

Moorpark College

General Catalog and Announcement of Courses 1997 - 1998

Moorpark College is accredited by the
Accrediting Commission for Community and Junior Colleges of
the Western Association of Schools and Colleges,
3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177,
an institutional accrediting body recognized by the Commission on Recognition of
Postsecondary Accreditation and the U.S. Department of Education.

7075 Campus Road, Moorpark, CA 93021
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"Important Notice - The Ventura County Community College District and Moorpark College have made every reasonable effort to determine that the information provided in this general catalog is accurate. Courses, programs and requirements together with other matters contained herein are subject to change without notice by the Governing Board and Administration of the Ventura County Community College District. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws." All fees are subject to change at any time.

College Administrators:

Dr. James W. Walker President, Moorpark College
Dr. Steven Arvizu President, Oxnard College
Dr. Larry Calderon President, Ventura College

The Ventura County Community College District Governing Board

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District Administrators:

Dr. Philip Westin Chancellor
Michael Gregoryk Deputy Chancellor

1997-98 College Calendar

Fall Semester, 1997 -- August 18 - December 17, 1997

FALL 1997	
REGISTRATION	See Schedule of Classes
August 18	First day of instruction
	First day of late registration
August 29	Last day to add semester-length classes
	Last day to drop a class and apply for enrollment fee, health, and parking refunds. Last day your account is credited if you drop a class. <i>No refunds or credits after this date.</i>
September 1	Labor Day - legal holiday
September 12	Last date to drop semester-length classes without a transcript entry
September 22	Last date to declare Credit/No Credit grading option for semester-length classes
November 10	Veterans Day - legal holiday
November 22	Last date to drop semester-length classes with a "W" grade
	Last day to apply for Fall 1997 Associate Degree or Certificate of Achievement
November 27 & 28	Thanksgiving vacation
SPRING 1998	
REGISTRATION	See Schedule of Classes
December 11-17	Final examinations, Fall semester
December 17	End of Fall semester

Spring Semester, 1998 -- January 12 - May 15, 1997

January 12	First day of instruction
	First day of late registration
January 19	Martin Luther King's Birthday - Legal Holiday
January 26	Last day to add semester-length classes
	Last day to drop a class and apply for enrollment fee, health, and parking refunds. Last day your account is credited if you drop a class. <i>No refunds or credits after this date.</i>
February 6	Last date to drop semester-length classes without a transcript entry
February 13 & 16	Presidents' Days - legal holidays
February 18	Last date to declare Credit/No Credit grading option for semester-length classes
April 3	Last day to apply for Spring 1997 Associate Degree or Certificate of Achievement
April 6 - 10	Spring break
April 24	Last date to drop semester-length classes with a "W" grade
SUMMER SESSION	
REGISTRATION	See Schedule of Classes
May 11 - 15	Final examinations, Spring semester
May 15	Graduation
	End of Spring semester

Summer Session, 1998

Please consult the Summer Session Class Schedule for beginning and ending dates of specific classes.

A registration calendar and deadline dates for Summer will also be found in the Class Schedule.

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on the cover:

Archetctural perspective of new Math/Science building currently under construction. Building is scheduled to open in Spring 1999.

Introduction

History

Moorpark College was legally established by the Governing Board of the Ventura County Community College District on March 19, 1963. On September 11, 1967, the first classes were offered to 1,400 students. Dr. John J. Collins was appointed by the Governing board as President of Moorpark College in 1966, followed by Dr. Robert A. Lombardi in 1971 and Dr. W. Ray Hearon in 1974. Dr. Stanley L. Bowers became Moorpark College's President in July 1989, Roger W. Boedecker in 1991, and the present President, Dr. James W. Walker, in 1992. Dr. Darlene Pacheco served as Moorpark College President from February through December 1995 when Dr. Walker served as Interim Chancellor of the Ventura County Community College District.

The original campus housed the Administration Building, Library, Science Building, Technology Building, and Campus Center. Built later were the Applied Arts Building, Communications Building, Creative Arts Building, Humanities-Social Science Building, Music Building, Student Services Building, and the Performing Arts Building.

The Moorpark College Foundation was formed in 1980 and spearheaded the construction of Griffin Stadium, the Charles Temple observatory and the Carlsberg Amphitheater. The Foundation Board of Directors is comprised of community leaders who are interested in helping the college through fund-raising activities, faculty grants, and student scholarships.

Located at the eastern edge of the city of Moorpark, Moorpark College is one of the most beautiful in California. The 150-acre campus is a short drive from the Thousand Oaks/Agoura Hills areas and is situated near the city of Simi Valley.

Today, Moorpark College has approximately 11,000 students -- ranging in age from 16 to 70 -- who are enrolled in day, afternoon and evening courses. Fifty-five percent of the students are women and forty-five percent are men. Ethnic minority students comprise twenty-four percent of enrollment. An active Disabled Students Program serves over 400 students. Our students come from the Conejo Valley (Newbury Park, Thousand Oaks, Westlake Village), Simi Valley, Camarillo, Agoura/ Calabasas, Somis, Fillmore, west San Fernando Valley, and Moorpark.

Some of the diverse programs offered at Moorpark College include a full range of general education transfer classes as well as vocation areas such as Criminal Justice, Child Development, Graphic Arts, Interior Design, Exotic Animal Training and Management, Radio/Television, Nursing, and Electronics. The college has a Center for Learning Assistance Services where students receive personal and computerized help in reading, writing, English, and math skills.

Moorpark College Foundation

The Moorpark College Foundation is a nonprofit, tax-exempt auxiliary organization which accepts and solicits gifts, donations, trusts, and bequests for college related use. It provides tax deductible advantages to the donor. It also provides a method for the college to interact with businesses, government, and other nonprofit agencies in the broader Southern California community.

Though public funds provide support for most of the instructional and related activities and facilities at the college, donations, gifts and bequests provide a significant addition to institutional accomplishments. Private contributions are essential for the support of creative faculty efforts which extend beyond normal institutionally supported areas, including scholarships for incoming honor students, and needed physical facilities such as the Charles Temple Observatory, Griffin Stadium, and special instructor-created projects which enhance a student's learning experience.

Other facilities which cannot be provided for through available public funding also depend upon outside contributions. The Carlsberg Amphitheater and the development of Ventura County's first public zoo are outstanding examples of vital donations which enhance the college and enrich the community.

Because Foundation resources can be allocated with greater flexibility than those of the college itself, they possess an added potential for responding to the changing needs of the college and the community, including the financing of innovative projects.

Information can be secured by calling (805) 378-1409, or by addressing a letter to the Moorpark College Foundation, 7075 Campus Road, Moorpark, CA 93021, a 501(c)(3) nonprofit corporation recognized by the Internal Revenue Service.

Vision and Mission

Vision Statement

At Moorpark College we encourage quality and believe our strengths have been and will continue to be people - their flexibility, responsiveness, and willingness to meet the needs of students. It is our belief that we must continue to build on these strengths to provide an educational experience that is appropriate to the students' needs and within the college's mission.

Specifically, we believe that:

- Whatever services, programs, and opportunities we provide for students, they will be the best.
- Creativity and innovation should be encouraged and we will not be afraid to try new ideas and new things.
- All students attending Moorpark College will receive necessary support to meet their individual educational goals.
- Students who wish to transfer to four-year institutions will be provided with up-to-date and accurate information to facilitate transfer.
- We should increase our responsiveness to business and industry in changing economic climates.
- The College should be perceived as an integral part of the community it serves.
- Shared governance will become an accepted part of our decision-making process.
- We should be striving to build greater trust, understanding, and cooperation between the other segments of the VCCCD and Moorpark College.

Mission

As a public California Community College, Moorpark College is devoted to the democratic ideal of making higher education accessible to all. Accordingly, Moorpark College has a strong commitment to providing a dynamic learning environment and to achieving the goals of student equity by providing a campus climate conducive to the elimination of barriers to student success. Recognizing the diverse backgrounds, needs, and individual goals of students, Moorpark College is committed to preparing students for citizenship in a free society and for the challenges of technological and socio-economic change.

Moorpark College is committed to providing affordable programs and services of high quality to the community. The responsibility for providing access and encouraging student success is shared by the faculty, staff, administrators, and students as they interact with business, industry, government, and other educational institutions.

Moorpark College is committed to meeting the needs of the community by providing all students an opportunity for:

- An introduction to the broad areas of human knowledge and understanding by providing appropriate learning environments.
- Curriculum and services that support entry into the baccalaureate program of their choice.
- The training needed for entry into career as well as retraining and skill improvement.
- Support services sufficiently comprehensive to promote opportunities for success.
- Transitional courses needed for additional development before entry into transfer, occupational, or general education programs.
- The skills of critical thinking writing, speaking, listening, and computing.
- Courses designed to increase awareness, understanding, and respect for diversity.
- Extracurricular activities that encourage involvement in the campus community, provide for the development of leadership skills, and support special interests.

Admissions Information

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, Nursing, and International Students, 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 IX

Additional information regarding residence requirements may be found on page 6 or by contacting the office of Admissions and Records.

Special Part-Time High School Admissions

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

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

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

Residency Requirements

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

1. To qualify as a state resident, a student must have legally resided in California continuously for one year and one day prior to the beginning of the semester he/she is planning to attend. (Students who have resided in California for more than one year but less than two years, see item 6 below.) 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 tuition fees in addition to the mandatory enrollment and health fees. A schedule of nonresident tuition fees is shown in Appendix VIII.
3. Military personnel and/or their dependents are advised to check with the Office of Admissions and Records for additional information pertaining to the determination of their legal residence.
4. International students (F-1 visa) and holders of nonimmigrant visas (B, C, D, F, H, L, M, O, P, Q) are classified as nonresidents and shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance.
5. Persons residing in the United States on Department of Immigration & Naturalization approved visas may be eligible for admission, as well as residence classification. Such eligibility is determined by the type and status of the visa issued. Proof of current visa status must be submitted to the Office of Admissions and Records in order to determine eligibility.

6. Students who have lived in California for more than one year but less than two years will be asked to show proof of California legal residence. The burden of proving eligibility for residence status lies with the student. Failure to present such proof will result in a nonresident classification. A complete listing of acceptable proofs of residence is available from the Office of Admissions and Records.

Matriculation

Matriculation is a process which results in an agreement between the college and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, and results in a Student Educational Plan.

College Responsibilities Include:

1. Providing an admissions and records process that will enable the college to collect state required information on students. This information will be used as a basis for providing services to students.
2. Providing an assessment process using multiple measures to determine academic readiness in English, Reading, and Math. These assessment results will be used by the college to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and vocational interest.
3. Providing an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.
4. Providing counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk students.
5. Establishing a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
6. Providing students with or directing them to written district procedures for challenging matriculation regulatory provisions.

Student Responsibilities Include:

1. Submitting official transcripts from high schools and colleges attended.
2. Acquiring and reading the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicating at least a broad educational goal upon admission.
4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation, counseling/advisement services and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goal.
6. Attending all classes and completing all course assignments.
7. Completing courses and maintaining progress toward their stated educational goals.

Matriculation Exemption Policy

All students applying to a college of the Ventura County Community College District (VCCCD) are encouraged to participate in all aspects of the college's matriculation program. Students, however, may *not* be exempt from the admissions or follow-up components. Students may be exempt from assessment, orientation, or counseling/advisement if they meet one of the exemption criteria listed below for each component:

Assessment:

1. Students who hold associate degrees or higher from regionally accredited institutions.
2. Students who have completed less than 15 units and whose educational goal is either:
 - a. Advancement in current job/career (update job skills).
 - b. Maintenance of certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. Students who provide scores from recently taken VCCCD-approved assessment tests are exempt from the testing portion of assessment.

Orientation:

1. Students who hold associate degrees or higher from regionally accredited institutions.
2. Students who have completed less than 15 units and whose educational goal is either:
 - a. Advancement in current job/career (update job skills).
 - b. Maintenance of certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. Students who are receiving matriculation services at another college and are attending a VCCCD campus concurrently.

Counseling/Advisement:

1. Students who hold associate degrees or higher from regionally accredited institutions.
2. Students who have completed less than 15 units and whose educational goal is either:
 - a. Advancement in current job/career (update job skills).
 - b. Maintenance of certificate or license (e.g., nursing, real estate).
 - c. Educational development (intellectual, cultural).
3. Students who are receiving matriculation services at another college and are attending a VCCCD campus concurrently.
Students who do not meet approved matriculation exemption criteria, but choose to be exempt from part of the matriculation components, may do so by completing a waiver form available at the Counseling Office.

Admission Procedures

A student who is enrolling for the first time must complete an application for admission. Former students who attended prior to 1986 must also complete the admission application. Students who attended between 1986 and the present may update their enrollment status by contacting the Office of Admissions and Records.

The application for admission may be obtained by contacting the Office of Admissions and Records in person, by writing to the Office of Public Information, Moorpark College, 7075 Campus Road, Moorpark, CA 93021, or by phoning (805) 378-1410. The application for admission is also printed in the Schedule of Classes.

Completed application forms should be submitted to the Office of Admissions and Records as early as possible. Applications may be filed at any time.

Transcripts

Students who have attended any accredited college or university or military service school and who wish to enroll in Moorpark College must have official transcripts of all previous college or university work or military service school 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 intercollegiate athletics;
3. plan to apply for veteran's benefits (see "special note" below);
4. were placed on academic probation or dismissed from the last institution of attendance; or
5. a veteran claiming benefits or a veteran planning to apply for veteran's benefits (see "special note" below).

These transcripts must be sent directly from the institutions(s) previously attended to Moorpark College.

Special Note: To comply with Veterans Administration regulations, veterans claiming benefits must have all previous college, university, or military service school transcripts on file before sub-

sistence benefits can begin. This requires that all units, not just those acquired under previous VA benefits, be claimed.

Registration Procedures

Detailed registration instructions and procedures for all methods of registration are printed in the Schedule of Classes which is available approximately one to two months prior to the beginning of the semester. The Schedule of Classes also contains the calendar of registration dates.

Late registration is permitted into open classes during the first week of the semester. Adds into full classes require the written consent of the instructor. Beginning with the second week of the semester, class adds and registration require written approval of the instructor.

Students receive credit for classes attended only if officially enrolled.

Enrollment Fee

Students are charged a mandatory enrollment fee of \$13.00 per unit. The enrollment fee is waived for High School Special Admissions Program students.

Health Fee

A mandatory \$10.00 per semester (\$7.00 summer session) health fee is charged.

Instructional Materials Fee

Some courses require an instructional materials or lab fee. These fees are listed in the Schedule of Classes.

Parking Fee (Optional)

Semester Fee, Automobile.....	\$30.00*
Semester Fee, Motorcycle.....	21.00
Classes meeting 6-11 weeks, Auto.....	21.00
Classes meeting 6-11 weeks, Motorcycle.....	12.00
Classes meeting 1-5 weeks, Auto.....	9.00
Classes meeting 1-5 weeks, Motorcycle.....	6.00
Second Vehicle Permit (requires presentation of vehicle registration).....	6.00
Replacement Permit (requires proof that original permit was purchased).....	5.00
Combination of two permits (not less than).....	36.00

*To encourage ride sharing and carpooling, for a student who certifies that he/she regularly has two or more passengers commuting to the college with him/her in the vehicle parked at the college, the fee shall not exceed twenty-five dollars (\$25) per semester and ten dollars (\$10) for summer session.

Students who receive financial assistance pursuant to any of the programs described in subsection (g) of Education Code Section 72252 shall be exempt from parking fees in excess of twenty dollars (\$20) per semester.

A parking permit is required in all lots on campus. Vehicles without permits must purchase a "One-Day Use Permit" for \$1.00. This permit must be displayed on the dash of the vehicle and parking is then permitted in all student lots. One-Day Permits can be obtained from any one of three machines located on the main driveways of the campus. CITATIONS WILL BE ISSUED FOR VEHICLE WITHOUT A VALID PERMIT.

Nonresident Tuition Fee

In addition to enrollment fees, tuition is required of nonresident and international students. The 1996-97 tuition schedule has been established at \$117.00 per unit.

International Student Capital Outlay Surcharge

A \$14.00 per unit surcharge will be assessed to students who are both citizens and residents of a country other than the United States.

Payment of Fees

All mandatory fees are due and payable at the time of registration. Students are not dropped from classes for nonpayment of fees. All fees owed remain due. Nonpayment of fees will prevent access to services the student may require such as transcripts or verification of enrollment. Registration privileges are denied until all fees are paid. However, financial aid may be available to students who need help paying their fees and who qualify. Contact the Financial Aid Office for details.

Outstanding Obligations

Registration, transcript, and enrollment verification services are denied to students who have outstanding obligations. These obligations include but are not limited to the following: returned checks, library fines and/or overdue books, overdue financial aid loans, loan deferments, or exit interviews, unreturned athletic equipment.

Enrollment and Parking Refunds/Credits

Applications for *refund of the enrollment, health and parking fees* may be made through the end of the class adjustment period as stated in each semester's schedule of classes. The parking sticker must be turned in before a parking refund can be made. *Enrollment fees will be refunded minus a \$10.00 administrative fee.* Applications for refunds will be available in the Records Office or Campus Business Office and must be made by the refund deadline. Refund checks are mailed within four to six weeks. No cash refunds. Students who officially drop a class or withdraw from school by the refund deadline will have their account credited. Students who do not request a refund may use the full amount credited toward a future registration or parking permit. A credit balance may not be used to buy books or supplies.

In order to qualify for a refund or credit, a student must officially drop or withdraw from class by completing the drop form available in the Records Office by the refund deadline date. Students unable to come to campus may write a letter stating which class or classes are to be dropped. It must be postmarked by the refund deadline date. Only these official actions will make the student eligible for a refund or credit.

Nonresident Tuition Refunds and International Student Capital Outlay Surcharge Refund

Eligibility and amount of nonresident and international student surcharge fee refunds 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 will notify the Campus Business Office in writing as to the amount of the refund. Refunds are based on the table of refunds which appears in Appendix IX. The refund will be made by check from the District Administrative Services within a reasonable time following official notification.

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

Fall or Spring Semester	
1st week.....	100% of Tuition
2nd week.....	75% of Tuition
3rd week.....	50% of Tuition
4th week.....	25% of Tuition
Summer Session	
1st week.....	100% of Tuition
2nd week.....	50% of Tuition
3rd week.....	25% of Tuition

International students please see Appendix IX.

Enrollment Verification

Verifications of enrollment for insurance and other purposes are provided for \$3.00 per verification. Verifications are completed within five to seven working days of the signed student request. Rush (24-hour) service is available for \$5.00 per verification.

Verifications cannot be completed if the student has any outstanding fees and/or obligations due the District.

Transcript

Two transcripts are furnished to each student free of charge. A \$3.00 fee is charged for each additional transcript. Normal processing time is 7-10 working days but may be longer at the end of the semester. All requests for transcripts must be in writing and include the student's signature. Rush transcripts are provided 24 hours after submission of a signed student request. A \$5.00 per transcript rush processing fee is charged.

Transcripts cannot be released if the student has any outstanding fees and/or obligations due the District.

Expenses

Moorpark College, as one of California's public community colleges, charges resident students enrollment fees.

Other expenses students must consider in attending a community college include housing, food, and transportation. These costs may vary greatly from one student to another, depending on individual circumstances, i.e., whether the student is living with his/her parents or is living independently, is married or single, etc. It is estimated that the total annual cost of attendance at a community college to a full-time student and/or his/her parents could range from about \$1,000.00 to as much as \$7,000.00 for a resident and as much as \$10,000.00 for a nonresident.

Full-Time Student

A student is defined as full time if carrying 12 or more units in the regular semester or 4 units in the summer session. While students may qualify for benefits if enrolled in 12 units, 15 units is the minimum units per semester for traditional transfer and graduation-bound students.

Policy on Educational Workload

A student's educational workload generally consists of fifteen (15) units of work per semester in order to make normal progress toward the A.A./A.S. degree and/or transfer requirements. Students desiring to take an overload — more than nineteen and a half (19.5) units but less than twenty-two (22) — must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Vice President, Student and Educational Services in addition to the counselor's approval.

Unit Requirements for Benefits

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

Veteran and war orphan benefits under GI Bill --

Full subsistence	12.0 or more units
3/4 subsistence	9.0 - 11.5 units
1/2 subsistence	6.0 - 8.5 units
Social Security Benefits.....	12.0 units
Automobile & Medical Insurances	12.0 units
Athletic Eligibility	12.0 units
Student Government	12.0 units

Student Loan Deferments --

Full-time	12.0 units
Half-time	6.0 units

International Students

Definition

An international student is anyone enrolled for courses in the United States who is neither a permanent resident nor a citizen of the United States. Most international students who intend to study full time in the United States will have an F-1 visa.

Persons holding immigration visas should report to the International Students Office to determine their eligibility for enrollment to the college.

Limitations on Enrollments

In order to foster cultural exchange, the District encourages ethnic and national *diversity* among the student body. Due to the District's space limitations, and to the special educational needs of foreign students, the Ventura County Community College District reserves the right to limit the number of international students admitted each year.

Admission Requirements (F-1 visa student only)

Prior to admission, international students must submit the following documents for evaluation to the International Student Specialist:

1. \$50 Application Processing Fee;
2. Personal letter indicating why you wish to attend Moorpark College;
3. Completed Moorpark College Application;
4. Translated transcripts from any secondary/postsecondary schools;
5. Letter of Recommendation from an official at a previous school;
6. Transfer form (only if student is transferring from a school in the U.S.);
7. Demonstrate proficiency in the English language (TOEFL is recommended or completion of Level 109 at any ELS Language Center will satisfy the English language requirement for admission);
8. Completed Foreign Student Information Application;
9. Completed Foreign Student Agreement;
10. Completed Foreign Student Financial Statement.

Prior to enrollment in classes, foreign students must provide the following items to the International Student Specialist:

1. Completed Health Statement/Tuberculosis skin test (Mantoux);
2. Provide proof of major medical insurance coverage, or purchase insurance through the International Students Office;
3. Interview with International Student Specialist;
4. Attend orientation for new foreign students;
5. Take English and math placement tests;
6. Provide passport and I-94

Academic Policies

Auditing Policy

Auditing enables a student to attend a class without receiving a grade, taking an exam, or earning unit credit. Students enrolled in ten or more semester units shall, with instructor consent, be allowed to audit one class without a fee. Students not enrolled in ten semester credit units may, with instructor consent, audit one class with a fee for auditing of fifteen dollars (\$15.00) per unit per semester. Audit students must also pay the Health Fee.

Priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special petition only in the last two days of the add/drop period. This petition requires permission of the instructor. Laboratory classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course. Petitions for this purpose, Petition to Audit a Course, are available in the Office of Admissions and Records.

Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same as for all other students as stated elsewhere in this college catalog. Audit fees are nonrefundable.

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.

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.

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 Executive Vice President, Student Learning for further disciplinary action.

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 the instructor for reinstatement when just cause for absence exists.

College Board Advanced Placement

Moorpark College grants college credit for successful completion of Advanced Placement Program examinations of the College Board. Students who complete special advanced placement courses in high school and who present scores of three or higher (3, 4, or 5) for the Advanced Placement Examinations to the College's Office of Admissions will receive credit for specific college courses. A student may not enroll in any course for which Advanced Placement exam credit has been allowed. The following table indicates equivalencies and credit allowances at Moorpark College. Other colleges or universities do have different policies concerning advanced placement and may not honor this policy. It is also possible that other colleges and universities may not honor Moorpark College transcript entries which award advanced placement credit for regularly offered credit courses

All examinations require a score of 3, 4, or 5.

Examination	College Credit	M.C. Course Equivalencies
American Government	3 Units Pol Sc 3
American History	6 Units Hist 7A, 7B
Art: History	6 Units Art 1A, 3 Units Humanities electives

Art: Studio Drawing	6 Units.....	3 Units Fine Arts/GE, 3 Units Humanities electives, Consult Art Department
Art: Studio General.....	6 Units.....	3 Units Fine Arts/GE, 3 Units Humanities electives, Consult Art Department
Biology	6 Units*	Biol 2A, 2B (No lab Units)
Chemistry.....	10 Units*	Chem 1A, 1B (No lab Units)
English Language and Composition	6 Units.....	Engl 1A, 3 Units of elective credit
English Literature and Composition	6 Units.....	Engl 1A, 1B
European History	3 Units.....	Hist 1B
French Language	8 Units.....	Fr 1, 2
French Literature.....	8 Units.....	Fr 3, 4
German Language	8 Units.....	Ger 1, 2
Mathematics Calculus AB	5 Units.....	Math 25A
Mathematics Calculus BC	5 Units.....	Math 25B
Physics B.....	8 Units*	Ph 10A/10B (No lab Units)
Physics C Mechanics.....	4 Units*	Ph 20A (No lab units)
Physics C Elec. & Magnetism ..	4 Units*	Ph 20B (No lab units)
Spanish Language	8 Units.....	Spn 1, 2
Spanish Literature.....	8 Units.....	Spn 3, 4

*Does not meet lab requirement for General Education.

Course Repetition

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

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

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

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.

Credit by Examination

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. All courses

shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this policy. For the purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved.

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

Credit by examination may be granted only to a student who: is currently enrolled in at least one course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all previous course work; has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, NC) or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institutions. A student seeking credit by examination will receive a CR (credit) if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge by examination will not receive a NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. A student may challenge no more than 12 units (or 4 courses) under the Credit by Examination policy towards an Associate degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count towards the minimum 12 units required for residency. Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled.

Exceptions to the proposed statement are permitted for each college in those occupational programs where curriculum makes this necessary. The exceptions are as follows:

- 1) The 12 unit residency requirement is suspended, permitting students to petition for Credit by Examination prior to completion of that requirement; when the residency requirement has been met, the course(s) successfully challenged shall be added to the student's record.
- 2) Credit by Examination may be granted for more than one course in a sequence of required courses, when approved by the administrator responsible for vocational programs.

The petition for this purpose, "Petition for Credit by Examination," is initiated in the Counseling Office. Approved petitions must be on file with the administering instructor by Friday of the tenth week of the semester. The examination is to be administered prior to the last day of the final examination period.

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

The following courses may not be taken under the "Credit by Examination" option: Anth 5, Hist 60T, NS 49, Photo 4, 9, RadT 49, and all Dance and PE activity courses.

Credit for Military Service

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

Service personnel may be allowed credit for formal service school courses offered by the United States Military Service rec-

ommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units.

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

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

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 A.A. or A.S. 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.

Dean's List

Special recognition is accorded students who complete a program of 12 or more units in letter grades with a 3.50 grade point average or higher during a semester. These students are placed on the Dean's List and given appropriate recognition on campus and in the community. Students attending Moorpark College and concurrently enrolled at Oxnard and/or Ventura College may request that the units be combined for eligibility for the Dean's List. Students attending more than one campus during any semester may choose one campus for placement on the Dean's List.

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.

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.

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.

Grading Practices

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

Grading System

Letter Grading Scale

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

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

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

Non-evaluative Symbols

The District Governing Board has authorized the use of only the non-evaluative symbols I, 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.

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.

Independent Studies

The intent of Independent Studies is to enable students to further explore particular aspects of a subject by studying it in depth under the direction of an authorized instructor in that discipline. The student is expected to have completed a previous course in the subject matter. Students wishing to enroll in Independent Studies must be enrolled in at least three other units of course work at Moorpark College for the semester in which the Independent Study is to be taken. A student may be enrolled in no

more than two independent studies in one semester and no more than one course in a discipline in a semester. A maximum of twelve total units of Independent Studies course work may be taken at Moorpark College, with a maximum of six units in one discipline. Students wishing to do Independent Studies should contact an instructor in the discipline in order to develop a program of study.

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.

Prerequisites, Corequisites, and Recommended Preparation

PREREQUISITE means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. For example, a student enrolling in general chemistry *will have* difficulty without adequate preparation in algebra.

COREQUISITE means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed.

Recommended preparation states the preparation suggested by the faculty to successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites or recommended preparation are specified within course descriptions announced in this catalog; they are also specified in the schedule of classes. A course has no prerequisites or corequisites unless so designated. Students must have satisfied the prerequisite or corequisite requirements for all courses in which they enroll.

Prerequisites have been established as a means of enhancing student success. Computerized admission procedures do not currently deny students access to courses with prerequisites. Nonetheless, it is highly recommended that students carefully review prerequisites before enrolling in classes.

Challenging a Prerequisite or Corequisite

It is recognized that students may have preparation equivalent to the stated prerequisites or corequisites or may wish to challenge a prerequisite or corequisite as allowed by state law. The petition for challenging a prerequisite or corequisite is available in the Counseling Office. The student shall bear the initial burden of showing that grounds exist for the challenge. The following is a list of the grounds under which a challenge may be pursued:

- 1) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.
- 2) The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (student documentation required).
- 3) The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (student documentation required).
- 4) The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite (student documentation required).

Probation, Dismissal, and Readmission of Students

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals.

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 units which were graded on the basis of the grading scale established by the Ventura County Community College District.

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

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

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

Special Note to Students Claiming Veterans Benefits: A veteran is placed on academic probation when less than 50% of units attempted are completed, less than 2.0 semester grade point average was earned, or less than 2.0 cumulative grade point average is earned. Unsatisfactory progress is defined as being on academic probation for two consecutive semesters. The school will report unsatisfactory progress to the VA, resulting in termination of benefits. The veteran must receive academic counseling before benefits will be reinstated.

Notification of Probation

Each college in this District shall notify a student who is placed on 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. The student grade report, provided for each enrolled student at the end of each term, specifies the student status for both academic and progress categories as either good standing or probation. 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.

Removal from Probation

A student on *academic probation* for a grade point deficiency shall be removed from probation when the student's cumulative 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 dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

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 and 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 notify a student who is dismissed 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. The student grade report, provided for each enrolled student at the end of each term, specifies the student status for both academic and progress categories as either good standing or dismissed. A student who is dismissed has the right of appeal. An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, petition for continued enrollment or readmission, is available in the Counseling Office.

Continued Enrollment or Readmission

A student applying for continued enrollment or readmission must submit a petition to explain what circumstances or conditions would justify continued enrollment or readmission. A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after academic dismissal. A student who is petitioning shall receive counseling to assess his or her academic and career goals and must have counselor approval of his or her educational program prior to registration. The petition for this purpose, petition for continued enrollment or readmission, is available in the Counseling Office.

Counseling Services

Counseling services will be provided for students on academic or progress probation or subject to dismissal. Students on probation and subject to dismissal may have units limited and courses or an educational plan prescribed subject to the professional judgment of the counselor. Students subject to academic dismissal shall be required to meet with a counselor prior to registration.

Transfer Credit from Foreign Colleges and Universities

Students wishing to receive credit for previous course work from foreign colleges or universities must have their transcripts evaluated by an approved credential evaluation service. Students may receive information regarding the credential evaluation service from the Moorpark College International Student Office or Counseling Department.

Course work attempted will normally be lower-division unit credit only. Requests for equivalent course credit are evaluated on an individual basis, based upon the recommendations of the transcript evaluation service.

Transfer Credit from Regionally Accredited Colleges and Universities

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

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

Use of Listening or Recording Devices

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

Withdrawal from Class

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

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

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

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

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

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

All requests for withdrawal from class or withdrawal from college must be in writing and include the student's signature.

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.

Student Services

Counseling and Guidance Services

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

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

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

Assessment/Testing Center Information

Moorpark College has an open admissions policy and requires no entrance examination. However, to enroll in most English, reading and/or math classes, participation in the assessment process is strongly encouraged or satisfactory completion of a prerequisite college course. Assessment testing is for advisement purposes only in order to assist students in making appropriate course selection.

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

The Assessment Center maintains records of all test results, makes advisory referrals to classes and programs, provides counseling and instructional staff with test information, and supervises standardized testing at Moorpark College. Testing for ESL Students is available through the Assessment Center and learning or physically disabled students may be tested through the Disabled Student Services Program.

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, the student is encouraged to meet with a counselor to develop an educational plan and to identify a major.

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

Students may arrange for academic advising through the Counseling Center in the Administration Building. It is advisable to call for a counseling appointment, particularly during the periods of time preceding and during registration. For students who may drop in for help with an academic problem, there is usually a counselor available at the counter in the Counseling Center between 8:00 a.m. and 4:00 p.m..

Career Counseling

The Career Development program offers a variety of services and resources designed to aid students in the process of choosing, changing or confirming career goals.

A series of occupational interest and personality assessments are available at a nominal cost through the PG 2 courses.

Students are encouraged to use the career resources in the college library in researching chosen or tentative career goals. These materials, written as well as audio visual, represent the local, state and national job markets and are constantly updated in order to provide current and relevant planning aids. Additional career information is available in the Career Transfer Center.

Personal Counseling

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

Getting the maximum benefit out of going to college sometimes involves complications that influence direction. Students are encouraged to come to the counseling area where a concerned, professional counselor will be there to assist with non-academic concerns. The services of a licensed psychologist are available to students on a limited basis. Contact the Personal Development Center or Counseling Office for further information.

Career Transfer Center

Moorpark College offers assistance to those students who wish to transfer to four-year colleges and universities, or who need to identify a major. Activities of the Center include:

Workshops offered throughout the year on a variety of topics related to transfer, careers, and being successful in college.

Publication of a monthly calendar, distributed throughout the campus, indicating Center activities, university representative visits, important deadlines.

Assistance with reference materials including catalogs, articulation agreements, campus videos, and computerized career information.

Assistance with university admissions, financial aid, and scholarship applications.

Scheduling and coordination of all four-year representatives' visits including Transfer Days.

If an advanced degree is in your future, the Moorpark College Career Transfer Center can assist you in a smooth and successful transition to a four-year college or university.

Scholarships

The Career Transfer Center, (805) 378-1551 provides applications for a variety of scholarships that are available to Moorpark College students throughout the year. The scholarships are advertised on a specified bulletin board inside the Campus Center. Eligibility for scholarships depends on a number of things, including, but not limited to, scholastic achievement, financial need, and field of study. All students are encouraged to check scholarship opportunities.

Air Force ROTC (AFROTC) Program

Air Force ROTC is a college-level program designed to select and train highly-qualified men and women to become commissioned Air Force officers. After graduation from college and completion of all Air Force ROTC requirements, cadets are commissioned as second lieutenants in the United States Air Force. Typical service is four years; service duration for pilots and navigators is longer. These individuals serve in a broad range of duties

from actual flying to engineering to administrative and a host of other fields, depending on the individuals background.

AFROTC offers two different programs, a four-year and a two-year program. To enter AFROTC, an individual must have at least two years of college remaining, which may include graduate study. In addition, the individual must be a United States citizen prior to entering the last two years of the program, be able to pass an Air Force medical exam, be of high moral character, and be in good academic standing in school. Entry into the last two years of the program is on a competitive basis. Application for the two-year program must be submitted about eight to nine months prior to entering the two-year program in the Fall.

The program consists of one Aerospace Studies (ROTC) class and a two-hour per week leadership laboratory each term.

Below are the program locations in the greater Los Angeles area. Students can attend any accredited college and still take ROTC at one of the program locations through extension. For more information about Air Force ROTC, call the associated unit.

Program Location	Phone #
UCLA	(310) 825-1742
Cal State San Bernardino	(909) 880-5440
USC	(213) 740-2670
Loyola Marymount	(310) 338-2770
San Diego State University	(619) 594-5545

Health Services

The Student Health Center (SHC), located in the administration building, is dedicated to helping each student realize and maintain the highest degree of physical, social, and emotional health possible. A registered nurse is available daily and during evening hours for Emergency and First Aid Treatment, Health Counseling and Referral, various Health Screening, and Immunizations. Our Self Care Center provides over the counter medication and self care information for your immediate needs.

Specialty Services provided include: General Practitioner, Women's Clinic, Psychotherapists and Dermatologist. Appointments are necessary for these services.

Student Accidents, college-related, need to be reported within 72 hours of occurrence. It is the student's responsibility to report the accident to instructor, college trainer, or SHC. 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 are available in the Health Center.

Drug Free Campus Policy - see appendix VII. (Confidential and non-punitive help is available through the Student Health Center.)

The Mary Baird Women's Center

The Mary Baird Women's Center, located upstairs in the Library Building (L-241), is a place for students, women and men, to meet people and take advantage of the services and support available. Comfortable chairs and a library of books, magazines, and pamphlets on a wide variety of women's issues are available.

The Center sponsors various activities throughout the semester, such as noontime lectures and discussions as well as special evening presentations. In addition, staff is available for referrals to other campus and community services. A Family Law Clinic and a general law clinic are also offered. Call (805) 378-1492 for more information.

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 Department 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 Office to obtain the Financial Aid Application Form 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 eligibility in some programs requires a minimum of six (6) units of enrollment each semester. Check with the Financial Aid Office for eligibility requirements. Continued eligibility requires successful completion of contracted units with a cumulative grade point average of 2.0 or above. Please refer to the Financial Aid Satisfactory Academic Progress Standard located in the Financial Aid Office.

Types of aid available include grants, loans, and work study. These programs are funded by state and federal sources.

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 Program Services & Grants (EOPSG), and the Supplemental Education Opportunity Grant (SEOG). Another grant program is the Cal-Grant which is funded and awarded by the State.

Loans

Students with financial eligibility may qualify for loans through Moorpark College, where loans are incorporated as part of the regular financial aid package. The loans bear a variable interest capped at 8.25 % on the unpaid balance. Interest is not charged nor payment required on some loans 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.

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.

Extended Opportunity Program and Services (EOPS)

Moorpark College conducts an EOPS Program that offers two basic types of assistance to students from low-income families: (1) financial assistance in the form of grants and loans, including summer grants and short-term emergency loans, and (2) educational support services. The support services include the following:

- Academic advisement and assessment
- Specialization counseling
- Early registration
- Educational plan
- Tutoring referrals
- Job placement
- Health services
- Transfer assistance
- Scholarship

The goals of the EOPS Program are to motivate economically and socially disadvantaged students to pursue higher education at Ventura County community colleges and to assist them in transferring to four-year colleges and universities. The EOPS staff is comprised of a coordinator, a secretary, and a counselor assistant, all of whom are dedicated to the program's goals of providing services.

There are four steps to the application procedure:

Step 1: Complete the Free Application for Federal Student Aid (FAFSA) and/or Pell Grant applications for financial assistance. Apply early. (See the following section for financial aid information.) Assistance in filling out these forms is available at the EOPS Office.

Step 2: Complete the EOPS Form 1 information sheet at the EOPS Office.

- Step 3: Make an appointment for an interview at the EOPS Office.
 Step 4: Provide proof of family income. A copy of Federal Income Tax Form 1040A or 1040 is required in order to document parents' past year income.

In order to qualify and be eligible for EOPS, a student must meet the following conditions:

1. Be a resident of California,
2. Be a full-time student,
3. Be eligible to receive a Board of Governors (A or B) Grant
 - a. Be on AFDC or SSI/SSP or General Relief or be eligible for Deceased/Disabled Veterans' Dependent Fee Waiver or
 - b. If employed, last year's family income can not exceed \$17,000 for a family of four (add \$1,000 for each additional dependent).
4. Have not completed more than 70 units,
5. Be educationally disadvantaged by at least one of the following criteria:
 - a. High school GPA below 2.50
 - b. Been previously enrolled in remedial courses
 - c. Not eligible to enroll in Math 3 or
 - d. Not eligible to enroll in Engl 2 or
 - e. Non high school graduate
 - f. Member of underrepresented group or
 - g. First generation college student
6. 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.
7. Each EOPS student must regularly attend tutorial counseling, vocational orientation, and the three EOPS individual appointments.

Further program details and advisement on application procedures are available from the EOPS Office.

Veteran's Services

The programs of Moorpark College are approved for veterans educational benefits. For information and eligibility requirements, please contact the Veterans Benefit Assistant located in the Administration Building.

Student Activities

The Student Activities Office provides a collection of student services that are supportive in enhancing the quality of student life at Moorpark College. We provide local student housing information, as well as employment opportunities for students, both on and off campus. We advise the Associated Students. We provide a diverse student activities program and organize events such as blood drives, job fairs, speakers programs, and the annual commencement ceremonies. Please stop by and see us at the Campus Center, (805) 378-1434.

Housing

The Student Activities Office maintains a housing bulletin board in the Campus Center lobby, with listings of rooms and houses for rent in the surrounding communities. If you would like to place an ad on the housing board, please create an ad on a 3"x5" index card and mail it to the Student Activities Office, 7075 Campus Road, Moorpark CA 93021. We will place it on the housing bulletin board for 30 days at no charge.

Student Employment

Students may now access job opportunity information off the World Wide Web from the internet. The internet address is : <http://www.jobtrak.com:80/>. The user name and password prompt for Moorpark College listings is the word **raiders**. If you do not have access to the internet, the same job listings are posted on bulletin boards inside the MC Campus Center. Additional job announcements are available on the "Career Center" bulletin board, located inside the Student Lounge at the Campus Center. If you would like to place an add on the employment opportunity board, please call (800) 999-8725. The ad will be posted on the internet and at Moorpark College.

Transportation

The VISTA (800) 438-1112 bus service operates throughout the Conejo Valley with daily stops at Moorpark College. This is a very affordable, convenient and comfortable way to travel to and from the campus. You may purchase a discounted student bus pass at the Campus Center Business Office (805) 378-1437. Bus schedules are available inside the Campus Center student lounge.

Campus Advertising/Poster Regulations

All flyers, posters, and advertisements that are posted on the Moorpark College campus, must be *stamped for approval* by the Student Activities Office. Once approved, the items may be posted on the campus for a maximum of 30 days. If dated material is posted, advertising a certain event, it will be removed after the event has occurred. Unfortunately, the Student Activities Office cannot provide tacks, tape and staplers, so please bring your own when you come to campus. Please do not use duct tape, or heavy shipping tape, it leaves a residue and is difficult to remove. Please be aware that advertisements may not be placed on glass or painted surfaces, the exterior of buildings, vehicles, or on sidewalks. We appreciate your cooperation in adhering to this policy. If you have questions regarding this policy, please call the Student Activities Office at (805) 378-1434.

Associated Students

Every registered student at Moorpark College is a member of the Associated Students. Each spring semester, the Associated Students elects a Board of Directors. The elected ten-member student Board of Directors represent Moorpark College students on campus, district and state-wide committees. The Associated Students objectives are to support the diversity of needs and views of students, and to provide for the expression of student opinion on issues affecting student life. The Associated Students funds campus events that are sponsored by student organizations such as speakers, seminars, cultural shows and live entertainment. The Associated Students Office is located inside the Campus Center (805) 378-1400 ext. 1635.

Associated Student College Photo I.D. (\$10/semester or \$15/year)

The college photo I.D. card may be purchased at the campus Business Office for \$10/semester or \$15/year. Once you have paid at the Business Office, please bring the receipt to the Associated Students office in the Campus Center and have your picture taken. A photo I.D. card will be made for your use to receive discounts at local movie theaters, college athletic events, and college theatrical performances, in addition to using the card for campus services. Questions, please call the Associated Students at (805) 378-1400, ext 1635.

Student Organizations

There are a number of student organizations at Moorpark College, including the Accounting Society, Alpha Gamma Sigma Honor Society, Alpha Mu Gamma (Foreign Language Honor Society), Black Student Union, MEChA, International Students, and MESA (Science). If you would like information about existing organizations, or are interested in starting a new organization, please contact the Associated Students Office at (805) 378-1400 ext. 1635.

College Services and Programs

Bookstore

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

Cafeteria

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

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 contests; Moorpark has earned championships at all levels repeatedly for several years. Students who are interested in participation in this program should contact one of the forensics coaches, Dr. James Wyman, Char Arnold, or Rolland Petrello.

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

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

Raider athletes are fortunate to attend a college which boasts both a beautiful campus and first-rate athletic facilities. Among the facilities are the Raider Pavilion, home of the Raider basketball, volleyball, and wrestling teams; a driving range and putting green for golf; ten tennis courts; many challenging cross country courses; excellent baseball and softball diamonds; and a comprehensive track and field stadium. The new Griffin Stadium highlights the community-wide effort to give the Moorpark College gridiron squad a great home field.

To compete in intercollegiate athletics, students must meet the eligibility requirements of the Western State Conference, which includes enrollment and attendance in 12 units of study and a 2.0 grade point average. Varsity sports are competitive and require an advanced degree of skill. Students must be willing to devote extra time to traveling to matches and practicing.

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

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.

Music Performance Organizations

The music performance opportunities in the Moorpark College Music Department include nine different instrumental and vocal performance organizations which invite student and community participation. They are the Concert Choir, Moorpark Community Orchestra, Opera Theatre, Summer Music Theatre, Jazz Ensemble, Chamber Ensembles, Wind Ensemble, Piano Ensemble, and Los Robles Master Chorale. All the organizations are offered during the academic school year with the exception of the Piano Ensemble which is offered only in the spring semester, and the Summer Music Theatre. In addition, the Moorpark Community Orchestra continues to meet during the summer. These performance organizations offer students a wealth and variety of musical performance possibilities which take place both on and off campus. For correct scheduling information check your current Schedule of Classes, or call the Music Department Office at (805) 378-1495, 378-1453 or the Humanities Office (805) 378-1443.

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 EXECUTIVE VICE PRESIDENT, STUDENT LEARNING.

Campus Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and citizens.

Special Programs

Disabled Students Program & Services

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 students with disabilities 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 Disabled Student Services Office in the Student Services Building. The following special services are offered:

Interpreter services for hearing impaired	Specialized tutoring
Note taking services	Registration assistance
Mobility assistance	Test proctoring
Reader services	Special parking areas
Transcribing services	Academic and career guidance
Special equipment including:	
Tape recorders	Calculators
Print magnifiers	Adapted computers
Closed circuit television	Large print materials

Learning Diagnostic Center

The Learning Diagnostic Center can assist learning-disabled students with the essential tools needed for success in their classes. The students' problems are diagnosed and accommodations and strategies are recommended.

Accommodations for academic classes can be provided by making arrangements with instructors. The center provides tutorial assistance that considers the students' special needs and helps them to realize their full academic potential. Educational advisement and program planning is available at the Learning Diagnostic Center in the Student Services Building.

High Tech Center for the Disabled

The High Tech Center uses assistive computer technology to give disabled students access to IBM personal computers. Special hardware and software provide computer access for physically disabled, blind, and deaf students. Among the assistive devices in the Center are a voice recognition dictation system, screen enlarger, screen reader, and print magnification system available for student use. There is also a special headset designed for students who cannot use a mouse manually.

In addition, special skills development computer programs are available for students with acquired brain injuries and learning disabilities. The center provides individualized computer instruction in keyboarding, memory, critical thinking, reading, vocabulary, English, spelling, and mathematics. Word processing, multimedia reference materials, and access to the Internet are also available.

A course is offered which teaches fundamental computer skills in the Windows 95 environment, and word processing using Word 7 for Windows. A self-paced keyboarding course is also offered. The High Tech Center is located in AA132.

Learning Resources Center

The Learning Resources Center, the focal point of the campus for instructional support, combines the services of the College Library, the Audio-Visual Services, and the Center for Learning Assistance Services (CLAS).

The College Library and Audio-Visual Services

The Moorpark College Library occupies the first floor of the centrally-located library building. The collection and facilities are designed to meet the curriculum needs of the college community.

The library collection includes 63,000 books, 283 current periodical titles (magazines, newspapers and journals) and 214 periodical titles on microfilm. Also available are audio cassettes, video tapes and phonograph records.

The library reference collection maintains traditional research materials and also includes such resources as pamphlet files, college catalogs, CD-ROM index and database products, and an extensive collection of career and scholarship information. A computerized subject index to periodical articles is located in the reference area. Interlibrary loan service is available to borrow materials owned by other libraries. Professional librarians are on duty to assist students with research projects and to provide instruction in the use of library resources.

Individual study carrels, group study rooms, and a typing room are provided for student use. The library has coin-operated photocopy machines and microfilm reader/printers.

Library materials may be checked out to registered Moorpark College students, faculty and staff. The loan period for most materials is two weeks. Items on reserve for courses are available at the library circulation desk and may be requested by instructor's last name.

The library hours are Monday through Thursday 8:00 a.m. - 8:30 p.m. and Friday 8:00 a.m. - 4:30 p.m.

Center for Learning Assistance Services (CLAS)

The educational philosophy that characterizes CLAS, the Center for Learning Assistance Services, is one that focuses on the individual. It is one that not only allows but also requires the learner to participate in the learning process. It accommodates all students regardless of their learning rates, styles, strengths, or weaknesses. The Center is located on the second floor of the Library room L-222.

There are four main service areas: Essential Skills, Academic Skills Materials, Tutorials, and the Computer Lab.

Essential Skills

Small group and individualized instruction are provided through Essential Skills (ES) laboratory courses provided by the Essential Skills Lab instructors. Diagnostic assessment, advisement, and specialized assistance are provided and multimedia and computer-aided instructional techniques and materials are assigned. Courses are offered in reading, writing, math, study skills, and American-English pronunciation.

Enrollment in Essential Skills courses is on an Easy Entrance/Easy Exit credit/no credit basis any time during the semester. The descriptions of these classes are presented in the Essential Skills course descriptions appearing in the Program/Announcement of Courses section of the catalog.

Academic Skills Materials

Course-related materials for supplemental use are available in multimedia format including the use of computers.

Tutorials

This service offers one-on-one and small group, course-related tutoring by qualified, instructor-referred tutors at no charge. The tutors are well-qualified student peers who have been referred by instructors from the specific disciplines.

Computer Lab

The computer lab is used for word processing or instructional lessons in reading, writing, math, and study skills. The computers are available for typing reports or compositions for course assignments. Students must be proficient in the current word processing software used in the lab. A lab fee is charged per semester.

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.

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 students in obtaining a college degree, developing skills, increasing personal growth, and encouraging career options in non-traditional vocations. Units earned fulfill requirements for the A.A. 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, English, Sociology, Physical Education, Business, and other subjects that emphasize the woman's perspective. Consult the most recent schedule of classes for the current offerings. Call (805) 378-1492 for more information.

International Student Program

Moorpark College is authorized by the Immigration and Naturalization Service to admit international students. The purpose of the International Student Office is to assist our international students while they are in the United States. International students are encouraged to visit the office if they have any questions and concerns. Some of the services provided by the staff in the International Student Office are:

Admission & registration assistance	Campus activities
Immigration regulations & documentation	Community activities
Employment	Personal concerns
Housing assistance	Health insurance
Liaison between student & faculty	Orientations

Television Courses

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

Study Abroad Program

In 1988 Moorpark College began to offer students the option of taking regularly scheduled classes at either the Moorpark Campus or at a site in a foreign country. Two main types of programs are available, one lasting an entire semester, and the other, shorter term, covering a six-week summer session or Winter/Spring breaks. The semester programs have been offered at Oxford, England since 1988. In Fall 1996, the study abroad program was conducted in Nepal.

The program has consisted of courses in Political Science, History, English, Humanities, Geology, Geography, and Philosophy. All courses are taught by two instructors, selected each year from among the Moorpark College faculty. The content of these classes is identical to the same classes taught on the Moorpark Campus. The classes taught abroad meet State of California requirements concerning

transferability, General Education, and History and Institutions. Financial assistance is available to qualified students.

Participants in these programs experience cultural diversity and gain insights not available in a domestic academic setting.

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.

Customized Services to Agencies / Vocational Programs

Agencies desiring support services for their clients will be charged a fee if such services are not normally provided to regular students. For additional information contact the Office of Institutional Advancement at (805) 378-1405.

Degree Requirements and Transfer Information

Graduation Requirements

As authorized by the Education Code and Title 5 of the Administrative Code of the State of California, Moorpark College and the Ventura County Community College District 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 in regular sessions (fall and spring semesters; summer session not counted), at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally 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 to the remedial course work.

Continuous enrollment is defined as attendance in at least one semester each calendar year. Any academic record symbol entered on a transcript (A through F, CR, NC, I, RD, W) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students must be aware that other governing agencies impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as W's). Those affected by more restrictive guidelines include: students receiving financial aid and international students.

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 mathematics.

- a. Reading - Satisfactory completion of Engl 50 or Engl 52 or Engl 02 or higher level course or a satisfactory score on the Reading Assessment test.
- b. Written Expression - Satisfactory completion of Engl 2 or Engl 1A or satisfactory score on the English assessment test.
- c. Math - Satisfactory completion of Math 1 or higher level course or satisfactory score on the Mathematics Assessment test.

B. GENERAL EDUCATION REQUIREMENTS

- I. Specific Associate in Arts and Associate in Science Degrees.
 - a. Natural Sciences - a minimum of 6 units
 - (1) One course in a Biological Science
 - (2) One course in a Physical Science
 - b. Social Sciences - a minimum of 6 units
 - (1) One course in American History or Institutions
 - (2) One other course in Social and Behavioral Sciences
 - c. Humanities - a minimum of 6 units
 - (1) One course in Fine or Performing Arts
 - (2) One other course in Humanities
 - d. Language and Rationality - a minimum of 6 units
 - (1) One course in English Composition
 - (2) One course in Communication or Analytical Thinking
 - e. Health/Physical Education - a minimum of two courses
 - (1) One or more courses in the area of health (a minimum of 2 units)
 - (2) One course in Physical Education activity or Dance Activity class
 - f. Ethnic/Women's Studies - one course which cannot be double-counted to satisfy other General Education Requirements above.
- II. General Liberal Arts and Sciences A.A. Degree.

In addition to the General Education requirements listed above, completion of at least 12 additional units selected as follows: 9 units from the natural sciences and/or social and behavioral sciences and/or humanities and/or language and rationality areas and 3 units from the designated ethnic/women's studies course list (cannot be "double counted"). Completion of the degree requires a total of at least 36 units in the four areas as well as two courses from the physical education/health area.

Transfer Students - General Liberal Arts and Sciences (A.A.) Degree Options

- who intend to transfer*
All transfer students may earn a General Liberal Arts and Sciences degree by doing one of the following:
Assoc. degree pattern
I. Completing the college's General Liberal Arts and Sciences A.A. degree pattern above, *or or by*
II. Completing at least 36 units of course work selected from the General Education/Breadth pattern of a transfer institution, and/or from transfer courses required in preparation for the student's *intended* major. *These the following*
At a minimum, the 36 units must include General Education courses:
 - A. Natural Sciences - a minimum of 3 units
 - B. Social and Behavioral Sciences - a minimum of 3 units
 - C. Humanities - a minimum of 3 units
 - D. Language and Rationality - a minimum of 6 units
 1. English Composition - one course
 2. Communication or Analytical Thinking - one course
 - E. Health/Physical Education - a minimum of two courses
 1. Health Education - one or more courses - a minimum of two units
 2. One course in a Physical Education or Dance Activity class

F. Ethnic/Women's Studies - one course which cannot be "double counted" to satisfy other General Education requirements above.

Courses Designated to Meet Associate Degree Requirements*

- A. Natural Sciences
 - (1) Biological Science: Anth 1; Biol 1, 2A, 3, 5, 16, 17; Bot 1; Env Sc 2; Zoo 1.
 - (2) Physical Science: Astron 1, 1L, 2; Chem 1A, 12, 13; Env Sc 1, 3, 20; Geog 1, 5; Geol 1, 2, 2L, 3, 5, 21, 41, 61; Phy Sc 1/1L; Ph 1, 1L, 5, 5L, 10A/10AL, 20A/20AL.
- B. Social Sciences
 - (1) American History or Institutions: Ch St 4; Hist 2, 3, 4, 5, 6, 7A, 7B, 12, 14; Hum 1; Pol Sc 1, 3; Urban 1A.
 - (2) Social and Behavioral Sciences: Anth 2, 3, 4, 6, 7, 9, 11; Bus 30, 42; CD 30; Ch St 1, 2, 3, 4; Econ 1, 30; EATM 4; Geog 2, 3, 4, 7, 10; Hist 1A, 1B, 2, 4, 5, 6, 7A, 7B, 8, 9, 12, 14, 20A, 20B; Hum 19, 42; Pol Sc 1, 2, 3, 4; Psych 1A, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 30; Soc 1, 2, 4, 5, 6, 7, 8; Urban 1A, 1B.
- C. Humanities
 - (1) Fine or Performing Arts: Art 1A, 1B, 1C, 2, 4A, 8A, 12A, 14A, 15A, 19; Dance 1A; Engl 10A; Hum 2, 3, 4, 5, 6, 18; Mus 1, 6, 7, 8, 9A, 9B, 10, 12, 15; Photo 1A, 2; RT 9; ThA 1, 2A, 4A, 4B, 9.
 - (2) Humanities: Art 1A, 1B, 1C, 2; Bus 42; Dance 1A; Engl 1B, 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 30, 31, 33, 45, 46; Fr 1, 2, 3, 4; Ger 1, 2, 3, 4; Hum 1, 2, 3, 4, 5, 6, 10A, 10B, 18, 19, 42; Ital 1, 2, 3; Japan 1, 2, 3; Journ 1; Mus 6, 7, 8, 9A, 9B; Phil 1, 2, 3, 4, 6, 11, 12; Photo 1A, 2; RT 1; SL 1, 2; Spn 1, 2, 3, 4, 41; Spch 1; ThA 1.
- D. Language and Rationality
 - (1) English Composition: Bus 28; Engl 1A, 2; Hum 1, 2; Journ 2.
 - (2) Communication or Analytical Thinking: CIS 1, 1L, 4A; CS 1/1L, 10A/10AL, 18/18L; Engl 1B, 1C; Hum 1, 2; Journ 2; Math 3, 4A, 5, 6, 7, 10, 13, 14, 15, 16A, 25A; Phil 5, 7, 9; Spch 1, 7.
- E. Health/Physical Education
 - (1) HE 1 or 7, 2, 5, 10 A-Z, or Nts 1, 4.
 - (2) Any PE course; or Dance course numbered 10A - 55.
- F. Ethnic/Women's Studies
 - Anth 2, 4, 6, 9; CD 36; ChSt 1, 2, 3, 4; Engl 45, 46; Fr 1, 2, 3, 4; Ger 1, 2, 3, 4; Hist 2, 3, 4, 6, 8, 12, 14; Hum 18, 19; Ital 1, 2, 3; Japan 1, 2, 3; Psych 14; SL 1, 2; Soc 2, 6, 7, 8; Spn 1, 2, 3, 4, 41

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, after the student satisfies the minimum 18-unit requirement for the major.

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

- Archaeology
- Art
- Behavioral Science
- Biology
- Business
- Chemistry
- Communication
- Dance
- Environmental Studies
- International Studies
- Mathematics
- Music
- Social Science
- Theatre Arts - Acting
- Theatre Arts - Directing

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

- Astrophysics
- Biology
- Business

- Chemistry
- Child Development
- Computer Information Systems
- Computer Science
- Computerized Composition
- Criminal Justice
- Electronics Technology
- Engineering
- Environmental Science
- Exotic Animal Training and Management
- Geology
- Graphic Design
- Interior Design
- Journalism
- Network Engineer
- Nursing Science
- Photography
- Photojournalism
- Physics
- Printing Technology
- Radio/Television
- Radiologic Technology

Major Requirements Under Which a Student Graduates

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

Variance in Major Requirements

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

Guidelines for Additional Degrees

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

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

Appeals to the above policy may be submitted on a petition available in the Counseling Office for approval by the Vice President, Student and Educational Services. Waivers may be granted

under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Certificates of Achievement

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

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

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

- Accounting Applications
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Teacher Permit
- Computer Graphics
- Computer Information Systems
- Early Childhood Education
- Electronics Technology
- Environmental Technology
- Exotic Animal Training and Management
- Interior Design
- Management
- Marketing / Sales
- Microcomputer Applications
- Multimedia
- Music
- Network Engineer
- Photography
- Photojournalism
- Printing Technology
- School Age Child Care

Certificates of Completion

Instructional divisions may award Certificates of Completion to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment, or upgrading of their skills.

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

- Acting
- Child Development Assistant Permit
- Child Development Teacher Permit
- Directing
- Drafting Technology/CAD
- Management
- Marketing
- Microcomputer Applications
- Microsoft Local Area Network
- Sales
- Small Business
- Technical Theatre

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- 60 acceptable¹ units of college level courses with a minimum overall grade point average (GPA) of 2.0 (for CSU) and 2.4 (for UC).

California's public four-year institutions are organized into two state-wide systems: nine campuses make up the University of California (UC) System and twenty 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 redirected 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, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, 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 and the campuses of the University of California along with nearby California Lutheran University at Thousand Oaks.

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

Intersegmental General Education Transfer Curriculum

The IGETC is a series of courses that community college students can use to satisfy lower-division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements.

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus General Education requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus. (Advanced Placement credit may be applied only to the first course in a sequence.)

Area 1: English Communication

CSU: 3 courses required, one from each group below.

UC: 2 courses required, one each from Group A and B.

Group A: English Composition, 1 course, 3 semester units.

Engl 1A. *Composition*

Group B: Critical Thinking / -- 1 course, 3 semester units.

Engl 1B; Engl 1C; Phil 5.

Group C: Oral Communication (CSU requirement only), 1 course, 3 semester units.

Spch 1, 2.

Area 2: Mathematical Concepts and Quantitative Reasoning

1 course, 3 semester units.

Math 5**, 7**, 14, 15, 16A, 16B, 25A**, 25B**.

Area 3: Arts and Humanities

At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester units.

Arts: Art 1A, 1B, 1C, 2; Dance 1A; Hum 3, 4, 5, 6**, 18; Mus 1**, 6, 7, 8, 9A, 9B; Photo 2; ThA 1, 4A, 4B.

Humanities: Engl 1B, 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 30, 31, 33, 45, 46; Fr 3, 4; Ger 4; Hist 1A, 1B; Hum 10A, 10B; Japan 3; Phil 1, 2, 3, 4, 6, 11, 12; Spn 3, 4.

Area 4: Social and Behavioral Sciences

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester units.

Anth 2, 3, 4, 6, 7, 9, 11; CD 30; Ch St 1, 2, 4, 8; Econ 1, 2; Geog 2, 3, 4, 7, 10; Hist 1A*, 1B*, 2, 3, 4, 5**, 6, 7A**, 7B**, 8, 9, 10, 12, 14, 15, 16; Pol Sc 1, 2, 3, 4, 8, 11; Psych 1A, 4, 5, 7, 8, 9, 13, 14; Soc 1, 2, 4, 5, 7, 8; Urban 1A.

Area 5: Physical and Biological Sciences

At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses). 7-9 semester units.

Physical Sciences: Astron 1, 1L(L), 2; Chem 1A(L), 1B(L), 12(L)**, 13(L)**; Env Sc 1(L); Geog 1, 1L(L), 5, 5L(L); Geol 1(L), 2, 2L(L), 3, 5, 21; Ph 1/1L(L)**; 10A/10AL(L)**; 10B/10BL(L)**; 20A/20AL(L)**; 20B/20BL(L); Phy Sc 1, 1L(L)**.

Biological Sciences: An 1(L)**; AnPhy 1, 1L(L); Anth 1; Biol 1(L)**; 2A(L), 2B(L), 3(L), 16, 17; Bot 1(L); Env Sc 2(L); Micro 1(L); Phys 1(L)**; Psych 1B; Zoo 1(L).

Language other than English (UC requirement only)

Complete 2 years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement Test, OR 550 on the College Board Achievement Test in Foreign Language OR complete 4-5 units from the courses below:

Fr 1, 2, 3, 4; Ger 1, 2, 3; Ital 1; Hebrew 1; Japan 1; SL 1; Spn 1**, 1A and 1B, 2, 3, 4, 5, 6

*Courses designated with an asterisk may be counted in one area only.

**Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

(L) Designates courses with a laboratory.

California State University System

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 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.

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:	Arts, Literature, Philosophy and	9 units
	Foreign Languages	
Area D:	Social, Political and Economic Institutions ...	9 units
	and Behavior; Historical Background	
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 is 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.

update

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

Area A: Communication/Critical Thinking
9 units: One course from each group.

- A1 - Oral Communication
Spch 1, 2
- A2 - Written Communication
Engl 1A
- A3 - Critical Thinking
Engl 1C
Phil 5, 7, 9
Spch 7

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

- B1 - Physical Science
Astron 1, 1L, 2
Chem 1A(L), 1B(L), 12(L), 13(L)
Env Sc 1(L), 3
Geog 1, 1L, 5, 5L
Geol 1(L), 2, 2L, 3, 5, 21, 41, 61
Phy Sc 1/1L
Ph 1, 1L, 5, 5L, 10A/10AL, 10B/10BL, 20A/20AL, 20B/20BL
- B2 - Life Science
~~Anth 1(L)~~, Anth 01/01L(L)
Anth 1
Biol 1(L), 2A(L), 2B(L), 3(L), 5(L), 16, 17
Bot 1(L)
Env Sc 2(L)
Micro 1(L)
Phys 1(L)
Psych 1B
Zoo 1(L)
- B3 - Mathematical Concepts
Math 5, 6, 7, 13, 14, 15, 16A, 16B, 25A, 25B

Area C: Arts, Literature, Philosophy, and Foreign Languages
9 units: With at least one course in the Arts and one in the Humanities.

