transfer credit: CSU*

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 layouts. *Transfer credit: CSU; 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. *Transfer credit: CSU*

Cm Art 12A/B — Beginning Illustration **2/2 Units**

Prerequisite: Cm Art 12A for Cm Art 12B

Class Hours: 6 laboratory

The contemporary figure is analyzed for style, clothing and implied movement. Elegance, poise, dignity and mood are studied. Students learn to use wash drying and dry media for newspaper and magazine layout. *Transfer credit: CSU*

Cm Art 12C/D — Advanced Illustration **2/2 Units**

Prerequisites: Cm Art 12B for Cm Art 12C; Cm Art 12C for Cm Art 12D

Class Hours: 6 laboratory

Emphasis will be placed on the development of individual style in advanced techniques of illustration. Individual projects will be required of the student. *Transfer credit: CSU*



Photo by Nancy Haberman

COMPUTER INFORMATION SYSTEMS

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

Major requirements for upper division standing at:
California State Polytechnic University, Pomona:
 Bus 1A, 1B, 33A; CIS 1, 4A, 4B, 6; Econ 1, 2; Math 16A.
 DP 245 to be taken after transfer.
 See also the Business Administration option at CSUN.

Computer Information Systems

Occupational

Associate in Science Degree

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

Required Courses:		Units
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
CIS 4A	Computer Programming I: COBOL	3
CIS 4B	Computer Programming II: COBOL	3
CIS 6	Systems Analysis	3
CIS 9	Computer Programming Lab.	.5-1-1-1
CIS 14	Computer Programming BASIC	3
Total minimum units required in major area —		27.5

Recommended Courses: CIS 8A, 8B; CS 18; Econ 1, 2
 Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	Bus 1A	3
CIS 1	3	CIS 4B	3
CIS 4A	3	CIS 9	1
CIS 9	.5	CIS 14	3
	9.5		10
Third Semester		Fourth Semester	
Bus 1B	3	CIS 6	3
CIS 9	1	CIS 9	1
	4		4

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

Computer Information Systems Certificate of Achievement

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

Required Courses:		Units
Bus 1A	Accounting Principles I	3
Bus 1B	Accounting Principles II	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
CIS 4A	Computer Programming I: COBOL	3
CIS 4B	Computer Programming II: COBOL	3
CIS 6	Systems Analysis	3
CIS 14	Computer Programming BASIC	3
Total minimum units required —		24

Computer Information Systems Courses

Students planning to take more than 9 units of Computer Information Systems courses marked * should consult a counselor; the UC system allows credit for the first 9 units only.

CIS 1* — Introduction to Information Systems 3 Units
 Prerequisite: None. Concurrent enrollment in CIS 9I is recommended.
 Class Hours: 3 lecture

This introductory course covers the history, development and application of computer information system principles, as well as functions from all aspects: manual, mechanical, electromechanical and electronic systems. Course will include an overview of applications of computer languages in solving business problems with hands-on experience in writing and executing BASIC computer programs on a minicomputer (or microcomputer). *Transfer credit: CSU; UC credit limitations. See counselor.*

CIS 4A* — Computer Programming I: COBOL 3 Units
 Prerequisite: CIS 1 or equivalent. Concurrent enrollment in CIS 9C is recommended.
 Class Hours: 3 lecture

Students become familiar with basic computer programming concepts used in the solving of business computer information systems problems. Completion of assigned class problems provides experience in actual programming using COBOL language. *Transfer credit: CSU; UC credit limitations. See counselor.*

CIS 4B* — Computer Programming II: COBOL 3 Units
*(Alternating semesters-Fall, day;
 Spring, evening)*

Prerequisite: CIS 4A or equivalent. Concurrent enrollment in CIS 9D is recommended.
 Class Hours: 3 lecture

A study of advanced COBOL programming techniques, with particular emphasis on disk file concepts, for solving business computer information systems problems such as payroll, accounts payable, inventory, etc. *Transfer credit: CSU; UC credit limitations. See counselor.*

CIS 6* — Systems Analysis (F) 3 Units
 Prerequisites: CIS 1 and a programming class or equivalent.
 Class Hours: 3 lecture

Study includes computer information systems systems and procedures, analysis of various existing business computer information systems principles. Required of most business and economics departments for non-data and data systems concepts. *Transfer credit: CSU; UC credit limitations. See counselor.*

Computer Information Systems

CIS 7* — Computer Programming RPG II (S) 3 Units

Prerequisite: CIS 1 or equivalent. Concurrent enrollment in CIS 9R is recommended.

Class Hours: 3 lecture

Instruction is given in basic computer programming concepts and development techniques. Laboratory development and problem solving utilize the Report Program Generator. Completion of assigned class problems provides experience in actual programming using RPG II language. *Transfer credit: CSU; UC credit limitations. See counselor.*

CIS 8A* — Operating Systems (S-evening only) 3 Units

Prerequisites: CIS 1 or equivalent and at least one semester of computer programming.

Class Hours: 3 lecture

Designed to acquaint students with the concepts, techniques and use of operating systems, this course also emphasizes methods of coding and maintenance of operating systems for computers with multi-processing capabilities. *Transfer credit: CSU; UC credit limitations. See counselor.*

CIS 8B* — Data Management (S-evening only) 1½ Units

Prerequisites: CIS 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: CSU; UC credit limitations. See counselor.*

CIS 9 — Computer Programming Laboratory ★ ½-1 Unit

Prerequisite: Concurrent enrollment in appropriate programming course.

Class Hours: 1½-3 laboratory

This course provides laboratory experience to accompany computer programming classes. Students receive actual experience in completing programs in the particular computer language they are studying. May be taken four (4) times for credit. *Transfer credit: CSU*

Students should sign up for lab courses using the following key:

CIS 9B — BASIC	1 Unit
CIS 9C — COBOL I	1 Unit
CIS 9D — COBOL II	1 Unit
CIS 9G — General	1 Unit
CIS 9I — Introduction	½ Unit
CIS 9R — RPG II	1 Unit

CIS 14 — Computer Programming BASIC 3 Units

Prerequisite: Concurrent enrollment in CIS 9B is recommended.

Class Hours: 3 lecture

Topics include console procedures and an overview of computer hardware organization, data representation internally, instruction forms, flowcharting problems and logic/solutions, algorithms for problem solutions and demonstrations of inter-active terminals. Concepts and definitions include labels, variables, subscripts and scientific notation, as well as debugging of basic statements and elementary coding. Three hours of laboratory recommended. *Transfer credit: CSU*

CIS 22A/B — Independent Studies in Information Systems 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 Computer Information Systems on an independent study basis are assigned work which can involve the programming of a complete computer information systems application under the direction and guidance of an instructor. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

CIS 49A-D — Cooperative Work Experience — Computer Information Systems ★ 1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

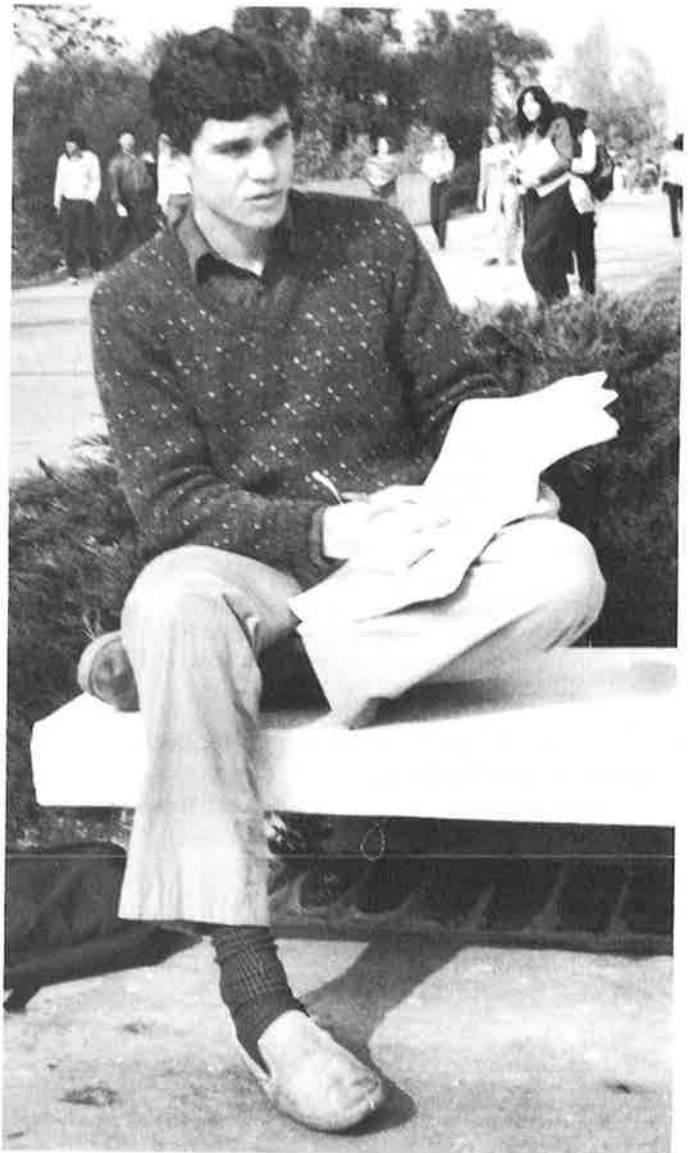
Students employed in a field related to Computer Information Systems will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination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

CIS 60A-Z — Topics in Computers 1-3 Units

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This special series of courses deals with specific topics in computer information systems which are not covered in great detail in the general computer information systems course offerings. These courses are announced on a semester basis in the schedule of classes.



COMPUTER SCIENCE

This program prepares students for further study in Computer Science and can lead to careers in such fields as technical applications programming, design of computer operating systems and related software, systems analysis and design, etc.

Major requirements for upper division standing at:

California State University, Northridge:
CS 10, 20, 30, 40, 50 (or CIS 4A, 8B), 60; Math 25AB, 31; competency in FORTRAN, COBOL.

Important Note: The courses listed above are required of all Computer Science majors at CSUN. Since CSUN offers 11 choices for concentration in Computer Science at the junior level, some of them with additional lower division requirements, a student who is planning this major should refer to the CSUN catalog for further information and, upon transfer, consult an advisor at CSUN about these concentrations.

University of California, Santa Barbara:
CS 30; Math 25AB, 30, 35. Math 25C or 31.

Computer Science

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 Computer Science. The requirements were chosen by the faculty to optimize students' preparation for upper division course work in Computer Science. In addition, the earning of this degree will be evidence of achievement of technical skills which will be helpful in the seeking of immediate employment.

Required Courses:		Units
CS 10	Intro to Computer Programming	3
CS 20	Data Structures and Program Design	3
CS 30	Assembly Language Programming	3
CS 40	Computer Architecture	3
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 31	Intro to Linear Algebra	3
Phil 9	Symbolic logic	4

Required Additional Courses:

Select one (1) of the following courses:

CS 60	Concepts of Programming Languages	3
Math 25C	Calculus/w Analytic Geometry III	5

Select one (1) of the following courses:

CS 50	Files and Data Bases	3
Math 35	Applied Differential Equations	3

Also Required:

Demonstrated competence in programming languages COBOL and FORTRAN.

Total minimum units required in major area — 35 - 37

Recommended Course: CS 16

Suggested Course Sequence:

First Semester		Second Semester	
CS 10	3	CS 20	3
Math 25A	5	Math 25B	5
		Phil 9	4
	8		12
Third Semester		Fourth Semester	
CS 30	3	CS 40	3
CS 60 or Math 25C	3-5	CS 50 or Math 35	3
Math 31	3		
	9-11		6

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

Computer Science Courses

CS 10 — Introduction to Computer Programming 3 Units

Prerequisite: Math 6 or Math 7 or equivalent.

Class Hours: 3 lecture

This course is an introduction to problem solving and algorithms, including representation, design, structuring, analysis, proof, and optimization of algorithms; also primitive computer architecture and internal organization, data representation, and implementation of algorithms as structured computer programs using the PASCAL language. *Transfer credit: CSU; UC*

CS 16 — Computer Programming PASCAL 3 Units

Prerequisite: Math 3 or equivalent college course.

Class Hours: 3 lecture

This course teaches computer programming using the PASCAL programming language. Algorithms, actions, data structures, and the concepts of structured programming will be taught. *Transfer credit: CSU; UC*

CS 18 — Computer Programming-FORTRAN 3 Units

Prerequisite: Math 6 or Math 7 or equivalent college course.

Class Hours: 3 lecture

This course teaches computer programming using the FORTRAN programming language. Topics covered will include: algorithms, data and control structures, program documentation, and structured programming. *Transfer credit: CSU; UC*

CS 20 — Data Structures and Program Design 3 Units

Prerequisite: CS 10 or CS 16

Co-requisite: Phil 9

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. Knowledge of PASCAL is essential. *Transfer credit: CSU; UC*

CS 22A/B — Independent Studies in Computer 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

Students engage in independent study in Computer Science under the guidance of an instructor. The course will involve library and laboratory work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

Court Reporting

CS 30 — Assembly Language Programming 3 Units

Prerequisite: CS 20
Class Hours: 3 lecture

This course covers: computer structure and machine language, mnemonic operations and symbolic addressing, addressing techniques — absolute, relative, and indexed, input/output techniques, assembler construction and program linkage, and program development implementing high level language constructs. *Transfer credit: CSU; UC*

CS 40 — Computer Architecture 3 Units

Prerequisite: CS 30
Class Hours: 3 lecture

This course is an introduction to the structure and organization of computer systems. The topics covered include: number systems, data representation, ALU design and function, memory micro programming, I/O handling and interrupts. *Transfer credit: CSU; UC*

CS 50 — Files and Data Bases 3 Units

Prerequisites: CS 30; competency in COBOL
Class Hours: 3 lecture

This course is an introduction to large files and data bases. Students will study file structure: sequential, indexed sequential, indexed, direct, inverted, tree, and ring; also multi-file data bases, objectives of data base organization, and data base structures. *Transfer credit: CSU; UC*

CS 60 — Concepts of Programming Languages 3 Units

Prerequisites: CS 20; concurrent enrollment in CS 30; competency in FORTRAN
Class Hours: 3 lecture

This course is a study and comparison of FORTRAN, COBOL, SNOBOL, and PASCAL with respect to their implementation of data structures, data control, operations, sequence control, storage management, and syntax, concepts of finding, referencing, scope, recursion, string handling, BNF, and other syntax trees. *Transfer credit: CSU; UC*

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	Intermediate Reading Skills	3
Read 3	Speed and Power Reading	3
Read 10	Word Power	3

Total minimum units required in major area — 81.5***

Suggested Course Sequence:

First Semester		Fourth Semester	
CR 1	8	CR 4	8
OT 31	1.5	CR 20	5
Read 10	3	CR 26	3
	<hr/> 12.5		<hr/> 16
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 3	3
	<hr/> 15		<hr/> 13
Third Semester		Sixth Semester	
CR 3	8	CR 6	8
CR 25	3	CR 30	3
OT 30	3	CR 31**	1
	<hr/> 14		<hr/> 12

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.

It is presently anticipated that Court Reporting as a fully-licensed program will be phased out of the curriculum by the end of the 1984-85 academic year.

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

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.*

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

Court Reporting Courses

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.

CR 3 — Machine Shorthand Workshop II 8 Units

Prerequisite: 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).

CR 4 — Machine Shorthand Workshop III 8 Units

Prerequisite: 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.

CR 5 — Machine Shorthand Workshop IV 8 Units

Prerequisite: 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.

CR 6 — Machine Shorthand Workshop V 8 Units

Prerequisite: 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.

CR 7 — Speedbuilding Workshop 4 Units

Prerequisite: 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. Students are required to attend 2 hours lecture and 2 hours lab daily. May be taken three (3) times for credit.

CR 15 — Punctuation for Court Reporters 1 Unit

Class Hours: 2 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 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

Prerequisite: 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

Prerequisite: 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.

CR 30 — Court Reporting Techniques I 3 Units

Prerequisites: Completion of Read 10; 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.

CR 31 — Court Reporting Techniques II 1 Unit

Prerequisite: 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.

EARLY CHILDHOOD 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; Psych 1B. Recommended General Education courses: Biol 1 or 2A, Psych 1A.

See also the Liberal Studies transfer major.

Early Childhood Development

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 30 Human Development	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
HS 5 Safety and First Aid	2
Required Additional 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 Intro to Psychology	3
Psych 3 Psychology of Interpersonal Relationships	3

Total minimum units required in major area — 32

Suggested Course Sequence:

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

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

Nursery Education

Certificate of Achievement

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

Required Courses:	Units
ECD 30 Human Development	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 Intro to Psychology	3
Psych 3 Psychology of Interpersonal Relationships	3

Total minimum units required — 30

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

Early Childhood Development Courses

ECD 22A/B — Independent Studies in Early Childhood Development 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 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: CSU*

ECD 30 — Human Development (F/S) 3 Units

Class Hours: 3 lecture

This course is a chronological survey of human development from prenatal to adolescence. Cognitive, social, physical and emotional development is investigated. Application of research and principles of growth to resolution of developmental tasks at each age level. *Transfer credit: CSU; UC credit limitations.*

ECD 38 — Observation in the Nursery School (F/S) 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: CSU*

ECD 39A — Supervised Participation in the Nursery School (F/S) 3 Units

Prerequisites: ECD 30 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: CSU*

ECD 39B — Supervised Field Experience in the Nursery School (S) 3 Units

Prerequisites: 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: CSU*

ECD 40 — Child, Family and Community (F/S) 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 child development. *Transfer credit: CSU; UC credit limitations.*

ECD 41 — Nursery School Programs (F/S) 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: CSU*

ECD 42 — Nursery School Administration (F) 3 Units

Prerequisite: None. 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: CSU*

ECD 43 — Parent and Teacher Communications and Conferencing (S) 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 (F) 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 two (2) times for credit.

ECD 51 — Music in the Nursery School (S) 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: CSU*

ECD 52 — Art in the Nursery School (F/S) 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: CSU*

ECD 53 — Science in the Nursery School (F) 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: CSU*

ECD 54 — Literature in the Nursery School (S) 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: CSU*

ECD 60A-Z — Topics in Early Childhood Development (F/S) 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. *Transfer credit: See counselor.*

Topics which have been developed include:

60A — Programs for Toddlers (F) 1½ Units

Class Hours: 24 lecture total

May be taken three (3) times for credit.

60B — Understanding Children's Play (S) 1½ Units

Class Hours: 24 lecture total

60C — Developing Materials for Home-based Learning (S) 1½ Units

Class Hours: 24 lecture total

60D — Contemporary Influences on Child Rearing Practices (S) 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 nursery school personnel in teaching and administrative roles. This series will provide opportunity to gain understanding and skills in the areas of communication with children, parents, staff, and community agencies.

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): Bus 1A, 1B; Econ 1, 2; Math 5 or 7 or 12, 15, 25A, 25B

(Business Economics): Bus 1A, 1B; Econ 1, 2; Math 5 or 7 or 12, 15, 25A, 25B

(Economics/Math): Econ 1, 2; Math 25A, 25B, 25C, 30, 31, 35

A grade point average of 2.3 or higher is required in the above courses.

Economics Courses

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: CSU; 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: CSU; 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: CSU; UC*

ECON 22A/B — Independent Studies in Economics 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 independent study in economics is under the guidance of an instructor. Course will involve library work and study of selected problems pertinent to the student's interest area. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

ECON 30 — 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: CSU*

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: Chem 1A; EL 10A, 10B, 20A, 20B, 28; Engl 1A, 1B; Math 7, 25A, 25B; Physics 2A, 2B; Speech 1.

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.

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 34	Advanced Microprocessors	4

Total minimum units required in major area — 31

Recommended Courses: CIS 1; Math 6

Suggested Course Sequence:

First Semester		Second Semester	
EL 15	3	EL 20B	4
EL 20A	4	EL 28	3
	7		7
Third Semester		Fourth Semester	
EL 10A	3	EL 20D	5
EL 20C	5	EL 34	4
	8		9

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

Electronics Service

Certificate of Achievement

The student completing an Electronics Service 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.

Required Courses:		Units
EL 1	Intro to Electronics	3
EL 5A	Technical Electronics I	3
EL 5B	Technical Electronics II	3
EL 28	Electronic Measurements	3
EL 42	Electronic Fabrication	3
EL 44	Electronic Trouble Shooting	3
EL 46	Basic Digital Circuits	3
ET 20	Technical Mathematics	3
	Electronics Electives	1-3

Total minimum units required — 25 - 27

Recommended Courses: CIS 1; EL 15; Math 1

Suggested Course Sequence:

First Semester		Second Semester	
EL 1	3	EL 5B	3
EL 5A	3	EL 28	3
EL 46	3	EL 42	3
ET 20	3	EL 44	3
Electronics Electives	1-3		
	13-15		12

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.

Required Courses:

	Units
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 and Circuits	5
EL 28 Electronic Measurements	3
EL 34 Advanced Microprocessors	4
EL 42 Electronic Fabrication	3
EL 44 Electronic Trouble Shooting	3

Total minimum units required — 34

Recommended Course: CIS 1

Electronics Technology Courses

EL 1 — Introduction to Electronics 3 Units

Class Hours: 2 lecture, 3 laboratory

This is an introductory course in electronics. The presentation of basic concepts and theory is reinforced by practical laboratory experiments. The course, non-mathematical in approach, includes practical applications of electronics to business, science, industry and entertainment.

EL 5A — Technical Electronics I (F) 3 Units

Prerequisites: EL 1 or equivalent, Math 1

Class Hours: 2 lecture; 3 laboratory

This is a presentation of direct and alternating current circuits and their characteristics. (Basic math is used to solve circuit problems.) 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: CSU*

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

Prerequisite: EL 5A or equivalent

Class Hours: 2 lecture, 3 laboratory

This class is a presentation of solid state devices and circuits including diodes, transistors and triacs, also power supplies, amplifiers and oscillators. The laboratory will complement the lecture with actual practical experiences. *Transfer credit: CSU*

EL 6 — Basic Electronics for FCC Licensing 3 Units

Prerequisite: 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 Radio Telephone Operators License. May be taken two (2) times for credit. (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: CSU*

EL 10B — Review and development of advanced drafting work such as printed circuits, wiring diagrams, mechanical construction and special diagrams. *Transfer credit: CSU*

EL 15 — Mathematics for Electronics 3 Units

Prerequisite: 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: CSU*

EL 20A — Basic Electronics: DC (F) 4 Units

Prerequisites: EL 1 or equivalent, Math 1

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: CSU*

EL 20B — Basic Electronics: AC (S) 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: CSU*

EL 20C — Digital Circuits (F) 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. *Transfer credit: CSU*

EL 20D — Solid State Devices and Circuits (S) 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, device application, small signal amplifiers, power amplifiers, oscillators, special purpose applications. Laboratory emphasizes application of active circuit theory. *Transfer credit: CSU*

Engineering

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 work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

EL 28 — Electronic Measurements (S)

3 Units

Prerequisite: EL 5A or EL 20A 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: CSU*

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.

EL 34 — Advanced Microprocessors

4 Units

Prerequisite: EL 20C or EL 33

Class Hours: 3 lecture, 3 laboratory

This is an advanced course covering use of the microprocessor in typical micro-computer and similar applications. Typical industry components and programming will be emphasized. Laboratory sessions will provide practical aspects of interfacing and using microprocessors in systems. *Transfer credit: CSU; UC*

EL 42 — Electronic Fabrication

3 Units

Prerequisite: EL 5A or EL 20A

Class Hours: 2 lecture, 3 laboratory

This course will provide theory and practice in the typical fabrication and construction techniques used in the electronics or industrial R & D laboratory. Topics included are: layout and mounting of components, soldering and wire connecting techniques, special diagrams, circuit wiring, testing and calibrating. Industry conventions and procedures will be emphasized. *Transfer credit: CSU*

EL 44 — Electronic Trouble Shooting

3 Units

Prerequisite: A previous Electronics course.

Class Hours: 2 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 46 — Basic Digital Circuits

3 Units

Prerequisite: EL 5B (EL 45B)

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to Boolean Algebra as applied to digital circuits. The use of standard circuits such as And gates, Or gates, and inverters to provide desired operations. Discussion of flip flops and multivibrators used in controllers. Flow charts and timing wave diagrams will be discussed as part of theory and used in the laboratory sessions. Laboratory work will provide practical applications of the theory.

EL 49A-D — Cooperative Work Experience — Electronics Technology ★

1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

EL 89A-Z — Institutes in Electronics ★

½-1½ Units

Class Hours: 8-24 lecture total

This short-term lecture series designed to develop the abilities and skills of the participants through appropriate activities places emphasis on the acquisition of specialized knowledge in a particular segment of electronics.

ENGINEERING

The 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; CS 18; Engr 4, 5, 12, 16*; Math 25A, 25B, 25C, 35; Physics 4, 5, 6.

*Engr 227L to be taken after transfer.

University of California, Santa Barbara:

Chem 1A, 1B; CS 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.)

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

Preparation for the Major:

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

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

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

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

Required Courses:		Units
Chem 1A	General Chemistry	6
Engr 4	Intro to Engineering Design	3
Engr 12	Engineering Materials	3
Engr 16	Engineering Statics and Strength of Materials	4
Engr 20	Electrical Engineering Fundamentals	4
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Ph 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; CS 18; Engr 5; Math 35

Suggested Course Sequence:

First Semester		Second Semester	
Chem 1A	6	Math 25B	5
Engr 4	3	Ph 4	5
Math 25A	5		
	14		10
Third Semester		Fourth Semester	
Engr 12	3	Engr 16 or Engr 20	4
Math 25C	5	Ph 6	4
Ph 5	4		
	12		8

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

Engineering Courses

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, intersections, developments, symbols used in mechanical and electrical drawings, materials and parts specifications, dimensioning, fits and tolerances. A laboratory in engineering and graphics is provided. Projects in engineering are assigned. *Transfer credit: CSU; UC*

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. *Transfer credit: CSU; 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: CSU; 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, elec-

tronic distance measurements, least square adjustment of control survey observations, state coordinate system, astronomical observations for azimuth and latitude. *Transfer credit: CSU; UC*

ENGR 12 — Engineering Materials 3 Units

Prerequisite: Chem 1A

Class Hours: 3 lecture

This introductory course on the engineering properties of materials applies the basic principles of the atomic and crystal structure of solids to the study of properties, and to the selection and use of engineering materials. *Transfer credit: CSU; UC*

ENGR 16 — Engineering Statics and Strength of Materials 4 Units

Prerequisites: Engr 12 and Math 25B

Class Hours: 4 lecture

This course covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, theories of strength. *Transfer credit: CSU; UC*

ENGR 20 — Electrical Engineering Fundamentals 4 Units

Prerequisite: Physics 5

Co-requisite: Math 35

Class Hours: 3 lecture, 3 laboratory

This course is an introduction to the theory and analysis of electrical circuits, basic circuit elements including the operational amplifier, circuit theorems, dc circuits, forced and natural responses of simple circuits, sinusoidal steady state analysis and the use of a standard computer aided circuit analysis program. Consideration will be given to power, energy, impedance, phasors, and frequency response. (subject to Board approval) *Transfer credit: CSU; UC*

ENGR 79 — Engineering Internship 1-4 Units

Prerequisite: Previous Engineering course work and/or experience.

Class Hours: 3-12 laboratory

This internship is designed to provide advanced engineering students with an opportunity to work in an industrial environment in order to gain on-the-job experience. Internships are usually offered only to sophomore engineering majors. Arrangements are made between the department faculty and participating companies. May be taken four (4) times for credit. *Transfer credit: CSU credit limitations. See counselor.*

ENGINEERING TECHNOLOGY

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	Intro to Drafting 3
ET 3	Mechanical Drawing 3
ET 10	Technical Illustration 3
Math 3	Intermediate Algebra 5
Required Additional 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 — 26

Engineering Technology Courses

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: CSU*

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: CSU*

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: CSU*

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: CSU*

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: CSU*

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 inter-relationship to the entire building, emphasizing the need for the drawings for the complete structure to be developed logically, completely, and in accord with currently accepted practices. *Transfer credit: CSU*

ET 9 — Fundamentals of Structural Design 3 Units

Prerequisite: Math 1 or one year high school algebra
 Class Hours: 3 lecture
 The structural members of small frame buildings will be analyzed and designed. The complete structural calculations for a residence, a commercial and an industrial building will be developed.

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: CSU*

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: CSU*

ET 15 — Building Codes 2 Units

Class Hours: 2 lecture
 Students investigate the various building codes that relate to structural, plumbing, heating and air conditioning and electrical components of buildings that are constructed in southern California.

ET 16 — Blueprint Reading 3 Units

Class Hours: 3 lecture
 Students learn to interpret mechanical drawings typical of those found in the construction and mechanical fields; theory of common types of projections, dimensioning principles, and machine standards, application by creative sketching and by interpretation of blueprints.

ET 20 — Technical Mathematics 3 Units

Prerequisite: Math 9 or equivalent
 Class Hours: 3 lecture
 This is a review of operations with whole numbers; fractions and decimals, square roots, ratios and proportions, directed numbers, equations and formulas, solution of systems of equations, exponents, logarithms, coordinate system and graphing, basic geometry and numerical trigonometry. Emphasis is placed on practical application.

ET 21 — Construction Materials 3 Units

Class Hours: 3 lecture
 Students learn use and apply building materials to the structural composition of modern residences, commercial and industrial buildings.

ET 22A/B — 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 work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

ET 89A-Z — Institutes in Engineering Technology ★ ½-1½ Units

Class Hours: Variable
 This short-term lecture series is designed to develop the abilities and skills of the participants through appropriate activities. Emphasis is placed on the acquisition of specialized knowledge in a particular segment of engineering.

ENGLISH

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:

Engl 19 and an additional lower division course after transfer.
 Plus 3 units from: Engl 13A, 13B, 15A, 15B

Option II - Writing:

Engl 10A or 10B and 19
 (3 units) from: 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.

English Courses

ENGL 1A — English Composition 3 Units

Prerequisite: A satisfactory score on English placement test or satisfactory completion of Engl 2 or equivalent.

Class Hours: 3 lecture

This course in composition emphasizes expository writing which demonstrates principles of rhetorical organization, control of diction, clear sentence construction and command of the mechanics of writing. Course work will also include the study and analysis of literature as a model for composition. *Transfer credit: CSU; UC*

ENGL 1B — Introduction to Literature 3 Units

Prerequisite: Engl 1A or its equivalent

Class Hours: 3 lecture

A study of imaginative literature complementing the rhetorical emphasis of English 1A. Written work will focus on the meaning and style of fiction, drama, or verse, seeking to develop analytical and critical skills and to provide insight into human experience. *Transfer credit: CSU; UC*

ENGL 2 — 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 taken two (2) times for credit.

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 two (2) times for credit.