- C1 - Arts
Art 1A, 1B, 1C, 2, 8A, 12A
Dance 1A, 10A, 11A, 12A, 14A

- Hum 2, 3, 4, 5, 6
Mus 1, 6, 7, 8, 9A, 9B, 10, 21
Photo 1A, 2
ThA 1, 2A, 4A, 4B
- C2 - Humanities
Engl 1B, 10A, 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 30, 31, 33, 45, 46
Fr 1, 2, 3, 4
Ger 1, 2, 3, 4
Hist 1A, 1B
Hum 10A, 10B, 18
Ital 1, 2, 3
Japan 1, 2, 3
Phil 1, 2, 3, 4, 6, 11, 12
SL 2
Spn 1, 1A, 1B, 2, 3, 4, 41 ^{5, 6}

Area D: Social, Political and Economic Institutions and Behavior;
Historical Background

9 units: With courses taken in at least two disciplines.

- D1 - Anthropology and Archaeology
Anth 2, 3, 4, 8, 9, 11
- D2 - Economics
Econ 1, 2
- D3 - Ethnic Studies
Ch St 1, 2, 4
Hist 3, 14
Psych 14
- D4 - Gender Studies
Hist 14
Hum 18, 19
Soc 7
- D5 - Geography
Geog 2, 3, 4, 7, 10
- D6 - History
Ch St 4
Hist 1A, 1B, 2, 3, 4, 5, 6, 7A, 7B, 8, 9, 10, 12, 14, 15, 16
- D7 - Interdisciplinary Social or Behavioral Science
Bus 42
Hum 42
Journ 1
Phil 3
RT 1
- D8 - Political Science, Government and Legal Institutions
Pol Sc 1, 2, 3, 4, 11
Urban 1A, 1B
- D9 - Psychology
Psych 1A, 3, 4, 5, 7, 8, 9, 11, 13, 14, 30; Soc 5
- D10 - Sociology and Criminology
Soc 1, 2, 4, 5, 6, 7, 8

Area E: Self Understanding/Development
3 units: (No more than 1.5 units can be met by a PE activity course.)

- CD 30
HE 1, 2, 5, 7
Hum 1
NIS 1, 4
PG 2
PE 1A, 2A, 2B, 3, 4, 5, 6A, 7, 8, 9, 11A, 13, 20A, 21, 26, 27, 28, 30A, 36A 38
Psych 1A, 3, 4, 5, 7, 8, 9, 10, 11, 13, 14, 30
Soc 5, 8
Spch 4

Satisfaction of Title V, Section 40404, requirements in United States History, Constitution and American Ideals. (One course is to be taken from the area of History and one course from the area of Government.)

- History
Ch St 4
Hist 2, 3, 4, 5, 6, 7A, 7B, 12, 14
- Government
Pol Sc 1, 3
Urban 1A

University of California, Santa Barbara

College of Letters and Sciences

Below are Moorpark College courses which satisfy UC Santa Barbara general education requirements for the College of Letters and Science.

Area A: English Reading and Composition - 2 courses required

English 1A, and 1B or 1C

Area B: Foreign Language - 1 course required

French 2; German 2; Italian 2; Japanese 2; Spanish 2.

Area C: Science, Mathematics and Technology - 2 courses required

Anatomy/Physiology 1; Anatomy 1; Anthropology 1; Astronomy 1, 2; Biology 1, 2A, 16; Botany 1; Chemistry 1A, 12; Computer Information Systems 4A; Computer Science 2, 10, 17A, 18, 19, 30; Geography 1; Geology 1, 2, 5; Mathematics 15, 16A, 25A; Physics 1, 10A, 20A; Physiology 1; Zoology 1

Area D: Social Sciences - 2 courses required

Anthropology 2, 3, 4, 6; Chicano Studies 2, 4; Economics 1, 2; Geography 2; History 3, 4, 5, 6, 7A, 7B, 12; Political Science 1, 2, 3, 4; Psychology 1A, 4, 5, 8; Sociology 1, 5

Area E: Civilization and Thought - 1 two-course sequence required

History 1A and HIST 1B

Area F: Arts - 2 courses required for BA, 1 course for BS

Art 1A, 1B, 1C, 2; Dance 1A; Humanities 3, 4, 5, 6; Music 6, 7, 8, 9A, 9B; Photography 2; Theatre Arts 1, 4A, 4B
(not required for BFA or BM degrees)

Area G: Literature - 2 courses required for BA, 1 course for BS, BM, BFA degrees

English 13A, 13B, 14, 15A, 15B, 17, 18, 29A, 29B, 30, 31, 33, 46

Ethnicity Requirement - 1 course required

Anthropology 4, 6; Chicano Studies 1, 2, 4, 8; English 45, 46; History 3, 4, 6; Political Science 7, 8; Sociology 6

American History and Institutions - 1 course required

Anthropology 6; Chicano Studies 1, 2, 4, 8; Economics 4; English 13A, 13B; History 3, 4, 5, 6, 7A, 7B, 8, 12; Political Science 1, 3, 7, 8, 11; Sociology 2, 6, 7, 8; Urban Studies 1A

Additional Information

Courses used to satisfy general education requirements may simultaneously satisfy applicable major requirements. Courses used to satisfy Ethnicity, American History and Institutions, Non-Western Culture, and Quantitative Relationships requirements may simultaneously apply to Areas C through G of general education.

Foreign Language requirement may also be satisfied in one of the following ways:

1. The completion in high school of the third year of a foreign language with at least a C average in the third year.
2. A foreign language SAT II score of 500 or higher.
3. An Advanced Placement Examination in foreign language, passed with a score of 3, 4, or 5.
4. The completion in college of foreign language quarter course 3 or semester course 2. NOTE: Students who satisfy the foreign language requirement in this manner will be required to complete 4 additional overall and L&S units. See the General Catalog for details.
5. Pass a non-credit placement examination at UCSB after transfer.

American History and Institutions requirement may also be satisfied in one of the following ways:

1. After transfer, passing a non-credit exam in this subject offered by the UCSB Department of History the first week of each quarter.
2. A score of 3 or higher on the Advanced Placement Examination in American History or American Government.

Non - Western Culture

This requirement is considered satisfied if a student transfers with fewer than 4 omissions in Areas D, E, F, and G. Courses such as cultural anthropology, North American Indians, eastern religions and eastern philosophy satisfy this requirement. Courses that focus on the art, culture, history, literature, music or politics of non-western peoples will also apply. Courses must be at least three semester units.

Quantitative Relationships

This requirement is considered satisfied if Area C is entirely completed prior to transfer. Otherwise, courses in calculus, statistics, astronomy with lab, chemistry with lab, physics with lab, or physical geology with lab will apply.

Writing Requirement

This requirement is considered satisfied if Areas D, E, F, and G are fulfilled upon transfer to UCSB. Otherwise, the number of courses needed is determined by the number of omissions in these areas. Transfer courses do not apply, but the requirement is reduced for transfer students, at the time of admission, to the number of omissions in subject areas D through G.

California Articulation Number (CAN)

The California Articulation Number (CAN) System identifies many transferable, lower division, major preparation courses commonly taught on California college and university campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus that has also qualified CAN ECON 2. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publication.

Check with the Counseling Office for current listing of CAN qualified courses.

Courses Qualified

California Articulation Number	Moorpark College Course	California Articulation Number	Moorpark College Course
CAN AJ 2	CJ 1, Intro to Criminal Justice	CAN FREN 2	FR 1, Elementary French I
CAN AJ 4	CJ 2, Concepts of Criminal Law	CAN FREN 4	FR 2, Elementary French II
CAN AJ 6	CJ 4, Legal Aspects of Evidence	CAN FREN 8	FR 3, Intermediate French I
CAN AJ 8	CJ 11, Criminal Investigation	CAN FREN 10	FR 4, Intermediate French II
CAN ANTH 2	ANTH 1, Physical Anthropology	CAN GEOG 2	GEOG 1, Our Physical Environment
CAN ANTH 4	ANTH 2, Cultural Anthropology	CAN GEOG 4	GEOG 2, Cultural Environment
CAN ANTH 6	ANTH 03, Archeology	CAN GEOL 2	GEOL 2+2L, Physical Geology + Lab
CAN ART 2	ART 1A, Art History	CAN GEOL 4	GEOL 3, Earth History
CAN ART 4	ART 1B, Art History	CAN GEOL 6	GEOL 2, Physical Geology
CAN ART 6	ART 8A, Beginning Ceramics	CAN GERM 2	GER 1, Elementary German I
CAN ART 8	ART 12A, Drawing and Composition	CAN GERM 8	GER 3, Intermediate German I
CAN ART 10	ART 16A, Painting	CAN GERM 10	GER 4, Intermediate German II
CAN ART 14	ART 4A, Color and Design	CAN GOVT 2	POL SC 3, American Government & Politics
CAN ART 16	ART 4B, Three-Dimensional Design	CAN H EC 2	NTS 1, Nutrition
CAN ART 18	PHOTO 1A, Beginning Photography	CAN HIST 2	HIST 1A, An Intro to Western Civilization
CAN ART 20	ART 15A, Beginning Printmaking	CAN HIST 4	HIST 1B, An Intro to Western Civilization
CAN ART 24	ART 13A, Life Drawing	CAN HIST 8	HIST 7A, Social & Political History of the US
CAN BIOL 2	BIOL 2A, General Biology I	CAN HIST 10	HIST 7B, Social & Political History of the US
CAN BIOL 4	ZOO 1, General Zoology	CAN HIST SEQ A	HIST 1A+1B, An Intro to Western Civilization
CAN BIOL 6	BOT 1, General Botany	CAN JOUR 2	JOURN 2, News Reporting and Writing
CAN BIOL 10	AN 1, General Human Anatomy	CAN JOUR 4	JOURN 1 OR RT 1, Media and Society
CAN BIOL 12	PHYS 1, Human Physiology	CAN MATH 8	MATH 6, Trigonometry
CAN BIOL 14	MICRO 1, Principles of Microbiology	CAN MATH 10	MATH 5, College Algebra
CAN BIOL SEQ A	BIOL 2A + 2B, General Biology I & II	CAN MATH 12	MATH 14, Finite Mathematics
CAN CHEM 2	CHEM 1A, General Chemistry	CAN MATH 16	MATH 7, College Algebra & Trigonometry
CAN CHEM 4	CHEM 1B, General Chemistry	CAN MATH 18	MATH 25A, Calculus w/Analytic Geometry I
CAN CHEM SEQ A	CHEM 1A + CHEM 1B, General Chemistry	CAN MATH 20	MATH 25B, Calculus w/Analytic Geometry II
CAN CSCI 4	CS 18+18L, Computer Programming-FORTRAN	CAN MATH 22	MATH 25C, Calculus w/Analytic Geometry III
CAN CSCI 8	CS 4A, Computer Programming I: COBOL	CAN MATH 24	MATH 35, Applied Differential Equations
CAN CSCI 10	CS 30 + 30L, Assembly Language + Lab	CAN MATH 30	MATH 16A, Applied Calculus I
CAN DRAM 6	SPCH 3/TH A 3/RT 8, Voice and Diction	CAN MATH 32	MATH 16B, Applied Calculus II
CAN DRAM 8	TH A 2A, Beginning Acting	CAN PHIL 2	PHIL 1, Introduction to Philosophy
CAN ECON 2	ECON 2, Principles of Macro-Economics	CAN PHIL 4	PHIL 2, Values and Society
CAN ECON 4	ECON 1, Principles of Micro-Economics	CAN PHIL 6	PHIL 7, Introduction to Logic
CAN ENGL 2	ENGL 1A, English Composition	CAN PHYS 2	PH 10A + 10AL, General Physics I + Lab
CAN ENGL 4	ENGL 1B, Literature: Critical Thinking/Comp	CAN PHYS 4	PH 10B + 10BL, General Physics II + Lab
CAN ENGL 6	ENGL 10A, Creative Writing	CAN PHYS 8	PH 20A + 20AL, Mechanics of Solids & Fluids + Lab
CAN ENGL 8	ENGL 15A, Survey of English Literature	CAN PHYS 12	PH 20B + 20BL, Electricity & Magnetism + Lab
CAN ENGL 10	ENGL 15B, Survey of English Literature	CAN PSY 2	PSYCH 1A, Introduction to Psychology
CAN ENGL 14	ENGL 13A, Major American Writers I	CAN SOC 2	SOC 1, Introduction to Sociology
CAN ENGL 16	ENGL 13B, Major American Writers II	CAN SOC 4	SOC 2, Social Problems
CAN ENGR 2	ENGR 4, Engineering & Design/CAD	CAN SPAN 10	SPN 4, Intermediate Spanish II
CAN ENGR 4	ENGR 12, Engineering Materials	CAN STAT 2	MATH 15, Introductory Statistics
CAN ENGR 6	ENGR 20+20L, Elect.I Engineering Fund. + Lab		
CAN ENGR 8	ENGR 16, Engin. Statics & Strength of Materials		

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.

California Lutheran University

GENERAL TRANSFER INFORMATION

1. A maximum of 70 semester credits may be transferred from a community college.
2. Pass/Fail or Credit/No Credit courses may not be used to meet general education or major requirements. Credit by Examination will be allowed.
3. Both Bachelor of Arts and Bachelor of Science degrees are offered.
4. Most majors require at least 32 credits with 20-24 credits at the upper-division (Junior/Senior) level. Consult the CLU catalog for specific departmental requirements.
5. A personal, preliminary transfer evaluation may be obtained by contacting the Director of Transfer Programs at (805) 493-3135.
6. Courses which are technical, vocational or "personal enrichment" in nature are not transferable.
7. California Lutheran University also accepts the Intersegmental General Education Transfer Curriculum (IGETC) for meeting general education requirements.

GENERAL EDUCATION REQUIREMENTS

Area I. Proficiencies

- A. Written Communication
 1. Engl 1A or by AP exam.
 2. One upper division writing intensive course after transfer.
- B. Oral Communication
 1. One course or passing score on the Oral Communication Proficiency Test to be taken at CLU (no credit given). Spch 1, 2, 5, 7; ThA 2A.
- C. Foreign Language
 1. Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level. Fr 1-4; Ger 1-4; Ital 1-3; Japan 1-2; Spn 1-4.
- D. Mathematical Reasoning
College level math course or qualifying score on the CLU Math Placement Test.
OR
Complete with a C or better at Moorpark: Math 5, 6, 7, 10, 14, 15, 16A, 16B, 25A, 25E, 25C or above.

Area II. Perspectives

- A. Humanities
 1. History -- one course from: Any history course except Hist 22.
 2. Literature -- one course from: Engl 1B, 13A, 13B, 14, 15A, 15B, 17, 19, 20, 21, 29A, 29B, 30, 31, 33, 45, 46.
 3. Philosophy -- one course from: Phil 1, 2, 3, 4, 5, 6, 9.
 4. Religion -- two courses: Rel 100 at CLU and Phil 11 (waived for Junior level transfers).
- B. Natural Sciences
 1. Two courses from different disciplines. Both course must have a lab component: An 1; AnPhys 1/1L; Biol 1, 2A, 2B, 3, 5; Bot 1; Chem 1A, 1B, 12, 13; Env Sc 1; Geog 1, 1L; Geol 1, 2, 2L; Micro 1; Phy Sc 1, 1L; Phys 1; and Physics with lab except 22; Zoo 1.
- C. Social Sciences
 1. Two courses from different disciplines: Anth 2, 3, 4, 6; Econ 1, 2, 4, 30; Geog 2, 3, 4; Pol Sc 1-11 (Not California requirement); Psych 1-8; Soc 1-8.
- D. Visual and Performing Arts
 1. Two courses, one of which must include participation in one of the visual or performing arts, and only one of which may be less than two credits: Art 1A, 1B, 1C, 2, **4A-13D, 16A-18D**; Dance **10A-51D**; Mus 1-2D, **3A, 7-9B, 10-28** (except 22);

Photo 1A-8; ThA 1, **2A-2D, 3, 4A, 4B, 10-15B, 16, 20, 21, 23, 24.** (Courses which are boldface meet the performance requirement.)

E. Health and Well-Being

1. NtS 4 or PE 2A.
2. Any other activity course.
3. A third PE activity course or HE 1 or 7.

(Note: Any students over the age of 25 at entrance will have the Health and Well-Being requirement waived.)

Area III. Cultures and Civilizations

- A. Global Studies: The World and the West
No Moorpark College equivalent available. However, this requirement is waived for those students entering with 45 or more units.
- B. American Studies: American History and Politics
 1. One course from: Hist 3, 4, 5, 6, 7A, 7B, 12; Pol Sc 1, 3; Urban 1A. (Students may not use this course to meet an additional requirement.)
- C. Gender and Ethnic Studies
 1. One course from: Anth 2, 4, 6, 9; Ch St 1, 2; Hist 12; Hum 18, 19; Pol Sc 7; Soc 6, 8.

Area IV. Integrated Studies

- A. Freshman Cluster
No Moorpark College equivalent. However, this requirement will be waived for those students who have completed Engl 1A before transferring, or have completed over 28 transferable units.
- B. Integrated Studies Capstone
One upper-division course after transfer.

Pepperdine University/Seaver College

GENERAL STUDIES REQUIREMENTS

English Composition (2 courses)

Engl 1A, 1B

Religion (2-3 courses)

To be completed at Pepperdine. Two courses are required for all transfer students; a third is required for students entering with fewer than 60 transferable semester units.

Western Heritage (4 courses)

This four course sequence fulfills Pepperdine's three course sequence. Students must take 2 for their first WH credit. It is preferred that students planning on majoring in English refrain from taking either Engl 15A, 15B, 30, 31, or 33 as part of their sequence. Hum 10A, 10B can count only once each towards fulfilling the sequence.

- (1) Art 1A, 1B, 2; Hum 10A, 10B; Mus 8, 9A, 9B (any one)
- (2) Hist 1A
- (3) Hist 1B
- (4) Engl 15A, 15B, 30, 31, 33; Hum 10A, 10B (any one)

Non-Western Heritage (1 course)

Hist 15, 16; Phil 6, 11, 12

American Heritage (2 courses)

Two courses chosen from:

- (1) Hist 5, 7A, or 7B (any one)
- (2) Econ 1 or 2 (either)
- (3) Pol Sc 1 or 3 (either)

Behavioral Science (1 course)

Psych 1A; Soc 1

Foreign Language (1 course)

Additional language study is necessary for students who do not have the prerequisites to enroll in second-year (third-semester) foreign language. One course chosen from:

Fr 3; Ger 3; Spn 3; or Japanese 3

Laboratory Science (1 course with laboratory)

An 1; AnPhys 1+1L; Astron 1+1L, 2+1L; Biol 1, 2A, 2B, 3, 5, 14; Bot 1; Chem 1A, 1B, 8 & 9, 12, 13; Env Sc 1, 2; Geog 1+1L, 5+5L; Geol 1, 2+2L, 4; Micro 1; Phy Sc 1+1L; Ph 1+1L, 10+10AL, 20A+20AL; Phys 1; Zoo 1

Mathematics (1 course)

Math 5, 6, 7, 10, 12, 13, 14, 15, 16A, or 25A
Speech & Rhetoric (1 course) - Spch 2

Freshman Seminar (1 course)

Waived for non-freshmen transfers. It is required during the first semester of enrollment at Pepperdine for students entering with under 30 transferable semester units.

Physical Education (2 units - PE 199)

Transfer students with two or more acceptable PE units (i.e. activity courses) from other colleges and universities are not required to take PE 199. Students who enter with one acceptable semester unit of PE may take one physical education activity course in place of PE 199.

University of Southern California

GENERAL TRANSFER INFORMATION

All USC students must complete six general education (GE) courses. In addition, there are requirements in writing, diversity, and (for certain majors) foreign language. Students have different GE and writing requirements depending on when they started college:

--NEW GE: Students who first enrolled in any college in Fall 1997 or later, or who enroll in USC in Fall 2000 or later, follow the "New" GE plan. They may use transfer courses to fulfill the lower division writing requirement (shown below), and four of the six GE categories (I, II, III, and V, listed below). GE categories IV and VI and the upper division writing requirement must be taken at USC.

--TRANSITIONAL GE: Students who enrolled in college in Spring 1997 or earlier and who enroll at USC in Spring 2000 or earlier follow a "Transitional" GE plan, designed to smooth the transition from the "old" GE to the new plan. They may fulfill all six GE courses with transfer courses: the four categories listed immediately below (I, II, III, and V), and also categories IV and VI listed in the final part of this agreement (titled "THIS SECTION IS ONLY FOR STUDENTS ELIGIBLE FOR THE TRANSITIONAL GE PLAN"). They may fulfill the entire two-course composition requirement with transfer courses listed in the final part of this agreement.

For more information, see the booklet "Transferring to USC", available from the USC Office of Admission or on the Web at: <http://www.usc.edu/dept/admissions/undergrad/transfer/index.html>

The Diversity and Foreign Language requirements described below are the same for students following either the "new" or the "transitional" GE plans.

DIVERSITY REQUIREMENT: All students who entered college in Fall 1993 or thereafter (at USC or elsewhere) must meet USC's diversity requirement. Courses which meet the diversity requirement are identified by the abbreviation MULTI.

LOWER DIVISION WRITING REQUIREMENT FOR STUDENTS FOLLOWING THE NEW GE PLAN: Students following the NEW GE pattern should complete one of the courses below (an additional upper division writing course will need to be completed at USC): Engl 1B, 1C; Phil 5

FOREIGN LANGUAGE SKILL LEVEL (New and Transitional GE): Certain USC majors have a language requirement for graduation, which requires completing the third semester (or fifth quarter) of a college-level foreign language with a passing grade (C- or higher), or passing USC's placement examination at a level equivalent to third semester competency. Students who do not finish their third semester (or fifth quarter) before transferring to USC must take USC's placement examination to determine their level of competency. If the test score indicates placement into a level which the student has already completed, the student will be required to repeat the course at USC for no additional credit. Therefore, if your major requires the foreign language skill level and if you have started taking a foreign language, you are advised to complete the requirement before transferring to USC.

GENERAL EDUCATION CATEGORIES TRANSFERABLE BY STUDENTS FOLLOWING BOTH THE NEW AND THE TRANSITIONAL GE PLAN:

Category I: Cultures and Civilizations I

Art 1A, 1B; Engl 30, 31; Hist 1A, 1B; Hum 10A, 10B; Phil 11; ThA 4A

Category II: Cultures and Civilizations II

Anth 2, 6(MULTI), 60C, 60I; Hist 6, 10, 15; Phil 6, 12

Category III: Scientific Principles

Astron 1+1L, 2+1L; Biol 1, 2A; Bot 1; Chem 1A, 12; Geog 1+1L; Geol 1, 2+2L; Phy Sc 1+1L; Ph 1+1L, 10A+10AL, 20A+20AL

Category V: Studies in Literature, Thought, and Arts

Art 1C, 2; Engl 13A, 13B, 14, 15A, 15B, 17, 18, 19, 20, 21, 29A, 29B, 33, 45, 46; Hum 3, 4, 5, 6; Mus 6, 7, 8, 9A, 9B; Photo 2; ThA 1, 4B

Courses which meet the Diversity Requirement:

Anth 4(MULTI), 6(MULTI); Ch St 1(MULTI); HIST 3 (MULTI), 12 (MULTI), 14 (MULTI); Hum 19 (MULTI); Pol Sc 7(MULTI); Psych 14 (MULTI); Soc 1 (MULTI); 2(MULTI); 6(MULTI); 7(MULTI); 8(MULTI)

POLICIES REGARDING GE COURSES FOR STUDENTS FOLLOWING THE NEW GE PLAN:

--No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.

--A single course may be used to fulfill both a GE requirement and the diversity requirement.

--Once a student following the new GE plan enrolls at USC, he or she may no longer take courses elsewhere to fulfill GE or writing requirements.

Transfer Curricula

The information on the following pages shows the requirements for advanced standing in selected majors at 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 22 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. This information is subject to change.

For Liberal Studies and Health Sciences majors please see the listing of courses under these headings in the Announcement of Courses section.

Anthropology

Major requirements for upper-division standing at:
California State University, Northridge: Anth 1, 2.
University of California, Berkeley: Anth 1, 2, 3.
University of California, Santa Cruz: Anth 1, 2, 3;

Art

Major requirements for upper-division standing at:
California State University, Northridge: Art 1A, 1B, 4A, 4B, 12A, 13A, and 6-10 units of Art electives. (exclude Art 2)
UC Riverside: History option: Art 1A, 1B,; Studio Art option: add Art 12A, 16A; Photo 01A

Biology

Major requirements for upper-division standing at:
California State University, Northridge: (B.A.) Biol 2A, 2B; Chem 1A, 1B; Math 7; Ph 10A/10AL, 10B/10BL; Phys 1 or Math 16A
Select one of the following options for BS degree:
Cellular and Molecular - Environmental - Microbiology; - Medical Technology - Marine Biology.
University of California, Los Angeles: Biol 2A, 2B; Chem 1A, 1B, 7A, 7B, Math 25A, 25B, Ph 20A/B/C with labs
University of California, Riverside: Biol 2A, 2B; Chem 1A, 1B, 7A, 7B; Math 25A, 25B; Ph 20A/B/C with labs; Engl 1A, 1B or 1C

Business

Major requirements for upper-division standing at:
California Lutheran University: (B.A.) - Bus 2A, 2B, 30; Econ 2; Math 14.

(B.S.) - Bus 2A, 2B, 2C; Econ 1, 2; Math 14.
California State University, Chico: Bus 2A, 2B, 2C, 33; Econ 1, 2; Math 14, 16A or 25A. Additional requirements for options.
University of California: Berkeley: Bus 2A + 2B or Bus 30; CS 18/18L; Econ 1, 2; Math 15, 25A, 25B; Foreign language through Level 2 (or three years of high school foreign language with "C" or better). Additional courses required for admission- see counselor Engl 1A, 1B, 1C.
University of California, Riverside: Bus 2A + 2B, or Bus 30; Econ 1, 2; Math 25A, 25B, 31, 15, CIS 1, 1L.

Chemistry

Major requirements for upper-division standing at:
California State University, Northridge: (B.A.): Chem 1A, 1B; Math 16A, 16B; Ph 10A/10AL, 10B/10BL. (B.S.): Chem 1A, 1B; Math 25A, 25B, 25C, 35; Ph 20A/20AL, 20B/20BL, 20C/20CL. Bio-chemistry option: Add Biol 2A, 2B. Environmental Option: Add Phys 1.
University of California, Riverside: Chem 1A, 1B, Engl 1A, 1B or 1C; Math 25A, 25B, 25C; Ph 10AB with Labs or Ph 20ABC with Labs; Chem 7A, 7B. (B.S.): Add Math 25C, 35.

Chicano Studies

Major requirements for upper-division standing at:
California State University, Northridge: Ch St 2 (or Anth 4).
California State University, Fresno: Ch St 1 or 2

Child Development

Major requirements for upper-division standing at:
California State University, Northridge: Math 15; Phys 1 or Psych 1B. Up to 12 units of approved electives may apply in the major. See counselor.
California State University, Fresno: CD 30, 39A, 42; Psych 1A; Soc 1.

Computer Science

Major requirements for upper-division standing at:
California State University, Fresno: CS 10A/10AL, 20/20L; Math 25A, 25B; Phil 5 or 7; Ph 10A/10AL, 10B/10BL or Ph 20A/20AL, 20B/20BL, 20C/20CL.
University of California, Riverside: CS 10A/10AL, 10B/10BL, 30/30L; Engr 20; Math 25A, 25B, 25C, 35; Chem 1A; Ph 20A/B/C with labs; Engl 1A, 1B or 1C.

Criminal Justice

Major requirements for upper-division standing at:
California Lutheran University: CJ 1, 2.
San Diego State University: CJ 1; Math 15; Soc 1, 2.
California State University, Fresno: CJ 1, 2, 3

Dance

Major requirements for upper-division standing at:
University of California, Riverside: Dance 12A, 12B, 12C, 14A, 14B; 4 units from Dance 10A/B/C, 13A/B, 31A/B.
San Jose State University: AnPhys 1/1L; Dance 10C, 11C, 12C.
San Diego State University: Dance 1A, 10A, 10B; An 1; Anth 1; Psych 1A; foreign language through level 3.

Earth Science

Major requirements for upper-division standing at:
California State University, Northridge: Chem 1A/1B; Geog 5; Geol 2; Math 15 or 16A or 25A; Ph 10A/10AL, 10B/10BL.

Economics

Major requirements for upper-division standing at:
California State University, Fresno: Econ 1, 2.
University of California, Davis: Econ 1, 2; Math 15, 25A, 25B, 25C, 31.
University of California, Los Angeles: Bus 2A, 2B; Econ 1, 2; Engl 1B; Math 15, 25A, 25B.

Engineering

Major requirements for upper-division standing at:
California State University, Northridge: Chem 1A; Engr 4, 12, 16*, 20/20L; Engl 1A; Math 25A, 25B, 25C, 35; Ph 20A/20AL, 20B/20BL; Chem 1B or Ph 20C/20CL.
*Engr 227L to be taken after transfer.

English

Major requirements for upper-division standing at:
California State University, Northridge: Option I - Literature: Engl 13A or 13B, 15A, 15B. Option II - Writing: Engl 10A or 10B and 3 units Engl 13A, 13B, 15A, 15B.
University of California, Berkeley: Engl 1A; 1B, 1C, 15A, 17.

Environmental Science

Major requirements for upper-division standing at:
California State University, Northridge: Environmental and Occupational Health Program: Biol 2A or Phys 1; Chem 1A and 1B or 12 and 13, 8, 8L; Math 7; Micro 1; Ph 10A/10AL, 10B/10BL.
University of California, Riverside: Env Sc 1/1L; Engl 1A, 1B or 1C; Chem 1A, 1B; CS 1/1L; Math 7; PolSc 3; Additional requirements for options in: Natural Science, Social Science, Soil Science, and Environmental Toxicology.

French

Major requirements for upper-division standing at:
California State University, Fresno: Fr 1, 2, 3, 4.
California State University, Northridge: Engl 30 and 31.
Additional lower-division courses to be taken at CSUN.
University of California, Davis: Fr 1, 2, 3, 4; Hist 1A, 1B.
University of California, Los Angeles: Fr 1, 2, 3, 4.

Geography

Major requirements for upper-division standing at:
California State University, Northridge: Geog 1 or 5; Geog 2, or 3, or 4 or 7.
University of California, Los Angeles: Geog 1, 2; foreign language through level 3. Recommended: Math 25A, 25B.

Geological Sciences

Major requirements for upper-division standing at:
California State University, Northridge: (Geology option): Chem 1A, 1B; CS 01/01L; Geol 2, 3; Math 16A; Ph 10A/10AL, 10B/10BL or 20A/20AL, 20B/20BL; and two courses from: Math 15, Math 25B, CS 10A/L, or Ph 20C/20CL. (Geophysics option): Chem 1A, 1B; CS 10/10L, 18/18L; Geol 2; Math 15, 25ABC, 35; Ph 20A/20AL, 20B/20BL, 20C/20CL.
University of California, Davis: Chem 1A, 1B; Geol 2, 2L, 3, 4; Math 15, 25A, 25B; Ph 10A/10AL, 10B/10BL.

German

Major requirements for upper-division standing at:
California State University, Fresno: Ger 1, 2, 3, 4.
California State University, Northridge: Engl 30 and 31; Ger 3, 4.
Additional lower-division courses to be taken at CSUN.
University of California, Davis: Ger 1, 2, 3, 4.

Graphic Design

Major requirements for upper-division standing at:
California Polytechnic State University, San Luis Obispo: Art 1A, 1B, 4A, 4B, 4C, 12A, 12B; Photo 1A.
University of California, Davis: Art 1A, 1B, 4A, 4B, 12A, 12B, 13A, 13B.

Health Education

Major requirements for upper-division standing at:
California State University, Chico: (Community Health Education): An 1; NtS 1; Phys 1.
California State University, Fresno: (Community Health Education): AnPhys 1/1L; Biol 1; Chem 12, 13; NtS 1.
California State University, Northridge: Psych 1A; Soc 1, HE program add: An 1 or Biol 16 or Env Sc 2; Biol 1; Chem 12; HE 1; Math 15; Phys 1.

History

Major requirements for upper-division standing at:
California State University, Northridge: Hist 1A, 1B; 7A, 7B; 10 or 15 or 16
University of California, Los Angeles: Hist 1A or 1B; 2 courses from: Hist 3, 4, 5, 6, 7A, 7B, 8, 9, 10, 12, 15, 16.

Humanities

Major requirements for upper-division standing at:

California State University, Chico: Hum 2; additional courses after transfer

Interior Design

Major requirements for upper-division standing at:
California State University, Fresno: Art 1B, 4A; Engl 1A; Hist 7A or 7B; ID 5; Math 15; Photo 1A; Pol Sc 3; Psych 1A; Spch 1.
San Jose State University: Art 1A, 1B, 4A or 4B, 12A; additional requirements after transfer.

Journalism

Major requirements for upper-division standing at:
California State University, Fresno: Journ 1, 2, 8.
California State University, Northridge: Journ 1, 2. (No more than 9 units in Journalism may be transferred from Moorpark.)

Mathematics

Major requirements for upper-division standing at:
California State University, Northridge: CS 10A/10AL; Math 25A, 25B, 25C, 31; Phil 9; Ph 20A/20AL, 20B/20BL.
University of California, Berkeley: Math 25A, 25B, 25C, 31, 35.
University of California, Davis: (B.A.) CS 18/18L; Math 25A, 25B, 25C, 31, 35; Ph 20A/20AL. (B.S.) add: Math 15; Ph 20BC with Labs.
University of California, Irvine: Math 25A, 25B, 25C, 31, 35; Chem 1A, 1B or Ph 20A, 20B with labs; CS 1/1L or 10A/10AL or 10B/10BL

Nursing

Major requirements for upper-division standing at:
California State University: Dominguez Hills, Fresno, Hayward, Long Beach, Northridge, San Bernardino, Mount St. Mary's, University of Phoenix: an Associate Degree in Nursing

Major requirements for upper-division standing at:
Azusa Pacific University, Biola University, California State University at Bakersfield, Chico, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, Sonoma, Stanislaus, Mount St. Mary's, Pacific Union College, University of Southern California: An 01; Anth 2; Biol 2A/B; Chem 1A/B; Engl 1A; Micro 1; Nts 1; Ph 10A/10AL; 10B/10BL; Psych 1A/1B; Soc 01. (The accepting institution will determine which courses will be acceptable for transfer. The courses listed are generally acceptable as transferable)

Music

Major requirements for upper-division standing at:
California State University, Northridge: (B.A.): Mus 9A, 9B. Vocal / Instrumental option: Mus 2A, 2B/2BL, 2C/2CL, 2D/2DL, Mus 30A-G or 31A-G (2.5 units); add Mus 25A/B/C/D for specialization in piano. Music Industry option: add Bus 33A; Mus 30A-G, 31A-G (2.5 units); add Mus 25B for choral emphasis. Music Therapy option: Mus 2A, 2B/2BL, 2C/2CL, 2D/2DL, 30A-G, 31A-G (2.5 units); An 1. (B.M. -- audition required for all options): Mus 2A, 2B/2BL 3A, 9A, 9B; 30A-G or 31A-G (12 units). Pedagogy emphasis: add Psych 1A. Vocal Emphasis: add proficiency equal to 1 semester of college instruction in each of 2 languages, or one full year in one of these languages: German, Italian, or French.

Philosophy

Major requirements for upper-division standing at:
California State University, Fresno: Phil 5 or 7 or 9. See counselor for courses for options.
California State University, Northridge: Phil 9; additional lower-division courses to be taken after transfer.
University of California, Riverside: Phil 5 or 7, 9.
University of California, Los Angeles: Phil 7, 9.

Physical Education

Major requirements for upper-division standing at:
California State University, Northridge: Core courses: An 1; Biol 1 or 2A; Phys 1; five units of professional activities.
Selected activities courses may substitute for these courses. Contact CSUN Kinesiology Department for details.
California State University, Fresno: Training Option: An 1; Phys 1.

Physics

Major requirements for upper-division standing at:
California State University, Northridge: Core courses: Chem 1A; Math 25A, 25B, 25C, 35; Ph 20A/20AL, 20B/20BL, 20C/20CL.
Applied Physics option: Engr 20/20L
University of California, Davis: Chem 1A, 1B; CS 18/18L; Math 25A, 25B, 25C, 31, 35; Ph 20A/20AL, 20B/20BL, 20C/20CL.

Political Science

Major requirements for upper-division standing at:
California State University, Northridge: Pol Sc 2, 3, 4.
University of California, Davis: Hist 1B; Pol Sc 2, 3, 4; recommended: Econ 1, 2.
San Jose State University: Econ 1, 2; Pol Sc 1, 2, 4..

Psychology

Major requirements for upper-division standing at:
University of California, Davis: Biol 2A or Biol 1 and Anth 1; Math 15; Psych 1A.
California State University, Northridge: Psych 1A, 1B; Math 15.

Radiologic Technology

Major requirements for upper division standing at California State University Northridge:
An Associate Degree in Radiologic Technology and/or An 1; Biol 2A; Chem 12; Math 7; Phys 1; Ph 10A/10AL, 10B/10BL
The accepting institution will determine which courses will be acceptable for transfer. The courses listed are generally acceptable as transferable.

Radio--Television--Film

Major requirements for upper-division standing at:
California State University, Northridge: Hum 3 or 4; RT 1, 3A or 7A.
San Diego State University: RT 1, 3A, 5, 7A; Hum 3

Recreation Administration

Major requirements for upper-division standing at:
California State University, Chico: Therapeutic Recreation option: An 1; Phys 1.
California State University, Northridge: An 1; Phys 1.

Sociology

Major requirements for upper-division standing at:
California State University, Northridge: Math 15; Soc 1, 3.
University of California, Davis: Anth 2 or 7; Phil 2 or 5 or 7; Soc 1 or 2, 5; one course from: Hist 1B, 7A, 7B, 10, 15, 16.

Spanish

Major requirements for upper-division standing at:
California State University, Northridge: Engl 30 and 31; Spn 3, 4.
Additional lower-division courses to be taken at CSUN.
University of California, Davis: Spn 1, 2, 3, 4.

Speech

Major requirements for upper-division standing at:
California State University, Northridge: Communication Studies option: Hum 3 or 4; Journ 1. General Major option: Spch 5, additional lower-division courses to be taken after transfer.

Theatre Arts

Major requirements for upper-division standing at:
California State University, Fresno: ThA 2A, 10, 20; (Acting) ThA 2B, 3; (General) ThA 2B or 3.
California State University, Northridge: ThA 1, 2A, 2B, 2C, 20, 23, 24. Th 300 to be taken after transfer.

Urban Studies

Major requirements for upper-division standing at:
California State University, Northridge: Econ 1, 2; Urban 1A.
Techniques Option: CS 10A/10AL. Political-Humanistics Option: Hist 3
San Diego State University: Anth 2; Econ 1, 2; Geog 2; Math 15; Soc 1; foreign language proficiency through third semester.

Programs, Transfer Majors and Announcement of Courses

Announcement of Courses

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

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

Special Note:

- 1) The designations (F) indicates that the class is offered in the Fall only; the designations (S) indicates that the class is offered in the Spring only.
- 2) * Denotes course must be taken for Credit/No Credit.
- 3) The University of California system will accept a total of 6 units in any and all transferable courses numbered 22 or 60.

Adapted Computer Technology

All Adapted Computer Technology courses are listed with the Special Education courses. Refer to that section alphabetically for full course information.

Anatomy

Anatomy/Physiology

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

Anthropology

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

Career Opportunities

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

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

Faculty

Full-Time	Part-Time	Counselor
John Baker	Diane Brabant	Mike Johnson
Robert Lopez	Charles Eastman	
Thomas McAdam	Nadine Mandel-Toren	
Jack Reynolds	Michele Titus	

Archaeology

Associate in Arts Degree

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

Required Courses:	Units
AREA A: Core courses in Anthropology, in the order recommended, for a total of 9 units.	
Anth 3 Archaeology	3
Anth 2 Cultural Anthropology	3
Anth 1 Physical Anthropology	3
AREA B: Practical courses in Archaeological methodology for a total of 9 units. Courses in this area may be repeated two times.	
Anth 5 Archaeological Field Methods	3
Anth 10 Archaeological Reconnaissance	3
Anth 12 Archaeological Laboratory Procedures	3
AREA C: Electives for a total of 18 units selected from the following courses. Those courses indicated by (2X) may be repeated two times in this area.	
Anth 5 Archaeological Field Methods (2X)	3
Anth 10 Archaeological Reconnaissance (2X)	3
Anth 12 Archaeological Laboratory Procedures (2X)	3
Anth 60C Indians of California	3
Anth 60I The Chumash and Their Neighbors	3
Anth 60R Archaeological Research Methods (2X)	3

Anth 60S Introductory Archaeological Field Methods Supervision (2X)	3
Biol 5 Field Biology	3
Geog 6 Map Use and Interpretation	2
Geol 4 Mineralogy	4
Geol 21 Geology of California	3
Photo 1A Beginning Photography	3
Total minimum units required in major area -- 45	

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

Anthropology Courses

ANTH 1 -- 3 Units

Physical Anthropology

Class Hours: 3 lecture

This course on human evolution and diversity includes such areas as genetics, evolution, primatology, paleontology, human variation and bicultural adaptation. *Transfer credit: CSU; UC. CAN: ANTH 2*

ANTH 2 -- 3 Units

Cultural Anthropology

Class Hours: 3 lecture

This course focuses upon the basic concepts and methods for analyzing cultural systems, illustrated with examples drawn largely from non-western societies. Emphasis will be on the structure and evolution of human behavior in all major aspects of cultures. *Transfer credit: CSU; UC. CAN: ANTH 4*

ANTH 3 -- 3 Units

Archaeology

Class Hours: 3 lecture

This course is an introduction to the history, goals, and methods of Archaeology. Emphasis will be on methods of interpreting and dating the prehistoric past through the rise of complex societies. Special emphasis will be placed on the archaeology of the New World and Ventura County in particular. *Transfer credit: CSU; UC. CAN: ANTH 6*

ANTH 4 -- 3 Units

Chicano Culture*

Class Hours: 3 lecture

This study of the social and cultural heritage of the Chicano emphasizes middle American civilizations, and includes the cultural evolution of the Chicano, from the Spanish conquest to present-day America. The course is concerned with the contributions made by the Chicanos to the United States culture, especially in the fine arts, literature, and orally-transmitted heritage. (co-numbered Ch St 2) *Transfer credit: CSU; UC*

ANTH 5 -- 3 Units

Archaeological Field Methods

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

Class Hours: 1 lecture, 6 laboratory

This is a course in practical archaeology that is intended for students who desire to expand their existing knowledge of archaeological inquiry. The emphasis of this course will be on actual site excavation and primary sorting of artifactual materials. May be taken four (4) times for credit. *Transfer credit: CSU*

ANTH 6 -- 3 Units

Introduction to Native American Studies*

Class Hours: 3 lecture

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

ANTH 7 -- 3 Units
Peoples and Cultures of the World

Class Hours: 3 lecture

This class surveys various peoples and cultures around the world. Emphasis is on the different subsistence strategies which these groups employ to ensure their survival and on the effects these strategies have upon such factors as their social structure, belief system, and economic organization. *Transfer credit: CSU; UC*

ANTH 9 -- 3 Units
Anthropology of Women

Class Hours: 3 lecture

This course is an exploration of women's roles, stereotypes, and contributions, past and present. Drawing upon case studies from both traditional and contemporary world cultures, the course examines relationships among gender, kinship, economics, politics, myth and ideology. *Transfer credit: CSU; UC*

ANTH 10 -- 3 Units
Archaeological Reconnaissance

Prerequisite: Anth 3 or concurrent enrollment in Anth 3 or its equivalent

Class Hours: 1 lecture, 6 laboratory

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

ANTH 11 -- 3 Units
The Anthropology of Magic, Witchcraft and Religion

Class Hours: 3 lecture

This course will survey the various ways in which societies attempt to deal with the supernatural. Specifically, the course will focus on such topics as religion as a fact in nature, the Shaman as a religious specialist, classification of religions across cultures, ethnomedicine, and the relationship between science and religion. *Transfer credit: CSU; UC*

ANTH 12 -- 3 Units
Archaeological Laboratory Procedures

Prerequisite: Anth 3 or equivalent

Class Hours: 1 lecture, 6 laboratory

This course is an actual hands-on experience working with archaeological collections. Students will be taken through initial processing, sorting, washing, stabilizing and, finally, cataloging. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

ANTH 22A/B -- .5-3/.5-3 Units
Independent Studies in Anthropology

Prerequisite: A previous course in Anthropology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of anthropology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

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

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60C -- 3 Units
Indians of California

Class Hours: 3 lecture

This course offers students a multidimensional look at the aboriginal inhabitants of California before and since European contact.

60I -- 3 Units
The Chumash and Their Neighbors

Class Hours: 3 lecture

This will be an in-depth look at the Chumash, the major aboriginal population to occupy Ventura County in pre-contact times. Major consideration will be given to their social, political, and economic structure and to their relations with their aboriginal neighbors and the later Spanish Colonial establishment.

60J -- 3 Units
Egyptology: Archaeology of the Land of the Pharaohs

Class Hours: 3 lecture

This course will emphasize the archaeological contributions to a better understanding of the historical and cultural development of ancient Egypt.

60R -- 3 Units
Anthropological Research Methods

Prerequisite: A previous course in Anthropology

Class Hours: 2 lecture, 3 laboratory

This is a course in the method and madness of undertaking various selected aspects of anthropological research. Students will be taught to use the tools of research through their explanation and application on actual research projects. May be taken four (4) times for credit.

60S -- 3 Units
Introductory Archaeological Field Methods Supervision*

Prerequisite: 12 units of Anth 5

Class Hours: 1 lecture, 6 laboratory

This course is designed to introduce an advanced student of Archaeology Field Methods to the training and management of an inexperienced "Pit Crew." May be taken four (4) times for credit.

*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.

Career Opportunities

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

Faculty

Full-Time	Part-Time	Counselors
Kirk Aiken	Lynn Creighton	Don Henderson
Christine Marx	Sheldon Hocking	
Frank Sardisco	Gaye Laguire	
	Gulhis Monezis	
	Susan Neil	
	Margaret Phelps	
	Mary Seko	
	Gerald Swigger	
	Bonese Turner	
	Sueann Valentine-Wheeler	

■ Art

Associate in Arts Degree

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

Required Courses:	Units
Art 1A..... Art History	3
Art 1B..... Art History	3
Art 4A..... Color and Design	3
Art 4B..... Three-Dimensional Design.....	3
Art 12A..... Drawing and Composition	3
Art 12B..... Drawing and Composition	3
Art 13A..... Life Drawing.....	3

Required Additional Courses:

Select six (6) additional units of any other art or graphic communication/design courses.

Total minimum units required in major area -- 27

Recommended Courses: Art 2, 8A, 15A, 16A; GC 20; GRD 30; 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 † (and Photography courses marked with *) should consult a counselor. The UC system accepts only that limited number of units in the respective cases.

ART 1A -- 3 Units

Art History (F)
Class Hours: 3 lecture

This survey of the history of art of the western world, from prehistoric times to the middle ages, includes ancient, medieval, classic, early Christian and Byzantine art. Emphasis is placed on techniques in

architecture, painting and sculpture as well as an examination of the key figures in art history. This course is required for art majors. *Transfer credit: CSU; UC. CAN: ART 2*

ART 1B -- 3 Units

Art History (S)
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. CAN: ART 4*

ART 1C -- 3 Units

Art History
Class Hours: 3 lecture

This course investigates the theory and practice of the visual arts from about 1850 to the present by examining the various movements and how they reflect social and technological changes in the modern era. *Transfer credit: CSU; UC*

ART 2 -- 3 Units

Art Appreciation
Class Hours: 3 lecture

Through a study of the major techniques used by artists working in diverse media, this course helps students to develop informed perceptions and evaluations of works of art and to understand them in their historical and cultural contexts. *Transfer credit: CSU; UC (not recommended for Art majors)*

ART 4A -- 3 Units

Color and Design
Class Hours: 2 lecture, 3 laboratory

This basic course provides background in the use of design principles. Students are given specific problems in line, shape, texture, form, and the principles of abstraction. Emphasis is placed on color theory and its practical applications. Weekly projects will be introduced by one hour of lecture and the results will be evaluated by a one-two hour critique. *Transfer credit: CSU; UC. CAN: ART 14*

ART 4B -- 3 Units

Three-Dimensional Design
Prerequisite: Art 4A

Class Hours: 2 lecture, 3 laboratory

Aspects of 3D design will be studied including the application of 2D design principles to the third dimension. Students will create form through interaction with various materials including clay, plaster, wire, found objects, papier-mache, and cardboard employing additive and subtractive techniques and various construction methods. *Transfer credit: CSU; UC. CAN: ART 16*

ART 4C -- 3 Units

Advanced Problems in Color and Design
Prerequisite: Art 4A

Class Hours: 2 lecture, 3 laboratory

This class is a further exploration of the two-dimensional design concepts mastered in Art 4A. Students are given advanced problems in line, shape, texture, form and specific subject matter as design motif. Emphasis is placed on both personal creativity expressed through standards of established criteria of excellence and a deeper study of principles as they apply to industry and commercial design. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

ART 8A -- 3 Units

Beginning Ceramics
Class Hours: 1 lecture, 6 laboratory

Students receive practice in the techniques of elementary clay construction, including pinch, coil and slab methods, as well as an introduction to the potter's wheel, glazing and firing techniques. *Transfer credit: CSU; UC. CAN: ART 6*

ART 8B -- 3 Units
Beginning Ceramics

Prerequisite: Art 8A
Class Hours: 1 lecture, 6 laboratory

In addition to practicing the techniques of elementary clay construction, including pinch, coil and slab methods, students experiment in sculptural forms and in the development of glazes, decoration and firing methods. *Transfer credit: CSU; UC*

ART 9A -- 3 Units
Ceramic Design

Prerequisites: Art 8B and Art 4A
Class Hours: 1 lecture, 6 laboratory

This is an advanced study in ceramics, with emphasis on exploration of clay bodies, glaze materials, glaze calculations, firing, and independent projects. The course is designed to develop growth and individual creative expression. *Transfer credit: CSU; UC*

ART 9B -- 3 Units
Ceramic Design

Prerequisite: Art 9A
Class Hours: 1 lecture, 6 laboratory

Students make a more in-depth study of ceramics, with emphasis on clay bodies, glaze materials, glaze calculations, firing, and independent projects. *Transfer credit: CSU; UC*

ART 12A -- 3 Units
Drawing and Composition

Class Hours: 1 lecture, 6 laboratory

Basic drawing experience stresses graphic representation of objects through a variety of media and techniques; particular emphasis is placed on the fundamental means of pictorial composition, depth perception, perspective and rendering. *Transfer credit: CSU; UC. CAN: ART 8*

ART 12B -- 3 Units
Drawing and Composition

Prerequisite: Art 12A
Class Hours: 1 lecture, 6 laboratory

The drawing media of pen and ink and watercolor washes are further explored. Advanced problems in rendering, concepts of illustrative drawing and concepts of analytic abstraction will also be dealt with. *Transfer credit: CSU; UC**

ART 13A -- 3 Units
Life Drawing

Prerequisite: Art 12A or equivalent
Class Hours: 1 lecture, 6 laboratory

Students will learn to draw the human figure from the live model. Emphasis is placed on structure, proportion, form and composition, as well as on practice in the use of linear and tonal concepts. Many different media will be explored, including charcoal, conte crayon, pencil, pen and ink. *Transfer credit: CSU; UC*. CAN: ART 24*

ART 13B -- 3 Units
Life Drawing

Prerequisite: Art 13A
Class Hours: 1 lecture, 6 laboratory

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

ART 13C/D -- 3/3 Units
Life Drawing

Prerequisites: Art 13B for 13C; Art 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*

ART 14A -- 2 Units
Silk Screen-Serigraph Printmaking

Prerequisite: Art 4A
Class Hours: 6 laboratory

In this introduction to and study of silk screen as an artist's tool in printmaking, students will construct a silk screen 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*

ART 14B -- 2 Units
Advanced Silk Screen-Serigraph Printmaking

Prerequisite: Art 14A
Class Hours: 6 laboratory

Emphasis is on individual development of expression in printmaking. The student should expect to produce multicolor runs and is encouraged to develop a personal approach to silk screen. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

ART 15A -- 3 Units
Beginning Printmaking

Prerequisite: Art 4A
Class Hours: 1 lecture, 6 laboratory

This introduction to and exploration of the printmaking media available to the artist includes work in relief (wood block and linocut), as well as intaglio (etching, engraving, etc.), with emphasis on relief, collograph and embossed print. *Transfer credit: CSU; UC. CAN: ART 20*

ART 15B -- 3 Units
Beginning Printmaking

Prerequisite: Art 15A
Class Hours: 1 lecture, 6 laboratory

An in-depth exploration of the intaglio techniques includes line etching, aquatint, sugar lift, experimental techniques. *Transfer credit: CSU; UC*

ART 15C -- 3 Units
Advanced Printmaking

Prerequisite: Art 15B
Class Hours: 1 lecture, 6 laboratory

Advanced work in intaglio and relief print instruction places particular emphasis on individual solutions and in-depth exploration of experimental techniques. *Transfer credit: CSU; UC*

ART 15D -- 3 Units
Advanced Printmaking

Prerequisite: Art 15C
Class Hours: 1 lecture, 6 laboratory

Advanced work in intaglio or relief printmaking places particular emphasis on individual solutions and in-depth exploration of experimental techniques. *Transfer credit: CSU; UC*

ART 16A -- 3 Units
Painting

Prerequisite: Art 12A or Art 4A 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. CAN: ART 10*

ART 16B -- 3 Units
Painting

Prerequisite: Art 16A
Class Hours: 1 lecture, 6 laboratory

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

ART 16C -- 3 Units
Advanced Painting

Prerequisite: Art 16B
Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisite: Art 16C
Class Hours: 1 lecture, 6 laboratory

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

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

Prerequisite: Art 4A or Art 12A 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**

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

Prerequisite: Art 17A
Class Hours: 1 lecture, 6 laboratory

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

**ART 18A -- 3 Units
Water Color**

Prerequisites: Art 4A, Art 12A or equivalent
Class Hours: 1 lecture, 6 laboratory

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

**ART 18B -- 3 Units
Water Color**

Prerequisite: Art 18A or equivalent
Class Hours: 1 lecture, 6 laboratory

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

**ART 18C -- 3 Units
Water Color**

Prerequisite: Art 18B
Class Hours: 1 lecture, 6 laboratory

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

**ART 18D -- 3 Units
Water Color**

Prerequisite: Art 18C
Class Hours: 1 lecture, 6 laboratory

The course deals with more advanced water color techniques. The student will continue to experiment but will be expected to bring something new, personal, and unique to the class. The emphasis will be on the personal growth and development of the individual. *Transfer credit: CSU; UC**

**ART 19A -- 3 Units
Beginning Sculpture**

Class Hours: 1 lecture/6 lab

This beginning course in sculpture is a class designed to develop an awareness for historical and contemporary concerns with regard to three-dimensional design concepts. Attention is given to personal expression through materials such as paper, cardboard, plaster, wood, wire, and clay. *Transfer credit: CSU; UC.*

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

Prerequisite: A previous course in Art
Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of art on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

**ART 23 -- 3 Units
Beginning Stained Glass Design**

Class Hours: 1 lecture, 6 laboratory

This introductory class is intended to familiarize students with the art of stained glass. It includes the exploration of design sources and principles and the study of fabrication and embellishment techniques. *Transfer credit: CSU*

**ART 24 -- 3 Units
Advanced Stained Glass Design**

Prerequisite: ART 23
Class Hours: 1 lecture, 6 laboratory

This advanced class is intended to expand student knowledge and ability regarding the art of stained glass. It includes exploration of more complex design sources and principles as well as advanced fabrication and embellishment techniques. May be taken two (2) times for credit. *Transfer credit: CSU*

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

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

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

Topics which have been developed include:

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

Prerequisite: Art 4A or GRD 20A or Photo 1B
Class Hours: 1 lecture

Art 60A offers the student an introduction to gallery practices relating to exhibition selection, design, budgeting and installation techniques.

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

Prerequisite: Art 15A or 15B or 15C or 15D or equivalent
Class Hours: 3/6/9 laboratory

An in-depth exploration of intaglio, relief, pantographs or experimental techniques, geared to the individual student's needs. Work will be done under instructor's supervision.

**60F -- 3 Units
Glaze Chemistry**

Prerequisite: A previous course in ceramics
Class Hours: 2 lecture, 3 laboratory

This course is an introduction into glaze formulations and ceramic technology, including clays, kilns, firing, and continuation of wheel form, technique and design. May be taken four (4) times for credit.

Astronomy

Astronomers use the principles of physics and mathematics to answer questions about the fundamental nature of the universe, and about celestial bodies such as the sun, moon, planets, and stars. They may apply their knowledge to problems in navigation and space flight.

Career Opportunities

(Post bachelors degree necessary)

Astronomer
Astrophysicist

Faculty

Full-Time	Part-Time	Counselors
Balazs Becht	Hal Jandorf	Mary Martin
Clint Harper	Philip Klutch	Danita Redd Terry
	Dennis Leartart	
	Carolyn Mallory	
	Ronald Wallingford	

■Astrophysics

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 Astrophysics. These requirements were chosen by faculty to optimize students' preparation for upper-division course work for Bachelor of Science degrees in Astrophysics offered by four-year institutions. Since the course work in astrophysics 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 astrophysics. 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 3 and 7 or equivalent.

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

Physics -- one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
Astron 1*.....An Introduction to Astronomy.....	3
Chem 1A.....General Chemistry I.....	6
Chem 1B.....General Chemistry II.....	6
Math 25A.....Calculus with Analytic Geometry I.....	5
Math 25B.....Calculus with Analytic Geometry II.....	5
Math 25C.....Calculus with Analytic Geometry III.....	5
Math 35.....Applied Differential Equations.....	3
Ph 20A/20AL..Mechanics of Solids and Fluids/Lab.....	5
Ph 20B/20BL..Electricity and Magnetism/Lab.....	5
Ph 20C/20CL..Wave Motion, Heat, Optics & Modern Physics/Lab.....	5
Total minimum units required in major area -- 48	

*Denotes a course required for the A.S. degree but not typically required for a B.S. degree in astrophysics.

Suggested Course Sequence:

First Semester	Third Semester
Chem 1A.....	Astron 1.....
Math 25A.....	Math 25C.....
11	Ph 20B/20BL.....
	13

Second Semester	Fourth Semester
Chem 1B.....	Math 35.....
Math 25B.....	Ph 20C/20CL.....
Ph 20A/20AL.....	8
16	

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

Astronomy Courses

ASTRON 1 -- 3 Units

An Introduction to Astronomy

Class Hours: 3 lecture

This course is a survey of modern astronomy. The fundamental principles are presented in a nonmathematical, descriptive way. Topics include: our solar system, stars, galaxies, and the origin and evolution of the universe. *Transfer credit: CSU; UC*

ASTRON 1L -- 1 Unit

An Introduction to Astronomy Laboratory

Prerequisite: Astron 1 or Astron 2, may be taken concurrently

Class Hours: 3 laboratory

This laboratory course reinforces some of the principles and techniques studied in Astron 1 or Astron 2. The student will obtain hands-on experience with telescopes, star charts, and other devices commonly used in astronomy. Observation and measurements are made of the moon, the planets, and the stars. *Transfer credit: CSU; UC*

ASTRON 2 -- 3 Units

Our Solar System: The Next Frontier

Class Hours: 3 lecture

This course includes a brief introduction to observational astronomy, followed by a review of the history of astronomy. The planets, satellites, asteroids, comets, and the sun are studied in detail. The laws of motion and the law of gravitation are discussed in connection with space travel. Space missions of the past, present and the future are reviewed and the question of colonization of other planets is explored. *Transfer credit: CSU; UC*

ASTRON 10 -- 2 Units

Observational Astronomy

Prerequisites: Astron 1/1L or Astron 2 and Math 6 or Math 7, or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 1.5 lecture, 1.5 laboratory

This course is an introduction to tools, techniques, and practices of observational astronomy through lectures, laboratory exercises and observing sessions. Topics covered include: data acquisition and reduction, motions, position and brightness of celestial objects, and use of data banks via computer access. *Transfer credit: CSU; UC*

ASTRON 22A/B -- .5-3/.5-3 Units

Independent Studies in Astronomy

Prerequisite: A previous course in Astronomy

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of astronomy on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Astronomy Hotline

For current information on astronomy news, call the 24-hour hotline (starline) (805) 529-7813 operated by the Ventura County Astronomical Society.

Behavioral Science

Faculty

Counselors
Ofelia Romero-Motlagh

■ 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.

Total minimum units required in major area – 18

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

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

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 professions depend upon emphasis in biological sciences. Careers are found in teaching, research, government service.

Career Opportunities

(Most careers require a bachelor and advanced degree)

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

Faculty

Full-Time	Part-Time	Counselors
David Bishop	Michael Cornish	Edna Ingram
Maureen Harrigan	Harold Delisle	Letricia Mai
Thomas McAdam	Michael Franklin	Danita Redd Terry
Larry Miller	Gerald Lasnik	
Gary Ogden	Douglas Markell	
Marie Panec	Thomas Odgers	
Jack Reynolds	Robert Stellwagen	
Eric Shargo	Paul Tomasek	

■ 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 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 I/II	8
Chem 1AB.....General Chemistry I/II	12
Math 16AB.....Applied Calculus I/II	6
Ph 10A/10AL.....General Physics I/Lab	5
Ph 10B/10BL.....General Physics II/Lab	5
Total minimum units required in major area – 36	

Suggested Course Sequence:

First Semester	Third Semester
Chem 1A.....6	Biol 2A.....4
6	Math 16A.....3
	Ph 10A/10AL.....5
	12

Second Semester

Chem 1B.....6
6

Fourth Semester

Biol 2B.....4
Math 16B.....3
Ph 10B/10BL.....5
12

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

■ Biology

Associate in Science Degree

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

Preparation for the Major:

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

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

Physics—one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
Biol 2AB.....General Biology I/II	8
Chem 1AB.....General Chemistry I/II	12
Math 25AB.....Calculus with Analytic Geometry I/II	10
Ph 20A/20AL.....Mechanics of Solids and Fluids/Lab	5
Ph 20B/20BL.....Electricity and Magnetism/Lab	5
Total minimum units required in major area – 40	
Recommended Courses: Chem 8, 8L; Ph 20C/20CL	

Suggested Course Sequence:

First Semester	Third Semester
Chem 1A.....6	Biol 2A.....4
6	Math 25B.....5
	Ph 20A/20AL.....5
	14
Second Semester	Fourth Semester
Chem 1B.....6	Biol 2B.....4
Math 25A.....5	Ph 20B/20BL.....5
11	9

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

Anatomy Courses

AN 1 -- 4 Units

General Human Anatomy

Prerequisite: Biol 1 or Biol 2A or equivalent

Class Hours: 2 lecture, 6 laboratory

This is a study of the functional anatomy of human organs and organ systems with some histological studies, using non-human mammals for dissection, but with emphasis on the human structure and demonstrations on human cadavers. *Transfer credit: CSU; UC maximum credit allowed—one course if combined with AnPhys 1, 1L. CAN: BIOL 10 AN 22A/B -- .5-3/.5-3 Units*

Independent Studies in Anatomy

Prerequisite: A previous course in Anatomy

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of anatomy on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

Anatomy/Physiology Courses

ANPHYS 1 -- 3 Units

Introduction to Human Anatomy and Physiology

Prerequisite: Biol 1 or equivalent college course

Corequisite: AnPhys 1L

Class Hours: 3 lecture

This course is a survey of human anatomy and physiology, covering major organ systems and their functions. Both microscopic and macroscopic functional morphology are emphasized. *Transfer credit: CSU; UC maximum credit allowed—one course if combined with An 1 or Phys 1*

ANPHYS 1L -- 2 Units

Introduction to Human Anatomy and Physiology Laboratory

Corequisite: AnPhys 1

Class Hours: 6 laboratory

This laboratory course in human anatomy and physiology covers major organ systems and their functions. Both microscopic and macroscopic functional morphology are emphasized. Dissection of a cat is required; a cadaver is used for demonstration. Physiological principles are illustrated with a variety of exercises and instruments. *Transfer credit: CSU; UC*

ANPHYS 1S -- 1 Unit

Anatomy and Physiology Study Session ★

Class Hours: 1 lecture

This course gives students opportunities to discuss and ask questions about material covered in the lecture and laboratory. Pre- and post-test reviews occur. Methods of taking notes and studying are considered. This course enables students to better comprehend course material and thus improve performance in the course.