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: CSU; 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 equivalent

Class Hours: 3 lecture

This writing workshop designed to concentrate on the techniques of writing fiction and poetry provides practice in original writing, followed by discussion and analysis of student writing. *Transfer credit: CSU; UC*

ENGL 10B — 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: CSU; UC*

ENGL 11 — Radio-Television Writing 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course deals with the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. Training is given in the fundamentals of script format, professional methods, and the ethics and restrictions involved in the broadcasting media. (co-numbered TC 5) *Transfer credit: CSU; UC credit limitations. See counselor.*

ENGL 13A — Major American Writers I 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course is a survey of American writing from the colonial era to the end of the Civil War in fiction, non-fiction, and poetry. It includes major statements by 17th and 18th century writers 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: CSU; UC*

ENGL 13B — Major American Writers II 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course is a survey of American writing from the post-Civil War era to the present in fiction, non-fiction, drama, and poetry. It includes the novels of modern masters like Mark Twain, Henry James, and Edith Wharton, as well as powerful stylists like Hemingway, Faulkner, Steinbeck, Robert Frost and Eugene O'Neill. Contemporary poetry and prose will also be studied. *Transfer credit: CSU; UC*

ENGL 15A/B — Survey of English Literature 3/3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

Engl 15A: English literature is studied in its cultural framework, from its beginning to the rise of Romanticism. *Transfer credit: CSU; UC*

Engl 15B: English literature is studied in its cultural framework, from the rise of Romanticism to the present. *Transfer credit: CSU; UC*

ENGL 17 — Shakespeare 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is a survey of twelve plays, including romantic comedies, chronicles, tragedies, "dark" comedies, and romances. Class work will also include lectures, critical papers, and discussions. *Transfer credit: CSU; UC*

ENGL 18 — The Modern American Novel 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

Structure and meaning are analyzed in the works of Dreiser, Hemingway, Dos Passos, Faulkner, Lewis, Wolfe, Bellow, Ellison, Malamud and I. B. Singer. Written and oral presentations will supplement lecture and classroom discussions. *Transfer credit: CSU; UC*

ENGL 19 — Introduction to Short Story 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

The form and meaning of short stories are studied through intensive analysis of selected American, British and continental examples. *Transfer credit: CSU; UC*

Environmental Science

- ENGL 21 — Contemporary Novels** 3 Units
Prerequisite: Engl 1A or equivalent
Class Hours: 3 lecture
Students read and analyze post-World War II novels, American and foreign, selected because of their popularity as well as their innovative importance and literary quality. *Transfer credit: CSU; UC*
- ENGL 22A/B — 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 literature of the English language, or literature on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*
- ENGL 25 — 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: CSU; 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 thirty-nine books from the Genesis to Malachi, and acquire an understanding of the history of the Old Testament Apocrypha. Form, theme, and style are studied. *Transfer credit: CSU; UC*
- ENGL 29B — New Testament as Literature** 3 Units
Class Hours: 3 lecture
Students read and discuss Books of the New Testament, which includes nine of the twenty-seven books of the New Testament, from Matthew to Revelation. Form, theme, and style are also studied. *Transfer credit: CSU; UC*
- ENGL 30 — Masterpieces of World Literature I** 3 Units
Prerequisite: Engl 1A or equivalent
Class Hours: 3 lecture
This is a survey of representative authors from the time of Homer to the Renaissance, with intensive study of selected Greek, Roman, Medieval and Renaissance masterpieces. *Transfer credit: CSU; UC*
- ENGL 31 — Masterpieces of World Literature II** 3 Units
Prerequisite: Engl 1A or equivalent
Class Hours: 3 lecture
This is a survey of major literature from the Renaissance to the present, including such authors as Locke, Moliere, Rousseau, Goethe, Emerson, Tolstoy, Ibsen, and Mann. *Transfer credit: CSU; UC*
- ENGL 33 — Modern European Fiction** 3 Units
Prerequisite: Engl 1A or equivalent
Class Hours: 3 lecture
This study of major modern European fiction includes the work of Dostoevsky, Tolstoy, Flaubert, Camus, Verga, Hesse, Gogol, Babal, and Mann. *Transfer credit: CSU; UC*
- ENGL 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, Roman, medieval and modern periods. *Transfer credit: CSU; UC*
- ENGL 45 — 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. *Transfer credit: CSU; UC*
- ENGL 46 — Black Literature** 3 Units
Prerequisite: Engl 1A or equivalent
Class Hours: 3 lecture
Students make critical analyses in seminar form of 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: CSU; UC*
- ENGL 47 — 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, composition and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to magazine production. (co-numbered Journ 11A) *Transfer credit: CSU; UC credit limitations. See counselor.*
- ENGL 60A-Z — 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: CSU; UC maximum credit 3 units.*
Topics which have been developed include:
- 60A — Fundamentals of English** 1 Unit
Class Hours: 1 lecture
- 60B — Shakespeare on Television** 3 Units
Class Hours: 3 lecture

ENVIRONMENTAL SCIENCE

Environmental Science Courses

- ENV SC 1 — Environmental Science** 4 Units
Class Hours: 3 lecture, 3 laboratory
This course presents the basic chemistry and physics of ecosystems. Emphasis is placed on the scientific method and natural laws in understanding energy, population, food, water, and pollution. Laboratory experiments and field trips are designed to correspond with lecture topics. Individual student projects are part of the laboratory. (Physical Science credit) *Transfer credit: CSU; UC*
- ENV SC 2 — The Biology of Environment and Man** 4 Units
Prerequisites: HS Biology, HS Chemistry, HS Physics, EnvSc 1, Chem 12 or equivalent.
Class Hours: 3 lecture, 3 laboratory
The course shows the application of biological and ecological principles governing ecosystems. There is heavy emphasis on population dynamics, interaction, and population genetics. World biotic communities are studied with a field study of California's major plant communities and land use potential. Students will also conduct an in-depth study of the urban environment as part of man's ecosystem. Theory of disease is studied. (Biological Science credit) *Transfer credit: CSU; UC*
- ENV SC 3 — 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: CSU; 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 the instructor and Division Director.

Class Hours: 1-3 tutorial

This course is designed for students interested in furthering their knowledge of environmental science on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

EXOTIC ANIMAL TRAINING AND MANAGEMENT

The requirements, procedures, application dates and program offerings are subject to change. Consult the EATM staff or counselor for current information.

Procedures for Applying to the EATM Program

Applicants will be selected in the Spring semester for admission into the Fall classes subject to available openings.

March 15 — EATM application, school transcripts, and three letters of recommendation from employers or teachers, must be submitted to the EATM compound office by this date.

April 1 — Applicants accepted for personal interviews will be notified. Interviews will be scheduled for the end of April.

May 15 — Notification of accepted candidates for the EATM program.

Qualifying Requirements

1. One of the following must be completed before applying to the program:
 - a) High school graduation
 - b) General Education Development (GED)
2.
 - a) All official high school and college transcripts must be on file at the EATM compound office at Moorpark College by March 15 to be considered.
 - b) Application to the EATM program must be on file with the EATM compound office at Moorpark College by March 15.
 - c) Three letters of recommendation from counselors, instructors, or employers must be on file at the EATM compound office by March 15. The three letters of recommendation must be from someone other than family.
 - d) An application to the college must also be filed for the appropriate semester.
 - e) It is the applicant's responsibility to check with the EATM compound office to see that his or her application, letters of recommendation, and transcripts are on file at Moorpark College.

The EATM application, along with transcripts and three letters of recommendation will be used as part of the selection criteria for this program. One hundred applicants will be selected for a personal interview. Out of the 100 people interviewed, 40 will be chosen to begin the EATM program the following Fall semester. Students will be notified of their selection by mail.

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

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 EATM 40B	3
EATM 11A	2	EATM 23	4
EATM 32	2		
	10		12
Second Semester		Fourth Semester	
EATM 1B	3	EATM 13B	2
EATM 3A	1.5	EATM 21 or EATM 40B	3
EATM 3B	1.5	EATM 33	2
EATM 11B	2		
EATM 31	2		
	10		7
Summer Session			
EATM 40A	3		
	3		

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

Exotic Animal Training and Management

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 — 42

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

Suggested Course Sequence:

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

Exotic Animal Training and Management Courses

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 natural history and behavior 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, natural history, and animal utilization in zoos and aquariums.

EATM 2A — Exotic Animal Behavior 1½ Units
Prerequisite: Acceptance into the EATM major

Class Hours: 1½ lecture

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: 1½ lecture

This course is designed to provide the student with basic health and safety procedures which are needed for the proper care and maintenance of exotic animals. Students will learn proper restraining techniques for treating and transporting animals as well as safety precautions for themselves. Proper maintenance and preventive medicine will also be stressed.

EATM 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.

EATM 11A/B — Exotic Animal Care and Handling 2/2 Units

Prerequisite: Acceptance into the EATM major.

Class Hours: 6 laboratory

This course is designed to provide students with an opportunity to care for a variety of animals and to learn the essentials in maintaining them in a park or zoo. "Hands-on" approach will be used.

EATM 12 — Animal Park Planning and Design 3 Units
Prerequisite: EATM 2B

Class Hours: 2 lecture, 3 laboratory

This course is designed to acquaint the student with the problems and regulations involved with building an exotic animal facility. Field trips to various facilities and the design of a facility will constitute the core of the course.

EATM 13A/B — Exotic Animal Management and Supervision 2/2 Units

Prerequisites: EATM 2B and 11A and/or 11B.

Class Hours: 6 laboratory

This course is designed for second year students in the EATM major. Students will be responsible for supervising the care of animals in the compound and for managing the compound at night and on weekends and holidays on a rotational basis.

EATM 21 — Exotic Animal Training 3 Units
Prerequisites: EATM 2B and EATM 11A and/or 11B.

Class Hours: 1 lecture, 6 laboratory

Students will proceed with the application of techniques observed in EATM courses. Each student will train various animals (birds, hoofstock and carnivorous) for possible exhibition. Proper handling and 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: A previous course in the specific field and consent of the instructor and Division Director.

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of the exotic animal field on an independent study basis. Assigned problems will involve library, laboratory and/or field work. May be taken for credit to a maximum of 6 units.

EATM 23 — 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.

EATM 31 — Theatrical Aspects of Animal Parks 2 Units

Prerequisite: 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 use of the voice, script writing, circus makeup and styling, and different techniques for presenting live wild animals in an educational format. A television show is routinely taped each year. Students will present shows on and off campus.

EATM 32 — Public Relations in Animal Parks 2 Units

Prerequisite: 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 radio releases, as well as photographic techniques for use in the media. The making of posters, flyers, and a brochure will be stressed, and advertising will be discussed. Each student will create a resume.

EATM 33 — Administration of Animal Parks 2 Units

Class Hours: 2 lecture

Emphasis will be on the economic aspects of the wild animal business. It will include legal (local, State and Federal) aspects of maintaining animals in captivity. Budgeting and financial control in parks, contracts, insurance, liability, personnel and the animal business as a commercial enterprise will be emphasized.

EATM 40A/B — Field Experience in EATM 1-6/1-6 Units

Prerequisite: EATM 3B

Class Hours: 48-288 laboratory total

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

SPANISH: Engl 30 and 31; Spanish 3, 4.
Additional lower division courses to be taken at CSUN University of California, Santa Barbara:

FRENCH: French 1, 2, 3, 4.

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

ITALIAN: Italian 1, 2 or equivalent.

SPANISH: Spanish 1, 2, 3, 4.

Additional lower division courses to be taken at UCSB.

French Courses

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: CSU; 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 study in the language laboratory. *Transfer credit: CSU; 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: CSU; 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: CSU; 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: CSU; 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.

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: Engl 30 and 31; French 3, 4.

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

ITALIAN: Italian 1, 2.

Foreign Languages

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.

German Courses

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: CSU; 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: CSU; 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 Century and other literature. Other cultural aspects of Germany are introduced through the study of contemporary German youth. *Transfer credit: CSU; 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 in the language laboratory. *Transfer credit: CSU; 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: CSU; 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.

Italian Courses

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: CSU; UC*

ITAL 2 — Elementary Italian II 4 Units

Prerequisite: Ital I or 2 years of high school Italian with grades of C or better or equivalent fluency.

Class Hours: 4 lecture, 1 laboratory by arrangement

This course concentrates on development of the ability to understand and to express Italian in oral and written form. Extensive use is made of the language laboratory. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC*

ITAL 22A/B — Independent Studies in Italian 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 Italian on an independent study basis are assigned problems which involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

ITAL 31A — 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.

Spanish Courses

SPN 1 — Elementary Spanish I 4 Units

Class Hours: 4 lecture, 1 laboratory by arrangement

This course is an intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. The language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSU; UC*

SPN 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

This course covers continued intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish. Study will cover the unique nature of the people and their history. The language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSU; UC*

SPN 3 — 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

Students will continue additional study of spoken and written Spanish and Spanish culture. They will develop the ability to read with greater ease by study and discussion in Spanish of representative literary works. Continued emphasis will be placed on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC*

SPN 4 — Intermediate Spanish II 4 Units

Prerequisite: Spn 3 or four years of high school Spanish.

Class Hours: 4 lecture, 1 laboratory by arrangement

This course covers advanced study of spoken and written Spanish and Spanish culture. Students develop the ability to read with greater ease by study and discussion in Spanish of representative literary works. Continued emphasis will be placed on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC*

SPN 5A/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 Ch St 3AB) *Transfer credit: CSU; UC*

SPN 6 — Hispanic Culture & Civilization 3 Units

Prerequisite: One year college Spanish or reading ability in Spanish.

Class Hours: 3 lecture

This course covers reading and discussion in Spanish of the civilization and culture of the Spanish-speaking countries, emphasizing one or two countries each semester. *Transfer credit: CSU; 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

This course is designed for students who are interested in furthering their knowledge of Spanish on an independent study basis. Assigned problems will involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

SPN 31A — Beginning Conversational Spanish 3 Units

Class Hours: 3 lecture

This is an introductory course for non-native speakers of Spanish, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use Spanish in practical situations.

SPN 31B — Intermediate Conversational Spanish 3 Units

Prerequisite: Spn 31A or equivalent

Class Hours: 3 lecture

This is an intermediate course for non-native speakers of Spanish. It includes study of grammar and principles of usage, and is designed for students who have some basic conversational Spanish, but who wish to continue work in this area.

SPN 31C — 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

This course covers a study of communication skills for public employees who function in a bilingual situation. Emphasis is on practical and instructional vocabulary. The course is designed to be adapted to the needs of each employee group.

GEOGRAPHY

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

Major requirements for upper division standing at: California State University, Northridge:

Select one course from each of two categories:

1. Physical: Geog 1 or 5

2. Human: Geog 3, and 2 or 4

University of California, Santa Barbara:

Geog 1, 4; select one course from: Bio 2A; Bot 1; Env Sci 2; Geol 2 and 2L

Geography Courses

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 people and their physical environment, including ecology and its social ramifications. Map reading, field trips, and field studies are involved. *Transfer credit: CSU; UC*

GEOG 1L — Physical Environment Lab 1 Unit

Prerequisite: Geog 1 (may be concurrent) or equivalent

Class Hours: 1/2 lecture, 1 1/2 laboratory

This laboratory to accompany Geog 1 is an introduction to earth-sun relations, elements of map and air photo reading and interpretation, practice in landscape description, measurement and analysis. Local field trips required. *Transfer credit: CSU; UC*

GEOG 2 — 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: CSU; 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: CSU; 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: CSU; UC*

Geology

GEOG 5 — Introduction to Meteorology 3 Units

Class Hours: 3 lecture

The course is an introduction to meteorological phenomena: energy, atmospheric circulation, precipitation, storms. The interrelationships between land, sea and atmosphere will also be covered. It is also an introduction to meteorological instrumentation and reporting, interpretation of data, aviation weather, and weather modification. *Transfer credit: CSU; UC*

GEOG 5L — Introduction to Meteorology Laboratory 1 Unit

Prerequisite: Geog 5 concurrent or equivalent

Class Hours: 3 laboratory

This laboratory to accompany Geog 5 is an introduction to meteorological observation, cloud identification, instrumentation, interpretation of weather charts and data, weather system identification and analysis. Field trips are required. *Transfer credit: CSU; UC*

GEOG 6 — 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 maps, map projections, and aerial photographs. *Transfer credit: CSU; UC*

GEOG 7 — The Human Impact 3 Units

Class Hours: 3 lecture

This course is a world survey through time of the role of humans in the modification of the natural environment, including vegetation, animal life, soils, landforms, water and atmosphere. *Transfer credit: CSU; UC*

GEOG 10 — Geography of California 3 Units

Class Hours: 3 lecture

A study of human involvement with the varied California landscape, this course includes an examination of the historical settlement, resource utilization and physical environment of the Golden State. Field trips focusing on the local land use pattern will be required. *Transfer credit: CSU; UC*

GEOG 22A/B — Independent Studies in Geography 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 geography on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

GEOG 60A-M — Topics in Physical Geography 1-3 Units

Prerequisite: 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 Human Activity, Regional Geomorphology. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

60A — Volcanism and Human Activity 3 Units

Class Hours: 3 lecture

60B — Glacial Landscapes 3 Units

Class Hours: 3 lecture

60C — Regional Geomorphology 3 Units

Class Hours: 3 lecture

GEOG 60N-Z — Topics in Cultural Geography 1-3 Units

Prerequisite: Prior course in Geography

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: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

60N — Landscape Analysis 3 Units

Class Hours: 3 lecture

GEOLOGY

Earth Science

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

Major requirements for upper division standing at:

California State University, Northridge:

Astron 1; Bio 2A; Chem 1A/1B or 12/13; Geog 1 or Geol 2, Geol 3; Geog 5; Math 15 or 16A; Physics 2A, 2B.

Geological Sciences

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

Major requirements for upper division standing at:

California State University, Northridge:

(Geology option): Chem 1A, 1B; CS 18; Geol 2; Math 25A, and 25B or Math 15 plus one more math course after transfer. Physics 2A/2B or 4/5/6.

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

University of California, Santa Barbara:

Bio 2A, 2B; Chem 1A/1B; Engl 1A, 1B; Geol 2, 2L, 3, 4, 21; Math 5, 25ABC, 35; Physics 4, 5, 6. Foreign language requirement (See counselor).

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 class offerings.

Required Courses:		Units
Chem 1A	General Chemistry	6
Chem 1B	General Chemistry	6
Geol 2	Physical Geology	3
Geol 2L	Physical Geology Lab	1
Geol 3	Earth History	3
Geol 4	Mineralogy	4
Math 15	Introductory Statistics	4
	or	
Math 25C	Calculus/w Analytic Geometry III	5
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Ph 2A	General Physics I	4
	or	
Ph 4	Mechanics of Solids and Fluids	5
Ph 2B	General Physics II	4
	or	
Ph 5	Electricity and Magnetism	4
Total minimum units required in major area — 45 - 47		

Suggested Course Sequence:

First Semester		Second Semester	
Chem 1A	6	Chem 1B	6
Geol 2	3	Math 15	4
Geol 2L	1		
	10		10
Third Semester		Fourth Semester	
Geol 3	3	Geol 4	4
Math 25A	5	Math 25B	5
Ph 2A	4	Ph 2B	4
	12		13

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

Geology Courses

- GEOL 1 — Introductory Geology** **3 Units**
 Class Hours: 2 lecture, 3 laboratory
 This is an introductory study of the composition, structure, and modification of the earth and its physical systems. Students will learn to identify common rocks, minerals, physical processes and geologic structures working both in the lab and in the field. *Transfer credit: CSU; UC*
- 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: CSU; UC*
- GEOL 2L — Physical Geology Lab** **1 Unit**
 Prerequisite: Co-requisite: Geol 2
 Class Hours: 3 laboratory
 A laboratory experience developing the skills of direct observation and scientific analysis of geologic data. Class emphasizes mineral and rock formation and identification; topographic and geologic map interpretation; and laboratory and field observation and identification of geologic structures. *Transfer credit: CSU; UC*
- GEOL 3 — 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: CSU; UC*

- GEOL 4 — Mineralogy** **4 Units**
 Prerequisite: Geol 2 and 2L and Chem 12
 Class Hours: 2 lecture, 6 laboratory
 This course is a study of the principal rock-forming minerals, plus those of economic value. Crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals are emphasized. Field trips may be required. *Transfer credit: CSU; UC*

- GEOL 5 — The World Ocean** **3 Units**
 Class Hours: 3 lecture
 This course is an introduction to physical oceanography. The course will consider the geological, physical and chemical characteristics of the ocean. Topics to be covered include the formation of the ocean basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. *Transfer credit: CSU; UC*

- GEOL 2I — 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: CSU; UC*

- GEOL 22A/B — Independent Studies in Geology** **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 geology on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

- GEOL 4I — 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: CSU; UC*

- GEOL 5I — Field Geology** **1-3 Units**
 Prerequisite: A previous course in Geology
 Class Hours: 3-9 laboratory
 Course involves field studies and geologic processes as exemplified at various localities. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

- GEOL 6I — Geologic Hazards** **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: CSU; UC*

GOVERNMENTAL MANAGEMENT

Governmental Management Courses

- 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: CSU*

Computerized Composition

GM 2 — State and Local Governmental Management

3 Units

Class Hours: 3 lecture

American state, county, city and special district government are explored in terms of urban and metropolitan challenges confronting political units in California and the local vicinity, with emphasis on racial and ethnic relations, problems in provision of public service, crime and justice, planning and renewal, intergovernmental conflict and relations; including a description of administration, identification of sources of fiscal support, inventory of services, and procedures for regulation and modification.
Transfer credit: CSU

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, 26A, 32; Journ 1.
Additional lower division courses to be taken at Cal Poly.

Computerized Composition

Phototypesetter

Occupational

Associate in Science Degree

This program is designed for the student with background in both computer information systems and graphics who is interested in training for the new phototypesetter aspect of the graphics industry.

Required Courses:	Units
CIS 1 Intro to Information Systems	3
CIS 4A Computer Programming I: COBOL	3
CIS 8A Operating Systems	3
CS 18 Computer Programming - FOR-TRAN	3
GC 1 Intro to Graphic Communications	3
GC 3A Copy Preparation - Photocomposition	3
GC 3B Advanced Copy Preparation - Photocomposition	3
GC 4 Layout and Paste-up Techniques	3

Total minimum units required in major area — 24

Suggested Course Sequence:

First Semester		Second Semester	
CIS 1	3	CIS 4A	3
GC 1	3	GC 4	3
	6		6
Third Semester		Fourth Semester	
CS 18	3	CIS 8A	3
GC 3A	3	GC 3B	3
	6		6

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

Computerized Composition Sales

Occupational

Associate in Science Degree

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

Required Courses:	Units
Bus 30 Intro to Business and Economics	3
Bus 35 Sales Techniques	3
Bus 37 Marketing	3
Bus 39 Business Communications	3
CIS 1 Intro to Information Systems	3
CIS 4A Computer Programming I: COBOL	3
GC 1 Intro to Graphic Communications	3
GC 3A Copy Preparation - Photocomposition	3
GC 4 Layout and Paste-up Techniques	3
GC 11A Process Camera	3

Total minimum units required in major area — 30

Suggested Course Sequence:

First Semester		Second Semester	
Bus 30	3	CIS 4A	3
CIS 1	3	GC 4	3
GC 1	3		
	9		6
Third Semester		Fourth Semester	
Bus 37	3	Bus 35	3
GC 3A	3	Bus 39	3
GC 11A	3		
	9		6

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

Computerized Composition Technical Representative

Occupational

Associate in Science Degree

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

Required Courses:	Units
CIS 1 Intro to Information Systems	3
CIS 8A Operating Systems	3
CIS 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 Intro to Graphic Communications	3
GC 3A Copy Preparation - Photocomposition	3

Total minimum units required in major area — 26.5

Suggested Course Sequence:

First Semester		Second Semester	
CIS 1	3	CIS 8A	3
GC 1	3	EL 20A	4
	<u>6</u>		<u>7</u>
Third Semester		Fourth Semester	
CIS 8B	1.5	EL 20D	5
EL 20B	4	GC 3A	3
	<u>5.5</u>		<u>8</u>

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

Graphic Design

Occupational

Associate in Science Degree

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

Required Courses:	Units
Art 4A Color and Design	2
Art 12A Drawing and Composition	3
Bus 38 Advertising	3
Cm Art 2 Commercial Design	3
Cm Art 3 Lettering and Typography	2
Cm Art 4 Advertising Design	2
GC 1 Intro to Graphic Communications	3
GC 3A Copy Preparation - Photocomposition	3
GC 4 Layout and Paste-up Techniques	3
GC 5A Screen Printing	2
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 79 Graphic Internship	1

Total minimum units required in major area — 33

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

Suggested Course Sequence:

First Semester		Second Semester	
Art 4A	2	Bus 38	3
Art 12A	3	Cm Art 2	3
GC 1	3	GC 3A	3
	<u>8</u>	GC 4	<u>3</u>
			12
Third Semester		Fourth Semester	
Cm Art 3	2	Cm Art 4	2
GC 11A	3	GC 5A	2
	<u>5</u>	GC 11B	3
		GC 79	<u>1</u>
			8

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

Graphic Production

Occupational

Associate in Science Degree

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

Required Courses:	Units
GC 1 Intro to Graphic Communications	3
GC 3A Copy Preparation - Photocomposition	3
GC 3B Advanced Copy Preparation - Photocomposition	3
GC 4 Layout and Paste-up Techniques	3
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 26A Offset Presswork/- Stripping/Platemaking	3
GC 26B Advanced Offset Presswork	3
GC 32 Estimating and Scheduling	3
GC 79 Graphic Internship	1

Total minimum units required in major area — 28

Recommended Courses: GC 5A, 11C

Suggested Course Sequence:

First Semester		Second Semester	
GC 1	3	GC 3A	3
GC 11A	3	GC 11B	3
GC 26A	3	GC 26B	3
	<u>9</u>		<u>9</u>
Third Semester		Fourth Semester	
GC 3B	3	GC 32	3
GC 4	3	GC 79	1
	<u>6</u>		<u>4</u>

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

Offset Lithography

Certificate of Achievement

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

Required Courses:	Units
GC 1 Intro to Graphic Communications	3
GC 3A Copy Preparation - Photocomposition	3
GC 4 Layout and Paste-up Techniques	3
GC 11A Process Camera	3
GC 11B Advanced Process Camera	3
GC 26A Offset Presswork/- Stripping/Platemaking	3
GC 26B Advanced Offset Presswork	3
GC 32 Estimating and Scheduling	3
GC 79 Graphic Internship	1

Total minimum units required — 25

Graphic Communications

Graphic Communications Courses

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 screen printing. A survey of the industry and employment opportunities is also made. *Transfer credit: CSU*

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: CSU*

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: CSU*

GC 4 — Layout and Paste-up Techniques 3 Units

Class Hours: 2 lecture, 3 laboratory
Students will learn practical applications of layout and paste-up techniques for graphic reproduction, including the principles of design. Students will also study the design of roughs, comprehensives and camera ready art, preparation of line and tone copy, use of technical pens and rubylith material; a study of the point system, type identification and copy mark-up systems. (co-numbered Journ 7) *Transfer credit: CSU*

GC 5A — Screen Printing 2 Units

Class Hours: 1 lecture, 3 laboratory
This study of screen printing and its artistic and commercial application, includes instruction in preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. *Transfer credit: CSU*

GC 5B — Advanced Screen Printing 2 Units

Prerequisite: GC 5A
Class Hours: 1 lecture, 3 laboratory
This course covers advanced extension of ideas and images utilizing photo screen printing singly or in combination with other stencil methods, introduction to the process camera and its application to screen printing, instruction and practice in basic line photography and contact printing, emphasis in single and multi-color printing and posterization techniques, and further study and use of color combination transparent and opaque inks. Exploration is made into special printing on various surfaces. *Transfer credit: CSU*

GC 11A — 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: CSU*

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: CSU*

GC 11C — Process Camera/Color Separation (F) 3 Units

Prerequisite: GC 11B or equivalent trade experience
Class Hours: 2 lecture, 3 laboratory
Course provides orientation and practice in the use of equipment, materials and techniques for color separation photography. It includes three and four color direct and indirect separations with reflection and transmission copy. *Transfer credit: CSU*

GC 22A/B — Independent Studies in Graphic Communications 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 graphic communications on an independent study basis are assigned problems which will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

GC 26A — Offset Presswork/Stripping/Platemaking 3 Units

Prerequisite: GC 1 or concurrent enrollment.
Class Hours: 2 lecture, 3 laboratory
Students will gain theory and practice in small lithographic press operation and stripping/platemaking procedures. Instruction and operational functions of the printing units, inking units, dampening and delivery units; preparation of support for stripping, impositioning and assembly; selection, care and making of presensitive lithographic plates. *Transfer credit: CSU*

GC 26B — Advanced Offset Presswork 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: CSU*

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 catalogs and standard price lists, subcontracting overhead and profit, as well as production planning, including scheduling, routing coordination and quality control. *Transfer credit: CSU*

GC 49A-D — Cooperative Work Experience — Graphic Communications ★ 1-4 Units

Prerequisite: Placement at a work station
Class Hours: 5-20 employment, 1 by arrangement
Students employed in a field related to Graphic Communications will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

GC 79 — Graphic Internship 1-4 Units

Prerequisite: 9 units of Major.
Class Hours: 3-12 laboratory
A production class in which students use the skills and techniques learned in graphics. Students will receive on-the-job experience at assigned companies off campus. Students may also work on campus for college production department. May be taken four (4) times for credit.

HEALTH SCIENCE

The 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; CS 18; Math 25A/B; Micro 1; Physio 1.

2. Health Education: Bio 2A; Biol 16 or Env Sc 2; Math 12; Physio 1.

3. Environmental and Occupational Health: Bio 2A; Chem 8, 9, 13*; Math 7; Micro 1; Physio 1; Physics 2A, 2B.

4. Health Administration: Bio 2A; Bus 1A, 1B; Math 12; Physio 1.

5. Physical Therapy: Anat 1; Bio 2A; Chem 13*; Math 7; Physio 1; Physics 2A, 2B.

6. School Nursing/Nursing Services: Bio 1; HS 5; Math 15.

7. Radiologic Technology: Anat 1; Bio 2A; Chem 13; Math 7; Physio 1; Physics 2A, 2B.

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

Health Science Courses

The UC system will allow credit for only one of the courses indicated below as acceptable for transfer credit in that system.

HS 1 — Health and Society 2 Units

Class Hours: 2 lecture

Focus of the course is on the nature and function of health in our social pattern. The course is an overview of major health concepts designed to contribute to the student's understanding of healthful living. Concepts included are: personal fitness and nutrition; mental health; harmful substances including alcohol and drugs; environmental health; safety and first aid; communicable diseases; chronic and degenerative disease; reproduction and contraception; and consumer health. *Transfer credit: CSU; UC credit limitations. See counselor.*

HS 2 — 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 students' understanding of the woman's role as an individual and contributing member of the community's efforts to implement the advances of medicine and the health sciences. *Transfer credit: CSU; UC credit limitations. See counselor.*

HS 3 — 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 menopause, venereal diseases, male/female hormonal cycles, prostate occurrences. Course work will include attitudinal as well as factual health information on partnering. *Transfer credit: CSU; UC credit limitations. See counselor.*

HS 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: CSU; 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: CSU*

HS 14 — Survey of Disabilities 3 Units

Class Hours: 3 lecture

This course is an overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations is gained to provide insights in the area of disabilities. The course is designed for the disabled student or anyone interested in working with the disabled. (co-numbered Sp Ed 1) *Transfer credit: CSU; UC credit limitations. See counselor.*

HS 15 — 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: CSU*

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; 9 or 10A or 10B or 15A or 15B; one other History course.

University of California, Santa Barbara:

Hist 1A, 1B. Select one course from: Hist 3, 4, 5, 6, 7A/B, 8, 9, 10A/B, 15A/B. Select one course from: Hist 10A/B, 15A/B. Select two courses from any historical field.

History Courses

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: CSU; 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: CSU; UC*

Home Economics

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: CSU; UC*

HIST 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 Ch St 4) *Transfer credit: CSU; 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: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

HIST 6 — 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: CSU; 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: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

HIST 7B — 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: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department.*

HIST 8 — History of California 3 Units

Class Hours: 3 lecture

This is a survey of the Indian, Spanish, Mexican and American periods of California which considers both the political and cultural developments. *Transfer credit: CSU; UC*

HIST 9 — Latin American History 3 Units

Class Hours: 3 lecture

This course is a comprehensive survey of Latin American History focusing on the development of cultural, economic, and political factors in the various Latin America nations. Special emphasis is placed on contemporary United States-Latin American relations. *Transfer credit: CSU; 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: CSU; 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: CSU; 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: CSU; 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: CSU; 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: CSU; UC*

HIST 22A/B — Independent Studies in History 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 history on an independent study basis are assigned problems which involve library and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

HIST 60A-Z — Topics in History 1-3 Units

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. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

60B — History of Mexico 3 Units

Class Hours: 3 lecture

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

Class Hours: 3 lecture

60T — Historic Site Evaluation 3 Units

Class Hours: 3 lecture

*These courses are offered periodically.

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, 31. Home Econ 170 and 232 to be taken after transfer.
 Additional lower division courses, by option:
 Teaching: Chem 12, 13; HE 32
 General: Contact CSUN Home Econ Dept.
 Business: Bus 33A; Chem 12, 13; HE 10, 32; Journ 2
 Dietetics: Bio 2A; Chem 12, 13; Engl 1A or 1B; Math 5; Micro 1;
 Physio 1; Psych 1A or Soc 1

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 contemporary 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 B or C.

Area A

HE 17	Current Issues in Nutrition	3
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Area B

HE 5B	Interior Design II	3
HE 35	Flat Pattern Design	3
HE 37A	Tailoring I	3
HE 37B	Tailoring II	3

Area C

ECD 30	Human Development	3
Psych 4	Child Psychology	3

Total minimum units required in major area — 24

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

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

Home Economics Courses

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

Prerequisite: None. Art 4A is recommended.

Class Hours: 3 lecture

Students learn principles and elements of design and color as applied to home interiors. They study materials, organization, and arrangement as related to living needs. The course offers basic preparation for students who plan to seek employment in the field of interior design. Field trips will

be required. *Transfer credit: CSU; UC maximum credit allowed is one course from HE 5A and HE 5B.*

HE 5B — Interior Design II 3 Units

Prerequisite: 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: CSU; 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: CSU; UC*

HE 17 — Current Issues in Nutrition 3 Units

Prerequisite: HE 10 or equivalent course

Class Hours: 3 lecture

This course is a focus on contemporary concerns in nutrition. It will cover areas such as nutrition and stress, body image, wellness, nutrient supplements, energy balance and eating disorders. Emphasis on health concerns and career needs of students in health care fields will also be included. *Transfer credit: CSU; UC*

HE 22A/B — Independent Studies in Home Economics 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 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: CSU*

HE 30* — Clothing Selection and Analysis 3 Units

Class Hours: 3 lecture

Students will apply the principles of design and color to clothing selection, and wardrobe planning stressing individual requirements of skeletal structure, personality and lifestyle. Emphasis is placed on being a wise clothing consumer. *Transfer credit: CSU; UC credit limitations. See counselor.*

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: CSU; 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 taken four (4) times for credit. *Transfer credit: CSU; 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: CSU; UC credit limitations. See counselor.*

HE 37A — Tailoring I 3 Units

Prerequisite: 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: CSU*

Humanities

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: CSU*

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.

HUMANITIES

Humanities Courses

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. *Transfer credit: CSU; 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. *Transfer credit: CSU; UC*

HUM 3 — 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. *Transfer credit: CSU; UC*

HUM 4 — 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: CSU*

HUM 5 — 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 taken two (2) times for credit. *Transfer credit: CSU*

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: CSU; 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: CSU; 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. *Transfer credit: CSU; UC*

HUM 19 — Women in Contemporary Society 3 Units

Class Hours: 3 lecture

This course will examine the concerns, conflicts and rewards of women in today's society where their roles and opportunities are in the process of change. Increased awareness and fulfillment of individual potential will be emphasized through lecture, discussions, films and reading. *Transfer credit: CSU; UC*

HUM 21 — 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: CSU; UC*

HUM 22A/B — Independent Studies in Humanities 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 Humanities on an independent study basis are assigned problems which involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

HUM 60A-Z — Topics in the Humanities 1-6 Units

Prerequisites: 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.*

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: CSU; 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: CSU; 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: CSU; 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: CSU; UC*

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.

**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 3 Advanced News/Feature Writing	3
Journ 8 Basic Photo-Journalism	3
Journ 9 Copy Editing and Make-up	3
Journ 10A Newspaper Production	3
Journ 12 Broadcast Journalism	3
Journ 14 Intro to Public Relations	3

Total minimum units required in major area — 24

Recommended Courses: Bus 38; GC 3A; Journ 7, 10B, 11A/B

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

Journalism Courses

Students planning to take more than 6 units of the Journalism courses marked with * should consult a counselor. The UC system allows credit for the first 6 units only.

JOURN 1 — 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: CSU; UC*

JOURN 2* — News Reporting and Writing 3 Units

Prerequisite: Eligibility for Engl 1A or equivalent

Class Hours: 3 lecture

This is an introduction to journalism with an emphasis on developing news writing skills through interviewing, reporting, evaluating news significance, collecting accurate facts, and writing of news copy. Practical experience is gained through writing for the school newspaper. *Transfer credit: CSU; UC credit limitations. See counselor.*

JOURN 3* — Advanced News/Feature Writing 3 Units

Prerequisite: Eligibility for Engl 1A or equivalent

Class Hours: 3 lecture

Students learn to write the kind of feature articles used in magazine and newspapers, as well as the techniques used in gathering material. Practical experience is given through writing for the school newspaper and magazine. *Transfer credit: CSU; UC credit limitations. See counselor.*

JOURN 4 — Magazine Article Writing 3 Units

Prerequisite: Engl 1A or Journ 2 or equivalent

Class Hours: 3 lecture

This course offers instruction in writing for magazines, including feature articles, reviews, and editorials suitable for publication. It includes practice in editing and the use of illustrative materials. *Transfer credit: CSU*

JOURN 7 — Layout and Paste-up Techniques 3 Units

Class Hours: 2 lecture, 3 laboratory

Students will learn practical applications of layout and paste-up techniques for graphic reproduction, including the principles of design. Students will also study the design of roughs, comprehensives and camera ready art, preparation of line and tone copy, use of technical pens and rubylith material; a study of the point system, type identification and copy mark-up systems. (co-numbered GC 4) *Transfer credit: CSU*

JOURN 8* — Basic Photo-Journalism 3 Units

Prerequisite: Photo 1A, or suitable portfolio.

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communication, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken two (2) times for credit. (co-numbered Photo 8) *Transfer credit: CSU; UC credit limitations. See counselor.*

JOURN 9 — Copy Editing and Make-up 3 Units

Prerequisites: Journ 2 with a grade of "C" or better. Ability to type. Recommend concurrent enrollment in Journ 10A or B for journalism majors.

Class Hours: 2 lecture, 3 laboratory

This course offers study and practice in analysis of structure and effectiveness of written materials, rewriting, correction of errors, proofreading, headline writing, news and picture evaluation, and page design. Opportunity is provided to work on the campus newspaper. *Transfer credit: CSU; UC*

JOURN 10A/B* — 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: CSU; 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, composition and layout of magazines or similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. Instruction is also given in the graphic arts as related to magazine production. (co-numbered Engl 47) *Transfer credit: CSU; UC credit limitations. See counselor.*

Laser/Electro-Optics Technology

JOURN 11B* — Magazine Editing 3 Units

Prerequisite: Journ 11A
Class Hours: 2 lecture, 3 laboratory

This is an advanced study in the analysis, development, composition and layout of magazines and similar publications. Emphasis is given to coordinating feature stories and related articles with attractive pictorial displays. *Transfer credit: CSU; UC credit limitations. See counselor.*

JOURN 12 — 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: CSU*

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: CSU*

JOURN 22A/B — Independent Studies in Journalism 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

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: CSU; UC credit limitations. See counselor.*

JOURN 79 — Journalism Internship 1-4 Units

Prerequisite: Journ 2 or 10A

Class Hours: 3-12 laboratory

This internship is designed to provide advanced Journalism students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on the job experience with local newspapers, advertising agencies, or other suitable worksites. May be taken four (4) times for credit. *Transfer credit: CSU*

Required Courses: Units

Chem 12	Introductory Chemistry I	4
LET 1	Intro to Lasers	4
LET 3	Fundamentals of Optics	4
LET 4	Machine Shop Techniques	2
LET 5	Electronic Devices and Analog Circuits	5
LET 6	Laser Components, Devices & Measurement Techniques	5
LET 7	Optical Shop Techniques	2
LET 8	Digital Devices and Applications	4
LET 9	Laser Systems & Maintenance	5
LET 10	Projects in LET	1
Ph 2A	General Physics I	4
Ph 2B	General Physics II	4

Total minimum units required in major area — 44

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

Suggested Course Sequence:

First Semester		Second Semester	
Chem 12	4	LET 3	4
(alternate course: Chem 1A)		LET 4	2
LET 1	4	Ph 2B	4
Ph 2A	4	(alternate course: Ph 5)	
(alternate course: Ph 4)			
	12		10
Third Semester		Fourth Semester	
LET 5	5	LET 8	4
(alternate course: EL 20D)		LET 9	5
LET 6	5	LET 10	1
LET 7	2	(alternate courses: LET 22A, 79)	
	12		10

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

Laser/Electro-Optics Technology

Certificate of Achievement

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

Required Courses: Units

Chem 12	Introductory Chemistry I	4
LET 1	Intro to Lasers	4
LET 3	Fundamentals of Optics	4
LET 4	Machine Shop Techniques	2
LET 5	Electronic Devices and Analog Circuits	5
LET 6	Laser Components, Devices & Measurement Techniques	5
LET 7	Optical Shop Techniques	2
LET 8	Digital Devices and Applications	4
LET 9	Laser Systems & Maintenance	5
LET 10	Projects in LET	1
Ph 2A	General Physics I	4
Ph 2B	General Physics II	4

Total minimum units required — 44

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

LASER/ELECTRO-OPTICS TECHNOLOGY

Occupational

Associate in Science Degree

This program trains students for employment in industries that construct, service and utilize lasers and related electro-optical equipment. Graduates of the program will be employed in a broad spectrum of jobs, including: laser sales and service, research and development, material processing applications, medical applications, information storage, non-destructive testing and applications in the fine arts to name a few. Entry into the program occurs only in the Fall semester and is open to all students who meet the entrance requirements for Moorpark College and have completed high school mathematics through trigonometry or Math 6 or Math 7 or the equivalent. Students interested in a degree in the laser/electro-optics field that can eventually lead to a 4-year institution should consider Physics Option III (Electro-optics) rather than the LET major.

Laser/Electro-Optics Technology Courses

LET 1 — Introduction to Lasers 4 Units

Prerequisite: Math 6 or Math 7
Class Hours: 3 lecture, 3 laboratory

This course introduces the student to the elements and operation of a laser, the properties of light and the fundamentals of atomic and molecular structure as applied to laser systems. The helium-neon laser is studied in detail and other laser systems are surveyed. Safety procedures regarding the use of laser systems are stressed and all students are required to attend a short course in CPR and first aid. *Transfer credit: CSU*

LET 2 — Principles of Electricity and Magnetism 4 Units

Prerequisite: Math 3 or equivalent
Class Hours: 3 lecture; 3 laboratory

This course instructs the student in the fundamentals of electric and magnetic fields, with emphasis placed on passive devices and their applications. Topics include: capacitors, inductors, transformers, DC and AC circuit analysis, electro-mechanical devices, electrical measurements and associated instrumentation. The concluding topic in this course is an introduction to modern electron (vacuum) tubes and plasma tubes. *Transfer credit: CSU*

LET 3 — Fundamentals of Optics 4 Units

Prerequisites: LET 1, Math 7 or equivalent
Class Hours: 3 lecture, 3 laboratory

This is a comprehensive course in geometrical and wave optics. Topics include: reflection and refraction, matrix optics, thin and thick lenses, interference diffraction and polarization. The principles of holography are introduced and selected magneto and electro-optical effects are discussed. *Transfer credit: CSU*

LET 4 — Machine Shop Techniques 2 Units

Class Hours: 1 lecture, 3 laboratory

This is an introductory course in machine shop techniques. Topics covered include: use of common hand tools, band saws, drill press, lathe and mill. Basic drafting techniques including blue print reading, dimensioning, fits and tolerances will be introduced. Shop safety procedures will be stressed. *Transfer credit: CSU*

LET 5 — Electronic Devices and Analog Circuits 5 Units

Prerequisite: Ph 2B or Ph 5 or equivalent
Class Hours: 3 lecture, 6 laboratory

This course instructs the Laser/Electro-Optics or Electronics Technology student in the modern theory and application of solid state electronic devices and analog circuits. After a detailed discussion of diodes, power supplies, and transistors, the student is introduced to amplifiers, oscillators, OP amps, linear integrated circuits, switching devices such as spark gaps, thyatrons, SCR's and other electronic control devices. *Transfer credit: CSU*

LET 6 — Laser Components, Devices & Measurement Techniques 5 Units

Prerequisites: LET 3, Ph 2B and concurrent enrollment in LET 5 (or Physics 5 for Physics Option III majors)
Class Hours: 3 lecture, 6 laboratory

This course is designed to acquaint the student with many of the components, devices and measurement techniques used in the laser/electro-optics industry. Components discussed include: optical tables and benches, mounts, mirrors, lenses, gratings, filters and polarizers. Devices discussed include: Q-switches and mode lockers, modulators, fiber optic data links, beam expanders and optical isolators. Measurement techniques using spectrometers, monochromators, spectrophotometers and interferometers are introduced. Basic photographic techniques and computer/experiment interfacing are discussed. *Transfer credit: CSU*

LET 7 — Optical Shop Techniques 2 Units

Class Hours: 1 lecture, 3 laboratory

This is an introductory course in optical shop techniques. Topics covered include: grinding, polishing, edging, curve generation and testing of optical surfaces. Chemical preparation of optical surfaces and the safety procedures required when using relevant chemicals is stressed. Students are also introduced to the operating principles of high vacuum systems and vacuum coating techniques. *Transfer credit: CSU*

LET 8 — Digital Devices and Applications 4 Units

Prerequisite: LET 5 or equivalent
Class Hours: 3 lecture, 3 laboratory

This is a course in the fundamentals of digital electronics. After a detailed discussion of logic gates and direct logic applications, the student is introduced to the various codes, flip-flops, counters, shift-registers, arithmetic circuits, memory devices, digital systems, digital to analog conversion and the fundamentals of microprocessors. *Transfer credit: CSU; UC*

LET 9 — Laser Systems & Maintenance 5 Units

Prerequisites: LET 5, LET 6, (Physics Option III majors may take LET 5 concurrently)

Class Hours: 3 lecture, 6 laboratory

This course introduces the students to major laser systems, typical of those currently used in industry. Laser systems used in the course include: Ar, Xe and Kr ion lasers, organic dye lasers, CO² lasers, N² lasers, ruby lasers and He-Ne lasers. Applications in areas such as material processing, medicine, consumer products, and defense will be discussed. Students will be taught the basic skills of laser system maintenance, and the appropriate safety procedures regarding laser radiation, high voltage and toxic materials. *Transfer credit: CSU*

LET 10 — Projects in LET 1 Unit

Prerequisites: LET 5, LET 6, concurrent enrollment in LET 8 and LET 9

Class Hours: 3 laboratory

This course is designed to instruct the student by actual practice in the formulation, design and implementation of a project in laser/electro-optics. Projects may include the construction of a laser or related electro-optical device and/or utilization of a laser in an experiment. *Transfer credit: CSU*

LET 22A/B — 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: CSU*

LET 49A-D — Cooperative Work Experience — Laser/Electro-Optics Technology ★ 1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

LET 79 — Laser/Electro-Optics Internship 1-4 Units

Prerequisite: Acceptance into LET OJT Program

Class Hours: 3-12 laboratory

This internship is designed to provide advanced laser/electro-optics technology students with an opportunity to work in an industrial environment in order to gain on-the-job experience. Internships are usually offered only to sophomore LET majors. Arrangements are made between the department faculty and participating companies. May be taken four (4) times for credit. *Transfer credit: CSU credit limitations. See counselor.*

Leadership

LEADERSHIP

Leadership Courses

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

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, and district, state, and federal regulations pertaining to student organizations. Practical application in the execution of student activities and programs will also be stressed. *Transfer credit: CSU*

LDR 89A — 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 serve as an Associated Student Body officer, as a student club officer, as a student representative on campus governance committees, or as a student involved with the student activities program. *Transfer credit: CSU*

LEARNING SKILLS

Learning Skills Courses

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.

LS 4 — Basic Learning Skills 3 Units

Prerequisite: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

This highly-structured developmental approach to reading, consists of three mutually reinforcing elements - composition, phonics (the central area of instruction), and reading activities. A multisensory approach in all learning processes is used. May be taken two (2) times for credit.

LS 6 — Techniques of Problem Solving/Language 3 Units

Prerequisite: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

This foundation course is designed to improve creative thinking, problem solving, language, and intellectual capabilities. Utilizes AV materials in the language lab as well as individual instruction in the development of critical thinking. May be taken four (4) times for credit.

LS 7 — Techniques of Problem Solving/Math 3 Units

Prerequisite: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

This foundation math course is designed to improve creative thinking, problem solving, language, and intellectual capabilities. Utilizes AV materials in the math lab as well as individual instruction in the development of critical thinking. May be taken four (4) times for credit.

LS 8 — Spelling Improvement 3 Units

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

Prerequisite: LS 1 or LS 20 or concurrent enrollment

Class hours: 3 lecture

This course provides an opportunity for people to meet in small groups in order to share thoughts and feelings and personal concerns, with variations for the special learning styles of learning disabled students. It emphasizes development of self concept, realistic appraisal of strengths, interpersonal relations and assertiveness. May be taken four (4) times for credit.

LS 10 — Vocabulary Building 3 Units

Prerequisite: LS 1 or LS 20 or concurrent enrollment

Class Hours: 3 lecture

In this foundation course designed to improve skills, special focus will be placed upon understanding the meaning and origin of "common" basic language words.

LS 12 — Tutoring Methods 1-3 Units

Prerequisite: Approval of learning disabilities specialist

Class Hours: 1-3 lecture

This basic tutoring foundation course is designed to give tutors the techniques to deal with special learning problems.

LS 20 — Assessment of Learning Skills/Lab ★ 1/2-1 1/2 Units

Prerequisite: Approval of learning disabilities specialist

Class Hours: 1 1/2-4 1/2 laboratory

This is open lab for the assessment and tutoring of learning disabled students by specially trained staff. Specialized techniques, materials, texts, and audio-visual equipment are utilized to teach or assess fundamental skills and to support academic instruction for students with special learning style. May be taken four (4) times for credit.

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 Lutheran College:

I. English/Speech

A. 3 units from: English 1A

B. 3 units from: Speech 1, 2, 5, or 7

C. 3 units from: English 1B, 13A, 13B, 15A, 15B, 17, 18, 19, 21, 30, 31, 33, or 39

D. 9-12 units upper division electives after transfer.

II. Math/Science

A. 4 units from: Biol 1 or 2A

B. 3-4 units from: Biol 2B (see Education Counselor)

C. 3 units from: Math 10

D. 8-11 units upper division electives after transfer.

III. Social Science

- A. 3 units from: Psych 1A
- B. 3 units from: Any transferable History course
- C. 3 units toward California History Requirement from: History 7A or 7B or Pol Sc 3
- D. 3-4 units from a transferable course in: AJ, or Geog, or Hist, or Pol Sc, or Psych
- E. 6-9 units upper division electives after transfer.

IV. Humanities/Fine Arts

- A. 4 units from: Fr 1, 2; Ger 1, 2; Spn 1, 2
- B. 3 units from: Phil 1
- C. 3 units from: Art 1A, 1B, 2, 12A, 12B, 16A, 16B; or Mus 1, 8, 9A, 9B; or ThA 1, 2A, 2B, 4A, 4B, 9
- D. 8-11 units upper division electives after transfer.

California State University, Northridge:

I. English

- A. 3 units from: English 1A
- B. 3 units from English 1B, 30, 31, or 45
- C. 3 units electives additional upper division courses after transfer.

II. Math-Science

- A. Credential candidates: Math 10
Non-credential students: 6 units from CIS 1; Math 13, 15, 16A; Philosophy 7 (3 units must be a Math course)
- B. Biology 1
- C. 1 course from: Chemistry 12; or Physical Science 1; or Physics 2A
- D. 1 course from: Astronomy 1; Geography 1 or 5; or Geology 2 or 5
- E. At least one course taken from above should be a lab course.
- F. 5-6 units of elective credit from transferable Math or Science courses.

III. Social Science

- A. 6 units from History 1A, 1B
- B. Credential candidates must take Geograh 2 (3 units)
Non-credential students: 3 units from Anthropology 2, and either Psychology 1A or Sociology 1
- C. Credential candidates must take Chicano Studies 7; English 46 or History 3; or Philosophy 11 (total 9 units)
Non-credential students: 3 units from: Chicano Studies 2, History 9, 10A, 10B, 15B, and 3 units from any foreign language or applied fine arts.

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 CSU GE transfer courses. Students should be encouraged to complete Title V requirements in U.S. History Constitution, and government (e.g., History 7A, 7B, Political Science 3)
Non-credential students may complete the requirements of General Education, Section E, by taking 4 units from Journalism 1, Sociology 7, or Health Science 1. 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 dependent upon the use of applied mathematics in developing solutions to practical problems.

Major requirements for upper division standing at: California State University, Northridge:

CIS 4A; Math 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) CS 18; Math 25A, 25B, 25C, 30, 31, 35. For the BA in Mathematical Sciences at UCSB the student should also take CIS 1.

BA in Economics/Mathematics at UCSB:

Econ 1, 2; Math 25A, 25B, 25C, 30, 31, 35.

Mathematics

Associate in Arts Degree

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

Preparation for the Major:

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

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

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

Required Courses:		Units
CS 18	Computer Programming - FORTRAN	3
Math 25A	Calculus/w Analytic Geometry I	5
Math 25B	Calculus/w Analytic Geometry II	5
Math 25C	Calculus/w Analytic Geometry III	5
Math 31	Intro to Linear Algebra	3
Math 35	Applied Differential Equations	3
Ph 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; CS 10, 16; Math 15, 30; Ph 6

Suggested Course Sequence:

First Semester	Second Semester	
CS 18	3 Math 25B	5
Math 25A	5 Ph 4	5
	8	10

Mathematics

Third Semester	Fourth Semester	
Math 25C	5 Math 35	3
Math 31	3	
Ph 5	4	
	12	3

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

Mathematics Courses

IMPORTANT NOTES

- A satisfactory grade (A, B, C, or CR) is required for all prerequisite college course work. A student receiving an unsatisfactory grade (D, F, or NC) in a prerequisite college course is to repeat the class and receive a satisfactory grade before enrolling in a sequel college mathematics class.
- The Mathematics Placement Exam places students who haven't completed a mathematics class in a college mathematics program. Information on the Math Placement Exam is available at the Counseling Center in the Administration Building and also in the fall, spring, and summer class schedules.
- A student who has earned a satisfactory grade in a college mathematics class may petition to repeat the class after a lapse of two or more years. If the petition is approved and the course is repeated, the previous grade will be lined through on the record and will not be used in the student's GPA computation.

MATH 1 — Elementary Algebra 5 Units

Prerequisite: Math 9 or equivalent college course or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

A study is made of the real numbers, operations with real numbers, linear equations and inequalities, linear systems, integer exponents, polynomials, factoring, roots and radicals, rational expressions, quadratic equations, quadratic formula.

MATH 2 — Fundamentals of Geometry (F) 3 Units

Prerequisite: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 3 may be taken concurrently.

Class Hours: 3 lecture

This course concentrates on sets, real numbers, methods of proof, definitions and properties of lines, segments, planes, rays, angles, triangles, circles, and polygons, congruence and similarity of triangles, coordinate systems, mensuration, areas, volumes, space geometry, triangle trigonometry, and constructions.

MATH 3 — Intermediate Algebra 5 Units

Prerequisite: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

This course reviews elementary algebra, including factoring, rational expressions, linear equations and inequalities, determinants and Cramer's Rule, exponents and radicals, complex numbers, functions and graphs, quadratic equations, exponential and logarithmic functions, sequences and series, probability. *Transfer credit: CSU*

MATH 5 — College Algebra 3 Units

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 6 may be taken concurrently.

Class Hours: 3 lecture

This course covers polynomial functions, rational function, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, probability, sequences and series, binomial theorem, matrices and determinants. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSU; UC*

MATH 6 — Trigonometry 3 Units

Prerequisite: Math 5 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 5 may be taken concurrently.

Class Hours: 3 lecture

This course covers functions and graphs, trigonometric functions, identities, inverse trigonometric functions, solution of triangles, trigonometric equations, polar coordinates, complex numbers, logarithms. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSU; UC*

MATH 7 — College Algebra and Trigonometry 5 Units

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 5 lecture

This integrated course in college algebra and trigonometry is strongly recommended for all students planning to enter the Math 25ABC sequence. Topics include real number systems, set, inequalities, systems or equations and equalities, matrices and determinants, functions and relations, circular functions, trigonometric functions and applications, inverse relations, complex numbers, exponential and logarithmic functions, theory of equations, sequences and series, mathematical induction, binomial theorem and probability. Students taking Math 5, 6, 7 will receive a maximum of 6 units credit. Completion of Math 7 is equivalent to completing both Math 5 and Math 6. *Transfer credit: CSU; UC credit limitations — maximum credit, 3 units.*

MATH 9 — Practical Arithmetic 3 Units

Class Hours: 3 lecture

Students review addition, subtraction, multiplication, and division of fractions and formulas. They are given practical problems involving commissions, interest, discounts, measurement of lengths, areas and volumes, etc. They are also introduced to basic algebra, and the use of hand-held calculators as an aid to arithmetic.

MATH 10 — Mathematics for Elementary Teachers 3 Units

Prerequisites: Math 1 or equivalent college course, or a satisfactory score on the Math Placement Exam. Math 2 or equivalent college course. Math 2 may be taken concurrently.

Class Hours: 3 lecture

This course covers the language of sets; systems of numeration; the nature of numbers and the fundamentals of operations; the domain of integers; the fields of rational, real and complex numbers. It will satisfy credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not open to students majoring in the physical sciences or mathematics. *Transfer credit: CSU; UC*

MATH 12 — College Algebra with Business Applications 3 Units

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.

Class Hours: 3 lecture

Topics from college algebra and calculus are applied to problems in business and economics. A study is made of real number systems and manipulations, linear, quadratic, exponential and logarithmic functions. Also covered are applications — matrix theory, linear systems and probability. Students are introduced to differential and integral calculus. The course is designed primarily for business students transferring to CSUN. *Transfer credit: CSU; UC*

MATH 13 — Mathematics Appreciation 3 Units

Prerequisite: Satisfactory score on the Math Placement Exam.

Class Hours: 3 lecture

This is a course designed to show that mathematics can be fun and useful without a heavy emphasis on numbers and its operation. A variety of activities will principally illustrate the thinking process involved in doing mathematics rather than the routine manipulation of numbers. The activity approach will include uses of mathematics in art, puzzles, making of solids, etc. *Transfer credit: CSU; UC*

MATH 14 — Finite Mathematics 3 Units

Prerequisite: Math 5 or Math 7 or Math 12 or equivalent college course, or a satisfactory score on the Math Placement Exam.
Class Hours: 3 lecture

This course is for students of managerial, social, or behavioral science. Topics include: laws of deductive reasoning, the algebra of sets, partitions and counting, probability, the algebra of vectors and matrices, applications to linear programming, and the behavioral sciences. *Transfer credit: CSU; UC*

MATH 15 — Introductory Statistics 4 Units

Prerequisite: Math 3 or equivalent college course, or a satisfactory score on the Math Placement Exam.
Class Hours: 4 lecture

This course explores the nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, special topics. Students are given problems and problem-solving techniques. *Transfer credit: CSU; UC*

MATH 16A — Applied Calculus I 3 Units

Prerequisite: Math 5 or Math 7 or Math 12 or equivalent college course, or a satisfactory score on the Math Placement Exam.
Class Hours: 3 lecture

This course gives a brief review of college algebra, and then gives a thorough study of limits, continuity and differentiation. Emphasis is placed on applying differential calculus to problems in business, economics, social and biological sciences. *Transfer credit: CSU; UC*

MATH 16B — Applied Calculus II (S) 3 Units

Prerequisites: Math 6 or 7 and Math 16A or Math 25A or equivalent
Class Hours: 3 lecture

This course is a continuation of Math 16A. The topics covered includes integration, the calculus of several variables, and Lagrange multipliers. Emphasis is placed on applying calculus to problems in business, economics, social and biological sciences. *Transfer credit: CSU; UC*

MATH 20 — Introduction to Numerical Methods 3 Units

Prerequisites: (CS 16 or CS 18) and (Math 16A or Math 25A).
Class Hours: 3 lecture

Topics covered in this course include: error analysis, power series calculation of functions, roots of equations, non-linear simultaneous equations, matrices, determinants, and linear simultaneous equations; numerical integration; interpolation and curve fitting. These numerical methods will be practically applied using a computer. *Transfer credit: CSU; UC credit limitations. See counselor.*

MATH 22A/B — Independent Studies in Mathematics 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 engage in independent study in mathematics under the guidance of an instructor. Course will involve library work and study on selected problems pertinent to the student's interest area. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

MATH 25A — Calculus with Analytic Geometry I 5 Units

Prerequisites: Math 5 and Math 6 or Math 7 or equivalent college course, or a satisfactory score on the Math Placement Exam.
Class Hours: 5 lecture

Topics covered in this course include: the real number system, elements of analytic geometry, functions, limits and continuity, differentiation and integration of algebraic and elementary transcendental functions with applications. *Transfer credit: CSU; UC*

MATH 25B — Calculus with Analytic Geometry II 5 Units

Prerequisite: Math 25A or Math 16B or equivalent
Class Hours: 5 lecture

Topics include: differentiation and integration of the trigonometric and hyperbolic functions; techniques of integration; analytic geometry including conic sections, polar coordinates, translations, rotations, and parametric representations of curves, applications of integration, sequences, infinite series, and Taylor's Theorem. *Transfer credit: CSU; UC*

MATH 25C — Calculus with Analytic Geometry III 5 Units

Prerequisite: Math 25B or equivalent
Class Hours: 5 lecture

Study is made of Power series L'Hospital's Rule, improper integrals, vector space theory, vector calculus, function of several variables, multiple integrals. *Transfer credit: CSU; UC*

MATH 30 — Introduction to Modern Algebra 3 Units

Prerequisite: Math 25A or equivalent
Class Hours: 3 lecture

This is an introduction to set theory, mappings, the properties of integers, finite groups, and their structure. *Transfer credit: CSU; UC*

MATH 31 — Introduction to Linear Algebra (F) 3 Units

Prerequisite: Math 25B or equivalent
Class Hours: 3 lecture

Studies include vectors, planes and lines, linear functions, matrices, systems of linear equations, dimension, determinants, eigenvalues. *Transfer credit: CSU; UC*

MATH 33 — Introduction to Analysis 3 Units

Prerequisite: Math 25C or equivalent
Class Hours: 3 lecture

Elements of real analysis and set theory are studied 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: CSU; UC*

MATH 35 — Applied Differential Equations (S) 3 Units

Prerequisite: Math 25B or equivalent
Class Hours: 3 lecture

This course includes study of linear differential equations, equations with constant coefficients, variation of parameters, Green's functions, LaPlace transform, systems of linear equations, series solutions, first order differential equations, existence and uniqueness of solutions with emphasis on applications to physics and engineering. *Transfer credit: CSU; UC*

MUSIC

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, 12, 15.
Note: Ensemble courses similar to CSUN courses will be accepted.
University of California, Los Angeles:
Mus 2A, 2B, 2C, 2D, 3A, 3B.
Mus 9A, 9B are recommended.

See counselor for specific General Education Requirements.

University of California, Santa Barbara:
Mus 2A, 2B, 2C, 2D, 3A, 3B, 9A, 9B, 25A, 25B, 25C, 25D. Audition required.

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

Vocal Music Specialization

Required Courses:

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

Required Additional Courses:

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

Mus 10 Concert Choir	2
Mus 12 Voice Ensemble	2
Mus 16 Voice in Opera Workshop	2
Mus 60D Masterworks Chorale	2

Total minimum units required in major area — 30

Recommended Courses: Mus 2C, 3A, 25A, 25B, 25C, 25D

Instrumental Music Specialization

Required Additional Courses:

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

Mus 18 Jazz/Rock Ensemble	2
Mus 19 Instrumental Music Workshop	1
Mus 28 Instrumental Conducting	2

Total minimum units required in major area — 19

Recommended Courses: Mus 2C, 2D, 25A, 25B

Music Theory & Composition Specialization

Required Courses:

Mus 2C/D Music Theory	4-4
Mus 25A/B/ Class Piano C/D	6

Total minimum units required in major area — 28

Recommended Courses: Any Music Performance classes from Instrumental, Vocal, or Piano Ensemble.