Biology Courses

BIOL 1 -- 4 Units

Principles of Biology

Class Hours: 3 lecture, 3 laboratory

This is introductory biology for students not majoring in the natural sciences. Emphasis is on basic concepts, especially biological chemistry, cell biology, 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 -- 4 Units

General Biology I

Prerequisite: Chem 12 or high school chemistry

Class Hours: 3 lecture, 3 laboratory

This course is the first semester of a two-semester sequence. This course covers biological chemistry, cell structure; function and regulation; bio-energetics, classical and molecular genetics, plant and animal development, and an introduction to evolution. *Transfer credit: CSU; UC. CAN: BIOL 2, CAN: BIOL SEQ A (Biol 2A & 2B)*

BIOL 2B -- 4 Units

General Biology II

Prerequisite: Biol 2A or equivalent college course

Class Hours: 3 lecture, 3 laboratory

This course is the second semester of a two-semester sequence. The course covers diversity and function of living systems, survey of five kingdoms; mammalian physiological processes including neural, hormonal, muscular, immune response and behavior; ecology, ecosystems, pollution and evolution. *Transfer credit: CSU; UC*

BIOL 3 -- 3 Units

Marine Life and Its Environment

Class Hours: 2 lecture, 3 laboratory

This course is the study of marine life to include algae, microorganisms, and animal life. Inshore and offshore habitats will be studied. Students will visit local tide pools, beach, mud flat and fouling communities. Emphasis will be on integration of organisms within their habitat. Students will see the effect of human population on the local marine environment. The place of the ocean in our worldwide habitat will be discussed. Field trips will be required. *Transfer credit: CSU; UC*

BIOL 5 -- 3 Units

Field Biology

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to the ecology, taxonomy, and natural history of plant life. Lecture topics include ecosystems, community structure, energy flow, nutrient cycling, evolution, and organismic adaptations to environment. Laboratories and field trips will stress plant identification and plant-animal-environment interactions as they occur in California; geological concepts are covered as they relate to vegetational processes in nature. Field trips will be required. *Transfer credit: CSU; UC*

BIOL 14 -- 3 Units

Natural History of Ventura County

Class Hours: 2 lecture, 3 laboratory

In this study of the natural features, animals and plants of Ventura County, the local ecological communities are visited and described. Attention is given to cultivated areas, Chumash culture, Channel Islands. Human impact on the environment, and basic geological concepts are covered. Field trips will be required. *Transfer credit: CSU*

BIOL 16 -- 3 Units

Human Biology

Class Hours: 3 lecture

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

BIOL 17 -- 3 Units

Heredity, Evolution and Society

Class Hours: 3 lecture

This is an introduction to the basic principles of modern genetics and evolutionary theory with specific references to the human species. Through the study of mechanisms of human inheritance and the influence of the environment, the origin and nature of human differences will be examined. The emphasis will be upon the social, political and psychological ramifications of the biological laws governing heredity and organic evolution. These laws will be applied to analyze the world's economic, demographic, and political problems with emphasis on future solutions. *Transfer credit: CSU; UC*

BIOL 22A/B -- .5-3/.5-3 Units

Independent Studies in Biology

Prerequisite: A previous course in Biology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of biology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Botany Courses

BOT 1 -- 5 Units

General Botany

Class Hours: 3 lecture, 6 laboratory

This introductory study of morphology; anatomy and physiology of plants emphasizes the biological principles of physical and chemical aspects of life. Cellular organization, reproduction, heredity, ecology, plant kingdom survey, with emphasis on seed plant anatomy and physiology will also be studied. *Transfer credit: CSU; UC. CAN BIOL 6*

BOT 22A/B -- .5-3/.5-3 Units

Independent Studies in Botany

Prerequisite: A previous course in Botany

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of botany on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Microbiology Courses

MICRO 1 -- 5 Units

Principles of Microbiology

Prerequisites: Chem 12 or equivalent or high school chemistry and a satisfactory grade in Biol 1 or Biol 2A or equivalent

Class Hours: 3 lecture, 6 laboratory

The major groups of microbes are reviewed and sections on microbial structure, physiology, growth, genetics and control are included. The last third of the course deals with various aspects of pathobiology and includes immunity, mechanisms of pathogenicity and a review of infectious diseases and their control. The laboratory deals with standard methods of staining and culture of microbes, the solving of an unknown and growth requirements of many bacteria. *Transfer credit: CSU; UC. CAN: BIOL 14*

MICRO 22A/B -- .5-3/.5-3 Units

Independent Studies in Microbiology

Prerequisite: A previous course in Microbiology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of microbiology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Physiology Courses

PHYS 1 -- 5 Units

Human Physiology

Prerequisites: Chem 12 or equivalent or high school chemistry and Biol 1 or Biol 2A or equivalent

Class Hours: 4 lecture, 3 laboratory

Students will study functions of the human organism; and basic structure as necessary to understand the physiological principle involved; laboratory experiments and/or demonstrations to illustrate basic physiological principles, techniques and instruments. *Transfer credit: CSU; UC maximum credit allowed—one course if combined with AnPhys 1, 1L. CAN: BIOL 12*

PHYS 2 -- 3 Units

Physiology of Nutrition

Prerequisite: NtS 1

Class Hours: 3 lecture

This course is designed to offer an introduction to the physiological and molecular aspects of nutrition as opposed to a consumer orientation. The various systems of the body will be analyzed regarding the roles of nutrition and nutrients in normal function. *Transfer credit: CSU; UC maximum credit allowed—one course if combined with NtS 1 or NtS 3*

PHYS 22A/B -- .5-3/.5-3 Units

Independent Studies in Physiology

Prerequisite: A previous course in Physiology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of physiology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

Zoology Courses

ZOO 1 -- 5 Units

General Zoology

Class Hours: 3 lecture, 6 laboratory

This is a general zoology course covering cell biology, genetics, evolution, taxonomy, physiology, behavior and ecology of animals. *Transfer credit: CSU; UC. CAN: BIOL 4*

ZOO 22A/B -- .5-3/.5-3 Units

Independent Studies in Zoology

Prerequisite: A previous course in Zoology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of zoology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

PREPARE FOR A CAREER IN BIOTECHNOLOGY

Moorpark College, in collaboration with Baxter Healthcare Corporation Biotech Group, is designing a two year program of study to prepare students for a career in the exciting, fast growing biotechnology industry with good opportunities for employment locally. In addition to fundamental science and mathematics courses, students will receive training in biotechnology laboratories on campus and in industry. For more information call Dr. Maureen Harrigan, Instructor of Biotechnology (805) 378-1400 extension 1699 or Danita Terry, Biotechnology Counselor (805) 378-1524.

Suggested Course Sequence:

First Semester	Second Semester
Chem 12.....5	Chem 13.....5
BIS 16.....3	Biol 2A.....4
Math 3.....5	Math 15.....5
13	14

Third Semester	Fourth Semester
Micro 1.....5	Phys 1.....5
Biotech 1*.....5	Biotech 2A-H*.....8
10	13

Recommended course: PH 1/1L Descriptive Physics/Lab

* Biotech courses currently under development

Total required units in major = 50

Students completing major courses would receive a Certificate of Completion in Biotechnology; major courses plus general education courses would receive an Associate in Science degree in Biotechnology.

Botany

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

Business

Study in business leads to a wide range of opportunities in a variety of industries such as banking, health care/biotechnology, law, entertainment, defense, computer/electronics, and education, as well as in government and non-profit organizations. Upon completion of the baccalaureate degree, the student will be prepared for a career in specialized areas such as accounting, finance, investments, real estate, marketing, office administration, management, production, operations management, operations research, statistics, and computer information systems. Upon completion of the associate degree, the student will be prepared for various entry-level positions within these same organizations, for promotion from technical and specialty job functions into management positions, and/or for transfer to a baccalaureate program.

Career Opportunities

Associate Degree Level

Accounting

Account Clerk
Accounts Payable Clerk
Accounts Receivable Clerk
Bank Teller

Billing Clerk
Bookkeeping
Payroll Clerk

Management

Administrative Assistant
Order Processor
Management Trainee
Production Clerk
Quality Control Clerk

Assistant Manager
Staff Assistant
Human Resources /
Personnel Clerk
Small Business Owner

Marketing

Sales Representative
Market Research Assistant
Manufacturers Representative

Sales Trainee
Buyer Trainee/Assistant
Telemarketing Representative

Bachelors Degree Level

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

Cost Accountant
Assistant Controller
Controller
Treasurer
Government Accountant
Budget Analyst
Credit Analyst
Appraiser

Tax Specialist/Accountant
City or County Auditor
Revenue Agent
Bank Examiner
Credit Counselor
Estimator
Investment Planner

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

Administrative Assistant
Office Manager
Administrative Specialist
Human Resource Manager
Small Business Owner
Small Business Manager

Management Trainee
Supervisor
Area Manager
Store Manager
Branch Manager
Personnel Assistant

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

Product Planner
Advertising Assistant
Account Executive
Manufacturers Representative
Communications Consultant
Advertising Manager
Merchandising Manager
Package Designer
Consumer Research Analyst
Industrial Marketing Manager
Customer Relations Manager
Staff Accountant
Securities Analyst
Management Accountant

Market Specialist
Promotion Manager
Sales Executive
Sales Management
Sales Campaign Planner
Sales Representative
Advertiser
Retail Merchandiser
Product Specialist
Media Analyst
General Accountant
Financial Planner
Stock Broker

Faculty

Full-Time

Janice Feingold
Gary Izumo
Thomas Spraggins
James Wyman*
Kathleen Young*

Counselors

~~Lisa Raufman~~

* full time faculty with partial assignment in Business & partial assignment in other disciplines

Part-Time

N. Dina Adler
Ronald Boots
Melvin England
Rollyn Habeck
John Handlos
Richard Hoffing
Thomas LaMantia

Brian McGilvray
Tim McGrath
Carl Olson
Stephanie Romero
Frances Sheppard
Timothy Weaver

Business

Associate in Science Degree

This program is designed to provide comprehensive training that will enable students to be employed in entry-level business positions. It is also designed to permit employed persons to gain skills leading to promotions.

Core Courses

The core courses are intended to provide students with a multi-disciplinary introduction to business. The student then selects one of three options for specialization. These options are intended to provide students with knowledge and skills for entry-level business positions or advanced study.

Required Courses:	Units
Bus 2A.....Financial Accounting I.....	3
Bus 2B.....Financial Accounting II.....	3
Bus 30.....Intro to Business and Economics.....	3
Bus 31.....Introduction to Management.....	3
Bus 33.....Business Law.....	3
or	
Bus 34.....Legal Environment of Business.....	3
Bus 39.....Business Communication Techniques.....	3
CIS 1.....Intro to Information Systems.....	3
CIS 1L.....CIS Introduction Lab.....	1

Required Additional Courses:

Select one of the following options:

Management Option

Students are required to complete the core curriculum plus select six (6) units from the following courses:

Bus 32.....Small Business Management.....	3
Bus 51.....Human Resources Management.....	3
Bus 54.....Organizational Behavior.....	3

Sales & Marketing Option

Students are required to complete the core curriculum plus select six (6) units from the following courses:

Bus 35.....	Sales Techniques	3
Bus 37.....	Marketing	3
Bus 38.....	Advertising.....	3

Accounting Option

Students are required to complete the core curriculum plus the following courses:

BIS 6.....	10-Key Mastery on the Computer	1
Bus 02C.....	Managerial Accounting.....	3
Bus 8.....	Computerized Accounting.....	2
Bus 9A.....	Spreadsheets in Financial Accounting	2
Bus 9B.....	Spreadsheets in Managerial Accounting.....	1
Total minimum units required in major area -- 28-31		

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

Associate of Arts Degree

BUS 2A.....	Financial Accounting I.....	3
BUS 2B.....	Financial Accounting II.....	3
BUS 2C.....	Managerial Accounting.....	3
BUS 39.....	Business Communications.....	3
CIS 1.....	Introduction to Information Systems.....	3
CIS 1L.....	Information Systems Lab	1
BUS 30.....	Introduction to Business & Economics	3
AND		
ECON 01.....	Introduction to Micro-Economics.....	3
OR		
ECON 01.....	Introduction to Micro-Economics.....	3
AND		
ECON 02.....	Introduction to Macro-Economics.....	3
BUS 34.....	Legal Environment of Business.....	3
OR		
BUS 33.....	Business Law.....	3
Total minimum units required in major area - 25 units		

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

Accounting Applications

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	
BIS 1.....	Beginning Typewriting/Keyboarding I.....	1
BIS 6.....	10-Key Mastery on the Computer	1
BIS 10A.....	Intro to the PC and DOS	1
Bus 2A.....	Financial Accounting Principles I	3
Bus 2B.....	Financial Accounting Principles II	3
Bus 8.....	Computerized Accounting	2
Bus 9A.....	Spreadsheets in Financial Accounting	2
Bus 30.....	Intro to Business and Economics.....	3
Bus 39.....	Business Communication Techniques.....	3
CIS 1.....	Intro to Information Systems	3
CIS 1L.....	CIS Introduction Lab	1
Total minimum units required -- 23		

Management

Certificate of Achievement

BUS 2A.....	Financial Accounting I.....	3
BUS 2B.....	Financial Accounting II.....	3
BUS 2C.....	Managerial Accounting	3
BUS 30.....	Introduction to Business and Management	3
BUS 31.....	Introduction to Management.....	3
BUS 32.....	Small Business Management.....	3
BUS 34.....	Legal Environment of Business.....	3
.....OR.....		
BUS 33.....	Business Law.....	3

BUS 39.....	Business Communications.....	3
BUS 51.....	Human Resource Management	3
CIS 01.....	Introduction to Information Systems.....	3
CIS 01L.....	Information Systems Lab	1
Total minimum units required - 31		

Certificate of Completion

This Certificate of Completion in Management offers the fundamental skills of students seeking to be managers in today's business world. Successful completion of the program should qualify individuals for entry level management positions.

BUS 2A.....	Financial Accounting I.....	3
BUS 31.....	Introduction to Management.....	3
BUS 32.....	Small Business Management.....	3
BUS 51.....	Human Resource Management	3
Total units required : -- 12		

Marketing / Sales

Certificate of Achievement

This program offers training in marketing, sales and advertising skills that individuals need to become effective Marketing or Sales Managers. Successful program completion will prepare students for entry-level positions in Marketing, Advertising, or Sales.

BUS 30.....	Intro to Business and Economics.....	3
BUS 37.....	Marketing.....	3
BUS 38.....	Advertising.....	3
BUS 35.....	Sales Techniques	3
BUS 31.....	Management.....	3
BUS 34.....	Legal Environment of Business.....	3
BUS 39.....	Business Communication Techniques	3
BUS 54.....	Organizational Behavior.....	3
GC 10.....	Intro to Graphic Communications.....	3
BIS 16.....	Microsoft Office Professional	3
OR		
CIS 1/1L.....	Intro to Information Systems/ Lab	3/1
Total units required: --30 or 31		

Marketing

Certificate of Completion

This certificate of completion in marketing offers the basic skills students need to seek entry-level positions in marketing or advertising.

BUS 30.....	Intro to Business and Economics.....	3
BUS 37.....	Marketing.....	3
BUS 38.....	Advertising.....	3
BUS 31.....	Management.....	3
Total units required: -- 12		

Sales

Certificate of Completion

This certificate of completion in sales offers the basic skills students need to seek entry level positions.

BUS 30.....	Intro to Business and Economics.....	3
BUS 35.....	Sales Techniques	3
BUS 37.....	Marketing.....	3
BUS 39.....	Business Communication Techniques	3
Total units required: -- 12		

Small Business

Certificate of Completion

This certificate of completion in small business offers the basic skills students need to start a business or seek positions in small business.

BUS 32.....	Small Business Management.....	3
BUS 31.....	Introduction to Management.....	3
BUS 37.....	Marketing	3
BIS 16.....	Microsoft Office Professional	3
Total units required: -- 12		

Business Courses

BUS 1 -- 3 Units

Preparation for Accounting

Prerequisite: Math 9 or equivalent or eligibility for Math 1

Class Hours: 3 lecture

This course covers the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. The book-keeping cycle, from recording transactions to preparing financial statements, is included. Primary emphasis is on service and merchandising concerns operating as sole proprietorships.

BUS 2A -- 3 Units

Financial Accounting I

Prerequisites: Bus 1 or equivalent

Recommended Prep: Math 03 or equivalent and completion of ENGL 02 or eligible for ENGL 01A as measured by the college assessment process.

Class Hours: 3 lecture

This is a required course for all students intending to major in any business discipline. It examines financial accounting from both the user and preparer perspectives—examining what accounting is, why it is important, how it is used by economic decision makers, and the principles controlling how the information is recorded and presented. Focus is on operating and investing activities. Topics covered include: the accounting cycle, the financial statements of service and merchandising entities, information systems, internal control, and ethical issues. *Transfer credit: CSU; UC maximum credit allowed - one course when combined with BUS 2B.*

BUS 2B -- 3 Units

Financial Accounting II

Prerequisite: Bus 2A

Recommended Prep: Math 03 or equivalent and completion of ENGL 02 or eligible for ENGL 01A as measured by the college assessment process.

Class Hours: 3 lecture

This is a required course for all students intending to major in any business discipline. It continues the examination of financial accounting started in Financial Accounting I. Focus is on financing activities related to debt and equity. Topics covered include corporate accounting issues, stockholders' equity transactions, reporting issues for global corporations, preparation and use of the Statement of Cash Flows, and financial statement analysis. *Transfer credit: CSU; UC maximum credit allowed - one course when combined with BUS 2A.*

BUS 2C -- 3 Units

Managerial Accounting

Prerequisites: Bus 2B

Recommended Prep: MATH 03 or equivalent

Class Hours: 3 lecture

This course completes the introduction to accounting by focusing on its use by managers in making internal decisions relating to product/service costing, pricing, cost analysis and control, operational and capital budgeting, and responsibility accounting. This course is intended as a foundation for advanced study in business. *Transfer credit: CSU; UC*

BUS 7 -- 3 Units

Income Tax Law

Class Hours: 3 lecture

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

BUS 8 -- 2 Units

Computerized Accounting

Prerequisites: Bus 2A, BIS 10A or equivalent

Class Hours: 1 lecture, 3 laboratory

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

BUS 9A -- 2 Units

Spreadsheets in Financial Accounting

Prerequisites: Bus 2B or concurrent enrollment, BIS 10A or equivalent

Class Hours: 1 lecture, 3 laboratory

This course provides accounting students with knowledge of and experience with the use of microcomputers in financial accounting applications. Emphasis is on the use of spreadsheet software for recording business transactions, and preparation of the worksheet and financial statements. Use of databases for control of inventory and property, plant, and equipment, as well as present value calculations are also included. *Transfer credit: CSU*

BUS 9B -- 1 Unit

Spreadsheets in Managerial Accounting

Prerequisite: Bus 9A

Corequisite: Bus 2C

Class Hours: 1 lecture, 3 laboratory for 8 weeks

This course provides accounting students with knowledge of and experience with the use of microcomputers in managerial accounting applications. Emphasis is on the use of database software in performance evaluation, cost-volume-profit analysis through use of macros, and capital budgeting through what-if analysis. *Transfer credit: CSU*

BUS 22A/B -- 1-3/1-3 Units

Independent Studies in Business

Prerequisite: A previous course in Business

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of business on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

BUS 28 -- 3 Units

Business English

Class Hours: 3 lecture

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

BUS 30 -- 3 Units

Introduction to Business and Economics

Recommended Prep: Completion of ENGL 02 or eligible for ENGL 01A as measured by college assessment process

Class Hours: 3 lecture

This course examines the basic concepts and functions of business and the application of economic principles to the operation of business. It explores business organization, ethics, finance, accounting, securities markets, supply and demand, the banking system, and international business. Emphasis is placed on the practical application of business principles in a contemporary economic and social environment. (Co-numbered ECON 30) *Transfer credit: CSU; UC*

BUS 31 -- 3 Units

Introduction to Management

Recommended Preparation: Bus 30/Econ 30 and completion of ENGL 02 or eligibility for ENGL 01A as measured by the college assessment process

Class Hours: 3 lecture

This course will develop the fundamental concepts of management as applied to the performance of organizations, teams, and individuals. Topics such as strategic planning, organizational design, the evolving role of management, leadership, and business ethics will be addressed in the context of a changing and multicultural/international environment. *Transfer credit: CSU*

BUS 32 -- 3 Units

Small Business Management

Recommended Prep: BUS 30/ECON 30 and completion of ENGL 02 or eligibility for ENGL 01A as measured by the college assessment process

Class Hours: 3 lecture

This course focuses on how to establish and manage a business. Topics include planning, financing, staffing, marketing, site selection, budgeting, legal concerns and regulatory issues. Students will gain an

understanding of the rewards and perils of owning a business.
Transfer credit: CSU

BUS 33 -- 3 Units

Business Law

Recommended Prep: BUS 30/ECON 30 and completion of ENGL 02 or eligibility for ENGL 01A as measured by the college assessment process

Class Hours: 3 lecture

This course deals with the fundamental principles of law pertaining to business transactions, including origins of the legal systems and procedures. Primary focus is on contract law with additional coverage of sales, torts, real and personal property, bailments and consumer protection. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Bus 34*

BUS 34 -- 3 Units

Legal Environment of Business

Recommended Preparation: Bus 30/Econ 30 and completion of ENGL 02 or eligibility for ENGL 01A as measured by the college assessment process

Class Hours: 3 lecture

This course provides an overview of law and the legal system for business. Topics include contract and tort law as they apply to business and commerce, and the legal process and system, with primary emphasis on governmental regulation of business in the areas of employment, consumer transactions, competition and the environment. In covering each topic focus is on public policy, ethical issues, and management of concerns as they relate to domestic and international legal situations.

Transfer credit: CSU; UC maximum credit allowed -- one course if combined with BUS 33

BUS 35 -- 3 Units

Sales Techniques

Recommended Preparation: Bus 30/Econ 30

Class Hours: 3 lecture

This course covers 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 37 -- 3 Units

Marketing

Recommended Preparation: Bus 30/Econ 30

Class Hours: 3 lecture

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

BUS 38 -- 3 Units

Advertising

Recommended Preparation: Bus 30/Econ 30

Class Hours: 3 lecture

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

BUS 39 -- 3 Units

Business Communication Techniques

Recommended Preparation: Equivalent skills which may be measured by the college assessment process or satisfactory completion of ENGL 02 or BUS 28. Ability to use a word processing program.

Class Hours: 3 lecture

This course is a survey of effective communications in the modern business organization. It provides practical training in analyzing and preparing business letters, brief business summaries and reports, and effective oral presentations. Emphasis is on methods for gathering, organizing, analyzing, and presenting information for decision making. Topics include interviewing and negotiation skills as well as the impact of cultural differences on business communications. *Transfer credit: CSU*

BUS 42 -- 3 Units

Business and Society

Class Hours: 3 lecture

This course explores important issues including corporate responsibility, career/job satisfaction, ethics in the workplace, technological change and environmental health concerns. Specific readings from modern literature and analysis of relevant art and film production will be used to study the course topics. (co-numbered Hum 42) *Transfer credit: CSU*

BUS 51 -- 3 Units

Human Resources Management

Class Hours: 3 lecture

This course presents the process of obtaining and developing an efficient work force. Topics include human resource planning, recruitment, selection, placement, training, development, safety, benefits and legal and regulatory concerns. *Transfer credit: CSU*

BUS 54 -- 3 Units

Organizational Behavior

Recommended Preparation: Bus 30/Econ 30 and Bus 31

Class Hours: 3 lecture

This course is designed to teach managers organizational behavior techniques appropriate for the contemporary workplace environment. These techniques relate to the individual employee behaviors and also address group behaviors. The course culminates in managing the entire organizational process and the related dynamics. *Transfer credit: CSU*

BUS 56 -- 3 Units

Business and Professional Speech

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions, this course covers topics as presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organizations. Individual attention will be given to the needs and interests of the student. (co-numbered Spch 56) *Transfer credit: CSU*

BUS 60A-Z -- 1-3 Units

Topics in Business

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Business not covered in detail in the general Business course offerings. Topic courses are announced on a semester basis in the schedule of classes. *Transfer Credit CSU*

BUS 89A-Z -- .5-3 Units

Institutes in Business ★

Class Hours: Variable

This is a series of special lectures and discussions on selected topics to be chosen as demand and opportunities arise. These will be of great interest to the business/economics student.

Business Information Systems

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

Career Opportunities

A.S. Level	
Office Manager	Data Entry Clerk
Word Processor	Receptionist
Office Clerk	Data Entry Operator
Administrative Aide	

Faculty

Full-Time	Part-Time	Counselor
Shay Collier	Stephen Abrams	Lisa Raufman
Kathleen Young	Ronald Barry	
	Bruce Bassin	
	Henry Bouma	
	Guy Campbell	
	Joane Cantrell	
	Marjorie Corbell	
	Maria Ellis	
	Carole Eustice	
	Timothy Hedrick	
	Cathy Kriss	
	Mar Jean Lewis	
	Kelly Macone	
	Delores Moon	
	Art Preston	

Microcomputer Applications

Certificate of Completion

This program offers basic and advanced training in a variety of widely-used computer application programs. It is intended to provide instruction to students seeking employment, as well as those already employed but requiring upgrading of computer skills. Successful program completion will provide comprehensive training toward entry-level positions in an assortment of occupations in local business and industry.

Required Courses: (7 units)

	Units
Bus 39.....Business Communications.....	3
BIS 2 or ability to type 30 wpm .Intermediate Computer Keyboarding	1
BIS 10A.....Introduction to the Personal Computer.....	1.5
BIS 19.....Introduction to Windows 95.....	1.5
Choose an additional 6 units	
BIS 12.....Access for Windows	1.5
BIS 16.....Microsoft Office	3
BIS 17.....PowerPoint for Windows	1.5
BIS 21A.....Word for Windows Part 1	1.5
BIS 21B.....Word for Windows Part 2	1.5
BIS 23.....Desktop Publishing (IBM Compatible).....	3
BIS 24A.....Excel for Windows Part 1	1.5
BIS 24B.....Excel for Windows Part 2	1.5

Total required units - 13

Business Information Systems Courses

BIS 1 -- 1 Unit

Basic Computer Keyboarding

Class Hours: 6 laboratory for 8 weeks

This course presents beginning keyboarding techniques for inputting information on computers. Emphasis is on the use of methods to build speed and accuracy to a speed of 20 words per minute. The custom-designed program guides students through the process of learning the keyboard while working in WordPerfect. No previous computer or typewriter experience is required. Not recommended for those who have taken a previous typing/keyboarding class. Students receiving credit in BIS 1 may not receive credit in BIS 1R. May be taken two (2) times for credit.

BIS 1R -- .5 Unit

Keyboarding Review

Recommended Preparation: A previous course in typing/keyboarding

Class Hours: 3 laboratory for 8 weeks

This course provides a review for those students who have had previous keyboarding experience and wish to renew their typing/keyboarding skills. Students receiving credit in BIS 1R may not receive credit in BIS 1.

BIS 2 -- 1 Unit

Intermediate Computer Keyboarding

Prerequisites: BIS 1, or BIS 1R, or ability to touch type 20 wpm

Class Hours: 6 laboratory for 8 weeks

This course is for the student who types at a speed of 20 words per minute. The custom-designed program guides students through the process of learning the figure and symbol keys, as well as speed building and accuracy development.

BIS 3 -- 1 Unit

Computer Keyboarding / Speed Building

Prerequisite: BIS 2 or the ability to type 35 wpm

Class Hours: 6 laboratory for 8 weeks

The emphasis in this course is on the continued development of keyboarding skills. A programmed series of timings and drills are designed to build speed and improve accuracy and can be customized to each student's particular needs. Course grade is based on the degree of improvement. May be taken two (2) times for credit.

BIS 6 -- 1 Unit

10-Key Mastery on the Computer

Class Hours: 1 lecture, 3 laboratory for 8 weeks

This course is designed for the student who needs to master the numeric keyboard and develop speed and accuracy for data entry applications or for spreadsheet and database applications in a book-keeping/accounting environment.

BIS 10A -- 1.5 Units★

Introduction to the Personal Computer

~~Prerequisite: BIS 1 or equivalent~~

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This course provides the novice with a brief look at computer terminology and Disk Operating System (DOS) concepts. Beginning DOS commands are studied. Also included is a brief look at Windows and how it compares with DOS as an operating system. May be taken three (3) times for credit.

BIS 10B -- 1.5 Units

Advanced DOS Functions

Prerequisite: BIS 10A

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This course adds to the essentials of BIS 10A and explores the inner workings of DOS. The course includes expanded exposure to subdirectories, file management, backup and recovery techniques, and batch files. May be taken three (3) times for credit.

BIS 12 -- 1.5 Units**Access for Windows**

Prerequisite: BIS 19

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This course covers the basics of designing and building an Access database. Students will learn to create and use database applications using Microsoft's Windows-based database system. May be taken three (3) times for credit.

BIS 13A -- 1.5 Units**Lotus 1-2-3 Part 1**

Prerequisite: BIS 10A

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This course will provide students with an introduction to the Lotus spreadsheet program for DOS. Topics include saving and opening files, editing worksheets, using formulas and functions, printing worksheets, and using multiple worksheets and files. May be taken three (3) times for credit.

BIS 13B -- .5 Units**Lotus 1-2-3 Part 2**

Prerequisite: BIS 13A

Class Hours: 3 laboratory for 8 weeks

This course includes developing charts, manipulating a worksheet database, creating database inquiries, recording macros to automate tasks, and using Lotus tools. May be taken three (3) times for credit.

BIS 14 -- 1.5 Units**Introduction to dBase IV**

Prerequisite: BIS 10A

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This course is an introduction to the dBase IV database software program. Topics include creating a database; positioning and entering information; creating and using reports and labels; modifying and managing the database; sorting, indexing and searching the database; and dBase commands and functions.

BIS 16 -- 3 Units**Microsoft Office**

Class Hours: 2 lecture/3 laboratory for 16 weeks

This course will briefly present Microsoft Word, Excel, and PowerPoint and provide the student with the skills to put it all together. The student will gain the full benefit of Microsoft Office by experiencing its integration features and its advanced OLE technology. May be taken three (3) times for credit.

BIS 17 -- 1.5 Units**PowerPoint for Windows**

Prerequisite: BIS 19

Class Hours: 2 lecture, 3 laboratory for 8 weeks

Students will use this program to prepare presentations composed of a series of images shown on the computer, slide projector, or overhead projector. Students will use Wizards to plan and complete a presentation utilizing animation, charts, clip art, pictures, shapes and sounds. May be taken three (3) times for credit.

BIS 18 -- 1.5 Units**Introduction to Windows 3.1**

Recommended Preparation: BIS 10A

Class Hours: 2 lecture, 3 laboratory for 8 weeks

Students will be introduced to Windows 3.1, an operating system in a graphical environment that allows the user to run programs, enter and move data around, and perform DOS-related tasks. Topics covered include program and files management, Paintbrush, Write, and customizing Windows. May be taken three (3) times for credit.

BIS 19 -- 1.5 Units**Introduction to Windows 95**

Recommended Preparation: BIS 10A

Class Hours: 2 lecture, 3 laboratory for 8 weeks

Students will be introduced to the Windows 95 operating system in a graphical environment. This system allows the user to run programs, enter and move data, and perform DOS-related tasks. Topics covered include program and files management using Explorer; Paint; WordPad; E-Mail, and sharing data between applications. May be taken three (3) times for credit.

BIS 20A -- 1.5 Units**WordPerfect for Windows Part 1**

Prerequisite: BIS 19

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This course presents essential introductory features of WordPerfect 6.1 for Windows. Topics covered include editing a document, formatting characters, formatting lines, changing margins and indents, using writing tools and producing customized documents. May be taken three (3) times for credit.

BIS 20B -- .5 Units**WordPerfect for Windows Part 2**

Prerequisite: BIS 20A

Class Hours: 3 laboratory for 8 weeks

This course is a continuation of WordPerfect for Windows Part 1. Topics include advanced character and line formatting, inserting and creating graphics, changing paper size, creating columns, numbered paragraphs, outlines, headers, footers, footnotes and endnotes. May be taken three (3) times for credit.

BIS 20C -- .5 Units**WordPerfect for Windows Part 3**

Prerequisite: BIS 20b

Class Hours: 3 laboratory for 8 weeks

This course is a continuation of WordPerfect for Windows, Part 2. Topics included are the merge feature, sorting data, desktop publishing, clipart, textart, WordPerfect styles, automated forms, locked cells and macros. May be taken three (3) times for credit.

BIS 21A -- 1.5 Units**Word for Windows Part 1**

Prerequisite: BIS 19 or equivalent

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This is a beginning course in Microsoft Word for Windows. Topics included are starting Word for Windows and creating a Word document; editing a document; formatting characters, paragraphs, and pages; changing fonts; using spell check, AutoCorrect, and the Thesaurus; manipulating tabs; inserting headers and footers, and creating footnotes and endnotes. May be taken three (3) times for credit.

BIS 21B -- .5 Units**Word for Windows Part 2**

Prerequisite: BIS 21A

Class Hours: 3 laboratory for 8 weeks

This course is a continuation of Word for Windows Part 1. Topics include cutting and pasting text; working with multiple windows; conducting a find and replace; printing; formatting with templates and macros; adding borders, frames and pictures; and using Microsoft draw, WordArt and equation editor. May be taken three (3) times for credit.

BIS 21C -- .5 Units**Word for Windows Part 3**

Prerequisite: BIS 21B

Class Hours: 3 laboratory for 8 weeks

This course presents advanced page and document formatting in the Word for Windows program. Skills include creating tables and charts; formatting text into columns; merging documents; sorting and selecting text and records; creating outlines, tables, indexes, and fill-in forms; and formatting with styles. May be taken three (3) times for credit.

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

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of business information systems on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.

BIS 23 -- 3 Units**Desktop Publishing I (IBM Compatible)**

Prerequisite: GC 20 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will introduce the student to desktop publishing using Aldus PageMaker through the Windows environment. Emphasis will be placed on the fundamentals and basic operating procedures of PageMaker. Through practical applications the student will create camera-ready documents observing the principles of layout and typography. (co-numbered GC 23A)

BIS 24A -- 1.5 Units**Excel for Windows Part 1**

Prerequisite: BIS 19

Class Hours: 2 lecture, 3 laboratory for 8 weeks

This is a comprehensive introduction to the basics of an electronic spreadsheet. Students will become familiar with Excel's desktop environment and learn how to enter data, select commands, move the cell cursor around the worksheet, get help, save a worksheet in a workbook file, and print a range of data. May be taken three (3) times for credit.

BIS 24B -- .5 Units**Excel for Windows Part 2**

Prerequisite: BIS 24A or equivalent

Class Hours: 3 laboratory for 8 weeks

In this course, students will learn to choose the appropriate chart and visual elements for professional presentations that will display analyses of investment or other financial decisions. Emphasis will be on linking, embedding, and consolidating worksheets, as well as designing a list or database. Database manipulation to extract specific criteria will be included. May be taken three (3) times for credit.

BIS 31 -- 2 Units**Adaptive Business Information Systems**

Prerequisites: ACT 2 or concurrent enrollment and knowledge of the keyboard

Class Hours: 1 lecture, 3 laboratory

This course is an introduction to the IBM Personal Computer, DOS functions, WordPerfect, and is an exploration of computer vocations. The curriculum is designed to be directed toward physically and learning disabled students and will be presented in approaches adapted for each student's specific disability. Additionally, students will be exposed to programs intended to assess and to build positive attitudes toward chosen vocations. Also covered will be resume writing and interviewing techniques. May be taken four (4) times for credit.

BIS 60A-Z -- .5-3 Units**Topics in Business Information Systems**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- .5 Unit**WordPerfect Workshop ★**

Prerequisite: BIS 1 or equivalent

Class Hours: 1 lecture, 3 laboratory for 4 weeks

This course is offered to non-majors who wish to prepare papers on a computer. Students will learn to create, edit, save, and print a document using a popular word processing program.

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.

Career Opportunities

B.S. Level

(Most careers require bachelors or graduate degree)

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

Faculty

Full-Time	Part-Time	Counselors
Eugene Berg	Dennis Anderson	Leticia Mai
Deanna Franke	Victoria Choi	Danita Redd Terry
Robert Keil	Joe Escobar	
Richard Kurtik	Dennis Gehri	
David Murphy	Gary Gilmartin	
	Vahak Harutunian	
	Marjorie Leerabhandh	
	William Lockman	

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 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 I.....	6
Chem 1B.....General Chemistry II.....	6
Chem 8.....Elementary Organic Chemistry.....	4
Chem 8L.....Organic Chemistry Lab.....	2
Math 16A.....Applied Calculus I.....	3
Math 16B.....Applied Calculus II.....	3
Ph 10A/10AL...General Physics I/Lab.....	5
Ph 10B/10BL...General Physics II/Lab.....	5
Total minimum units required in major area -- 34	

Suggested Course Sequence:

First Semester		Third Semester	
Chem 1A.....	6	Math 16A.....	3
	<u>6</u>	Ph 10A/10AL.....	5
			<u>8</u>
Second Semester		Fourth Semester	
Chem 1B.....	6	Chem 8.....	4
	<u>6</u>	Chem 8L.....	2
		Math 16B.....	3
		Ph 10B/10BL.....	5
			<u>14</u>

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 3 and 7 or equivalent.

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

Physics -- one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
Chem 1A.....General Chemistry I.....	6
Chem 1B.....General Chemistry II.....	6
Chem 8.....Elementary Organic Chemistry.....	4
Chem 8L.....Organic Chemistry Lab.....	2
Math 25A.....Calculus with Analytic Geometry I.....	5
Math 25B.....Calculus with Analytic Geometry II.....	5
Math 25C.....Calculus with Analytic Geometry III.....	5
Ph 20A/20AL...Mechanics of Solids and Fluids/Lab.....	5
Ph 20B/20BL...Electricity and Magnetism/Lab.....	5
Ph 20C/20CL...Wave Motion, Heat, Optics & Modern Physics/Lab.....	5
Total minimum units required in major area -- 48	
Recommended Course: Math 35	

Suggested Course Sequence:

First Semester		Third Semester	
Chem 1A.....	6	Math 25C.....	5
Math 25A.....	5	Ph 20B/20BL.....	5
	11		10

Second Semester		Fourth Semester	
Chem 1B.....	6	Chem 8.....	4
Math 25B.....	5	Chem 8L.....	2
Ph 20A/20AL.....	5	Ph 20C/20CL.....	5
	16		11

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

Chemistry Courses

CHEM 1A -- 6 Units

General Chemistry I

Prerequisites: Chem 12 or equivalent college course or one year of high school chemistry and Math 3 or equivalent college course, or eligibility for Math 5 or higher

Class Hours: 5 lecture, 3 laboratory

LECTURE: Topics covered include: atomic theory and stoichiometry; thermochemistry; quantum theory and electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; solutions; titrations and qualitative analysis.

LABORATORY: Use of analytical balance; spectroscopy; gravimetric and volumetric analysis; stoichiometry; thermochemistry; solutions; titrations; qualitative analysis; colligative properties and distillations. *Transfer credit: CSU; UC. CAN: CHEM 2, CAN CHEM SEQ A when combined with CHEM 1B*

CHEM 1B -- 6 Units

General Chemistry II

Prerequisites: Chem 1A or equivalent college course and Math 5 or equivalent college course, or eligibility for Math 25A or higher

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 electrochemistry; quantitative and qualitative analysis, and nuclear chemistry.

LABORATORY: Use of equilibria; thermodynamics; chemical kinetics; electrochemistry; titrations and qualitative analysis. *Transfer credit: CSU; UC. CAN: CHEM 4, CAN CHEM SEQ A when combined with CHEM 1A*

CHEM 7A -- 5 Units

General Organic Chemistry I

Prerequisite: Chem 1B or equivalent college course

Class Hours: 3 lecture, 6 laboratory

This course stresses molecular structure, chemical and physical properties, and the preparation of organic compounds with an emphasis on reaction mechanism, structure determination, synthesis, and applications. Laboratory experience involves using the appropriate methods, techniques, and instrumentation for the synthesis purification and identification of the organic compounds discussed in the lecture portion of the course. This is the first semester of a one-year course to fulfill the organic chemistry requirement of those majors requiring a full year of organic chemistry. *Transfer credit: CSU; UC maximum credit allowed -- 6 units if combined with Chem 8 and 8L*

CHEM 7B -- 5 Units

General Organic Chemistry II

Prerequisite: Chem 7A or equivalent college course

Class Hours: 3 lecture, 6 laboratory

This course continues the study of functional groups such as carboxylic acids and their derivatives, carbonyls, amines and phenols. The emphasis is on reaction mechanism, structure determination using nuclear magnetic resonance and infrared spectroscopy, synthesis and applications. A part of this semester is devoted to the study of biochemistry. Practical experience for the lecture concepts will be provided by the laboratory. *Transfer credit: CSU; UC*

CHEM 8 -- 4 Units

Elementary Organic Chemistry

Prerequisite: Chem 1A or Chem 12

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; biochemistry. *Transfer credit: CSU; UC maximum credit allowed -- 6 units if combined with Chem 7A and 8L*

CHEM 8L -- 2 Units

Organic Chemistry Lab

Prerequisite: Chem 8 (may be taken concurrently)

Class Hours: 6 laboratory

This lecture-laboratory course deals with the synthesis, characterization and spectroscopic analysis of organic compounds. *Transfer credit: CSU; UC maximum credit allowed -- 6 units if combined with Chem 7A and 8*

CHEM 12 -- 5 Units

Introductory Chemistry I

Prerequisite: Math 1 or equivalent college course, or eligibility for Math 3 or higher

Class Hours: 4 lecture, 3 laboratory

This course fulfills the needs of non-chemistry majors as well as those who need additional review of chemistry. It emphasizes basic principles of inorganic chemistry with reference to measurement, chemical nature of matter and energy, atomic theory, elements and compounds, periodic table, bonding, molecular structure, nomenclature; chemical reactions, equations, and calculations. Course fulfills prerequisite requirements for Chem 1A and Chem 13. *Transfer credit: CSU; UC credit limitations -- no credit at UC if taken after Chem 1A*

CHEM 13 -- 5 Units

Introductory Chemistry II

Prerequisite: Chem 12 or equivalent college course or one year of high school chemistry

Class Hours: 4 lecture, 3 laboratory

This is an introduction to the fundamental concepts of organic and biochemistry including structure, nomenclature and reactions; metabolism of carbohydrates, lipids, proteins, and nucleic acids; kinetics, equilibria, electrochemistry; with applications to agriculture, earth science, nutrition, and health sciences. *Transfer credit: CSU; UC credit limitations -- no credit at UC if taken after Chem 8, 9*

CHEM 22A/B -- .5-3/.5-3 Units

Independent Studies in Chemistry

Prerequisite: A previous course in Chemistry

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of chemistry on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Chicano Studies

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

Career Opportunities

<i>B.A. Level</i>	
Diplomat Corps	Social Worker
Foreign Office	Travel Guide
Foreign Correspondent	Translator
News Analyst	Company Representative
Writer	Advertising
Import-Export Trade	Community Development

Faculty

Full-Time	Counselor
Tomás Sanchez	Ofelia Romero-Motlagh

Chicano Studies Courses

CH ST 1 -- 3 Units

The Chicano in Contemporary Society

Class Hours: 3 lecture

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

CH ST 2 -- 3 Units

Chicano Culture

Class Hours: 3 lecture

This study of the social and cultural heritage of the Chicano emphasizes middle American civilizations, and includes the cultural evolution of the Chicano, from the Spanish conquest to present-day America. The course is concerned with the contributions made by the Chicanos to the United States culture, especially in the fine arts, literature, and orally-transmitted heritage. (co-numbered Anth 4) *Transfer credit: CSU; UC*

CH ST 3 -- 3 Units

Chicana Issues / La Mujer

Class Hours: 3 lecture

This course uses a sociological framework for understanding contemporary experiences of Chicana and other Latina women and compares their experiences to those of other women in the U.S. It focuses on the division of labor in the family, workplace, and community. Women's class, ethnic/racial, and gender identities will also be explored through issues related to social conditioning such as education, health, and religion. This intersection of race, class, and gender will be the analytical context for examining Chicana and other Latina's historical and contemporary roles. *Transfer credit: CSU, UC*
~~pending~~

CH ST 4 -- 3 Units

History of the Southwest

Class Hours: 3 lecture

This course surveys the history of the Chicano from pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the American Southwest and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas) in the context of American History. (co-numbered Hist 4) *Transfer credit: CSU; UC*

CH ST 8 -- 3 Units

Political Patterns in the U.S.

Class Hours: 3 lecture

Fundamental principles of U.S. Government: federal, state and local are studied in theory and practice. Emphasis is on state and local government of the Southwest, with particular attention given to the legislative process, political parties, pressure groups, and implementation of policy at county and municipal levels. Special emphasis is placed on the participation of the Mexican-American in our political institutions. (co-numbered Pol Sc 8) *Transfer credit: CSU; UC*

CH ST 22A/B -- 1-3/1-3 Units

Independent Studies -- *The Chicano Studies*

Prerequisite: A previous course in Chicano Studies

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of Chicano studies on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.
Transfer credit: CSU; UC credit limitations.

Child Development

The Child Development Program prepares students for an A.S. Degree in Child Development or for completion of certificates in Early Childhood Education, School Age Child Care, and the Child Development Permit levels of: Assistant, Associate Teacher, Teacher, Master Teacher and Site Supervisor. Students develop knowledge of subject matter and skills needed for success in transferring to a college or university as well as success in a variety of vocational areas. This program will be of interest to students who seek employment in any variety of positions such as teaching in or administering a preschool, working as playground or recreation supervisors, facilitating programs as parent educators and other positions involving work with children and their families.

Career Opportunities

Child development program teachers
 Child development program directors
 Infant caregivers
 School-age program personnel
 Kindergarten to grade 3 teachers and teaching assistant
 Family daycare providers
 Bilingual/bicultural program specialists
 City/county school child development administrators
 Language development specialists
 Dance/motor development therapists
 Curriculum developers
 Child abuse prevention personnel
 Children's resource and referral agency personnel
 Child/family public policy advocates
 Employer sponsored childcare consultants
 Parent Educator
 Children's book author
 Children's television producer
 Children's toy designer / marketer

Faculty

Full-Time	Part-Time	Counselors
Linda Cravens	Rosalie Bergman	Lisa Rauffman
Kathleen Reid	Dianne Cohn	Mike Johnson
	Bonnie Hoult	Ofelia Romero-
	Carol Howell	Motlagh
	Jennifer Lynch	
	Herlinda Murguia	
	Kathleen Reiter	
	Christabel Schadt	
	Dianne Smith	
	Maria Smith-Green	

Child Development

Associate in Science Degree

This program offers comprehensive training of students who wish to work with young children in Early Childhood settings and to those who wish to transfer to four year universities and colleges. Career opportunities are increasing and are available to both men and women. (Teacher - Title 5)

Required Courses:	Units
CD 30..... Human Development	3
CD 32..... Child Nutrition, Health & Safety	2
CD 36..... Equity Issues in ECE	3
CD 38..... Practicum I - Observation	3
CD 39A..... Practicum II - Participation	3
CD 39B..... Practicum III -Field Experience	3
CD 40..... Child/Family/Community	3
CD 41..... Programs in ECE	3
CD 43..... ECE Adult Communication.....	3

Required Additional Courses:

Select six (6) units from the following courses:

CD 51..... Music in ECE	3
CD 52..... Art in ECE	3
CD 53..... Science and Math in ECE	3
CD 54..... Language Arts in ECE.....	3

Total minimum units required in major area -- 32

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

Courses required by State of California for minimum 12 units for entry level employment (Title 22) :

CD 30..... Human Development	3
CD 40..... Child/Family/Community	3
CD 41..... Programs in ECE	3
Select three (3) units from the following courses:	
CD 51..... Music in ECE	3
CD 52..... Art in ECE	3
CD 53..... Science & Math in ECE.....	3
CD 54..... Language Arts in ECE.....	3

Early Childhood Education

Certificate of Achievement

This program offers training to students interested in working with young children in public and private Early Childhood settings (Teacher - Title 5)

Required Courses:

CD 30..... Human Development	3
CD 32..... Nutrition/Health/Safety	2
CD 36..... Equity Issues in ECE	3
CD 38..... Practicum I —Observation	3
CD 39A..... Practicum II—Participation	3
CD 39B..... Practicum III—Field Experience.....	3
CD 40..... Child/Family/Community	3
CD 41..... Programs in ECE	3
CD 43..... ECE Adult Communication.....	3

Required Additional Courses:

Select six (6) units from the following courses:

CD 51..... Music in ECE	3
CD 52..... Art in ECE	3
CD 53..... Science and Math in ECE	3
CD 54..... Language Arts in ECE.....	3

Total minimum units required —32

School Age Child Care

Certificate of Achievement

This program offers training to students who are interested in being employed in School Age Child Care settings such as Family Day Care, Recreation Programs, and Before- and After- School Programs. Qualified students may also progress to administrative positions as directors of School Age Programs. (Title 22)

Required Courses:

Required Courses:	Units
CD 30..... Human Development	3
CD 40..... Child/Family/Community	3
CD 45..... School Age Programs	3
CD 32..... Nutrition/Health/Safety	2
select three (3) units from the following courses:	
CD 51..... Music in ECE	3
CD 52..... Art in ECE	3
CD 53..... Science and Math in ECE	3
CD 54..... Language Arts in ECE.....	3

total minimum units required —14

Child Development Permits

The following Certificates of Achievement apply to students who may seek employment in Title 5 or federally funded programs such as Head Start, State Preschool or Migrant Preschool Programs. Students completing the Child Development Permits listed must meet all requirements and apply for the permit through the California Commission on Teacher Credentialing. The Certificates of Achievement cover only the coursework required at each permit level.

Child Development Courses

Courses required by State of California for minimum 12 units for entry-level employment (Title 22):

CD 30	Human Development	3
CD 40	Child / Family / Community Programs in ECE	3
CD 41	Programs in ECE	3
Plus one of the following courses:		
CD 51	Music in ECE	3
CD 52	Art in ECE	3
CD 53	Science & Math in ECE	3
CD 54	Language Arts in ECE	3

Child Development Assistant Permit

Certificate of Completion

This permit level will authorize the holder to care for and assist in the development and instruction of children in a child care setting under the supervision of a Child Development Associate Teacher level or above.

Requirements for Certificate:

CD 30	Human Development	3
CD 41	Programs in ECE	3
Total minimum units required - 6		

Child Development Associate Teacher Permit

Certificate of Completion

This permit will authorize the holder to provide service in the care, development and instruction of children in a child care and development program, and to supervise a Child Development Assistant.

Requirements for Certificate:

CD 30	Human Development	3
CD 41	Programs in ECE	3
CD 40	Child, Family and Community	3
plus one of the following:		
CD 51	Music in ECE	3
CD 52	Art in ECE	3
CD 53	Science and Math in ECE	3
CD 54	Language Arts in ECE	3

Also required before application for Child Development Associate Teacher Permit: Completion of 50 days of experience in an instructional capacity in a child care and development program, working at least 3 hours per day within the last 2 years. (Experience may include paid and/or volunteer work.)

Child Development Teacher Permit

Certificate of Achievement

This permit level authorizes the holder to provide services in the care, development, and instruction of children in a child development program, and supervise a Child Development Associate Teacher, a Child Development Assistant, and an aide.

Requirements for Certificate:

Option 1 (All of A and B below)

A. Courses		
CD 30	Human Development	3
CD 41	Programs in ECE	3
CD 40	Child, Family, and Community	3

CD 38	Practicum I - Observation	3
CD 39A	Practicum II - Participation	3
CD 39B	Practicum III - Field Experience	3
CD 51	Music in ECE	3
CD 52	Art in ECE	3
CD 53	Science and Math in ECE	3
CD 54	Language Arts in ECE	3
Total minimum units required - 24		

B. Completion of sixteen diversified semester units in general education (at least one course in each of the following areas: Humanities and/or Fine Arts; Social Sciences; Math and / or Science; and English / Language Arts).

Also required before application for Child Development Teacher Permit:

Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. (Experience may include paid and/or volunteer work.)

Or, Option 2:

Completion of an Associate of Arts degree in early childhood education or child development or a related field, with a three semester unit supervised field experience in an early childhood educational setting.

Also:

Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. (Experience may include paid and/or volunteer work.)

Child Development Master Teacher Permit

Certificate of Achievement

Requirements for Certificate: (All of A, B, C and D)

A. Courses:

CD 30	Human Development	3
CD 41	Programs in ECE	3
CD 40	Child, Family and Community	3
CD 38	Practicum I - Observation	3
CD 39A	Practicum II - Participation	3
CD 39B	Practicum III - Field Experience	3
plus two of the following:		
CD 51	Music in ECE	3
CD 52	Art in ECE	3
CD 53	Science and Math in ECE	3
CD 54	Language Arts in ECE	3
Total minimum units required - 24		

B. Completion of sixteen diversified semester units in general education (at least one course in each of the following areas: Humanities and/or Fine Arts; Social Sciences; Math and/or Science; and English/Language Arts).

C. Completion of six additional semester units in an area of specialization which may include:

CD 31	Infant Studies	3
CD 32	Nutrition, Health & Safety	2
CD 36	Equity Issues	3
CD 43	ECE Adult Communications	3
CD 44	Parent Education	3
CD 45	School Age Programs	3
Specific curriculum courses not taken as part of the basic 24 units:		
CD 51	Music in ECE	3
CD 52	Art in ECE	3
CD 53	Science and Math in ECE	3
CD 54	Language Arts in ECE	3
and all CD 60 or CD 89 courses		

D. Completion of two semester units in CD 46 - Adult Supervision in ECE / CD Classrooms

Also required before application for Child Development Master Teacher Permit: Completion of 350 days of experience in an instructional capacity in a child care and development program, working at least 3 hours per day within the last 4 years. (Experience may include paid and/or volunteer work.)

Child Development Site Supervisor Permit Certificate of Achievement

This level authorizes the holder to supervise a child care and development program operating at a single site, provide care, development, and instruction of children in a child care and development program, and serve as a coordinator of curriculum and staff development in a child care and development program.

Requirements for Certificate: (All of A, B, C and D)

A. Completion of an Associate of Arts Degree or 60 semester units.

B. Degree must include completion of twenty four units in child development.

CD 30.....Human Development	3
CD 41.....Programs in ECE	3
CD 40.....Child, Family, and Community	3
CD 38.....Practicum I - Observation	3
CD 39A.....Practicum II - Participation	3
CD 39B.....Practicum III - Field Experience	3
plus two of the following:	
CD 51.....Music in ECE	3
CD 52.....Art in ECE	3
CD 53.....Science and Math in ECE	3
CD 54.....Language Arts in ECE.....	3
Total minimum units required:	24

C. Degree must include completion of six additional semester units of course work in the administration and supervision of child care and development programs.

CD 42.....Administration in ECE 3
and further coursework to be developed

D. Degree must include completion of two semester units of CD 46 - Adult Supervision in ECE/CD Classrooms.

Also required before application of Child Development Site Supervisor Permit

Completion of 350 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. Experience must include at least 100 days of supervising adults in a child care and development program. (Experience may include paid and/or volunteer work.)

CD 22A/B -- 1-3/1-3 Units

Independent Studies in Child Development

Prerequisite: A previous course in Child Development
Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of child development on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.
Transfer credit: CSU

CD 30 -- 3 Units

Human Development

Class Hours: 3 lecture

This course is a study of human development from the prenatal period to adolescence. Cognitive, biosocial and psychosocial development is investigated. Research and theories are studied and applied to current issues and challenges regarding the developing human. *Transfer credit: CSU; UC*

CD 31 -- 3 Units

Infant Studies

Class Hours: 3 lecture

This course covers infant/toddler care based on the developmental needs of the child. Planning curriculum, designing an environment

and observation of an existing program are included. Appreciation for helping parents with special needs children and understanding children from diversified cultural backgrounds will be addressed.
Transfer credit: CSU

CD 32 -- 2 Units

Child Nutrition, Health & Safety

Class Hours: 2 lecture

Instruction is given in health protection and resources provided by the home, school, and community. Emphasis is placed on prevention of infectious disease, preventative health practices, prevention policies, injury prevention, disaster preparedness, nutrition, child abuse identification and prevention, children with special needs, and care of the mildly ill child. This course complies with current legal statutes. The student will be required to take pediatric first aid and pediatric CPR in addition to this class. *Transfer credit: CSU*

CD 36 -- 3 Units

Equity Issues in ECE

Class Hours: 3 lecture

This course is an introduction to equity issues in early childhood education. The course focuses on: family lifestyle, economics, gender, special needs assessment, and ethnicity. *Transfer credit: CSU*

CD 38 -- 3 Units

Practicum 1 - Observation (F/S)

Recommended Preparation: CD 30 (prior or concurrent)

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to child observation techniques based on the study of the theories of Human Development. In the Child Development Center, students will use specific observation tools to observe children's development, activities, classroom materials and environment. Extended experiences are gained in community observation at other early childhood programs. *Transfer credit: CSU*

CD 39A -- 3 Units

Practicum 2 - Participation (F/S)

Recommended Preparation: CD 30

Class Hours: 2 lecture, 3 laboratory

This course provides procedures and practices for students who will be teaching young children and for family day-care providers or those employed in preschools, center-based child care or Head Start Centers. Students will gain practical experience in the application of theories of human development while teaching children in the Child Development Center. *Transfer credit: CSU*

CD 39B -- 3 Units

Practicum 3 - Field Experience (S)

Prerequisites: CD 30, CD 38, CD 39A

Class Hours: 2 lecture, 3 laboratory

This course is based on the student's knowledge of human development with special emphasis on the cognitive theories of Piaget, observation techniques and assessment tools, and the guided laboratory student teaching experience. The student will participate three hours each week as a student teacher in a community based early childhood program. This experience is essential to the content of the course and allows the student to further apply theoretical knowledge to practical teaching situations. *Proof of negative TB clearance is required. Transfer credit: CSU*

CD 40 -- 3 Units

Child / Family / Community

Class Hours: 3 lecture

This course facilitates awareness of the interaction and interdependency of home, school, and community. The course content includes: methods of advocacy, community resources, and application of theory to contemporary social issues. *Transfer credit: CSU*

CD 41 -- 3 Units

Programs in ECE

Recommended prep: CD30

Class Hours: 3 lecture

This course is an overview of the history and philosophies of early childhood education. Course content includes: an introduction to developmentally appropriate practices, career paths, role of the teacher, learning theories, classroom discipline, creating environment, curriculum development and lesson plans. *Transfer credit: CSU*

A
CD 42 -- 3 Units

Administration in ECE

Prerequisites: CD 30; CD 40; CD 41; and one curriculum course (CD 51, 52, 53, or 54)

Recommended Preparation: Three years preschool teaching experience

Class Hours: 3 lecture

This course covers the scope of the role of the director of an Early Childhood Program. The course includes: administrative structures, managerial styles and leadership, budget, personnel issues, types of schools, licensing requirements, legislative standards and development of both personal and school philosophies. This course meets the requirements defined by the California Department of Social Services and Title 22 for administering Early Childhood programs.
Transfer credit: CSU

CD 43 -- 3 Units

Adult Communications

Class Hours: 3 lecture

This course is an introduction to effective communication between parents, teachers and caregivers. The course includes the impact of significant adults in the lives of children, the historical perspective of parent involvement, teacher facilitation of effective communication with parents and competency in specific communication skills. Parent-teacher conferencing techniques and procedures and developing a positive working relationship are emphasized. *Transfer credit: CSU*

CD 44 -- 2 Units

Parent Education (F)

Class Hours: 2 lecture

This course offers parents and Child Development students skills and resources that promote more effective parent and child interactions. It includes study of children's developmental stages, guidance principles and techniques that promote healthy self esteem, and application of developmental theories. Emphasis is placed on culture, race, ethnicity, family structures, economics, class, gender and special needs equity issues. May be taken two (2) times for credit.

CD 45 -- 3 Units

School Age Programs

Class Hours: 3 lecture

This course introduces the student to the care of school age children. Designed to provide background and experience in the areas of before-and-after school programs and recreation, this course includes the information pertaining to family and school coordination and community resources. Developmentally appropriate curriculum is emphasized. *Transfer credit: CSU.*

CD 46 -- 2 Units

Adult Supervision in ECE/CD Classrooms

Prerequisites: CD 30, CD 40, CD 41 and one of the following: CD 51, 52, 53, or 54

Class Hours: 2 lecture

The course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education or child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff. This course is required by the Child Development Permit for Title 5 ECE/CD programs for Master Teachers, Site Supervisors and Program Directors. *Transfer credit: CSU.*

CD 51 -- 3 Units

Childhood Music in ECE

Class Hours: 3 lecture

This course will present creative movement, dance rhythm and song as essential components of physical social, emotional, creative and cognitive development of young children. The course will focus on the critical analysis of developmentally appropriate musical activities and the appreciation of individual and cultural diversity. Students will be encouraged to explore and evaluate children's music and develop applications for integrating music throughout the curriculum. *Transfer credit: CSU*

CD 52 -- 3 Units

Art in ECE

Class Hours: 3 lecture

This course provides students with the opportunity to study a developmentally appropriate art curriculum for children. A review of current research will be used to explore the importance of art as an

essential component of physical, social, emotional, creative and cognitive growth. Students investigate, present and evaluate children's art activities. Focus is on integration of art activities, media and resources throughout the curriculum. *Transfer credit: CSU*

CD 53 -- 3 Units

Science & Math in ECE

Class Hours: 3 lecture

This course investigates science and math curriculum that is theoretically sound and developmentally appropriate for children. Emphasis is placed on the teacher's role as a facilitator of the inquiry approach to experiencing science and math and on the development and evaluation of curricular materials. *Transfer credit: CSU*

CD 54 -- 3 Units

Language Arts in ECE

Class Hours: 3 lecture

This course explores current research in children's literature and language arts and demonstrates theoretical classroom applications. Emphasis is placed on evaluation of developmentally appropriate materials, experiences that support language as a means of communication and as a medium of creative expression, and as a tool in the development of logical thought. *Transfer credit: CSU*

CD 60A-Z -- 1-3 Units

Topics in Child Development (F/S)

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Child Development not covered in detail in the general Child Development course offerings. Topic courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU, see counselor.*

Topics which have been developed include:

60A -- 1.5 Units

Toddlers Program (F/S)

Class Hours: 1.5 lecture

This course provides an environment for the child development student and the parent(s) where they have opportunity to study about and observe toddlers (children from 18 months to 3 years) in a naturalistic setting. Topics include the study of developmental stages, issues, concerns, educational programs, and materials that are developmentally appropriate for this age group. Registration for children included in this class is done through the Child Development Center. *All children must meet California immunization guidelines.* May be taken four (4) times for credit.

60B -- 1 Unit

Behavior Management in ECE

Class Hours: 16 lecture total

This short-term course is designed for child development majors and employees of preschools, elementary schools, family daycare facilities, state and federal programs. The course will provide the student opportunity to develop a knowledge base in behavior management techniques that integrate sound developmental theory with practical application in a variety of early childhood settings. May be taken two (2) times for credit.

60C -- 1 Unit

Developing Cognitive Grouptimes in ECE

Class Hours: 16 lecture total

This short-term course is designed for child development majors and employees of preschools, elementary schools, family daycare facilities, state and federal programs. The course will provide the students with the opportunity to create a developmental sequence for a variety of cognitive experiences introduced at group times to children in early childhood programs. May be taken two (2) times for credit.

records

60D -- 1 Unit**Exploring in ECE - Part 1**

Class Hours: 16 lecture total

This short-term course is designed for child development majors and employees of preschools, elementary schools, family daycare facilities, state and federal programs. The course will provide opportunities for development of integrated developmentally appropriate experiential curriculum. Emphasis is on: free exploration techniques, cooperative learning, center set-up, and implementation and individualization in providing learning experiences. Part 1 topics include: Rocks, Dinosaurs, Bubbles, Rainbows, Mixing Color, Mathematics Games, Fingerprints, and Cooking and other Chemical Changes. May be taken two (2) times for credit.

60E -- 1 Unit**Exploring in ECE - Part 2**

Recommended Preparation: CD 60D

Class Hours: 16 lecture total

This short-term course is designed for child development majors and employees of preschools, elementary schools, family daycare facilities, state and federal programs. The course will provide more advanced opportunities for development of integrated developmentally appropriate experiential curriculum. Emphasis is on: free exploration techniques, cooperative learning, center set-up, and implementation and individualization in providing learning experiences. Part 2 topics include: Shadows, Environment, Rivers, Opticals, Rocks, Salt, Erosion, Friction, Ants, Insects, Mapping, Blocks, and Conservation Experiences. May be taken two (2) times for credit.