Keyboard Music Specialization

Required Courses:

Mus 20 Piano Ensemble	2
Mus 25A/B/ Class Piano C/D	6

Required Additional Courses:

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

Mus 10 Concert Choir	2
Mus 12 Vocal Ensemble	2
Mus 20 Piano Ensemble	2
Mus 60D Masterworks Chorale	2

Total minimum units required in major area — 30

Recommended Courses: Mus 2C, 3A

VOCAL MUSIC EMPHASIS

Suggested Course Sequence:

First Semester	Second Semester
Mus 2A 4	Mus 2B 4
Mus 13A 2	Mus 13B 2
Vocal Performance Class (Select one)	Vocal Performance Class (Select one)
Mus 10, 12, 16, or 60D 2	Mus 10, 12, 16, or 60D 2
8	8

Third Semester	Fourth Semester
Mus 9A 3	Mus 9B 3
Mus 13C 2	Mus 13D 2
Vocal Performance Class (Select one)	Vocal Performance Class (Select one)
Mus 10, 12, 16, or 60D 2	Mus 10, 12, 16, or 60D 2
7	7

INSTRUMENTAL MUSIC EMPHASIS

Suggested Course Sequence:

First Semester	Second Semester
Mus 2A 4	Mus 2B 4
Instrumental Ensemble Performance Class	Instrumental Ensemble Performance Class
Mus 18 2	Mus 19 1
6	5

Third Semester	Fourth Semester
Mus 9A 3	Mus 9B 3
Instrumental Ensemble Performance Class	Instrumental Ensemble Performance Class
	Mus 28 2
3	5

MUSIC THEORY & COMPOSITION EMPHASIS

Suggested Course Sequence:

First Semester	Second Semester
Mus 2A 4	Mus 2B 4
Mus 25A 1.5	Mus 25B 1.5
5.5	5.5

Third Semester	Fourth Semester
Mus 2C 4	Mus 2D 4
Mus 9A 3	Mus 9B 3
Mus 25C 1.5	Mus 25D 1.5
8.5	8.5

KEYBOARD MUSIC EMPHASIS

Suggested Course Sequence:

First Semester	Second Semester
Mus 2A 4	Mus 2B 4
Mus 25A 1.5	Mus 25B 1.5
Performance Class (Select one)	Performance Class (Select one)
Mus 10, 12, 20, or 60D 2	Mus 10, 12, 20, or 60D 2
7.5	7.5

Third Semester	Fourth Semester
Mus 9A 3	Mus 9B 3
Mus 25C 1.5	Mus 20 2
Performance Class (Select one)	Mus 25D 1.5
Mus 10, 12, 20, or 60D 2	Performance Class (Select one) Mus 10, 12, or 60D 2
6.5	8.5

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

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

Music Courses

Students planning to take more than 12 units of Music courses marked with * should consult a counselor; the UC system allows credit for the first 12 units only.

MUS 1 — Fundamentals of Music 3 Units

Class Hours: 3 lecture
This course is designed for the student with little or no prior understanding in music who wishes to learn to read music. Course objective is to gain a basic understanding of scales, intervals, chords, key signatures, time signatures, musical symbols, an introduction to the piano keyboard, and all necessary preparations for Music 2A. *Transfer credit: CSU; UC*

MUS 2A/B/C/D — Music Theory 4/4/4/4 Units

Prerequisites: 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: CSU; UC*

Music 2B - The dominant seventh chord and its inversions, secondary dominants and dominant ninths, and more remote modulation are studied. *Transfer credit: CSU; UC*

Music 2C - Study is made of chromatic harmony, augmented sixth chords, the Neapolitan 6th chord, eleventh and thirteenth chords and basic use of binary and ternary forms, accompanimental figures, and basic orchestration. *Transfer credit: CSU; UC*

Music 2D - Topics include 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: CSU; 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

Prerequisite: Music 1 or equivalent
Class Hours: 1 lecture, 3 laboratory

This course is designed to teach the techniques of reading music and fundamental musicianship. Work includes rhythmic and pitch notations, singing of graded song and choral literature, melodic and rhythmic dictation, and ear training exercises. It is recommended that this class be taken simultaneously with Music 2A. *Transfer credit: CSU; UC*

MUS 3B — Music Reading and Musicianship II 2 Units

Prerequisite: Music 3A or equivalent
Class Hours: 1 lecture, 3 laboratory

This is a course in advanced music reading and ear training; melodic and rhythmic dictation, dictation in more than one part, chromatic and multi-rhythmic dictation. It is recommended that this class be taken simultaneously with Music 2B, C or D. *Transfer credit: CSU; UC pending.*

MUS 4 — Orchestration and Arranging 3 Units

Prerequisite: Music 2A or equivalent
Class Hours: 3 lecture

Students learn to write and arrange music for orchestral and band instruments and combinations, transpositions and technical considerations, some vocal arranging, rock, jazz, and classical combinations, adaptations and transcriptions. Usually offered in summer session. *Transfer credit: CSU; UC*

MUS 5 — Survey of Contemporary Music 2 Units

Class Hours: 2 lecture

This course is 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: CSU; UC*

MUS 6A* — Electronic Music I 3 Units

Class Hours: 2 lecture, 3 laboratory
This is a study of the background of electronic music and its role in contemporary music composition. Also instruction is given in studio techniques involving operation of the Serge Synthesizer and tape recorder functions in composition. *Transfer credit: CSU; UC credit limitations. See counselor.*

MUS 6B* — Electronic Music II 3 Units

Prerequisite: Music 6A or equivalent
Class Hours: 2 lecture, 3 laboratory
This is an extended study of composition with electronic instruments for advanced students. *Transfer credit: CSU; UC credit limitations. See counselor.*

MUS 8 — Music Appreciation 3 Units

Class Hours: 3 lecture
A survey of musical history with special emphasis on the understanding and enjoyment of music. This is an introduction to the formal principles employed in music. Not recommended for Music majors. *Transfer credit: CSU; UC*

MUS 9A — 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 vocal forms and the composers of each period. Considerable emphasis is placed upon listening and analyzing representative works of each period. *Transfer credit: CSU; UC*

MUS 9B — Music History and Literature 3 Units

Class Hours: 3 lecture
This is a study of the changing styles, techniques, and forms of music from the middle of the 18th Century to the present. Special emphasis is placed upon the artistic philosophy of each style period. Intensive consideration is given to the analysis of style and form in representative musical works. Required for music majors. Listening and analysis outside of the classroom is required. *Transfer credit: CSU; UC*

MUS 10* — Concert Choir 2 Units

Class Hours: 1 lecture, 3 laboratory
This is a singing organization for both music majors and non-music majors, which learns and performs choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Performances include on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

MUS 12* — 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 Lieder, and sacred motets. The ensemble, known as the Renaissance Singers, appears in English Tudor costumes, makes numerous appearances at Concerts, festivals, assembly programs, Renaissance Pleasure Faires, and other community events. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

MUS 13A* — 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: CSU; UC credit limitations. See counselor.*

Music

- MUS 13B* — Fundamentals of Vocal Technique II** 2 Units
Prerequisite: Music 13A or adequate prior study
Class Hours: 1 lecture, 3 laboratory
Designed to follow Music 13A, the course will further vocal development through advanced vocal exercises and the introduction of advanced song literature. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 13C* — Advanced Vocal Development I** 2 Units
Prerequisite: Music 13B or equivalent
Class Hours: 1 lecture, 3 laboratory
This course is a continuation in development of a proper vocal production. Material to be studied will consist of English, Italian, German, French art songs. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 13D* — Advanced Vocal Development II** 2 Units
Prerequisite: Music 13C or equivalent
Class Hours: 1 lecture, 3 laboratory
This is a continuation of vocal development through a study of more challenging literature with emphasis on the operatic and oratorio aria in addition to more difficult art song literature. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 15* — Orchestra** 2 Units
Class Hours: 4 lecture/laboratory
Students acquire preparation and performance of orchestral repertoire. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 16* — 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. This course will enable students to study and perform opera and musical plays in excerpt or as a complete production. Class is designed for singers with proven ability with interest in drama. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 17* — 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. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 18* — Jazz/Rock Ensemble** 2 Units
Prerequisite: Ability to play a musical instrument appropriate to the Jazz Rock Ensemble (piano, percussion, sax, trumpet, guitar, bass guitar).
Class Hours: 6 laboratory
Students will read, prepare and perform music arranged for jazz and rock ensemble big band. Rehearsal for and performance at scheduled concerts is required. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 19* — Instrumental Music Workshop** 1 Unit
Prerequisite: Ability to play a musical instrument
Class Hours: 3 laboratory
This course offers instruction in music for instrumental performance. Graded literature for various instrumental combinations for rehearsal and performance is studied. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 20* — Piano Ensemble** 2 Units
Prerequisite: Music 25D or consent of instructor
Class Hours: 1 lecture, 3 laboratory
Piano literature for one piano - 4 hands, two pianos - 4 hands, will be covered in this course. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 22A/B — Independent Studies in Music** 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 music on an independent study basis are assigned problems which involve library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 25A/B/C/D* — Class Piano** 1½/1½/1½/1½ Units
Prerequisites: None for 25A, 25A for 25B, 25B for 25C, 25C or equivalent for 25D
Class Hours: 3 lecture/laboratory
Music 25A - This course is designed for the student with little or no prior piano experience. It includes the fundamentals of piano playing, music reading, technique, improvisation, scales, chords, and simple piano literature. *Transfer credit: CSU; UC credit limitations. See counselor.*
Music 25B - The Level 2 piano playing class is designed to give greater independence of the hands. *Transfer credit: CSU; UC credit limitations. See counselor.*
Music 25C - The Level 3 class includes greater independence of hands, keyboard harmony including transposition. *Transfer credit: CSU; UC credit limitations. See counselor.*
Music 25D - Level 4 piano playing, greater independence of hands, advanced keyboard harmony, piano literature. Ensemble included. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 26* — Baroque Consort** 1 Unit
Class Hours: 3 laboratory
This course in the study, rehearsal and performance of music literature by varying combinations of Baroque instruments includes study of krumphorns, rancetts, viola da gambas, harpsichord, or other suitable instruments. May be taken four (4) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 27* — Choral Conducting** 2 Units
Class Hours: 2 lecture, 1 laboratory
This course is 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: CSU; UC credit limitations. See counselor.*
- MUS 28* — Instrumental Conducting** 2 Units
Prerequisites: Equivalent of Music 1, Music 2A
Class Hours: 2 lecture, 1 laboratory
A study is made of basic conducting techniques of various instrumental organizations; students also explore instrumental literature, including style, performance and interpretation. *Transfer credit: CSU; UC credit limitations. See counselor.*
- 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 two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*
- MUS 33* — Introduction to Classical Guitar** 1 Unit
Prerequisite: Music 1 or equivalent
Class Hours: 3 laboratory
Offers introductory guitar instruction in the classical method, including left and right hand positions and techniques. Students are also introduced to the literature of Farley, as well as the Renaissance, and Baroque guitar and lute masters. *Transfer credit: CSU; 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

This is 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. *Transfer credit: CSU; 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: Music 60A or equivalent level of skill

Class Hours: 1 lecture, 3 laboratory

60D — Masterworks Chorale 2 Units

Class Hours: 1 lecture, 3 laboratory

NURSING SCIENCE

The requirements, procedures, application dates, and program offerings for all Health Science programs are subject to change. Consult the Nursing Counselor for current information.

Procedures for Applying to the Nursing Program: Academic Year 1985-87

Applicants for the Moorpark campus will be selected in the Spring semester for admission into the Fall class subject to available openings.

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

March 15 — Names of academically eligible students will be processed.

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

Qualifying Requirements

1. One of the following must be completed before applying to the program:
 - a) High school graduation and GPA of 2.5 or
 - b) General Education Development (GED) with a score of 45 and a minimum of 12 units of college with a 2.25 GPA or
 - c) High school graduate with less than a 2.5 GPA and a minimum of 12 units of college with a GPA of 2.25.
2.
 - a) All official high school and college transcripts must be on file at Moorpark College by March 1 to be considered.
 - b) Application to the Nursing Program must be on file with the Counseling Office at Moorpark College by March 1 to be considered.
 - c) An application to the college must also be filed for the appropriate semester.
 - d) It is the applicant's responsibility to check with the transcript clerk in the Admissions Office to see that his or her official transcripts are on file at Moorpark College.
3. All of the following must be completed before applying to the program:
 - a) Chemistry: (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 Math 1 or equivalent with a minimum grade of C.

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, to be completed by the student's physician, must be passed prior to entry into the program. The exam will consider freedom from communicable diseases and ability to function in a hospital clinical area. Students must present proof of immunity to Rubella. All students are to have completed a certified course in Basic Cardiopulmonary Resuscitation prior to entry into the nursing program, and will be expected to submit verification of 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 faculty and professional personnel in the agencies used as extended campus sites. Any information indicating that such standards are not maintained is subject to review by members of the faculty which might recommend to the college dismissal from the program.

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

Associate Degree Curriculum in Nursing

The Associate Degree Program in Nursing is intended to develop the necessary knowledge and skill basic to the functions of registered nurses in the direct care of patients. Many of the courses assigned to this curriculum are transfer courses and articulation is possible with the baccalaureate programs in nursing at the California State University and Colleges. The courses may be applied as a foundation for advanced work at the discretion of the accepting institution. Courses are taken on campus concurrently with supervised clinical experience in selected hospitals and agencies, which

Nursing Science

constitutes a Nursing Science Practicum or laboratory experience. Although each course merits a letter grade, the laboratory experience is based on pass-fail and it is necessary to pass the laboratory section of the course in order to proceed in nursing. Failure in the laboratory portion of nursing courses constitutes an F in the course. For successful completion of the program, a minimum grade of C is mandatory in all courses required for the nursing major. The student must maintain an overall GPA of 2.0 to continue in the program.

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

The nursing program is accredited by the California State Board of Registered Nursing. To be eligible to take the California State Board Examination leading to licensure as a registered nurse, the student must have fulfilled all the requirements defined by the California State Board of Registered Nursing. Graduate nurses lacking California licensure requirements may be admitted into the open spaces to complete any needed courses as specified by the California State Board of Registered Nursing. Transfer students will have equal access to the open spaces and credit for nursing courses taken at another institution will be evaluated on an individual basis.

Career Ladders

The Department of Nursing Education provides opportunity for Licensed Vocational Nurses to advance on the career ladder with vertical mobility providing education leading to eligibility for registered nurse licensure. To be eligible for this program a candidate must be an LVN who graduated from an accredited school of vocational nursing and is currently registered in California.

For the 30-unit program, contact the Nursing Department for individual evaluation of eligibility. All career ladder programs are on a space available basis.

Students who hold a California Registered Nurse license and who are presently enrolled and in good standing at Moorpark College may petition, after completion of 12 units in residence at Moorpark College, through the Nursing Counselor for 37 units of nursing science credit applicable toward an AA/AS degree.

Nursing Science

Occupational

Associate in Science Degree

The full compliment of course work required for the Associate in Science Degree in Nursing is as follows:

Required Courses:		Units
Engl 1A	English Composition	3
Micro 1	Principles of Microbiology	5
NS 1	Fundamentals of Nursing Science	8
NS 2	Nursing in Physical and Mental Illness	10
NS 3	Nursing in Physical and Mental Illness: Advanced	10
NS 4	Maternal/Child Nursing	9

Psych 1A	Intro to Psychology	3
Spch 1	Intro to Speech	3

Required Additional Courses:

Select one (1) of the following groups:

GROUP A

An 1	General Human Anatomy	4
Phys 1	Human Physiology	5

GROUP B

AnPh 1	Intro to Human Anatomy and Physiology	5
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Select one (1) of the following courses:

Anth 2	Cultural Anthropology	3
Psych 30	Psychological Aspects of Aging	3
Soc 1	Intro to Sociology	3
Soc 2	Social Problems	3
Soc 3	Sociological Analysis	3

Select one (1) of the following courses:

ECD 30	Human Development	3
Psych 4	Child Psychology	3
Psych 7	Developmental Psychology (Life span)	3

General Education Requirements:

Completion of a minimum of 60 semester units with a grade point average of 2.0 with a minimum of 12 semester units in attendance at the college. Course work must include:

Minimum 6 Units

- 1 Course in a Biological Science
- 1 Course in a Physical Science

Minimum 6 Units

- 1 Course American History/Institutions
- 1 Course other Social & Behavioral Science

Minimum 6 Units

- 1 Course in Fine/Performing Arts
- 1 Course in any other Humanities

Minimum 6 Units

- 1 Course English Composition
- 1 Course from Communication/Analytical Thinking

No Unit Minimum

- 2 Courses in Health Science Education and/or Physical Education activity

Consult the Nursing Counselor to assist with course selections.

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

Nursing Science Courses

NS 1 — Fundamentals of Nursing Science	8 Units
Prerequisite: Admission to ADN Program	
Class Hours: 4 lecture, 12 laboratory	
Fundamental principles of patient care, the nursing process and the role of the Health Science Team are presented. Guided clinical experience in the care of hospitalized patients is planned concurrently with theory. Nutrition, pharmacology, cultural and sociological implications in nursing, mental health concepts and behavior patterns in health and illness are integrated throughout this course and the following courses in Nursing Science. <i>Transfer credit: CSU</i>	

NS 2 — Nursing in Physical and Mental Illness 10 Units

Prerequisite: NS 1

Class Hours: 5 lecture, 15 laboratory

More complex principles or medical-surgical nursing care related to altered physiology are emphasized. Preventative and rehabilitative measures, diagnostic methods, medical treatment modalities including drugs and diet are presented. Mental health concepts are integrated in medical-surgical nursing for total patient care. There are selected clinical experiences in the nursing care of medical-surgical patients. *Transfer credit: CSU*

NS 3 — Nursing in Physical and Mental Illness: Advanced 10 Units

Prerequisite: NS 2

Class Hours: 5 lecture, 15 laboratory

The focus is on the problems of the aged with emphasis on the physical changes, intellectual development, behavioral patterns of aging, problems of senescence, developmental tasks, and implications for nursing. Emphasis is on the principles involving nursing care related to homeostasis, altered physiology, preventive and rehabilitative measures. Nursing leadership and group dynamics are introduced to the student during this semester. Cultural diversity, pharmacology, nutrition, and mental health concepts are integrated into this course. *Transfer credit: CSU*

NS 4 — Maternal/Child Nursing: Professional Practice 9 Units

Prerequisite: NS 3

Class Hours: 4 lecture, 15 laboratory

Understanding of the family as a unit is stressed. This includes complete care of the mother during the maternity cycle, of the newborn infant, and of children in both health and disease. Studies are made of community resources that contribute to the health and welfare of the family. Opportunities are provided for participation in the related out-patient clinics and for observation in community agencies with emphasis on the maternal/child sequence. Family roles, human sexuality, child abuse, cultural diversity, and mental health concepts are integrated throughout this course. Principles of total patient care, leadership, and professionalism as they relate to nursing will be studied. Opportunities are provided to participate as a team member and as a team leader in an acute care facility. *Transfer credit: CSU*

NS 11 — Nursing Skills Laboratory ★ 1 Unit

Co-requisite: NS 1

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 1 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

NS 12 — Nursing Skills Laboratory ★ 1 Unit

Co-requisite: NS 2

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 2 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

NS 13 — Nursing Skills Laboratory ★ 1 Unit

Co-requisite: NS 3

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 3 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

NS 14 — Nursing Skills Laboratory ★ 1 Unit

Co-requisite: NS 4

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 4 course work, through simulated clinical experiences in a nursing skills laboratory. *Transfer credit: CSU*

NS 15 — Pharmacology for Nurses 3 Units

Prerequisite: Admission to ADN Program and/or registered nurse, vocational nurse, psychiatric technician, or respiratory therapist.

Class Hours: 3 lecture

This course will produce sufficient understanding of the mechanisms

and uses of drugs to allow the practicing nurse to administer drugs more efficiently and more safely. Drug information will be oriented to the needs of the practicing nurse. (subject to Board approval)

NS 22A — Independent Studies in Nursing 1-3 Units

Prerequisites: Admission to ADN Program — NS 4 student.

Class Hours: 1-3 tutorial

This course is designed for students enrolled in NS 4 who are interested in furthering their knowledge of nursing on an independent study basis. Assigned course work will involve both library and field work. May be taken for credit to a maximum of 3 units. *Transfer credit: CSU*

OFFICE TECHNOLOGY**Administrative Aide****Occupational****Associate in Science Degree**

This degree pattern is designed to prepare students for work in today's offices in which language skills and the ability to perform administrative support functions are required. 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 2C	Transcribing Machines	1
OT 2D	Proofreading	.5
OT 3	Records Management	2
OT 4	Office Procedures	3
OT 11A*	Beginning Typing I/Keyboarding	1.5
OT 11B*	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
OT 15	Intro to Word Processing	3
OT 26	Alphabetic Shorthand	2
**Selected Word Processing Equipment Courses		2

Required Additional Courses:
Select four and one-half (4.5) units from the following courses:

Bus 3	Applied Accounting	3
Bus 4	Business Mathematics	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
OT 14	Advanced Typing	1.5
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
**Selected Word Processing Equipment Courses		2

Total minimum units required in major area — 31

**If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Additional Course List. Total minimum units required in major area shall be 31.*

***Student may select from OT 40, OT 41, OT 42, OT 43, OT 44A, OT 44B.*

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

Correspondence/Word Processing Specialist Occupational

Associate in Science Degree

This degree pattern emphasizes operation of automated typewriters and word processing equipment as well as office and language skills. 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 2C	Transcribing Machines	1
OT 2D	Proofreading	.5
OT 3	Records Management	2
OT 11A*	Beginning Typing I/Keyboarding	1.5
OT 11B*	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
OT 15	Intro to Word Processing	3
**Selected Word Processing Equipment Courses		6

Required Additional Courses:

Select four (4) units from the following courses:

Bus 3	Applied Accounting	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
OT 14	Advanced Typing	1.5
OT 26	Alphabetic Shorthand	2
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5

Total minimum units required in major area — 29.5

*If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Additional Course List. Total minimum units required in major area shall be 29.5.

**Student may select 6 units from OT 40, OT 41, OT 42, OT 43, OT 44A, OT 44B.

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

Administrative Aide

Certificate of Achievement

This program is designed to prepare students for work in today's offices in which language skills and the ability to perform administrative support functions are required. 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 2C	Transcribing Machines	1
OT 2D	Proofreading	.5
OT 3	Records Management	2
OT 4	Office Procedures	3
OT 11A*	Beginning Typing I/Keyboarding	1.5
OT 11B*	Beginning Typing II	1.5

OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
OT 15	Intro to Word Processing	3
OT 26	Alphabetic Shorthand	2
**Selected Word Processing Equipment Courses		2

Required Additional Courses:

Select four and one-half (4.5) units from the following courses:

Bus 3	Applied Accounting	3
Bus 4	Business Mathematics	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
OT 14	Advanced Typing	1.5
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5
**Selected Word Processing Equipment Courses		2

Total minimum units required — 31

*If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Additional Course List. Total minimum units required shall be 31.

**Student may select from OT 40, OT 41, OT 42, OT 43, OT 44A, OT 44B.

Correspondence/Word Processing Specialist

Certificate of Achievement

This certificate pattern emphasizes operation of automated typewriters and word processing equipment as well as office and language skills. 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 2C	Transcribing Machines	1
OT 2D	Proofreading	.5
OT 3	Records Management	2
OT 11A*	Beginning Typing I/Keyboarding	1.5
OT 11B*	Beginning Typing II	1.5
OT 13A	Intermediate Typing I	1.5
OT 13B	Intermediate Typing II	1.5
OT 15	Intro to Word Processing	3
**Selected Word Processing Equipment Courses		6

Required Additional Courses:

Select four (4) units from the following courses:

Bus 3	Applied Accounting	3
Bus 30	Intro to Business and Economics	3
CIS 1	Intro to Information Systems	3
OT 14	Advanced Typing	1.5
OT 26	Alphabetic Shorthand	2
OT 30	Medical Terminology	3
OT 31	Legal Terminology	1.5

Total minimum units required — 29.5

*If student enters any typing course at a level above OT 11AB, this requirement may be waived and units substituted from the Additional Course List. Total minimum units required shall be 29.5.

**Student may select 6 units from OT 40, OT 41, OT 42, OT 43, OT 44A, OT 44B.

Office Technology Courses

- OT 2A — Copy Processing** 1 Unit
Prerequisite: Typing speed of 45 wpm.
Class Hours: 2 lecture/laboratory
This is an introduction to duplicating machines currently used in the modern office. Students acquire skill in the typing of stencils and ditto masters, running the fluid duplicator, mimeograph, thermofax, electronic stencil maker, and the Xerox copier. This course is an overview of the total scope of modern duplicating techniques. *Transfer credit: CSU*
- OT 2B — Calculating Machines** 1 Unit
Class Hours: 2 lecture/laboratory
Skill in the operation of the 10-key adding machine is developed by the "touch" method. Course includes practical business problems that can be solved on most office machines. *Transfer credit: CSU*
- OT 2C — Transcribing Machines** 1 Unit
Prerequisite: Typing speed of 45 wpm.
Class Hours: 2 lecture/laboratory
This course in machine transcription presents modern business procedures, terminology, and equipment in a working environment, through which realistic skills, attitudes, and knowledge are developed. *Transfer credit: CSU*
- OT 2D — Proofreading** ½ Unit
Prerequisite: Typing speed of 40 wpm.
Class Hours: 1½ laboratory
Students will be taught techniques for finding and correcting commonly made, but often overlooked, errors in business communications. This is a supervised, open-entry/open-exit course.
- OT 3 — Records Management** 2 Units
Class Hours: 1 lecture, 3 laboratory
This is a 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. Students get an up-to-date look at the modern office with slides, films, speakers, and field trips. *Transfer credit: CSU*
- OT 4 — Office Procedures** 3 Units
Prerequisite: 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: CSU*
- OT 11A — Beginning Typing I/Keyboarding** 1½ Units
Class Hours: 4½ laboratory
For the student who has never had a typing course, or who prefers to start at the very beginning. Instruction includes mastery of the alphabetic/numeric keyboard, fundamental operation of the typewriter, and speed and control of errors. *Transfer credit: CSU*
- OT 11B — Beginning Typing II** 1½ Units
Prerequisite: OT 11A or equivalent
Class Hours: 4½ laboratory
For the student who has a basic knowledge of the keyboard and the ability to type by touch between 27 and 40 wam accurately. Instruction includes letter styles, centering, tabulation, simple manuscript styles, and a continuation of speed and accuracy development. *Transfer credit: CSU*
- OT 12A — Typewriting: Speedbuilding I** 1 Unit
Prerequisites: Knowledge of keyboard and ability to type 35 wam.
Class Hours: 3 laboratory
For the student who has the ability to type at least 35 wam accurately and the desire to work on speed and accuracy. Course consists of a series of timings and drills designed to build speed and improve accuracy; grade is based on student's improvement.
- OT 12B — Typewriting: Speedbuilding II** 1 Unit
Prerequisite: OT 12A
Class Hours: 3 laboratory
For the student who has completed OT 12A and wishes to continue building speed and improving accuracy.
- OT 13A — Intermediate Typing I** 1½ Units
Prerequisite: OT 11B or equivalent
Class Hours: 4½ laboratory
For the student who has had at least one year of previous typing instruction and has the ability to type between 37 and 45 wam. Instruction includes several business letter styles, three manuscript styles, composing at the typewriter, and continued emphasis on speed and accuracy development. *Transfer credit: CSU*
- OT 13B — Intermediate Typing II** 1½ Units
Prerequisite: OT 13A or equivalent
Class Hours: 4½ laboratory
For the student who has had at least 1½ years of previous typing instruction and has the ability to type between 46 and 56 wam. Instruction includes tabulated reports, tables, office forms, financial statements, and employment applications, with continued development of speed and accuracy. *Transfer credit: CSU*
- OT 14 — Advanced Typing** 1½ Units
Prerequisite: OT 13B or equivalent
Class Hours: 4½ laboratory
For the student who has had at least two years of previous typing instruction and has the ability to type at least 55 wam. Instruction includes mailing and filing labels, statistical tables, annotated bibliographies, tables with leaders and horizontal rulings. The course refines typewriting skills and develops sustained typing power. *Transfer credit: CSU*
- OT 15 — Introduction to Word Processing** 3 Units
Class Hours: 3 lecture
This 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: CSU; UC pending, see counselor.*
- OT 22A/B — Independent Studies in Office 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 Office Technology on an independent study basis are assigned problems which involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units.
- OT 26 — Alphabetic Shorthand** 2 Units
Class Hours: 2 lecture, 1 laboratory
Alphabetic shorthand is a phonetic system of shorthand. The rules are presented during the first half of the semester; the remainder of the time is spent in speedbuilding and transcription activities. The goal of this course is for the student to achieve a speed of 80 words a minute. This shorthand system is suitable for personal notetaking as well as vocational purposes.
- 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.

Philosophy

OT 31 — Legal Terminology 1½ Units

Class Hours: 3 lecture for 8 weeks

This is a specialized study providing an overview of the general concepts of law and an acquaintance with general legal vocabulary. This course is basic to the student of court reporting and satellite fields.

OT 32 — Specialized Medical Terminology 3 Units

Prerequisite: OT 30 or concurrent enrollment

Class Hours: 3 lecture

This course is an in-depth study of specialized medical terminology including all major medical specialties, i.e.: cardiology, dermatology, neurology, psychiatry and others.

OT 40 — IBM Memory Typewriter 1 Unit

Prerequisites: Typing speed of 50 wpm. OT 2C, concurrent enrollment, or equivalent

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

Prerequisites: Typing speed of 50 wpm. OT 2C, concurrent enrollment, or equivalent

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

Prerequisites: Typing speed of 50 wpm. OT 2C, concurrent enrollment, or equivalent

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 50 wpm. OT 2C, concurrent enrollment, or equivalent

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 44A — Vector Graphic III (Memorite) 2 Units

Prerequisites: Typing speed of 50 wpm. OT 2C, concurrent enrollment, or equivalent

Class Hours: 1 lecture, 3 laboratory

This course provides training on Vector Graphic III using the Memorite III word processing program. Emphasis is placed on practical experience on the machine for various office-related jobs.

OT 44B — Vector Graphic III (WordStar) 2 Units

Prerequisites: Typing speed of 50 wpm. OT 2C, concurrent enrollment, or equivalent

Class Hours: 1 lecture, 3 laboratory

This course provides training on Vector Graphic III using the WordStar word processing program. Emphasis is placed on practical experience on the machine for various office-related jobs.

OT 49A-D — Cooperative Work Experience — Office Technology ★ 1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

PERSONAL GROWTH

Personal Growth Courses

PG 2 — Career Development 3 Units

Class Hours: 3 lecture

This class assists the student in systematically examining the components of career choice. The focus is on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify tentative career options. Decision-making strategies, interviewing skills, resume writing, application completion and job search techniques will be reviewed. *Transfer credit: CSU*

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 skills. This involves an individual evaluation of work habits, aptitudes, interest, work personality, physical capacity and work potential. An emphasis on work related materials (work samples) and inventories will be used.

PG 5 — Confident Test Taking 1 Unit

Class Hours: 16 lecture total

Course will assist students to feel more confident about taking instructor-prepared tests and standardized examinations. Assignments and discussion will focus on positive and negative self images while taking tests, problem-solving approaches, and relaxation techniques. Students will have greater understanding of their learning style.

PHILOSOPHY

The 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:

Lower division courses to be taken after transfer.

University of California, Santa Barbara:

Phil 7 (all emphases)

Theory and Practice of Analytical Reading: Select one course from: CIS 4A, 4B; CS 16, 18; Econ 1, 2; Psych 1A.

Humanities: Hist 1A, 1B.

Religious Studies

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

Major requirements for upper division standing at:

California State University, Northridge:

Phil 11; other lower division courses to be taken after transfer.

Philosophy Courses

PHIL 1 — Introduction to Philosophy 3 Units

Class Hours: 3 lecture
 This course explores the nature and uses of philosophy; possible sources, nature, and criteria of human knowledge; examination of humanities place in the universe, concepts of the self, the mind, and human freedom; insights of the several types or schools of philosophy on knowledge, reality, and value. *Transfer credit: CSU; UC*

PHIL 2 — Values and Society 3 Units

Class Hours: 3 lecture
 This course is an introduction to the philosophy of ethics through a study of some of the basic questions of life; what is good? what is right? how should I live? what are my obligations to others? are morals relative? do we have free will? An attempt is made to review the ideas and arguments of philosophers concerning these, and related issues, and to encourage individual application of the ideas presented. *Transfer credit: CSU; UC*

PHIL 3 — Social and Political Philosophy 3 Units

Class Hours: 3 lecture
 This course is a study of the philosophical foundations of social and political thought. Theories about collective human organization can view people as acting naturally according to individual rules; as group members behaving within social roles; and as participants in legal relationships within political institutions. This course is designed to show the importance of philosophical assumptions about collective human nature, by clarifying the differences and connections between these perspectives. *Transfer credit: CSU; UC*

PHIL 7 — Introduction to Logic 3 Units

Class Hours: 3 lecture
 This course will explore elementary thought processes, both deductive and inductive with emphasis on definition, verification, validity, forms of argument and of fallacious reasoning and application of various areas of inquiry. *Transfer credit: CSU; UC*

PHIL 9 — Symbolic Logic 4 Units

Class Hours: 4 lecture
 This course is an introduction to symbolic logic, including the logic of connectives and the logic of quantifiers. Topics to be included will be truth functional composition, consistency trees, derivations, and quantifications. *Transfer credit: CSU; UC*

PHIL 11 — 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: CSU; 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
 This course is designed for students who are interested in furthering their knowledge of philosophy on an independent study basis. Assigned problems will involve writing and research. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

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 Paste-up 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; Hum 3

Suggested Course Sequence:

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

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

Photojournalism

Occupational

Associate in Science Degree

This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared for entry-level photography positions on newspapers, magazines or as free-lance photographers.

Required Courses:		Units
Journ 1	Mass Comm.: Intro to Print Media	3
Journ 2	News Reporting and Writing	3
Journ 3	Advanced News/Feature Writing	3
Photo 1A	Beginning Photography	3
Photo 1B	Intermediate Photography	3
Photo 2	The History of Photography	3
Photo 3	Basic Color	3
Photo 4	Advanced Photography	3
Photo 8	Basic Photo-Journalism	3
Photo 9	'Reporter' Staff Photography	4-4

Total minimum units required in major area — 35

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

Photography

Photography Courses

Students planning to take more than 12 units of course work from all the Photography courses marked * should consult a counselor; the UC system allows credit for the first 12 units only.

PHOTO 1A* — Beginning Photography 3 Units

Class Hours: 2 lecture, 3 laboratory

This is a beginning course in photographic theory. Emphasis is placed on photography as a means of creative expression. The course includes a study of the basic principles of camera operation, exposure, developing and printing. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 1B* — Intermediate Photography 3 Units

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course is an extension of techniques featured in Photo 1A. Emphasis is placed on creativity and exploration of a variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. The following areas will be studied: film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 2 — The History of Photography 3 Units

Class Hours: 3 lecture

This course is a survey of the history of photography from Daguerre to the personal images of many well known contemporaries. Studies will include genres and theories that began in the past and which intensify and clarify the direction of work in the present. *Transfer credit: CSU; UC*

PHOTO 3* — Basic Color 3 Units

Prerequisite: Photo 1B or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Students will study the principles of color photography, the use of correction filters; processing of transparency materials with emphasis on creative use of special effects achieved by unique lighting, films and camera techniques directed towards a more expressive visual statement. Experimental approach will be encouraged. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 4* — Advanced Photography 3 Units

Prerequisite: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

In this class major emphasis is placed on individual projects. The student will generate ideas and, with instructor guidance, work on the problem of intensifying personal statement through the medium of photography. Students will select their own projects and work with their own ideas, refining technical and aesthetic understanding in black and white and/or color. Areas covered include: zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 5* — Color Printing 3 Units

Prerequisite: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Students will print from color negatives. "Type C" printing techniques will be learned. In addition the following special techniques will be explored: multiple printing, diffusion, distortion control and exaggeration, combination printing, high contrast, solarization and posterization. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 8* — Basic Photo-Journalism 3 Units

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communications, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines,

newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken two (2) times for credit. (co-numbered Journ 8) *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 9* — 'Reporter' Staff Photography 4 Units

Prerequisite: Photo 8 or suitable portfolio

Class Hours: 1 lecture, 9 laboratory

This is a course for 'Reporter' staff photographers who will work in all phases of press photography, including news, feature, illustration, portraiture, sports, and advertising. Students will learn to communicate visually with aesthetic and technical skill. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHOTO 22A/B — 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

This course is 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: CSU*

PHOTO 49A-D — Cooperative Work Experience — Photography ★ 1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

PHOTO 60A-Z — Topics in Photography 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 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

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 1 lecture, 6 laboratory

60D — Laboratory Practice 1 Unit

Class Hours: ½ lecture, 1½ laboratory

60E — Laboratory Practice 2 Units

Class Hours: ½ lecture, 4½ laboratory

60F — Laboratory Practice 3 Units

Class Hours: 1 lecture, 6 laboratory

PHOTO 79 — Photography Internship 1-4 Units

Prerequisite: Photo 4 or Photo 8

Class Hours: 3-12 laboratory

This internship is designed to provide advanced photography students with an opportunity to work in a professional facility in order to gain valuable practical training. Students may receive on-the-job experience with local photography studios, newspapers, advertising agencies or other suitable worksites. May be taken four (4) times for credit. *Transfer credit: CSU*

PHYSICAL EDUCATION

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; Music 1; PE 46C, 48A, 48C; ThA 1, 23A, 23B. For BFA add Music 8. Audition required.

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, Physio 1, ten units of professional activities.

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; PE 90; Physics 2A or 10; Physio 1; Psych 1A; Soc 1; and 4 units of PE activity courses to include: aquatics, tumbling, track and field, weight training (men only), volleyball and tennis.

Physical Education Courses

Students planning to take more than 4 units of Physical Education courses marked with * and/or more than 8 units of those marked with † should consult a counselor. The UC system accepts only that limited number of units in the respective cases. All P.E. courses are accepted for equal semester credit by schools in the California State University system.

Individual Sports Activities

PE 1A* — Adaptive Physical Education 1½ Units

Prerequisite: Classification for enrollment by Director of School Health Services and College Physician.

Class Hours: 1 lecture, 2 activity

This is a special course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be classified by the college physician as to the type of physical activity in which they may participate. Each student is given individual attention in terms of adapted and recreational activities suited to his/her work.

PE 2A* — Beginning Body Conditioning I 1½ Units

Class Hours: 1 lecture, 2 activity

This is a course designed to increase the understanding of the principles of fitness and the development and maintenance of a high level of efficiency.

PE 2B* — Beginning Body Conditioning II 1½ Units

Prerequisite: PE 2A

Class Hours: 1 lecture, 2 activity

This course is designed to continue the understanding of the principles of fitness and the development and maintenance of a high level of efficiency through more specialized programs.

PE 2C* — Intermediate Body Conditioning 1½ Units

Prerequisite: PE 2A-B or equivalent

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and skills of the principles of fitness and the development and maintenance of a high level of efficiency.

PE 2D* — Advanced Body Conditioning 1½ Units

Prerequisite: Desire to participate in varsity athletics at Moorpark College

Class Hours: 1 lecture, 2 activity

This is a weight training and conditioning course designed to build strength, power and bulk necessary for the athlete's sport. Exercises will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and power lifting for lower body. Emphasis will be placed on power lifting. The conditioning phase will emphasize the development of agility, coordination, balance and speed.

PE 3A* — Beginning Running for Fitness and Conditioning I 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 in distance. Special attention will be given to cardiovascular fitness through running.

PE 3B* — Beginning Running for Fitness and Conditioning II 1½ Units

Prerequisite: PE 3A

Class Hours: 1 lecture, 2 activity

This course is designed to continue the cardiovascular development through running for the novice type runner. An increase of running distance will be emphasized as will advanced training methods.

PE 3C* — Intermediate Running for Fitness and Conditioning 1½ Units

Prerequisite: PE 3B or permission of instructor

Class Hours: 1 lecture, 2 activity

This course will continue to develop one's cardiovascular system and muscular endurance through advanced running activities. An examination of training methods will be provided. Race participation and strategy will be a part of course content.

PE 4A* — Beginning Conditioning through Rhythmics I 1½ Units

Class Hours: 1 lecture, 2 activity

This course covers instruction and supervised practice in aerobic dancing. It is a series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm, as well as endurance and strength.

PE 4C* — Intermediate Conditioning through Rhythmics 1½ Units

Prerequisite: PE 4A

Class Hours: 1 lecture, 2 activity

This course covers instruction and supervised practice in aerobic dancing as a series of simple but vigorous dances which improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm, as well as endurance and strength.

PE 5A* — Beginning Bowling I 1½ Units

Class Hours: 1 lecture, 2 activity

This is a course in the development of bowling skills, including rules, etiquette, safety features, and techniques. Class is conducted off campus.

PE 5C* — Intermediate Bowling 1½ Units

Prerequisite: PE 5A or equivalent

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and strategies in bowling and participation in competitive events.

Physical Education

- PE 6A* — Beginning Golf I** 1½ Units
Class Hours: 1 lecture, 2 activity
This course covers development of skill in learning to play golf which would include rules, etiquette, background and analysis of techniques.
- PE 6B* — Beginning Golf II** 1½ Units
Prerequisite: PE 6A or permission of instructor
Class Hours: 1 lecture, 2 activity
This course is a further development of basic learning skills and techniques of golf plays. Special emphasis is placed on transition of practice play to links play.
- PE 6C* — Intermediate Golf** 1½ Units
Prerequisite: PE 6A-B or equivalent
Class Hours: 1 lecture, 2 activity
This course covers advanced techniques and skill development on links play.
- PE 7A* — Beginning 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 7B* — Beginning 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 is placed on the development of proficiency in the elementary skills of apparatus.
- PE 7C* — Intermediate Gymnastics** 1½ Units
Prerequisites: PE 7A and PE 7B or equivalent
Class Hours: 1 lecture, 2 activity
This course covers development of fundamental skills in tumbling, free exercise and apparatus for those already trained in the elementary gymnastic skills.
- PE 8A* — Beginning Handball I** 1½ Units
Class Hours: 1 lecture, 2 activity
This course is designed to develop the fundamental techniques and knowledge essential to the game of handball. Instruction is modified to encompass three wall courts.
- PE 8C* — Intermediate Handball** 1½ Units
Prerequisite: PE 8A or equivalent
Class Hours: 1 lecture, 2 activity
Students will develop advanced skills in handball and will be introduced to tournament play. A continuation of beginning handball stressing strategy and competition will also be covered.
- PE 9A* — Beginning Racquetball I** 1½ Units
Class Hours: 1 lecture, 2 activity
This course covers the basic fundamentals of racquetball, game rules, proper use and purchase of equipment, court etiquette and safety.
- PE 9B* — Beginning Racquetball II** 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.
- PE 9C* — Intermediate Racquetball** 1½ Units
Prerequisite: PE 9A-B or equivalent
Class Hours: 1 lecture, 2 activity
This class is a continued development of advanced skills and strategy of racquetball, a refinement of the over-all game.
- PE 10A* — Beginning Skiing I** 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.
- PE 10C* — Intermediate Skiing** 1½ Units
Prerequisite: PE 10A or equivalent
Class Hours: 1 lecture, 2 activity
Students will develop intermediate skiing techniques, skiing on both artificial and real snow.
- PE 11A* — Beginning Tennis I** 1½ Units
Class Hours: 1 lecture, 2 activity
Designed for the student with no tennis experience, this course covers beginning skills including etiquette, rules, techniques and strategies of the baseline game.
- PE 11B* — Beginning Tennis II** 1½ Units
Prerequisite: PE 11A or equivalent experience
Class Hours: 1 lecture, 2 activity
Designed for the student with limited playing experience, this course further exposes the player to the basic techniques, rules, etiquette and strategies of the baseline and the net games.
- PE 11C* — Intermediate Tennis** 1½ Units
Prerequisite: PE 11A-B or a skills test by instructor
Class Hours: 1 lecture, 2 activity
This course covers development of higher proficiency and performance of tennis skills with special emphasis on game strategy and technique.
- PE 11D* — Advanced Tennis** 1½ Units
Prerequisite: PE 11C or equivalent
Class Hours: 1 lecture, 2 activity
This course covers advanced techniques and theory of playing tennis and strategy of tournament playing.
- PE 12A* — Beginning Badminton** 1½ Units
Class Hours: 1 lecture, 2 activity
This is a course in the development of badminton skills, including rules, etiquette, and techniques of playing badminton. (Course subject to CCC Chancellor's Office approval.)
- PE 12C* — Intermediate Badminton** 1½ Units
Prerequisite: PE 12A
Class Hours: 1 lecture, 2 activity
This course covers advanced techniques and strategies in badminton, including participation in competitive tournaments and ladders. (Course subject to CCC Chancellor's Office approval.)
- PE 13A* — Beginning Hiking and Backpacking I** 2 Units
Class Hours: 1 lecture, 3 activity
This course is a lecture, field study and experience course in the sport of hiking and backpacking. Conditioning, skills, information and resources for the sport will be covered. Safety procedures are emphasized. Field trips are required. (Course subject to CCC Chancellor's Office approval.)
- PE 13C* — Intermediate Hiking and Backpacking** 2 Units
Prerequisite: PE 13A or experience
Class Hours: 1 lecture, 3 activity
Further study and experience in the sport of hiking and backpacking, including leadership of others. Intermediate students will lead conditioning and training activities and assist in field trips. They must also show greater experience in length and duration of activities than the beginning student. (Course subject to CCC Chancellor's Office approval.)

Independent Studies

- PE 22A/B — Independent Studies in Physical 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
This course is designed for students who are interested in furthering their knowledge of physical education on an independent study basis. Assigned problems will involve laboratory and field work. May be taken for credit to a maximum of 6 units.

Team Sports

- PE 23C* — Intermediate Baseball** 1½ Units
Class Hours: 1 lecture, 2 activity
This is a class in which advanced techniques and strategies of baseball are developed. A high degree of skill is emphasized during actual games.
- PE 23D* — Advanced Baseball** 1½ Units
Prerequisite: PE 23C or equivalent
Class Hours: 1 lecture, 2 activity
This class provides program development of advanced skills in baseball including methods and styles of play. Class members will participate in fall baseball program with lab assignments.
- PE 24C* — Intermediate Basketball** 1½ Units
Prerequisites: Basketball experience, understanding of the rules.
Class Hours: 1 lecture, 2 activity
This class covers advanced techniques and strategies in basketball. A continuing development of a high degree of skill is emphasized.
- PE 25C* — Intermediate Football** 1½ Units
Prerequisite: Advanced football ability
Class Hours: 1 lecture, 2 activity
This course covers development of advanced skills in football and the theory behind the different styles of play.
- PE 27A* — Beginning Soccer I** 1½ Units
Class Hours: 1 lecture, 2 activity
This is a course in development of soccer skills, including the rules, techniques and strategy of playing the game.
- PE 27C* — Intermediate Soccer** 1½ Units
Prerequisite: PE 27A or equivalent
Class Hours: 1 lecture, 2 activity
This class covers advanced techniques and skills in the game of soccer.
- PE 27D* — Advanced Soccer** 2 Units
Prerequisite: PE 27C or equivalent
Class Hours: 1 lecture, 3 activity
This class is open to students interested in competing in soccer at the collegiate level. Emphasis of instruction will be on the fundamental skills, rules, team strategies and team play.
- PE 28A* — Beginning Softball I** 1 Unit
Class Hours: 3 activity
This course offers co-educational instruction and participation in the basic skills and strategy of slow pitch softball.
- PE 28C* — Intermediate Softball** 1½ Units
Prerequisite: PE 28A or equivalent
Class Hours: 1 lecture, 2 activity
This is a class in which advanced techniques and strategies of softball are developed. Emphasis is placed on development of a high degree of skill during actual games.
- PE 29C* — Intermediate Track** 1½ Units
Prerequisite: Basic track ability
Class Hours: 1 lecture, 2 activity
Students study advanced techniques and strategies in track and field. A continuing development of a high degree of skill is emphasized in the preparation for a competitive season. Special attention will be given to the research of the skills needed for the proficiency in the sport. This is a requirement for varsity track candidates.
- PE 30A* — Beginning Volleyball I** 1½ Units
Class Hours: 1 lecture, 2 activity
Basic skills in playing volleyball are developed. Students learn rules and techniques of playing power volleyball.
- PE 30C* — Intermediate Volleyball** 1½ Units
Prerequisite: PE 30A or playing ability in volleyball
Class Hours: 1 lecture, 2 activity
This course covers 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.

PE 30D* — Advanced Volleyball 2 Units

- Prerequisite: PE 30C or equivalent
Class Hours: 1 lecture, 3 activity
This course continues development of fundamental techniques of volleyball. Students are introduced to advanced strategies of power volleyball and participate in amateur volleyball tournaments held in the community.

Combatives/Self-Defense

PE 36A* — Analysis of Rape and Self-Defense 2 Units

- Class Hours: 2 lecture, 1 activity
This course covers the issues of personal assault and rape, with practical experience in learning self-defense techniques. Students will study the academic literature as well as the physical responses in assault and rape.

PE 36B* — Self-Defense and Assault Prevention 1 Unit

- Prerequisite: PE 36A
Class Hours: 2 lecture/activity
This course covers lecture and demonstration of practical self-defense, community safety, and assault prevention. The course emphasizes methods and techniques of defense against weapon assault.

PE 36C* — Basic Self-Defense Refresher ½ Unit

- Prerequisite: PE 36A
Class Hours: 4 lecture, 8 activity total
This course includes practical experience in reviewing self-defense techniques acquired in PE 36A.

PE 38A* — Beginning Wrestling I 1½ Units

- Class Hours: 1 lecture, 2 activity
This is an introduction to wrestling as an educational medium, which gives the student opportunity for self-expression. The student is taught takedowns, rides, escapes, and falls.

PE 38C* — Intermediate Wrestling 1½ Units

- Prerequisite: PE 38A or equivalent
Class Hours: 1 lecture, 2 activity
This course is a continuation of beginning wrestling (PE 38A) with advanced techniques and takedowns, rides, escapes, and falls practiced. Advanced instruction is given concerning pinning combination, strategies and tactics.

Dance/Creative Movement

PE 46A* — Beginning Ballet I 1½ Units

- Class Hours: 1 lecture, 2 activity
This is an introduction to basic ballet technique and terminology, general principles of alignment, centering and posture as it relates to ballet. Class will include exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of Port des Bras, simple adage and allegro movements.

PE 46B* — Beginning Ballet II 1½ Units

- Prerequisite: PE 46A or consent of instructor
Class Hours: 1 lecture, 2 activity
This course continues to introduce new movements and terminology that are part of the basic ballet technique, both at the barre and in center. Basic movements will now be combined into adage and allegro patterns. Stress on increased technical skills is also included.

PE 46C* — Intermediate Ballet 1½ Units

- Prerequisite: PE 46A-B or equivalent
Class Hours: 1 lecture, 2 activity
This secondary course covers the knowledge and development of intermediate technique both at the barre and in center. More concentration on the disciplines of ballet form and the physical abilities necessary to execute movements.

PE 46D† — Advanced Ballet 2 Units

- Prerequisite: PE 46C or equivalent
Class Hours: 1 lecture, 3 activity
A continuation of intermediate ballet. This course involves the analysis and application of kinesthetic principles as they apply to ballet to further develop one's skills, techniques, and physical capabilities.

Physical Education

PE 47A* — Beginning Folk, Square, Ethnic Dance I **1½ Units**

Class Hours: 1 lecture, 2 activity
Students will study the development of Ethnic dance skills, understanding and appreciation including experiences in Folk, Square, and Round dancing.

PE 47C* — Intermediate Folk, Square and Ethnic Dance **1½ Units**

Prerequisite: PE 47A or equivalent
Class Hours: 1 lecture, 2 activity
This course is a continuation of study in Folk, Square, and Ethnic dance skills.

PE 48A* — Beginning Modern Dance I **1½ Units**

Class Hours: 1 lecture, 2 activity
This course covers the fundamentals of modern dance techniques to develop flexibility, strength, control, coordination, endurance and form, basic principles, evaluation and application of dance composition, and the understanding of modern dance as an art form.

PE 48B* — Beginning Modern Dance II **1½ Units**

Prerequisite: PE 48A or equivalent
Class Hours: 1 lecture, 2 activity
This continues to develop the basic skills in modern dance technique, simple improvisation and composition, the understanding of the principles of alignment and motion, and to experience movement in more complex rhythmic forms.

PE 48C* — Intermediate Modern Dance **2 Units**

Prerequisite: PE 48B or equivalent
Class Hours: 1 lecture, 3 activity
A continuing study of modern dance technique with emphasis upon increased flexibility, strength, and coordination. Study of the dance phrase combinations with integration of the elements of rhythm, design, dynamics and motivation. Understand and appreciate dance as a creative art form.

PE 48D† — Advanced Modern Dance **2 Units**

Prerequisite: PE 48C or equivalent
Class Hours: 1 lecture, 3 activity
A continuation of intermediate modern dance technique with emphasis on skills of performance, development in techniques of dance composition and choreography.

PE 49A* — Beginning Modern Jazz I **1½ Units**

Class Hours: 1 lecture, 2 activity
This course is an introduction of basic movement skills in modern jazz technique emphasizing an understanding and appreciation of jazz as an artistic dance form.

PE 49B* — Beginning Modern Jazz II **1½ Units**

Prerequisite: PE 49A or equivalent
Class Hours: 1 lecture, 2 activity
This beginning course is a continued development of basic movement skills in modern jazz technique. Compositional forms and rhythm are practiced leading to an understanding and appreciation of jazz as an artistic dance form.

PE 49C* — Intermediate Modern Jazz **1½ Units**

Prerequisite: PE 49A-B or equivalent
Class Hours: 1 lecture, 2 activity
A continuation of beginning modern jazz I and II with emphasis on style and form as well as increased technical and choreographic skills.

PE 49D† — Advanced Modern Jazz **2 Units**

Prerequisite: PE 49C or consent of instructor
Class Hours: 1 lecture, 3 activity
This course is a continuation of intermediate modern jazz with emphasis on the performance aspects of dance in its more complex rhythmic forms and increased technical demands in movement; development of individual style and form is accomplished.

PE 50A* — Beginning Improvisation I **1½ Units**

Prerequisite: None. Concurrent enrollment in modern dance is recommended
Class Hours: 1 lecture, 2 activity
This course is designed to primarily stimulate one to discover the joy of movement and to enter into an environment that will encourage the individual to find unique and creative expressions in dance.

PE 50B* — Beginning Improvisation II **1½ Units**

Prerequisite: PE 50A
Class Hours: 1 lecture, 2 activity
This course is designed to assist the individual to explore in a creative, free environment, various stimuli that will heighten the expressive act of dance movements to communicate to others and to enjoy for one's own pleasure or for performance.

PE 50C* — Intermediate Improvisation **1½ Units**

Prerequisite: One beginning dance class or equivalent
Class Hours: 1 lecture, 2 activity
This course is an experience in creating appropriate movement responses to express ideas and feelings. Students will explore various stimulus situations with the ultimate aim at recreating and developing their initial spontaneous responses in the organic form of the dance.

PE 51A* — Beginning Dance Production I **1½ Units**

Prerequisite: Beginning dance class; recommend concurrent enrollment in dance
Class Hours: 1 lecture, 2 activity
This course will aid in understanding the elements of production (i.e. staging, lighting, publicity, make-up, costumes, set design and construction, etc.) and experience these by participation in a production (dance) event.

PE 51B* — Beginning Dance Production II **1½ Units**

Prerequisite: PE 51A; recommend concurrent enrollment in dance
Class Hours: 1 lecture, 2 activity
This course is a practical involvement in the elements of dance production 'behind the scenes' as well as on stage.

PE 51C† — Intermediate Dance Production **1½ Units**

Prerequisite: Intermediate dance class; concurrent enrollment in another dance class recommended
Class Hours: 1 lecture, 2 activity
This course emphasizes practical experience in the many phases of dance productions, concerts and demonstrations, with particular emphasis on dance as a performing art. This class is also concerned with choreography, staging and the production elements of dance.

PE 51D† — Advanced Dance Production **2 Units**

Prerequisite: Intermediate dance class; concurrent enrollment in dance class recommended
Class Hours: 1 lecture, 3 activity
The course will offer practical experience in the many phases of dance productions, concerts and demonstrations. It will also be primarily concerned with the performing aspect of dance as well as choreography and staging.

PE 52A* — Beginning Ballroom Dance **1½ Units**

Class Hours: 1 lecture, 2 activity
This course is designed to introduce students to ballroom dancing through developing an understanding of its history, music and fundamental practices of performance. Basic steps, variations and styling techniques for the foxtrot, swing, waltz, chacha, tango, rumba, samba, mambo, polka and selected novelty dances will be included. (Course subject to CCC Chancellor's Office approval.)

Aquatics

PE 61A* — 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 63* — Life Saving 1 Unit

Prerequisite: Intermediate swimming or equivalent
Class Hours: 9 lecture, 21 activity total

This course covers instruction and practice in American Red Cross (Advanced) Senior Life Saving and Water Safety. Emphasis is placed on personal safety, safety and self rescue in the use of small craft, elementary forms of rescue, the swimming rescue, basic first aid, artificial respiration, and American Red Cross Certification in Senior Life Saving.

PE 64† — Water Safety Instructor 1 Unit

Prerequisite: Current Red Cross Advanced Life Saving Certificate
Class Hours: 9 lecture, 21 activity total

This class covers the theory and practical techniques needed in teaching water safety techniques and procedures. Course includes certification as an American Red Cross Water Safety Instructor with authorization to teach and certify swimming and life-saving classes.

Intercollegiate Athletics

PE 66A/B* — Baseball-Men - Year I/II 3/3 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 67A/B* — Basketball-Men - Year I/II 3/3 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 68A/B* — Basketball-Women - Year I/II 3/3 Units

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competing in basketball at the community college level. Instruction is given in techniques, strategies and rules.

PE 69A/B* — Cross Country-Men - Year I/II 3/3 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 70A/B* — Cross Country-Women - Year I/II 3/3 Units

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competing in cross country at the community college level. Instruction is given in techniques, strategies and rules.

PE 71A/B* — Football-Men - Year I/II 3/3 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 72A/B* — Golf - Year I/II 3/3 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 73A/B* — Softball-Women - Year I/II 3/3 Units

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This course is open to women interested in competing in softball at the community college level. Instruction is given in techniques, strategies and rules.

PE 74A/B* — Tennis-Men - Year I/II 3/3 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 75A/B* — Tennis-Women - Year I/II 3/3 Units

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competitive tennis and in competing at the community college level. Instruction is given in techniques, strategies and rules.

PE 76A/B* — Track-Men - Year I/II 3/3 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 77A/B* — Track-Women - Year I/II 3/3 Units

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This course is open to women interested in competing in track and field events at the community college level. Instruction is given in techniques, strategies and rules.

PE 78A/B* — Volleyball-Women - Year I/II 3/3 Units

Prerequisite: Meet requirements for eligibility as established by the WSC.

Class Hours: 1 lecture, 9 activity

This class is open to women interested in competitive volleyball and in competing at the community college level. Instruction is given in techniques, strategies and rules.

PE 79A/B* — Wrestling-Men - Year I/II 3/3 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 80* — 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. May be taken four (4) times for credit.

Physical Science

Professional Activities

These courses are designed to introduce the prospective physical education major/minor to the basic knowledge and skills essential for the appreciation and performance in the sports or physical activities listed below. The courses cover history, strategy, rules, safety precautions, and basic fundamental skills.

PE 90† — Introduction to Physical Education 2 Units
Class Hours: 2 lecture

This course is a general survey of the field of Physical Education, and exploration of the aims, objectives, scope and contemporary values of Physical Education. Projects and field work are required.

PE 94A/B† — Men's Sports Officiating 2½/2½ Units

Prerequisite: PE major/minor
Class Hours: 2 lecture, 1 activity

This class covers instruction and laboratory experience in sports officiating for men. Proficiency ratings are required to successfully complete the course. Football, basketball, soccer, wrestling are covered during the fall semester; track, baseball, rugby, volleyball are covered in the spring.

PE 96† — Baseball - Sport Theory 2 Units

Prerequisite: Advanced baseball ability
Class Hours: 1 lecture, 3 activity

Students develop advanced skills in baseball and study the theory behind the methods and styles of play. Class members will participate in summer baseball program with lab assignments and will have weekly lectures including films and guest lecturers to facilitate instruction.

PE 97† — Basketball - Sport Theory 2 Units

Prerequisite: Advanced basketball ability; coaching or playing experience.
Class Hours: 2 lecture

Students develop advanced skills in basketball and study the theory behind different styles of play. Class members will study films, drills, rules, and techniques of coaching.

PE 98† — Football - Sport Theory 2 Units

Prerequisite: Advanced football ability
Class Hours: 1 lecture, 3 activity

Students develop advanced skills in football and study the theory behind the different styles of play. Class members will study films, drills, rules, and techniques of coaching.

PE 99† — Track and Field - Sport Theory 2 Units

Prerequisite: Interest in track and field performance field events.
Class Hours: 1 lecture, 3 activity

This course is 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.

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 or Math 25A, B, C; Physics 2A/2B or Physics 4, 5, 6.

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

Physical Science Courses

PHYS SC 1 — Introduction to Physical Science 3 Units

Class Hours: 2 lecture, 3 laboratory

This course is an 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: CSU; UC*

PHYS SC 2 — Science In Literature 3 Units

Class Hours: 3 lecture

This is a reading and discussion course to study the principles of science dealt with in non-technical literature. Science fiction novels and short stories will be the principal source of reading material. *Transfer credit: CSU; UC*

PHYS SC 22A/B — Independent Studies in Physical 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

This course is designed for students who are interested in furthering their knowledge of physical science on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

PHYSICS

The 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: CIS 14 or CS 18; Engr 16; Math 35; (Engr 227L to be taken after transfer).

Mathematical Physics: Recommended - Math 35.

University of California, Santa Barbara:

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

Physics

Associate in Science Degree

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

Preparation for the Major:

Mathematics — two years high school algebra plus trigonometry or Math 1, 3, and 7 or equivalent.
 Chemistry — one year high school chemistry or Chem 12 or equivalent.
 Physics — one year high school physics or Physics 12 or equivalent.

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

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

Select one of the following options:

Physics Option		
Core plus the following:		
Chem 1B	General Chemistry	6
Math 35	Applied Differential Equations	3

Recommended Courses: CS 18; Math 31

Applied Physics Option		
Core plus the following:		
CS 10	Intro to Computer Programming	3
CS 18	Computer Programming - FORTRAN	3
Engr 12	Engineering Materials	3
Math 35	Applied Differential Equations	3

Recommended Courses: Chem 1B; Math 31

Electro-Optics Option		
Core plus the following:		
LET 5	Electronic Devices and Analog Circuits	5
LET 6	Laser Components, Devices & Measurement Techniques	5
LET 9	Laser Systems & Maintenance	5

Recommended Courses: Chem 1B; LET 1; Math 35

Total minimum units required in major area — 43 - 49

PHYSICS OPTION

Suggested Course Sequence:

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

APPLIED PHYSICS OPTION

Suggested Course Sequence:

First Semester		Second Semester		
Chem 1A	6	CS 10	3	
Math 25A	5	Math 25B	5	
	11	Ph 4	5	
			13	
Third Semester		Fourth Semester		
Engr 12	3	CS 18	3	
Math 25C	5	Math 35	3	
Ph 5	4	Ph 6	4	
	12		10	

ELECTRO-OPTICS OPTION

Suggested Course Sequence:

First Semester		Second Semester		
Chem 1A	6	Math 25B	5	
Math 25A	5	Ph 4	5	
	11		10	
Third Semester		Fourth Semester		
LET 6	5	LET 5	5	
Math 25C	5	LET 9	5	
Ph 5	4	Ph 6	4	
	14		14	

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

Physics Courses

PH 2A — General Physics I 4 Units

Prerequisite: High school mathematics through trigonometry or Math 6 or Math 7 or equivalent.