60F -- 1 Unit**Investigating: The Process Approach to Teaching Young Children**

Class Hours: 16 lecture total

This short-term class will continue to explore the Process Approach to Teaching, which emphasizes process over product when working with young children. The EXPLORING class (CD 60D) is not a prerequisite course but can serve as setting and background for this INVESTIGATING class where additional topics will be presented.

60G -- 1 Unit**Anti-bias Curriculum in Early Childhood Education**

Class Hours: 16 lecture total

This course presents an educational philosophy as well as specific techniques and content. Teachers and administrators are taught to confront the issues of racial differences and similarities, cultural differences and similarities, gender identity, and disabilities.

60H -- 1 Unit**Parenting Young Children**

Class Hours: 16 lecture total

This course is designed to assist parents to understand children's needs and behavior. With the guidance of a competent instructor, parents interact with the materials and each other to learn sound parenting principles geared especially to the challenge of parenting babies, toddlers, and preschoolers. May be taken four (4) times for credit.

CD 89A-Z -- .5-3 Units**Institutes in Child Development★**

Class Hours: Variable

This short-term lecture-workshop series is designed primarily for preschool and day-care 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.

Communications

■ Communications

Associate in Arts Degree

This program will provide students with a basic understanding of communications course offerings and professions in preparation for transfer to most universities and professional schools. The interdisciplinary approach further enhances students' flexibility for transfer and professional development.

Core Curriculum	Units
Eng 1A*.....English Composition	3
Spch 1*.....Introduction to Speech	3
Bus 37.....Marketing	3
or	
Bus 38.....Advertising	3
GC 10.....Intro to Graphic Communication.....	3
Grd 10.....Intro to Graphic Design	3
Grd 29.....Macintosh and IBM Operating Systems/Gr Design.	3
Journ 1/RT 1*.....Mass Media and Society	3
Journ 2*.....News Reporting and Writing	3
Photo 1A*.....Beginning Photography	3
RT 2A.....TV Studio Operations.....	3
RT 7A.....Radio Production Workshop	3
RT 5/Engl 5.....Radio Television Script Writing	3

* - may be counted toward general education requirements

An additional six (6) units from one of the following areas:
Graphic Communication, Graphic Design, Journalism,
Photography, or Radio-Television

Recommended Courses:

History 5, 7A, 7B
Humanities 3, 4
Journalism 12, 14
Political Science 1, 2, 3
Speech 3

Computer Information Systems

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 system techniques and equipment. Two tracks are provided: (1) traditional **Information Systems**, with emphasis on use of large-scale computers, and (2) **Microcomputer Systems**, with emphasis on in-the-office use of computer equipment.

Career Opportunities

Tape Librarian	Applications Programmer
Systems Analyst	Administrative Assistant
Software Engineer	Applications Development
Computer Operator	Software Testing Specialist
Network Specialist	Information Systems Specialist
LAN Administrator	Computer Marketing/Sales Rep
Computer Consultant	Microprocessing Technologist
Microcomputer Trainer	Technical Information Specialist
Tech Support Specialist	Computer Network Technician
Office Systems Manager	Customer Service Support Tech

Faculty

Part-Time
 Guy Campbell
 Barbara Crippen
 Billy Davis
 Larry Lace
 Kelly Macone
 Siva Sankaran
 Virginia Sullivan

Counselor
 Lisa Raufman

Computer Information Systems

Occupational

Associate in Science Degree

Certificate of Achievement

Either of these options may be used to obtain a Certificate of Achievement or, with suitable General Education courses, an Associate in Science Degree.

Students learn basic skills of computer information systems with the goal of immediate employment in business or industry utilizing computer information systems techniques and equipment.

Information Systems Option

Required Courses:	Units
Bus 2A.....Financial Accounting Principles I	3
Bus 2B.....Financial Accounting Principles II	3
Bus 30.....Intro to Business and Economics	3
CIS 1.....Intro to Information Systems	3
CIS 1L.....CIS Introduction Lab	1
CIS 3A.....Windows Programming: Visual BASIC I.....	3
CIS 3AL.....CIS Visual BASIC I Lab.....	1
CIS 3B.....Windows Programming: Visual BASIC II.....	3
CIS 3BL.....CIS BASIC II Lab	1
CIS 6.....Systems Analysis.....	3

Plus either:

CIS 4A.....Computer Programming I: COBOL	3
CIS 4AL.....CIS COBOL I Lab	1
CIS 4B.....Computer Programming II: COBOL	3
CIS 4BL.....CIS COBOL II Lab	1

Or:

CIS 5.....Introduction to Local Area Networks	4
CIS 7.....Introduction to Novell Client/Server	4
or	
CIS 8.....Intro to Windows NT Workstation/Server	4

Total minimum units required in major area - 32

Recommended: CS 18/18L; Econ 1; Econ 2

Microcomputer Systems Option

Required Courses:	Units
BIS 10A.....Introduction to the Personal Computer.....	1.5
BIS 10B.....Advanced DOS Functions	1.5
BIS 17.....PowerPoint for Windows	1.5
BIS 18.....Introduction to Windows 3.1	1.5
or	
BIS 19.....Introduction to Windows 95	1.5
BIS 21A.....Word for Windows I	1.5
BIS 21B.....Word for Windows II	1.5
BIS 21C.....Word for Windows III	1.5
Bus 2A.....Financial Accounting Principles I	3
Bus 2B.....Financial Accounting Principles II	3
or	
Bus 8.....Computerized Accounting	2
CIS 1.....Intro to Information Systems	3
CIS 1L.....CIS Introduction Lab	1
CIS 3A.....Windows Programming: Visual BASIC I.....	3
CIS 3AL.....CIS Visual BASIC I Lab.....	1
CIS 3B.....Windows Programming: Visual BASIC II.....	3
CIS 3BL.....CIS Visual BASIC II Lab.....	1
CIS 5.....Introduction to Local Area Networks	4
Total minimum units required in major area -- 29.5 or 30.5	
Recommended: CIS 4A, Econ 1, 2	

Computer Information Systems Courses

The UC system allows credit for the first 6 courses taken in either Computer Information Systems or Computer Science or a combination thereof.

CIS 1 -- 3 Units

Introduction to Information Systems

Corequisite: CIS 1L

Recommended Preparation: BIS 1 or equivalent; for prospective CSUN students, a previous course in accounting is recommended.

Class Hours: 3 lecture

This introductory course covers the history, development and application of information processing systems with an emphasis on the microcomputer. It includes an overview of applications of computer programs in solving business programs. It includes hands-on experience in solving problems, design of program logic, and the writing and execution of programs in the language QBASIC. The course also provides hands-on experience with the major microcomputer business applications: word processing, spreadsheets, and computerized database management; this is accomplished through the study and use of Microsoft Office 97. The course design meets the requirements of the DPMA Model Curriculum. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

CIS 1L -- 1 Unit

CIS Introduction Lab ★

Corequisite: CIS 1

Class Hours: 3 laboratory

This course provides hands-on laboratory experience to accompany CIS 1. Problems assigned in CIS 1 will be run in the lab using Microsoft Office 97 and with QBASIC on a platform consisting of an IBM PC or equivalent with either Windows 95 or Windows NT. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

CIS 3A -- 3 Units

Windows Programming: Visual BASIC I

Prerequisite: CIS 1 or equivalent

Corequisite: CIS 3AL

Class Hours: 3 lecture

This is an introductory course in programming in a Windows environment using Microsoft Visual BASIC. It will include an overview of Windows and Visual BASIC and provide an introduction to Event Oriented programming; included are such topics as forms, events, properties, controls and event procedures, menus and dialog boxes, files and graphics, the user interface, managing projects, flow control, sorting, and advanced data handling. It will provide some basic understanding of and experience in the development and use of error handling and debugging procedures. *Transfer credit: CSU; UC*

CIS 3AL -- 1 Unit

CIS Visual BASIC I Lab ★

Corequisite: CIS 3A

Class Hours: 3 laboratory

This course provides hands-on lab experience for those students who are enrolled in an introductory Visual BASIC programming course. *Transfer credit: CSU; UC*

CIS 3B -- 3 Units

Windows Programming: Visual BASIC II

Prerequisites: CIS 3A/3AL

Corequisite: CIS 3BL

Class Hours: 3 lecture

This is the second in a two-course sequence of instruction in programming in a Windows environment using Microsoft Visual BASIC. This course will build on the understanding of syntax and procedures learned in the first course, requiring the student to develop more complex and advanced programs. This course concentrates on the interaction of programs, the use of more advanced graphics and sound, and the handling of more complex data files and arrays. It will provide experience programming to implement a real-world business application. *Transfer credit: CSU; UC*

CIS 3BL -- 1 Unit

CIS Visual BASIC II Lab ★

Corequisite: CIS 3B

Class Hours: 3 laboratory

This course provides hands-on lab experience for those students who are enrolled in a second semester-long Visual BASIC programming course. *Transfer credit: CSU; UC*

CIS 4A -- 3 Units

Computer Programming I: COBOL (by arrangement only)

Prerequisite: CIS 1 or equivalent

Corequisite: CIS 4AL

Recommended Preparation: For CIS majors, concurrent enrollment in or prior completion of CIS 2

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.*

CIS 4AL -- 1 Unit

CIS COBOL I Lab ★ (by arrangement only)

Corequisite: CIS 4A

Class Hours: 3 laboratory

This course provides hands-on laboratory experience to accompany CIS 4A. Problems in COBOL will be run in the Lab on suitable micro-computer hardware. *Transfer credit: CSU; UC*

CIS 4B -- 3 Units

Computer Programming II: COBOL (by arrangement only)

Prerequisites: CIS 4A/4AL or equivalent

Corequisite: CIS 4BL

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.*

CIS 4BL -- 1 Unit

CIS COBOL II Lab ★ (by arrangement only)

Corequisite: CIS 4B

Class Hours: 3 laboratory

This course provides supervised hands-on laboratory experience with a set of interrelated COBOL programs that utilize the more advanced capabilities of the language in a realistic business-like process. Course includes all aspects of design, development and documentation. *Transfer credit: CSU; UC.*

CIS 5 -- 3 Units

Introduction to Local Area Networks (LAN)

Recommended Preparation: CIS 01/01L or CS 01/01L or equivalent

Class Hours: 2.5 lecture, 1.5 laboratory

This course covers system requirements, terminology, technology, topologies and software used in local area networks. Different topologies, hardware and software are compared and evaluated for a variety of applications as to cost and performance. A thorough breakdown of the OSI (Open Systems Interface) 7 layer model, protocols and integration with WANs (Wide Area Networks) is also covered. This course is designed for computer users, managers, and technicians who intend to install and work with LANs (Local Area Networks). System administrators will learn the necessary hardware components, protocols and applications to support users. Network Operating systems such as Banyan Vines, Novell, and Microsoft Windows NT and others will be reviewed with attention paid to features, expandability and maintainability from small to large scale enterprise networks. May be taken four (4) times for credit.

CIS 6 -- 3 Units

Systems Analysis (By Arrangement Only)

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. Course is required of most business and economics departments for non-data and data systems concepts. *Transfer credit: CSU*

CIS 7 -- 3 Units

Introduction to Novell Client/Server Sp

Prerequisite: CIS 5 or equivalent

Class Hours: 2.5 lecture, 1.5 laboratory

This course provides the student with an understanding of networking using Novell. The course begins with an introduction to Novell Client: the student will learn how to log on to a Novell network, map drives, set passwords, configure a Novell Client system, run applications over the network, install and de-install Novell Client software and do troubleshooting. The student will become conversant with Novell Server issues such as installing and de-installing Novell Server software, Account Administration, the Novell File System Structure, System Administration, System Optimization, Creating Users and setting access privileges, Security, Printing, and Diagnostics. This course prepares students to take Novell's CNA tests and portions of their CNE tests to become Novell certified. May be taken four (4) times for credit.

CIS 8 --4 Units

Introduction to Microsoft Windows NT Workstation/Server

Prerequisite: CIS 5

Class Hours: 3 lecture, 3 laboratory

This course provides the student with an understanding of networking using Microsoft Windows NT. The student will learn how to log on to an NT network, map drives, set passwords, and configure an NT workstation. The student will become conversant with NT server issues such as account administration, the NT file system structure, system optimization, NT server and workstation installation, security, printing, and diagnostics. May be taken four (4) times for credit.

CIS 9 -- 1 Unit

Computer Programming Laboratory ★

Corequisite: CIS 22A/B with subject that requires extensive lab work/computer usage

Class Hours: 3 laboratory

This course allows for laboratory experience credit, when deemed appropriate by the instructor, for an Independent Study contract. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations.*

CIS 22A/B -- 1-3/1-3 Units**Independent Studies in Information Systems**

Prerequisite: A previous course in Computer Information Systems

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of computer information systems on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.
Transfer credit: CSU; UC credit limitations.

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

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

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.

The Suggested Course Sequence shown above does not include the two Required Additional Courses that students select for the Associate in Science Degree. See Degree Requirements and Transfer Information section for General Education requirements.

Career Opportunities

B.S. Level (Requires bachelors or graduate studies)	
Computer Programmer	Business Programmer
Applications Engineer, Computer	System Designer
Microprocessing Technologist	Scientific Programmer
Naval Research Logistics	Forms Analyst
Process Control Programmer	Coder
Operational Research Manager	Software Analyst
Computer Service Technician	Software Engineer
Computer Lab Technician	Systems Analyst

Faculty

Full-Time	Part-Time	Counselors
Christine Aguilera	Thomas Becker	Edna Ingram
Sheila Tan	Christopher Ferguson	Letricia Mai
	Chew Joe	Danita Redd
	Christine Salazar	Terry

Computer Science

Associate in Science Degree

Moorpark College offers an Associate in Science Degree in Computer Science. The Computer Science major has a dual purpose: to prepare students for upper-division course work in Computer Science and to provide technical training for a variety of careers in business, industry, and government.

Required Courses:	Units
CS 10A/10AL Introduction to Programming-C/Lab	4
CS 20/20L Data Structures and Program Design/Lab	4
CS 30/30L Assembly Language/Lab	4
CS 40 Computer Architecture	3
Math 25A Calculus with Analytic Geometry I	5
Math 25B Calculus with Analytic Geometry II	5
Math 31 Introduction to Linear Algebra	3
Required Additional Courses:	
CS 10B/10BL Object-Oriented Programming Using C++/Lab	4
Select two (2) of the following courses:	
CS 10C/10CL Windows Programming Using C++/Lab	4
CS 10J/10JL Java Fundamentals/Lab	4
CS 19/19L Software Engineering with Ada/Lab	4
CS 50 Files and Data Bases	3
CS 60/60L Concepts of Programming Languages/Lab	4
Math 25C Calculus with Analytic Geometry III	5
Math 35 Applied Differential Equations	3
Phil 9 Symbolic Logic	4
Total minimum units required in major area -- 38-41	

Suggested Course Sequence:

First Semester	Third Semester
CS 10A/10AL 4	CS 10B/10BL 4
Math 25A 5	CS 30/30L 4
<u>9</u>	<u>8</u>
Second Semester	Fourth Semester
CS 20/20L 4	CS 40 3
Math 25B 5	Math 31 3
<u>9</u>	<u>6</u>

Microsoft Local Area Network Certificate of Completion

The Local Area Network Certificate Program provides specific technologies necessary to function effectively as a Microsoft Local Area Network (LAN) specialist / administrator. It is designed for both students seeking employment and those already employed but needing skills improvement. Successful program completion should qualify individuals for beginning positions in Microsoft local area network system administration.

Required courses:	Units
CS 70 MS Windows NT Workstation 4.0	1.5
CS 71 MS Windows NT Server 4.0	1.5
CS 72 Networking Essentials	2.5
CS 73 MS Windows 95	3
CS 74 MS TCP/IP on MS Windows NT 4.0	1.5
CS 75 MS SQL Server 6.0	1.5
Total minimum units required - 11.5	

Computer Science Courses

CS 1 -- 3 Units

Fundamentals of Computers and Programming/C

Corequisite: Concurrent enrollment in CS 1L required

Recommended Preparation: Math 1

Class Hours: 3 lecture

This course is an introduction to computers and computer science, problem-solving techniques, design of algorithms, and an introduction to structured programming in C. *Transfer credit: CSU; UC credit limitations: CS 1, 1L and 10A, 10AL combined: maximum credit for one course and one lab.*

CS 1L -- 1 Unit

Fundamentals of Computers and Programming/CI Laboratory *

Corequisite: Concurrent enrollment in CS 1 required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 1. *Transfer credit: CSU; UC credit limitations.*

CS 2 -- 3 Units

Introduction to UNIX and C

Corequisite: Concurrent enrollment in CS 2L required

Recommended Preparation: Familiarity with computer architecture and at least one high-level programming language

Class Hours: 3 lecture

This course is an introduction to the UNIX operating system and the C programming language. Topics include basic introduction to the UNIX environment such as vi editor, C shell, shell scripts, and other UNIX utility programs. The basic programming concepts and program design in C are introduced. *Transfer credit: CSU; UC credit limitations.*

CS 2L -- 1 Unit

Introduction to UNIX and C Laboratory *

Corequisite: Concurrent enrollment in CS 2 required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 2. *Transfer credit: CSU; UC credit limitations.*

CS 3 -- 3 Units

Introduction to Computer Hardware and Systems Software

Recommended Preparation: CS 1

Class Hours: 3 lecture

This is an introduction to computer hardware and systems software concepts from the user's viewpoint. Topics include computer organization, data representation, operating systems, systems software design and use for the microcomputer. This is a course for non-computer science majors. *Transfer credit: CSU*

CS 10A -- 3 Units

Introduction to Programming with C

Prerequisite: Math 6 or Math 7 or equivalent college course

Corequisite: Concurrent enrollment in CS 10AL required

Class Hours: 3 lecture

This course is an introduction to computer programming and the organization of computers. Basic programming concepts are studied including: algorithms, data and control structures, debugging, programs design, documentation, and structured programming. This course will use C to demonstrate the application of software engineering methodologies. *Transfer credit: CSU; UC credit limitations: CS 1, 1L and 10A, 10AL combined: maximum credit for one course and one lab.*

CS 10AL -- 1 Unit

Introduction to Programming with C Laboratory *

Corequisite: Concurrent enrollment in CS 10A required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 10A. *Transfer credit: CSU; UC credit limitations.*

CS 10B -- 3 Units

Object-Oriented Programming Using C++

Prerequisites: CS 10A/10AL or equivalent college course or proficiency in C

Corequisite: Concurrent enrollment in CS 10BL required

Class Hours: 3 lecture

This course provides in-depth understanding of fundamentals of object-oriented programming methodology, such as message-passing, data-hiding, encapsulation, class and inheritance using C++. *Transfer credit: CSU; UC credit limitations. CAN: CSCI 18 w/10BL*

CS 10BL -- 1 Unit

Object-Oriented Programming Laboratory Using C++ *

Prerequisites: CS 10A/10AL or equivalent college course or proficiency in C

Corequisite: Concurrent enrollment in CS 10B required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 10B. *Transfer credit: CSU; UC credit limitations. CAN: CSCI 18 w/10B*

CS 10C -- 3 Units

Windows Programming Using C++

Prerequisites: CS 10B/10BL or equivalent college course or proficiency in C++

Corequisite: Concurrent enrollment in CS 10CL required

Class Hours: 3 lecture

The main components of a Windows application are studied, including the development environment, messaging model, user interface, graphic device interface, and memory management. *Transfer credit: CSU; UC credit limitations.*

CS 10CL -- 1 Unit

Windows Programming Laboratory Using C++

Corequisite: Concurrent enrollment in CS 10C required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 10C. *Transfer credit: CSU; UC credit limitations.*

CS 10J -- 3 Units

Java Fundamentals

Recommended Preparation: CS 10A or CS 10B

Corequisite: Concurrent enrollment in CS 10JL required

Class Hours: 3 lecture

This course is an introduction to Java programming language. Topics include Java language fundamentals, Java object-oriented programming, Applet programming, GUI programming, animation programming, stand-alone application programming, and network programming.

CS 10JL -- 1 Unit

Java Fundamentals Lab

Corequisite: Concurrent enrollment in CS 10J required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 10J.

CS 18 -- 3 Units

Computer Programming - FORTRAN

Prerequisites: Math 5 and Math 6 or Math 7 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Corequisite: Concurrent enrollment in CS 18L required

Class Hours: 3 lecture

This course is an introduction to programming and the organization of computers using the FORTRAN language. Basic programming concepts are studied including: algorithms, data and control structures, debugging, program design, documentation, and structured programming. *Transfer credit: CSU; UC credit limitations. CAN: CSCI 4 (CS 18 & 18L)*

CS 18L -- 1 Unit

Computer Programming Laboratory - FORTRAN *

Corequisite: Concurrent enrollment in CS 18 required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 18. *Transfer credit: CSU; UC credit limitations.*

CS 19 -- 3 Units

Software Engineering with Ada

Corequisite: Concurrent enrollment in CS 19L required

Recommended Preparation: Knowledge of at least one high-level language

Class Hours: 3 lecture

This is an introduction to concepts in software engineering using Ada. Topics include data abstraction and Ada's types, generics, exception handling, packages, tasking and parallel programming. *Transfer credit: CSU; UC credit limitations.*

CS 19L -- 1 Unit

Software Engineering Laboratory with Ada *

Corequisite: Concurrent enrollment in CS 19 required

Recommended Preparation: Knowledge of at least one high-level language

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 19. *Transfer credit: CSU; UC credit limitations.*

CS 20 -- 3 Units

Data Structures and Program Design

Prerequisites: CS 10A/10AL or equivalent college course or proficiency in C.

Corequisite: Concurrent enrollment in CS 20L required

Class Hours: 3 lecture

Structured programming methods will be applied to abstract data types such as stacks, queues, trees, and graphs. The concepts of pointer variables, linked lists, list processing, recursion, simulation, algorithm analysis and verification will be presented. More advanced algorithm designs such as greedy algorithms, dynamic programming will also be presented. The concept of object-oriented programming is introduced. *Transfer credit: CSU; UC credit limitations.*

CS 20L -- 1 Unit

Data Structures and Program Design Laboratory *

Corequisite: Concurrent enrollment in CS 20 required

Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 20. *Transfer credit: CSU; UC credit limitations.*

CS 22A/B -- .5-3/5-3 Units
Independent Studies in Computer Science

Prerequisite: A previous course in Computer Science
Class Hours: 5-3 tutorial

This course is for students who are interested in furthering their knowledge of computer science on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

CS 30 -- 3 Units
Assembly Language

Corequisite: Concurrent enrollment in CS 30L required
Recommended Preparation: Knowledge of at least one high-level language and CS 20/20L
Class Hours: 3 lecture

This course covers basic computer organization; assembly language programming; input-output programming; interrupt handlers. *Transfer credit: CSU; UC. CAN: CSCI 10 (CS 30 + 30L).*

CS 30L -- 1 Unit
Assembly Language Laboratory ★

Corequisite: Concurrent enrollment in CS 30 required
Recommended Preparation: Knowledge of at least one high-level language and CS 20/20L
Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 30. *Transfer credit: CSU; UC. CAN: CSCI 10 (CS 30 + 30L).*

CS 40 -- 3 Units
Computer Architecture

Recommended Preparation: Knowledge of at least one high-level language and CS 30/30L
Class Hours: 3 lecture

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

CS 50 -- 3 Units
Files and Data Bases

Recommended Preparation: Knowledge of at least one high-level language and CS 30/30L
Class Hours: 3 lecture

This is an introduction to large files and data base management. Topics include the following file structures: sequential, indexed sequential, indexed, direct, inverted, tree, and ring. Multi-file data bases, objectives of data base organization, and data base structure are also studied. *Transfer credit: CSU*

CS 60 -- 3 Units
Concepts of Programming Languages

Corequisite: Concurrent enrollment in CS 60L required
Recommended Preparation: Knowledge of at least one high-level language and CS 20/20L
Class Hours: 3 lecture

Basic concepts of programming languages are studied. Topics include: syntax, BNF, scope of names, semantics, type checking, and storage management. Programming languages such as Pascal, Ada, FORTRAN, and Lisp are compared. *Transfer credit: CSU; UC credit limitations.*

CS 60L -- 1 Unit
Concepts of Programming Languages Laboratory ★

Corequisite: Concurrent enrollment in CS 60 required
Recommended Preparation: Knowledge of at least one high-level language and CS 20/20L
Class Hours: 3 laboratory

This course provides laboratory experience to accompany CS 60. *Transfer credit: CSU; UC credit limitations.*

CS 70 -- 1.5 units
Implementing and Supporting MS Windows NT Workstation

Recommended Preparation: CS 1 or BIS 10A or BIS 18 or BIS 19 or CIS 1/1L
Class Hours: 2 lecture, 3 laboratory for 8 weeks

The course provides an in-depth study of Microsoft Windows NT Workstation. The focus will be on Windows NT Workstation installation, account administration, disk and resource management, networking environment, interoperation, network domain, optimization, application support, printing, and troubleshooting. May be taken two (2) times for credit.

CS 71 -- 1.5 units
Implementing and Supporting MS Windows NT Server

Prerequisite: CS 70
Class Hours: 2 lecture, 3 laboratory for 8 weeks

The course provides an in-depth study of Microsoft Windows NT Server. The focus will be on Windows NT Server installation, account administration, environment configuration, file system, local resource protection, security, networking environment, interoperation, network domain, optimization, and troubleshooting. May be taken two (2) times for credit.

CS 72 -- 2.5 units
Networking Essentials

Recommended Preparation: CS 70
Class Hours: 5 lecture for 8 weeks

The course provides an in-depth study of Microsoft Networking Essentials. The focus will be on networking terminology, network topologies, network protocols, LAN and WAN networking. Implementing networks using Microsoft products. May be taken two (2) times for credit.

CS 73 -- 3 units
Implementing and Supporting MS Windows 95

Recommended Preparation: CS 1 or BIS 10A, BIS 18 or BIS 19 or CIS 1
Class Hours: 2 lecture, 3 laboratory

The course provides an in-depth study of Microsoft Windows 95. The focus will be on Windows 95 installation, environment configuration, file system, local resource protection, networking environment, interoperation, optimization, application support, printing, and troubleshooting. May be taken two (2) times for credit.

CS 74 -- 1.5 units
Internetworking with MS TCP/IP on MS Windows NT Workstation

Prerequisite: CS 71
Class Hours: 2 lecture, 3 laboratory for 8 weeks

The course provides an in-depth study of Microsoft TCP/IP and components networking. The focus will be on installation and configuration of DHCP server, WINS server, SNMP server services, TCP/IP printing, and LMHOSTS files as well as troubleshooting TCP/IP networks. May be taken two (2) times for credit.

CS 75 -- 1.5 units
System Administration of MS SQL Server 6.0

Prerequisite: CS 71
Class Hours: 2 lecture, 3 laboratory for 8 weeks

The course provides an in-depth study of MS SQL Server. The focus will be on installing and upgrading SQL server, creating devices and databases, creating users and assigning permissions to databases, implementing SQL server security models, backing up and restoring databases, and learning the functions of the master, msdb, and tempdb databases, and monitoring and troubleshooting SQL server. May be taken two (2) times for credit.

Criminal Justice

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

There is a broad range of employment opportunities for men and women in all components of the Criminal Justice System. Never before has there been such a demand for qualified persons in these occupational fields as now.

The Criminal Justice Program offers an education to students in the varied aspects of law enforcement, court procedures and corrections. A foundation of knowledge is provided for those interested in becoming competitive candidates for these rewarding and challenging positions.

Career Opportunities

Municipal Police Officer	County Marshall
County Deputy Sheriff	Court Bailiff
State Traffic Officer (CHP)	State Police Officer
University/College Police Officer	Border Patrol Agent
Park Ranger (State/County)	Custodial Officer
Group Supervisor/Counselor	Private Investigation
Private Security/Loss Prevention	

Faculty

Full-Time	Part-Time	Counselors
David Harrington	Philip Anderson	Rick Cardoni
	James Murphy	Mike Johnson
	Michael Sayre	Mary Martin
	Michael Webb	

■ Criminal Justice

Occupational

Associate in Science Degree

This program offers training of students in the varied aspects of the Criminal Justice System including law enforcement, courts and corrections. Background is provided for those interested in being recruited by criminal justice agencies as well as upgrading the skills of those already employed in this field.

Required Courses:	Units
CJ 1 Introduction to Criminal Justice	3
CJ 2 Concepts of Criminal Law	3
CJ 3 Community Relations	3
CJ 4 Legal Aspects of Evidence	3
CJ 5 Principles/Procedures of the Justice System	3
CJ 6 Criminal Justice Report Writing	3
CJ 41 Intro to Probation, Parole and Corrections	3
Required Additional Courses:	
Select six (6) units from the following courses:	
CJ 10 Patrol Procedures	3
CJ 11 Criminal Investigation	3
CJ 14 Juvenile Procedure	3
CJ 18 Narcotics Investigation	3
CJ 19 Vice Control	3
Total minimum units required in major area --	27

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

Suggested Course Sequence:

First Semester		Third Semester	
CJ 1	3	CJ 4	3
CJ 2	3	CJ 41	3
	6	Any Elective Course	3
			9
Second Semester		Fourth Semester	
CJ 3	3	CJ 6	3
CJ 5	3	Any Elective Course	3
	6		6

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

Criminal Justice Courses

CJ 1 -- 3 Units

Introduction to Criminal Justice

Class Hours: 3 lecture

Basic topics covered in this class include: the history and philosophy of criminal justice in America; recapitulation of the system; identifying of the various sub-systems; role expectations, and their interrelationships; theories of crime, punishment, rehabilitation; ethics, education and training for professionalism in the system. *Transfer credit: CSU; UC. CAN: AJ 2*

CJ 2 -- 3 Units

Concepts of Criminal Law

Class Hours: 3 lecture

This class deals with the following major topics: historical development and philosophy of law, including constitutional provisions, definitions, classification of crime, and their application to the Criminal Justice System; legal research, study of case law, methodology and concepts of law as a social force. *Transfer credit: CSU; UC. CAN: AJ 4*

CJ 3 -- 3 Units

Community Relations

Class Hours: 3 lecture

Students in this course make an in-depth exploration of criminal 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 Criminal Justice System and the development of positive relationships between members of the system and the public. *Transfer credit: CSU; UC*

CJ 4 -- 3 Units

Legal Aspects of Evidence

Prerequisites: CJ 1 and CJ 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. CAN: AJ 6*

CJ 5 -- 3 Units

Principles and Procedures of the Justice System

Class Hours: 3 lecture

The course provides an in-depth study of the role and responsibilities of each segment within the Criminal 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*

CJ 6 -- 3 Units

Criminal Justice Report Writing

Prerequisite: Engl 2 or eligibility for Engl 1A

Class Hours: 3 lecture

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

CJ 10 -- 3 Units

Patrol Procedures (S)

Class Hours: 3 lecture

Responsibilities, techniques, and methods of police patrol are emphasized in this class. The student learns about the handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. *Transfer credit: CSU*

CJ 11 -- 3 Units

Criminal Investigation (F)

Prerequisites: CJ 1 and CJ 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. CAN: AJ 8*

CJ 14 -- 3 Units

Juvenile Procedure (S)

Class Hours: 3 lecture

The course focuses upon the organization, functions, and jurisdiction of juvenile agencies. Other topics include the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. *Transfer credit: CSU*

CJ 18 -- 3 Units

Narcotics Investigation (S)

Class Hours: 3 lecture

Students will 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*

CJ 19 -- 3 Units

Vice Control (F)

Class Hours: 3 lecture

This course covers the detection, repression and control of vice. Topics include gambling, prostitution, liquor, sex offender violations, vice law, and court procedures. The course is intended to provide knowledge and skill in the recognition, investigation, and control of vice offenders. *Transfer credit: CSU*

CJ 22A/B -- 1-3/1-3 Units

Independent Studies in Criminal Justice

Prerequisite: A previous course in Criminal Justice

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of criminal justice on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

CJ 41 -- 3 Units

Introduction to Probation, Parole and Corrections

Class Hours: 3 lecture

An introduction to the legal and practical aspects, practices, and procedures of probation, this course includes an analysis of both, with emphasis on rehabilitation and classification methods in criminology. *Transfer credit: CSU*

CJ 60A-Z -- 1-3 Units

Topics in Criminal Justice

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Criminal Justice not covered in detail in the general Criminal Justice course offerings. Topic courses are announced on a semester basis in the schedule of classes. *Transfer Credit: CSU*

CJ 89A-Z -- .5-3 Units

Institutes in Law Enforcement★

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

Basic Certificate

Class Hours: Variable

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

Dance

People who study in the various specialities of dance (ballet, modern, jazz and tap) may decide on a professional career on stage, television or films. A large number become teachers, either in public school (K-12, community college or university), private school (pre-school, and K-12) and private colleges and universities. Some will teach in community recreation centers, private community studios or open their own studio. The dance program is designed for both the student who wishes to major in dance and the student seeking to experience dance technique classes. The grace, carriage and confidence one gains in dance as well as the physical agility and flexibility is beneficial to everyone in all aspects of life. Dance activity classes fulfill the Physical Education requirement for graduation.

Career Opportunities

Actor/Actress	Dancer
Agent	Fitness Trainer
Arts and Studio Management	Lighting Designer
Arts Consultant	Masseuse
Chiropractor	Movement Consultant
Choreographer	Movement Therapist
Community Center Leader	Physical Therapist
Costumer	Recreation Specialist
Dance Critic/Writer	Sports Trainer
Dance Historian	Stage Manager
Dance Teacher	

Select 4.5-6 units from the following:

Dance 12A.....Modern Dance I	1.5
Dance 12B.....Modern Dance II	1.5
Dance 12C.....Modern Dance III	2
Dance 12D.....Modern Dance IV	2
Dance 14A-D.....Choreography, Modern Dance	2

Select 1.5-3 units from the following:

Dance 13A.....Tap I	1.5
Dance 13B.....Tap II	1.5

Plus 3-6 units from the following:

Dance 20.....Free Dance/Improvisation	1.5
Dance 30.....Ballroom Dance	1.5
Dance 31.....World Dance	1.5
Dance 60A-Z.....Topics in Dance (as offered)	1-3

Total minimum units required in major area -- 28

Recommended Courses: An 1; RT 3A; ThA 20

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

Faculty

Part-Time

Rene Baum
Avalon Garrett
Donald Hewitt
Margaret Hyun
Sandra Patterson
Dennon Rawles

Counselor

Don Henderson

■ Dance

Associate in Arts Degree

The associate in arts degree program in dance provides training in four areas of technique: ballet, modern, jazz and tap. Integral parts of the curriculum are practical experience in concert performance and production work as well as a theoretical background in choreography and dance history and appreciation. Completion of the associate in arts degree prepares the student to begin upper division work leading to a B.A. or B.F.A. in dance, or for continued training leading to a professional career in the field of dance and dance-related professions. It prepares the student for certain occupations related to teaching in community centers and private dance studios and choreographing for community theatre productions. Transfer students should consult the four-year college or university catalog for specific requirements or see a Moorpark College counselor. Most universities require an audition for level placement in technique.

Required Courses:	Units
Dance 1A.....Dance Appreciation.....	3
Dance 52.....Children's Dance Theatre.....	3
Dance 51 or 55 Dance Performance or Ensemble	1.5 - 3
Select 4.5-6 units from the following:	
Dance 10A.....Ballet I.....	1.5
Dance 10B.....Ballet II.....	1.5
Dance 10C.....Ballet III.....	1.5
Dance 10D.....Ballet IV	2.0
Dance 40.....Ballet Variations	2.0

Select 3-6 units from the following:

Dance 11A.....Modern Jazz I	1.5
Dance 11B.....Modern Jazz II	1.5
Dance 11C.....Modern Jazz III	1.5
Dance 11D.....Modern Jazz IV	2
Dance 43.....Jazz Dance Roots.....	2

Dance Courses

Students planning to take more than 4 units of Dance 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. All Dance courses are accepted for equal semester credit by schools in the California State University system.

Any combination of Dance activity courses of a particular kind (e.g., ballet, modern dance, etc.) may be taken for a total of four (4) times.

DANCE 1A -- 3 Units

Dance Appreciation

Class Hours: 3 lecture

This non-performance course examines dance through viewing dance performances and through lectures and discussions. Developments and factors which have influenced change in dance historically, culturally, and as an art form will be explored. *Transfer credit: CSU; UC*

DANCE 10A -- 1.5 Units

Ballet I-Fundamentals

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. *Transfer credit: CSU; UC†*

DANCE 10B -- 1.5 Units

Ballet II-Beginning

Prerequisite: Dance 10A

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. *Transfer credit: CSU; UC†*

DANCE 10C -- 1.5 Units

Ballet III-Intermediate

Prerequisite: Dance 10B or equivalent

Class Hours: 1 lecture, 2 activity

This course covers the knowledge and development of intermediate technique both at the barre and in center. Class will include more concentration on the disciplines of ballet form and the physical abilities necessary to execute movements. *Transfer credit: CSU; UC*

DANCE 10D -- 2 Units

Ballet IV-Advanced

Prerequisite: Dance 10C or equivalent

Class Hours: 1 lecture, 3 activity

This is 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. *Transfer credit: CSU; UC*

DANCE 11A -- 1.5 Units

Modern Jazz I-Fundamentals

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. *Transfer credit: CSU; UC*

DANCE 11B -- 1.5 Units

Modern Jazz II-Beginning

Prerequisite: Dance 11A 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. *Transfer credit: CSU; UC*

DANCE 11C -- 1.5 Units

Modern Jazz III-Intermediate

Prerequisite: Dance 11B or equivalent

Class Hours: 1 lecture, 2 activity

This is a continuation of Modern Jazz I and II with emphasis on style and form as well as increased technical and choreographic skills. *Transfer credit: CSU; UC*

DANCE 11D -- 2 Units

Modern Jazz IV-Advanced

Prerequisite: Dance 11C

Class Hours: 1 lecture, 3 activity

This is a continuation of Modern Jazz III with an emphasis on performance style and form as well as increased technical and choreographic skills. *Transfer credit: CSU; UC*

DANCE 12A -- 1.5 Units

Modern Dance I-Fundamentals

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. *Transfer credit: CSU; UC*

DANCE 12B -- 1.5 Units

Modern Dance II-Beginning

Prerequisite: Dance 12A 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. *Transfer credit: CSU; UC*

DANCE 12C -- 2 Units

Modern Dance III-Intermediate

Prerequisite: Dance 12B or equivalent

Class Hours: 1 lecture, 3 activity

This is 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. *Transfer credit: CSU; UC*

DANCE 12D -- 2 Units

Modern Dance IV-Advanced

Prerequisite: Dance 12C or equivalent

Class Hours: 1 lecture, 3 activity

This is a continuation of intermediate modern dance technique with emphasis on skills of performance, development in techniques of dance composition and choreography. *Transfer credit: CSU; UC*

DANCE 13A -- 1.5 Units

Tap I-Fundamentals

Class Hours: 1 lecture, 2 activity

This course will introduce basic tap dance techniques and elementary tap dances, various routines and rhythm structures. It provides an opportunity to develop motor coordination and rhythm. Some history of tap dance will be included. *Transfer credit: CSU; UC*

DANCE 13B -- 1.5 Units

Tap II-Beginning

Prerequisite: Dance 13A or equivalent

Class Hours: 1 lecture, 2 activity

This course will be a continuation of basic and elementary techniques of tap dancing, including music theory concepts as they apply to the syncopated rhythms of tap dance. It provides an opportunity to develop motor coordination and rhythm. Some history of tap dance will be included. *Transfer credit: CSU; UC*

DANCE 14A -- 2 Units

Choreography, Modern Dance-Fundamentals

Prerequisite: Dance 12B

Class Hours: 1 lecture, 3 activity

This course explores the basic principles of dance composition as an art form and applies these guides through practical applications. It develops the concept of space, time and energy into creating dances. It integrates dance movement technique as a form of expression to communicate literal and non-literal themes. Solo and small group choreography will be emphasized as well as improvisations. *Transfer credit: CSU; UC*

DANCE 14B -- 2 Units

Choreography, Modern Dance-Beginning

Prerequisite: Intermediate modern dance or equivalent

Class Hours: 1 lecture, 3 activity

This course continues to explore dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and non-literal themes. Solo and small group choreography will be emphasized as well as improvisations. *Transfer credit: CSU; UC*

DANCE 14C -- 2 Units

Choreography, Modern Dance-Intermediate

Prerequisite: Intermediate modern dance or equivalent

Class Hours: 1 lecture, 3 activity

This course continues to explore more in depth dance as a creative art form combining movement with the use of music and sound. Emphasis will be to develop a substantial solo work that is ready to be performed in a concert setting. *Transfer credit: CSU; UC*

DANCE 14D -- 2 Units

Choreography, Modern Dance-Advanced

Prerequisite: Advanced dance class or equivalent

Class Hours: 1 lecture, 3 activity

This course uses all the elements of space, time and energy as they apply to developing dance as an art form. Working with literal and non-literal themes, the student choreographer will have an opportunity to set a group dance for a concert piece. *Transfer credit: CSU; UC*

DANCE 20A -- 1.5 Units

Free Dance/Improvisation I

Recommended Preparation: Concurrent enrollment in modern dance

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. *Transfer credit: CSU; UC*

DANCE 20B -- 1.5 Units

Free Dance/Improvisation II

Prerequisite: Dance 20A or equivalent

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. *Transfer credit: CSU; UC*

DANCE 20C -- 1.5 Units

Free Dance/Improvisation III

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. *Transfer credit: CSU; UC*

DANCE 22A/B -- 1-3/1-3 Units

Independent Studies in Dance

Prerequisite: A previous course in Dance

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of dance on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU, UC*

DANCE 30A -- 1.5 Units

Ballroom I

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 fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances will be included. *Transfer credit: CSU; UC*

DANCE 30B -- 1.5 Units

Ballroom II

Prerequisite: PE 30A

Class Hours: 1 lecture, 2 activity

This course is designed to further students' knowledge of and expertise in ballroom dancing. Students will review basic steps and increase their repertoire of variations and styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. Students will be expected to attend at least one out of class dance. *Transfer credit: CSU; UC*

DANCE 31A -- 1.5 Units

World Dance, Ethnic Folk Forms I

Class Hours: 1 lecture, 2 activity

Students will study the development of Ethnic dance skills, understanding and appreciation including experiences in Folk, Square, and Round dancing. *Transfer credit: CSU; UC*

DANCE 31B -- 1.5 Units

World Dance, Ethnic Folk Forms II

Prerequisite: Dance 31A or equivalent

Class Hours: 1 lecture, 2 activity

This course is a continuation of study in Folk, Square, and Ethnic dance skills. *Transfer credit: CSU; UC*

DANCE 40 -- 2 Units

Ballet Variations

Prerequisite: Dance 10B or equivalent

Class Hours: 1 lecture, 3 activity

Ballet Variations continues development of technical skills with emphasis on developing artistic expression through exposure to classical and contemporary variations. *Transfer credit: CSU; UC*

DANCE 43 -- 2 Units

Jazz Dance Roots

Prerequisite: Dance 11C

Class Hours: 1 lecture, 3 activity

This course will explore the development of jazz dance from its outgrowth of early Theater and Modern Dance, the influences of African/Tribal, Hindu/Indian, Cuban and South American Latin dances and their effect on the styles and trends of the day. The course will explore the development of Jazz Dance through the works of early dance pioneers, e.g., Martha Graham, Jack Cole and Kathryn Dunham, Broadway choreographers Bob Fosse, Agnes DeMille and Jerome Robbins, and international dance companies. *Transfer credit: CSU; UC*

DANCE 51A -- 1.5 Units

Dance Performance/Production I

Prerequisite: Beginning dance class

Recommended Preparation: Concurrent enrollment in dance

Class Hours: 1 lecture, 2 activity

This course will aid in understanding the basic elements of production (i.e., staging, lighting, publicity, make-up, costumes, set design and construction, etc.) and experience these by participation in a production (dance) event. *Transfer credit: CSU; UC*

DANCE 51B -- 1.5 Units

Dance Performance/Production II

Prerequisite: Dance 51A

Recommended Preparation: 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. *Transfer credit: CSU; UC*

DANCE 51C -- 1.5 Units

Dance Performance/Production III

Prerequisite: Beginning dance class or equivalent

Recommended Preparation: Concurrent enrollment in another dance class

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. *Transfer credit: CSU; UC*

DANCE 51D -- 2 Units

Dance Performance/Production IV

Prerequisite: Intermediate dance class

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 3 activity

This course will offer practical experience in the many phases of dance productions, concerts and demonstrations. It will also be primarily concerned with the performing aspect of dance as well as some choreography and staging. *Transfer credit: CSU; UC*

DANCE 52 -- 3 Units

Children's Dance Theatre

Recommended Preparation: Concurrent enrollment in dance technique class

Class Hours: 2 lecture, 4 activity

This class offers students opportunities for participating in the creating, organizing, and producing of a dance production for children. Students may be involved in one or more aspects as well as performing. *Transfer credit: CSU*

DANCE 55 -- 3 Units

Dance Ensemble

Prerequisites: A previous dance course; concurrent enrollment in dance technique class

Class Hours: 2 lecture, 4 activity

This course is a rehearsal and performance course focusing on learning various repertory choreographed by students, faculty and/or outside guest choreographers. Students will perform in a formal concert. *Transfer credit: CSU; UC*



DANCE 60A-Z -- 1-3 Units

Topics in Dance

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

DANCE 60V --3 Units

Viewing Dance

Class Hours: 3 lecture

This course provides the opportunity to view (both on videos and in live performances) a variety of concert dances: ballet, modern, tap, jazz, and musicals. The course is designed to encourage critical thinking and develop a better understanding and appreciation of dance as an art form. For the dance major, it enables one to gain new viewpoints on the construction and design of dances which can be applied to one's future in choreography. May be taken two (2) times for credit. *Transfer credit: CSU; UC credit limitations*

Drafting Technology/CAD

The Drafting Technology program prepares the student for careers related to mechanical and electrical engineering architecture. Students will be trained in the use of computer-aided design (CAD) equipment as well as conventional drafting machines and instruments. Advanced students will have the option to take the 3-D animation course.

Career Opportunities

Drafter	Construction Trades
Architectural Assistant	Building Plan Reader
Construction Assistant	Civil Engineering Assistant

Faculty

Part-Time	Counselors
Cheryl Barrett	Edna Ingram
Michael Berman	Letricia Mai
Tommie Craft	Danita Redd Terry
Jamie Crowley	

Drafting Technology/CAD

Certificate of Completion

Preparation for the Major:

Math 1 or equivalent skills which may be measured by the college assessment process.

Required Courses:	Units
DT 1.....Intro to Drafting	3
DT 2A.....Computer-Aided Drafting I	3
DT 2B.....Computer-Aided Drafting II	3
DT 3A.....Architectural Drafting I	3
DT 4.....Architectural CAD	3
DT 11.....Building Codes	3

Required Additional Courses:

Select one of the following options:

Architectural Option

This option is for students who are interested in jobs related to the design of buildings and structures. Students are required to complete the core curriculum plus the following courses:

DT 3B.....Architectural Drafting II	3
DT 8.....Energy Conservation Code	3
DT 9.....Fundamentals of Structural Design	3

Civil Engineering Option

This option is for students interested in entry-level jobs in the field of civil engineering such as engineering assistant or drafter. Students are required to complete the core curriculum plus the following courses:

DT 6.....Building Site Drafting	3
DT 9.....Fundamentals of Structural Design	3
DT 13.....Construction Materials	3

Construction Option

This option is for students that are interested in entry-level positions in the construction industry. Students are required to complete the core curriculum plus the following courses:

DT 3C.....Architectural Drafting II I	3
DT 10.....Construction Cost Estimating	3
DT 13.....Construction Materials	3
DT 14.....Construction Blueprint Reading	3

Total minimum units required -- 27-30

Drafting Technology/CAD Courses

DT 1 -- 3 Units

Introduction to Drafting

Class Hours: 2 lecture, 3 laboratory

This introduction to drafting and graphic practice includes use and care of drafting equipment and instruments, lettering, theory of orthographic projection, pictorial drawings, sketches, working drawings. Prerequisite to all drafting and design courses. *Transfer credit: CSU*

DT 2A -- 3 Units

Computer-Aided Drafting I

Prerequisite: DT 1 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course introduces the student to AutoCAD, Computer-Aided Design computer software. Students will interactively explore CAD drawing and editing concepts, principles, and commands while preparing technical drawings. May be taken two (2) times. for credit. *Transfer credit: CSU*

DT 2B -- 3 Units

Computer-Aided Drafting II

Prerequisite: DT 2A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will continue to develop the students' ability to use AutoCAD. Intermediate and advanced functions will be taught for two-dimensional and three-dimensional drawings. This course will prepare students to continue with AutoCAD into their desired discipline. May be taken two (2) times. for credit. *Transfer credit: CSU*

DT 3A -- 3 Units

Architectural Drafting I

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to architectural drafting. Students will learn the fundamentals of preparing architectural drawings. Emphasis is on use and care of drafting equipment and instruments, lettering, line work and dimensioning. Students will become familiar with preparing various plan, elevation and sectional views, details, sketches, working drawings, orthographic and isometric drawings. The basic elements of building requirements and codes will be presented. May be taken two (2) times for credit. *Transfer credit: CSU*

DT 3B -- 3 Units

Architectural Drafting II

Prerequisite: DT 3A

Class Hours: 2 lecture, 3 laboratory

This course is an intermediate drafting course. Students will learn how to prepare and interpret architectural working drawings and specifications. Emphasis is on light wood frame construction and the application of local planning ordinances, uniform building codes and architectural graphic standards. May be taken two (2) times for credit. *Transfer credit: CSU*

DT 3C -- 3 Units

Architectural Drafting III

Prerequisite: DT 3B

Class Hours: 2 lecture, 3 laboratory

This is a course in the preparation and interpretation of architectural drawings with emphasis on heavy timber, concrete, masonry, and steel construction. *Transfer credit: CSU*

DT 4 -- 3 Units

Architectural CAD

Prerequisites: DT 2B, DT 3 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will introduce students to the development of architectural drawings with the use of computer-aided drafting, utilizing three-dimensions for a walk-through effect. May be taken two (2) times. for credit. *Transfer credit: CSU*

DT 6 -- 3 Units**Building Site Drafting**

Prerequisite: DT 3

Class Hours: 2 lecture, 3 laboratory

This course is an introduction to civil engineering drafting which includes survey notation, graphic translation of survey notes, grading, site planning and utilities. *Transfer credit: CSU*

DT 8 -- 3 Units**Energy Conservation Code**

Class Hours: 3 lecture

This course covers Title 24 of the State Energy Code. The course will cover requirements of the code and show the student how to complete the necessary forms.

DT 9 -- 3 Units**Fundamentals of Structural Design**

Prerequisites: Math 1 or equivalent and DT 1

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.

DT 10 -- 3 Units**Construction Cost Estimating**

Prerequisites: Math 1, DT 1 or equivalent

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*

DT 11 -- 3 Units**Building Codes**

Class Hours: 3 lecture

This course covers various building codes that relate to structural, plumbing, heating and air conditioning, and electrical components of buildings that are constructed in Southern California.

DT 13 -- 3 Units**Construction Materials**

Class Hours: 3 lecture

Students learn use and apply building materials to the structural composition of modern residences, commercial and industrial buildings.

DT 14 -- 3 Units**Construction Blueprint Reading**

Class Hours: 3 lecture

The student will learn to read construction drawings for typical buildings. These include wood frame, masonry, concrete and steel construction used in residential, commercial and industrial projects. *Transfer credit: CSU*

DT 20 -- 3 Units**3D Modeling**

Prerequisites: DT2B or Equivalent

Class Hours: 2 lecture, 3 laboratory

This course introduces students to 3D Studio Max Software. Students will interactively explore 3D modeling and animation with spatial three dimensional effects in a Windows NT networked environment. Students taking this course will have the opportunity to create, model, and modify a fully mapped and rendered scene complete with lights, cameras, and backgrounds. Students will also create a basic animation. May be taken two (2) times for credit.

DT 21 -- 3 Units**Technical Animation**

Prerequisites: DT 20 or Equivalent

Class Hours: 2 lecture, 3 laboratory

This course will continue to develop ability to use 3D Studio MAX while drawing technical animations. Students will learn about advanced materials, environmental effects, the use of motion controllers and track views for editing keyframes, how to link objects together and use their pivot points, use Inverse Kinematics to create character animations, and how to use MAX's special effects such as space warps, ripples, waves, wind, bombs, and so on. Students taking this course will have the opportunity to create an advanced fully mapped and rendered animation complete with lights, cameras, and backgrounds, and plenty of special effects. May be taken two (2) times for credit.

DT 22A/B -- 1-3/1-3 Units**Independent Studies in Drafting Technology/CAD**

Prerequisite: A previous course in Drafting Technology

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of drafting technology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

DT 30 -- 3 Units**Mechanical Drawing**

Prerequisite: DT 1 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*

DT 32 -- 3 Units**Mechanical Blueprint Reading**

Class Hours: 3 lecture

Students learn to interpret mechanical drawings typical of those found in the mechanical field theory of common types of projections, dimensioning principles, and machine standards, application by creative sketching and by interpretation of blueprints.

DT 89A-Z -- .5-3 Units**Institutes in Drafting Technology/CAD★**

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 drafting.

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.

Career Opportunities

B.S. Level

(Most careers require advanced degrees)

Economist	Securities Analyst
Assessor	Management Trainee
Financial Planner	Economic Development Coordinator
Stock Broker	

Faculty

Full-Time	Part-Time	Counselor
Peter Gucciardo	Rex Edwards	Lisa Kaufman
Robert Herman	Fred Starner	Ofelia Romero-Motlagh

Economics Courses

ECON 1 -- 3 Units

Principles of Micro-Economics

Class Hours: 3 lecture

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 develop a method of thinking by investigating and applying the principles of economic inquiry. 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. CAN: ECON 4*

ECON 2 -- 3 Units

Principles of Macro-Economics

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. CAN: ECON 2*

ECON 4 -- 3 Units

Economic Development of the United States

Class Hours: 3 lecture

This course concerns the evolution of U.S. economic institutions as revealed by economic analysis and quantitative data, as well as the application of economics to other social sciences, to social change, and to economic problems. *Transfer credit: CSU; UC*

ECON 22A/B -- 1-3/1-3 Units

Independent Studies in Economics

Prerequisite: A previous course in Economics

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of economics on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

ECON 30 -- 3 Units

Introduction to Business and Economics

Recommended Prep: Completion of ENGL 02 or eligible for ENGL 01A as measured by the college assessment process

Class Hours: 3 lecture

This course examines the basic concepts and functions of business and the application of economic principles to the operation of business. It explores business organization, ethics, finance, accounting, securities markets, supply and demand, the banking system, and international business. Emphasis is placed on the practical application of business principles in a contemporary economic and social environment. (Co-numbered BUS 30). *Transfer credit: CSU; UC*

ECON 60A-Z -- 1-3 Units

Topics in Economics

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 3 Units

The USSR in Transition: The Economy

Class Hours: 3 lecture

The course aims at exploring the environment of economic reforms in the Soviet Union.

Electronics Technology

In today's world of high technology many jobs require various degrees of familiarity with electronics. There is a wide choice of careers for technology students, including occupations in business, industry, education and government. Whether or not an individual intends to devote his/her professional career to the field of electronics, it is beneficial to acquire some knowledge of it in this ever-changing technological environment.

Electronics students can receive technical information to solve electronics problems by using the technical information exchange of the American Vacuum Society (AVS) BBS. Please call (805) 378-1400, Ext. 1780 for the BBS telephone number. The BBS is on line 24 hours/day, 2400/1200 baud, N81.

Career Opportunities

A.S. Level

Automobile Electronics Technician	Bench Technician
Communications Technician	Computer Repair
Electronics Assembly Supervisor	Computer Technician
Electronics Maintenance Technician	Electronics Assembly
Electronics Metrology Technician	Electronics Sales
Electronics Troubleshooter	Electronics Technician
Field Service Representative	Equipment Technician
Instrumentation Technician	Microwave Technician
Numerical Control Technician	Robotics Technician
Test Equipment Technician	Traveling Technician

B.S. Level

Electronics Instructor	Sales Engineer
Field Engineer	Technical Trainer

Faculty

Full-Time	Part-Time	Counselors
Sergio Monteiro	Frank Jones	Edna Ingram
	Mark Kopitz	Letricia Mai
	Linda Perez	Danita Redd Terry
	Craig Reinhart	
	Leon Rouge	
	Leonard Zakas	

■ Electronics Technology

Occupational Associate in Science Degree Certificate of Achievement

The Moorpark College electronics technology program gives a foundation in electronics with an emphasis in communications and microcomputers. The goal of the program is to prepare the student for employment after two years of training. Graduates are provided a foundation in electronics common to many technical fields.

Historically, employment in the communication industry has been quite stable with good opportunities for the well-trained technician in both the private and public sector. Opportunities in the public sector include police, fire, and emergency medical communications. Opportunities in the private sector include radio and TV broadcasting and utility companies (telephone, gas, water and electrical power).

Microcomputers are used in almost every work place, and familiarity with them is often a necessary condition for employment. Microcomputer training is also valuable to the entrepreneurial individual who is willing to start his/her own business as a computer technician, configuring and repairing home PC's.

Students completing the courses required in the major receive a certificate of achievement. Students completing the additional general education requirements of the college also receive the associate degree.

Preparation for the Major:

Electronics -- Students with no prior experience with electronics are to take EL 1/1L prior to or concurrently with EL 10/10L.

Required Courses:	Units
EL 10/10L Passive Circuits/Lab	4
EL 16/16L Analog Circuits/Lab	4
EL 17/17L Digital Circuits/Lab	4
EL 18 PC Repair and Upgrade	3
EL 21 Microprocessors and Microcomputers	2
EL 23 Computer-Aided Circuit Analysis - PSpice	2
EL 25 LabVIEW: Data Acquisition & Instrument Control ..	2
EL 27 Microcomputer Applications	2
EL 41 Introduction to NetWare	2
EL 42 NetWare Service and Support	2
Total minimum units required in major area -- 27	
Recommended Course: EL 29, EL 30, EL 31	

Suggested Course Sequence:

First Semester	Third Semester
EL 10/10L 4	EL 21 2
EL 16/16L 4	EL 23 2
8	EL 41 2
	EL 42 2
	8
Second Semester	Fourth Semester
EL 17/17L 4	EL 27 2
EL 18 3	EL 25 2
7	4

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

■ Network Engineer Occupational Associate in Science Degree Certificate of Achievement

The network engineer option for the electronics technology program at Moorpark College prepares students for a career in the field of computer networking. This program offers a solid technical background which includes analog and digital electronics (listed in the Electronics Technology section), and DOS and Windows (listed in the Business Information Systems section). In addition to these required courses, students are encouraged to take advantage of college courses in word processing, spreadsheets, databases (listed in the Business Information Systems section), as well as C, C++, visual C and other programming languages (listed in the Computer Science section).

The 40s series of courses listed in this section is designed to prepare you for the Novell CNE certification tests (which must be taken outside Moorpark College, at one of the authorized centers).

Required Courses:	Units
BIS 19 Introduction to Windows	1
EL 10/10L Passive Circuits/Lab	4
EL 16/16L Analog Circuits/Lab	4
EL 17/17L Digital Circuits/Lab	4
EL 18 PC Repair and Upgrade	3

EL 21	Microprocessors and Microcomputers	2
EL 23	Computer-Aided Circuit Analysis - PSpice	2
EL 27	Microcomputer Applications	2
EL 41	Introduction to NetWare	2
EL 42	NetWare Service and Support	2
EL 45	Networking Technologies	1
EL 46	Network Installation and Troubleshooting	1
Total minimum units required in major area --		28.5

Suggested Course Sequence:

First Semester		Third Semester	
BIS 19	1.5	EL 21	2
EL 10/10L	4	EL 23	2
EL 16/16L	4	EL 41 (1st 8 wks)	2
	9.5	EL 42 (2nd 8 wks)	2
			8
Second Semester		Fourth Semester	
EL 17/17L	4	EL 27	2
EL 18	3	EL 45 (1st 8 wks)	1
	7	EL 46 (1st 8 wks)	1
			4

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

■ Computerized Composition

See Graphic Communications for curriculum

Electronics Technology Courses

EL 1 -- 3 Units

Introduction to Electronics

Prerequisite: Math 1 or equivalent college course, or equivalent skills which may be measured by the college assessment process or one year of high school algebra

Class Hours: 3 lecture

This is an introductory course in electronics intended for both technically and nontechnically-minded students. The presentation of basic concepts and theory is reinforced by laboratory experiments in concurrent or later EL 1L enrollment. The scope ranges from electron theory to microcomputers, with emphasis on passive and active devices, amplifiers, oscillators and digital circuits. The course includes practical applications of electronics to business, science, industry and entertainment.

EL 1L -- 1 Unit

Introduction to Electronics Laboratory

Prerequisite: Concurrent or previous enrollment in EL 1

Class Hours: 3 laboratory

This course supplements lecture course EL 1 by providing laboratory experiments to illustrate and demonstrate application of lecture concepts. Practical use of electronic parts, circuit breadboarding and measurement equipment is emphasized.

EL 2 -- 3 Units

Introduction to Microprocessors

Class Hours: 3 lecture

This general introduction to the operation and application of the microprocessor will include numbering systems and basic logic building blocks, partitioning and architecture, interfacing and interface devices, the TTY, CRT, keyboard, cassette loader; programming, microprocessor applications, the 8080 microprocessor will be stressed throughout the course.

EL 8 -- 1.5 Units

Introduction to the PC Environment

Class Hours: 2.5 lecture, 1.5 laboratory for 8 weeks

This is an introductory course for persons with little or no previous exposure to computers and electronics, or who have recently purchased a computer or will purchase one shortly. The student will learn the nomenclature of features of modern IBM compatible personal computers and how individual components work as part of the complete system. The student will work with PC components in the laboratory. Internet use is discussed and demonstrated. Basic DOS instructions are used to explain computer operations and are selected for applicability to more advanced operating systems. A four hour weekend field trip may be scheduled in conjunction with student interests and needs. May be taken two (2) times for credit.

EL 10 -- 3 Units

Passive Circuits

Prerequisites: Previous experience in electronics or concurrent enrollment in EL 1/1L or EL 1X

Corequisite: EL 10L

Class Hours: 3 lecture

This course studies the main passive components of electronic circuits including resistors, capacitors, and inductors. Their behavior in AC and DC circuits is discussed. Particular attention is paid to their variation with temperature, current, electronic environment as well as on their reliability and manufacturing methods.

EL 10L -- 1 Unit

Passive Circuits Laboratory

Corequisite: EL 10

Class Hours: 3 laboratory

Measurements are made on DC and AC circuits. Measurements include electrical potential and currents (magnitude and phase) as a function of frequency. Investigation of environmental factors (temperature, current, voltage humidity, aging, etc.) on passive devices are studied.

EL 16 -- 3 Units

Analog Circuits

Corequisites: EL 10/10L, EL 16L or equivalent course or equivalent electronics work experience

Class Hours: 3 lecture

Analysis of active electronic devices such as diodes, transistors, FETs, and op-amps will occur. Topics discussed include, but are not limited to, dB, gain, frequency response and feedback.

EL 16L -- 1 Unit

Analog Circuits Laboratory

Corequisite: Concurrent enrollment in EL 16

Class Hours: 3 laboratory

In this laboratory the student will build circuits similar to the circuits discussed in the lecture. There will be ample opportunity to discuss individual projects, in which the students may be involved, either in their work or as a hobby.

EL 17 -- 3 Units

Digital Circuits

Prerequisites: EL 1/1L or EL 1X or equivalent course or equivalent electronics work experience

Corequisite: EL 17L

Class Hours: 3 lecture

This course studies the main digital logic functions (e.g., AND, OR and other gates, Flip-flops, counters, decoders, etc.). These digital functions are studied in applications such as stopwatches, frequency counters, and digital oscilloscopes.

EL 17L -- 1 Unit

Digital Circuits Laboratory

Corequisite: Concurrent enrollment in EL 17

Class Hours: 3 laboratory

Students design and build projects compatible with the lecture part of this class. Examples of such projects are digital clock and stopwatch, and hardware logic to control a microwave oven. Students are encouraged to bring their own ideas and needs to use as class projects.

EL 18 -- 3 Unit**PC Repair and Upgrade**

Class Hours: 2.5 lecture, 1.5 laboratory

The course is designed for persons with little or no previous exposure to computers and electronics whose college goals include learning about and working with networks, personal computers, and computer components. The student will learn electronics as it applies to IBM PC compatible computers and will work with PC components in the laboratory. Topics include the history of computing, internal operations, alternative operating systems, programming, Internet options, and networking. DOS commands will be used to demonstrate basic operations of a PC. Major operating systems will be introduced to the students. A limited laboratory experience with the Apple Macintosh Power PC computer will be scheduled. A four hour weekend Field Trip may be scheduled in conjunction with student interests and needs. May be taken two (2) times for credit.

EL 20 -- 3 Units**Communication Electronics**

Prerequisites: EL 16/16L

Class Hours: 3 lecture

This is an up-to-date survey of modern communication devices and systems. Course covers analog and digital communications, antennas, transmission lines, fiber optics, microwaves, as well as various modulation and demodulation techniques.

EL 20L -- 1 Unit**Communication Electronics Laboratory**

Prerequisites: EL 16/16L and concurrent enrollment in EL 20

Class Hours: 3 laboratory

This laboratory course reinforces the principles discussed in the Communication Electronics lecture course. Basic communication circuits are constructed and tested. Troubleshooting is emphasized throughout the course.

EL 21 -- 2 Units**Microprocessors and Microcomputers**

Prerequisites: EL 17/17L or equivalent course or equivalent electronics work experience

Class Hours: 1 lecture, 3 laboratory

This is a basic course in microprocessors and applications. Typical programming techniques, I/O functions and interface are studied. The course specifically discusses the Intel (80x86) Vine of microprocessors. Simple programs are implemented in the laboratory.

EL 22A/B -- .5-3/.5-3 Units**Independent Studies in Electronics**

Prerequisite: A previous course in Electronics Technology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of electronics technology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.

EL 23 -- 2 Units**Computer-Aided Circuit Analysis - PSpice**

Prerequisites: BIS 10A or BIS 19 and EL 10/10L and EL 16/16L or equivalent work experience

Class Hours: 1.5 lecture, 1.5 laboratory

This is a course on computer simulation methods in electronics utilizing Pspice. The course covers the basics of creating the circuits using all the passive devices (resistors, capacitors, inductors, transformers, diodes), and some active devices (electric potential, current sources, transistors, FETs, operational amplifiers, etc). Special emphasis is placed on AC network analysis, including passive filters and Fourier analysis. A student version of Pspice is available as part of the course materials. May be taken four (4) times for credit.

EL 24 -- 2 Units**Diagnostics, Trouble Shooting and Repair**

Prerequisites: EL 16/16L, EL 17/17L

Class Hours: 1 lecture, 3 laboratory

This is a basic course in the procedures and methods used in troubleshooting typical electronic equipment. The systematic approach is emphasized and applied to analog and digital circuits. Laboratory experiments reinforce the principles of troubleshooting.

EL 25 --2 Units**LabVIEW: Data Acquisition and Instrument Control**

Prerequisites: BIS 19 and EL 8, or EL 18 or equivalent

Class Hours: 1.5 lecture; 1.5 laboratory

LabVIEW is short for Laboratory Virtual Instrument Engineering Workbench. The course is an introduction to object-oriented data-acquisition and process-control system. The lectures and laboratories emphasize practical applications, for example, temperature control and sound digitization. Students will have a version of the software for practice at home on their own computers. May be taken four (4) times for credit

EL 27 -- 2 Units**Microcomputer Applications**

Prerequisites: EL 16/16L, EL 21 or equivalent

Class Hours: 1 lecture, 3 laboratory

This course offers a study of modern applications of microcomputers in science, engineering, and industry. The study is primarily hardware oriented, but the necessary software is also considered. Topics covered include: I/O procedures for the serial and parallel ports, RS232C, IEEE-488, process control, measurement techniques, numeric control, and microprocessor development.

EL 28 -- 3 Units**Industrial Electronics**

Prerequisites: EL 17/17L, EL 21

Class Hours: 3 lecture

This course is a thorough overview of modern electronics in industry. The first part of the course deals with electrical power systems, transformers, motors, actuators, switches. The remainder of the course covers various electronic circuits that control/actuate electro-mechanical devices; for example, power supplies, transducers, opto-electronic devices, computer control, and robotics. *Transfer credit: CSU*

EL 28L -- 1 Unit**Industrial Electronics Laboratory**

Prerequisite: Concurrent enrollment in EL 28

Class Hours: 3 laboratory

This course provides "hands-on" experience with modern industrial electronics circuits. Frequently-used circuits will be built, tested, and repaired. The basic principles of process control are studied through the actual constructing and operating of control electronics hardware. *Transfer credit: CSU*

EL 29 -- 1 Unit**Industrial Seminar**

Prerequisites: EL 16/16L, EL 17/17L

Class Hours: 1 lecture

This course is designed to acquaint the student with various aspects of the electronics industry by means of a series of guest lecturers. Typical topics of the seminars include: recent advancements in electronics, job placement, resume writing and job interviews, and working in the industrial environment.

EL 30 -- 3 Units**Broadcast Engineering Certification**

Prerequisites: EL 16/16L and EL 17/17L or equivalent courses or equivalent electronics work experience

Class Hours: 3 lecture

This course will cover all aspects of electronics, communications, regulations and engineering technology to pass the certification exam in broadcast engineering. This certification is issued at the end of EL 30 to the students who pass the test.

EL 31 -- 3 Units**Telephone and Wire Communication Certification**

Prerequisites: EL 16/16L and EL 17/17L or equivalent courses or equivalent electronics work experience

Class Hours: 3 lecture

This course will cover all aspects of electronics, communications, regulations and engineering technology to pass the certification exam in non-radiating technology given by the National Association of Radio and Telecommunications Engineers. This certification is issued to the students who successfully complete the course.

EL 41 -- 2 Units

Introduction to NetWare

Prerequisites: BIS 10B and EL 8 or equivalent experience

Class Hours: 3 lecture, 3 laboratory for 8 weeks

This course encompasses the fundamental skills needed to install a NetWare network. This course begins with a discussion of networking and NetWare basics, then proceeds through the discussion of the hardware requirements to the final installation of a system. Topics covered in this course are network and NetWare; servers and clients; cables and applications. May be taken four (4) times for credit.

EL 42 -- 2 Units

NetWare Service and Support

Prerequisite: EL 41 or equivalent experience

Class Hours: 3 lecture, 3 laboratory for 8 weeks

This course focuses on installing, maintaining and troubleshooting NetWare networks. Class discussion topics include network adapter configuration, network cabling, disk expansion, troubleshooting techniques and common network problems. Frequent lab exercises give participants ample hands-on experience to implement the skills they learn in class. A lab exercise follows each installation and upgrade discussion, and the course culminates in troubleshooting lab exercises. May be taken four (4) times for credit.

EL 45 -- 1 Unit

Networking Technologies

Prerequisites: EL 8 and EL 41 or equivalent experience

Class Hours: 1 lecture, 3 laboratory for 8 weeks

This course focuses on the basic concepts of data communications, networking and connectivity. Topics discussed in this course include: OSI, data translation, data transmission, network structures, ethernet, token-ring and ARCnet, IEEE 802. May be taken four (4) times for credit.

EL 46 -- 1 Unit

Network Installation and Troubleshooting

Prerequisites: EL 8, EL 21 and EL 41 or equivalent experience

Corequisite: EL 27

Class Hours: 1 lecture, 3 laboratory for 8 weeks

This course focuses on the installation and troubleshooting of NetWare for SAA served-based system and the NetWare 3270 LAN Workstation client system. May be taken four (4) times for credit.

EL 48 -- 1 Unit

NetWare Connect (WAN)

Prerequisites: EL 8, EL 21 and EL 41 or equivalent experience

Corequisite: EL 27

Class Hours: 1 lecture, 3 laboratory for 8 weeks

This course serves Novell asynchronous connectivity products designed to provide multiple access methods to file services, applications services, and communication services on local and remote Wide Area Networks. Topics discussed are NASI connection services, Remote Node Services (RNS), asynchronous communication methods and modems. May be taken four (4) times for credit.

EL 49 -- 1 Unit

NetWare Global MHS

Prerequisites: EL 8, EL 21 and EL 41 or equivalent experience

Corequisite: EL 27

Class Hours: 1 lecture, 3 laboratory for 8 weeks

This course provides information about the features and benefits of NetWare Global MHS. Upon completion of the course, participants will be able to install and configure NetWare Global MHS and transfer messages to other servers using asynchronous connections. May be taken four (4) times for credit.

EL 89A-Z -- .5-3 Units

Institutes in Electronics ★

Class Hours: Variable

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.

Career Opportunities

B.S. Level

(Opportunities are bachelor or post-graduate level)

Mechanical Engineer	Biomedical Engineer
Chemical Engineer	Industrial Engineer
Civil Engineer	Manufacturing Engineer
Electrical Engineer	Metallurgical Engineer
Water Quality Engineer	Mining Engineer
Nuclear Engineer	Naval Engineer
Environmental Engineer	Petroleum Engineer
Sanitary Engineer	Plastics Engineer
Process Engineer	Astronautical Engineer
Hydraulic Engineer	Structural Engineer
Project Engineer	Traffic Engineer
Geotechnical Engineer	Electronic Systems Engineer
Systems Engineer	Automotive Engineer
Computer Engineer	Robotics Engineer
Stationary Engineer	Artificial Intelligence Engineer
Aerospace Engineer	Military Pilot

Faculty

Full-Time	Part-Time	Counselors
Fred Meyer	Robert Ayer	Edna Ingram
	Hadi Darejeh	Leticia Mai
	Michael Mitchell	Danita Redd Terry

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 3 and 7 or equivalent.

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

Physics -- one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
Chem 1A.....General Chemistry I.....	6
Engr 4.....Engineering and Design/CAD.....	3
Engr 12.....Engineering Materials.....	3
Engr 16.....Engineering Statics and Strength of Materials.....	4
or	
Engr 20/20L...Electrical Engineering Fundamentals/Lab.....	4
Math 25A.....Calculus with Analytic Geometry I.....	5
Math 25B.....Calculus with Analytic Geometry II.....	5
Math 25C.....Calculus with Analytic Geometry III.....	5
Ph 20A/20AL...Mechanics of Solids and Fluids/Lab.....	5
Ph 20B/20BL...Electricity and Magnetism/Lab.....	5

Ph 20C/20CL .Wave Motion, Heat, Optics & Modern Physics/Lab5
 Total minimum units required in major area -- 46
 Recommended courses: Chem 1B; CS 10A/10AL; CS 10B/10BL;
 CS 10C/10CL; CS 18/18L; Math 35

Suggested Course Sequence:

First Semester	Third Semester
Chem 1A.....6	Engr 16*4
Engr 4.....3	Math 25C.....5
Math 25A.....5	Ph 20B/20BL.....5
14	10 or 14

Second Semester	Fourth Semester
Engr 12.....3	Engr 20/20L*4
Math 25B.....5	Ph 20C/20CL.....5
Ph 20A/20AL.....5	5 or 9
13	

* - This degree requires either Engr 16 or Engr 20/20L

Engineering Courses

The UC system allows credit for a maximum of 16 units of Engineering courses.

ENGR 4 -- 3 Units

Engineering and Design/CAD

Prerequisite: DT 1 or one year of high school drafting or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is designed to further the student's understanding of the engineering profession. This is accomplished with lecture/discussion on selected topics including systematic design techniques, written communication, makeup of the various engineering programs, and an overview of the engineering profession. A laboratory in engineering graphics/design is provided, which includes extensive use of computer-aided drafting software. Design projects are required. *Transfer credit: CSU; UC credit limitations. CAN: ENGR 2*

ENGR 12 -- 3 Units

Engineering Materials

Prerequisites: Chem 1A, Ph 20A/20AL

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 credit limitations. CAN: ENGR 4*

ENGR 16 -- 4 Units

Engineering Statics and Strength of Materials

Prerequisites: Ph 20A/20AL

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 credit limitations. CAN: ENGR 8*

ENGR 20 -- 3 Units

Electrical Engineering Fundamentals

Prerequisite: Ph 20B

Corequisites: Engr 20L, Math 35

Class Hours: 3 lecture

This course is an introduction to the theory and analysis of electrical circuits, basic circuit elements including the operational amplifier, circuit theorems, dc circuits, forced and natural responses of simple circuits, sinusoidal steady state analysis and the use of a standard

computer-aided circuit analysis program. Consideration will be given to power, energy, impedance, phasors, and frequency response. *Transfer credit: CSU; UC credit limitations. CAN: ENGR 6 (Engr 20 & 20L)*

ENGR 20L -- 1 Unit

Electrical Engineering Fundamentals Laboratory

Prerequisite: Ph 20BL

Corequisite: Engr 20

Class Hours: 3 laboratory

Experiments in passive and active electrical circuits will be conducted to reinforce the concepts studied in Engr 20. *Transfer credit: CSU; UC credit limitations.*

ENGR 22A/B -- .5-3/.5-3 Units

Independent Studies in Engineering

Prerequisite: A previous course in Engineering

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of engineering on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Engineering Technology

With emphasis on practical skills, the Engineering Technology courses are targeted at upgrade training for technicians, engineers and other employees who need to remain current in high technology areas. Additional courses will be developed in response to the needs of industry.

Career Opportunities

Laser Technician	Electro-Optic Technician
Fiber Optic Technician	Research Technician
Fiber Optic Installer	Electro-Optical Sales Specialist

Faculty

Full-Time	Part-Time	Counselor
Clinton Harper	Hadi Darejeh	Edna Ingram

Associate in Science Degree

See Physics, Electro-Optics Option

Engineering Technology Courses

ET 10 -- 2 Units

Introduction to Lasers and Fiber Optics

Prerequisite: Math 3 or equivalent college course, or two years of high school algebra

Class Hours: 1.5 lecture, 1.5 laboratory

This is an introductory course in the theory, operation and applications of lasers, fiber optics and associated instrumentation. The course is designed for technicians, engineers, medical professionals or any individual who needs a comprehensive introduction to the subject. Emphasis will be on "hands-on" activities and practical applications.

ET 20 -- 2 Units

Introduction to Robotic Technology

Prerequisite: Ph 10A or one year of high school physics

Class Hours: 1.5 lecture, 1.5 laboratory

This course provides students with a broad overview and hands-on introduction to robotic technology with special emphasis on practical industrial applications. Topics include mechanical and electrical aspects of robot design, interfaces and integration, sensors, computer control and programming, application case studies, robot economics and future trends. An on-campus robotics lab provides students with practical hands-on experience working with real robots. A limited introduction to several advanced applications and topics such as: underwater robotics, robotic rovers, robots in hazardous environments, machine vision, artificial intelligence, and medical applications will be presented.

English

The study of English offers a basic understanding of writing skills and appreciation of literature. The exploration of the possibilities of language in the human experience is a vital foundation for all learning.

Career Opportunities

B.A. Level

(Most careers require a bachelors degree)

Editor	Manager Trainee
Editor, House Publications	Scenario Writer
Copywriter	Legal Aide
Journalist	Report Writer
Library Reference Worker	Proofreader
Television Writer	Novelist
Technical Writer	Playwright
Publicist	Biographer
Researcher	Story Writer
Copy Editor	Magazine Writer
Program Developer	Poet
Civil Service Positions	Public Relations Worker
Executive Assistant	

Faculty

Full-Time

Barbara Baker
Gillian Dale
John Davie
Bona Dillon
Hugo Ekback
Norman Garber
Anne Kairschner

Diana Lopez
Judith Ramos
Patricia Ross
Pamela Sheridan
Sydney Sims
Michael Strumpf

Part-Time

Dale Alan Bailes
Debra Berry
David Birchman
Stephen Bluestein
Barbara Bradshaw
Jane Chapman
Bobbie Coleman
Jimmy Crawford
Janet Cross
Fred D'Astoli
Patti Della Corna
Deborah Dixon
Ralph Edsell
Richard Edwards
Kate Gale
Shaista Gill
Beth Gillis-Smith
Charles Grogg

John Hanft
Heather Horn
Thomas Hughes
Derreatha Juarez
Clive Leeman
Heather McGehee
Ilene Miele
James Neleson
Vicki Oddino
Jean O'Sullivan
Michelle Persell
Lindy Ravling
Sandra Rayl
Monika Savic
Hart Schulz
Sandra Schurman
Tracy Tennenhouse
Hari Vishwanadha
Kimberly York

Counselors

Mike Johnson
Mary Martin
Lisa Raufman

English Courses

ENGL 1A -- 3 Units

English Composition

Prerequisite: Equivalent skills which may be measured by the college assessment process 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. CAN: ENGL 2*

ENGL 1B -- 3 Units

Literature: Critical Thinking/Composition

Prerequisite: Engl 1A

Class Hours: 3 lecture

This course emphasizes critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry and drama as well as in non-fictional literature and literary criticism. Students will learn to distinguish between deductive and inductive reasoning, to recognize and avoid logical fallacies, and to perceive relationships between language and meaning in literature, through discussion, analysis, and instruction and practice in writing. *Transfer credit: CSU; UC. CAN: ENGL 4*

ENGL 1C -- 3 Units

Critical Thinking and Composition

Prerequisite: Engl 1A

Class Hours: 3 lecture

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in Engl 1A. The course will focus on the development of logical reasoning and analytical and argumentative writing skills. *Transfer credit: CSU; UC*

ENGL 2 -- 3 Units

Preparatory English

Prerequisite: Equivalent skills which may be measured by the college assessment process

Class Hours: 3 lecture

This course is intended for students who need help in learning 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 -- 3 Units

Writing Skills

Class Hours: 3 lecture, 2 laboratory

This course is strongly recommended for students who need to strengthen their basic writing skills. It involves intensive practice in developing ideas, making clear statements and organizing information at the level of the short essay. Grammar, spelling, vocabulary building, and sentence structure are also emphasized in order to compose, revise and edit written essays. Students are expected to write regularly and to learn word processing skills on a computer (computer provided) as part of the composing process. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 5 -- 3 Units

Radio-Television Script Writing

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

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

ENGL 10A -- 3 Units

Creative Writing

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This writing workshop designed to concentrate on the techniques of writing fiction and poetry provides practice in original writing, followed by discussion and analysis of student writing. *Transfer credit: CSU; UC. CAN: ENGL 6*

ENGL 10B -- 3 Units

Creative Writing

Prerequisite: Engl 10A

Class Hours: 3 lecture

This is an advanced study of literary forms with emphasis on prose and poetry; practice in original writing followed by discussion and analysis. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

ENGL 11 -- 3 Units

Report and Technical Writing

Prerequisite: Engl 1A

Class Hours: 3 lecture

The course will provide extensive practice in writing proposals, memoranda, letters, technical reports, and technical manuals. Students will analyze writing situations and use appropriate structuring, developmental, and stylistic techniques. They will do careful research and documentation and incorporate data and graphics to produce complete, accurate and useful written communications. *Transfer credit: CSU*

ENGL 13A -- 3 Units

Major American Writers I

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course is a survey of American writing from the colonial era to the end of the Civil War in fiction, non-fiction, and poetry. It includes major statements by 17th and 18th century writers such as Anne Bradstreet, Edward Taylor, Jonathan Edwards, and Benjamin Franklin, as well as 19th century masterpieces by Poe, Melville, the New England Transcendentalists and Walt Whitman. *Transfer credit: CSU; UC. CAN: ENGL 14*

ENGL 13B -- 3 Units

Major American Writers II

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course is a survey of American writing from the post-Civil War era to the present in fiction, non-fiction, drama, and poetry. It includes works by Mark Twain, Henry James, and selected authors, poets, dramatists, and essayists. *Transfer credit: CSU; UC. CAN: ENGL 16*

ENGL 14 -- 3 Units

Study of Poetry

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is the study of poetry through a study of imagery, figurative language, allegory, rhythm, rhyme, etc., in American and British poetry. The close reading and discussion of selected poems will provide a basis for the writing of critical essays. *Transfer credit: CSU; UC*

ENGL 15A -- 3 Units

Survey of English Literature

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course focuses on selected works by major British writers from the beginnings to the end of the 18th Century, in their historical and cultural contexts. *Transfer credit: CSU; UC. CAN: ENGL 8*

ENGL 15B -- 3 Units

Survey of English Literature

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course focuses on selected works by major British writers in their historical and cultural contexts, from Blake to the present. *Transfer credit: CSU; UC. CAN: ENGL 10*

ENGL 17 -- 3 Units

Shakespeare

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

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

ENGL 18 -- 3 Units

The Modern American Novel

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is the study of representative novels by prominent American novelists from the post Civil War period to the present. Through lecture, classroom discussions, essays and tests the student will gain knowledge and a critical perspective of the unique literary contributions of major modern American novelists, as well as their relations to and reflections of their historical and cultural backgrounds. *Transfer credit: CSU; UC*

ENGL 19 -- 3 Units

Introduction to Short Story

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

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

ENGL 20 -- 3 Units

Study of Drama

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

English 20 is an introduction to the study of drama in its historical, cultural, and biographical context. Plays studied will range from ancient Greek tragedy to the Theatre of the Absurd. Emphasis will be on analysis and developing sound critical judgment. Critical essay writing is required. *Transfer credit: CSU; UC*

ENGL 21 -- 3 Units

Contemporary Novels

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

Students read and analyze post-World War II novels, American and foreign, selected because of their popularity as well as their innovative importance and literary quality. *Transfer credit: CSU; UC*

ENGL 22A/B -- 1-3/1-3 Units

Independent Studies in English

Prerequisite: A previous course in English

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of English on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

ENGL 25 -- 3 Units

Play Writing

Class Hours: 3 lecture

This course is designed for the student to develop his skills in writing for the theatre with the possible opportunity of production. (co-numbered ThA 21) *Transfer credit: CSU*

ENGL 29A -- 3 Units

Old Testament as Literature

Class Hours: 3 lecture

Students read and discuss the Books of the Old Testament, including the thirty-nine books from the Genesis to Malachi, and acquire an understanding of the history of the Old Testament Apocrypha. Form, theme, and style are studied. *Transfer credit: CSU; UC*

ENGL 29B -- 3 Units

New Testament as Literature

Class Hours: 3 lecture

Students read and discuss Books of the New Testament, which includes nine of the twenty-seven books of the New Testament, from Matthew to Revelation. Form, theme, and style are also studied. *Transfer credit: CSU; UC*

ENGL 30 -- 3 Units

Masterpieces of World Literature I

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is a survey of representative authors from the time of Homer to the Renaissance, with intensive study of selected Greek, Roman, Medieval and Renaissance masterpieces. *Transfer credit: CSU; UC*

ENGL 31 -- 3 Units**Masterpieces of World Literature II**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is a survey of major literature from the Renaissance to the present, including such authors as Locke, Moliere, Rousseau, Goethe, Emerson, Tolstoy, Ibsen, and Mann. *Transfer credit: CSU; UC*

ENGL 33 -- 3 Units**Modern European Fiction**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This study of major modern European fiction includes the work of Dostoevsky, Tolstoy, Flaubert, Camus, Verga, Hesse, Gogol, Gide, Babel, and Mann. *Transfer credit: CSU; UC*

ENGL 45 -- 3 Units**Hispanic American Literature**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This course will provide a critical, analytical survey of Hispanic/Latino literature and screenplays. The influences of culture on the authors' perceptions will be the focus and discussions will emphasize a cross-cultural examination of poetry, prose, fiction, non-fiction, and film. *Transfer credit: CSU; UC*

ENGL 46 -- 3 Units**African-American Literature**

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

This is an historical survey and critical analysis of African-American literature. The goal is to understand the Black Experience as it is embodied in American writing. Figures from the 19th and 20th centuries will be discussed, with emphasis given to the writers of the Harlem Renaissance and to the most recent authors. *Transfer credit: CSU; UC*

ENGL 47 -- 3 Units**Magazine Editing**

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*

ENGL 50 -- 3 Units**Academic Reading and Study Skills**

Class Hours: 3 lecture

This course is designed to prepare students for college-level work by improving comprehension, speed, study skills, vocabulary development, awareness of current events, goal setting, and time management.

ENGL 52 -- 3 Units**Advanced Academic Reading and Study Skills**

Recommended Preparation: Placement through assessment testing is encouraged

Class Hours: 3 lecture

This advanced reading course provides instruction and practice in analyzing prose from various disciplines and difficulty levels. The emphasis is on the ability to recognize sophisticated prose structures, idea organization, and interrelationship of concepts. The student will learn how to make inferences, draw conclusions and critically evaluate prose. Special emphasis will be on vocabulary development, summarizing skills and all study skills. *Transfer credit: CSU*

ENGL 60A-Z -- 1-3 Units**Topics in English**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 3 Units**The Poetry of Chaucer**

Prerequisite: Engl 1A

Class Hours: 3 lecture

This course emphasizes "The Canterbury Tales" and "Troilus and Criseyde." It examines Chaucer's language and literary techniques, in close reading and discussion of his major work which will be the basis for critical essays.

60W -- 3 Units**Women in Medieval Literature**

Prerequisite: Engl 1A

Class Hours: 3 lecture

This course is a study of literature by and about women in medieval Europe. Students will read and discuss historical, religious, and literary works of the Middle Ages with attention to their presentation of the nature and status of women.

ENGL 89A-Z -- .5-3 Units**Institutes in English ★**

Class Hours: Variable

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 English student.

English as a Second Language

The English as a Second Language program prepares students for transfer-level courses and improves language facility in social and job situations.

Faculty

Full-Time	Part-Time	Counselors
Gillian Dale	Stephen Bluestein	Mike Johnson
Judith Ramos	Patricia Della Corna	Mary Martin
	Monika Savic	Lisa Raufman

English as a Second Language Courses

ENGL 4A -- 4 Units

English as a Second Language: Beginning Listening / Speaking

Class Hours: 4 lecture, 1 laboratory

This course develops the listening and speaking skills of beginning students of English. It emphasizes vocabulary acquisition, accurate pronunciation, and mastery of basic sentence structures. Students participate in paired and small group conversations, word games, and class discussions. Other activities include responding to video clips, popular songs and radio news; lecture and note-taking; role playing; and student oral presentations. Brief writings and reading and grammar study supplement oral language practice. May be taken three (3) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 4B -- 4 Units

English as a Second Language: Oral Language Practice

Prerequisite: Engl 4A

Class Hours: 4 lecture, 1 laboratory

This course provides practice in intermediate level English speaking and listening skills to students who are able to comprehend and express themselves in basic English. It emphasizes pronunciation, vocabulary, American English speech patterns, sentence phrasing, syllabication, and idioms. Students participate in paired, group, and class projects which improve comprehension and verbal expression. Speeches, debates, audio and video information programs, lectures, and discussion of news clips prepare the student to handle material across the college curriculum. Grammar study and brief readings and writings on a variety of topics further increase oral language proficiency. May be taken three (3) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 4C -- 3 Units

English as a Second Language-Advanced Conversation (Speaking and Listening)

Prerequisite: Engl 4B or an appropriate score on the ESL assessment test

Corequisite: None, but Engl 6C is strongly recommended

Class Hours: 3 lecture, 2 laboratory

This course offers practice in advanced level English speaking and listening skills to students who have gained fluency in intermediate conversational English. Special focus is placed on pronunciation and vocabularies of various professions. Students discuss contemporary world events and subject-matter content of college courses. Students preparing to enter programs or careers demanding a high level of communications skills can practice these skills using the vocabulary appropriate to their majors. May be taken three (3) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 6A -- 4 Units

English as a Second Language-Beginning Reading and Composition

Prerequisite: Engl 4A or an appropriate score on the ESL assessment test

Corequisite: None, but Engl 4A is strongly recommended

Class Hours: 4 lecture, 1 laboratory

This course offers practice in beginning level English reading and composition skills to students whose native language is not English but who have gained some fluency in spoken English. Students receive practice in reading and writing about daily experiences using newspapers, grocery ads, magazines and beginning texts. Students are introduced to basic English syntax and sentence structure, spelling, phonics, present/past/future tenses. Simple paragraph writing and revising is introduced. May be taken three (3) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 6B -- 4 Units

English as a Second Language-Intermediate Reading and Composition

Prerequisite: Engl 6A or an appropriate score on the ESL assessment test

Corequisite: None, but Engl 4B is strongly recommended

Class Hours: 4 lecture, 1 laboratory

This course offers practice in reading and writing intermediate level English to students whose native language is not English but who has gained fluency in beginning spoken and written English. Students receive opportunities to strengthen and improve their English vocabulary, reading comprehension and writing. Readings include subject-matter content found in college courses. Students' compositions are based on world events and on their readings or personal experiences. May be taken three (3) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 6C -- 4 Units

English as a Second Language-Advanced Reading and Composition

Prerequisite: Engl 6B or an appropriate score on the ESL assessment test

Corequisite: None, but Engl 4C is strongly recommended

Class Hours: 4 lecture, 1 laboratory

This course offers practice in advanced level English reading and composition skills to students whose native language is not English but who have gained fluency in intermediate level English reading and writing. Students have opportunities to strengthen their vocabulary, comprehension and critical analysis of cross-cultural reading selections, as well as selections taken from subject matter of their college courses. Students' writing experiences are expanded to include essays of five or more paragraphs and responses to college essay questions. May be taken three (3) times for credit. (College credit only. Does not apply toward a degree.)

ENGL 7 -- 1 Unit

Accent Reduction / American English Pronunciation

Prerequisite: None, but completion of ENGL 4A/B recommended

Class Hours: 3 laboratory

This course is strongly recommended for students of English as a Second Language in order to minimize their accents and help them to master American English pronunciation. It includes speech diagnosis, introduction to the American English language, dynamics of sound formation, phonetic alphabet usage, intonation, stress, interpretation of a range of spoken and printed materials, vocabulary acquisition, and the development of a lifelong spoken language improvement plan. Laboratory work includes both teacher-supervised oral exercises and student practice of material with the aid of audiocassettes (both model tapes and blank tapes for student speech production) and videos (both learning videos and videos of individual student speech). May be taken three (3) times for credit.

Environmental Science

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

Career Opportunities

A.S. Degree (Environmental Technology) For information on Environmental Technology Option, refer to the Engineering section.

Field Technician
Hazardous Waste Management
Drinking & Waste Water Laboratory Technician
Air Quality Enforcement
Environmental Testing and Auditing
Consulting Firms

B.S. Degree
Regulatory - Compliance Manager
Health and Safety Managers
Industrial Hygienists and Toxicology
Urban Planning/Environmental Analyst
Research; Teaching
Resource Manager; Ranger

Faculty

Full-Time	Part-Time	Counselors
Muthena Naseri	Gary Gilmartin Dagmar Gloutak Robert Miller Rashid Sani	Mary Martin Danita Redd Terry

Environmental Studies

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 Environmental Studies. These requirements were chosen by faculty to optimize students' preparation for upper-division course work for Bachelor of Arts degrees in Environmental Studies offered by four-year institutions. Since the course work in environmental studies 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 environmental studies. 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 or Math 3 or equivalent.

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

Required Courses:	Units
Anth 2 Cultural Anthropology	3
Chem 12 Introductory Chemistry I	5
Econ 1 Principles of Micro-Economics	3
Env Sc 1 Environmental Science	4
Env Sc 2 Environment and Human Interactions	4
Geol 2 Physical Geology	3
Geol 2L Physical Geology Lab	1
Math 15 Introductory Statistics	5
Math 16A Applied Calculus I	3
Math 16B Applied Calculus II	3
Pol Sc 3 American Government and Politics	3
Total minimum units required in major area -- 37	

Suggested Course Sequence:

First Semester	Third Semester
Econ 1..... 3	Chem 12..... 5
Env Sc 1 4	Math 16A..... 3
Pol Sc 3 3	<u>8</u>
<u>10</u>	
Second Semester	Fourth Semester
Env Sc 2 4	Anth 2..... 3
Math 15..... 5	Geol 2..... 3
<u>9</u>	Geol 2L..... 1
	Math 16B..... 3
	<u>10</u>

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

Environmental 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 Environmental Science. These requirements were chosen by faculty to optimize students' preparation for upper-division course work for Bachelor of Science degrees in Environmental Science offered by four-year institutions. Since the course work in environmental science 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 environmental science. 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 3 and 7 or equivalent.

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

Physics -- one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
Biol 2A General Biology I	4
Biol 2B General Biology II	4
Chem 1A General Chemistry I	6
Chem 1B General Chemistry II	6
Econ 1 Principles of Micro-Economics	3
Env Sc 1 Environmental Science	4
Env Sc 2 Environment and Human Interactions	4
Math 25A Calculus with Analytic Geometry I	5
Math 25B Calculus with Analytic Geometry II	5
Math 25C Calculus with Analytic Geometry III	5
Ph 20A/20AL Mechanics of Solids and Fluids/Lab	5
Ph 20B/20BL Electricity and Magnetism/Lab	5
Total minimum units required in major area -- 56	

Suggested Course Sequence:

First Semester	Third Semester
Chem 1A..... 6	Biol 2A..... 4
Econ 1..... 3	Math 25B..... 5
Env Sc 1 4	Ph 20A/20AL..... 5
<u>13</u>	<u>14</u>

Second Semester	Fourth Semester
Chem 1B.....6	Biol 2B.....4
Env Sc 2.....4	Math 25C.....5
Math 25A.....5	Ph 20B/20BL.....5
15	14

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

Engineering

Associate in Science Degree Environmental Technology Option Occupational

This occupational program is designed to award an Associate in Science Degree in Environmental Technology to those students who have completed the requirements listed. These requirements were specified by a Moorpark College Industrial Advisory committee of working professionals in the environmental field and will be reviewed annually. Graduates of this program are prepared to provide technical support to engineers, scientists and other professionals in this fast-growing field.

Preparation for the Major:

Mathematics -- two years high school algebra or Math 3 or equivalent.

Required Courses:	Units
BIS 16..... Microsoft Office Professional	3
Chem 12..... Introductory Chemistry I.....	5
Chem 13..... Introductory Chemistry II.....	5
EL 1/1L..... Introduction to Electronics/Lab.....	4
Engl 1A*..... English Composition (D1).....	3
Engl 11..... Report and Technical Writing.....	3
Env Sc 1/1L*..... Environmental Science (A2).....	4
Env Sc 2/2L*..... Environment and Human Interactions (A1).....	4
Env Sc 4..... Environmental Regulations	1.5
Env Sc 5..... Environmental Sampling and Instrumentation.....	1.5
Geol 1..... Introductory Geology.....	3
HE 1*..... Health and Society (E1).....	2
Math 15*..... Introductory Statistics (D2).....	5
Ph 1..... Descriptive Physics.....	3
Spch 1*..... Introduction to Speech (C2).....	3
Total required units in major -- 51-25 (GE) = 26	

*General Education (A1-E1 define general education categories)

Note: EL 1X may be taken in lieu of EL 1/1L for a net reduction of two units in the major requirement.

Recommended Electives: BIS 13A; CIS; CS 1/1L; DT 1, 2A; Journ; Psych 11

We strongly recommend: CA Drivers License P with Hazard Material endorsement and Red Cross approved CPR course.

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

Environmental Technology

Certificate of Achievement

Env Sc 1/1L... Environmental Science/Lab.....	4
Env Sc 4..... Environmental Regulations	1.5
BIS 16..... Microsoft Office.....	3
Geol 1..... Introductory Geology.....	3
Math 9..... Pre-Algebra.....	3
Env Sc 2/2L... Environment & Human Interactions/Lab.....	4
Env Sc 5..... Environmental Sampling & Instrumentation.....	1.5
EL 1/1L..... Introduction to Electronics/Lab.....	4
ET 104..... Safety and Emergency Response.....	4
or (Oxnard College)	
FT 65..... Hazardous Materials (Oxnard College).....	3
Total units required -- 27 or 28	

For further information, contact Professor Muthena Naseri at (805) 378-1400, ext 1753.

Environmental Science Courses

ENV SC 1 -- 4 Units

Environmental Science

Class Hours: 3 lecture, 3 laboratory

This course presents the basic chemistry and physics of ecosystems. Emphasis is placed on the scientific method and natural laws in understanding energy, population, food, water, and pollution. Laboratory experiments and field trips are designed to correspond with lecture topics. Individual student projects are part of the laboratory. (Physical Science credit) *Transfer credit: CSU; UC*

ENV SC 2 -- 4 Units

Environment and Human Interactions

Class Hours: 3 lecture, 3 laboratory

This course introduces the biological principles governing ecosystems. An analysis of environmental problems as they relate to world demography and human activities is also covered. Topics include: population dynamics; major world biotic communities; and the urban environment. Field study of California's major plant communities and study of the local environment will be part of the course. Basic toxicology, fundamentals, target organs, and regulations of toxic chemicals are discussed. (Biological Science credit) *Transfer credit: CSU; UC*

ENV SC 3 -- 3 Units

Energy Resources and Conservation

Class Hours: 3 lecture

This course is an overall quantitative survey of current energy resources, alternate methods of energy generation and various energy conservation methods. Emphasis is placed on practical application relevant to today's economy and technology. Basic physics of energy and environmental utilization relevant to energy use are stressed. *Transfer credit: CSU*

ENV SC 4 -- 1.5 Units

Environmental Regulations

Class Hours: 3 lecture for 8 weeks

This course will familiarize the student with the basic knowledge of current laws and regulations that govern air and water pollution, solid waste, hazardous material, and pesticides. General framework of federal, state, and local regulations will be reviewed as well as responsibilities and interrelationship of regulatory agencies. May be taken four (4) times for credit. *Transfer credit: CSU*

ENV SC 5 -- 1.5 Units

Environmental Sampling and Instrumentation

Class Hours: 72 laboratory total

This course will introduce the students to the instrumentation used to collect and monitor environmental field data. Emphasis is placed on hands-on operation, calibration, and basic maintenance of instruments currently being utilized in industry. Sampling procedures and data collection from automatic recording devices will be addressed. *Transfer credit: CSU*

ENV SC 20 -- 3 Units

Environmental Systems

Class Hours: 2 lecture, 3 activity/laboratory

The objective of this course is to develop an understanding of the physical environment of ecosystems including: geographic formations; soils (types, textures and structure); basic rock types; elements of weather and oceanic influences, including tides and currents. This course consists of a nine-day field trip to a selected environment (e.g., deserts of Death Valley or Baja, Mexico), plus 32 hours of pre- and post-trip lectures. The field study provides first-hand experience in collecting, interpreting and reporting field data while the lecture periods provide background in the scientific method, measurements, instrumentation use, the chemistry of sea water, geologic features, rock identification, and biological indicators and adaptations. *Transfer credit: CSU*

ENV SC 22A/B -- .5-3/.5-3 Units

Independent Studies in Environmental Science

Prerequisite: A previous course in Environmental Science

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of environmental science on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Essential Skills

Essential Skills classes are offered to students who need specific information, abilities, and techniques to improve their chances of succeeding in all of their college classes, in the job market, and in the society. In completing the Skills Developmental Laboratory course(s), students will become prepared to undertake successfully further education and training at a college level.

Faculty

Full-Time	Part-Time	Counselors
Patricia Dozen	Jeanette Hosek Sandra Schulman	Letricia Mai Mary Martin Danita Redd Terry

Essential Skills Courses

ES 1 -- 1 Unit

Library Success Skills

Class Hours: 16 lecture total

This course is designed to teach basic library skills necessary for research, term paper development and classroom assignments. Skills taught will include use of the card catalog, periodical and newspaper indexes, basic reference sources, and how to compile a bibliography for term paper assignments. (College credit only. Does not apply toward a degree.)

The following courses are part of the supervised, self-paced, individualized Skills Development Laboratory program which uses teaching and tutorial techniques along with multimedia and computer-aided instruction. Following appropriate diagnostic testing and discussion with an instructor, enrollment in the appropriate course(s) for an appropriate number of units necessary to reach the student's goals will be recommended. Students may be enrolled in these classes at any time during a semester and, once having met the course and hourly requirements, they may receive college credit (not degree credit) based on an attendance formula.

For each of the following five courses, enrollment is preceded by diagnostic assessment.

ES 2 -- .5-1.5 Units

Skills Development Laboratory - Reading ★

Class Hours: 24-72 laboratory total

This course provides the opportunity for intensive individualized developmental work in reading skills. Following diagnostic assessment each student will be provided with teaching and tutorial assistance in conjunction with the use of multimedia materials and computer-aided instruction in reaching his/her goals. Graded Credit/No Credit. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

ES 3 -- .5-1.5 Units

Skills Development Laboratory - Writing ★

Class Hours: 24-72 laboratory total

This course provides the opportunity for intensive individualized developmental work in writing skills. Following diagnostic assessment each student will be provided with teaching and tutorial assistance in conjunction with the use of multimedia materials and computer-aided instruction in reaching his/her goals. Graded Credit/No Credit. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

ES 4 -- .5-1.5 Units

Skills Development Laboratory - Mathematics ★

Class Hours: 24-72 laboratory total

This course provides the opportunity for intensive individualized developmental work in mathematical skills. Following diagnostic assessment each student will be provided with teaching and tutorial assistance in conjunction with the use of multimedia materials and computer-aided instruction in reaching his/her goals. Graded Credit/No Credit. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

ES 5 -- .5-1.5 Units

Skills Development Laboratory - Study Skills ★

Class Hours: 24-72 laboratory total

This course is designed to provide students with the basic skills and information required for a successful college academic experience. Time management and study strategies, effective listening, note taking, informal outlining, how to read texts, memory improvement principles and techniques, effective test-taking techniques, and how to reduce stress and anxiety before and during tests are but some of the study skills that will be available. Following diagnostic assessment each student will be provided with individual and group assistance in conjunction with the use of multimedia materials and computer-aided instruction in reaching his/her goals. Graded Credit/No Credit. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

ES 6 -- .5-1.5 Units

American English Pronunciation ★

Class Hours: 24-72 laboratory total

This course provides intensive and individualized instruction to students who aspire to form more accurate habits in English phonics. The instruction includes a simplified augmented alphabet (44 sounds) designed to assist students in the appropriate American English pronunciation. With this emphasis, students may improve spelling and heighten vocabulary. Students will improve their communication skills with peers and instructors. Graded Credit/No Credit. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

ES 10 -- 1 Unit

Pre Math 9 ★

Class Hours: 2 lecture for 8 weeks

This course is a complete review of arithmetic with positive whole numbers. Topics covered include addition, subtraction, multiplication and division of positive whole numbers, as well as place value, rounding and estimation, factoring and order of operations. Using whole-number skills to solve real-world problems is emphasized. Using a hand-held calculator as an aid to doing arithmetic is also discussed. This course provides the opportunity to review and master the whole-number arithmetic skills that are needed for success in Math 9 - Pre-Algebra. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

ES 11 -- 1 Unit

Pre Math 1 ★

Class Hours: 2 lecture for 8 weeks

This course is a concise review of the arithmetic and pre-algebra topics needed for success in algebra. Topics covered include arithmetic with fractions, decimals and signed numbers, as well as a review of such topics as percent, proportion and measurement. A brief introduction to algebra may also be included. This course is intended for the student with reasonable arithmetic skills who would like a brief but complete review of arithmetic prior to beginning a study of algebra. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.) Note: This course does not satisfy the prerequisite requirements for Math 1 - Elementary Algebra.

ES 89A -- 1 Unit

Fundamentals of Tutor Training ★

Class Hours: 1 lecture for 16 weeks

This institute is a general introduction to the methods of peer tutoring with emphasis on preparing students to be more effective tutors by training in tutor methodology, learning strategies and study skills. (College credit only. Does not apply toward a degree.)

Exotic Animal Training and Management

This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in various entertainment fields present many career options to graduates of this curriculum.

Career Opportunities

Zoo Keeper	Animal Handler
Animal Trainer	Veterinary Assistant
Conservation/Wildlife Educator	Kennel Worker

Faculty

Full-Time	Part-Time	Counselor
James Patterson	Lisa Burington	Chuck Brinkman
James Peddie	Carole Doria	
Gary Wilson	Nancy Hollenbeck	
	Kristin Romero	
	Cynthia Wilson	
	William Wolden	
	Brenda Woodhouse	

Procedures for Applying to the EATM Program

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

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

January 31 -- EATM application, school transcripts, and three letters of recommendation from employers or teachers, must be submitted to the EATM office by this date.

April 15 -- Applicants accepted for personal interviews will be notified.

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

Qualifying Requirements

- One of the following must be completed before applying to the program:
 - High school graduation and GPA of 2.5 or
 - General Education Development (GED) with a score of 45 and a minimum of 12 units of college with a 2.25 GPA or
 - High school graduate with less than a 2.5 GPA and a minimum of 12 units of college with a GPA of 2.25.

Note: Applicant may be in the process of completing above requirements at time of filing application; admission to the program will be contingent on satisfaction of requirements.
- The following documents must be on file at the EATM Program Office at Moorpark College by January 31:
 - All official high school and college transcripts
 - Completed EATM program application form
 - Three letters of recommendation from counselors, instructors, or employers other than relatives
- An application to Moorpark College must be filed for the appropriate semester.
- All applicants must demonstrate freedom from physical handicaps which would affect their ability to safely and satisfactorily perform the responsibilities required of all EATM students. This requires applicants to pass a physical examination administered by the College Health Center.

It is the applicant's responsibility to check with the EATM Program Office to see that all required documents are on file at Moorpark College.

Recommendations:

Because the Exotic Animal Training and Management Program annually receives more applicants than can be admitted into this program, it is strongly recommended that the applicant do the following to improve his/her chances for admission:

- The applicant should have completed, or be in the process of completing, the general education requirements as described under Moorpark College's "Degree Requirements and Transfer Information" located in the college catalog.
- A broad base of experience in caring for both domestic and exotic animals in a variety of job/volunteer situations will enhance an application.

Program Requirements

The EATM program prepares the student for positions in the animal care industry which often involves working with dangerous animals. The student works with some dangerous animals at the college's facility and at other animal facilities during their course of study. Therefore, students admitted to the program are expected to strictly adhere to the rules and regulations of the program in order to ensure the safety of the students, animals, staff, and public. Furthermore, all students are expected to maintain the highest personal and ethical standards of conduct consistent with professional standards as perceived by the program staff and professional personnel at the facilities where students perform externships. Any information indicating that such standards are not maintained is subject to review by the program staff which may impose disciplinary or corrective sanctions including dismissal from the program.

For successful completion of the EATM program, a minimum grade of C is necessary in all courses required for the major. Because much of the EATM program is sequential in nature, a minimum grade of C in each required course must be obtained before continuing to the next semester. In addition, each student's performance and conduct will be reviewed by the program staff at the conclusion of each semester to determine whether the student may proceed to the next semester.

■ Exotic Animal Training and Management Occupational Associate in Science Degree Certificate of Achievement

This program is designed to prepare students for a variety of career options in the animal industry. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, and the entertainment field. Students completing the courses required in the major receive a certificate of achievement. Students completing the additional general education requirements of the college also receive the associate degree.

Required Core Courses:	Units
EATM 1.....Animal Diversity.....	3
EATM 2.....Animal Health and Safety.....	2
EATM 3.....Exotic Animal Nutrition.....	2
EATM 4.....Animal Behavior.....	3
EATM 5.....Zoo Horticulture.....	3
EATM 6.....Animal Anatomy/Physiology.....	3
EATM 10.....Projects in EATM.....	1
EATM 11A.....Exotic Animal Care and Handling.....	5
EATM 11B.....Exotic Animal Care and Handling.....	5
EATM 13A.....Exotic Animal Management & Supervision.....	5
EATM 13B.....Exotic Animal Management & Supervision.....	5
EATM 15.....Education & Entertainment in Animal Parks.....	3
EATM 21A.....Exotic Animal Training.....	1

EATM 23AElementary Veterinary Procedures4
EATM 23BElementary Veterinary Procedures4
EATM 35Animal Park Planning & Administration2
EATM 40AField Experience in EATM4
EATM 40BField Experience in EATM1
EATM 45Advanced Education & Entertainment in Animal Parks2-2
HE 5Safety and First Aid3

Required Additional Courses:

Select one of the following options:

General Exotic Animal Training and Management Option

This option is for students interested in preparing for the widest range of careers in the animal field. Students are required to complete the core curriculum plus the following courses:

EATM 15LEducation & Entertainment Lab1
EATM 21BExotic Animal Training1
EATM 21LExotic Animal Training Laboratory2
EATM 40BField Experience in EATM3

Animal Behavior Management Option

This option is for students interested in the management of the behavior of animals in captivity including zoo animals and animals used for entertainment or other animal training situations. Students are required to complete the core curriculum plus the following courses:

EATM 21BExotic Animal Training1
EATM 21LExotic Animal Training Laboratory2-2
EATM 40BField Experience in EATM2

Wildlife Education Option

This option is for students interested primarily in wildlife or conservation education jobs for private education firms, zoos, theme parks, and wildlife rehabilitation centers. Students are required to complete the core curriculum plus the following courses:

EATM 15LEducation & Entertainment Lab1
EATM 21LExotic Animal Training Laboratory2
EATM 40BField Experience in EATM2
EATM 46Wildlife Education3

Total minimum units required in major area -- 68-70

Suggested Course Sequence:

First Year:

EATM 13	Second Semester	
EATM 22	EATM 32
EATM 5 or EATM 63-3	EATM 43
EATM 11A5	EATM 5 or EATM 63-3
EATM 153	EATM 11B5
HE 53	EATM 15L1
	19		14

Interim

EATM 40A1	Summer Session	
	1	EATM 40A3
			3

Second Year:

General EATM Option

Third Semester		Fourth Semester	
EATM 101	EATM 13B5
EATM 13A5	EATM 21B1
EATM 21A1	EATM 21L or EATM 40B2-3
EATM 21L or EATM 40B2-3	EATM 23B4
EATM 23A4	EATM 352
EATM 452	EATM 452
	15-16		16-17

Interim

EATM 40B1
	1

Animal Behavior Management Option

Third Semester		Fourth Semester	
EATM 13A5	EATM 101
EATM 21A1	EATM 13B5
EATM 21L2	EATM 21B1
EATM 23A4	EATM 21L2
EATM 40B2	EATM 23B4
EATM 452	EATM 352
	16	EATM 452
			17

Interim

EATM 40B1
	1

Wildlife Education Option

Third Semester		Fourth Semester	
EATM 101	EATM 13B5
EATM 13A5	EATM 23B4
EATM 21A1	EATM 352
EATM 21L2	EATM 452
EATM 23A4	EATM 463
EATM 40B2		16
EATM 452		17
	17		

Interim

EATM 40B1
	1

Exotic Animal Training and Management Courses

EATM 1 -- 3 Units

Animal Diversity

Class Hours: 3 lecture

This course is a survey of the vertebrate animals, both terrestrial and marine. Topics covered include the general characteristics, adaptations, and evolutionary history of classes and families, natural history of representative species, and basic concepts of ecology and conservation. When possible, demonstration animals will be brought into the classroom. *Transfer credit: CSU*

EATM 2 -- 2 Units

Animal Health and Safety

Prerequisite: Acceptance into the EATM major

Class Hours: 2 lecture

This course covers the health and safety problems of keeping animals in captivity. Students are instructed in emergency procedures, zoonotic diseases, and the care and husbandry of exotic species. The techniques of capture and restraint of animals are discussed as well as methods of transporting non-domestic animals.

EATM 3 -- 2 Units

Exotic Animal Nutrition

Prerequisite: EATM 2

Class Hours: 2 lecture

This course is designed to provide the student with a basic understanding of those factors relating to the feeding and nutritional needs of exotic animals in captivity as well as in the wild.

EATM 4 -- 3 Units

Animal Behavior

Class Hours: 3 lecture

This course is an introduction to the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. It is designed to provide the student with an understanding of how to apply the concepts of ethology and behavior modification to the maintenance and training of animals in captivity. Each student will be required to train a rat. (co-numbered Psych 12) *Transfer credit: CSU*

EATM 5 -- 3 Units

Zoo Horticulture

Prerequisite: Enrollment in EATM program

Class Hours: 2 lecture, 3 laboratory

This course is designed to provide the student with an opportunity to learn and apply skills in soils; plant growth; weed, insect and disease control; irrigation and fertilization principles; identification and uses of plants; planting and care of lawns, ground covers, flowers, trees and shrubs including proper pruning and training. Also the relationship of plants and zoo animals as it relates to the EATM facility will be stressed.

EATM 6 -- 3 Units

Animal Anatomy/Physiology

Prerequisite: Admission to EATM major

Class Hours: 3 lecture

This course will serve as an introduction to the science of veterinary medicine as it applies to non-domestic mammals, birds, reptiles, amphibians, fish, and invertebrates. The course is designed to present to the student a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of the previously mentioned groups. *Transfer credit: CSU*

EATM 10 -- 1-3 Units

Projects in EATM

Prerequisites: EATM 1, EATM 4, EATM 11A/B

Corequisite: EATM 13A or EATM 13B

Class Hours: 3-9 laboratory

A number of projects will be offered, each with an emphasis in a different area of the animal industry. This will allow students to gain more experience in an area of particular interest. Work will consist of field experience with professionals. May be taken four (4) times for credit.

EATM 11A -- 5 Units

Exotic Animal Care and Handling

Prerequisite: Acceptance into the EATM major

Class Hours: 1 lecture, 12 laboratory

This course provides students with instruction in the maintenance of domestic and non-domestic animals in captivity. The laboratory time gives the students the opportunity to apply this knowledge to the care of the college's animal collection. Essential zoo keeping skills are developed through this "hands-on" approach.

EATM 11B -- 5 Units

Exotic Animal Care and Handling

Prerequisite: EATM 11A

Class Hours: 1 lecture, 12 laboratory

This course deals with the problems of catching and restraining animals as well as construction of animal enclosures. The student applies this knowledge while working in the college's animal facility.

EATM 13A -- 5 Units

Exotic Animal Management and Supervision

Prerequisites: EATM 1, EATM 11B

Class Hours: 1 lecture, 12 laboratory

This course explores the problems of supervising and training workers. Techniques of supervision are discussed and the student is given the opportunity to apply this knowledge in the college's animal facility. Special topics pertaining to animal management are explored.

EATM 13B -- 5 Units

Exotic Animal Management and Supervision

Prerequisite: EATM 13A

Class Hours: 1 lecture, 12 laboratory

This course deals with the problems of managing an animal facility. Techniques of management and creative problem solving are presented. Special topics pertaining to animal management are explored.

EATM 15 -- 3 Units

Education and Entertainment in Animal Parks

Prerequisite: Acceptance into the EATM major

Class Hours: 2 lecture, 3 laboratory

This course instructs the student in the techniques of interpretation as they are utilized in zoos and live animal presentations. Some of the topics covered include public speaking, program design, and the handling of animals. Public relations methods and problems of animal parks are also presented with instruction in the production of press materials and publications. Students will make presentations utilizing live animals.

EATM 15L -- 1 Unit

Education and Entertainment Laboratory

Prerequisite: EATM 15

Class Hours: 3 laboratory

The student will make use of the techniques learned in EATM 15 to perform educational and entertaining presentations using live animals.

EATM 21A -- 1 Unit

Exotic Animal Training

Prerequisites: EATM 2 and EATM 4

Class Hours: 1 lecture

Students will learn techniques for training a variety of animals through lecture. The concepts developed in other EATM courses will provide a foundation on which to build an understanding of methods applicable to particular species.

EATM 21B -- 1 Unit

Exotic Animal Training

Prerequisite: EATM 21A

Class Hours: 1 lecture

Students will learn advanced techniques for training exotic animals in a variety of specialized situations including working in front of the movie camera.

EATM 21L -- 2 Units

Exotic Animal Training Laboratory

Prerequisites: EATM 2 and EATM 4

Corequisite: EATM 21

Class Hours: 6 laboratory

The student will apply the knowledge acquired in EATM 21AB to train three animals: a bird, an herbivore, and either a primate or a carnivore. With this "hands-on" approach, the student will learn the importance of proper timing and how to read the body language of animals. May be taken two (2) times for credit.

EATM 22A/B -- 1-3/1-3 Units

Independent Studies in Exotic Animal Training and

Management

Prerequisite: A previous course in Exotic Animal Training and Management

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of exotic animal training and management on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.

EATM 23A -- 4 Units

Elementary Veterinary Procedures

Prerequisite: EATM 2, EATM 3, EATM 6

Corequisite: EATM 13A

Class Hours: 3 lecture, 3 laboratory

This course serves as an introduction to the science of veterinary medicine as it applies to non-domestic animals, birds, and reptiles. It is designed to present the student with a practical system-by-system approach to the anatomy and physiology of the aforementioned groups. This is then related to the various disease processes involved with these systems, with the emphasis on how to recognize such disease processes. *Transfer credit: CSU*

EATM 23B -- 4 Units

Elementary Veterinary Procedures

Prerequisite: EATM 23A

Corequisite: EATM 13B

Class Hours: 3 lecture, 3 laboratory

This course will build on the information and skills learned in EATM 23A. It will further the student's understanding by introducing the concepts of laboratory diagnostic aids, nursing care for exotics, disease processes and mechanisms, reproduction and newborn care, and the process of death. Special emphasis will be placed throughout this course on the practical approach to the application of the material presented. *Transfer credit: CSU*

EATM 26L -- 1 Unit**Nonhuman Primate Behavior Laboratory**

Prerequisite: EATM 4

Class Hours: 6 laboratory for 8 weeks

This course serves as an introduction to primate behavior and its application to successful handling and training of nonhuman primates. Students will receive "hands-on" experience with primates under the direct supervision of the instructor.

EATM 35 -- 2 Units**Animal Park Planning and Administration**

Prerequisite: EATM 11B

Class Hours: 2 lecture

This course deals with the operation of animal facilities beginning with planning and developing of such an operation and includes operational activities. Topics covered include personal and business financial management, business plan development, the business team, regulatory aspects, blueprint interpretation, contracts, behavioral enrichment techniques and an exposure to the successes and failures of captive bred release projects. Field trips may be required.

EATM 40A/B -- 1-3 Units**Field Experience in EATM**

Prerequisite: EATM 11A

Class Hours: 48-144 laboratory total

This course provides the student with the experience of working in a zoo with a variety of animal species. Hands-on experience is provided at the Moorpark College Teaching Zoo, Los Angeles Zoo, and Santa Barbara Zoo. EATM 40A is for first-year students while EATM 40B is for second-year students. May be taken four (4) times for credit.

EATM 45 -- 2 Units**Advanced Education and Entertainment in Animal Parks**

Prerequisite: EATM 15

Class Hours: 6 laboratory

The emphasis of this course is placed on actually performing with animals before all types of audiences. Each student will be assigned an animal to train and work in public shows. Students will be instructed and evaluated on their performance. Techniques of solving training problems will be discussed. May be taken two (2) times for credit.

EATM 46 -- 3 Units**Wildlife Education**

Prerequisite: EATM 15

Corequisite: EATM 45

Class Hours: 2 lecture, 3 laboratory

Student will design, develop and implement wildlife education programs for audiences of various ages, cultural orientations, and developmental levels. The student will gather information on environmental and conservation issues and incorporate this material into educational presentations. May be taken two (2) times for credit.

EATM 60A-Z -- 1-3 Units**Topics in Exotic Animal Training and Management**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Exotic Animal Training and Management not covered in detail in the general Exotic Animal Training and Management course offerings. Topic courses are announced on a semester basis in the schedule of classes.

French

Study in the French language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities

B.A. Level	
Translator	Foreign-Exchange Trader
Diplomatic Office	Foreign Clerk
Tutor	Foreign Service Officer
Editor	

Faculty

Part-Time	Counselor
David Pardess	Mary Martin
Vega Rice	Ofelia Romero-Motlagh
Howard Siegel	
Sara Wheeler	

French Courses

FR 1 -- 4 Units

Elementary French I

Class Hours: 4 lecture, 1 laboratory by arrangement

In this intensive study of the French language and culture, special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing French and the unique nature of the people and their history. The language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language laboratory time each week. *Transfer credit: CSU; UC. CAN: FREN 2*

FR 2 -- 4 Units

Elementary French II

Prerequisite: Fr 1 or 2 years of high school French with grades of C or better

Class Hours: 4 lecture, 1 laboratory by arrangement

Training is given in the basic principles of grammar and pronunciation; development of the ability to understand and to express French in oral and written form; extensive use of the language laboratory. All study is in the language laboratory. *Transfer credit: CSU; UC. CAN: FREN 4*

FR 3 -- 4 Units

Intermediate French I

Prerequisite: Fr 2 or 3 years of high school French with grades of C or better

Class Hours: 4 lecture, 1 laboratory by arrangement

This is a further study of basic grammar and composition and development of ability to read with greater ease, with a continued emphasis on oral and written expression. All students will be expected to spend one additional hour per week in the language laboratory. *Transfer credit: CSU; UC. CAN: FREN 8*

FR 4 -- 4 Units

Intermediate French II

Prerequisite: Fr 3 or 4 years of high school French with an equivalent fluency

Class Hours: 4 lecture, 1 laboratory by arrangement

Grammar review and vocabulary development are emphasized in this course. Emphasis on oral and written expression continues. Study and discussions of representative literary works are carried out in French. Students are expected to spend an additional hour per week in the language laboratory. *Transfer credit: CSU; UC. CAN: FREN 10*

FR 22A/B -- 1-3/1-3 Units

Independent Studies in French

Prerequisite: A previous course in French

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of French on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

FR 31A -- 3 Units

Beginning Conversational French

Class Hours: 3 lecture

Designed for students who wish to understand and use French in practical situations, this introductory course for nonnative speakers of French includes use of elementary grammar and principles of usage. May be taken two (2) times for credit.

FR 31B -- 3 Units

Intermediate Conversational French

Prerequisite: Fr 31A or equivalent

Class Hours: 3 lecture

This intermediate course for nonnative 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. May be taken two (2) times for credit.

FR 60A-Z -- 1-3 Units

Topics in French

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 3 Units

Advanced Studies in French

Prerequisite: FR 4

Class Hours: 3 lecture

This course is for advanced students who wish to maximize their knowledge and potential in French through individual and group writing and oral discussion based on a study of a variety of written works. May be taken two (2) times for credit.

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.

Career Opportunities

B.A. Level

(All careers require a bachelors or advanced degree)

Economic Geographer	Cartographer
Aerial Photo Interpreter	Demographer
Research Marketing Analyst	Regional Analyst
Resource Planning Analyst	Political Geographer
Environmental Impact Analyst	City or County Planner
Environmental Research Assistant	

Faculty

Part-Time

Monem Abdel-Gawad
June Anderson
Gilbert Dewart
Andrea Ehrgott

Counselor

Ofelia Romero-Motlagh

Geography Courses

GEOG 1 -- 3 Units

Our Physical Environment

Class Hours: 3 lecture

This is a study of the physical elements of the landscape envelope of the earth: weather, climate, landforms, vegetation, soils, hydrography, and the effects of the earth's interior structure. Emphasis is placed on their interrelationships which exist between people and their physical environment. Field trips will be required. *Transfer credit: CSU; UC. CAN: GEOG 2*

GEOG 1L -- 1 Unit

Physical Environment Lab

Prerequisite: Geog 1 (may be concurrent) or equivalent

Recommended Preparation: Ability to write sentences, descriptions and analysis

Class Hours: 3 laboratory

This laboratory to accompany Geog 1 is an introduction to earth-sun relations, elements of map and air photo reading and interpretation, practice in landscape description, measurement and analysis. Local field trips required. *Transfer credit: CSU; UC*

GEOG 2 -- 3 Units

Cultural Environment

Class Hours: 3 lecture

This is an introduction to the broad field of geography -- its objectives, principal divisions, basic principles, and applications to present-day world problems. Students also acquire an understanding of human society in relation to the earth environment, with emphasis on the cultural elements. Urban and rural field work involved. *Transfer credit: CSU; UC. CAN: GEOG 4*

GEOG 3 -- 3 Units

Geography of World Affairs

Class Hours: 3 lecture

A survey of world geography emphasizing the regions, people, and economic activities characteristic of the major political areas of the world, this course is designed for students who desire to improve their understanding of how world affairs are affected by the way we occupy the earth. *Transfer credit: CSU; UC*

GEOG 4 -- 3 Units

Resource Utilization

Class Hours: 3 lecture

Covered in this course are physical and cultural factors influencing the location of economic activities; analysis of the principal economic production systems especially involved with agriculture, foodstuffs, resources and industrialization in the developed and developing world; contemporary problems of international economic power struggles. *Transfer credit: CSU; UC*

GEOG 5 -- 3 Units

Introduction to Meteorology

Class Hours: 3 lecture

The course is an introduction to meteorological phenomena: atmospheric circulation and behavior, clouds, precipitation, wind systems, storms, and air pollution. Interrelationships between land, ocean, and atmosphere are also covered. In addition, there is an introduction to weather instruments and their roles in reporting those conditions contributing to general weather conditions and aviation weather. *Transfer credit: CSU; UC*

GEOG 5L -- 1 Unit

Introduction to Meteorology Laboratory

Prerequisite: Geog 5 (may be concurrent) or equivalent

Class Hours: 3 laboratory

This laboratory to accompany Geog 5 is an introduction to meteorological observation, cloud identification, instrumentation, interpretation of weather charts and data, weather system identification and analysis. Field trips are required. *Transfer credit: CSU; UC*

GEOG 6 -- 2 Units

Map Use and Interpretation

Class Hours: 32 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 photography. *Transfer credit: CSU; UC*

GEOG 7 -- 3 Units

The Human Impact

Class Hours: 3 lecture

This course is a world survey through time of the role of humans in the modification of the natural environment, including vegetation, animal life, soils, landforms, water and atmosphere. *Transfer credit: CSU; UC*

GEOG 10 -- 3 Units

Geography of California

Class Hours: 3 lecture

A study of human involvement with the varied California landscape, this course includes an examination of the historical settlement, resource utilization and physical environment of the Golden State. Field trips focusing on the local land use pattern will be required. *Transfer credit: CSU; UC*

GEOG 22A/B -- .5-3/.5-3 Units

Independent Studies in Geography

Prerequisite: A previous course in Geography

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of geography on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

GEOG 60A-M -- 1-3 Units

Topics in Physical Geography

Prerequisite: Prior course in Geography

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 3 Units

Volcanism and Human Activity

Class Hours: 3 lecture

60B -- 3 Units

Glacial Landscapes

Class Hours: 3 lecture

60C -- 3 Units

Regional Geomorphology

Class Hours: 3 lecture

GEOG 60N-Z -- 1-3 Units

Topics in Cultural Geography

Prerequisite: Prior course in Geography

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60N -- 3 Units

Landscape Analysis

Class Hours: 3 lecture

This course is the observation, mapping and analysis of landscapes affected by human activity. The procedures of field examination and data collection will be studied for such topics as settlement patterns, population changes and land use. Field trips required.