Class Hours: 3 lecture, 3 laboratory

This course is an introduction to mechanics, heat and sound which is designed for students majoring in the life sciences, laser/electro-optics technology and any other major requiring a non-calculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 2B — General Physics II 4 Units

Prerequisite: Physics 2A or equivalent.

Class Hours: 3 lecture, 3 laboratory

This course is an introduction to electricity and magnetism, optics and modern physics which is designed for students majoring in the life sciences, laser/electro-optics technology, and any other major requiring a non-calculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 4 — Mechanics of Solids and Fluids 5 Units

Prerequisites: Math 25A and Physics 12 or Physics 2A or equivalent.

Co-requisite: Math 25B.

Class Hours: 4 lecture, 3 laboratory

This course is an introductory study of statics and dynamics of particles and rigid bodies and an introduction to hydrostatics and hydrodynamics. Physics 4 uses calculus and is designed for students majoring in physics, engineering, mathematics, chemistry, computer science and the biology A.S. degree program. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 5 — Electricity and Magnetism 4 Units

Prerequisites: Physics 4 and Math 25B.

Co-requisite: Math 25C.

Class Hours: 3 lecture, 3 laboratory

This course is 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: CSU; UC*

Political Science

PH 6 — Heat, Sound, Optics and Modern Physics 4 Units

Prerequisites: Physics 5, and Math 25C.

Class Hours: 3 lecture, 3 laboratory

This course is an introduction to geometrical optics, wave motion (sound and light), physical optics and thermodynamics. Selected topics in quantum mechanics and special relativity are discussed at an elementary level. The solution of problems in vector calculus and differential equations is demonstrated. *Transfer credit: CSU; UC*

PH 10 — Descriptive Physics 3 Units

Class Hours: 3 lecture

This course covers basic principles of physics with topical applications. It is a descriptive course for non-science majors. *Transfer credit: CSU; 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: CSU; 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: CSU; 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 is designed to familiarize the students with the instrumentation used to measure and evaluate sound production and reproduction equipment. Use of instruments such as sine generators, spectrum analyzers, and oscilloscopes will be demonstrated. No previous experience in electronics is required. *Transfer credit: CSU; UC*

PH 12 — Introduction to Physics 3 Units

Prerequisite: Math 6 or equivalent

Class Hours: 3 lecture

This is an introductory course covering the basic principles of physics. Emphasis will be on mechanics and electricity. *Transfer credit: CSU; UC credit limitations. No credit at UC if taken after Physics 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

This course is designed for students who are interested in furthering their knowledge of physics on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

POLITICAL SCIENCE

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; Geog 2; Hist 1A, 1B, 7A, 7B; Math 15; Pol Sci 2 or 4, 10; Psych 1A.

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:

Engl 1A; Math 15; Pol Sci 2, 3, 4.

University of California, Santa Barbara:

Pol Sci 3, 10, 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, 7A, 7B.

Area 2, Economics: Econ 1, 2.

Area 3, Socio Cultural: Anthro 2; Geog 2; Soc 1, 2, 5.

International Relations emphasis: Econ 1, 2; Geog 4; Hist 1A, 1B; Soc 5.

Political Science Courses

POL SC 1 — Introduction to Government 3 Units

Class Hours: 3 lecture

This class covers basic principles and major areas of study within political science particularly as they apply to American, federal, state, and local government and politics. The student will do research and writing on special topics, and selected political problems will be used to supplement the lectures and discussions. The course is designed for social science majors, behavioral science majors, and others with strong interest in this area. *Transfer credit: CSU; UC*

POL SC 2 — Comparative Government 3 Units

Class Hours: 3 lecture

This course is a comparative study of political and cultural factors that are important in determining political institutions. Industrialized areas are compared with those having less industrialization. Countries studied include the United States, the Soviet Union, China, Japan, and representative European, Latin American, or African nations. *Transfer credit: CSU; UC*

POL SC 3 — American Government and Politics 3 Units

Class Hours: 3 lecture

This course is a survey of the main characteristics, historical background, contemporary principles, structure, practice and issues of American government, including the national, California state and local government. *Transfer credit: CSU; UC*

POL SC 4 — International Relations 3 Units

Class Hours: 3 lecture

This course is a study of relations between sovereign units. It will concentrate on international organization, theoretical proposals toward and possibilities for world peace, the mechanics of politics among nations, and will consider the formation of American foreign policy. Attention will be paid to the relationship between domestic and foreign politics, and to the cultural origins of policy. *Transfer credit: CSU; UC*

POL SC 7 — Minority Groups* **3 Units**
Class Hours: 3 lecture

This course is a study of political problems which are faced by racial and ethnic minorities in the United States. The focus of the course is to examine the impact and consequences of formal and informal racism, discrimination and sexism which have precluded the full participation of many racial and ethnic groups in the mainstream of American Life. The major emphasis shall be placed on the political process which is often seen as a vehicle for compromising and negotiating majority-minority relations in an attempt to maintain social equilibrium. *Transfer credit: CSU; UC*

POL SC 8 — 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 Ch St 8) *Transfer credit: CSU; UC*

POL SC 9 — Adjudication of Social Issues* **3 Units**
Class Hours: 3 lecture

This course is an exploration of important social issues from a legal point of view. It examines such topics as abortion, drugs, equal rights of women and minority groups, free speech and press, obscenity, privacy, consumers' rights, environmental protection, and the death penalty using the case method approach. *Transfer credit: CSU; UC*

POL SC 10 — Public Administration and Policy Development* **3 Units**

Prerequisite: Prior course in Social Science.
Class Hours: 3 lecture

This course is designed to help the student develop an understanding of what public administration is, how decisions are made in the public 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, public relations and Government service as a career are also discussed. *Transfer credit: CSU; UC*

POL SC 11 — Law, Government, and Individual Rights **3 Units**

Class Hours: 3 lecture

This course analyzes the origins, workings, procedures, and policies of our federal and state governments from the perspective of Constitutional law. Particular emphasis is placed in the Judicial system and in the privileges, rights, and obligations of individuals guaranteed by the Constitution. Leading judicial decisions of the Supreme Court will be explored. *Transfer credit: CSU; UC*

POL SC 22A/B — 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

This course is 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: CSU; 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

This course considers 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 and Aspects of Political Change. *Transfer credit: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

60C — Politics in the Middle East **3 Units**
Class Hours: 3 lecture

*These courses are offered periodically.

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:

Math 15; Psych 1A, 1B.

University of California, Santa Barbara:

Core courses: Math 5, 15; Psych 1A, 1B. Select one course from: Anat 1; Bio 1 or 16, 17; Chem 12; Physics 10 or 12; Physio 1. Additional courses for:

BA in Developmental Psychology: Bio 1 or 17.

BS in Biopsychology: Bio 2A, 2B, 17; Chem 1A, 1B, 7A, 7B; Math 16A, 16B; Physics 2A, 2B; Physio 1.

BA in Organizational Psychology: CS 10 or 16 or 18; Econ 1.

Psychology Courses

PSYCH 1A — Introduction to Psychology **3 Units**
Class Hours: 3 lecture

This course is an introduction to the subject matter of psychology with emphasis on heredity and environment, growth and development, sensation and perception, motivation and emotion, learning and cognition, personality, social psychology, mental illness and mental health. *Transfer credit: CSU; UC*

PSYCH 1B — Introduction to Psychobiology and Experimental Psychology **4 Units**

Prerequisite: Psych 1A

Class Hours: 4 lecture

This course is an introduction to psychobiological and experimental methodology in psychology with an emphasis on the scientific method, basic statistics, and the physiological bases of behavior. Individual experimental study is included. Recommended as a second course in the major sequence. *Transfer credit: CSU; UC*

PSYCH 3 — Psychology of Interpersonal Relationships **3 Units**

Class Hours: 3 lecture

This course is an orientation in the use of psychological principles applied in understanding human relationships and developing greater self-awareness. Emphasis will be on the nature of humans, human needs, the processes of personal and social dynamics, mental health, and socialization. A combination of experimental and theoretical approaches is used to increase awareness, understanding, choices, and decision-making. *Transfer credit: CSU; UC*

PSYCH 4 — 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: CSU; UC*

Reading

PSYCH 5 — Social Psychology 3 Units

Class Hours: 3 lecture

This course is a study of social relationships. Topics of study include interpersonal attraction, structure and leadership, role and status, prosocial behavior, attitude formation and change, communication and propaganda, nature of prejudice and social change, and conformity. (co-numbered Soc 5) *Transfer credit: CSU; UC*

PSYCH 6 — 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: CSU; UC*

PSYCH 7 — Developmental Psychology (Life span)* 3 Units

Class Hours: 3 lecture

This course is an introduction to the physical, emotional, cognitive, social and cultural aspects of development from conception to death. Emphasis will be placed on acquiring an understanding of the processes of development throughout the life span. Normative behaviors for specific ages and developmental stages will be examined. Selected theories of development and contemporary issues in development will be included. *Transfer credit: CSU*

PSYCH 8 — Abnormal Psychology* 3 Units

Class Hours: 3 lecture

This course will survey the field of abnormal psychology. Topics for analysis, study, and discussion will include: patterns, causes, and the history of maladaptive behavior; clinical assessment using DSM III; therapies; and prevention of behavioral disorders. *Transfer credit: CSU; UC*

PSYCH 22A/B — Independent Studies in Psychology 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 psychology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

PSYCH 30 — Psychological Aspects of Aging (CEU)* 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: CSU*

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: CSU; UC maximum credit 3 units.*

Topics which have been developed include:

60B — Psychology of Assertion 2 Units

Class Hours: 32 lecture total

60D — Death and Dying 1½ Units

Class Hours: 24 lecture total

60E — Ethical Issues in Research ½ Unit

Prerequisite: Previous course in behavioral science

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

60L — Personal Identity and Communication for the Health Professional (CEU) ½ Unit

Class Hours: 8 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

*These courses are offered periodically.

READING

Reading Courses

READ 1 — Basic Reading Skills 3 Units

Prerequisite: Appropriate score on standardized reading test.

Class Hours: 3 lecture

This course is designed for students with substantial reading problems as measured by both standardized and individualized tests. Through varied instructional approaches and the use of appropriate materials, students are helped to improve their comprehension and speed. Instructional activities and supporting materials will focus on phonetics, word analysis, reading comprehension, dictionary usage, library orientation, and study skills. Pre- and post-testing will measure progress and achievement.

READ 2 — Intermediate Reading Skills 3 Units

Prerequisite: Satisfactory grade in Read 1, or appropriate score on standardized reading test.

Class Hours: 3 lecture

This course is designed for students with moderate reading problems as measured by standardized and individualized tests. Instructional activities and materials are designed to enhance both comprehension and speed. In addition to reinforcing the basic reading skills, this course will focus on such areas as reading rate variation, critical reading techniques, vocabulary enrichment, study skills, and reducing test anxieties. Pre- and post-testing will measure progress and achievement. *Transfer credit: CSU*

READ 3 — Speed and Power Reading 3 Units

Prerequisite: Satisfactory grade in Read 1, or appropriate score on standardized reading test.

Class Hours: 3 lecture

This course teaches a wide variety of study skills, with the goal of enabling students to develop their total learning ability. Students will be taught strategies to improve reading comprehension and retention, to read at speeds appropriate to the material they are reading, to develop vocabulary awareness, to improve attitudes toward study (ranging from conquering procrastination to capitalizing on test-taking), to think critically, and to learn by visual, auditory, and kinesthetic means.

READ 10 — Word Power **3 Units**

Prerequisite: Satisfactory grade in Read 1, or appropriate score on standardized reading test.

Class Hours: 3 lecture

This comprehensive course is designed for students who wish to develop their listening, speaking, reading, and writing vocabularies. Instruction will include the development of word analysis skills through a study of Greek and Latin roots, prefixes, and suffixes. Vocabulary is expanded through a study of synonyms, antonyms, diction, word origins, contextual clues, and college level and professional vocabularies. Continuous evaluation will measure progress.

REAL ESTATE
Real Estate Courses

RE 1 — Real Estate Principles **3 Units**

Class Hours: 3 lecture

This course is a practical study of California real estate law designed to assist real estate salesmen and real estate brokers. It's designed also to provide the necessary knowledge required of candidates for the California Real Estate Salesman's Examination. *Transfer credit: CSU*

RE 3 — Real Estate Economics **3 Units**

Prerequisite: RE 1 or equivalent*.

Class Hours: 3 lecture

Students will study economic trends in real estate and land use, dynamic factors which create values in real estate and background for more specialized courses in real estate operation and techniques. *Transfer credit: CSU*

RE 5 — Real Estate Practices **3 Units**

Prerequisite: RE 1 or equivalent*.

Class Hours: 3 lecture

This course covers techniques of operating a real estate business with emphasis on the daily activities of brokers and salesmen. Emphasis is placed on securing and qualifying prospects, obtaining listing, and legal factors in the real estate transaction. *Transfer credit: CSU*

RE 7 — Real Estate Finance **3 Units**

Prerequisite: RE 1 or equivalent*.

Class Hours: 3 lecture

In this practical study and analysis of money markets, interest rates, and real estate financing, actual case illustrations demonstrating lending policies, problems and rules involved in financing real property are studied, including residential, multi-family, commercial, and special purpose properties. *Transfer credit: CSU*

RE 9 — Legal Aspects of Real Estate **3 Units**

Prerequisite: RE 1 or equivalent*.

Class Hours: 3 lecture

This course is a practical study of California real estate law designed to assist real estate salesmen and brokers in avoiding the legal problems which arise in conjunction with real estate transactions, case study methods are utilized. *Transfer credit: CSU*

RE 11 — Real Estate Appraisal **3 Units**

Prerequisite: RE 1 or equivalent*.

Class Hours: 3 lecture

This is a first course in real estate appraisal confined largely to residential property, with an introduction to investment property valuation. Also covered in this course are methods and techniques for determining value for loan and insurance purposes; case study situations and actual field work. *Transfer credit: CSU*

RE 22A/B — Independent Studies in Real Estate **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 real estate on an independent study basis. Assigned problems will involve library, laboratory and field work. May be taken for credit to a maximum of 6 units.

RE 89A-Z — Institutes in Real Estate ★ **½-1½ Units**

Class Hours: 8-24 lecture total

This course considers specialized topics in Real Estate which are not covered in detail in the general Real Estate course offerings. Examples of topics to be offered from time to time include: Current Changes in Real Estate Practices; Current Changes in Real Estate Law; Current Changes in Real Estate Finance and Taxation; Current Changes in Real Estate Appraisal; Current Changes in Land Use Planning; and Current Real Estate Sales and Promotion.

*Equivalence to RE 1 can be possession of a California Real Estate Sales license or ability to take a broker's examination.

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.

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:

Required Courses:	Units
AREA A: One three-unit course from each of the four discipline offerings:	
Geography: 2, 3, 4, 7.	3
History: Any course offered, except 22 or the 60 series.	3
Philosophy: 1, 2, 3.	3
Political Science: 1, 2, Urban 1A.	3
AREA B: Two additional three-unit courses from any one discipline below. These additional units determine the student's degree emphasis.	
Geography: Any six (6) units, except those fulfilling Science requirements.	
History: Any six (6) units.	
Philosophy: Any six (6) units.	
Political Science: Any six (6) units including Urban 1A, 1B.	
AREA C: One additional three-unit course from no. 1 or no. 2, below:	
1. One (1) additional three-unit course from Area B outside the student's degree emphasis, or	
2. One (1) additional three-unit course from the following:	
Anthropology: 2, 4, 7, 8.	
Psychology: 1A, 5, 6, 7.	
Sociology: 1, 2, 3, 5, 6, 8.	

Total minimum units required in major area — 21

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

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:
 Math 15; Soc 1, 3

University of California, Santa Barbara:
 Math 15; Soc 1, 5, and one of the following sequences:
 a) Anthro 2 and one additional Anthro course from Anthro 4, 7, 8, 9
 b) Econ 1, 2
 c) Hist 1A, 1B
 d) Pol Sci 3, and one course from Pol Sci 7, 8, 9, 10
 e) Psych 1A and one upper division Psych course after transfer.

Sociology Courses

SOC 1 — Introduction to Sociology 3 Units
 Class Hours: 3 lecture

This course is an analysis of human relationships through a study of cultural origins, personality development, social interaction, community organization, collective behavior, social change, institutional growth and social movements. *Transfer credit: CSU; UC*

SOC 2 — Social Problems 3 Units
 Class Hours: 3 lecture

This course covers 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. Students examine the methodology and use of human skills and resources applied to the study and solution of social problems. *Transfer credit: CSU; UC*

SOC 3 — Sociological Analysis (S) 3 Units
 Prerequisite: Soc 1
 Class Hours: 3 lecture

Students examine the nature and logic of the scientific analysis of society and social institutions. The class will analyze various methodological tools utilized in social science research. Emphasizes clarification of the basic social science issues. Students are required to analyze specific data collected in the field. No background in statistics or college mathematics is needed. *Transfer credit: CSU; UC*

SOC 4 — Marriage and the Family 3 Units
 Class Hours: 3 lecture

This is a study of the institution of marriage as a significant social unit throughout the world. Dating, mate-selection, courtship, engagement, marriage and parenthood are analyzed trans-culturally. Strong stress is placed on realistic, considerate interaction between family members. Ex-

haustive analysis and appraisal of societal sex attitudes and individual sexual needs and preferences will be discussed. Realistic, humanistic child rearing will also be discussed. *Transfer credit: CSU; UC*

SOC 5 — Social Psychology 3 Units
 Class Hours: 3 lecture

This course is a study of social relationships. Topics of study include interpersonal attraction, structure and leadership, role and status, prosocial behavior, attitude formation and change, communication and propaganda, nature of prejudice and social change, and conformity. (co-numbered Psych 5) *Transfer credit: CSU; UC*

SOC 6 — The Chicano in Contemporary Society* 3 Units
 Class Hours: 3 lecture

This course is an analysis of the socio-economic and political problems confronting the Chicano with emphasis on proposed solutions. Similarities to other ethnic groups will be incorporated in this analysis. Particular focus is placed on the effects that social institutions have had on the ethnic communities of the Southwest. (co-numbered Ch St 1) *Transfer credit: CSU; UC*

SOC 7 — Field Work in Barrio Studies* 3 Units
 Class Hours: 2 lecture, 3 laboratory

Students make supervised field-study, observation of selected barrios, institutions and agencies. This follows preparatory instruction in the characteristics of the barrio. (co-numbered Ch St 7) *Transfer credit: CSU; UC*

SOC 8 — Minority Group Relations* 3 Units
 Class Hours: 3 lecture

This course is an application of sociological theory to the social processes which affect racial, ethnic, and sexual minorities in the United States. An analysis of the relationship between the functions of the institutions of the society and the problems of the minorities will be studied. *Transfer credit: CSU; UC*

SOC 22A/B — 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

This course is designed for students who are interested in furthering their knowledge of Sociology on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

SOC 30 — Sociological Aspects of Aging (CEU)* 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. *Transfer credit: CSU*

SOC 60A-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 credit 3 units.*

*These courses are offered periodically.

SPECIAL EDUCATION

Special Education Courses

SP ED 1 — Survey of Disabilities 3 Units

Class Hours: 3 lecture

This course is an overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations is gained to provide insights in the area of disabilities. The course is designed for the disabled student or anyone interested in working with the disabled. (co-numbered HS 14) *Transfer credit: CSU; UC credit limitations. See counselor.*

SP ED 2 — 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 1-3 Units

Prerequisite: Approval of Instructor.

Class Hours: 1-3 lecture

This course is designed to provide speech therapy for students who are experiencing difficulty with their speech including lisping, stuttering and other related speech problems. May be taken four (4) times for credit.

SP ED 5A — 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

This is an advanced course in Braille designed for those students interested in improving their basic Braille skills for their own use or for working with the visually impaired.

SP ED 10A — Beginning American Sign Language 3 Units

Class Hours: 3 lecture

This is an introductory course to the American Sign Language which is the native language of deaf people. This course includes instruction of basic language structure, manual signs, finger spelling and grammar required for simple manual communication with deaf people. *Transfer credit: CSU; 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.

Class Hours: 3 lecture

This is an intermediate course of instruction in the American Sign Language with emphasis in the area of vocabulary, practice in receptive and expressive skills, and study of ASL idioms and syntax. *Transfer credit: CSU; 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

This is an advanced course of study of the American Sign Language for students interested in improving their fluency, vocabulary and communication skills. It is recommended for instructors of the deaf, interpreters, and those interested in working with deaf people. *Transfer credit: CSU; UC credit limitations. See counselor.*

SP ED 20 — Adapted Physical Education 1½ Units

Class Hours: 1 lecture, 2 activity

This is a special course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be classified by a physician as to the type of physical activity in which they may participate. Each student works on an individual program in terms of adapted exercise and recreational activities. *Transfer credit: CSU*

SP ED 22A/B — Independent Studies in Special Education 1-3/1-3 Units

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

Class Hours: 1-3 tutorial

This course is designed for students who are interested in furthering their knowledge of special education on an independent study basis. Assignments will include library, laboratory and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

SP ED 24 — Self-Defense for the Disabled 1½ Units

Class Hours: 1 lecture, 2 activity

This course is designed to provide disabled students with techniques of self-defense based on their individual physical capabilities and resources. *Transfer credit: CSU*

SP ED 30 — Career Evaluation ★ 1 Unit

Prerequisite: Disabled student or referral from Department of Rehabilitation.

Class Hours: ½ lecture, 1½ laboratory

This course is designed to help students explore their present vocational interests and abilities. Each student will have an individual evaluation of his/her aptitude for occupations based upon exploration of various job related tasks regardless of work history or past work skills. Class is designed to enable the student to plan and prepare for realistic vocational goals.

SP ED 31 — Pre-Vocational Skills 2 Units

Class Hours: 2 lecture

This class is for functionally limited students who have none or very limited work experience. It is an introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc.

SP ED 32 — Job Seeking Skills 2 Units

Class Hours: 2 lecture

This course is for disabled students who wish to improve their job seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision making, interview techniques, strategies for filling out an application, and employee-employer responsibilities.

SP ED 33 — 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: CSU*

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.

Major requirements for upper division standing at:

University of California, Santa Barbara:
Speech and Hearing: Math 15; Physics 11; Psych 1A
Communication Studies: Engl 1B; Speech 2. Select three courses from: Anthropology, History, Political Science, Psychology or Sociology.

Supervision

Speech Courses

SPCH 1 — Introduction to Speech 3 Units

Class Hours: 3 lecture

This course is 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: CSU; UC*

SPCH 2 — Elements of Public Speaking 3 Units

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

Students in this class prepare and make formal delivery of various types of speeches, particularly those types requiring persuasive rhetoric; special attention is given to content and organization, audience motivation, and evaluation and participation in group discussion with practice in parliamentary procedure. Required of speech majors. *Transfer credit: CSU; UC*

SPCH 3 — Voice and Diction 3 Units

Class Hours: 3 lecture

This course covers instruction in individual speech improvement, and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation, and voice production is made, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken two (2) times for credit. (co-numbered ThA 3, TC 8) *Transfer credit: CSU; UC*

SPCH 5 — Elementary Oral Interpretation 3 Units

Prerequisite: Speech 1 or equivalent

Class Hours: 3 lecture

This course covers principles and techniques of interpretive reading of prose with understanding and appreciation and evaluation of the literature selected for reading. This is a performance class. *Transfer credit: CSU; UC*

SPCH 7 — Argumentation 3 Units

Class Hours: 3 lecture

This is a course in the method and practice of formal argumentation and debate. It includes training in research and argument development of propositions of fact, value and policy. Includes training in all kinds and methods of proof, reasoning, cross-examination and delivery skills related to refuting arguments of others, how to cross-examine and be cross-examined, critical listening and note taking. The course provides practical debate speaking situations involving class selected topics and issues, as well as community issues where applicable. *Transfer credit: CSU; UC*

SPCH 10A/B/C/D — Forensics 2/2/2/2 Units

Class Hours: 1 lecture, 3 laboratory

This course provides training, rehearsal, performance and practicum necessary to a competitive speech team. It provides training in argumentation and debate, informative and persuasive speaking, impromptu and extemporaneous speaking. Students research current political economic, legal and social problems. This course provides one-to-one training between student and instructor. Students are expected to participate in either interscholastic competition and/or speakers bureaus for various requesting community groups. *Transfer credit: CSU; UC*

SPCH 16 — Readers Theatre 3 Units

Prerequisite: Eligibility for Speech 1

Class Hours: 3 lecture

The concepts and practices of oral interpretation of literature are studied. Students are involved in supervised activities in performing readers' theatre before community and college audiences. (co-numbered ThA 16) *Transfer credit: CSU; UC*

SPCH 22A/B — Independent Studies in Speech 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 class is designed for students who are interested in furthering their knowledge of speech on an independent study basis. Assigned work will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

SPCH 56 — 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 Sup 56) *Transfer credit: CSU*

SUPERVISION

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	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
	or	
Bus 32	Small Business Operation	3
Bus 39	Business Communications	3
Sup 50	Elements of Supervision	3
Sup 51	Personnel Management	3
Sup 52	Elements of Labor Law	3
Sup 54	Human Relations for Supervisors	3
Sup 56	Business and Professional Speech	3

Total minimum units required in major area — 24

Recommended Courses: Bus 33A, 89; CIS 1; Psych 3; Soc 8

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

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.

TELECOMMUNICATIONS

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:
Hum 3; TC 1, 3A, 5

University of California, Los Angeles:
Motion Picture/Television

Portfolio required. All UCLA College of Fine Arts Breadth Requirements to be completed prior to entry. Overall 3.0 or better. No more than 16 additional units of Theatre and Telecommunications courses.

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 79B	Broadcast Engineering Internship	4
Required Additional Courses:		
Select nine (9) units from one of the following:		
Television Option:		
EL 5B	Technical Electronics II	3
TC 3B	Television Directing and Editing	3
TC 17	Advanced Television Production	3
TC 79A	Telecommunications Internship	1-4
Radio Option:		
EL 5B	Technical Electronics II	3
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
TC 79A	Telecommunications Internship	1-4

Total minimum units required in major area — 25

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

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

Required Courses:		Units
Bus 30	Intro to Business and Economics	3
Bus 31	Business Organization and Management	3
or		
Bus 32	Small Business Operation	3
Bus 39	Business Communications	3
Sup 50	Elements of Supervision	3
Sup 51	Personnel Management	3
Sup 52	Elements of Labor Law	3
Sup 54	Human Relations for Supervisors	3
Sup 56	Business and Professional Speech	3
General Education Courses*		6

Total minimum units required — 30

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

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

Supervision Courses

SUP 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: CSU*

SUP 51 — Personnel Management 3 Units

Prerequisite: Sup 50 or equivalent

Class Hours: 3 lecture

Personnel management is studied as a staff function in the process of manpower administration in the organization. The course includes such topics as policies and methods of obtaining and developing an efficient work force, including manpower planning, recruitment, selection, placement, training, management, development, performance, evaluation, compensation practices, safety, benefits, and administration. *Transfer credit: CSU*

SUP 52 — Elements of Labor Law 3 Units

Class Hours: 3 lecture

This course is a study of contemporary issues in labor that pertain to the supervisor. Includes a review of labor law, labor-management relations, workmen's compensation, affirmative action and OSHA.

SUP 54 — Human Relations for Supervisors 3 Units

Prerequisite: Sup 50 or equivalent

Class Hours: 3 lecture

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

SUP 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 Spch 56) *Transfer credit: CSU*

Telecommunications

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
Hum 3	History of the Motion Picture or	3
Hum 4	Main Currents in Modern Film	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

Required Additional Courses:

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	Basic Electronics for FCC Licensing	3
TC 7B	Advanced Radio Production	3
TC 8	Voice and Diction	3

Total minimum units required in major area — 24

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

Telecommunications Courses

TC 1 — Mass Communications: Introduction to Broadcasting 3 Units

Class Hours: 3 lecture

This is a general survey of the development and nature of Radio and Television, its social, political, economic and cultural implications. Class required of all TC majors. *Transfer credit: CSU; UC*

TC 2 — Broadcast Studio Operation 3 Units

Class Hours: 2 lecture, 3 laboratory

This class covers instruction in basic studio and control room equipment and operation. Students gain practical experience in the various aspects of production, explanation of program patterns, studio procedures, use of equipment and production of programs. *Transfer credit: CSU*

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. *Transfer credit: CSU*

TC 3B — Television Directing and Editing 3 Units

Prerequisite: TC 3A

Class Hours: 2 lecture, 3 laboratory

This course covers advanced directing and editing of special projects and experimental television programs. Each student is responsible for producing a variety of television programs. *Transfer credit: CSU*

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. (Taught on an infrequent basis)

TC 4B — Remote Telecasting 3 Units

Prerequisite: 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. (Taught on an infrequent basis)
Transfer credit: CSU

TC 5 — Radio-Television Writing 3 Units

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course deals with the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. Training is given in the fundamentals of script format, professional methods, and the ethics and restrictions involved in the broadcasting media. (co-numbered Engl 11) *Transfer credit: CSU; UC credit limitations. See counselor.*

TC 6 — Basic Electronics for FCC Licensing 3 Units

Prerequisite: 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 Radio Telephone Operators License. May be taken two (2) times for credit. (co-numbered EL 6)

TC 7A — Radio Production Workshop 3 Units

Prerequisite: TC 1 or concurrent enrollment

Class Hours: 2 lecture, 3 laboratory

This class offers integrated work in various radio broadcasting functions. Including announcing, acting, disc jockeying, basic writing, program direction, program production, advertising, radio interviewing, and station operations. *Transfer credit: CSU*

TC 7B — Advanced Radio Production 3 Units

Class Hours: 2 lecture, 3 laboratory

This is an advanced practical course designed to prepare students for entry-level positions as a radio announcer and/or newscaster at a radio station outside the top 20 major radio markets. Students are given basic background needed in: developing a radio personality; working with and developing music formats; editing, re-writing, and gathering news to function as a broadcast journalist; and preparing an audition tape and resume for use in the job market. *Transfer credit: CSU*

TC 8 — Voice and Diction 3 Units

Class Hours: 3 lecture

This course covers instruction in individual speech improvement, and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation and voice production is made, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken two (2) times for credit. (co-numbered Spch 3, ThA 3) *Transfer credit: CSU; UC*

TC 9 — Acting for Film and TV 3 Units

Class Hours: 2 lecture, 3 laboratory

Students will learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework. Studied also will be microphone techniques and opportunities to perform in student-directed films and television shows. May be taken four (4) times for credit. (co-numbered ThA 9) *Transfer credit: CSU; UC credit limitations.*

TC 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 Journ 12) *Transfer credit: CSU*

TC 17 — Advanced Television Production 3 Units

Prerequisite: TC 3A
 Class Hours: 2 lecture, 3 laboratory
 This is an advanced course in the production of a variety of television program categories. Some programs will be utilized by community media such as CATV public access systems. Includes remote assignments and special projects. May be taken four (4) times for credit. *Transfer credit: CSU*

TC 18A — Music and Sound Recording 3 Units

Class Hours: 2 lecture, 3 laboratory
 This course is an intensive introduction to the theory and practice of audio recording of music and sound. This course includes sections on the recording chain, microphones, tape, signal-processing and noise-reduction theory and equipment, consoles, studio session procedures, disc cutting and pressing and quadraphonic sound. It is designed for the serious recording engineer. *Transfer credit: CSU*

TC 18B — Advanced Music and Sound Recording 3 Units

Prerequisite: TC 18A
 Class Hours: 2 lecture, 3 laboratory
 This is an advanced, practical course in the latest recording industry techniques. Students record, dub, mix-down, etc., a variety of concerts and special events. Special projects are developed at major recording studios in Hollywood. *Transfer credit: CSU*

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
 This course is 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. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

TC 49A-D — Cooperative Work Experience — Telecommunications ★ 1-4 Units

Prerequisite: Placement at a work station
 Class Hours: 5-20 employment, 1 by arrangement
 Students employed in a field related to Telecommunications will design a learning contract in conjunction with their employer that will involve expanded responsibilities and/or the opportunity to learn new job experiences beyond those required in the existing job duties. Direct coordination with the employer in question will be a part of this learning experience.