Geology

This program presents a study of the earth, its physical, chemical and biological forces at work.

Career Opportunities

B.S. Level

Field Geologist	Park Naturalist
Mining Geologist	Geological Technician
Engineering Geologist	Technical Writer/Editor
Researcher	Laboratory Research Worker
Consultant	Aerogeologist
Librarian	Map Editor

Faculty

Part-Time

Monem Abdel-Gawad
June Anderson
Terry Davis
Gilbert Dewart
Roberta Harma
Gerald Simila

Counselors

Leticia Mai
Mary Martin
Danita Redd Terry

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 3 and 7 or equivalent.

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

Physics -- one year high school physics or Ph 10A or equivalent if student plans to take Ph 20A/20AL.

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

Required Courses:

	Units
Chem 1A.....General Chemistry I.....	6
Chem 1B.....General Chemistry II.....	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.....	5
or	
Math 25C.....Calculus with Analytic Geometry III.....	5
Math 25A.....Calculus with Analytic Geometry I.....	5
Math 25B.....Calculus with Analytic Geometry II.....	5
Ph 10A/10AL..General Physics I/Lab.....	5
or	
Ph 20A/20AL..Mechanics of Solids and Fluids/Lab.....	5
Ph 10B/10BL..General Physics II/Lab.....	5
or	
Ph 20B/20BL..Electricity and Magnetism/Lab.....	5
Total minimum units required in major area –	48

Suggested Course Sequence:

First Semester		Third Semester	
Chem 1A.....	6	Geol 3.....	3
Geol 2.....	3	Math 25A.....	5
Geol 2L.....	1	Ph 10A/10AL or	
	10	Ph 20A/20AL.....	5
			13
Second Semester		Fourth Semester	
Chem 1B.....	6	Geol 4.....	4
Math 15 or Math 25C.....	5	Math 25B.....	5
	11	Ph 10B/10BL or	
		Ph 20B/20BL.....	5
			14

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

Geology Courses

GEOL 1 -- 3 Units

Introductory Geology

Class Hours: 2 lecture, 3 laboratory

This is an introductory study of the composition, structure, and modification of the earth and its physical systems. Students will learn to identify common rocks, minerals, physical processes and geologic structures working both in the lab and in the field. *Transfer credit: CSU; UC*

GEOL 2 -- 3 Units

Physical Geology

Class Hours: 3 lecture

This course is a study of 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. Global tectonics will be used as a focus. *Transfer credit: CSU; UC. Geol 2 + Geol 2L = CAN: GEOL 2. GEOL 2 only=CAN GEOL 6*

GEOL 2L -- 1 Unit

Physical Geology Lab

Corequisite: Geol 2 or equivalent

Class Hours: 3 laboratory

This is 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. Field trips will be required. *Transfer credit: CSU; UC; Geol 2 + Geol 2L = CAN: GEOL 2*

GEOL 3 -- 3 Units

Earth History

Class Hours: 3 lecture

The geologic history of the earth and evolution of life as revealed in the fossil record is studied. Elementary problems in paleontology, stratigraphy, structure and geologic mapping are also included. *Transfer credit: CSU; UC. CAN: GEOL 3*

GEOL 4 -- 4 Units

Mineralogy

Prerequisites: Geol 2, Geol 2L and Chem 12

Class Hours: 2 lecture, 6 laboratory

This course is a study of the principal rock-forming minerals, plus those of economic value. Crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals are emphasized. Field trips may be required. *Transfer credit: CSU; UC*

GEOL 5 -- 3 Units

The World Ocean

Class Hours: 3 lecture

This course is an introduction to physical oceanography. The course will consider the geological, physical and chemical characteristics of the ocean. Topics to be covered include the formation of the ocean

basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. *Transfer credit: CSU; UC*

GEOL 21 -- 3 Units
Geology of California

Class Hours: 3 lecture

This course focuses on the geologic provinces of California including topography, structure, geologic history, lithology and mineral resources. Field trips will be required. *Transfer credit: CSU; UC*

GEOL 22A/B -- .5-3/.5-3 Units
Independent Studies in Geology

Prerequisite: A previous course in Geology

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of geology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

GEOL 41 -- 3 Units
Geology of the National Parks and Monuments

Class Hours: 3 lecture

This survey of the physical and historical geology of the national parks and monuments emphasizes western America. Field trips. *Transfer credit: CSU*

GEOL 51 -- 1-3 Units
Field Geology

Prerequisite: A previous course in Geology or Geog 1 or Geog 5

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*

GEOL 61 -- 3 Units
Geologic Hazards

Class Hours: 3 lecture

This study of geologic hazards applies geology to environmental problems such as landslides, earthquakes, floods, etc. Local conditions are emphasized. Field trips may be required. *Transfer credit: CSU; UC*

German

Study in the German language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities

B.A. Level	
Translator	Foreign-Exchange Trader
Diplomatic Office	Foreign Clerk
Tutor	Foreign Service Officer
Editor	

Faculty

Part-Time	Counselor
Jane Chapman	Ofelia Romero-Motlagh
Andrea Fuchs	

German Courses

GER 1 -- 4 Units

Elementary German I

Class Hours: 4 lecture, 1 laboratory by arrangement

In this intensive study of the German language and culture, special emphasis will be given to the skills and knowledge necessary for speaking and writing German and the unique nature of the people and their history. The language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSU; UC. CAN: GERM 2*

GER 2 -- 4 Units

Elementary German II

Prerequisite: Ger 1 or 2 years of high school German or an equivalent fluency

Class Hours: 4 lecture, 1 laboratory by arrangement

A continued intensive study of the German language and culture; will place special emphasis on the skill and knowledge necessary for speaking and writing German and the unique nature of the people and their history. The language laboratory will be used extensively in the class, and students will be expected to arrange an additional hour of language lab time each week. *Transfer credit: CSU; UC*

GER 3 -- 4 Units

Intermediate German I

Prerequisite: Ger 2 or 3 years of high school German with grades of C or better or equivalent fluency

Class Hours: 4 lecture, 1 laboratory by arrangement

This first intermediate course in German provides intensive review of basic grammar with some extension and refinement of fundamentals. Reading, writing, and oral skills are further developed through the study and discussion of selected stories of the 20th Century and other literature. Other cultural aspects of Germany are introduced through the study of contemporary German youth. *Transfer credit: CSU; UC. CAN: GERM 8*

GER 4 -- 4 Units

Intermediate German II

Prerequisite: Ger 3 or 4 years of 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. CAN: GERM 10*

GER 22A/B -- 1-3/1-3 Units

Independent Studies in German

Prerequisite: A previous course in German

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of German on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

GER 31A -- 3 Units

Beginning Conversational German

Class Hours: 3 lecture

This introductory course for nonnative speakers of German includes study of elementary grammar and principles of usage and is designed for students who wish to understand and use German in practical situations such as travel in German-speaking nations. May be taken two (2) times for credit.

GER 31B -- 3 Units

Intermediate Conversational German

Prerequisite: Ger 31A or equivalent

Class Hours: 3 lecture

This intermediate course for nonnative 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. May be taken two (2) times for credit.

Graphic Communications

The growing graphics industry offers opportunities on a wide scale to the majors in Graphic Communications. Desktop publishing, production art, graphics photography, electronic prepress, offset printing 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 and print technology.

Career Opportunities

Desktop Publisher	Stripper/Platemaker
Production Artist	Press Operator
Electronic Prepress	Computer Technician
Process Camera Operator	Sales Representative

Faculty

Full-Time	Part-Time	Counselors
Sexton Stewart	Kerry Mehle	Don Henderson
	Diane Muscarella	Edna Ingram
	Ruben Reyes	
	Leland Swindel	

Computerized Composition

Occupational

Associate in Science Degree

This program is designed to prepare the students for various careers in the expanding computer graphics and composition industry. The curriculum provides emphasis on business, operational and technical skills for those students desiring to enter into sales, sales support or servicing the computer graphics industry.

Required Courses For All Options:	Units
BIS 10A.....Intro to the PC and DOS.....	1
CIS 1.....Intro to Information Systems.....	3
CIS 1L.....CIS Introduction Lab.....	1
GC 10.....Intro to Graphic Communications.....	3

Required Additional Courses:

Select one of the following options:

Sales	
Bus 30.....Intro to Business and Economics.....	3
Bus 35.....Sales Techniques.....	3
Bus 37.....Marketing.....	3
Bus 39.....Business Communication Techniques.....	3
GC 21.....Production Art Techniques.....	3
GC 31A.....Process Camera.....	3

Application Specialist

Bus 39.....Business Communication Techniques.....	3
GC 20.....Intro to Windows & Desktop Publishing.....	2
GC 23A.....Desktop Publishing I (IBM Compatible).....	3
GC 23B.....Desktop Publishing II.....	3
GC 31A.....Process Camera.....	3
GC 41A.....Offset Presswork/Stripping/Platemaking.....	3

Field Service Engineer

CS 10/10L.....Intro to Computer Science/Pascal/Lab.....	4
CS 17A/17AL.....Computer Programming with C/Lab.....	4
EL 10/10L.....Passive Circuits/Lab.....	4
EL 16/16L.....Analog Circuits/Lab.....	4
EL 17/17L.....Digital Circuits/Lab.....	4
EL 21.....Microprocessors and Microcomputers.....	2
EL 24.....Diagnostics, Trouble Shooting & Repair.....	2
Total minimum units required in major area -- 25-32	

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

Printing Technology

Occupational

Associate in Science Degree

This program is designed to prepare the student for careers in the production aspects of Graphic Communications. The Printing Technology major is available for those students interested in the technical skills of producing printed communications. Emphasis will be placed on preparatory and production techniques and skills in printing technology.

Required Courses:	Units
GC 10.....Intro to Graphic Communications.....	3
GC 20.....Intro to Windows & Desktop Publishing.....	2
GC 21.....Production Art Techniques.....	3
GC 23A.....Desktop Publishing I (IBM Compatible).....	3
GC 23B.....Desktop Publishing II.....	3
GC 31A.....Process Camera.....	3
GC 31B.....Advanced Process Camera.....	3
GC 41A.....Offset Presswork/Stripping/Platemaking.....	3
GC 41B.....Advanced Offset Presswork.....	3
GC 50.....Estimating and Scheduling.....	3
Total minimum units required in major area -- 29	

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

Printing Technology

Certificate of Achievement

This program prepares students for various occupations in the offset lithography industry. Emphasis is upon basic and advanced skills in preparatory and production techniques.

Required Courses:	Units
GC 10.....Intro to Graphic Communications.....	3
GC 20.....Intro to Windows & Desktop Publishing.....	2
GC 21.....Production Art Techniques.....	3
GC 23A.....Desktop Publishing I (IBM Compatible).....	3
GC 23B.....Desktop Publishing II.....	3
GC 31A.....Process Camera.....	3
GC 31B.....Advanced Process Camera.....	3
GC 41A.....Offset Presswork/Stripping/Platemaking.....	3
GC 41B.....Advanced Offset Presswork.....	3
GC 50.....Estimating and Scheduling.....	3
Total minimum units required -- 29	

Graphic Design

Occupational

Associate in Science Degree

This program is designed to prepare the student for careers in the creative aspects of Graphic Communications. An emphasis on Graphic Design is available to those students interested in the artistic or creative concepts of Graphic Communications. This option will provide practical application in design and production art for advertising and publication.

See Graphic Design Curriculum

Graphic Communications Courses

GC 10 -- 3 Units

Introduction to Graphic Communications

Class Hours: 3 lecture

This introductory course in Graphic Communications includes an overview of advertising, printing, and the history of Graphic Communications. This course will provide practical applications in design, desktop publishing, camera, and various printing processes. Students will also study employment trends and opportunities. *Transfer credit: CSU*

GC 20 -- 2 Units

Introduction to Windows & Desktop Publishing

Class Hours: 1 lecture, 3 laboratory

This course is an introduction to Windows and PageMaker on the PC platform. Topics discussed will include: graphics measuring system, typography, proofing and editing techniques. Students will perform practical exercises working with programs within Windows as well as basic page layout and text formatting using Aldus PageMaker. Principles of Windows and desktop publishing as they relate to the printing process will be discussed. *Transfer credit: CSU*

GC 21 -- 3 Units

Production Art Techniques

Class Hours: 2 lecture, 3 laboratory

Students will learn mechanical applications of production art techniques for graphic reproduction. This course will cover the principles of design, design of roughs, comprehensives, camera-ready art and use of overlay materials. Electronic methods of production art will be discussed and explored. *Transfer credit: CSU*

GC 22A/B -- 1-3/1-3 Units

Independent Studies in Graphic Communications

Prerequisite: A previous course in Graphic Communications

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of graphic communications on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

GC 23A -- 3 Units

Desktop Publishing I (IBM Compatible)

Prerequisite: GC 20 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will introduce the student to desktop publishing using Aldus PageMaker through the Windows environment. Emphasis will be placed on the fundamentals and basic operating procedures of PageMaker. Through practical applications the student will create camera-ready documents observing the principles of layout and typography. (co-numbered BIS 23)

GC 23B -- 3 Units

Desktop Publishing II

Prerequisite: GC 23A

Class Hours: 2 lecture, 3 laboratory

This course will cover advanced techniques in the production of commercial publications including: business packages, business forms, newsletters and product sheets. Production variations will be demonstrated and discussed to develop professional problem-solving skills. Students will be introduced to the basics of scanning including digital and off-press proofing techniques.

GC 31A -- 3 Units

Process Camera (F)

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 31B -- 3 Units

Advanced Process Camera (S)

Prerequisite: GC 31A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course covers 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 32 -- 3 Units

Process Camera/Color Separation (F)

Prerequisite: GC 31B 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 40 -- 2 Units

Reproduction Process (S)

Prerequisites: GC 21, GRD 20A

Class Hours: 1 lecture, 3 laboratory

Basic principles and procedures of the reproduction process place emphasis upon design requirements for the printer. Instruction is given in stripping, platemaking and photo-lithography including use of process and PMS inks. Students reproduce individual design projects for portfolio presentation.

GC 41A -- 3 Units

Offset Presswork/Stripping/Platemaking

Class Hours: 2 lecture, 3 laboratory

Students will gain theory and practice in small lithographic press operation and stripping/platemaking procedures. Course includes 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 41B -- 3 Units

Advanced Offset Presswork

Prerequisite: GC 41A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is designed to prepare students with the skills needed for entry-level positions within the printing industry. Students will develop skills in stripping, platemaking, press operation and adjustment. *Transfer credit: CSU*

GC 45A -- 2 Units

Screen Printing

Class Hours: 1 lecture, 3 laboratory

This study of screen printing and its artistic and commercial application includes instruction in preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. *Transfer credit: CSU*

GC 45B -- 2 Units

Advanced Screen Printing

Prerequisite: GC 45A

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 multicolor 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 50 -- 3 Units

Estimating and Scheduling (S)

Prerequisites: GC 20, GC 31A, GC 41A

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*

Graphic Design

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

Career Opportunities

Advertising Artist	Sign Painter
Illustrator	Silk Screen Artist
Designer	Sketch Artist
Graphic Artist	Title Designer
Mural Artist	Stencil Maker
Type Designer	Commercial Artist
Graphic Arts Technician	Paste-Up Camera Artist
Showcard Artist	

Faculty

Full-Time	Part-Time	Counselors
John Grzywacz-Gray	Sol Dember	Don Henderson
Theodore Phillips	Nancy Haberman	Edna Ingram
	Joseph Martin	

Graphic Design

Occupational Associate in Science Degree

This program is designed to prepare the student for careers in the creative aspects of Graphic Communications. An emphasis on Graphic Design is available to those students interested in the artistic or creative concepts of Graphic Communications. This option will provide practical application in design and production art for advertising and publication.

Required Courses:	Units
Art 4A.....Color and Design	3
Art 12A.....Drawing and Composition	3
GC 21.....Production Art Techniques	3
GRD 10.....Intro to Graphic Design	2
GRD 20A.....Graphic Design	3
GRD 20B.....Advertising Design	2
GRD 21.....Lettering and Typography	2
GRD 30.....Intro to Computer Graphics (Macintosh)	3
GRD 31.....Computer-Assisted Illustration (Macintosh)	3
GRD 40A.....Beginning Illustration	3
GRD 50.....Portfolio	2
Photo 1A.....Beginning Photography	3

Total minimum units required in major area -- 32

Recommended Courses: Art 1C, 4B, 12B, 13A/B; GC 10; GRD 40B

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

Computer Graphics

Certificate of Achievement

Art 4A.....Color and Design	3
Art 1C.....Art History	3
Art 12A.....Drawing and Composition	3
GRD 10.....Introduction to Graphic Design	2
GRD 29.....MacIntosh & IBM Operating Systems	2
GRD 30.....Introduction to Computer Graphics	3
GRD 31.....Computer-Assisted Illustration	3
GRD 32.....Computer Publications Design	3
GRD 60E.....Electronic and Digital Photography	3
GRD 60F.....Electronic Hypertext Publications	3
GC 40.....Reproduction Process	3
total units required -- 31	

Multimedia

Certificate of Achievement

Art 4A.....Color and Design	3
Art 12A.....Drawing and Composition	3
GRD 29.....MacIntosh & IBM Operating Systems	2
GRD 30.....Introduction to Computer Graphics	3
GRD 32.....Computer Publications Design	3
GRD 60E.....Electronic and Digital Photography	3
GRD 22A.....Animation Techniques	3
RT 2A.....Broadcast Studio Operations	3
RT 2B.....Electronic Field Production/Post Production	3
RT 5.....Radio Television Script Writing	3
total units required -- 31	

Graphic Design Courses

GRD 10 -- 2 Units

Introduction to Graphic Design

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

GRD 20A--2 Units

Graphic Design

Prerequisite: GRD 10 or concurrent

Class Hours: 2 lecture, 3 laboratory

This course emphasizes advertising and graphic design for effective communication. Typical projects include a trademark, ad, package, cover and poster design. *Transfer credit: CSU*

GRD 20B -- 2 Units

Advertising Design

Prerequisite: GRD 20A

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 paste-up 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. May be taken two (2) times for credit. *Transfer credit: CSU*

GRD 21 -- 2 Units

Lettering and Typography

Prerequisite: GRD 10 or concurrent

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*

GRD 22A/B -- 1-3/1-3 Units

Independent Studies in Graphic Design

Prerequisite: A previous course in Graphic Design

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of graphic design on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units.

GRD 29- 2 Units

Macintosh and IBM Operating Systems for Graphic Design

Class Hours: 1 lecture, 3 laboratory

The emphasis of this course is upon the application and use of electronic publishing systems in the visual and communication arts. This course will introduce the student to basic theory and entry-level skills on multiple computer publishing platforms. The course will cover both operating systems, typography, True Type/Postscript Levels, and printing to Postscript. Practical applications in the use of both publishing systems in creating text and bitmapped graphics using applets of each operation systems will be covered. May be taken two (2) times for credit.

GRD 30 -- 3 Units

Introduction to Computer Graphics (Macintosh)

Class Hours: 2 lecture, 3 laboratory

This course is a survey of computer graphics on the Macintosh Computer. Students will understand the Macintosh Operating System and will have hands-on experience with microprocessor applications including paint and draw programs, a word processor, a spreadsheet, and a database program.

GRD 31 -- 3 Units

Computer-Assisted Illustration (Macintosh)

Prerequisite: GRD 30 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will explore the Macintosh Computer and appropriate software as it applies to principles of design and computer illustration. Students will learn to organize visual material, including design concepts, typography, space, shape, line, and texture. Creativity will be stressed.

GRD 32 -- 3 Units

Computer Publications Design (Macintosh)

Prerequisite: GRD 30 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course is a practical introduction to publications design which will provide students with the opportunity to develop the necessary expertise to produce newsletters and other publications. Students will use the Macintosh to explore informational graphics, alternatives for designing and redesigning publications with an emphasis on communicating information in the most efficient manner. Issues covered will include: software, type, graphic elements, screens, photographs, illustrations, templates, style sheets, spot color and process color separations.

GRD 40A -- 3 Units

Beginning Illustration

Prerequisite: Art 12A or concurrent

Class Hours: 2 lecture, 3 laboratory

Topical themes and individual story lines will be analyzed as potential subject matter for weekly drawings. Pen and ink, water color, collage and colored pencil techniques will be developed as principle means of self-expression. *Transfer credit: CSU*

GRD 40B -- 3 Units

Intermediate Illustration

Prerequisite: GRD 40A

Class Hours: 2 lecture, 3 laboratory

Advanced studies in pen and ink, water color washes and mixed media will encourage exploration of individual style as it may pertain to magazine, newspaper and book illustration. *Transfer credit: CSU*

GRD 40C -- 3 Units

Advanced Illustration

Prerequisite: GRD 40B

Class Hours: 2 lecture, 3 laboratory

Emphasis will be placed on the development of individual style in advanced techniques of illustration. Individual projects will be required of the student. May be taken two (2) times for credit. *Transfer credit: CSU*

GRD 41A -- 3 Units

Airbrush Techniques for Advertising & Industry (Basic)

Prerequisite: GRD 10 or GRD 40A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

The basic course presents the use of the airbrush for preparing illustrations and photo retouching in black and white for advertising, commercial art, and industrial use. The basic course covers the intro-

duction of the airbrush and maintenance, through airbrush rendering and photo retouching with refurbishing of old photographs covered. All assignments are demonstrated and critiqued. Students must have access to an airbrush for the duration of the class.

GRD 41B -- 3 Units

Airbrush Techniques for Advertising & Industry (Advanced)

Prerequisite: GRD 41A

Class Hours: 2 lecture, 3 laboratory

The advanced class introduces color in the airbrush to students using transparent dyes, transparent colors and opaque designers colors for preparing full color art illustrations and color photo retouching. Many techniques and treatments are presented with "tricks of the trade" for producing highly acceptable commercial and industrial illustrations. All techniques and assignments are demonstrated by the instructor. Critiques are offered on all assignments. Students must have access to an airbrush for the duration of the class.

GRD 42 -- 3 Units

Airbrush Painting

Prerequisite: GRD 41A or equivalent

Class Hours: 2 lecture, 3 laboratory

This course provides specialized training in a variety of common airbrush applications in black and white and color. Students learn techniques which will be very helpful in preparing commercial, industrial and high tech presentations.

GRD 50 -- 2 Units

Portfolio

Prerequisite: 6 units in Graphic Design program including GC 31A

Class Hours: 1 lecture, 3 laboratory

The student will develop a professional presentation of art work that demonstrates his/her potential in the Graphic Design field. Emphasis is directed toward creating a varied collection of design projects including a self-promotional concept, resume, and cover letter needed for securing employment. *Transfer credit: CSU*

GRD 60A-Z -- 1-3 Units

Topics in Graphic Design

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 1 Unit

Airbrush Practice

Prerequisite: A previous airbrush course

Class Hours: 3 laboratory

May be taken four (4) times for credit.

60B -- 1-3 Units

Computer Graphics Practice

Prerequisites: GRD 30, GRD 31 or GRD 32

Class Hours: 3-9 laboratory

May be taken four (4) times for credit.

60E -- 3 Units

Electronic and Digital Photography

Prerequisite: A course in the discipline

Class Hours: 2 lecture, 3 laboratory

This course is a practical introduction to electronic photography and image processing. Students will use the Macintosh computer, silver halide films, electronic still cameras and various scanning techniques to produce photographic output. May be taken two (2) times for credit. (co-numbered Photo 60I)

60F -- 3 Units

Electronic Hypertext Publications/Macintosh

Prerequisite: GRD 30 or equivalent

Class Hours: 2 lecture, 3 laboratory

This course will explore electronic publications and interactivity using the HyperCard program on the Apple Macintosh computer. The course will include interactive techniques, creating bit mapped graphics and photos, adding animation and sound, controlling video-disc players, visual effects, color techniques, and basic scripting.

Health Education

The objective of the Health Education major is the development and education of students in preparation for professional careers in a variety of health fields. The curricula, based upon a foundation in the liberal arts and the natural and behavioral sciences, are directed to special preparation for the various activities in the specific health fields.

Career Opportunities

(Career opportunities require bachelors or advanced degrees)

Athletic Trainer	Health Officer
Hospital Administrator	Fitness Instructor

Faculty

Full-Time	Part-Time	Counselor
James Bittner	Katherine Holland-Dichter	Donna Proske Allyn
Ronald Halleran	Vance Manakas	
Delbert Parker	Sandra Patterson	
Nancy Stewart	George Ragsdale	

Health Education Courses

The maximum credit allowed by UC system for HE 1, 2 and 7 is one course.

HE 1 -- 2 Units

Health and Society

Class Hours: 2 lecture

Focus of the course is on the nature and function of health in our society. 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; mental health and personal relationships; harmful substances; environmental health; communicable diseases; chronic and degenerative disease; reproduction and contraception; and consumer health. *Transfer credit: CSU; UC credit limitations. (HE 1, 2 and 7 combined maximum credit on @ course).*

HE 2 -- 2 Units

Women's Health

Class Hours: 2 lecture

Focus of the course is on consideration of the nature and function of women's health in our society. An analysis is made of major female health problems designed to contribute to the student's understanding of the woman's role as an individual and contributing member of the community's efforts to implement the advances of medicine and the health sciences. *Transfer credit: CSU; UC credit limitations. (HE 1, 2 and 7 combined maximum credit, one course)*

HE 4 -- .5 Unit

Fitness Assessment

Class Hours: 8 lecture total

Students will use established procedures to assess their physical fitness at the beginning and end of the semester. Students will evaluate their body composition (percent body fat), strength, flexibility, cardiovascular endurance, vital capacity and nutrition. May be taken four (4) times for credit. **THIS COURSE DOES NOT FULFILL THE PE/HEALTH REQUIREMENT FOR THE ASSOCIATE DEGREE.**

HE 5 -- 3 Units

Safety and First Aid

Class Hours: 3 lecture

This course is to train and educate students in rendering assistance in emergency First Aid situations. Successful completion of this course qualifies the student for the American Red Cross Standard First Aid certificate and the Adult Cardiopulmonary Resuscitation card. (One person Adult CPR card) *Transfer credit: CSU; UC*

HE 6 -- 3 Units

Prevention and Treatment of Athletic Injuries

Class Hours: 2 lecture, 3 laboratory

This introductory course in the basic concepts and skills and practices 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 REQUIREMENT FOR THE ASSOCIATE DEGREE.** *Transfer credit: CSU; UC*

HE 7 -- 3 Units

Personal Health

Class Hours: 3 lecture

This course is a study of the individual's role in developing a responsible life style for optimal health. Specific information concerning disease prevention and treatment will be covered as well as the inter-connection of the mind and body as a determinant of personal health factors. *Transfer credit: CSU; UC credit limitations.*

HE 10A - .50 Unit

AIDS Seminar - Alcohol Awareness Seminar

Class Hours: 8 lecture total

This course will examine the physical, psychological and social effects of alcohol use and abuse including history, case studies, treatment modes as well as local information and resources. *Transfer credit: CSU*

HE 10B -- .50 Unit

AIDS Seminar

Class Hours: 8 lecture total

Speakers and films will be used to cover this important health topic. Prevention, testing, counseling, support groups, and medical care will be discussed emphasizing local services. *Transfer credit: CSU*

HE 10C -- .50 Unit

Women's Health Issues

Class Hours: 8 lecture total

The focus of this seminar is on the nature and function of women's health. The course emphasizes the need for women to participate in their health care. The information received will help individuals become more active in making decisions in the present that will affect their future health and wellness. *Transfer credit: CSU*

HE 10D -- .50 Unit

Weight Management

Class Hours: 8 lecture total

This seminar will examine the causes and effects of overweight adults, including physiological, social, and cultural issues. Nutrition and exercise as a means to weight management will be covered, with an emphasis on lifestyle behavior changes. *Transfer credit: CSU*

HE 10E -- .50 Unit

Athletic Injuries Seminar

Class Hours: 8 lecture total

This course will examine medical aspects of athletic injury management including: prevention, first-aid, treatment, evaluation and reconditioning. *Transfer credit: CSU*

HE 10F -- .50 Unit

Stress Management

Class Hours: 8 lecture total

This course will examine the physical, emotional, cognitive, and behavioral effects of stress including: sources of stress, symptoms and physiology of the stress response, burnout, effective coping strategies and induction of the relaxation response. *Transfer credit: CSU*

✓
HE 10G -- .5 Unit

Cardiopulmonary Resuscitation

Class Hours: 8 lecture total

A course designed to teach proficiency in basic cardiopulmonary resuscitation techniques in adult, child and infant situations, as well as witnessed and unwitnessed blocked airway management. This emergency lifesaving procedure can be applied to individuals with cardiovascular disease, and to persons suffering sudden death due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Early warning signs, risk factors and prevention of heart disease will also be discussed. *Transfer credit: CSU*

Sp
*May be taken four (4) times for credit.
(Only .5 unit may be applied to the
Moonpark College - ~~health education~~ requirement.)*

HE 10H -- .50 Units

Domestic Violence / Issues and Information

Class Hours: 8 lecture total

The focus of this course will be on the definition of domestic violence and abuse. Topics will include behavioral characteristics of domestic violence, the interplay of power and control in a relationship, the cycle of violence, and the social and legal resources available. *Transfer credit: CSU*

HE 10J -- .50 Units

Date Rape / Self Defense

Class Hours: 8 lecture total

The focus of this course is on recognizing the sexual, physical, and psychological abuse that may occur in dating relationships. Topics to be included are elements of a healthy relationship, appropriate communication strategies, risks and vulnerabilities in dating relationships, and self defense tactics. *Transfer credit: CSU*

HE 10K -- .50 Units

Smoking and Your Health

Class Hours: 8 lecture total

This course will examine the primary and secondary effects of smoking (and smokeless tobacco) on the body as well as ways to stop its use. *Transfer credit: CSU*

HE 10M -- .50 Units

Healthful Eating

Class Hours: 8 lecture total

This course will examine the basic elements of nutrition and offer techniques and strategies for healthy eating. Cooking demonstrations will be given. *Transfer credit: CSU*

HE 22A/B -- 1-3/1-3 Units

Independent Studies in Health Education

Prerequisite: A previous course in Health Education

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of health education on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

HE 60A-Z -- .5-3 Units

Topics in Health Education

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Health Sciences

A Health Science career represents excellent employment opportunities in the ever-expanding fields of health services and research.

Career Opportunities

Dentist	Health Information Technology
Health Care Administration	Medical Doctor
Health Science Technologies	Occupational Therapy
Physical Therapy	Registered Nurse
Radiologic Technologist	Environmental, Occupational, and Public Health

Faculty

Full-Time	Part-Time	Health Sciences Institute Counselors
Guadalupe Aldana	Linda Allen	
Patricia Burkard	Janice Garcia	
Denise Byrne	Carol Higashida	Preprofessional:
Beatrice Epping	Sandra Joseph	Edna Ingram
Clint Harper	Jamee Maxey- D'Angelo	Mary Martin
Kimberly Hoffmans	Gary Metelak	Letrisha Mai
Linda Loiselle	Tamara Moro	Danita Terry
Jo Ann Moore	Jody Nevandro	
Brenda Shubert	Catherine O'Brien	Nursing and Radiography:
	Dalila Sankarian	Frank Bianchino
	Pamela Smith	Gail Goodman
	Julie Ann Walker	

Clinical Joint Appointments

Meade Butler	(Los Robles Regional Medical Center)
Karla Carsey-Rounds	(Kaiser Permanente, Woodland Hills)
Karen Ruballo	(Kaiser Permanente, Panorama City)
Catherine O'Brien	(Simi Valley Hospital)
J. Michael Richardson	(Holy Cross Medical Center)

Health Sciences

The Moorpark College Health Sciences Institute (HSI) offers associate degree options for a variety of careers in health sciences:

- **Career transfer associate degrees** - Graduates are eligible for licensure and employment at the entry level of the profession. This degree also provides for transfer to a bachelor degree professional education program. Career transfer associate degrees are offered in nursing and radiologic technology.
- **Preprofessional transfer associate degrees** - Graduates are prepared for transfer for a bachelor degree preparatory to the professional education program. The Institute offers Preprofessional transfer associate degrees in: Pre-dentistry, Pre-medicine, Pre-nursing, Pre-occupational Therapy, Pre-pharmacy, Pre-physical Therapy, Pre-radiologic Technology and Pre-veterinary Medicine.

Within the Health Science Institute, course work can also be completed for transfer programs in chiropractic medicine, physician assistant, dental hygiene, health care administration, nutrition and others. Prospective students are strongly urged to consult the HSI counselors and the catalogs of the professional and undergraduate degree programs for transfer requirements to develop an Education plan prior to enrolling for courses. Counseling appointments and Orientation Seminars can be scheduled by calling (805) 378-1428.

Transfer Information

California State University, Northridge offers a Bachelor of Science in Health Science with five options, all of which require Psych 1A; Soc 1. Additional requirements:

1. **Health Education:** Biol 1; Biol 16 or Env Sc 2; Chem 12; HE 1; Math 7.
2. **Environmental and Occupational Health:** Biol 2A; Chem 1A, 1B or 12, 13 and 8, 9; Math 7; Micro 1; Phys 1; Ph 10A/10AL, 10B/10BL.
3. **Health Administration:** Biol 1; Bus 2A, 2B, 2C; Chem 12; Phys 1.
4. **Physical Therapy:** An 1; Biol 1; Chem 1A, 1B or 12, 13; Math 7; Phys 1; Ph 10A/10AL, 10B/10BL.
5. **Nursing:** An 1; Chemistry - 1 course; Micro 1; Phys 1; Math 7, 15.

Nursing Science

Students wishing to transfer for a Bachelor of Science in Nursing (BSN) have two options:

- a. Complete the *Moorpark College Associate Degree in Nursing* and apply to transfer 56-70 units to a RN to BSN program. These programs are designed for the Associate Degree Nursing (A.D.N.) graduate with Registered Nurse (RN) licensure. In the California State University system, the following courses may be additional requirements: separate Anatomy and Physiology courses; 1 course in U.S. History and Political Science; additional units in Humanities; 1 course in Chemistry with lab, 1 organic chemistry course. California colleges and universities offering the RN to BSN: California State University Dominguez Hills, Fresno, Hayward, Long Beach, Northridge, San Bernardino; Mount St. Mary's College; University of Phoenix.
- b. Satisfy the transferable lower-division science and general education requirements and apply to a BSN program. The accepting institution determines transferable courses. Generally acceptable courses are: An 1; Anth 2; Biol 2A/2B; Chem 1A/1B, 8, 9; Engl 1A; Micro 1; NtS 1; Ph 10A/10AL, 10B/10BL; Psych 1A/1B; Soc 1.

California colleges and universities offering a BSN:

Azusa Pacific University; Biola University; California State University, Bakersfield, Chico, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, Sonoma, Stanislaus; Mount St. Mary's College; Pacific Union College; University of Southern California.

Radiologic Technology

Students wishing to apply for admission to a program leading to a Bachelor's Degree in Radiologic Technology (BSRT) have two options:

- a. Complete the *Moorpark College Associate Degree in Radiologic Technology* and apply for transfer to an accepting institution. California State University, Northridge has articulated specific courses with Moorpark College granting transferable units in science, general education and radiologic technology.
- b. Satisfy the transferable lower-division science and general education requirements and then apply to a BSRT program. Major requirements for upper-division standing at:
California State University, Northridge: An 1; Biol 2A; Chem 12; Math 7; Phys 1; Ph 10A/10AL, 10B/10BL.

Preprofessional Programs: Dental, Medical, Physical Therapy, Veterinary

Moorpark College offers courses which will generally meet the basic education requirements for several professional schools. These schools require a Bachelor's Degree for admission. Students are advised to determine and satisfy specific requirements for the professional school to which they expect to apply by consulting a counselor and the school catalog.

The general lower-division course requirements for these schools commonly include: Biol 2A, 2B; Chem 1A, 1B, plus one year of organic chemistry; Math 7, (Math 25A/B recommended); Ph 10A/10AL, 10B/10BL. For veterinary school the requirements are: Biol 2A; Chem 1A, 1B; Engl 1A, 1B; Math 15; Ph 10A/10AL; Zoo 1; (Additional lower-division Chemistry after transfer), 8 units of Humanities/Social Sciences.

The California dental schools are: Loma Linda University, University of California: Los Angeles, San Francisco, University of Pacific, University of Southern California.

The California medical schools are: Loma Linda University, Stanford University, University of California: Davis, Irvine, Los Angeles, San Diego, San Francisco, University of Southern California.

The California programs in physical therapy are: California State University at Long Beach, Northridge, and Sacramento offer a Bachelor's Degree in Physical Therapy, California State University at Fresno offers a combined 3+3 Bachelor / Masters Degree. The remaining offer an entry level Masters Degree: UC San Francisco jointly with San Francisco State; Loma Linda; California Osteopathic Medicine; Mount St. Mary's; Samuel Merritt; University of the Pacific.

The California veterinary school is: University of California, Davis.

Health Science Institute Paths

The Health Science Institute offers four paths to prepare for the major. Each path has a core of required courses.

Preprofessional Transfer Associate Degrees

These two paths are for the student who plans to meet the requirements for transfer for a bachelor degree preparatory to professional education.

Path #1 includes: Pre dentistry, Pre medicine, Pre pharmacy, Pre veterinary Medicine.

Path #2 includes: Pre nursing, Pre occupational Therapy, Pre physical Therapy, Pre radiologic Technology

Career Transfer Associate Degrees

This path is for the student to obtain the Associate Degree in Nursing or Radiography in preparation for transfer for the Bachelor's degree

Path #3 includes: Associate Degree Nursing Science - Transfer, Associate Degree Radiologic Technology - Transfer

Terminal Career Degree

This path is for the student to complete the minimal requirement for the Associate Degree with no plans to transfer.

Path #4 includes: Associate Degree Nursing, Associate Degree Radiologic Technology

Important Notes for HSI Students:

- The total required units in each major is found by adding the units of the Path Core Courses to the additional units required in the particular major.
- Courses in the major may be used to fulfill many of the general education requirements. Please see a HSI counselor for advice on course selection and additional information.
- Course work, in addition to that shown in these associate degree programs, may be needed, based on the intended four-year transfer institution and the professional school's specific requirements.
- Additional upper division course work WILL be needed after transfer
- THE A.A. OR A.S. DEGREE REQUIRES GENERAL EDUCATION UNITS IN ADDITION TO THE MAJOR UNITS.

HSI Associate Degree Paths 1-4

HSI Path #1 Core Courses

Majors within this path: Pre dentistry, Pre medicine, Pre pharmacy, Pre veterinary Medicine.

Other related career paths: Osteopathic Medicine, Podiatric Medicine, Chiropractic Medicine, Optometry.

Required Courses:	Units
HS 20.....Introduction to Health Sciences	2
CHEM 1A.....General Chemistry I.....	6
CHEM 1B.....General Chemistry II.....	6
BIOL 2A.....General Biology I.....	4
BIOL 2B.....General Biology II.....	4
ENGL 1A.....English Composition	3
ENGL 1C.....Critical Thinking and Composition.....	3
	TOTAL 28 units

Recommended additional core courses: Chem 7A, Chem 7B

Required: Completion of transfer General Education courses.

Make a counseling appointment by calling (805) 378-1428.

Pre dentistry AA Option

Add the following courses:

MATH 7.....College Algebra and Trigonometry.....	5
MATH 15.....Introductory Statistics.....	5
MATH 16A.....Applied Calculus I.....	3
PH 10A.....General Physics I.....	4
PH 10AL.....General Physics I Laboratory.....	1
PH 10B.....General Physics II.....	4
PH 10BL.....General Physics II Laboratory.....	1
PSYCH 1A.....Introduction to Psychology.....	3
	TOTAL 26 units

Recommended Courses:

Life Drawing, Sculpture, MATH 16B, HS 19A or HS 19B, see Path #1 recommendations.

Pre medical/Pre pharmacy AA Option

Add the following courses:

MATH 7.....College Algebra and Trigonometry.....	5
MATH 15.....Introductory Statistics.....	5
MATH 16A.....Applied Calculus I.....	3
PH 10A.....General Physics I.....	4
PH 10AL.....General Physics I Laboratory.....	1
PH 10B.....General Physics II.....	4
PH 10BL.....General Physics II Laboratory.....	1
ENGL 1B.....Literature: Critical Thinking/Composition.....	3
	TOTAL 26 units

Recommended Courses:

MATH 16B, PSYCH 1A, PSYCH 1B, ANPHYS 1 (or AN 1 and PHYS 1), MICRO 1, HS 19A or HS 19B, See Path #1 recommendations.

Pre medical/Pre pharmacy AS Option

Add the following courses:

MATH 25A.....Calculus with Analytic Geometry I.....	5
MATH 25B.....Calculus with Analytic Geometry II.....	5
MATH 25C.....Calculus with Analytic Geometry III.....	5
PH 20A.....General Physics I.....	4
PH 20AL.....General Physics I Laboratory.....	1
PH 20B.....General Physics II.....	4
PH 20BL.....General Physics II Laboratory.....	1
ENGL 1B.....Literature: Critical Thinking/Composition.....	3
	TOTAL 28 units

Pre medical AS degree recommended courses:

PSYCH 1A, ANPHYS 1 (or AN 1 and PHYS 1), MICRO 1, PH 20C, PH 20CL, HS 19A or HS 19B

Pre pharmacy AS degree recommended courses:

PSYCH 1B, ECON 1, SPCH 1 or SPCH 2 (for USC), PH 20C, PH 20CL, HS 19A or HS 19B, see Path #1 recommendations.

Preveterinary Medicine AA Option

Add the following courses:

MATH 7.....	College Algebra and Trigonometry.....	5
MATH 16A.....	Applied Calculus I.....	3
PH 10A.....	General Physics I.....	4
PH 10AL.....	General Physics I Laboratory.....	1
PH 10B.....	General Physics II.....	4
PH 10BL.....	General Physics II Laboratory.....	1
TOTAL		18 units

Recommended courses:

Math 16B, HS 19A or HS 19B, see Path #1 recommendations.

HSI Path #2 Core Courses

Majors within this path: Prenursing transfer, Preoccupational Therapy, Prephysical Therapy, Preradiologic Technology transfer

Other related career paths: Public Health, Dental Hygienist, Health Care Manager, Medical Records Technologist, Nutritionist, Physician Assistant, Human Performance/Sports Medicine

Required Courses:

	Units	
HS 20.....	Introduction to Health Science.....	2
BIOL 1.....	Principles of Biology.....	4
MATH 7.....	College Algebra and Trigonometry.....	5
AN 1.....	General Human Anatomy.....	4
PHYS 1.....	Human Physiology.....	5
ENGL 1A.....	English Composition.....	3
PSYCH 1A.....	Introduction to Psychology.....	3
SOC 01*.....	Introduction to Sociology.....	3
or		
ANTH 2.....	Cultural Anthropology.....	3
SPCH 1.....	Introduction to Speech.....	3
or		
SPCH 2**.....	Elements of Public Speaking.....	3
TOTAL		32 units

* Must be SOC 1 for the Prephysical Therapy Option.

**Must be SPCH 2 for transfer to USC.

Required: Completion of transfer General Education courses.

Make a counseling appointment by calling (805) 378-1428.

Prenursing Transfer AS Option

Add the following courses:

MICRO 1.....	Principles of Microbiology.....	5
CHEM 12*.....	Introductory Chemistry I.....	5
CHEM 13*.....	Introductory Chemistry II.....	5
TOTAL		15 units

* (For UCLA CHEM 1A & 1B may be substituted)

Recommended Courses: HS 15, HS19A or 19B, MATH 15, NtS 1, NtS 5, Computer Literacy Course, PSYCH 1A, PSYCH 1B, PSYCH 4, PSYCH 7, PSYCH 9, PSYCH 10.

Preoccupational Therapy AA Option

Add the following courses:

ENGL 1B.....	Literature: Critical Thinking/Composition.....	3
ENGL 1C.....	Critical Thinking and Composition.....	3
CHEM 12.....	Introductory Chemistry I.....	5
MATH 15.....	Introductory Statistics.....	5
PH 1.....	Descriptive Physics.....	3
PH 1L.....	Descriptive Physics Laboratory.....	1
PSYCH 1A.....	Introduction to Psychology.....	3
PSYCH 8.....	Abnormal Psychology.....	3
and one of the following art classes:		
ART 8A.....	Beginning Ceramics.....	3
ART 9A.....	Ceramic Design.....	3
ART 14A.....	Silk-Screen-Serigraph Printmaking.....	2
ART 23.....	Beginning Stained Glass Design.....	3
TOTAL		28-29 units

Recommended courses:

NtS 1, HS19A or HS 19B

Prephysical Therapy AA Option

Add the following courses:

CHEM 1A.....	General Chemistry I.....	6
CHEM 1B.....	General Chemistry II.....	6
MATH 15.....	Introductory Statistics.....	5
PH 10A.....	General Physics I.....	4
PH 10AL.....	General Physics I Laboratory.....	1
PH 10B.....	General Physics II.....	4
PH 10BL.....	General Physics II Laboratory.....	1
CIS 1.....	Introduction to Information Systems.....	3
CIS 1L.....	Introduction to Information Systems Lab.....	1
TOTAL		36 units

Recommended Courses:

NtS 1, HS19A or 19B

Preradiologic Technology

Transfer AA Option

Add the following courses:

PH 10A.....	General Physics I.....	4
PH 10AL.....	General Physics I Laboratory.....	1
PH 10B.....	General Physics II.....	4
PH 10BL.....	General Physics II Laboratory.....	1
TOTAL		10 units

Recommended: HS 15, HS 19A or HS 19B

HSI Path #3 Core Courses

Majors within this path: Nursing Science AS and Transfer, Radiologic Technology AS and Transfer

Required Courses:

	Units	
HS 16.....	Basic Skills for the Health Care Provider.....	1
HS 20.....	Introduction to Health Science.....	2
BIOL 1.....	Principles of Biology.....	4
MATH 7*.....	College Algebra and Trigonometry.....	5
AN 1.....	General Human Anatomy.....	4
PHYS 1.....	Human Physiology.....	5
ENGL 1A.....	English Composition.....	3
CHEM 12.....	Introductory Chemistry I.....	5
TOTAL		26 units

* most common transfer requirement, refer to transfer institution catalog.

Additional Requirements: Completion of General Education courses.

Make a counseling appointment by calling (805) 378-1428.

Nursing Science AS and Transfer Option

Add the following courses:

MICRO 1.....	Principles of Microbiology.....	5
PSYCH 1A.....	Introduction to Psychology.....	3
SOC 01.....	Introduction to Sociology.....	3
or		
ANTH 2.....	Cultural Anthropology.....	3
SPCH 1.....	Introduction to Speech.....	3
Required Nursing Science courses.....		36.5
(see page 112)		

Recommended Courses: HS 15, 18, 19A or 19B, NtS 1, Ph 1, Psych 1B, 3, 7, 11, 30

For UCLA take: Math 25A, Chem 1A, Chem 1b, for other transfer programs take CHEM 13, Math 15, computer literacy course.

Radiologic Technology AS and Transfer Option

Add the following courses:

PH 10A.....	General Physics I.....	4
PH 10AL.....	General Physics I Laboratory.....	1
PH 10B.....	General Physics II.....	4
PH 10BL.....	General Physics II Laboratory.....	1
Required Radiologic Technology Courses.....		57
(see page 113)		

TOTAL 67 units

Additional Requirements:

Computer literacy course or challenge with a grade of C or better. BIS 19 recommended (1 unit).

HSI Path #4 Core Courses

Majors within this path: Nursing Science, Radiologic Technology

Required Courses:	Units
ANPHYS 1..... Intro to Human Anatomy and Physiology	3
ANPHYS 1L... Intro to Human Anatomy and Physiology Lab.....	2
ENGL 1A..... English Composition	3
HS 16..... Basic Skills for the Health Care Provider.....	1
HS 20..... Introduction to Health Sciences.....	2
TOTAL	11 units

Additional Requirements:

Math 1 (5 units) or qualify for Math 3

Chem 12 (5 units) or completion of high school chemistry with a grade of "C" or higher.

Completion of General Education courses.

Make a counseling appointment by calling (805) 378-1428.

Nursing Science AS Option

Add the following courses:

BIOL 1..... Principles of Biology	4
MICRO 1..... Principles of Microbiology	5
PSYCH 1A..... Introduction to Psychology	3
SOC 1..... Introduction to Sociology.....	3
or	
ANTH 2..... Cultural Anthropology.....	3
SPCH 1..... Introduction to Speech	3
Required Nursing Science Courses:	37
(see page 112)	
TOTAL	55 units

Radiologic Technology AS Option

Add the following courses:

PH 5..... Radiation Physics	3
PH 5L..... Radiation Physics laboratory	1
HS 19A..... Beginning Medical Terminology	3
or	
HS 19B..... Advanced Medical Terminology	3
Required Radiologic Technology Courses	57
(see page 113)	
TOTAL	64 units

Additional Requirements:

Computer literacy course or challenge with a grade of C or better.

BIS 19 recommended (1 unit).

Associate in Science Degrees for Career Entry

Nursing Science -- Radiologic Technology

Application Procedure

Academic Year 1997-98

This application period is for *all* applicants, including request for Advanced Placement. The application period for receipt by the Nursing/Radiography counselors of all applicant information and transcripts is:

Nursing

September 1 - October 15 -- Spring and Fall admission

Radiography

February 1 - March 15 -- Summer session admission

Advanced Placement

September 1 - October 15 and Feb 1 - March 15.

Qualifying Requirements

Before the applicant will be considered for admission, all qualifying requirements must be completed with official high school and college transcripts on file in the Counseling Office at Moorpark College. It is the applicant's responsibility to verify with the transcript clerk in the Admissions Office that official transcripts are on file at Moorpark College prior to scheduling an application counseling interview.

1. The following *must be completed before* submission of the application:

- a. High school graduation or General Education Development (GED) with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE)
2. College GPA of 2.5
3. *Math 1 - Elementary Algebra*
Qualify for Math 3 - Intermediate Algebra or complete Math 1 - Elementary Algebra or equivalent college course with a minimum grade of C.
4. English
Qualify for Engl 1A - English Composition or completion of Engl 2 - Preparatory English
5. Additional Nursing Science prerequisite qualifying requirements:
An 1 and Phys 1 or AnPhys 1/1L or equivalent. Completion of a minimum 5-unit college Anatomy and Physiology course with a laboratory and a minimum grade of C.
Chem 12 or equivalent. High school chemistry with minimum grade of C or complete a minimum 4-unit college chemistry course with a laboratory and a minimum grade of C.
Micro 1 or equivalent. Completion of a minimum 4-unit college Bacteriology/Microbiology course with a laboratory and a minimum grade of C.
Medical Terminology - Although *not a requirement*, a course in Medical Terminology is highly recommended.
HS 16 or equivalent. Completion of a minimum of a 1-unit clinical skills course with a laboratory and a minimum grade of C.
6. Additional *Radiologic Technology* prerequisite qualifying requirements:
An 1 and Phys 1 or AnPhys 1/1L or equivalent. Completion of a minimum 5-unit college Anatomy and Physiology course with a laboratory and a minimum grade of C.
HS 16 or equivalent. Completion of a minimum of a 1-unit clinical skills course with a laboratory and a minimum grade of C.
HS 19A or 19B- Medical Terminology. Completion of a minimum 3-unit college Medical Terminology course with a minimum grade of C.
Ph 5/5L or Ph 10A/10AL and 10B/10BL or equivalent. Completion of a minimum 5-unit college Radiation Physics course with a laboratory and a minimum grade of C. *Please note:* Ph 10A/10AL and 10B/10BL are required for transfer to California State University Northridge's Radiography Program.
7. Performance Standards.
In compliance with the 1990 American with Disabilities Act, the Health Sciences does not discriminate against qualified applicants with disabilities.
These performance standards, reflected in specific course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The Faculty in conjunction with the community clinical facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.
 - a. *Critical Thinking* - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Examples: Identify cause-effect relationships in clinical situations, develop care plans.
 - b. *Interpersonal* - abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Example: Establish rapport with diverse clients and colleagues.
 - c. *Communication* - abilities sufficient for effective verbal and written interactions. Examples: Explain diagnostic/treatment procedures, health teaching, document and interpret actions and client responses.
 - d. *Mobility* - physical abilities sufficient to move from room to room and maneuver in small spaces and reach overhead equipment. Examples: Move around client's rooms, equipment/machines, workspaces, and diagnostic/treatment areas: administer Emergency/CPR procedures.
 - e. *Motor Skills* - gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate, move and use equipment/machines: lift, position and transfer clients.

- f. *Hearing* - ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
- g. *Visual* - ability sufficient for observation and visual assessment in well lit and dimly lit areas. Examples: Observe patient/client responses and changes in condition.
- h. *Tactile* - ability sufficient for physical assessment and positioning. Examples: Perform palpation, functions of physical examination and/or those related to intervention, e.g., insertion of needle, positioning.

All interested applicants should contact the Counseling Office for an appointment for a monthly group *Counseling Orientation Seminar*.

Enrollment Process

1. Upon completion of the *Qualifying Requirements* and with all official transcripts on file at Moorpark College, the applicant is to schedule an appointment with a Nursing/Radiography Counselor in order to review transcripts. The applicant is to arrive thirty minutes prior to the appointment to receive and complete a program application.
2. All programs are impacted. Each qualified applicant will be assigned a number by the use of random tables. Once assigned a priority number, *that number will not change*. Each class will be selected on the basis of priority and available openings.
 - a. Each selected applicant must decide either to enter the class or remove his/her name from the eligibility list. Once the applicant's name is removed, the application process must be begun again to be considered for admission.
 - b. Those qualified applicants who are not selected due to limited openings must submit a *Renewal of Application* during the application period in order to be retained on the waiting list.
 - c. There will be ten alternates selected for each admission class to serve on standby for admission until the end of the first week of class. If not admitted, these alternates will be first admissions into the next class.
3. Applicants will be contacted regarding acceptance/admission by the Health Science Department.
4. Admission may be denied to an applicant who has failed or withdrew failing from a program and whose overall record makes program completion unlikely (example: two program withdrawals); or who has health and/or safety deficits which place clients at risk.

Enrollment Requirements

After students have been selected by the above procedure, the following requirements must be met:

- a. A *Physical Exam* documented on the Moorpark College Nursing and Radiography Health Appraisal form available in the Student Handbook, which considers freedom from communicable diseases and ability to function in a hospital setting.
 - i. *Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella*
 - ii. Current immunity status *VDRL*.
- b. Evidence of physical and emotional fitness upon admission and throughout each program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies used as sites.
- c. *Current Cardiopulmonary Resuscitation C* certification, renewable every two years either *HS 18* or Red Cross Certificate: *CPR-C*.
- d. *Malpractice Insurance*. Paid as part of the first and third semester course registration fees.

For more information concerning these three admission requirements, refer to the *Health Science Nursing or Radiography Student Handbooks* available in the Moorpark College Bookstore.

Program Requirements

All students admitted to a Health Science program are expected to maintain the highest personal and ethical standards of conduct consistent with 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 may recommend to the college dismissal from the program.

The conviction of a felony may prohibit licensure as a Health Care professional. Each case is reviewed and determined by the appropriate California Licensing Board. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions and evidence of rehabilitation.

Courses are taken on campus concurrently with supervised clinical laboratory experience in selected hospitals and health care agencies. The clinical sites extend from northern Ventura County to northwestern portions of the San Fernando Valley, within an approximate 40-mile radius from Moorpark College. Each student is responsible for his or her own transportation. For successful completion of a Health Sciences program, a minimum grade of C is necessary in all courses required for the major. The student must maintain an overall GPA of 2.0 to continue in a Health Sciences program.

A materials fee is mandatory at registration for many of the Nursing and Radiography courses. The materials fees range from \$8.00 to \$105.00.

Advanced Placement

Opportunities for advanced placement are available to: Licensed Vocational Nurses, Limited Permit X-Ray Technicians, others with Health Care credentials and transfer students from accredited colleges or programs and readmission applicants, based on space available. Limited Permit X-Ray Technicians may be admitted to Advanced Placement Level I Spring semester after passing the RadT 1B Challenge Exam or successful completion of RadT 1B Fall semester. For others, there are several options available depending on the qualifications and needs of the applicant. Please review the Credit by Examination Policy discussed in the Academic Policies section of this catalog.

Advanced placement applicants will have access to open spaces *with priority given to former Moorpark College Health Science students in good standing*. Credit for courses taken at another institution will be evaluated on an individual basis. *Advanced placement applicant students are not accepted or readmitted into the last semester of a Health Science program*.

Graduate nurses lacking California licensure requirements may be admitted into the open spaces to complete any needed courses as specified by the California Board of Registered Nursing.

Continuing Education

After completion of 12 units in residence at Moorpark College, students who hold a current California license as a Registered Nurse or a Radiologic Technologist and are presently enrolled and in good standing at Moorpark College may petition through the Nursing/Radiography Counselor for units of credit through the appropriate Nursing/Radiography program applicable toward an A.S. degree.

Moorpark College has been approved by the Board of Registered Nursing as a *Continuing Education Provider* (number 02811).

The Board of Registered Nursing recognizes academic courses for continuing education credit with "...one (1) academic semester unit equaling fifteen (15) continuing education hours. The course content must be relevant to the practice of nursing and related to the scientific knowledge or technical skills required for the practice of nursing or be related to direct and/or indirect patient/client care...at a level above that which is required for licensure." Examples of such courses offered at Moorpark College are: Anth 1, 2; CD 40; Foreign Languages; HS 15; NS 22A/B, 89A-Z; NtS 1, 3, 4, 5; Psych 3, 4, 5, 8, 9, 10, 11, 30; Soc 2, 4, 5; Sp Ed 10A, 10B, 10C. Courses may be taken for credit/no credit or a letter grade, and a *grade slip or transcript documents proof of attendance*. If there is any question of approval, *it is the individual's responsibility to contact the Board of Registered Nursing*.

■ Health Information Technology

Associate in Science Degree

The Health Information Technology program is a newly developed regional program. This program is offered jointly by Santa Barbara City College and Moorpark College throughout the

Tri-Counties and Antelope Valley. During the Fall 1997 semester, the first introductory course HIT 100, Health Information Technology, is being offered by Santa Barbara City College through distance learning.

This two year Associate of Science Degree program prepares the graduate for positions in Health Information / Medical Records departments in health care facilities. Responsibilities typically include compiling, analyzing, and evaluating health information; maintaining and using health data; controlling the use and release of health information; and supervising staff. Pending program approval and accreditation by the American Health Information Management Association, a graduate may take the national certifying examination to become an Accredited Record Technician.

Distance Learning: The Health Information Technology (HIT) distance learning courses offered at Santa Barbara City College and the Health Science (HS) courses offered at Moorpark College are available to any community college student enrolled in the HIT program within the region. Students enroll in their home college for the general education and science courses required for their degree.

The core elements of each of the distance learning courses will include the successful completion of the course objectives using resources such as textbooks, course modules, videotapes, and computer software. All students must attend an orientation for the class session of each distance learning course at Santa Barbara City College and/or Moorpark College. There will be weekly regional study groups meeting at a mutually convenient time/location for a majority of the group members. A student facilitator, selected by each group, will lead/moderate discussion sessions. Course content, exercises, and assignments will be discussed. Discussion sessions and test review sessions will be conducted by the course instructor and held at Santa Barbara City College and Moorpark College prior to the mid-term and final examinations. All examinations will be provided at Moorpark College. Clinical courses will be arranged as close to the student's city of residence as possible. Clinical courses will be provided at a health care facility under the guidance of a clinical preceptor.

Qualifying requirements to the program: Math Assessment: Qualify for Math 3 -Intermediate Algebra or completion of Math 1 - Elementary Algebra; English Assessment: Qualify for Eng 1A - English Composition or completion of Eng 2 - Preparatory English

Admissions: There is a yearly fall semester admission to the program on a first come, first served basis. Moorpark College has a minimum of 10 seats available in the program.

For more information concerning application, program requirements, and the curriculum, contact the HSI counselors or the Health Science Department.

■ Nursing Science

Associate in Science Degree

The Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge and skill basic to the functions of registered nurses in the direct care of patients.

The nursing program is accredited by the *California State Board of Registered Nursing* and by the *National League of Nursing*.

The course work required for the Associate in Science Degree in Nursing Science is as follows:

Preparation for the Nursing Major:	Units
AnPhys 1/1L... Intro to Human Anatomy/Physiology/Lab:	5
3 hrs Lec., 6 hrs Lab. (prerequisite: Biol 1 or equiv. college course)	
or	
An 1	4
General Human Anatomy: 2 hrs Lec, 6 hrs Lab. ... 4	
(prerequisite: Biol 1 or Biol 2A or equiv.)	
and	
Phys 1..... Human Physiology: 4 hrs Lec., 3 hrs Lab.	5

(prerequisites: Chem 12 or equiv. or high school chemistry and Biol 1 or Biol 2A or equiv.)

Micro 1.....	Principles of Microbiology: 3 hrs Lec.,	5
	6 hrs Lab. (prerequisites: Chem 12 or equiv. or high school chemistry and a satisfactory grade in Biol 1 or Biol 2A or equiv.)	

Required General Education Courses:

The remaining required courses may be taken anytime *prior to the last semester of the ADN program*, but it is recommended that as many of these be completed as possible *prior to entry*.

Engl 1A.....	English Composition	3
Psych 1A.....	Intro to Psychology	3
Spch 1.....	Intro to Speech.....	3
Select one (1) of the following courses:		
Anth 2	Cultural Anthropology.....	3
Soc 1	Intro to Sociology	3
Choose one course from each category.		
American History and Institutions.....		3
Fine or Performing Arts.....		3
Communication or Analytical Thinking		3
(Phil 7 or 9, or Spch 7 recommended)		
Physical Education.....		1-3
Physical Science.....		4
(Chem 12 or Ph 5 meets the requirement)		
Biological Science.....		4
(Biol 1 or Biol 2A or AnPh 1/1L from Ventura College meets this requirement)		
Other suggested (not required) relevant courses: Computer Literacy course; HS 15, 18, 19A/B, 20; NtS 1, 5; Ph 1; Psych 1B, 3, 7, 11, 30		

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

Consult with a Health Science Counselor if you are considering transferring to a Bachelor's Degree in Nursing program to assist with course selections.

Required Nursing Science Courses:

NS 1A/1AL.....	Beginning Nursing Science I/Beginning Clinical Nursing Lab I	2/2
NS 1B/1BL.....	Beginning Nursing Science II/Beginning Clinical Nursing Lab II	2/2
NS 2A/2AL.....	Maternal Child and Gynecological Nursing/Clinical Nursing Lab	2.5/2.5
NS 2B/2BL.....	Intermediate Nursing Science I/Intermediate Clinical Nursing Lab I	2.5/2
NS 3A/3AL.....	Intermediate Nursing Science II/Intermediate Clinical Nursing Lab II	2.5/2.5
NS 3B/3BL.....	Psychiatric/Gerontological/Community Nursing/Clinical Nursing Lab	2.5/2.5
NS 4A/4AL.....	Advanced Nursing Science/Advanced Clinical Nursing Lab	2.5/2.5
NS 4B	Preparation for Professional Practice - Preceptorship.....	4
		36.5

Nursing Science Course Sequence:

First Semester		Third Semester	
HS 15*	3	NS 3A/3AL	5
HS 18*	0.5	NS 3B/3BL	5
(or Red Cross Certificate CPR-C)		NS 13A*	0.5
NS 1A/1AL	4	NS 13B*	0.5
NS 1B/1BL	4		<u>11</u>
NS 11A*	0.5		
NS 11B*	0.5		
	<u>12.5</u>		

Second Semester		Fourth Semester	
NS 2A/2AL	5	NS 4A/4AL	5
NS 2B/2BL	4.5	NS 4B	4
NS 12A*	0.5	NS 14A*	0.5
NS 12B*	0.5	NS 22A*	2-3
NS 22A*	1-3		<u>11.5</u>
	<u>11.5</u>		

Summer Session	
NS 49*	4
	<u>4</u>

*Elective Nursing Science Courses
This sequence does not include the required science and general education classes

■ Radiologic Technology

Associate in Science Degree

The Associate Degree in Radiologic Technology (ADRT) is intended to develop the necessary knowledge and skill basic to the functions of the Radiographer in performing diagnostic x-ray procedures in hospital or other health care settings.

The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, and by the California Department of Health. Radiography students must complete (or be enrolled in) all general education and required Radiologic Technology courses to be eligible to take the California and National Licensing Exams administered during the last semester of the program.

The course work required for the Associate in Science Degree in Radiologic Technology is as follows:

Preparation for the Radiography Major:	Units
AnPhys 1/1L.. Intro to Human Anatomy/Physiology/Lab:	5
3 hrs Lec., 6 hrs Lab. (prerequisite: Biol 1 or equiv. college course)	
or	
An 1	4
General Human Anatomy: 2 hrs Lec., 6 hrs Lab. ..	
(prerequisite: Biol 1 or Biol 2A or equiv.)	
and	
Phys 1	5
Human Physiology: 4 hrs Lec., 3 hrs Lab.	
(prerequisites: Chem 12 or equiv. or high school chemistry and Biol 1 or Biol 2A or equiv.)	
Ph 5/5L	4
Radiation Physics/Lab: 3 hrs Lec., 3 hrs Lab.	
(prerequisite: Math 1 or equiv.)	
or	
Ph 10A/10AL	10
and	
Ph 10B/10BL	10
General Physics/Lab I and II: 4 hrs Lec.,	
3 hrs Lab each. (prerequisite: Math 4A or Math 6 or Math 7 or equiv. college course, or equiv. skills which may be measured by the college assessment process)	
These courses are required for transfer to California State University Northridge's Bachelor's in Radiologic Technology.	
HS 19A	3
Beginning Medical Terminology: 3 hrs Lec.	

Required General Education Courses:

Due to the number of units required in this program, it is recommended that as many of these courses be completed as possible prior to entry.	
Engl 1A	3
English Composition	3

Choose one course from each category.	
Biological Science	4
(Biol 1 or Biol 2A or AnPh 1/1L from Ventura College meets this requirement)	
American History and Institutions	3
Social and Behavioral Science	3
(Psych 1A is recommended)	
Fine or Performing Arts	3
Humanities (Spch 1 is recommended)	3
Communication or Analytical Thinking	3
(Phil 7 or 9, or Spch 7 is recommended)	
Physical Education	1-3
Computer Literacy Course	1
(BIS 10A is recommended)	

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

Required Radiologic Technology Courses:	Units
RadT 1A/1AL .. Fundamentals of Radiographic Practice I/	
Fundamentals Clinical Lab I	3/5
RadT 1B	
Principles of Radiation Interaction and Radiographic Technique I	3
RadT 2A/2AL .. Fundamentals of Radiographic Practice II/	
Fundamentals Clinical Lab II	3/5
RadT 2B	
Principles of Radiation Protection, Radiobiology/Radiographic Technique II	3
RadT 3A/3AL .. Intermediate Radiographic Practice/	
Intermediate Clinical Lab	2/8
RadT 3B	
Radiographic Pathology	3
RadT 4A/4AL .. Advanced Radiographic Practice/Advanced	
Clinical Laboratory	3/8
RadT 10/10L .. Intro to Radiologic Technology/Intro to	
Radiologic Technology Skills Lab	1.5/1
RadT 11	
Radiography Skills Lab I	1
RadT 12	
Radiologic Technology Skills Lab II	1
RadT 13	
Radiography Skills Lab III	1
RadT 14	
Radiographic Film Critique Skills Lab	1
RadT 49	4.5
Radiographic Summer Practicum	<u>57.0</u>

Radiologic Technology Course Sequence*:

All students must begin program Summer Session.

Summer Session #1		Summer Session #2	
HS 18	0.5	RadT 49	4.5
(or Red Cross Certificate CPR-C)			<u>4.5</u>
RadT 10/10L	1.5/1		
	<u>3</u>		
Fall Semester #1		Fall Semester #2	
RadT 1A/1AL	3/5	RadT 3A/3AL	2/8
RadT 1B	3	RadT 3B	3
RadT 11	1	RadT 13	1
	<u>12</u>		<u>14</u>
Spring Semester #1		Spring Semester #2	
RadT 2A/2AL	3/5	RadT 4A/4AL	3/8
RadT 2B	3	RadT 14	1
RadT 12	1		<u>12</u>
	<u>12</u>		

*This sequence does not include the required science and general education courses.

Health Science Courses

HS 15 -- 3 Units

Pharmacology

Class Hours: 3 lecture

This course will provide an understanding of the mechanisms and uses of currently available drugs. It will provide a foundation of knowledge that will allow the student to understand future developments in drug therapy and allow for administering drugs more efficiently and safely. Drug information and mathematical calculations will be oriented

to the clinical practice setting. The course may be repeated because yearly revisions are required to reflect the constantly changing pharmaceutical approaches and resultant implications and patient care. May be taken four (4) times for credit. *Transfer credit: CSU*

HS 16 -- 1 Unit

Basic Skills for the Health Care Provider

Class Hours: 1 lecture, 6 laboratory for 6 weeks

This course is designed to provide basic client care skills to those preparing for a career in the Health Care Industry; as well as those individuals desiring knowledge concerning providing care. The focus is on the essentials of the principles and practices of safe and effective care in the multifaceted, multicultural evolving Health Care field. Communication, caring, safety, documentation, ethics, and legal accountability associated with providing client care are integrated throughout the course. May be taken two (2) times for credit.

HS 18 -- .5 Unit

CPR-C for Health Science★

Prerequisite: Admission to ADN Program or registered nurse, admission to ADRT Program or certified radiologic technologist, vocational nurse, psychiatric technician or respiratory therapist

Class Hours: 8 lecture total

This course will provide basic Cardiopulmonary Resuscitation techniques of single person, two person, child and infant resuscitation. Basic techniques to relieve obstructed airway in adult, child and infant are covered. Standards required by hospitals for personnel related to emergency resuscitation procedures relative to specific disease processes and the hospital setting. Orientation to crash cart medications and protocol is included. May be taken four (4) times for credit. **THIS COURSE FULFILLS THE HEALTH GENERAL EDUCATION REQUIREMENT FOR THE A.S. DEGREE IN NURSING AND RADIOLOGIC TECHNOLOGY.**

HS 19A -- 2 Units

Beginning Medical Terminology

Class Hours: 2 lecture

This course is intended to assist students preparing for a career in the Health Care industry to learn word-building principles for defining, using, spelling and pronouncing medical words. Phonetic pronunciations will be emphasized. *Transfer credit: CSU*

HS 19B -- 3 Units

Advanced Medical Terminology

Prerequisite: HS 19A or Anatomy and/or Physiology

Class Hours: 3 lecture

This course will enable the student interested in the Health Care field to expand their knowledge of Medical Terminology. Anatomical systems are presented as well as documented health care related case studies and reports. Extensive application exercises will be reviewed. *Transfer credit: CSU*

HS 20 -- 2 Units

Introduction to Health Science

Class Hours: 2 lecture

This course introduces the student to the current status of the health care industry and to the career and employment opportunities available. Strategies for success, preparation, admission and completion of a Health Science education will be discussed. The student will have an individual assessment of aptitude and career interest. *Transfer credit: CSU*

Nursing Science Courses

NS 1A -- 2 Units

Beginning Nursing Science I

Prerequisite: Admission to Moorpark College ADN Program

Corequisite: NS 1AL

Class Hours: 4 lecture for 8 weeks

The focus of this course is on basic nursing skills and principles; cultural diversity, and growth and development concepts will be included. Client assessment, diagnosis, intervention and evaluation will be introduced with emphasis on identifying the client's universal self-care requisites: air, water, food, elimination, activity, social and safety and normalcy throughout the life span. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 1AL -- 2 Units

Beginning Clinical Nursing Laboratory I

Prerequisite: Admission to Moorpark College ADN Program

Corequisite: NS 1A

Class Hours: 12 clinical for 8 weeks

This is an introductory clinical nursing laboratory experience which allows the student to apply the nursing process and basic skills and principles in the care of geriatric clients. The clinical experience is two clinical days per week. The first four weeks will be in a simulated skills laboratory learning basic nursing skills. The second four weeks will be in a skilled nursing facility. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 1B -- 2 Units

Beginning Nursing Science II

Prerequisite: NS 1A

Corequisite: NS 1BL

Class Hours: 4 lecture for 8 weeks

This course is an introduction to the application of the nursing process as a basis for nursing practice. Emphasis is placed on assessing self-care demands or deficits, determining nursing diagnosis, and providing intervention based on beginning nursing skills through the modes of acting, teaching, guiding and supporting with follow-up evaluation. More complex nursing skills will be introduced including medication administration and physical assessment. Nutrition, pharmacology, legal/ethical aspects, bio-psycho-social-spiritual aspects, preventive, supportive, rehabilitative nursing is integrated throughout this course and the following courses in Nursing Science. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 1BL -- 2 Units

Beginning Clinical Nursing Laboratory II

Prerequisite: NS 1AL

Corequisite: NS 1B

Class Hours: 12 clinical for 8 weeks

This course is an introduction to a more complex clinical nursing laboratory experience which allows the student to apply the nursing process, concepts and skills. The experience is two clinical days per week in an acute care facility with the focus on care of the client throughout the life cycle. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 2A -- 2.5 Units

Maternal Child and Gynecological Nursing

Prerequisites: NS 1A/1AL, NS 1B/1BL or equivalent

Corequisite: NS 2AL

Class Hours: 5 lecture for 8 weeks

This course includes the study of the childbearing family with emphasis on pregnancy/complications, fetal development, labor and delivery, postpartum and newborn periods, pediatrics and women's health. Using concepts from Orem's model and the nursing process the student will identify requisite and self-care deficits including health deviations related to women, infants and children, and plan, implement, and evaluate nursing actions. Nutrition, pharmacology, legal/ethical aspects, bio-psycho-sociocultural and spiritual aspects, preventive, remedial, supportive and rehabilitative nursing is integrated. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 2AL -- 2.5 Units

Maternal Child and Gynecological Clinical Nursing Laboratory

Prerequisites: NS 1A/1AL, NS 1B/1BL or equivalent

Corequisite: NS 2A

Class Hours: 15 clinical for 8 weeks

This clinical experience provides an opportunity for the student to apply the nursing process, maternal child and gynecological concepts and skills to the obstetrical, pediatric and gynecological client in the acute care, outpatient and community setting. The clinical lab may be a day or evening or combination of both. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 2B -- 2.5 Units**Intermediate Nursing Science I**

Prerequisites: NS 1A/1AL, NS 1B/1BL or equivalent

Corequisite: NS 2BL

Class Hours: 5 lecture for 8 weeks

This intermediate course is based on the concept of self-care and utilization of the nursing process. The focus will be on the interaction of the self-care agency, the nursing agency and the other health care team members to meet the client's self-care demands. Selected adult-elder/pediatric self-care deficits requiring intermediate nursing actions related to health promotion and deviations: musculoskeletal, hematologic, gastrointestinal, fluid/electrolyte, renal, cardiovascular, respiratory, and diabetes will be studied. Diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition, cultural, spiritual and mental health concepts are studied. Also, nursing critical thinking and decision-making skills, legal and ethical considerations, growth and development as related to the client's therapeutic self-care demand are addressed. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 2BL -- 2 Units**Intermediate Clinical Nursing Laboratory I**

Prerequisites: NS 1A/1AL, NS 1B/1BL or equivalent

Corequisite: NS 2B

Class Hours: 12 clinical for 8 weeks

This is an intermediate clinical laboratory course which allows the student to apply the nursing process, concepts and nursing skills identified in NS 2B. The clinical experience is two 6.0 hour per week rotations and may be day or evening combination in acute and ambulatory care facilities. Clinical out rotations are offered in specialty areas to include: surgical department, gastrointestinal laboratory, and emergency department. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 3A -- 2.5 Units**Intermediate Nursing Science II**

Prerequisites: NS 2A/2AL, NS 2B/2BL or equivalent

Corequisite: NS 3AL

Class Hours: 5 lecture for 8 weeks

This course is a continuation of Intermediate Nursing Science I. The course stresses the self-care concept of nursing, the nursing process, the interaction of the nursing agency and the self-care agency to meet the client's self-care demands. Selected adult/geriatric, and pediatric clients with health deviations and self-care deficits related to: advanced nutritional alterations, alterations in sensorimotor, physical integrity, and human functioning will be the focus. Diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition, cultural, spiritual and mental health concepts are incorporated in this course. Also, the role of the professional nurse in the health care delivery system, client education and ethical considerations as related to the client's therapeutic self-care demands are addressed. A major focus of this course will be the development of critical thinking and problem-solving skills. Patient care management will be the primary key. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 3AL -- 2.5 Units**Intermediate Nursing Science Laboratory II**

Prerequisites: NS 2A/2AL, NS 2B/2BL or equivalent

Corequisite: NS 3A

Class Hours: 15 clinical for 8 weeks

This course is an intermediate clinical laboratory which allows the student to apply the nursing process, concepts and skills identified in Nursing Science 3A. A major focus of this course will be the application of critical thinking and problem-solving skills, along with refinement of communication and interpersonal relationship skills. Patient care management will be the primary key. The clinical experience is two 7.5 hour rotations, and may be a day or evening combination in an acute care facility. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 3B -- 2.5 Units**Psychiatric/Gerontological/Community Nursing**

Prerequisites: NS 2A/2AL, NS 2B/2BL or equivalent

Corequisite: NS 3BL

Class Hours: 5 lecture for 8 weeks

This course focuses on the application of the nursing process to the client, community, family and groups with psycho-social self-care deficits across the adult-elder life span. Emphasis is placed on chronic mental and physical deficits impacting the adult-elder population. Human responses to these deficits and intervention modes -- wholly compensatory, partially compensatory, and educative/supportive are discussed relative to the client and care givers. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 3BL -- 2.5 Units**Psychiatric/Gerontological/Community Clinical Nursing****Laboratory**

Prerequisites: NS 2A/2AL, NS 2B/2BL or equivalent

Corequisite: NS 3B

Class Hours: 15 clinical for 8 weeks

This clinical experience allows the student to apply the nursing process, nursing concepts and skills to adult psychiatric and gerontological clients. The clinical hours will include both day and evening rotation. The clinical settings will include acute care, community health and convalescent care. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 4A -- 2.5 Units**Advanced Nursing Science**

Prerequisites: NS 3A/3AL, NS 3B/3BL

Corequisite: NS 4AL

Class Hours: 5 lecture for 8 weeks

This advanced course of nursing practice focuses on the application of the nursing process to the client with complex health deviations involving multiple systems all within the context of the family. A wholistic approach of viewing the client's health functions (organic, psychological, and social) throughout the life cycle is utilized. Within the professional nursing practice importance is placed on three systems: compensatory, partially compensatory, and educative-supportive. Additional emphasis is placed on nursing judgment reflecting critical thinking, decision-making, leadership, collaboration, and teaching based on application of theory. Clinical experience is concurrent. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 4AL -- 2.5 Units**Advanced Clinical Nursing Laboratory**

Prerequisites: NS 3A/3AL, NS 3B/3BL

Corequisite: NS 4A

Class Hours: 15 clinical for 8 weeks

This is an advanced clinical laboratory which allows application of the nursing process, concepts and skills identified in Nursing Science 4A. The clinical experience involves two, 7.5 hour rotations -- which may include days, evenings, or a combination of both -- in an acute care facility providing students with experience in the intensive care unit and other specialty areas. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 4B -- 4 Units**Preparation for Professional Practice - Preceptorship**

Prerequisites: NS 4A/4AL

Class Hours: 24 lecture, 120 clinical total

To ease the transition from student to staff nurse, principles of total patient care, leadership and professionalism relevant to current nursing practice will be presented. The focus is on health care systems and the practice of nursing including: legal and ethical issues, professional organizations, reality shock and current issues that confront nurses today. Opportunities are provided to participate as a nursing team leader and/or primary nurse in an acute care facility. The student provides care to a group of patients utilizing a Registered Nurse as a preceptor to improve clinical practice and professional skills. THIS COURSE FULFILLS THE HEALTH GENERAL EDUCATION REQUIREMENT FOR THE A.S. DEGREE IN NURSING. *Transfer credit: CSU*

NS 11A -- .5 Unit**Nursing Skills Laboratory**

Class Hours: 3 laboratory for 8 weeks

This lab will provide an opportunity for practical application of theory content from Nursing Science 1A through simulated clinical experience, computer-assisted instruction, viewing audio-visuals, discussing case studies, and individualized instruction. The open-lab structure allows students to freely choose their attendance times. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 11B -- .5 Unit**Nursing Skills Laboratory**

Class Hours: 3 laboratory for 8 weeks

This lab will provide an opportunity for practical application of theory content from Nursing Science 1B through simulated clinical experience, computer-assisted instruction, viewing audio-visuals, discussing case studies, and individualized instruction. The open-lab structure allows students to freely choose their attendance times. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 12A -- .5 Unit**Nursing Skills Laboratory**

Class Hours: 3 laboratory for 8 weeks

This lab will provide an opportunity for practical application of theory content from Nursing Science 2A through simulated clinical experience, computer-assisted instruction, viewing audio-visuals, discussing case studies, and individualized instruction. The open-lab structure allows students to freely choose their attendance times. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 12B -- .5 Unit**Nursing Skills Laboratory**

Class Hours: 3 laboratory for 8 weeks

This lab will provide an opportunity for practical application of theory content from Nursing Science 2B through simulated clinical experience, computer-assisted instruction, viewing audio-visuals, discussing case studies, and individualized instruction. The open-lab structure allows students to freely choose their attendance times. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 13A -- .5 Unit**Nursing Skills Laboratory**

Prerequisites: NS 2B/2BL or equivalent

Class Hours: 3 laboratory for 8 weeks

This practicum will provide an opportunity for clinical application of theory content from the Nursing Science 3A course work, through simulated clinical experiences in an Intermediate Nursing Skills laboratory. The focus of the lab will be Intravenous Therapy which includes IVPB administration. Other skills to be practiced are test taking, critical thinking, and communication. Students will have "hands-on" exposure to computers. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 13B -- .5 Unit**Nursing Skills Laboratory**

Prerequisites: NS 2B/2BL or equivalent

Class Hours: 3 laboratory for 8 weeks

This practicum will provide an opportunity for practical application of theory content from the Nursing Science 3B course work, through simulated clinical experiences in a beginning Psychiatric/Gerontological/Community Nursing skills laboratory. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 14A -- .5 Unit**Nursing Skills Laboratory**

Class Hours: 3 laboratory for 8 weeks

This lab will provide an opportunity for practical application of theory content from Nursing Science 4A through simulated clinical experience, computer-assisted instruction, viewing audio-visuals, discussing case studies, and individualized instruction. The open-lab structure allows students to freely choose their attendance times. May be taken three (3) times for credit. *Transfer credit: CSU*

NS 22A/B -- .5-3/5-3 Units**Independent Studies in Nursing**

Prerequisite: A previous course in Nursing Science

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of nursing science on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

NS 49 -- 4 Units**Nursing Practicum★**

Prerequisites: Successful completion of the second semester of an accredited Nursing Program; meet all hospital requirements; written verification of skills proficiency

Class Hours: 40 work experience hours for 8 weeks

This 8-week Summer Intersession course is designed to provide the intermediate nursing student with a paid practicum cooperatively planned by an employing agency and the nursing faculty. Focus is on providing practical experience in a realistic work setting in a very concentrated period of time; and classroom discussion of issues directly related to the practicum in an acute hospital setting. May be taken two (2) times for credit. Graded Credit/No Credit

NS 50A -- 4 Units**Graduate Nurse Internship I**

Prerequisites: Documentation of NCLEX completion or RN license, certification of 5 successful IV procedures, current CPR-C, current Malpractice insurance, meet all clinical facility requirements

Class Hours: 40 hours per 8 weeks

This eight week paid internship is designed to assist the new graduate to successfully function as a Registered Nurse. This internship, cooperatively planned by an employing agency and the nursing faculty, allows the graduate to transition to the work setting and provide nursing care to a realistic patient assignment, with clinical orientation and review of issues directly related to the work setting: legal/liability, risk management, physical assessment. Interns will be selected based on application procedure. For further information contact the Health Sciences Department. *Transfer credit: CSU*

NS 50B -- 4 Units**Graduate Nurse Internship II**

Prerequisites: NS 50A, Documentation of NCLEX completion or RN license, certification of 5 successful IV procedures, current CPR-C, current Malpractice insurance, meet all clinical facility requirements

Class Hours: 40 hours per 8 weeks

This course provides an additional eight week paid internship designed to assist the new graduate to function as a Registered Nurse in a leadership role and practice more complex skills. This internship, cooperatively planned by an employing agency and the nursing faculty, allows the graduate to practice leadership skills in the work setting by providing and managing nursing care; a review of clinical issues directly related to the work setting will be provided: leadership and management skills, phlebotomy, 12 lead EKG, computer documentation, communication and conflict resolution, health care economics/trends and the expanding role of the nurse, clinical pathways/discharge planning, advanced assessment, risk management, sexual harassment, physician relationship, age related assessment, violent behavior in the workplace, and peer review. Interns will be selected based on application procedure. For further information contact the Health Sciences Department. *Transfer credit: CSU*

NS 51 -- 3 units**Home Health Nursing**

Prerequisites: Registered Nurse License

Class Hours: 24 lecture, 72 laboratory total

This course assists the Registered Nurse to successfully transition into Home Health Nursing. Opportunities and challenges in the home care setting will be addressed through classroom and clinical experiences. A Registered Nurse preceptor selected from a home health agency will serve as a clinical mentor. The clinical times and days are to be arranged between the student and the preceptor. May be taken two (2) times for credit. *Transfer credit: CSU*

NS 60A-Z -- 1-3 Units

Topics in Nursing Science

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

NS 89A-Z -- .5-3 Units

Institutes in Nursing Science ★

Prerequisites: Admission to ADN Program, Registered Nurse, Licensed Vocational Nurse, Psychiatric Technician

Class Hours: Variable

This is a series of special lectures and discussions on selected topics in nursing science which are not included in the Nursing Science offerings.

Radiologic Technology Courses

RadT 1A -- 3 Units

Fundamentals of Radiographic Practice I

Prerequisites: RadT 10/10L

Corequisites: RadT 1AL, RadT 1B, RadT 11

Class Hours: 3 lecture

This course will focus on routine radiographic positioning and procedures of the cardiopulmonary system, the bony thorax, the abdominal cavity, upper extremities, lower extremities and related joints. Also included will be radiographic film critique for technical and positioning errors. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 1AL -- 5 Units

Fundamentals Clinical Lab I

Prerequisites: RadT 10/10L

Corequisites: RadT 1A, RadT 1B, RadT 11

Class Hours: 16 laboratory

This is an introductory clinical laboratory that will provide an opportunity for practical application from RadT 1A theory and skills lab content. This lab will take place in the x-ray department of a pre-assigned

clinical affiliate. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 1B -- 3 Units

Principles of Radiation Interaction and Radiographic Technique I

Prerequisites: RadT 10/10L

Corequisites: RadT 1A/1AL, RadT 11

Class Hours: 3 lecture

This course provides an introduction to the role of the Radiographer. A study of the function and manipulation of equipment and technical factors used in the production of x-rays and in imaging systems used within radiology. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 2A -- 3 Units

Fundamentals of Radiographic Practice II

Prerequisites: RadT 1A/1AL, RadT 1B

Corequisites: RadT 2AL, RadT 2B, RadT 12

Class Hours: 3 lecture

This course will assist the student to focus on procedure and positioning information of the complete spinal column as well as the contrast studies of the urinary and gastrointestinal tracts. Some special attention will be given to invasive vascular procedures of these two tracts as well. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 2AL -- 5 Units

Fundamentals Clinical Lab II

Prerequisites: RadT 1A/1AL, RadT 1B

Corequisites: RadT 2A, RadT 2B, RadT 12

Class Hours: 16 laboratory

This clinical laboratory will provide an opportunity for practical application from RadT 2A theory and skills lab content. This lab will take place in an x-ray department of a pre-assigned clinical affiliate. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 2B -- 3 Units

Principles of Radiation Protection, Radiobiology and Radiographic Technique II

Prerequisites: RadT 1A/1AL, RadT 1B

Corequisites: RadT 2A/2AL, RadT 12

Class Hours: 3 lecture

This course provides the student Radiographer with the basic principles of radiation protection and radiobiology. It also includes problem solving, quality assurance, transformers and rectification. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 3A -- 2 Units

Intermediate Radiographic Practice

Prerequisites: RadT 2A/2AL, RadT 2B, RadT 49

Corequisites: RadT 3AL, RadT 3B, RadT 13

Class Hours: 2 lecture

This course is a continuation of radiographic positioning. Part I will primarily focus on detailed radiography of the cranium and facial bone area. Part II will introduce the student to cerebral angiography, mammography, lymphangiography, and cine/cardio-angiography. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 3AL -- 8 Units

Intermediate Clinical Lab

Prerequisites: RadT 2A/2AL, RadT 2B, RadT 49

Corequisites: RadT 3A, RadT 3B, RadT 13

Class Hours: 24 laboratory

This is an intermediate clinical laboratory that will provide an opportunity for practical application from RadT 3A theory and skills lab content. This lab will take place in an x-ray department of a pre-assigned clinical affiliate. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 3B -- 3 Units

Radiographic Pathology

Prerequisites: RadT 2A/2AL, RadT 2B, RadT 49

Corequisites: RadT 3A/3AL, RadT 13

Class Hours: 3 lecture

The purpose of this course is to introduce the advanced radiography student to various types of disease processes seen radiographically. Its intent is to incorporate previously learned clinical experiences with information in this course and use it as a base for further clinical practice. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 4A -- 3 Units

Advanced Radiographic Practice

Prerequisites: RadT 3A/3AL, RadT 3B

Corequisites: RadT 4AL, RadT 14

Class Hours: 3 lecture

The prime focus in this course is to introduce the advanced radiography student to advanced imaging specializations in the radiation sciences, as well as complete the last segment of invasive studies in the program, especially those in the heart/vascular area. May be taken two (2) times for credit. THIS COURSE FULFILLS THE HEALTH GENERAL EDUCATION REQUIREMENT FOR AN A.S. DEGREE IN RADIOLOGIC TECHNOLOGY. *Transfer credit: CSU*

RadT 4AL -- 8 Units

Advanced Clinical Laboratory

Prerequisites: RadT 3A/3AL, RadT 3B

Corequisites: RadT 4A, RadT 14

Class Hours: 24 laboratory

This course will focus on the advanced radiography student in advanced clinical practice from materials presented in RadT 4A and as coordinated with rotation in computer tomography, magnetic resonance, ultrasound and special procedures on an observational basis. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 10 -- 1 Unit

Introduction to Radiologic Technology

Prerequisite: Admission to the Moorpark College Radiography Program, AnPhys 1, Phys 5/5L,

Corequisite: RadT 10L and HS 16

Class Hours: 6 lecture for 3 weeks

This course will focus on providing the new radiography students with entry-level information to begin clinical practice to a diverse client population in a radiography department. Basically, the course will emphasize topics dealing with radiation protection, equipment manipulation and safety, and darkroom processing. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 10L -- 1.5 Units

Introduction to Radiologic Technology Skills Lab

Prerequisite: Admission to the Moorpark College Radiography Program; AnPhys 1, Phys 5/5L

Corequisite: RadT 10 and HS 16

Class Hours: 4 laboratory for 3 weeks, 30 hours a week in the Radiology department the fourth and fifth weeks.

This lab course will permit the new radiography student to participate in a simulated radiography department setting in the on campus Radiography skills lab. During this lab the student will participate in darkroom procedures, equipment manipulation, basic patient body positions, and radiation protection procedure. The course will conclude with 60 hours of clinical practicum orientation in the hospital setting during the last two weeks. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 11 -- 1 Unit

Radiography Skills Lab I

Prerequisite: RadT 10

Corequisites: RadT 1A/1AL, RadT 1B

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from RadT 1A course work through simulated clinical experiences in a radiography skills lab. Each student will practice positioning with a "mock Patient" and make actual radiographs with an x-ray phantom. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 12 -- 1 Unit

Radiologic Technology Skills Lab II

Prerequisite: RadT 11

Corequisites: RadT 2A/2AL, RadT 2B

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from RadT 2A course work through simulated experiences in a radiography skills lab. Each student will practice positioning with a "mock patient" and make actual radiographs with an x-ray phantom. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 13 -- 1 Unit

Radiography Skills Lab III

Prerequisite: RadT 12

Corequisites: RadT 3A/3AL, RadT 3B

Class Hours: 3 laboratory

This practicum will provide an opportunity for practical application of theory content from RadT 3A course work through simulated experiences in a radiography skills lab. Each student will practice positioning with a "mock patient" and make actual radiographs with an x-ray phantom. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 14 -- 1 Unit

Radiographic Film Critique Skills Lab

Prerequisite: RadT 13

Corequisites: RadT 4A/4AL

Class Hours: 3 laboratory

The purpose of this class is to provide clinical film critique and to help correlate clinical and classroom education. The student will learn how to evaluate technical errors on radiographs, and how these errors may be avoided in the future. May be taken two (2) times for credit. *Transfer credit: CSU*

RadT 22A/B -- 1-3/1-3 Units

Independent Studies in Radiography

Prerequisite: A previous course in Radiologic Technology

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of radiography on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

RadT 49 -- 4.5 Units

Radiographic Practicum

Prerequisites: RadT 2A/2AL, RadT 2B

Class Hours: 40 work experience hours for 9 weeks

This 9-week Summer Intersession course will provide clinical experience in a pre-assigned clinical affiliate. The main focus will be on the improvement of clinical skills of all previously learned materials in Level I. The student is required to complete all specified radiographic examinations. Graded Credit/No Credit. May be taken two (2) times for credit. *Transfer Credit: CSU*

Hebrew

Study in the Hebrew language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities

B.A. Level	
Translator	Foreign-Exchange Trader
Diplomatic Office	Foreign Clerk
Tutor	Foreign Service Officer
Editor	

Faculty

Part Time Faculty	Counselor
Abby Gilad	Ofelia Romero-Motlagh
Margarit Lish	

Hebrew Courses

HEB 1 -- 4 Units

Elementary Hebrew I

Class Hours: 4 lecture, 1 laboratory by arrangement

This course introduces the essentials of grammar and vocabulary with an emphasis on reading, translating, and comprehension. Basic language forms will be reinforced through writing and conversation.
Transfer credit: CSU; UC

HEB 31A -- 3 Units

Beginning Conversational Hebrew

Class Hours: 3 lecture

This course is a basic practical course emphasizing vocabulary essentials, conversational patterns and pronunciation. It is a language-training course designed to produce proficiency in the practical aspects of using the language (Ulpan). Readings will touch on history and customs of modern Israel. May be taken two (2) times for credit.

History

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians deal with the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers both a necessary understanding of one's place in the human experience, and the conceptual framework for a lifelong avocation.

Career Opportunities

B.A. Level

(Careers require bachelors or advanced degrees)

Lobbyist	Program Development
Historian	Library Reference Worker
Politician	Communication Specialist
Law Clerk	Management Trainee
Diplomat	Researcher
Publicist	Museum Cataloger
Advertising	Marketing Researcher
Journalist	Pollster
Editor	Writer -- Fiction and Non-Fiction
Archivist	

Faculty

Full-Time

Daniel Brown
Cecile Copsey
Gerold Fecht
Joseph Gonzalez
Ranford Hopkins
Tomás Sanchez

Part-Time

Susan Bennion
Nenagh Brown
Scott Cameron
Rene Frazier
Bruce Loynd
James Morrison
Nan Yamane

Counselors

Mike Johnson
Lisa Raufman

History Courses

HIST 1A -- 3 Units

An Introduction to Western Civilization

Class Hours: 3 lecture

The course surveys important events and developments in western civilization from prehistory through the sixteenth century, through readings and discussions of important ideas, institutions, and contributions. *Transfer credit: CSU; UC. CAN: HIST 2. HIST 1A+HIST 1B=CAN HIST SEQ A*

HIST 1B -- 3 Units

An Introduction to Western Civilization

Class Hours: 3 lecture

This course surveys important events and developments in western civilization from the seventeenth century to modern times by means of continued readings and discussions of important ideas and institutions. Hist 1A is not a prerequisite for Hist 1B. *Transfer credit: CSU; UC. CAN: HIST 4. HIST 1A+HIST 1B=CAN HIST SEQ A*

HIST 2 -- 3 Units

From Freedom to Civil Rights

Class Hours: 3 lecture

This course is an analytical political, social, and cultural history of the African American experience during the struggle for civil rights from the era of Jim Crowism in the late Nineteenth century to the emergence of the modern Civil Rights movement and the subsequent radicalization of the movement in the 1960s and 1970s. *Transfer credit: CSU, UC pending.*

HIST 3 -- 3 Units

African-American History

Class Hours: 3 lecture

An analysis of the history of the African-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 African-Americans both collectively as a people and as specific individuals in the development of the United States of America. *Transfer credit: CSU; UC*

HIST 4 -- 3 Units

History of the Southwest

Class Hours: 3 lecture

This course surveys the history of the Chicano from pre-Columbian period to the present. Emphasis will be on the Mexican settlement of the American Southwest and the contributions of the Chicano to the development of the five Southwestern states (Arizona, California, Colorado, New Mexico, and Texas) in the context of American History. (co-numbered Ch St 4) *Transfer credit: CSU; UC*

HIST 5 -- 3 Units

United States History

Class Hours: 3 lecture

In this thematic and problems approach to a survey of American History, consideration is focused on the historical development of institutions and values that shape present-day America. Topics include democratic government; the use of nature; work; political and social reform; experiences of discrimination based on sex, race, and nationality; contributions of individuals and groups. *Transfer credit: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department: HIST 5 and 7A/B combined; maximum credit, 2 courses*

HIST 6 -- 3 Units

History of the American Indian*

Class Hours: 3 lecture

A survey of the history of the indigenous peoples of the Western Hemisphere from pre-Columbian times to the present. This course places emphasis on the peoples and cultures of North America, especially as those peoples have inter-mixed and associated with mainstream Anglo-America. *Transfer credit: CSU; UC*

HIST 7A -- 3 Units

Social and Political History of the United States

Class Hours: 3 lecture

In this survey of the creation and development of American Society to 1865, an analysis is made of the impact of both individuals and groups, evaluation of issues of religion, race, reform revolution, responsive government, sectionalism, and expansion. *Transfer credit: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department. CAN: HIST 8*

HIST 7B -- 3 Units

Social and Political History of the United States

Class Hours: 3 lecture

This is an evaluation of social and political adjustment from 1865 to the present. Significant historical events and issues that affect contemporary Americans are surveyed and analyzed by examining significant individuals and groups. Such issues and events as westward expansion, industrial development, ethnic confrontations and contributions, religious toleration, social and political reform movements, and international involvements are explored. *Transfer credit: CSU; UC. UC transfer students planning to take more units of American History should consult with a counselor and/or the History Department. CAN: HIST 10*

HIST 8 -- 3 Units

History of California

Class Hours: 3 lecture

This is a survey of the Indian, Spanish, Mexican and American periods of California history. The political, social and cultural developments as well as the principal events in the state since 1849, are considered. *Transfer credit: CSU; UC*

HIST 9 -- 3 Units

Latin American History

Class Hours: 3 lecture

This course is a comprehensive survey of Latin American History focusing on the development of cultural, economic, and political factors in the various Latin American nations. Special emphasis is placed on contemporary United States-Latin American relations. *Transfer credit: CSU; UC*

HIST 10 -- 3 Units

African History*

Class Hours: 3 lecture

This is a survey of African history with attention given to social and economic as well as political aspects of the development of indigenous cultures and the colonial experience. *Transfer credit: CSU; UC*

HIST 12 -- 3 Units

History of American Women

Class Hours: 3 lecture

Evaluation is made of the historical development of women's roles in American life, from early Indian cultures to 20th Century suburbia. Topics include: literary ideals, legal realities, pro and anti-feminist forces; the impact of women on national values and actions. *Transfer credit: CSU; UC*

HIST 14 -- 3 Units

Ethnicity and Gender in American History

Class Hours: 3 lecture

This course will survey the experiences of Native Americans, Latinos, Asian-Americans, African-Americans, and women over the span of American history. Continuity and change in the positions of these different groups will be analyzed through historical documents, films, and literature. Consideration will be given to their accomplishments and to the persistence of stereotypes. *Transfer credit: CSU; UC*

HIST 15 -- 3 Units

Asia: The Rise of Eastern Civilization*

Class Hours: 3 lecture

In this survey of early Eastern civilization from antiquity to the time of the coming of the West, consideration is given to geographical aspects, the rise of civilizations, and the development of the Chinese and Japanese Empires. *Transfer credit: CSU; UC*

HIST 16 -- 3 Units

Asia in the Modern World*

Class Hours: 3 lecture

A survey of Eastern civilization covering cultural, social and political aspects from the time of the initial impact of Western travel and colonialism to the present, this course also includes a review of the wars in Vietnam and Indochina. Particular attention is given to developments in China, Japan, Korea, Indochina, and the Indian Subcontinent. *Transfer credit: CSU; UC*

HIST 20A -- 3 Units

An Introduction to World History (to the 17th century)

Class Hours: 3 lecture

This course surveys the world's major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1600. Topics covered include each civilization's political, economic and social structures, its religions, and its major cultural achievements. *Transfer credit: CSU; UC pending*

HIST 20B -- 3 Units

An Introduction to World History (from the 17th century)

Class Hours: 3 lecture

This course surveys the world's major civilizations of Asia, Europe, Africa and the Americas from 1600 to the present. Topics covered include each civilization's political, economic and social structures, its religions, and its major cultural achievements. HIST 20A is not a prerequisite for HIST 20B. *Transfer credit: CSU; UC pending*

HIST 22A/B -- 1-3/1-3 Units

Independent Studies in History

Prerequisite: A previous course in History

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of history on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

HIST 60A-Z -- 1-3 Units

Topics in History

Prerequisite: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60C -- 3 Units

World War II - The World at War

Prerequisite: A previous course in History

Class Hours: 3 lecture

This course is an in-depth study of the most cataclysmic and important event in our time. World War II was truly a global conflict, affecting our society even today.

60D -- 3 Units

World War I - The Great War

Prerequisite: A previous course in History

Class Hours: 3 lecture

World War I is still regarded as "The Great War" by Europeans. Given the experience of World War II, this historical judgment de-

mands greater understanding so the course is designed to reflect the special status of The Great War as the catalyst for the rest of the twentieth century.

60E -- 3 Units

Modern England

Prerequisite: A previous course in History

Class Hours: 3 lecture

The course examines England in its age of greatness, and most recently, in its time of decline. Particular attention will be paid to Victorian England, the industrial revolution, the world wars, the welfare state, and the Anglo-American partnership.

60F -- 3 Units

The World Since 1945

Prerequisite: A previous course in History

Class Hours: 3 lecture

Traditional western civilization courses usually do not progress much past World War II. The purpose of this course is to fill in this substantial and important gap for modern students.

60G -- 3 Units

Modern Germany

Prerequisite: A previous course in History

Class Hours: 3 lecture

This course is a political and cultural history of Germany during the last 100 years. Major topics include the creation and structure of the German Empire, World War I, the Weimar Republic, Hitler and National Socialism, World War II, and the division of Germany since 1945.

60H -- 3 Units

History of the Jewish People

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.

60R -- 3 Units

Modern Russia

Class Hours: 3 lecture

This course is a political and cultural history of Russia in the 20th Century. Initial topics include the First World War, Lenin and the Communist Revolution of 1917, Stalin's domestic and foreign policies, and the Second World War; the latter part of the course will focus on the Cold War and East-West relations up to the present and on Soviet society today.

and reunification of Germany since 1945

60T -- 3 Units

Historic Site Evaluation

Prerequisite: A previous or concurrent course in History

Class Hours: 3 lecture

This course covers the methodology of historic site evaluation and interpretation. It includes on-site evaluation of Federal, State, and local historic sites, buildings, museums, parks, etc.

60V -- 3 Units

The Vietnam War

Class Hours: 3 lecture

This course examines the circumstances that led to the American involvement in Vietnam, what happened during that involvement, and what the consequences have been. A variety of literary and filmic materials will aid students as they study this material from the perspectives of history, psychology, and popular culture. (co-numbered Hum 60V, Psych 60V)

*These courses are offered periodically.

Humanities

This is an area of specially-designed courses that offer a broad based understanding of literature, history, philosophy, art and contemporary issues and trends.

Faculty

Full-Time
John Davie
Hugo Ekback
Judy Farrell
Gerald Fecht
Carole Ginet
Anne Kairschner
Linda Moore

Counselors
Don Henderson
Mary Martin

Humanities Courses

HUM 1 -- 6 Units

The Individual and Society

Class Hours: 6 lecture

This team-taught interdisciplinary course is designed to increase student's knowledge and understanding of the world in which they live. Through an analysis of history and social issues, students will learn about the accomplishments of people who have shaped civilization and its institutions. In the process, students will develop an awareness of the responsibility each of us has to preserve and, as needed, to improve our society. This course will place special emphasis on developing writing skills. *Transfer credit: CSU*

HUM 2 -- 6 Units

The Individual and the Arts

Class Hours: 6 lecture

This team-taught interdisciplinary course is designed to increase students' knowledge and understanding of the world in which they live. Through an examination of the nature of creativity and an analysis of major art forms, students will learn about the ways in which society shapes and has been shaped by art and artists. In the process students will develop an awareness and appreciation for diversity among people and the arts. This course will place special emphasis on developing writing skills. *Transfer credit: CSU*

HUM 3 -- 3 Units

History of the Motion Picture

Class Hours: 3 lecture

This is an historical and critical survey of world cinema from the beginnings to WW II. *Transfer credit: CSU; UC*

HUM 4 -- 3 Units

Main Currents in Modern Film

Class Hours: 3 lecture

This is an historical and critical survey of world cinema from WW II to the present. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Hum 6*

HUM 5 -- 3 Units

Contemporary Foreign Film

Class Hours: 3 lecture

This course will focus on contemporary foreign cinema. It will pay special attention to the work of important directors and the production systems within which they work. Students will study the genres, themes, and styles of various national cinemas. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

HUM 6 -- 3 Units

Contemporary Film

Class Hours: 3 lecture

This contemporary films class will emphasize the works of American filmmakers and examine their special themes, filming techniques and genre specifications (epic, psychological drama, comedy, etc.). *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Hum 4*

HUM 10A -- 3 Units

Ethics, Culture and the Arts: The Roots of Humanities

Class Hours: 3 lecture

The development of an understanding and appreciation of human's cultural heritage from the earliest times to approximately 1500 is emphasized. Students will survey the major ideas of several periods in the beginnings of western civilization by an examination of the literature, philosophy, music, painting, and sculpture of each era. Special attention will be paid to the ethical choices and aesthetic responses possible to men and women within each period. *Transfer credit: CSU; UC*

HUM 10B -- 3 Units

Ethics, Culture and the Arts: Humanities and the Modern World

Class Hours: 3 lecture

The development of an understanding and appreciation of human's cultural heritage from 1500 to the present day is emphasized. Students will survey the major ideas of several periods of western civilization from the Renaissance to the modern world by an examination of the literature, philosophy, music, painting, architecture, and sculpture of each era. Special attention will be paid to the ethical choices and aesthetic responses possible to men and women within each period. *Transfer credit: CSU; UC*

HUM 18 -- 3 Units

Images of Women in Film

Class Hours: 3 lecture

This is a psycho-social survey of the stereotypes of women communicated through roles, myths and special personalities in motion pictures. The approach will consider such factors as visions of individual filmmakers, audience demands, censorship and cultural movements. The course will contrast the cinematic image with the actual status of women in an attempt to explore the relationship between reality and the impact of the media. *Transfer credit: CSU; UC*

HUM 19 -- 3 Units

Women in Contemporary Society

Class Hours: 3 lecture

This course will examine the concerns, conflicts and rewards of women in today's society where their roles and opportunities are in the process of change. Increased awareness and fulfillment of individual potential will be emphasized through lecture, discussions, films and reading. *Transfer credit: CSU; UC*

HUM 22A/B -- 1-3/1-3 Units

Independent Studies in Humanities

Prerequisite: A previous course in Humanities

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of humanities on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

HUM 42 -- 3 Units

Business and Society

Class Hours: 3 lecture

This course explores important issues including corporate responsibility, career/job satisfaction, ethics in the workplace, technological change and environmental health concerns. Specific readings from modern literature and analysis of relevant art and film production will be used to study the course topics. (co-numbered Bus 42) *Transfer credit: CSU*

HUM 60A-Z -- 1-6 Units

Topics in the Humanities

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 1.5 Units

The Reel View: The Fifties

Class Hours: 3 lecture for 8 weeks

This course will study the content and form of cinema of the fifties by comparing the "reel" images of those years with their societal realities and values.

60B -- 1.5 Units

The Reel View: The Sixties

Class Hours: 3 lecture for 8 weeks

This course will study the content and form of cinema of the sixties by comparing the "reel" images of those years with their societal realities and values.

60I -- 1.5 Units

The Reel View of Real Life (The Documentary)

Class Hours: 3 lecture for 8 weeks

Selected documentary films will be analyzed and studied in relation to the content and styles of individual filmmakers.

60V -- 3 Units

The Vietnam War

Class Hours: 3 lecture

This course examines the circumstances that led to the American involvement in Vietnam, what happened during that involvement, and what the consequences have been. A variety of literary and filmic materials will aid students as they study this material from the perspectives of history, psychology, and popular culture. (co-numbered Hist 60V, Psych 60V)

Interior Design

This program has been developed to prepare students for careers in various areas of home and business design. Students will receive training in specific skills commonly used by Interior Designers.

Career Opportunities

Display Designer	Color Consultant
Interior Designer	Sales Representative
Furniture Buyer	Lighting Consultant
Professional Shopper	

Faculty

Part-Time	Counselor
Sharon Anderson	Ofelia Romero-Motlagh
Janis Gerry	

Interior Design

Occupational Associate in Science Degree

The Interior Design program has been developed to prepare students for careers in various areas of home and business improvement. Students can prepare for careers as display designer, space planner, furniture buyer, and sales representatives for retail organizations.

Required Courses:	Units
Art 2.....Art Appreciation	3
Art 4A.....Color and Design	3
Bus 32.....Small Business Management.....	3
DT 03A.....Architectural Drafting I	3
ID 5.....Beginning Interior Design.....	3
ID 6.....Materials and Installations.....	3
ID 7.....Space Planning.....	3
ID 8.....Advanced Interior Design.....	3
ID 9.....Interior Design Graphics and Presentation.....	3
ID 31.....Textiles	3
General Education Courses	24
Total required units in major -- 54-24 (GE) = 30	
Recommended Courses: Bus 35; DT 2A	

Suggested Course Sequence:

First Semester		Third Semester	
Art 2.....	3	Bus 32.....	3
DT 03A.....	3	ID 7.....	3
ID 5.....	3	General Education.....	6
ID 6.....	3		12
General Education.....	3		
	15		
Second Semester		Fourth Semester	
Art 4A.....	3	ID 8.....	3
ID 31.....	3	ID 9.....	3
General Education.....	9	General Education.....	6
	15		12

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

Interior Design

Certificate of Achievement

The Interior Design program has been developed to prepare students for careers in various areas of home and business improvement. Students can prepare for careers as display designer, space planner, furniture buyer, and sales representatives for retail organizations.

Required Courses:	Units
Art 2.....Art Appreciation	3
Art 4A.....Color and Design	3
Bus 32.....Small Business Management.....	3
DT 03A.....Architectural Drafting I	3
ID 5.....Beginning Interior Design.....	3
ID 6.....Materials and Installations.....	3
ID 7.....Space Planning.....	3
ID 8.....Advanced Interior Design.....	3
ID 9.....Interior Design Graphics and Presentation.....	3
ID 31.....Textiles	3
Total minimum units required -- 30	
Recommended Courses: Bus 35; DT 2A	

Interior Design Courses

ID 5 -- 3 Units

Beginning Interior Design

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*

ID 6 -- 3 Units

Materials and Installations

Class Hours: 3 lecture

This course is an introduction to the materials and installation processes common to the field of Interior Design. Both residential and commercial processes will be examined. Special emphasis is placed on procurement, pricing, and manufacturer's specifications. *Transfer credit: CSU* *Field trips will be required.*

ID 7 -- 3 Units

Space Planning

Class Hours: 2 lecture, 3 laboratory

This course covers the management of space as it relates to three-dimensional functional adequacy, task management, human behavior, social interaction, traffic and work flow. Other topics include technical consideration such as lighting and power, storage, noise control, computers and code requirements along with barrier-free design. Practical application will be demonstrated through laboratory projects. *Transfer credit: CSU*

ID 8 -- 3 Units

Advanced Interior Design

Prerequisite: ID 5

Class Hours: 3 lecture

This is an advanced study of the historical period and styles of furniture and interiors utilized in Interior Design. An additional focus of the class will include advanced color theory, fabric treatments and materials for Interior Design. Application of color, materials, and historical styles to contemporary living will be developed. *Transfer credit: CSU*

ID 9 -- 3 Units**Interior Design Graphics and Presentation**

Prerequisites: DT 31, ID 5

Class Hours: 2 lecture, 3 laboratory

This course surveys the standard materials for Interior Design presentation for an actual residential or commercial client. The principle foci of this course are the development of a portfolio, instruction in verbal presentation, exploration of media common to the marketplace and the proficiency in the application of business practices of Interior Design. *Transfer credit: CSU*

ID 22A/B -- 1-3/1-3 Units**Independent Studies in Interior Design**

Prerequisite: A previous course in Interior Design

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of interior design on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

ID 31 -- 3 Units**Textiles (F)**

Class Hours: 3 lecture

This is a study of the care of textile fibers, their construction, characteristics, finishes, and uses. It is designed to give a basic knowledge of textiles which will help the student in selecting and caring for textiles. Twenty-five decorative techniques of textiles will be designed by each student as a reference. *Transfer credit: CSU; UC*

International and Intercultural Studies

The major in International Studies is based upon the idea that the past 20 years have seen a series of significant changes in some of the fundamental ways in which nations have traditionally dealt with one another. There has been a shift away from the older politics of conflict and competition toward the recognition that economic and developmental strategies require international planning and management. Nations are beginning to realize that their destinies are mingled in a way, and to a degree, that is unprecedented. The major is designed to permit students to function in this new environment.

Faculty

Counselor
Mary Martin
Ofelia Romero-Motlaugh

International Studies

Associate in Arts Degree

The program includes required classes as enumerated below. In addition, students must select a field of emphasis from those listed below.

Required Courses:	Units
Anth 2 Cultural Anthropology.....	3
Econ 1 Principles of Micro-Economics.....	3
Engl 31 Masterpieces of World Literature II.....	3
Geog 3 Geography of World Affairs.....	3
Hist 1B An Intro to Western Civilization.....	3
or	
Hist 60F The World Since 1945.....	3
Pol Sc 2 Comparative Government.....	3
Pol Sc 3 American Government and Politics.....	3
Pol Sc 4 International Relations.....	3

Required Additional Courses:

Electives: Students may select any of the following areas of emphasis, choosing two courses from any single area. Participation in Moorpark College Study Abroad program may be substituted for 3 units.

Area A: Business - Economics

Bus 30/.....Intro to Business and Economics.....	3
Econ 30	
Bus 31.....Introduction to Management.....	3
Bus 37.....Marketing.....	3
Econ 2.....Principles of Macro-Economics.....	3

Area B: Culture and Politics

Hist 7B Social and Political History of the United States.....	3
Hist 9 Latin American History.....	3
Hist 10 African History.....	3
Hist 16 Asia in the Modern World.....	3
Hist 60E Modern England.....	3
Hist 60F The World Since 1945.....	3
Hist 60G Modern Germany.....	3
Hist 60R Modern Russia.....	3
Phil 11 Survey of World Religions: West.....	3
Phil 12 Survey of World Religions: East.....	3
Soc 1 Intro to Sociology.....	3

Area C: Foreign Languages

Two semesters of the same language: a parallel study of the appropriate culture, e.g., Spanish/Latin American History, is recommended.

Area D: Environmental Studies

Env Sc 2 Environment and Human Interactions.....	4
Env Sc 3 Energy Resources and Conservation.....	3
Geog 1 Our Physical Environment.....	3
Geog 7 The Human Impact.....	3
Total minimum units required in major area -- 30	

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

Italian

Study in the Italian language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities

B.A. Level

Translator	Foreign-Exchange Trader
Diplomatic Office	Foreign Clerk
Tutor	Foreign Service Officer
Editor	

Faculty

Part-Time

Nicole Kersting-Pfeifer
Damiano Marano
David Pardess

Counselor

Ofelia Romero-Motlagh

Italian Courses

ITAL 1 -- 4 Units

Elementary Italian I

Class Hours: 4 lecture, 1 laboratory by arrangement

This is an intensive study of the Italian language and culture. Special emphasis will be given to the skills and knowledge necessary for speaking, understanding, reading and writing Italian and the unique nature of the people and their history. The language laboratory will be used extensively in the class and students will be expected to arrange an additional hour of language laboratory time each week. *Transfer credit: CSU; UC.*

ITAL 2 -- 4 Units

Elementary Italian II

Prerequisite: Ital 1 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 3 -- 4 Units

Intermediate Italian I

Prerequisite: Ital 2 with grade of C or better

Class Hours: 4 lecture, 1 laboratory by arrangement

Review and development of grammatical concepts learned in previous courses. Expansion of vocabulary and practice in composition emphasized. Introduction to literature and further study of culture and civilization through short stories will be covered. *Transfer credit: CSU; UC.*

ITAL 22A/B -- 1-3/1-3 Units

Independent Studies in Italian

Prerequisite: A previous course in Italian

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of Italian on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

ITAL 31A -- 3 Units

Beginning Conversational Italian

Class Hours: 3 lecture

This introductory course for nonnative 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. May be taken two (2) times for credit.

ITAL 31B -- 3 Units

Intermediate Conversational Italian

Prerequisite: Ital 31A or equivalent

Class Hours: 3 lecture

This is an intermediate course for nonnative 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. May be taken two (2) times for credit.

ITAL 31C -- 3 Units

Advanced Conversational Italian

Prerequisite: Ital 31B or equivalent

Class Hours: 3 lecture

This course emphasizes correct oral communication in Italian. It is especially geared for the student with an Italian-speaking background. The music, art, literature and architecture of Italy will serve as the main topics of oral presentation and discussion.

Japanese

Study in the Japanese language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities

B.A. Level

Translator	Foreign-Exchange Trader
Diplomatic Office	Foreign Clerk
Tutor	Foreign Service Officer
Editor	

Faculty

Part-Time

Naoko Hall
Paul Jonokuchi

Counselor

Ofelia Romero-Motlagh

Japanese Courses

JAPAN 1 -- 4 Units

Elementary Japanese I

Class Hours: 4 lecture, 1 laboratory by arrangement

This course is an intensive study of the Japanese language and culture with special emphasis on speaking and writing skills. Students will be expected to spend one hour in the language lab each week. *Transfer credit: CSU; UC*

JAPAN 2 -- 4 Units

Elementary Japanese II

Prerequisite: Japan 1 with a grade of C or better or equivalent

Class Hours: 4 lecture, 1 laboratory by arrangement

This course will include grammar; oral and written composition; development of communications skills; reading of elementary texts; customs and culture. Students will be expected to spend one hour in the language lab each week. *Transfer credit: CSU; UC*

JAPAN 3 -- 4 Units

Intermediate Japanese I

Prerequisite: Japan 2

Class Hours: 4 lecture, 1 laboratory by arrangement

This course will include grammar; oral and written composition; reading of intermediate texts; customs and culture. Students will be expected to spend one hour in the language lab each week. *Transfer credit: CSU; UC*

JAPAN 22A/B -- 1-3/1-3 Units

Independent Studies in Japanese

Prerequisite: A previous course in Japanese

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of Japanese on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

JAPAN 31A -- 3 Units

Beginning Conversational Japanese

Class Hours: 3 lecture

This is an introductory course for nonnative speakers of Japanese, including study of elementary grammar and principles of usage. Designed for students who wish to understand and use Japanese in practical situations. May be taken two (2) times for credit.

JAPAN 31B -- 3 Units

Intermediate Conversational Japanese

Prerequisite: Japan 31A or equivalent

Class Hours: 3 lecture

Fundamentals of grammar, vocabulary and the essential structure of the Japanese language are presented. Emphasis is placed on listening comprehension and then oral communication. The Japanese writing system is gradually introduced to provide the students with the total experience of the language. Aspects of the culture are also included. May be taken two (2) times for credit.

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.

Career Opportunities

Reporter	Advertising Assistant
Feature Writer	Writer
Copy Editor	Publicity Director
Editorial Assistant	Technical Writer
Make-up Editor	Proofreader
Photographer	Stringer
Lay-out Worker	Production Assistant

Faculty

Full-Time	Part-Time	Counselor
Bona Dillon	Chuck Whitten	Don Henderson
John Grzywacz-Gray		
Al Miller		

Journalism

Occupational Associate in Science Degree

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

Required Courses:	Units
Journ 1..... Media and Society.....	3
Journ 2..... News Reporting and Writing	3
Journ 3..... Advanced News/Feature Writing.....	3
Journ 8..... Basic Photo-Journalism	3
Journ 9..... Copy Editing and Make-up.....	3
Journ 10A..... Newspaper Production.....	3
Journ 12..... Broadcast Journalism.....	3
Journ 14..... Intro to Public Relations	3
Total minimum units required in major area -- 24	
Recommended Courses: Bus 38; Journ 10B, 11A	

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

Journalism Courses

JOURN 1 -- 3 Units

Media and Society

Class Hours: 3 lecture

This course surveys the history and nature of print and electronic media in America. It will examine the social, political and cultural implication of media. (co-numbered RT 1) *Transfer credit: CSU; UC: CAN: JOURN 4*

JOURN 2 -- 3 Units

News Reporting and Writing

Class Hours: 3 lecture

This course is an introduction to the field of journalism through the study of information gathering and reporting techniques. Concentration on research, investigation, interviewing, reporting and writing, ethics and basic journalism law demonstrated by mastering basic writing skills applicable in the mass media. News, feature, sports and persuasion writing are emphasized. *Transfer credit: CSU. CAN: JOUR 2*

JOURN 3 -- 3 Units

Advanced News/Feature Writing

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*

JOURN 4 -- 3 Units

Magazine Article Writing

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 8 -- 3 Units

Basic Photo-Journalism

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communication, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken two (2) times for credit. (co-numbered Photo 8) *Transfer credit: CSU*

JOURN 9 -- 3 Units

Copy Editing and Make-up

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, proof-reading, headline writing, news and picture evaluation, and page design. Opportunity is provided to work on the campus newspaper. *Transfer credit: CSU*

JOURN 10A/B -- 3/3 Units

Newspaper Production

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. Journ 10B may be taken two (2) times for credit. *Transfer credit: CSU*

JOURN 10C -- 2 Units

Photography Lab for Newspaper Production

Class Hours: 1 lecture, 3 laboratory

This course provides an opportunity for practical experience in photo-journalism. It is a support course for the campus newspaper production. May be taken two (2) times for credit.

JOURN 11A -- 3 Units

Magazine Editing

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*

JOURN 12 -- 3 Units

Broadcast Journalism

Class Hours: 3 lecture

In this advanced practical course in the preparation of radio and television newscasts, students develop interviewing skills, write original news copy and edit and rewrite wire service copy for on-air

purposes. Actual field work is performed using remote recording equipment. (co-numbered RT 12) *Transfer credit: CSU*

JOURN 14 -- 3 Units

Introduction to Public Relations

Class Hours: 3 lecture

This course is an introduction to public relations in today's society. It includes a survey of the origins of public relations and a study of the definitions, processes, and audiences of public relations. Specifics will include public relations in businesses, as well as associations, volunteer agencies and educational institutions. Course content includes how to write, prepare and submit release to video/audio and print media. *Transfer credit: CSU*

JOURN 22A/B -- 1-3/1-3 Units

Independent Studies in Journalism

Prerequisite: A previous course in Journalism

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of journalism on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

JOURN 60A-Z -- 1-6 Units

Topics in Journalism

Prerequisite: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Laser/Electro-Optics Technology

See Engineering Technology and Physics A.S. degree, Electro-Optics Option.

Leadership

All Leadership courses are listed with the Personal Growth courses. Refer to that section alphabetically for full course information.

Learning Skills

All Learning Skills courses are listed with the Special Education courses. Refer to that section alphabetically for full course information.

Liberal Studies

Faculty

Counselors

Chuck Brinkman
Mike Johnson

Mary Martin
Ofelia Romero-Motlagh

Transfer Information

The major in Liberal Studies is designed primarily for students seeking the multiple subjects (elementary) credential, but is open to all students. This major is not appropriate for most students intending to teach in a public junior or senior high school. The completion of the Liberal Studies major automatically satisfies the General Education requirements of the University.

While the four components are common to this major at any Cal State campus, the specific courses required in each component will vary between campuses. Plan to see your counselor for more details about this major – do this early to avoid errors in course selection.

Major requirements for advanced standing at:

California State University, Northridge:

1. Freshman Composition: Engl 1A.
2. Critical Reasoning: Phil 7.
3. Speech Communication: Spch 1 or 7.
4. Introduction to Literature: Engl 1B or 30 or 31.
5. Foreign Language: Any intermediate-level (3) foreign language course.
6. Mathematics: Math 10 and Math 210L after transfer.
7. Biology: Biol 1.
8. Physical Science: Phy Sc 1, 1L.
9. World Geography: Geog 2.
10. Roots of European Society & Culture: Hist 1A.
11. African, Asian and Latin American Society & Culture: Hist 9 or 10 or 15.
12. U.S. History: Hist 3.
13. U.S. Government: Pol Sc 3.
14. California History & Geography: Geog 10 or Hist 8.
15. Philosophy: Phil 1.
16. Ethics, Values, and Religion: Phil 2 or 11.
17. Visual & Performing Arts: Select one course from: Art 1A, 1B, 2; Mus 8; ThA 1.
18. Child Development: CD 30 or Psych 4.

Major requirements for advanced standing at:

California Lutheran University:

1. Engl 1A & 1B.
2. ThA 2A.
3. Spn 1 & 2.
4. Math 10 or 13.
5. Biol 1.
6. Phy Sc 1, 1L.
7. Geol 2, 2L.
8. Pol Sc 3.
9. Geog 1.
10. Psych 1A.
11. Phil 2.
12. Mus 1.
13. NtS 4.
14. Additional lower-division requirements after transfer.

Major requirements for advanced standing at:

San Diego State University:

Foreign Language Requirement: Competency (equivalent to that which is normally attained through three consecutive courses of college study) is required in one foreign language.

1. Engl 1A.
2. Engl 1C.
3. Spch 1.
4. Engl 1B or 30 or 31.
5. Math 10*.
6. Biol 1 or EATM 1.
7. One course from: Astron 1; Chem 12; Geog 1, 5; Phy Sc 1/1L; Ph 1, 10A/10AL.
8. The course selected for either #6 or #7 must include a lab.
9. Anth 2 or Geog 2.
10. Psych 1A.
11. Select two courses from: Hist 3, 4, 5, 6, 7A, 7B, 12; Pol Sc 1, 3; Urban 1A.
12. Phil 1 or 2.
13. Hist 1A or 1B.
14. Mus 1*.
15. One course from: Art 1A, 1B, 2, 4A, 12A, ThA 1.