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: CSU*

TC 79A — Telecommunications Internship 1-4 Units

Prerequisite: TC 3B or TC 7B
 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 taken four (4) times for credit. *Transfer credit: CSU*

TC 79B — Broadcast Engineering Internship 4 Units

Prerequisites: EL 5A and TC 3A
 Class Hours: 12 laboratory
 This internship is designed to provide the Broadcast Engineering student with the required experience in operating a radio or television studio. The student will work 12 hours a week under the direction of a faculty member and a licensed engineer on all aspects of video/radio operations engineering, maintenance and trouble shooting, using test equipment, making electronic repairs, and keeping accurate records.

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, 23A, 23B, 24.
 Th 300 to be taken after transfer.
University of California, Los Angeles:
 Engl 17; ThA 2A, 4A, 4B, 10*.
 *May need to be repeated at UCLA. Consult UCLA advisor.
University of California, Santa Barbara:
 Required courses in all emphases: ThA, 2A, 2B; HE 32.
 Acting: ThA 2C, 2D, 3, 24.
 Design and Technical Theatre: ThA 23A, 23B, 24.
 Directing: ThA 23A, 23B.
 Playwriting: ThA 23A, 23B.

Theatre Arts - Acting Associate in Arts Degree

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

Required Courses:		Units
ThA 1	Intro to the Theatre	3
ThA 2A	Beginning Acting	3.5
ThA 2B	Intermediate Acting	3.5
ThA 2C	Advanced Acting I	3.5
ThA 3	Voice and Diction	3
ThA 10	Production and Performance	3-3
ThA 23A	Stagecrafts	3
ThA 24	Theatrical Costume and Makeup	3

Total minimum units required in major area — 28.5

Recommended Courses: Engl 15AB, 17; Mus 13A; PE 48A; ThA 2D, 9

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

Theatre Arts - Directing Associate in Arts Degree

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

Theatre Arts

Required Courses:	Units
ThA 1 Intro to the Theatre	3
ThA 2A Beginning Acting	3.5
ThA 2B Intermediate Acting	3.5
ThA 10 Production and Performance	3-3
ThA 15A Beginning Stage Direction	3
ThA 15B Intermediate Stage Direction	3
ThA 23A Stagecrafts	3

Total minimum units required in major area — 25

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

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

Theatre Arts Courses

Students planning to take more than 12 units of theatre courses marked * and/or more than 12 units of those marked with † should consult a counselor. The UC system accepts only that number of units in the respective courses.

ThA 1 — Introduction to the Theatre 3 Units

Class Hours: 3 lecture

This course is an introduction to the theatre as an art form; and an appreciation of the theatre, past and present. What the theatre is all about, and how to enjoy it. *Transfer credit: CSU; UC*

ThA 2A* — Beginning Acting 3½ Units

Class Hours: 2 lecture, 4½ laboratory

This is 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. The course includes practical experience in acting and emphasizes stage movement. *Transfer credit: CSU; UC credit limitations.*

ThA 2B* — Intermediate Acting 3½ Units

Prerequisite: ThA 2A or equivalent level of skill

Class Hours: 2 lecture, 4½ laboratory

This course covers further instruction in acting techniques and characterization which includes exercises in pantomime and improvisation. The course will include practical experience with scenes from plays and additional work with stage movement. *Transfer credit: CSU; UC credit limitations.*

ThA 2C* — Advanced Acting I 3½ Units

Prerequisite: ThA 2B or equivalent level of skill

Class Hours: 2 lecture, 4½ laboratory

This course covers advanced instruction in acting techniques and characterization with emphasis on refinement of skills including timing, sense memory, and vocal styles. Students will perform in a variety of scenes from plays and continue work with stage movement. *Transfer credit: CSU; UC credit limitations.*

ThA 2D* — Advanced Acting II 3½ Units

Prerequisite: ThA 2C or equivalent level of skill

Class Hours: 2 lecture, 4½ laboratory

This class covers further advanced instruction in characterization with emphasis on timing, vocal styles and sense memory. Students will perform in a variety of scenes from plays. *Transfer credit: CSU; UC credit limitations.*

ThA 3 — Voice and Diction 3 Units

Class Hours: 3 lecture

This course covers instruction in individual speech improvement, and practice in correct breathing, voice control and diction. The study of correct pronunciation, enunciation, and voice production is made, including the study of dialects, foreign and regional. This course is designed for students in drama, forensics, broadcasting or education. May be taken two (2) times for credit. (co-numbered Spch 3, TC 8) *Transfer credit: CSU; UC*

ThA 4A — History of the Theatre 3 Units

Class Hours: 3 lecture

This course is a history of man's theatrical development from primitive through present. The first semester covers the periods from early Greek through the Italian Renaissance. This course is required of Theatre Arts majors. *Transfer credit: CSU; UC*

ThA 4B — History of the Theatre 3 Units

Class Hours: 3 lecture

This class is a history of man's theatrical development from English Renaissance to the present. It is required of Theatre Arts majors. *Transfer credit: CSU; UC*

ThA 9* — Acting for Film and TV 3 Units

Class Hours: 2 lecture, 3 laboratory

Students will learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stagework. Studied also will be microphone techniques and opportunities to perform in student-directed films and television shows. May be taken four (4) times for credit. (co-numbered TC 9) *Transfer credit: CSU; UC credit limitations.*

ThA 10† — Production and Performance 3 Units

Class Hours: 144 rehearsal total

This course covers supervised acting in performance of college sponsored drama production and experience in all activities related to theatre presentations. May be taken four (4) times for credit. *Transfer credit: CSU; 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: CSU; UC credit limitations.*

ThA 15A — Beginning Stage Direction 3 Units

Class Hours: 2 lecture, 3 laboratory

This is an introductory study of the art and craft of stage direction, past and present. Course will include practical experience in directing scenes by major playwrights. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSU; UC credit limitations.*

ThA 15B — Intermediate Stage Direction 3 Units

Prerequisite: ThA 15A

Class Hours: 2 lecture, 3 laboratory

This course is a continuation of the study of the art and craft of stage direction with emphasis on practical experience with student productions. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSU; UC*

ThA 16* — Readers Theatre 3 Units

Prerequisite: Eligibility for Speech 1

Class Hours: 3 lecture

The concepts and practices of oral interpretation of literature are studied. Students are involved in supervised activities in performing readers' theatre before community and college audiences. (co-numbered Spch 16) *Transfer credit: CSU; UC credit limitations. See counselor.*

ThA 17* — Children's Creative Dramatics and Children's Theatre 3 Units

Class Hours: 2 lecture, 3 laboratory

Students will study the philosophy and techniques of children's creative dramatics and children's theatre, and how to apply them through lecture, participation and demonstration. The culmination of the course will be a children's theatre presentation entirely written, directed and produced by the class. *Transfer credit: CSU; UC credit limitations. See counselor.*

ThA 21* — 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 Engl 25) *Transfer credit: CSU; UC credit limitations. See counselor.*

ThA 22A/B — Independent Studies in Theatre 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 the Theatre on an independent study basis. Assigned problems will involve library, laboratory, and field work. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU; UC credit limitations. See counselor.*

ThA 23A† — Stagecrafts 3 Units

Class Hours: 2 lecture, 3 laboratory

This course emphasizes the theory and practice of set construction, lighting operations, audio operations, painting, costuming, makeup, and special effects. It is a hands-on class which teaches the basic skills in all areas of performing arts production. *Transfer credit: CSU; UC*

ThA 23B† — Lighting and Scene Design 3 Units

Prerequisite: ThA 23A

Class Hours: 2 lecture, 3 laboratory

This course deals with the study of basic lighting and sound theories, equipment procedures, and theatrical effects for stage productions. The fundamentals of theatrical scene design and construction will also be studied. *Transfer credit: CSU; UC*

ThA 24† — Theatrical Costume and Makeup 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 makeup. *Transfer credit: CSU; UC*

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; Urban 1A.

See also AS degree programs in Administration of Justice.

Urban Studies Courses

URBAN 1A — Contemporary Urban Issues 3 Units

Class Hours: 3 lecture

This is an introductory course for students who are considering a career in public services. The course focuses on the variety of current issues related to the urban setting such as the ecological effect of urban growth, governmental structure and financing necessary to meet the public demand for government services, cooperation and conflict between federal, state and local governmental bodies, housing, education, law enforcement, racial conflict, land use and urban renewal. This course fulfills the state requirement for study of American Institutions. *Transfer credit: CSU; UC*

URBAN 1B — Contemporary Urban Issues 3 Units

Class Hours: 3 lecture

This is an introductory course with emphasis placed on field research in addition to lectures and library study in the areas of: ecological effects of urban growth; governmental structure and financing; cooperation and conflict between federal, state and local governmental bodies; housing; law enforcement; education; racial conflict; land use and urban renewal. This course fulfills the state requirement for study of American Institutions. *Transfer credit: CSU; UC*

URBAN 22A/B — Independent Studies in Selected Urban Issues 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 urban issues on an independent study basis. Assigned topics will involve library, laboratory and field study. May be taken for credit to a maximum of 6 units. *Transfer credit: CSU*

URBAN 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 AJ 41) *Transfer credit: CSU*

URBAN 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 AJ 42) *Transfer credit: CSU*

URBAN 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 AJ 43) *Transfer credit: CSU*

URBAN 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 AJ 44) *Transfer credit: CSU*

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: CSU*

URBAN 89A-Z — Institutes in Urban Studies ★ ½-1½ Units

Prerequisite: Urban Service Personnel

Class Hours: 8-24 lecture total

A short term lecture-seminar series on specialized urban issues designed for Urban Studies Personnel. *Transfer credit: CSU*

Topics which have been developed include:

89K — Basic Drug and Abuser Identification (CEU) ★ ½ Unit

Class Hours: 8 lecture total

89L — Legal Rights of Women ★ ½ Unit

Class Hours: 8 lecture total

89M — Child Abuse (CEU) ★ ½ Unit

Class Hours: 8 lecture total

VOLUNTEER SERVICES TRAINING AND MANAGEMENT

This program is designed to provide the student with the opportunity to do volunteer field work with various individuals, departments, agencies, and organizations on the college campus and throughout Ventura County. Volunteer opportunities are offered in Business, Educational, Health, Recreational, and Social Service areas. Such field work aids the student in career and academic exploration by providing practical work experiences.

Volunteer Services Training and Management Courses

VSTM 2ABCDEF — Field Service for Volunteers ★ each 1½ Units

Prerequisites: 2A for 2B, 2B for 2C, 2C for 2D, 2D for 2E, 2E for 2F

Class Hours: 72 laboratory total (by arrangement) for each course.

Student volunteers are assigned to work with individuals, departments, agencies, or organizations under the continuous direction, supervision, and evaluation of appropriate work and College personnel. Volunteers are provided with information regarding the purpose, organization, and philosophy involved in each assignment. Additionally, specific jobs and work standards, work times, and the extent of the student's commitment are discussed.

VSTM 49A-D — Cooperative Work Experience — Volunteer Services Training and Management ★

1-4 Units

Prerequisite: Placement at a work station

Class Hours: 5-20 employment, 1 by arrangement

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

Special Note:

This two-year catalog will be updated through a supplement on course changes and transfer/degree information that will be published in September 1985.

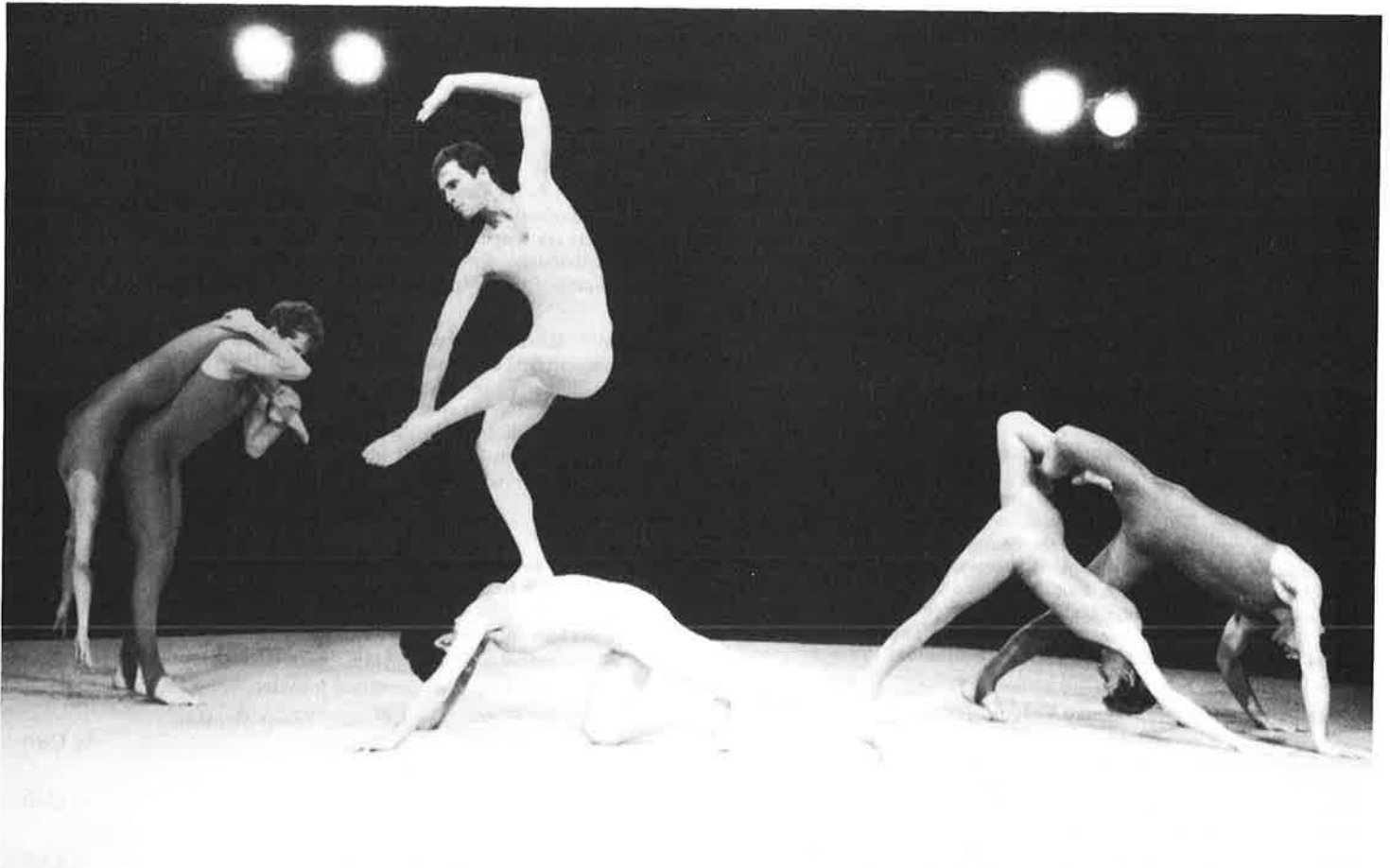


Photo by Rhonda Campbell

COLLEGE FACULTY AND ADMINISTRATION

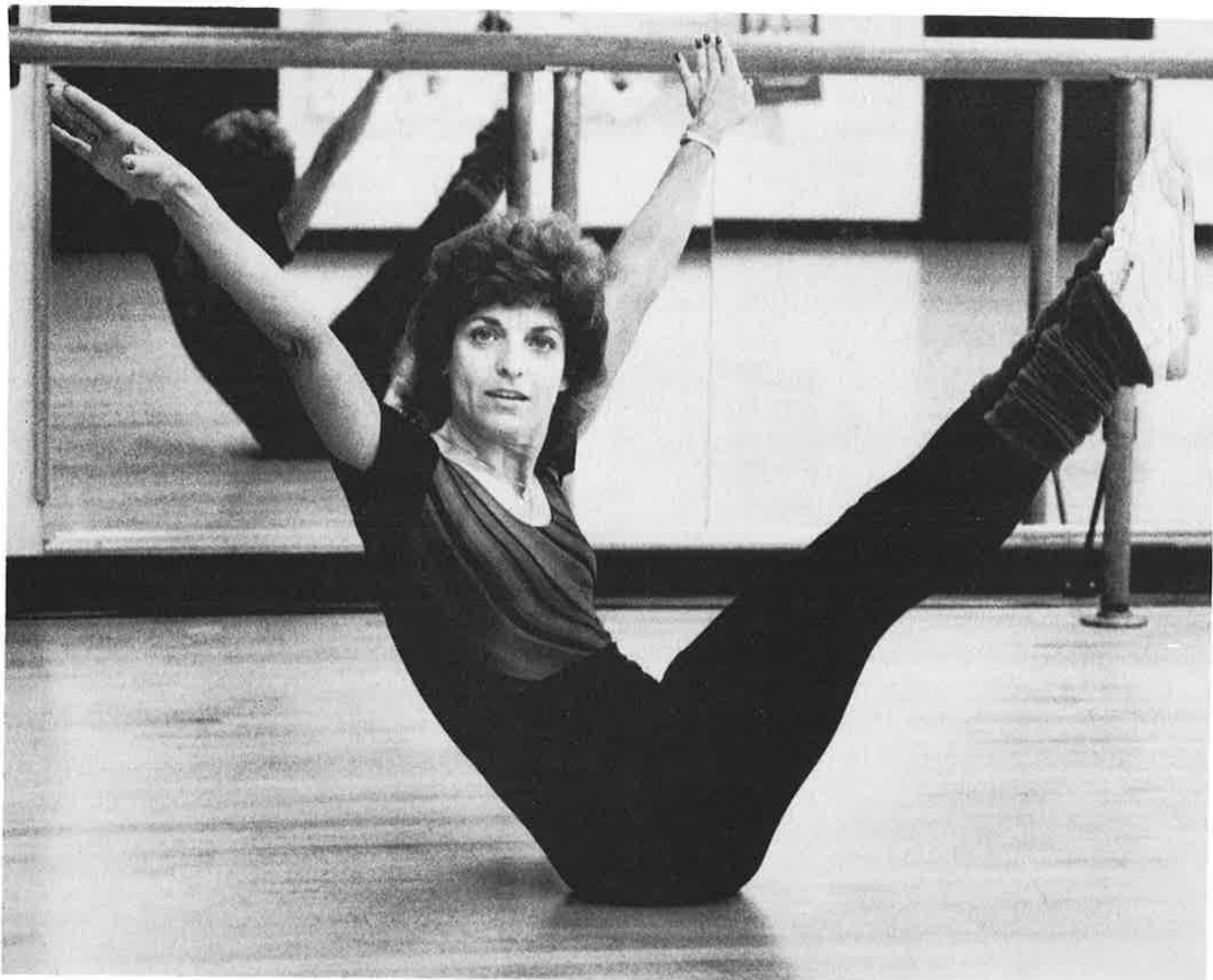


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Faculty and Administration

COLLEGE FACULTY AND ADMINISTRATION

GOVERNING BOARD

Dr. Fernando Elizondo - President
Mrs. Ruth Oren - Vice President
Mr. David Bender
Dr. James T. Ely
Mr. Gregory Kampf

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Chancellor Alfred P. Fernandez
Vice Chancellor, Administrative Services Maynard E. Sommer
Vice Chancellor, Instructional Services John D. Tallman
Vice Chancellor, Personnel/
Affirmative Action Barbara Derryberry

ADMINISTRATION OF THE COLLEGE

President W. Ray Hearon
Office of Administrative Services:
Vice President, Administrative Services Stanley L. Bowers
Director, Financial Services Richard E. Coward
Director, Maintenance and Operations Charles M. Gibson
Office of Instructional Services:
Vice President, Instructional Services James R. Gayle
Dean, General and Transfer Education A. Darlene Pacheco

Dean, Vocational Education Lawrence G. Lloyd
Director, Continuing Education/
Company Specific Training Jack Fleming
Director, Humanities Division Sidney Adler
Director, Physical Education/
Health Division F. Paul Dunham
Director, Science/Mathematics/
Engineering Division Floyd Martin
Director, Social Science Division Position Vacant
Director, Technology/Business Division Kenneth E. Ainge

Office of Student Services:
Vice President, Student and Educational
Services Floyd D. Thionnet
Dean, Admissions and Records Judith A. Gerhart
Dean, Counseling William I. Bendat
Director, Athletics F. Paul Dunham
Director, Community Services/
Educational Services Alicia Long
Director, Learning Resources Edward F. Tennen

Organization of Departments and Clusters

Department Head, Behavioral Sciences Carol Woodward
Department Head, Business and Economics Marshall Keyser
Coordinator, Extended Opportunity
Program Services Paul K. Pagson
Department Head, Fine Arts Kirk D. Aiken
Department Head, History and Institutions Robert Herman
Department Head, Language and Literature Richard Edwards
Department Head, Life Sciences Larry Miller
Department Head, Mathematics Christine Aguilera
Department Head, Performing Arts Katherine Lewis
Department Head, Physical Education John Keever
Department Head, Physical Sciences Richard Kurtik
Coordinator, Special Education Janet M. Zaboski
Coordinator, Student Health Services Evelyn G. Moore

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.	Allen, Judith (1968) English A.B., Pennsylvania State University; M.A., Sacramento State College; M.L.S., Immaculate Heart College.	Beron, Alberto (1971) Mathematics B.S., M.A., California State University, Los Angeles. (Sabbatical, Fall 1984)
Aguilera, Christine S. Ruiz (1972) Department Head, Mathematics B.A., University of California, Irvine; M.A., University of California, San Diego.	Anderson, Donald (1968) Agriculture B.S., California State University, Fresno; M.A., California Polytechnic State University, San Luis Obispo; Ph.D., Colorado State University, Fort Collins, Colorado.	Bettini, Arthur J. (1967) History B.A., M.A., University of California, Los Angeles.
Aiken, Kirk (1969) Department Head, Fine Arts B.A., University of Southern California; M.A., California State College, Los Angeles.	Becht, Balazs (1983) Laser/Electro-Optics B.S., M.S., California State University, Northridge.	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.
Ainge, Kenneth (1967) Director, Business and Technology Division A.B., University of California, Santa Barbara; M.A., University of California, Los Angeles; Ed.D., Brigham Young University.	Bell, Mary L. (1983) Associate Librarian B.A., University of California, Santa Barbara; M.L.S., University of Southern California.	Biderman, Sharon (1972) Office Technology B.A., Cornell College, Iowa; M.A.E., California Lutheran College.
Alexander, Judy (1968) Nutrition B.S., University of California, Los Angeles; M.S., California State University, Northridge.	Bendat, William I. (1970) Dean, Counseling B.A., University of California, Los Angeles; M.A., California State University, San Diego; Ph.D., Nova University.	Bishop, David (1968) Biological Sciences B.S., Washington State University; M.A., Univer- sity of California, Santa Barbara.
Alger, Norman (1970) Anthropology B.S., University of Washington; M.A., University of California, Santa Barbara.	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.	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 Bar- bara.

Faculty and Administration

- 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)** Vice President, Administrative Services
A.A., Pasadena City College; B.A., California State University, Los Angeles; M.A.T., The Johns Hopkins University; Ed.D., University of Southern California.
- Bridgeman, Gerald (1969)** 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.
- Buckner, Kenneth (1968)** Sociology
B.S., M.A., University of Southern California.
- Byrne, Denise J. (1981)** Nursing
B.S.N., M.S.N., California State University, Los Angeles.
- Cardoni, Richard F. (1980)** Counseling
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.
- Collins, Catherine C. (1981)** Nursing
B.S., University of Rochester; M.S., Boston University.
- Copsey, Cecile M. (1968)** History
B.A., University of California, Berkeley; M.A., University of California, Los Angeles.
- Corbell, Marjorie L. (1970)** Office Technology
A.A., Kansas City Junior College; B.S., Central Missouri State College; M.A., California State University, Long Beach.
- Coester, Jan Kilian (1972)** Philosophy
B.A., Harvard University; M.A., University of California, Santa Barbara.
- Coward, Richard (1976)** Director, 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)** Department Head, Language and Literature
A.B., University of California, Santa Barbara; 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)** Psychology
A.A., Ventura College; B.A., M.A., California State University, Northridge.
- Fecht, Gerald R. (1969)** History/Humanities/Marketing
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/Computer Science
B.A., University of California, Santa Cruz; M.A., University of Oregon.
- Fink, Paul (1970)** Philosophy
B.A., Pennsylvania State University; M.A., University of Rochester.
- Fleming, Jack (1968)** Director, Continuing Education/Company Specific Training
B.A., California State University, Sacramento; M.A., California Lutheran College.
- Gayle, James R. (1967)** Vice President, Instructional Services
B.S., United States Naval Academy; M.S., Purdue University.
- Gerhart, Judith A. (1983)** Dean, Admissions and Records
B.S., M.Ed., De Paul University, Illinois; Ed.D., Nova University, Florida.
- Ginet, Carole (1968)** Sociology/Humanities
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., Ph.D., University of California, Santa Barbara.
- Gray, John M. (1971)** Photography
Institute of Design, Chicago.
- Griffith, W. Randolph (1967)** History
B.A., University of California, Riverside; M.A., University of California, Los Angeles.
- Gucciardo, Peter (1971)** Economics
A.B., California Lutheran College; M.A., University of Southern California, Los Angeles.
- Halleran, Ronald (1975)** Health Science/Physical Education
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.
- Harper, Clint D. (1978)** Physics/Engineering
B.S., M.S., California State University, Northridge; A.M., Ph.D., University of Southern California.
- Harris, Verle D. (1968)** Engineering Technology
B.S.E., California State University, Long Beach.
- Hearon, W. Ray (1967)** President
B.A., M.A., University of California, Berkeley; Ed.D., University of California, Los Angeles.
- Henderson, Donald (1974)** Counseling
B.A., Austin College; M.S., California State University, Los Angeles.
- Herman, Robert (1968)** Department Head, History and Institutions
B.A., M.A., University of California, Santa Barbara.
- Heydenreich, John (1971)** Counseling
B.S., University of Southern California; M.S., California State University, Los Angeles.
- Hyams, Alan (1971)** Music
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.
- Izumo, Susan (1981)** Counseling
A.B., M.A.T., Whittier College; M.S., California Lutheran College.
- Keever, John (1969)** Department Head, Physical Education
B.A., University of California, Santa Barbara; M.A., Chico State College.
- Keyser, Marshall R. (1974)** Department Head, Business/Economics
B.S., Shippenburg State College, Pennsylvania; M.S., Ph.D., University of Pittsburgh, Pennsylvania.
- Klose, Taylor (1971)** Language Arts
B.A., Harvard; M.A., California State University, Northridge. (Leave, 1984-85)
- Kurtik, Richard (1971)** Department Head, Physical Sciences
B.S., California State College; M.A., University of California, Santa Barbara.
- Lewis, Katherine (1975)** Department Head, Performing Arts
B.A., M.A., University of California, Los Angeles; Ph.D., University of California, Santa Barbara.
- Lloyd, Lawrence G. (1967)** Dean, Vocational Education
A.B., M.A., University of Southern California.
- Loiselle, Linda S. (1981)** Nursing
B.S.N., University of Illinois Medical Center, Chicago; M.S.N., California State University, Los Angeles.
- Long, Alicia A. (1979)** Director, Community Services/Educational Services
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, Diana (1970)** English
A.A., Ventura College; B.A., M.A., San Francisco State College; Ed.D., Nova University, Florida.
- Lopez, Robert (1971)** Archaeology/Anthropology
B.A., M.A., California State University, Northridge.
- MacTague, Ray (1974)** Business
A.A., Orange Coast College; B.S., California State University, Long Beach; M.B.A., California State University, Northridge; M.A., California Lutheran College.
- Mallory, Norman (1972)** English
B.A., M.A., Chico State College.
- Martin, Floyd (1967)** Director, Science/Mathematics and Engineering Division
B.S., M.A., Arizona State University.
- Matsuda, Stella S. (1980)** 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.

Faculty and Administration

- McCullough, MoDean (1969)** Physical Education
B.S., Jamestown College, N.D.; M.S., University of North Dakota.
- Mehr, Sheldon (1970)** Music
B.A., University of California, Los Angeles; M.A., California State University, Los Angeles.
- Mendoza, Gilbert R. (1973)** Physical Education
B.A., California State University, Fresno; M.A., California Polytechnic, San Luis Obispo.
- Meyer, Harold F. (1969)** Physics
B.S., M.A., California State College, Long Beach.
- Miller, Alfred J. (1972)** Telecommunications
A.B., University of N. Carolina; M.S., University of Illinois. (Sabbatical, Fall 1984)
- Miller, Larry O. (1971)** Department Head,
Life 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)** Chemistry/Mathematics
B.S., Harvey Mudd College; M.A., University of California, Riverside.
- Moore, Evelyn (1974)** College Nurse/
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/
Humanities
B.A., Purdue University; M.A., California Lutheran College.
- Murphy, David K. (1969)** Chemistry/Computer
Science
B.S., University of California, Berkeley; M.A., Ph.D., University of California, Santa Barbara.
- Naseri, Muthena (1974)** Biology/
Environmental Science
B.S., Arkansas State University; M.S., Kansas State University.
- Nordquist, Alwyn (1967)** Physical Education
B.A., San Diego State University; M.A., Long Beach State University.
- Noyes, Jack (1970)** Art
B.S., M.A., University of Michigan.
- Ogden, Gary (1976)** Biological Science
A.B., M.A., California State University, Fresno; Ph.D., University of California, Santa Barbara.
- Outland-McFarlen, Barbara (1976)** English/Reading
M.A., California State University, Los Angeles.
- Pacheco, A. Darlene (1969)** Dean, General and
Transfer Education
B.A., M.A., Ed.D., Colorado State University.
- Pagson, Paul (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
B.S., California Polytechnic, Pomona; M.A., California Polytechnic, San Luis Obispo.
- Patterson, Susan (1972)** Math/Chemistry
B.S., University of Illinois; M.S., Ph.C., University of California, Los Angeles.
- Pearson, Beverly J. (1967)** Spanish
B.A., University of Michigan; M.A., University of California, Berkeley.
- Pollock, Steven J. (1968)** 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.
- Price, Gerald M. (1982)** Journalism
B.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)** Geology/Geography
B.A., University of California, Los Angeles; M.A., California State University, Northridge.
- Reinhart, Margarete (1974)** Mathematics
B.A., M.A., University of Southern California. (Sabbatical, 1984-85)
- Reynolds, Jack G. (1969)** Biology
B.A., M.A., University of California, Berkeley.
- Reynoso, Amado (1969)** History/Spanish
B.A., San Diego State College; M.A., San Francisco State College.
- Sardisco, Frank V. (1968)** Art
B.A., University of California, Los Angeles; M.F.A., Otis Art Institute.
- Schaak, J. Fred (1981)** Math/Computer
Science
B.S., University of California, Davis; M.S., California State University, Northridge.
- Schechter, Arthur J. (1980)** Biology/Health/
Chemistry
A.B., M.S., Ed.D., University of Southern California.
- 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.
- Shubert, Brenda (1982)** Nursing
B.S.N., Medical College of Georgia; M.N., University of California, Los Angeles.
- Sica, Patricia (1981)** Nursing
B.S.N., California State University, Los Angeles; M.P.H., California State University, Northridge. (Leave of Absence, 1984-85)
- 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.
- 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
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)** Urban Studies/
Political Science
B.A., University of California, Los Angeles; M.A., California Lutheran College.
- Stringer-Eilers, Pauline (1970)** Home Economics
B.S., Oklahoma State University; M.S., California State University, Northridge; Ed.D., Nova University, Florida. (Sabbatical, Spring 1985)
- Strong, Richard (1971)** Speech/Forensics
B.A., M.A., University of Redlands.
- Strumpf, Michael (1967)** English/Reading
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; Ed.D., Nova University, Florida.
- Tennen, Edward F. (1980)** Director,
Learning Resources
B.A., California State University, Long Beach; M.A., M.S.L.S., University of Southern California; Ed.D., Nova University, Florida.
- Thionnet, Floyd D. (1972)** Vice President,
Student and Educational Services
B.S., University of Arizona; M.S., California Polytechnic State University, San Luis Obispo.
- Thompson, Joan (1974)** Music
B.A., M.A., California State University, Northridge.
- Thomsen, John E. (1969)** Electronics
B.S., M.S., University of California, Los Angeles.
- Todd, Erma B. (1976)** English/Reading
B.A., M.A., California State University, Northridge.
- Trego, Nancy L. (1980)** Physical Education
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)** Astronomy/Chemistry
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., M.A., California State University, Northridge.
- Wolff, Louis A. (1982)** Computer Information
Systems
B.S., University of La Verne, Point Mugu.
- Woodward, Carol (1981)** Department Head,
Behavioral Sciences
B.A., M.A., California State University, Northridge; Ph.D., University of Southern California.
- Wyman, James L. (1974)** Business/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.

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 Col-
lege, 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.

Hannon, James (1971) Sociology/Political Science
B.A., Wayne State University, Detroit; M.A.,
University of California, Los Angeles; Ed.D., Nova
University, Florida. (Deceased)

Herzog, Stephen J. (1967) Department Head,
Social Science
B.A., M.A., Ph.D., University of California, Los
Angeles. (Deceased)

Hurley, John (1967) Associate Librarian
B.A., M.A., California State University, San Diego;
M.L.S., University of California, Los Angeles;
Ed.D., Nova University, Florida. Retired June,
1983.

Imbach, Marjorie (1971) Director, Community
Services and Publications
B.A., University of California, Santa Barbara;
M.A., University of California, Los Angeles.
Retired June, 1979.

Lane, James W. (1969) Law Enforcement
A.A., Valley College, Van Nuys, California. Retired
June, 1974.

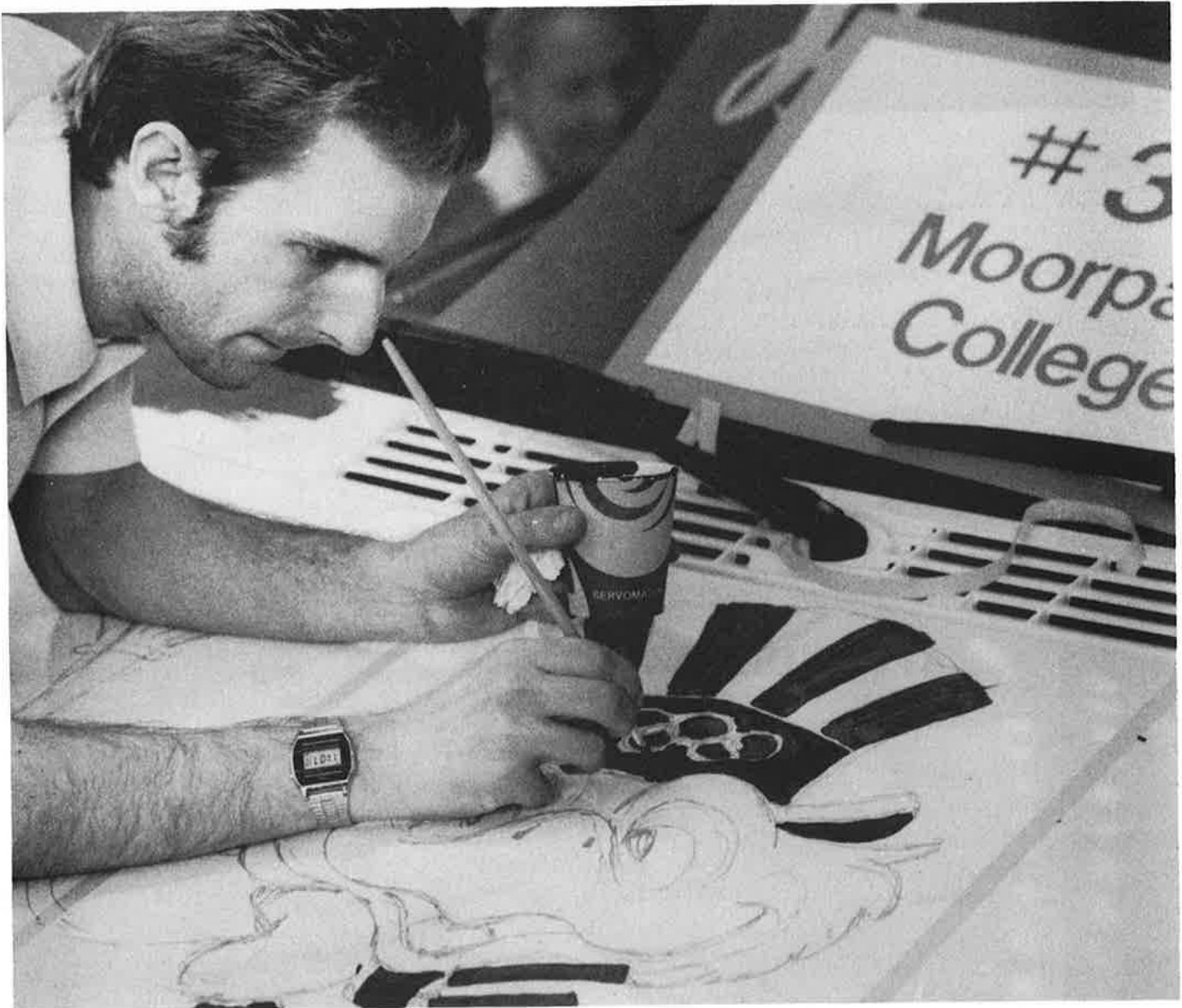
Lossner, Walter M. (1969) Sociology
B.A., B.D., Concordia Seminary; M.S., Los
Angeles State College; Ph.D., University of
Southern California. Retired June, 1977.

Sarnecky, Dorothy (1967) Geology
B.A., Notre Dame; M.S., Stanford University.
Retired June, 1979.

Schonberger, Clinton (1967) Department Head,
Life Sciences
B.A., B.S., M.A., University of North Dakota.
Retired June, 1973. (Deceased)

Slama, Michael M. (1966) Director of
Library Services
J.D., Charles University, Prague, 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.



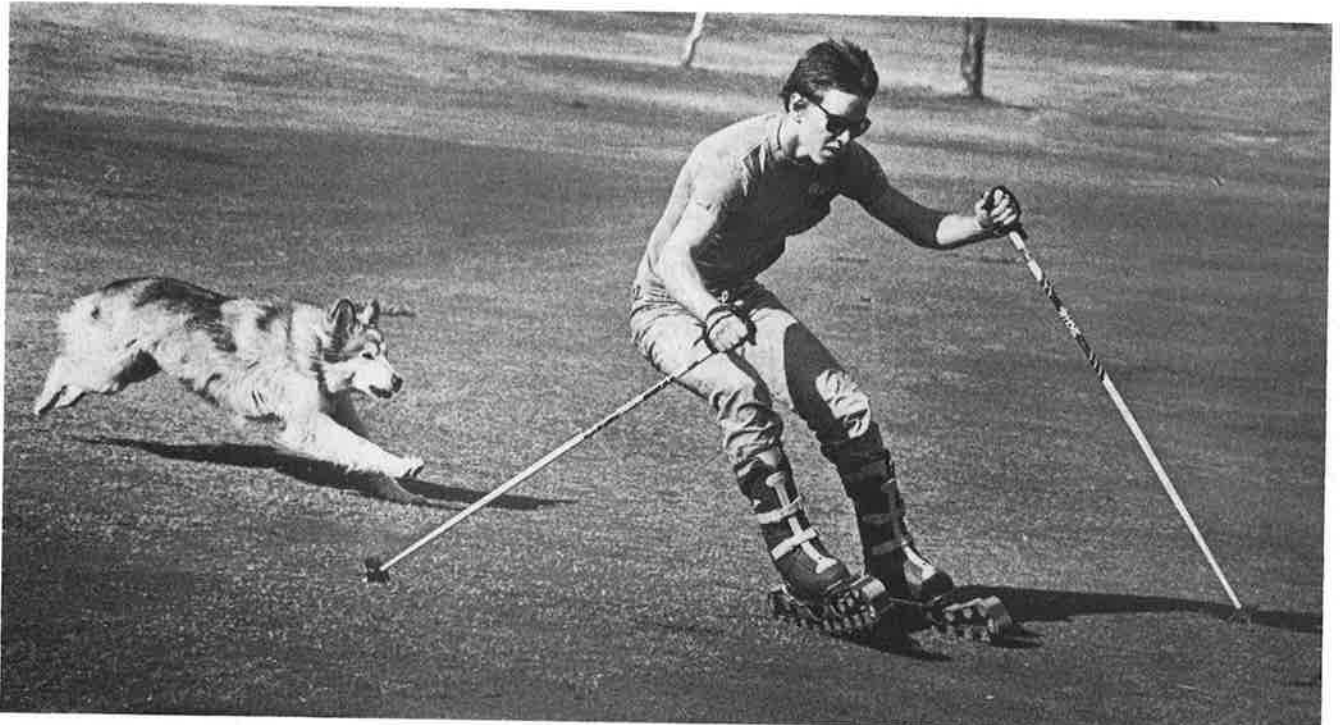


Photo by Tom Chandler

APPENDIX



Photo by Tom Chandler

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 Vice President, Student and Educational Services at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Vice President, Student and Educational Services shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Student records are maintained in a manner to insure privacy of all such records and the colleges in this district shall not, except as authorized, permit any access to or release of any information therein.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The College shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order.

Students may request copies of records for review. A fee of \$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 Vice President, Student and Educational Services at the college of attendance at the time of enrollment or earlier if the activity occurs prior to the opening of school.

CHALLENGE

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclu-

sion of inference, (3) a conclusion or inference outside of the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District or his designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

Appendix II

AFFIRMATIVE ACTION

The Ventura County Community College District and its three colleges — Moorpark College, Oxnard College, and Ventura College — are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, or marital status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978.

Equal Opportunity Act

The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Affirmative Action.

Pursuant to the provisions of Assembly Bill 803, the Governing Board has adopted a policy and procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, or physical or mental disability. Both the policy and the procedure apply to students, employees, and applicants.

Inquiries regarding these laws and regulations, and the corresponding Board policies, may be directed to the District Affirmative Action Officer, c/o District Office, 71 Day Road, Ventura, CA 93003, telephone 642-0161 or 647-7387, Ext. 51.

Appendix III

POLICY ON SEXUAL HARASSMENT

The Ventura County Community College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws. The laws include prohibitions of discrimination in employment and educational programs and services on the basis of sex.

Recent guidelines for Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. 'Sexual harassment on the basis of color, race, religion or national origin has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended' (Federal Register, April 11, 1980). Recent interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual harassment is unacceptable conduct, is unlawful, and will not be tolerated by the Ventura County Community College District. Disciplinary action shall be initiated against any individual found guilty of sexual harassment. The following criteria shall determine whether actions constitute sexual harassment.

1. **Employment/Educational Condition.**
Submission to the conduct is either an explicit or implicit term or condition of employment and/or pursuit of educational objectives.
2. **Employment/Educational Consequence.**
Submission to or rejection of the conduct is used as a basis for employment, educational, and/or service decisions affecting the persons who did the submitting or rejecting.
3. **Offensive Job/Educational Interference.**
The conduct has the purpose or effect of substantially interfering with an individual's work, academic, or other educational performance or creating an intimidating, hostile or offensive environment.

IMPLEMENTATION AND GRIEVANCE PROCEDURES: STUDENTS

This procedural statement is a special application of the College District's Student Grievance Policy. It is presented in direct reference to the sexual harassment of the students of the colleges of the Ventura County Community College District and to the related policy of the District adopted by the District's Governing Board. The Board policy is based on Federal and State statutes on this subject.

While sexual harassment of students by other students or by District employees represents a wrong as described in the District's "Student Grievance Procedures," the nature of this particular offense renders it exceptional. Thus, a separate procedure has been established to recognize this distinction.

Sexual harassment is a matter requiring unusually prompt attention by authority since failure to act may represent various kinds of academic and personal damages to the alleged victim. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since this District recognizes the delicate nature of such situations, each step in the grievance procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of these procedures to result in prompt recourse and to ensure fairness and equity to both the person alleging the wrong and to the person accused of the wrong.

The District recognizes its responsibility to make every effort to maintain a neutral work and educational environment free of sexual harassment and/or intimidation.

For purposes of this policy, examples of conduct which may constitute sexual harassment, and are outside the standards of professional conduct, include:

1. Deliberate or unsolicited verbal comments, gestures, physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with work productivity.
2. Implicit or explicit sexual behavior by a teacher, supervisor, fellow student, or co-worker to control, influence or otherwise affect the job, salary, course grade, performance evaluation, opportunity for employment, or career of an employee, nondistrict affiliated applicant for employment, or student.

Step 1. Students who believe that they have been subjected to any form of sexual harassment should carefully review both the District's policy on this subject and this procedure. They are encouraged to seek counsel from any member of the college community in whom they have confidence; however, it is recommended that the student contact the Counseling Office to discuss any possible complaint. In order to provide the best professional support to students, the Dean of Counseling or his/her designee shall designate two counselors, one male, one female, who will have special responsibility for advising students in matters of sexual harassment. The purpose of such counsel is personal support in a time of crisis. If the complaint involves sexual harassment by a college district employee, the student should proceed to Step 2 of this procedure (see below). The student shall have the right to be accompanied through the complaint process by an advisor of his/her choice. If the problem involves sexual harassment by another student, the Counseling Office shall refer the complainant to the Vice President, Student and Educational Services who will take action as prescribed in the Student Conduct Code.

Step 2. Complaints should be brought to the College. The Vice President will hear the complaint, counsel the complainant and be available to act as the complainant's advisor during the resolution process. If, for any reason, the Vice President is unavailable or if the complainant rejects this party in the role described, the college officer hearing the charges shall be the Vice President, Instructional Services.

Step 3. If the problem cannot be resolved at the second step within five working days, the Vice President will transmit it, in writing and signed by the complainant, to the college President and to the District Affirmative Action Officer for information purposes.

The President will act as described in the circumstances that follows:

1. The President will ask the campus certificated management representative to the District Advisory Committee on Affirmative Action to consult with the person mentioned in the complaint and such other persons as may be necessary to resolve the complaint. The supervising manager of the person accused must be consulted in this process, and the accused will be given a copy of the written accusation.

Student Rights, Responsibilities

2. If the problem cannot be resolved to the satisfaction of all parties at Step 1 within five working days, the campus management Affirmative Action representative will transmit the written and signed complaint to the President. At this point, the President may either dismiss the matter for cause stated in writing to all parties or remand the case to a formal hearing. The President must act within five working days.
- Step 4. If a formal hearing is held, the following procedures will be employed by the college Grievance Committee.¹
1. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 2. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
 3. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor. If the person who is the subject of the complaint elects to have legal counsel present at the hearing, he/she must notify the College/District in sufficient time so that the District might arrange to have its own legal counsel available.
 4. The accused person and/or representative may be present, as well as the aggrieved person and/or her/his representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
 5. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
 6. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
 7. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - a. Concur with the committee's recommendation.
 - b. Not concur with the committee's recommendation.
 - c. Take alternative action.
 - d. The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
 8. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District through the District's Affirmative Action Officer; if he/she is still dissat-

ified with the decision, an appeal may be made to the Governing Board who shall render the final decision.

9. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in employee's personnel record will be made in compliance with board/state/federal laws, rules, regulations and contracts.

¹The nature of the College Grievance Committee is described fully under the main Student Grievance Policy.

Appendix IV

STUDENT RIGHTS & RESPONSIBILITIES

I. Associated Students

The Governing Board of the Ventura County Community College District recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

II. Privileges of Student Organizations

- A. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
- B. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off-campus events, unless authorized by the Associated Students.
- C. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Vice President, Student and Educational Services. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
- D. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

III. Off-Campus Affiliations

Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off-campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.

IV. Advocacy and Free Expression

- A. **PURPOSE.** The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.

Student Rights, Responsibilities

B. REGISTERED STUDENTS. Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:

1. That the cause or issue being advocated is legal.
2. That the District's outside speaker policy is observed.
3. That college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or his designated representative are respected.
4. That if, in the judgment of the President of the college or his designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, he may order individual students or chartered student organizations, to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/administrator committee at each college and approved by the college President.

C. NON-STUDENTS. The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students. However, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.

D. MAINTENANCE OF ORDER. It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order on and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The President of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

V. Dress Code

The dress of persons appearing on the campuses of the Ventura County Community College District shall comply with generally accepted standards of hygiene and good taste. Clothing that is worn shall be such as to avoid interference with the educational responsibilities of the District, or with any other approved activities taking place within the District's jurisdiction.

VI. Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and citizens.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fund raising activities (EC 76062), examination of instruc-

tion materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

VII. Notices & Posters

Student and other college developed posters and flyers may be distributed or displayed as follows:

Any posters, flyers or other materials which advertise instructional programs, student activities or any other events that can be **CLEARLY IDENTIFIED** as having Moorpark College sponsorship may be circulated and posted without bearing the "approved for posting" stamp.

VIII. Use of College Facilities

A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.

B. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:

- a. chartered student organizations
- b. certificated personnel
- c. organizations of college employees
- d. the associated students
- e. groups of ten or more students
- f. community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).

C. Reservation of college facilities shall be made in the Office of the Dean, General and Transfer Education a reasonable time in advance of the event to permit schedule to be arranged. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Advisor to Student Activities.

D. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.

E. Outdoor Meetings and Events

1. Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.
2. The campus center patio is available as a discussion area. The Vice President, Student and Educational Services may approve other areas if unusual circumstances require.
3. Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Vice President, Student and Educational Services may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the pur-

Student Grievance Policy

poses of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present.

F. Tables

1. Student organization and groups cited may maintain a table in the following areas:
 - a. foyer of the campus center
 - b. patios of the campus center
 - c. mall
2. Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
3. Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
4. Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of accosting individuals or by shouting is prohibited.

Appendix V

STUDENT GRIEVANCE

I. PURPOSE

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that she or he has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or any employee of the college.

II. DEFINITION

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

III. PROCEDURES

A. Informal Processes

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of

these steps are unsuccessful, the aggrieved student should discuss the problem with the Vice President, Instructional Services (for all programs and services controlled by this person) or the Vice President, Student and Educational Services (for all other college programs and services).

B. Formal Processes

If the aggrieved student believes that the informal consultation processes mentioned in III A. have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance. Resolution of grievances may not abrogate state or federal laws and applicable 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 Vice President, Student and Educational Services within 90 calendar days of the final event in a sequence of events if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Vice President, Student and Educational Services receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in III A.
3. The Vice President, Student and Educational Services will verify the completeness of the written charge and present the charge to the Grievance Committee within ten working days of receipt.
4. The Grievance Committee will review the charges made in III B.2. within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (III B.4.).

6. Formal hearing procedures:

- a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (III B.5.).
- b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
- c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
- d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
- e. The accused person and/or representative may be present as well as the aggrieved person and/or 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 Chancellor of the Ventura County Community College District; if she/he is still dissatisfied with the decision, an appeal may be made to the Governing Board 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 VI

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 Vice President, Student and Educational Services shall have the power to impose suspension and to recommend expulsion. Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

- 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 alcoholic beverages, narcotics, hallucinogenic drugs, marijuana or other dangerous drugs, except as expressly permitted by law.

Student Conduct Code

K. Possession, while on the college campus or at an on or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his designated representatives or member of the law enforcement agencies, as police officers); any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles, any dirk, dagger, firearm (loaded or unloaded), 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 Governing Board 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(ies):

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 in-

voked by the instructor for disciplinary reasons in the classroom. The college President, Vice President, Student and Educational Services, or other staff member designated by the President may summarily suspend a student when he 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 Governing Board may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus.

III. Student Conduct Due Process

A. Preliminary Action

1. The Vice President, Student and Educational Services shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.

2. The Vice President, Student and Educational Services shall confer with the student for the purpose of advising the student of the charge, possible sanctions upon him/her and his/her rights under college regulations, state and federal laws.

3. The Vice President, Student and Educational Services may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice President, Student and Educational Services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.

4. At this point, the Vice President, Student and Educational Services may take any of the following actions:

- Dismiss the charge for lack of merit.
- Issue a warning or a letter of reprimand.
- 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 Vice President, Student and Educational Services' decision, the Vice President, Student and Educational Services shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in 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:

- One student, one faculty member, and one administrator (other than the Vice President, Student and Educational Services and his/her immediate

staff. These persons are appointed by the College President).

- b. The President shall designate the chairperson of the Hearing Committee.
- c. A minimum of one committee shall be selected annually.
- d. Upon notification of the committee composition, each party is allowed one pre-emptory challenge, excluding the chairperson.
- e. A quorum shall consist of all three members of the committee.
- f. The chairperson will allow any proposed member of the committee to decline participation in the hearing.

C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within fifteen working days of receipt of the Vice President, Student and Educational Services' request.
2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
4. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. 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 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 Chancellor of the Ventura County Community College District; if she/he is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.
9. Records of all proceedings will be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.



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Tuition Schedule

Appendix VII

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER**

**NONRESIDENT AND OUT-OF-DISTRICT
1984-85 TUITION FEE AND REFUND SCHEDULE**

Units Enrolled	Tuition Charge	1st Week Refund	2nd Week Refund		3rd Week Refund		4th Week Refund
		Reg. & SS	Reg.	SS	Reg.	SS	**Reg. Only
.5*	\$ 48.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1.0*	97.00	47.00	47.00	47.00	47.00	24.25	24.25
1.5*	145.50	95.50	95.50	72.75	72.75	36.38	36.38
2.0*	194.00	144.00	144.00	97.00	97.00	48.50	48.50
2.5	242.50	192.50	101.88	121.25	121.25	60.63	60.63
3.0	291.00	241.00	218.25	145.50	145.50	72.75	72.75
3.5	339.50	289.50	254.63	169.75	169.75	84.88	84.88
4.0	388.00	338.00	291.00	194.00	194.00	97.00	97.00
4.5	436.50	386.50	327.38	218.25	218.25	109.13	109.13
5.0	485.00	435.00	363.75	242.50	242.50	121.25	121.25
5.5	533.50	483.50	400.13	266.75	266.75	133.38	133.38
6.0	582.00	532.00	436.50	291.00	291.00	145.50	145.50
6.5	630.50	580.50	472.88	315.25	315.25	157.63	157.63
7.0	679.00	629.00	509.25	339.50	339.50	169.75	169.75
7.5	727.50	677.50	545.63	363.75	363.75	181.88	181.88
8.0	776.00	726.00	582.00	388.00	388.00	194.00	194.00
8.5	824.50	774.50	618.38	412.25	412.25	206.13	206.13
9.0	873.00	823.00	654.75	436.50	436.50	218.25	218.25
9.5	921.50	871.50	691.13	460.75	460.75	230.38	230.38
10.0	970.00	920.00	727.50	485.00	485.00	242.50	242.50
10.5	1,018.50	968.50	763.88	509.25	509.25	254.63	254.63
11.0	1,067.00	1,017.00	800.25	533.50	533.50	266.75	266.75
11.5	1,115.50	1,065.50	836.63	557.75	557.75	278.88	278.88
12.0	1,164.00	1,114.00	873.00	582.00	582.00	291.00	291.00
12.5	1,212.50	1,162.50	909.38	606.25	606.25	303.13	303.13
13.0	1,261.00	1,211.00	945.75	630.50	630.50	315.25	315.25
13.5	1,309.50	1,259.50	982.13	654.75	654.75	327.38	327.38
14.0	1,358.00	1,308.00	1,018.50	679.00	679.00	339.50	339.50
14.5	1,406.50	1,356.50	1,054.88	703.25	703.25	351.63	351.63
15 or more	1,455.00	1,405.00	1,091.25	727.50	727.50	363.75	363.75
	Maximum	\$50.00 administrative fee charge	\$50.00 administrative fee charge 75% ref. 50% ref.	\$50.00 administrative fee charge 50% ref. 25% ref.	\$50.00 administrative fee charge 50% ref. 25% ref.	\$50.00 administrative fee charge 25% ref.	\$50.00 administrative fee charge 25% ref.

*Indicates that a minimum administrative fee of \$50.00 is deducted from those refunds.

**No refunds permissible after 3rd week of regular summer session.

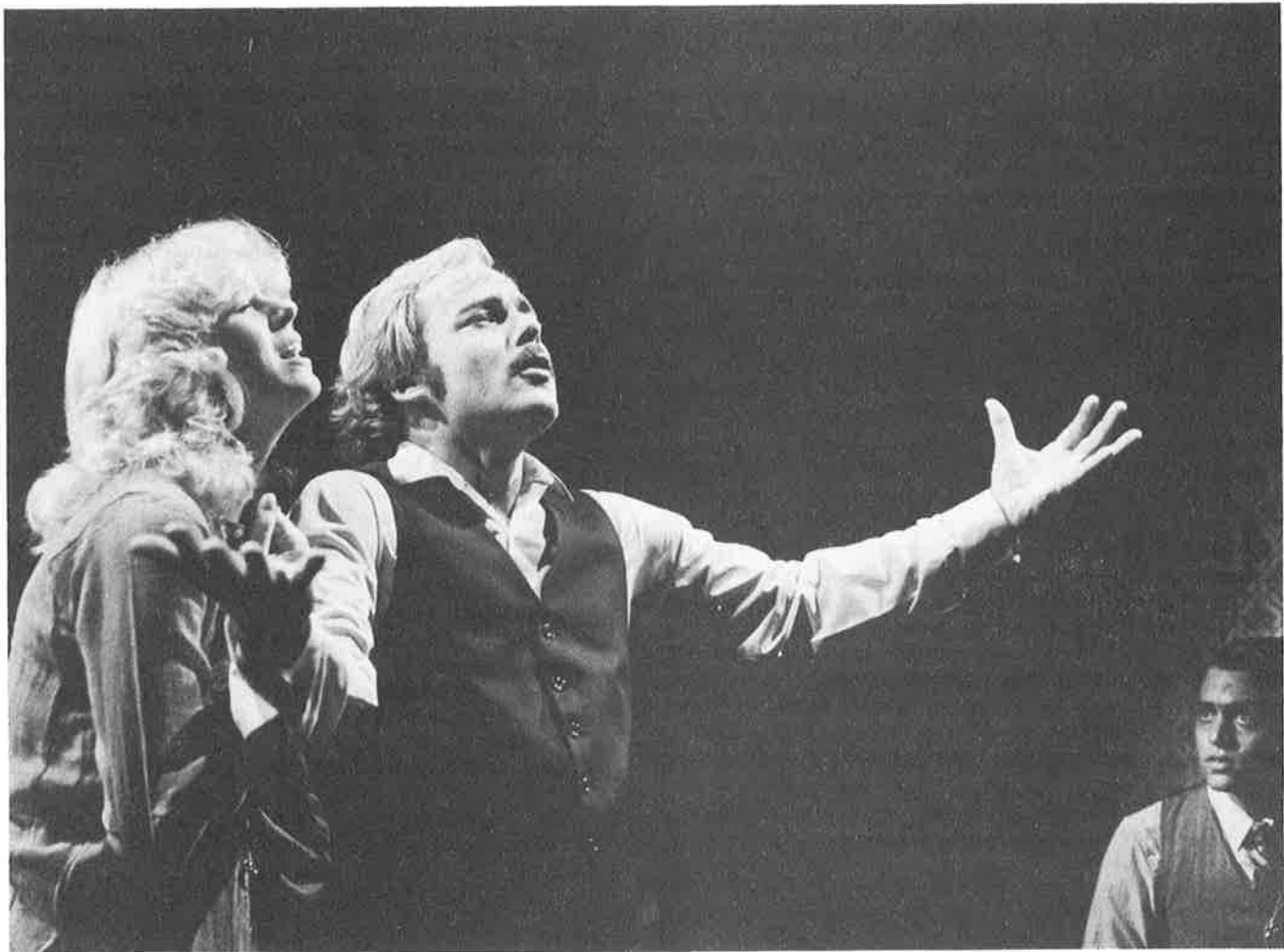


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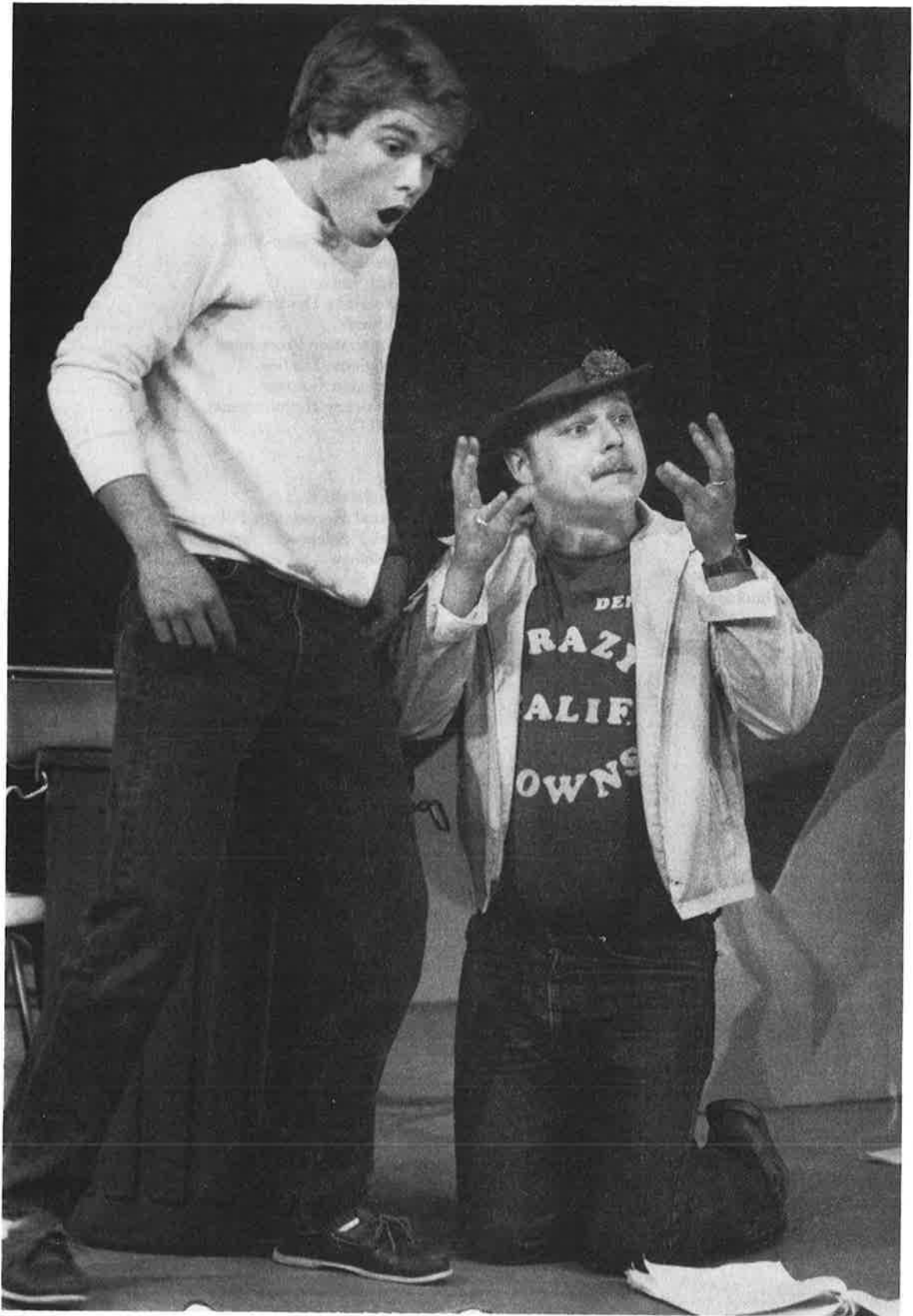


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