*These courses are prerequisites for admission into the SDSU Multiple Subjects Credential program. Students seeking admission into the SDSU credential program must complete these courses with grades of "C", "CR", or higher no more than five years prior to admission to the program.

Required Specialization: A 12-unit upper-division specialization is required at SDSU.

Grade Point Requirements: Although the required GPA for graduating with a B.A. in Liberal Studies is a 2.0, the minimum overall GPA for all course work for admission to the SDSU Multiple Subjects Credential program is a 2.64 or better. It is recommended that students strive for the GPA above a 2.64 while working toward the Liberal Studies degree.

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.

Career Opportunities

B.S. Level

(Most careers require bachelors or advanced degrees)

Banker	Mathematician
Systems Analyst	Demographer
Programmer	Operations Research Analyst
Statistical Methods Analyst	Applied Science Programmer
Statistician	

Faculty

Full-Time

Christine Aguilera
Beverly Barker
Alberto Beron
Christine Cole
Kathryn Fink
Keith Hilmer
David Kay
Mary LaBarge
Fred Meyer
Charles Molnar

Mahyad Rahnamaie
Deborah Ritchie
Benjamin Rode
Fred Schaak
Robert Stephens
Arthur Szylewicz
Roger Walters
David Weinstein
Grethe Wygant

Counselors

Edna Ingram
Letricia Mai
Danita Redd Terry

Part-Time

Shui-Tan Chen
Janice Christensen
Kenneth Clark
Christine Cole
Robert Davis
Stephen Eberhart
Eugene Foxman
James Gilmore
Nella Hartnell
Robert Holden
Robert Jones
James King
Mee Lee
Cecilia Leonard
John Lin
Paul Lin
Richard McIntyre

Dean Meyers
William Murphy
Stephen Mussack
John Mutolo
David Ogawa
James Riley
David Rodabaugh
Harry Schned
Virginia Seaton
Natlee Sekikawa
David Smith
Zhila Tabatabai
Manuel Tessier
Linda Trexel
James Wilkes
Angela Wilkins
Leo Wingle

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 3 and 7 or equivalent.

Physics -- one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
CS 10/10L.....Intro to Computer Science/Pascal/Lab.....	4
Math 25A.....Calculus with Analytic Geometry I.....	5
Math 25B.....Calculus with Analytic Geometry II.....	5
Math 25C.....Calculus with Analytic Geometry III.....	5
Math 31.....Introduction to Linear Algebra.....	3
Math 35.....Applied Differential Equations.....	3
Ph 20A/20AL...Mechanics of Solids and Fluids/Lab.....	5
Ph 20B/20BL..Electricity and Magnetism/Lab.....	5
Total minimum units required in major area -- 35	
Recommended Courses: Math 15, 30; Phil 9; Ph 20C/20CL	

Suggested Course Sequence:

First Semester		Third Semester	
CS 10/10L.....	4	Math 25C.....	5
Math 25A.....	5	Math 31.....	3
	9	Ph 20B/20BL.....	5
			13
Second Semester		Fourth Semester	
Math 25B.....	5	Math 35.....	3
Ph 20A/20AL.....	5		3
	10		

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 assessment process advises students who have not completed a mathematics class in a college mathematics program. Information on this process 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.

MATH 1 -- 5 Units

Elementary Algebra

Prerequisite: Math 9 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 5 lecture

This course briefly reviews arithmetic with integers, fractions and decimals. It covers linear equations and inequalities, including graphing, systems of linear equations, polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula. (College credit only. Does not apply toward a degree.)

MATH 1S -- 1 Unit**Elementary Algebra Discussion Session★**

Corequisite: Math 1

Class Hours: 1 lecture

This course is a discussion session to accompany Math 1. It gives students the chance to gain a greater mastery of the topics covered in Math 1 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in elementary algebra by introducing supplementary topics related to the core material of Math 1. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving algebra and related problems. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

MATH 2 -- 3 Units**Fundamentals of Geometry (F)**

Prerequisite: Math 1 or equivalent college course, or equivalent skills which may be measured by the college assessment process (Math 3 may be taken concurrently.)

Class Hours: 3 lecture

This course concentrates on definitions and properties of lines, segments, planes, rays, angles, triangles, circles and polygons, congruence and similarity of triangles, coordinate systems, areas, volumes, space geometry, triangle trigonometry and methods of proof. (College credit only. Does not apply toward a degree.)

MATH 3 -- 5 Units**Intermediate Algebra**

Prerequisite: Math 1 or equivalent college course, or equivalent skills which may be measured by the college assessment process

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.

MATH 3S -- 1 Unit**Intermediate Algebra Discussion Session★**

Corequisite: Math 3

Class Hours: 1 lecture

This course is a discussion session to accompany Math 3. It gives students the chance to gain a greater mastery of the topics covered in Math 3 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in intermediate algebra by introducing supplementary topics related to the core material of Math 3. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving algebra and related problems. May be taken two (2) times for credit.

MATH 4A -- 5 Units**Technical Mathematics I**

Prerequisite: Math 1 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 5 lecture

Topics covered in this course include basic concepts of algebra, functions and graphs, systems of equations, determinants, products and factors, exponential and logarithmic functions, quadratic equations, trig functions, radian measurement, graphs of trig functions, vectors, complex numbers.

MATH 4B -- 5 Units**Technical Mathematics II**

Prerequisite: Math 4A

Class Hours: 5 lecture

Topics covered in this course include nonlinear equations, equations of higher degree, determinants and matrices, inequalities, series, special topics in trigonometry, topics in analytic geometry, introduction to probability and statistics, introduction to differentiation and applications, and introduction to integration and applications.

MATH 5 -- 3 Units**College Algebra**

Prerequisite: Math 3 or equivalent college course, or equivalent skills which may be measured by the college assessment process (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 maximum credit allowed -- 4 units if combined with Math 7, and 42. CAN: MATH 10*

MATH 6 -- 3 Units**Trigonometry**

Prerequisite: Math 5 or equivalent college course, or equivalent skills which may be measured by the college assessment process (Math 5 may be taken concurrently.)

Class Hours: 3 lecture

This course covers functions, trigonometric functions, solutions of triangles, radian measure, analytic trigonometry, trigonometric identities and equations, composite angle identities, inverse trigonometric functions, complex numbers and polar equations, and logarithms. Completion of both Math 5 and Math 6 is equivalent to completing Math 7. *Transfer credit: CSU. CAN: MATH 8*

MATH 7 -- 5 Units**College Algebra and Trigonometry**

Prerequisite: Math 3 or equivalent college course, or equivalent skills which may be measured by the college assessment process

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 basic algebraic concepts, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, systems of equations and inequalities, and sequences and series. 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 maximum credit allowed -- 4 units if combined with Math 5, and 42. CAN: MATH 16*

MATH 7S -- 1 Unit**College Algebra and Trigonometry Discussion Session★**

Corequisite: Math 7

Class Hours: 1 lecture

This course is a discussion session to accompany Math 7. It gives students the chance to gain a greater mastery of the topics covered in Math 7 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in college algebra and trigonometry by introducing supplementary topics related to the core material of Math 7. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving algebra, trigonometry and related problems. May be taken two (2) times for credit.

MATH 9 -- 3 Units**Pre-Algebra**

Recommended Preparation: Competence with whole number arithmetic (addition, subtraction, multiplication and division of whole numbers)

Class Hours: 3 lecture

This course is designed to prepare students for algebra. The emphasis will be on a mathematically sound approach to the basic arithmetic operations with fractions, decimals, and signed numbers. Sufficient drill will be provided to reinforce these operations. There will be a parallel emphasis on problem solving and applications of these operations to topics such as percent, proportion, and measurement. The course will conclude with an introduction to basic algebra. Ability to add, subtract, multiply, and divide positive whole numbers is required background for success in this course. (College credit only. Does not apply toward a degree.)

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MATH 9S -- 1 Unit

Pre-Algebra Discussion Session ★

Corequisite: Math 9

Class Hours: 1 lecture

This course is a discussion session to accompany Math 9. It gives students the chance to gain a greater mastery of the topics covered in Math 9 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in mathematics by introducing supplementary topics related to the core material of Math 9. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving math problems. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

MATH 10 -- 3 Units

Mathematics for Elementary Teachers

Prerequisites: Math 3 or equivalent college course, or equivalent skills which may be measured by the college assessment process; in addition, one year of high school geometry, or Math 2, or equivalent college course

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. CAN: MATH 4*

MATH 13 -- 3 Units

Mathematical Ideas

Prerequisite: Math 3 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 3 lecture

This course is intended to give general students a better understanding of the nature of mathematics, the character and origin of different subject fields in mathematics and the application of mathematics to several disciplines. Topics to be covered include logic, numeration systems, number theory, mathematical systems, probability, statistics, and application of these topics to the arts, architecture, powers, puzzles, computers, geometry, and everyday needs of the consumer. *Transfer credit: CSU; UC CAN: MATH 2*

MATH 14 -- 3 Units

Finite Mathematics

Prerequisite: Math 3 or equivalent

Class Hours: 3 lecture

This course is for students of business, managerial, social or behavioral science. Topics include: matrices, linear inequalities and linear programming, mathematics of finance, probability and probability distributions and applications to linear programs. *Transfer credit: CSU; UC. CAN: MATH 12*

MATH 15 -- 5 Units

Introductory Statistics

Prerequisite: Math 3 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 5 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. CAN: STAT 2*

MATH 15S -- 1 Unit

Introductory Statistics Discussion Session ★

Corequisite: Math 15

Class Hours: 1 lecture

This course is a discussion session to accompany Math 15. It gives students the chance to gain a greater mastery of the topics covered in Math 15 by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in statistics by introducing supplementary topics related to the core material of Math 15. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving statistics problems. May be taken two (2) times for credit.

MATH 16A -- 3 Units

Applied Calculus I

Prerequisites: Math 5 or Math 7 or equivalent college course, or equivalent skills which may be measured by the college assessment process; students need a scientific calculator

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. This course ends with an introduction to antidifferentiation. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Math 25A. CAN: MATH 30*

MATH 16B -- 3 Units

Applied Calculus II (S)

Prerequisite: Math 16A or Math 25A or equivalent

Class Hours: 3 lecture

This course is a continuation of Math 16A. The topics covered include integration, elementary and separable differential equations, functions of several variables, partial derivatives, relative maxima and minima, Lagrange multipliers, method of least squares, double integrals, infinite series, Taylor Approximation, and Newton's method. Emphasis is placed on applying calculus to problems in business, economics, social and biological sciences. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Math 25B. CAN: MATH 32*

MATH 20 -- 3 Units

Introduction to Numerical Methods

Prerequisites: Math 16A or Math 25A

Recommended Preparation: High level computer programming class or familiarity with a graphic calculator

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*

MATH 22A/B -- .5-3/.5-3 Units

Independent Studies in Mathematics

Prerequisite: A previous course in Mathematics

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of mathematics on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

MATH 25A -- 5 Units

Calculus with Analytic Geometry I

Prerequisites: Math 5 and Math 6 or Math 7 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 5 lecture

Topics covered in this course include: a brief review of college algebra, the real number system, elements of analytic geometry and functions; limits, continuity, differentiation and integration of algebraic functions with applications, differentiation and integration of elementary transcendental functions with applications, and solutions of 1st order, separable differential equations with applications. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Math 16A. CAN: MATH 18 CAN: MUS 22*

MATH 25AS -- 1 Unit

Calculus with Analytic Geometry I Discussion Session ★

Corequisite: Math 25A

Class Hours: 1 lecture

This course is a calculus discussion session to accompany Math 25A. Students will study selected problems pertinent to material covered in Calculus. Course may include reading, writing, and use of a computer to solve calculus problems. May be taken two (2) times for credit.

MATH 25B -- 5 Units**Calculus with Analytic Geometry II**

Prerequisite: Math 25A or Math 16B or equivalent

Class Hours: 5 lecture

Topics covered in this course include: differentiation and integration of the logarithmic and exponential functions, inverse trigonometric and the hyperbolic functions, techniques of integration, improper integrals and L'Hospital's Rule, sequences, series, and Taylor's Theorem, analytical geometry including conic sections, translations, rotations, and applications of integration and differentiation. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Math 16B. CAN: MATH 20*

MATH 25BS -- 1 Unit**Calculus with Analytic Geometry II Discussion Session★**

Corequisite: Math 25B

Class Hours: 1 lecture

This course is a discussion session to accompany Math 25B. It gives students the chance to gain a greater mastery of the topics covered in Math 25B by providing additional discussion and problem-solving opportunities. It also gives students a richer experience in calculus by introducing supplementary topics related to the core material of Math 25B. This course may also include appropriate topics from the history of mathematics and opportunities to use a computer in solving calculus problems. May be taken two (2) times for credit.

MATH 25C -- 5 Units**Calculus with Analytic Geometry III**

Prerequisite: Math 25B or equivalent

Class Hours: 5 lecture

Topics covered in this course include: vectors in the plane and in three dimensional space, dot and cross products, spherical and cylindrical functions of several variables, partial derivations, gradients, Lagrange multipliers, multiple integrals and their applications, vector calculus with line and surface integrals, Green's Stokes', and the Divergence Theorems, and applications. *Transfer credit: CSU; UC. CAN: MATH 22*

MATH 30 -- 3 Units**Introduction to Modern Algebra**

Prerequisite: Math 25B or equivalent

Class Hours: 3 lecture

This course is an introduction to logic and proofs, set theory, relations and mappings, properties of integers, and algebraic structures. *Transfer credit: CSU; UC*

MATH 31 -- 3 Units**Introduction to Linear Algebra (F)**

Prerequisite: Math 25B or equivalent

Class Hours: 3 lecture

Studies include vectors, vector spaces, matrices, systems of linear equations, dimension, determinants, eigenvalues. Linear transformations are also covered. *Transfer credit: CSU; UC*

MATH 33 -- 3 Units**Introduction to Analysis**

Prerequisite: Math 25C or equivalent

Class Hours: 3 lecture

Elements of real analysis and set theory are studied with emphasis on 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 -- 3 Units**Applied Differential Equations (S)**

Prerequisite: Math 25B or equivalent

Class Hours: 3 lecture

This course includes study of linear differential equations, equations with constant coefficients, variation of parameters, 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, introduction to Fourier series and partial differential equations. *Transfer credit: CSU; UC. CAN: MATH 24*

MATH 89A-Z -- .5-3 Units**Institutes in Mathematics**

Prerequisites: To be determined

Class Hours: Variable

This is a series of special lectures, discussions and demonstrations on selected topics to be chosen as demand and opportunities arise.

Microbiology

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

Music

The Moorpark College Music Department offers a wide variety of classes designed for both the aspiring professional musician who wishes to continue studies at the university level, and the knowledgeable amateur eager to understand and appreciate the important role music occupies in this society.

Career Opportunities

Accompanist	Composer (studio, religious, educational, classical concert)
Arranger/Orchestrator	Conductor/Music Director
Church Musician	Instrument Repairperson
Copyist	Librarian (public, university, radio/TV)
Editor	Musicologist/Researcher
Instructor/Tutor/Coach	Music Business Administrator
Librettist/Lyricist	Public Relations/Agent
Performer	Radio Announcer/Disc Jockey
Publisher	
Salesperson	

Faculty

Full-Time	Part-Time	Counselor
Orbie Ingersoll	Marilyn Anderson	Don Hendersson
Dolly Kessner	Ronald Borczon	
James Song	Mona DeCesare	
James Stemen	Edward Demmond	
Joan Thompson	Diane Gilbert	
	Suzanne Julian	
	Sandra Kipp	
	Michael Kozubek	
	Jonathan Nathan	
	John Paton	

■ 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.....Diatonic Harmony	3
Mus 2B.....Chromatic Harmony	3
Mus 2BL.....Aural Skills II	1
Mus 2D.....Tonal Counterpoint.....	3
Mus 2DL.....Aural Skills IV.....	1
Mus 9A.....Music History and Literature	3
Mus 9B.....Music History and Literature	3
Mus 25A/B.....Class Piano.....	1.5-1.5

Area Specializations

Instrumental Music Specialization

Required Courses:	Units
Mus 14.....Fundamentals of Instrumental Technique	2
Mus 25C/D.....Class Piano.....	1.5-1.5
Mus 29.....Repertoire Class	1-1
Mus 30/31.....Applied Music	2.5-2.5
Required Additional Courses:	
One (1) ensemble class <i>each</i> semester for a total of 8 units.	
Mus 15.....Moorpark Community Orchestra	2
Mus 18.....Jazz Ensemble.....	2
Mus 19.....Chamber Ensembles.....	2
Mus 21.....Wind Ensemble.....	2
NOTE: Each performance class may be repeated. Large performance ensemble required after first semester.	
Total minimum units required in major area – 40	

Keyboard Music Specialization

Required Courses:	Units
Mus 20.....Piano Ensemble	2-
Mus 25C/D.....Class Piano.....	1.5-1.
Mus 29.....Repertoire Class	1-
Mus 30/31.....Applied Music	2.5-2.5
Required Additional Courses:	
One (1) ensemble class <i>each</i> fall semester for a total of 4 units.	
Mus 10.....Concert Choir.....	2
Mus 16.....Opera Theatre.....	2
Mus 18.....Jazz Ensemble.....	2
Mus 19.....Chamber Ensembles.....	2
Mus 60D/P/V.....Los Robles Master Chorale.....	2
NOTE: Each performance class may be repeated.	
Total minimum units required in major area – 38	

Music Theory & Composition Specialization

Required Courses:	Units
Mus 2C.....Musical Analysis	3
Mus 2CL.....Aural Skills III	1
Mus 14.....Fundamentals of Instrumental Technique	2
Mus 25C/D.....Class Piano.....	1.5-1.5
Required Additional Courses:	
One (1) ensemble class <i>each</i> semester for a total of 8 units.	
Mus 10.....Concert Choir.....	2
Mus 15.....Moorpark Community Orchestra	2
Mus 16.....Opera Theatre.....	2
Mus 18.....Jazz Ensemble.....	2
Mus 19.....Chamber Ensembles.....	2
Mus 21.....Wind Ensemble.....	2
Mus 60D/P/V.....Los Robles Master Chorale.....	2
NOTE: Each performance class may be repeated.	
Total minimum units required in major area – 37	

Vocal Music Specialization

Required Courses:	Units
Mus 13A/B.....Fundamentals of Vocal Technique I-II.....	2-2
or	
Mus 13C/D.....Advanced Vocal Development I-II.....	2-2
Mus 29.....Repertoire Class	1-1
Mus 30/31.....Applied Music	2.5-2.5
Required Additional Courses:	
One (1) ensemble class <i>each</i> semester for a total of 8 units.	
Mus 10.....Concert Choir.....	2
Mus 16.....Opera Theatre.....	2
Mus 60D/P/V.....Los Robles Master Chorale.....	2
NOTE: Each performance class may be repeated.	
Total minimum units required in major area – 39	

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

■ Music

Certificate of Achievement

This program is designed to provide the student with the basic training, knowledge and conducting skills necessary for accepting a position as a church or community choral director.

Required Courses for all options:	Units
Mus 2A.....Diatonic Harmony	3
Mus 2B.....Chromatic Harmony	3
Mus 3A.....Aural Skills I.....	2
Mus 9A.....Music History and Literature	3
Select one of the following options:	

Choral Conducting

Required Courses:

Mus 10.....	Concert Choir.....	2-2
Mus 13A/B.....	Fundamentals of Vocal Technique I-II.....	2-2
Mus 25A/B.....	Class Piano.....	1.5-1.5
Mus 27.....	Choral Conducting.....	2
Mus 60D.....	Los Robles Master Chorale.....	2
Mus 60E.....	Choral Conducting Seminar.....	3
Total minimum units required --		29

Instrumental Conducting

Required Courses:

Mus 2BL.....	Aural Skills II.....	1
Mus 9B.....	Music History and Literature.....	3
Mus 19.....	Chamber Ensembles.....	2-2
Mus 21.....	Wind Ensemble.....	2
Mus 22A/B.....	Independent Studies in Music.....	1-1
Mus 25A/B.....	Class Piano.....	1.5-1.5
Mus 28.....	Instrumental Conducting.....	2-2
Total minimum units required --		30

Vocal Performance

Required Courses:

Mus 2BL.....	Aural Skills II.....	1
Mus 10.....	Concert Choir.....	2-2
Mus 13A/B.....	Fundamentals of Vocal Technique I-II.....	2-2
Mus 13C/D.....	Advanced Vocal Development I-II.....	2-2
Mus 16.....	Opera Theatre.....	2-2
Mus 25A/B.....	Class Piano.....	1.5-1.5
Total minimum units required --		31

Music Courses

~~Students planning to take more than 12 units of Music courses marked with * should consult a counselor; the UC system allows credit for the first 12 units only.~~

MUS 1 -- 3 Units

Fundamentals of Music

Class Hours: 3 lecture

A beginning course in music theory, notation, intervals, scales, triads, sight-singing, and dictation, this course is designed for the student with little or no prior experience in music, and for music majors/minors who do not qualify for Mus 2A. Transfer credit: CSU; UC *(No credit for Mus 1 if taken after 2A)*

MUS 2A -- 3 Units

Diatonic Harmony

Prerequisite: Mus 1

Class Hours: 3 lecture

This course is a study of diatonic harmonic vocabulary, four-part chorale writing and voice-leading, figured bass, harmonic progression, melodic invention and harmonization, non-harmonic tones, and seventh chords. Concurrent registration in Mus 3A highly recommended. Transfer credit: CSU; UC

MUS 2B -- 3 Units

Chromatic Harmony

Prerequisite: Mus 2A

Corequisite: Mus 2BL

Class Hours: 3 lecture

This course is a continuation of Mus 2A with pivot-chord modulation. Study of chromatic harmonic vocabulary, foreign-key modulation, keyboard and instrumental styles, composition. Concurrent enrollment in Mus 2BL required. Transfer credit: CSU; UC

MUS 2BL -- 1 Unit

Aural Skills II

Corequisite: Mus 2B

Class Hours: 3 laboratory

This is a continuation of sight-singing, rhythmic, melodic, diatonic, and introduction to chromatic harmonic dictation to correlate to harmonic vocabulary of Mus 2B. The Music Learning Center will be used extensively. May be taken two (2) times for credit. Transfer credit: CSU; UC

MUS 2C -- 3 Units

Musical Analysis

Prerequisite: Mus 2B

Corequisite: Mus 2CL

Class Hours: 3 lecture

This course emphasizes analysis of musical form along with a more intensive examination of harmonic problems while surveying musical literature from the Baroque to the Twentieth Century periods. Transfer credit: CSU; UC

MUS 2CL -- 1 Unit

Aural Skills III

Prerequisite: Mus 2BL

Corequisite: Mus 2C

Class Hours: 3 laboratory

This is a continuation of Mus 2BL with more individual work in the Music Learning Center to strengthen the student's weaker areas. Course includes more complex drill in all areas of musicianship. May be taken two (2) times for credit. Transfer credit: CSU; UC

MUS 2D -- 3 Units

Tonal Counterpoint

Prerequisite: Mus 2B

Corequisite: Mus 2DL

Class Hours: 3 lecture

This class deals with the analysis and composition of 18th century contrapuntal forms in the style of J.S. Bach. Culmination of this course is the composition of a two-part invention and a three-part fugue. Concurrent enrollment in Mus 2DL required. Transfer credit: CSU; UC

MUS 2DL -- 1 Unit

Aural Skills IV

Prerequisite: Mus 2CL

Corequisite: Mus 2D

Class Hours: 3 laboratory

This is a continuation of Mus 2CL with extensive individual work in the Music Learning Center to strengthen the student's weaker areas. Course includes more complex drill in all areas of musicianship. May be taken two (2) times for credit. Transfer credit: CSU; UC

MUS 3A -- 2 Units

Aural Skills I

Class Hours: 1 lecture, 3 laboratory

This course includes sight-singing, rhythmic, melodic, and diatonic harmonic dictation to correlate to harmonic vocabulary of Mus 2A. The Music Learning Center will be used extensively in the class. May be taken two (2) times for credit. Transfer credit: CSU; UC

MUS 6 -- 3 Units

Introduction to Jazz

Class Hours: 3 lecture

This class is a survey of the development of jazz with emphasis on the influence of historical and socioeconomic factors. The course includes a stylistic analysis of jazz and its musical elements in order to develop musical awareness. Transfer credit: CSU; UC

MUS 7 -- 3 Units

Survey of 20th Century American Music

Class Hours: 3 lecture

Survey of 20th Century American Music is a music appreciation class which focuses on the study of American music from early jazz to the present. It traces the roots of American music, examines the musical contributions of such talents as Gershwin, Copland, Bernstein, and others, and explores Folk, Big Band Rock as well as the Age of New Electronics in music. Transfer credit: CSU; UC

MUS 8 -- 3 Units

Music Appreciation

Class Hours: 3 lecture

This course presents a survey of musical history with special emphasis on the understanding and enjoyment of music. It will investigate, through directed listening, the basic elements of music, the structure of musical compositions, and the instruments of the orchestra which transport the composer's ideas. This course will also focus on the various styles and characteristics of the musical historic periods and the composers most representative of these elements. Not recommended for Music majors. Transfer credit: CSU; UC

MUS 9A -- 3 Units

Music History and Literature

Class Hours: 3 lecture

This course begins with a study of the musical activity, influences, and contributions of the Greek and Roman civilizations. It then traces the development of music of the Western world beginning with the Romanesque periods, and ending with the Baroque period. It includes a study of the major instrumental and vocal forms and the composers of each period. Considerable emphasis is placed upon listening, identifying, and analyzing representative works of each stylistic period. *Transfer credit: CSU; UC*

MUS 9B -- 3 Units

Music History and Literature

Class Hours: 3 lecture

This is a study of the changing styles, techniques, and forms of music from the middle of the 18th Century to the present. Special emphasis is placed upon the artistic philosophy of each style period. Intensive consideration is given to the analysis of style and form in representative musical works. Required for music majors. Listening and analysis outside the classroom is required. *Transfer credit: CSU; UC*

MUS 10 -- 2 Units

Concert Choir

Class Hours: 1 lecture, 3 laboratory

This is a singing organization for both music majors and non-music majors, which learns and performs choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Performances include on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 12 -- 2 Units

Vocal Ensemble

Prerequisite: Audition

Class Hours: 1 lecture, 3 laboratory

A select group of singers who study and perform suitable choral music from all periods. In the spring semester the ensemble specializes in the performance of Renaissance music including English and Italian madrigals, French chansons, German 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*

MUS 13A -- 2 Units

Fundamentals of Vocal Technique I

Class Hours: 1 lecture, 3 laboratory

This course is 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*

MUS 13B -- 2 Units

Fundamentals of Vocal Technique II

Prerequisite: Mus 13A or adequate prior study

Class Hours: 1 lecture, 3 laboratory

Designed to follow Mus 13A, the course will further vocal development through advanced vocal exercises and the introduction of advanced song literature, simple opera and oratorio literature. *Transfer credit: CSU; UC*

MUS 13C -- 2 Units

Advanced Vocal Development I

Prerequisite: Mus 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, and more demanding opera and oratorio literature. *Transfer credit: CSU; UC*

MUS 13D -- 2 Units

Advanced Vocal Development II

Prerequisite: Mus 13C or equivalent

Class Hours: 1 lecture, 3 laboratory

This is a continuation of vocal development through the study and performance of more challenging literature with emphasis on the operatic and oratorio literature in addition to more difficult art song literature. *Transfer credit: CSU; UC*

MUS 14 -- 2 Units

Fundamentals of Instrumental Technique

Class Hours: 1 lecture, 3 laboratory

This course is open to anyone with a desire to learn an orchestral instrument. It introduces students to basic techniques and proper maintenance of orchestral instruments. Students learn the musical vocabulary that enables them to participate effectively in an ensemble setting. Successful completion of this course may lead to membership in the college orchestra and/or concert ensembles. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 15 -- 2 Units

Moorpark Community Orchestra

Prerequisites: Must be able to read music and be proficient on an orchestral instrument

Class Hours: 1 lecture, 3 laboratory

Moorpark Community Orchestra is designed to provide a setting for instrumentalists who aspire to focus on standard orchestral repertoire through rehearsals and public performances. This versatile group performs literature ranging from chamber music to symphonies covering Renaissance to modern periods. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 16 -- 2 Units

Opera Theatre

Prerequisite: Mus 13C or equivalent

Class Hours: 1 lecture, 3 laboratory

This is 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*

MUS 17 -- 3 Units

Summer Music Theatre

Prerequisite: Audition

Class Hours: 144 laboratory total

A complete musical theatre work will be rehearsed and performed by members of this class for presentation to the community. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 18 -- 2 Units

Jazz Ensemble

Prerequisite: Ability to play a musical instrument appropriate to the Jazz Ensemble (piano, percussion, sax, trumpet, guitar, bass guitar, electronic instruments)

Class Hours: 1 lecture, 3 laboratory

Students will read, prepare and perform music arranged for jazz ensemble and big band. Rehearsal for and performance at scheduled concerts are required. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 19 -- 2 Units

Chamber Ensembles

Prerequisite: Ability to play a musical instrument and to read music notation

Class Hours: 1 lecture, 3 laboratory

Within a chamber ensemble setting, students will study, rehearse, and perform chamber music literature from the Renaissance to the Twentieth Century. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 20 -- 2 Units

Piano Ensemble

Prerequisite: Mus 25B or equivalent training

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*

MUS 21 -- 2 Units

Wind Ensemble

Prerequisite: Ability to perform on a standard band instrument

Class Hours: 1 lecture, 3 laboratory

The Wind Ensemble is designed to provide a setting for wind and percussion instrumentalists who aspire to focus on standard wind ensemble and symphonic band repertoire through rehearsals and public performances. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 22A/B -- 1-3/1-3 Units

Independent Studies in Music

Prerequisite: A previous course in Music

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of music on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit-limitations.*

MUS 25A -- 1.5 Units

Class Piano

Class Hours: 3 lecture/laboratory

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*

MUS 25B -- 1.5 Units

Class Piano

Prerequisite: Mus 25A

Class Hours: 3 lecture/laboratory

This course is designed to teach greater independence of hands, continues music reading and technique skills, further exploration of chords and scales. *Transfer credit: CSU; UC*

MUS 25C -- 1.5 Units

Class Piano

Prerequisite: Mus 25B

Class Hours: 3 lecture/laboratory

This course is designed to teach greater independence of hands, and continues music reading and technique skills. Overview and study of the "teaching" pieces of the major important composers. *Transfer credit: CSU; UC*

MUS 25D -- 1.5 Units

Class Piano

Prerequisite: Mus 25C

Class Hours: 3 lecture/laboratory

This course is designed to teach greater independence of hands, and continues music reading and technique skills. Overview and study of intermediate-advanced pieces of the major composers. *Transfer credit: CSU; UC*

MUS 26 -- 2 Units

Beginning Jazz Piano

Class Hours: 1 lecture, 3 laboratory

This introductory course is designed for the student who wants to study acoustical or electronic piano from a jazz approach. Jazz keyboard patterns will include blues (including boogie-woogie), ragtime, rock, gospel, and country western. The course will include both a strong emphasis on sight reading skills as well as rote learning (playing by ear). May be taken two (2) times for credit. *Transfer credit: CSU; UC*

MUS 27 -- 2 Units

Choral Conducting

Class Hours: 2 lecture, 1 laboratory

This course is the study of basic conducting techniques including the 2/4, 3/4, 4/4, 6/8, 3/8, 2/8 and subdivided beat patterns. Video recording and perusal by students will assist the learning process. Class members and prepared cassette recordings will provide the music for conducting practice. *Transfer credit: CSU; UC*

MUS 28 -- 2 Units

Instrumental Conducting

Prerequisite: Equivalent of Mus 1

Class Hours: 1 lecture, 3 laboratory

A study is made of basic conducting techniques of various instrumental organizations; students also explore instrumental literature, including style, performance and interpretation. May be taken two (2) times for credit. *Transfer credit: CSU; UC*

MUS 29 -- 1 Unit

Repertoire Class

Corequisite: Mus 30 or Mus 31

Class Hours: 1 lecture

Student performance of musical literature currently being studied in Mus 30 or 31 will be critiqued by the class and its instructor. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 30A-G -- 2.5-3 Units

Applied Music Instruction - Woodwind/Brass/Strings/Piano/Classical Guitar/Percussion/Voice

Prerequisite: Student must perform at a college freshman level to be accepted into the Mus 30 Applied Music Program. The audition will be based on repertoire standards published by the Music Department.

Corequisites: 1) Repertoire Class - Mus 29; 2) Music Theory - Mus 2A, 2B, 2C, or 2D; 3) Performance Ensemble - Mus 10, 15, 16, 18, 19, 20, 21, 60D, 60G, 60P, or 60V

Class Hours: .5-1 lecture, 6 laboratory

This course offers individual instruction by approved instructors in performance of literature for the individual instrument. The class provides a half-hour or a one-hour private lesson, and requires six hours of practice on campus per week. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 31A-G -- 2.5-3 Units

Applied Music Instruction (student-paid) - Woodwind/Brass/Strings/Piano/Classical Guitar/Percussion/Voice

Corequisite: None, however enrollment in the following is recommended: 1) Repertoire Class - Mus 29; 2) Music Theory - Mus 2A, 2B, 2C, or 2D; 3) Performance Ensemble - Mus 10, 15, 16, 18, 19, 20, 21, 60D, 60G, 60P, or 60V

Class Hours: .5-1 lecture, 6 laboratory

This course offers individual instruction by approved instructors in performance of literature for the individual instrument. For a fee the class provides a half-hour or a one-hour private lesson, and requires six hours of practice on campus per week. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 32 -- 2 Units

Class Guitar

Class Hours: 1 lecture, 3 laboratory

This course will focus on the development of the basic skills required to play simple melodies and first position chords on both acoustic and electric guitars. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

MUS 60A-Z -- 1-3 Units

Topics in Music

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 2 Units

Intermediate Orchestral Techniques

Prerequisite: Mus 15

Class Hours: 1 lecture, 3 laboratory

This course emphasizes rehearsal disciplines and responsibilities (bowing, fingering, and dynamics). May be taken four (4) times for credit.

60B -- 3 Units**Intermediate Studies in Music Theory**

Prerequisite: Mus 2A

Class Hours: 3 lecture

This course is designed for students who have completed at least one semester of music theory and are interested in special intermediate studies in music theory and analysis.

60C -- 3 Units**Advanced Studies in Music Theory**

Prerequisites: Mus 2A, Mus 2B

Class Hours: 3 lecture

This course is designed for students who have completed the first year of music theory and are interested in advanced studies in the areas of harmonic analysis, counterpoint, and form.

60D -- 2 Units**Los Robles Master Chorale**

Prerequisite: Audition

Class Hours: 1 lecture, 3 laboratory

The Masterworks Chorale is designed for the experienced singer wishing to perform the choral works of master composers. Music suitable for the large ensemble is selected from the Renaissance, Baroque, Classic, Romantic, and Modern Periods. May be taken four (4) times for credit.

60E -- 3 Units**Choral Conducting Seminar**

Prerequisite: Mus 27 or equivalent experience

Class Hours: 3 lecture

The Choral Conducting Seminar addresses the problems facing the choral director. The course focuses on understanding the historical background of choral conducting, the director's role as interpreter, the selection of appropriate choral materials, the understanding of the stylistic differences of choral music and the periods in which they were composed, the efficient use of rehearsal techniques, and the conducting of the performance.

60F -- 2 Units**Advanced Orchestral Techniques**

Prerequisite: Mus 60A

Class Hours: 1 lecture, 3 laboratory

This course emphasizes interpretation of rhythm and phrasing. May be taken four (4) times for credit.

60G -- 2 Units**Advanced Chamber Music**

Prerequisite: Mus 19

Class Hours: 1 lecture, 3 laboratory

This course offers continuing instruction in the performance of small ensemble instrumental music. Graded literature for various instrumental combinations for rehearsal and performance is studied. May be taken four (4) times for credit.

60J -- 2 Units**Intermediate Jazz Performance**

Prerequisite: Mus 18

Class Hours: 4 lecture/laboratory

This course emphasizes the improvisational techniques as well as rehearsal disciplines and responsibilities (i.e., fingerings, dynamics, ensemble techniques, various jazz styles, etc.). Rehearsal for and performance at scheduled concerts are required. May be taken four (4) times for credit.

60K -- 2 Units**Advanced Jazz Performance**

Prerequisite: Mus 60J

Class Hours: 4 lecture/laboratory

This course emphasizes the further development of jazz performance styles as well as rehearsal disciplines and responsibilities. Rehearsal for and performance at scheduled concerts are required. May be taken four (4) times for credit.

60P -- 2 Units**Advanced Choral Performance**

Prerequisite: Audition

Class Hours: 1 lecture, 3 laboratory

This is an advanced course in the performance of choral literature requiring strong note-reading abilities and voice skills. May be taken four (4) times for credit.

60T -- 2 Units**Masterworks Abroad**

Prerequisite: Audition

Class Hours: 6 laboratory

Designed for experienced singers, this course combines preparatory rehearsals on campus with concert performances, seminars, lectures, and related cultural activities on tour abroad. May be taken four (4) times for credit.

60V -- 2 Units**Advanced Concert Choir**

Prerequisites: Satisfactory completion of Mus 10, Mus 60P or equivalent work; audition required

Class Hours: 1 lecture, 3 laboratory

Advanced Concert Choir is a choral organization which is concerned with the refinement of choral singing. Detailed attention is given to intonation, tonal quality, tonal blend and balance, textual articulation, interpretation, and stage presence. May be taken four (4) times for credit.

Nursing Science

All Nursing Science courses are listed with the Health Science courses. Refer to that section alphabetically for full course information.

Nutritional Science

The nutritional science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those aspiring to careers in health and fitness related professions and teaching and to those interested in promoting personal wellness. For some, this program may lead to entry into the dietetics/nutrition program at a four-year college or university.

Career Opportunities

(Most careers will need a bachelors degree of advanced studies)

Diet Aide
Diet Program Lecturer

Faculty

Full-Time	Part-Time	Counselor
Judy Alexander	Bridget Harvey-Elliott Linda Vickers Diane Woods	Letricia Mai Ofelia Romero-Motlag Danita Redd Terry

NtS 89A-Z -- .5-3 Units

Institutes in Nutritional Science★

Class Hours: Variable

This is a special series of short courses focusing on particular aspects of Nutritional Science. Courses dealing with foods and nutrition will provide an opportunity for specialized study.

Nutritional Science Courses

NtS 1 -- 3 Units

Nutrition

Class Hours: 3 lecture

This is a study of the nutrients, their sources, assimilation, functions and requirements. Topics include current national and international problems and evaluation of nutritional information in mass media. Good for majors and non-majors. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Phys 2. CAN: H EC 2*

NtS 3 -- 3 Units

Current Issues in Nutrition

Prerequisite: NtS 1 or equivalent course

Class Hours: 3 lecture

This course is a focus on contemporary concerns in nutrition. It will cover areas such as nutrition and stress, body image, wellness, nutrient supplements, energy balance and eating disorders. Emphasis on health concerns and career needs of students in health care fields will also be included. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Phys 2 and NtS 1.*

NtS 4 -- 3 Units

Nutrition, Fitness and Stress Management

Class Hours: 3 lecture

This is an integrated approach to good health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Concepts will be applied to specific topics of current concern such as weight control, heart disease and stress management. Skills for incorporating habits and techniques into one's daily life will be stressed. *Transfer credit: CSU*

NtS 5 -- 3 Units

Nutrition for the Health Professions

Class Hours: 3 lecture

This course is an evaluation of nutritional status; promotion of optimal nutrition; and application of nutrition principles to common medical disorders. *Transfer credit: CSU*

NtS 22A/B -- 1-3/1-3 Units

Independent Studies in Nutritional Science

Prerequisite: A previous course in Nutritional Science

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of nutritional science on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

Personal Growth/Leadership

Student Personnel Services provides two types of classroom instruction: personal growth classes emphasizing career development and personal self-help course work and leadership classes aimed at encouraging involvement in student government.

Faculty

Full-Time		Part-Time
Donna Proske Allyn	Letricia Mai	Mary Martin
Francis Bianchino	Lisa Raufman	
Donald Henderson	Danita Redd Terry	
Edna Ingram	Ofelia Romero-Motlagh	

Leadership Courses

LDR 1 -- 1 Unit

Principles of Leadership I

Class Hours: 1 lecture, 1 practicum

Effective group leadership is developed through an understanding of the basic tenets of parliamentary procedure. Practical application of parliamentary procedure in the group situation will be emphasized. May be taken four (4) times for credit. *Transfer credit: CSU*

LDR 2 -- 2 Units

Principles of Leadership II★

Class Hours: 2 lecture

This advanced leadership course develops effective leadership through guest speakers of faculty, staff, and community leaders, plus instructor, speaking on topics such as parliamentary procedure, successful relationships, problem solving, affirmative action, cultural diversity, argumentation and debate, shared governance, ethics, the legislative process, management techniques, marketing, running a business, and use of computers. May be taken four (4) times for credit. *Transfer credit: CSU*

LDR 89A -- 1 Unit

Student Government Leadership★

Class Hours: 16 lecture total

This special performance class open to all students is designed to develop skills and effective leadership ability in preparation to serve as an Associated Student Body officer, as a student club officer, as a student representative on campus governance committees, or as a student involved with the student activities program. *Transfer credit: CSU*

Personal Growth Courses

PG 1 -- 1 Unit

Student Success

Class Hours: 2 lecture for 8 weeks

This course provides students with an opportunity to learn techniques and adopt attitudes and skills that promote academic success. Course content is taught with the objective of identifying personal obstacles to academic success. The focus will be on time management, procrastination and goal setting, stress management, focusing and concentrating, adjusting to college, the problems of addiction, and successful relationships. Campus resources providing further support will also be introduced. *Transfer credit: CSU*

PG 2 -- 3 Units

Career Development

Recommended Preparation: Undeclared majors complete during first year

Class Hours: 3 lecture

The focus is on career, personal and educational awareness as they relate to the process of career choice and academic goal setting. Planning skills and self-assessment instruments which focus on interests, skills, values, and personality, will help identify career options. Decision-making strategies, labor market trends, interviewing skills, resume writing, application completion and job search techniques will be reviewed. Short-term models (PG 2X) will incorporate selected topics of the semester course. Fee for career assessment materials. *Transfer credit: CSU*

PG 3 -- .5 Units

Orientation★

Class Hours: 5 lecture total

This course is the Testing, Orientation, Planning (TOP) program which involves Math, English, and Reading assessments to assist students in determining appropriate placement in these subjects. Students will view the Moorpark College video that gives an introduction to the college's programs and services. Counselor assistance will be provided with first semester educational planning. Students will attend Counseling Workshop(s) in their area of interest(s).

PG 4 -- 1 Unit

Student Development in Higher Education

Recommended Preparation: PG 3 or Math, English, Reading assessments and orientation

Class Hours: 2 lecture for 8 weeks

This course is an introduction to student development and lifelong learning. The role of higher education in life, academic requirements, services, programs, and technological resources will be reviewed. Models for student success, choosing a major and a college will be presented. Time management, study skills, learning styles, and values clarification will be assessed. Students will learn a problem solving and decision making model to assist them throughout their personal, academic, and professional lives. Students develop an educational plan that will provide them with the knowledge and skills to transition beyond Moorpark College. *Transfer Credit: CSU*

PG 60A-Z -- 1-3 Units

Topics in Personal Growth★

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Personal Growth not covered in detail in the general Personal Growth course offerings. Topic courses are announced on a semester basis in the schedule of classes. (College credit only. Does not apply toward a degree.)

Topics which have been developed include:

60A -- 1 Unit

Confident Test Taking

Class Hours: 16 lecture total

Course will assist students to feel more confident about taking instructor-prepared tests and standardized examinations. Assignments and discussion will focus on positive and negative self images while taking tests, problem-solving approaches, and relaxation techniques. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

Philosophy

The study of philosophy provides students with the unique opportunity to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. It requires the constructive reexperiencing of these problems and doubts in one's own life. The goal is to examine ourselves, our culture, and our world with the aims of criticizing and contributing toward a reformation of self and world. The program also develops analytical, critical and writing skills that are an excellent preparation for professional and other careers.

Career Opportunities

(Careers require a bachelors degree or advanced degree)

Social Worker	Urban Planner
Lawyer	Management Trainer
Public Administrator	Project Director

Faculty

Full-Time	Part-Time	Counselors
Janice Daurio	Jerold Caplan	Mike Johnson
Victor Fontaine	Ron Mc Camy	Mary Martin
Elton Hall	Mark Pursley	
	Michael Rosenthal	
	Henry Talifer	
	Doug Thiel	

Philosophy Courses

PHIL 1 -- 3 Units

Introduction to Philosophy

Class Hours: 3 lecture

This course systematically explores the concepts of knowledge, reality, and value. The course includes an overview of some of the main branches of philosophy, such as epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion, as well as consideration of selected topics within these branches, such as idealism, realism, skepticism, materialism, and relativism. *Transfer credit: CSU; UC. CAN: PHIL 2*

PHIL 2 -- 3 Units

Values and Society

Class Hours: 3 lecture

This course is an introduction to the philosophy of ethics through a study of some of the basic questions of life; what is good? What is right? How should I live? What are my obligations to others? Are morals relative? Do we have free will? An attempt is made to review the ideas and arguments of philosophers concerning these, and related issues, and to encourage individual application of the ideas presented. *Transfer credit: CSU; UC. CAN: PHIL 4*

PHIL 3 -- 3 Units

Social and Political Philosophy

Class Hours: 3 lecture

This course is a study of the philosophical foundations of social and political thought. Theories about collective human organization can view people as acting naturally according to individual rules; as group members behaving within social roles; and as participants in legal relationships within political institutions. This course is designed to show the importance of philosophical assumptions about collective human nature, by clarifying the differences and connections between these perspectives. *Transfer credit: CSU; UC*

PHIL 4 -- 3 Units

Values and the Environment

Class Hours: 3 lecture

This course is an introduction to ethics through a study of the basic questions of life as they relate to the environment and its nonhuman inhabitants; do animals have rights? Do humans have obligations to nonhuman entities, including the earth itself? Included are discussions of anthropocentrism, ecocentrism, ecofeminism and multicultural perspectives on humankind and nature. A review of ideas and arguments of philosophers concerning these and related issues will encourage individual application of the ideas presented. *Transfer credit: CSU; UC*

PHIL 5 -- 3 Units

Critical Thinking and Analytic Writing

Class Hours: 3 lecture

Prerequisite: English 1A

Survey of and practice in reasoning, including analysis, critical reasoning, and synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasis is on both oral and written analysis and argumentation of issues involving fact, belief and value, and on common fallacies of thought, logic, and language. Students will develop the basics of critical reading, analytic writing and the relation of writing to critical thinking beyond the level achieved in Engl 1A. *Transfer credit: CSU; UC*

PHIL 6 -- 3 Units

Introduction to Non-Western Philosophy

Class Hours: 3 lecture

This course systematically explores concepts of human knowledge, reality and thought as found in non-western traditions. Both theoretical and practical concepts will be examined, including issues of free will, skepticism, dogmatism, materialism, epistemology, metaphysics and aesthetics. This course is designed to meet all the needs that Phil 1 meets, being an alternative introduction to philosophy. *Transfer credit: CSU; UC*

PHIL 7 -- 3 Units

Introduction to Logic

Class Hours: 3 lecture

This course will explore elementary thought processes, both deductive and inductive with emphasis on definition, verification, validity, forms of argument and of fallacious reasoning and application of various areas of inquiry. *Transfer credit: CSU; UC. CAN: PHIL 6*

PHIL 9 -- 4 Units

Symbolic Logic

Class Hours: 4 lecture

This course is an introduction to symbolic logic, including the logic of connectives and the logic of quantifiers. Topics to be included will be truth functional composition, consistency trees, derivations, and quantifications. *Transfer credit: CSU; UC*

PHIL 11 -- 3 Units

Survey of World Religions: West

Class Hours: 3 lecture

This course is a systematic study of the major ideas of the world's western religious traditions, including Judaism, Christianity and Islam, and an overview of the cultural and historical contexts in which these religions arose, as well as recent offshoots of these traditions. Each religion is viewed from the standpoint of its proponents. The purpose is to promote a broader understanding of the main similarities and differences which these outlooks exhibit. *Transfer credit: CSU; UC*

PHIL 12 -- 3 Units

Survey of World Religions: East

Class Hours: 3 lecture

This course is a systematic study of the major ideas of the world's eastern religious traditions, including Hinduism, Zoroastrianism, Buddhism, Jainism, Sikhism, Taoism, Confucianism and Shinto, and an overview of the cultural and historical contexts in which these religions arose. Each religion is viewed from the standpoint of its proponents. The purpose is to promote a broader understanding of the main similarities and differences which these outlooks exhibit. *Transfer credit: CSU; UC*

PHIL 22A/B -- 1-3/1-3 Units
Independent Studies in Philosophy

Prerequisite: A previous course in Philosophy

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of philosophy on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

PHIL 60A-Z -- 1-3 Units

Topics in Philosophy

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 1 Unit

Philosophy of Nonviolence

Class Hours: 1 lecture

This class will explore the theory and practice of nonviolence, both as a political strategy and as a philosophical approach to life. Discussion will be based on classical and contemporary texts, including works by Gandhi, Camus, and Thoreau.

Photography

A comprehensive program designed to provide professional job skills for future photographers is the goal of this program.

Career Opportunities

(Professional school or college degree preferable)

Portrait Photographer	Audio-Visual Designer
Aerial Photographer	Corporation Photographer
Still Photographer	Photo Finishing Specialist
Photograph Restorer	Slide Program Producer/Director
Photograph Printer	Fine Art Photographer
Photojournalist	Editorial Photographer

Faculty

Full-Time	Part-Time	Counselor
John Grzywacz-Gray	Amani Fliers	Don Henderson
	Judith Hopkins	
	Virginia Lawler	
	James Parker	

■ Photography

Occupational

Associate in Science Degree

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

Required Courses:	Units
Art 4A.....Color and Design	3
Photo 1A.....Beginning Photography	3
Photo 1B.....Intermediate Photography	3
Photo 2.....The History of Photography.....	3
Photo 3.....Basic Color	3
Photo 4.....Advanced Photography	3
Photo 5.....Color Printing	3
Photo 8.....Basic Photo-Journalism	3
Total minimum units required in major area -- 24	
Recommended Courses: Art 1A, 1B, 4B, 12A, 12B; Hum 3	

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

■ Photojournalism

Occupational

Associate in Science Degree

This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared for entry-level photography positions on newspapers, magazines or as free-lance photographers.

Required Courses:	Units
Journ 1.....Media and Society	3
Journ 2.....News Reporting and Writing	3
Photo 1A.....Beginning Photography	3
Photo 1B.....Intermediate Photography	3
Photo 2.....The History of Photography.....	3
Photo 3.....Basic Color	3
Photo 4.....Advanced Photography	3
Photo 8.....Basic Photo-Journalism	3
Photo 9....."Reporter" Staff Photography	4
Total minimum units required in major area -- 28	

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

Photography

Certificate of Achievement

Art 4A.....Color and Design	3
Art 1C.....Art History	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
GRD 30.....Introduction to Computer Graphics	3
Photo 60I.....Electronic and Digital Photography	3
Total units required -- 31	

Photojournalism

Certificate of Achievement

Journ 1.....Media and Society	3
Journ 2.....News Reporting and Writing	3
Photo 1A.....Beginning Photography	3
Photo 1B.....Intermediate Photography	3
Photo 3.....Basic Color	3
Photo 4.....Advanced Photo-Journalism	3
GRD 30.....Introduction to Computer Graphics	3
Photo 60I.....Electronic and Digital Photography	3
Total units required -- 31	

Photography Courses

Students planning to take more than 12 units of course work from all the Photography courses marked with * (and Art courses marked with †) should consult a counselor; the UC system allows credit for the first 12 units only.

PHOTO 1A -- 3 Units

Beginning Photography

Class Hours: 2 lecture, 3 laboratory

This is a beginning course in photographic theory. Emphasis is placed on photography as a means of creative expression. The course includes a study of the basic principles of camera operation, exposure, developing and printing. *Transfer credit: CSU; UC; CAN: ART 18*

PHOTO 1B -- 3 Units

Intermediate Photography

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course is an extension of techniques featured in Photo 1A. Emphasis is placed on creativity and exploration of a variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. The following areas will be studied: film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. *Transfer credit: CSU; UC*

PHOTO 2 -- 3 Units

The History of Photography

Class Hours: 3 lecture

This course is a survey of the history of photography from Daguerre to the personal images of many well-known contemporaries. Studies will include genres and theories that began in the past and which intensify and clarify the direction of work in the present. *Transfer credit: CSU; UC*

PHOTO 3 -- 3 Units

Basic Color

Prerequisite: Photo 1B or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Students will study the principles of color photography, the use of correction filters; processing of transparency materials with emphasis on creative use of special effects achieved by unique lighting, films and camera techniques directed towards a more expressive visual statement. Experimental approach will be encouraged. May be taken two (2) times for credit. *Transfer credit: CSU*

PHOTO 4 -- 3 Units

Advanced Photography

Prerequisite: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

In this class major emphasis is placed on individual projects. The student will generate ideas and, with instructor guidance, work on the problem of intensifying personal statement through the medium of photography. Students will select their own projects and work with their own ideas, refining technical and aesthetic understanding in black and white and/or color. Areas covered include: zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. *Transfer credit: CSU*

PHOTO 5 -- 3 Units

Color Printing

Prerequisite: Photo 3 or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

Students will print from color negatives. "Type C" printing techniques will be learned. In addition the following special techniques will be explored: multiple printing, diffusion, distortion control and exaggeration, combination printing, high contrast, solarization and posterization. May be taken two (2) times for credit. *Transfer credit: CSU*

PHOTO 8 -- 3 Units

Basic Photo-Journalism

Prerequisite: Photo 1A or suitable portfolio

Class Hours: 2 lecture, 3 laboratory

This course concentrates on the aspects of photography as applied to mass communications, broadcast and print journalism. Students concentrate on the translation of ideas to images for reproduction in magazines, newspapers and book illustrations. Other topics include special effects, the utilization of camera and light as creative tools and basic motion picture techniques. May be taken two (2) times for credit. (co-numbered Journ 8) *Transfer credit: CSU*

PHOTO 9 -- 4 Units

"Reporter" Staff Photography

Prerequisite: Photo 8 or suitable portfolio

Class Hours: 1 lecture, 9 laboratory

This is a course for "Reporter" staff photographers who will work in all phases of press photography, including news, feature, illustration, 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*

PHOTO 22A/B -- 1-3/1-3 Units

Independent Studies in Photography

Prerequisite: A previous course in Photography

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of photography on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

PHOTO 60A-Z -- 1-3 Units

Topics in Photography

Prerequisite: A previous college-level course in the discipline

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 1 Unit

Field Studies in Photography

Class Hours: .5 lecture, 1.5 laboratory

Photo field work concentrates on solving the specific photographic problems of a chosen location. Students may work in black and white or color. May be taken four (4) times for credit.

60B -- 2 Units

Field Studies in Photography

Class Hours: 1 lecture, 3 laboratory

Photo field work concentrates on solving the specific photographic problems of a chosen location. Students may work in black and white or color. May be taken four (4) times for credit.

60C -- 3 Units

Field Studies in Photography

Class Hours: 1 lecture, 6 laboratory

Photo field work concentrates on solving the specific photographic problems of a chosen location. Students may work in black and white or color. May be taken four (4) times for credit.

60D -- 1 Unit

Laboratory Practice

Class Hours: .5 lecture, 1.5 laboratory

This is instructor-supervised laboratory work for beginning, intermediate and advanced students. May be taken four (4) times for credit.

60E -- 2 Units

Laboratory Practice

Class Hours: .5 lecture, 4.5 laboratory

This is instructor-supervised laboratory work for beginning, intermediate and advanced students. May be taken four (4) times for credit.

60F -- 3 Units

Laboratory Practice

Class Hours: 1 lecture, 6 laboratory

This is instructor-supervised laboratory work for beginning, intermediate and advanced students. May be taken four (4) times for credit.

60I -- 3 Units

Electronic and Digital Photography

Prerequisite: A course in the discipline

Class Hours: 2 lecture, 3 laboratory

This course is a practical introduction to electronic photography and image processing. Students will use the Macintosh computer, silver halide films, electronic still cameras and various scanning techniques to produce photographic output. May be taken two (2) times for credit. (co-numbered GRD 60E)

Physical Education

Physical Education offers students an opportunity to round out their education with emphasis on improving individual physical well-being. It also introduces students to opportunities in physical education and dance professional careers.

(College athletics in any area will be included)

Career Opportunities

Associate Degree Level

Athlete	Recreation Leader
Recreation Specialist	Referee
Camp Counselor	Industrial Recreation Leader
Community Center Leader	Racquet Club Manager
Playground Director	Fitness Specialist

Bachelors Degree Level

Athletic Trainer	Resort Sports Coordinator
Teacher	Health and Safety Director
Pre-Physical Therapist	YM/YWCA Instructor
Corrective Therapist	Sports Editor
Exercise Test Technologist	Therapist
Sportscaster	Recruiter
Coach	

INDIVIDUAL

PE 2B - Weight Training	PE 6 - Golf
PE 8 - Power Lifting	PE 11 - Tennis
PE 38 - Wrestling	any Dance activity class

CARDIO-VASCULAR

PE 1 - Walking	PE 3 - Running
PE 4 - Aerobics	PE 7 - Step-Aerobics

Physical Education Courses

Students planning to take more than 4 units of Physical Education activity courses should consult a counselor. The UC system accepts - only that limited number of units. All P.E. courses are accepted for equal semester credit by schools in the California State University system.

Any combination of P.E. activity courses of a particular kind (e.g., body conditioning, golf, tennis, etc.) may be taken for a total of four (4) times.

Individual Sports Activities

PE 1A -- 1.5 Units

Walking for Fitness

Class Hours: 1 lecture, 2 activity

Walking for Fitness is designed to provide exercise and fitness training with emphasis on cardiovascular conditioning and to restore muscle tone to prepare individuals for more strenuous physical activity classes. Designed to meet needs of individuals recovering from respiratory and cardiovascular disorders as well as surgery and minor injuries related to lower extremities. *Transfer credit: CSU; UC*

PE 2A -- 1.5 Units

Body Conditioning/Fitness Lab

Class Hours: 1 lecture, 2 activity

Fitness Lab is designed to develop positive habits and attitudes in regard to cardiovascular efficiency, muscular strength, endurance, and flexibility. The open-lab structure allows students to freely pick their attendance times. Students start by being assessed in cardiovascular efficiency, muscular strength, flexibility, and body composition. Individual fitness profiles and exercise programs are designed for each student. Exercise activities utilize Paramount and Universal weight machines, Stairmasters (computerized climbing machines), Pacers (motorized treadmills), Lifecycles (computerized cycles), Concept II (computerized rowing machines), and Bodyguard ergometers (exercise bikes). Post comparisons are provided at the end of the semester for each student. *Transfer credit: CSU; UC*

PE 2B -- 1.5 Units

Body Conditioning/Free Weights

Class Hours: 1 lecture, 2 activity

This is a body conditioning course designed to improve the cardiovascular system, enhance flexibility and increase muscular strength. The class will include jogging, stretching exercises and specific free weight exercises designed to strengthen the entire body. *Transfer credit: CSU; UC*

PE 3A -- 1.5 Units

Running for Fitness and Conditioning

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. *Transfer credit: CSU; UC*

Faculty

Full-Time

James Bittner
Donald Green
Ronald Halleran
John Keever
MoDean McCullough
Gilbert Mendoza
Alvyn Nordquist
Delbert Parker
Nancy Stewart
Willard Thurston

Part-Time

Gary Abraham
David Banuelos
Steven Berk
James W. Bittner
Stephen Burkhart
Leslie Daily
Charlene Dow
Arthur Green
Paul Keysaw
Everett Macy

Pauletta Matsui
David Murphy
Thomas Odgers
Frank Parodi
Mario Porto
Sherry Ruter
Michael Scanlon
Kenneth Wagner

Counselor

Donna Proske Allyn

Human Performance

Associate in Arts Degree

This pre professional "core" program is designed to prepare students for transfer to bachelor degree programs in Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management.

Required Courses:	Units
PE 90 Introduction to Human Performance	2
PE 91 Foundations of Fitness	3
HE 1 Health and Society	2
HE 5 Safety and First Aid	3
HE 6 Prevention and Care of Athletic Injuries.....	3
PSYCH 1A..... Introduction to Psychology.....	3
AN 1 General Anatomy	4
PHYS 1..... Human Physiology.....	5
NTS 1 Nutrition	3
PE Activities (3)*	4.5

(one from each team, individual and cardiovascular lists):

Total minimum units required in major area-- 32.5

* - "X" activity classes may not be taken

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

TEAM

PE 23C - Baseball	PE 24C - Basketball
PE 25C - Football	PE 27 - Soccer
PE 28 - Softball	PE 29C - Track
PE 30A - Volleyball	

PE 3B -- 1.5 Units

Sprinting for Fitness and Conditioning

Class Hours: 1 lecture, 2 activity

This course is designed to develop proficiency in sprinting skills as well as the development of physical and general health. The emphasis of this class is placed on maximizing sprinting speed performance and cardiovascular efficiency through running. *Transfer credit: CSU; UC pending*

PE 4 -- 1.5 Units

Body Conditioning through Rhythmic/Aerobics

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. *Transfer credit: CSU; UC*

PE 5 -- 1.5 Units

Bowling

Class Hours: 1 lecture, 2 activity

This course is designed to help the student develop skills, including rules, etiquette, safety and techniques of the game of bowling. Class is conducted off campus. *Transfer credit: CSU; UC*

PE 6A -- 1.5 Units

Beginning Golf I

Class Hours: 1 lecture, 2 activity

This course covers development of skill in learning to play golf which would include rules, etiquette, background and analysis of techniques. *Transfer credit: CSU; UC*

PE 6C -- 1.5 Units

Intermediate Golf

Prerequisite: PE 6A or equivalent

Class Hours: 1 lecture, 2 activity

This course covers advanced techniques and skill development on links play. *Transfer credit: CSU; UC*

PE 6D -- 1.5 Units

Advanced Golf

Prerequisite: PE 6C or equivalent

Class Hours: 1 lecture, 2 activity

The course studies bio-mechanical principles of all elements of golf. Special attention will be given to preparation for all aspects of golf competition. *Transfer credit: CSU; UC*

PE 7 -- 1 Unit

Step-Aerobics

Class Hours: .5 lecture, 1.5 activity

A course designed to develop proficiency in step-aerobics with principles of fitness and the development of a high-level cardiovascular efficiency. This is a program so comprehensively balanced, that it works every major muscle group in the lower body while it helps to strengthen and condition the upper body. The platform is adjustable to low or high impact and most important the fitness level of all students can be met in the same class. *Transfer credit: CSU; UC*

PE 8 -- 1.5 Units

Power Lifting/Free Weights

Class Hours: 1 lecture, 2 activity

This course in weight training and conditioning is designed to build strength, power, and bulk necessary for athletic sports. Exercise will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and power lifting for the lower body. Emphasis will be placed on power lifting. The conditioning phase will emphasize the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines. *Transfer credit: CSU; UC*

PE 9 -- 1.5 Units

Racquetball

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. *Transfer credit: CSU; UC*

PE 11A -- 1.5 Units

Beginning Tennis I

Class Hours: 1 lecture, 2 activity

This course is designed for the student with no tennis experience, this course covers beginning skills including etiquette, rules, techniques and strategies of the baseline game. *Transfer credit: CSU; UC*

PE 11C -- 1.5 Units

Intermediate Tennis

Prerequisite: PE 11A or equivalent

Class Hours: 1 lecture, 2 activity

This course is designed for the student with beginning playing experiences. The course further develops the player in singles and doubles rules, strategies and techniques. *Transfer credit: CSU; UC*

PE 11D -- 1.5 Units

Advanced Tennis

Prerequisite: PE 11C or equivalent

Class Hours: 1 lecture, 2 activity

Designed for the student with intermediate playing skills and experience, this course further develops the player in singles and doubles, strategies and rules techniques. Tournament play is emphasized. *Transfer credit: CSU; UC*

PE 21 -- 1.5 Units

Field Hockey

Class Hours: 1 lecture, 2 activity

This course is designed to teach the fundamentals of field hockey. The course includes the individual skills of passing, receiving, and dribbling the ball, and the offensive and defensive tactics and strategy of the team. *Transfer credit: CSU; UC*

Independent Studies

PE 22A/B -- 1-3/1-3 Units

Independent Studies in Physical Education

Prerequisite: A previous course in Physical Education

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of physical education on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Team Sports

PE 23C -- 1.5 Units

Intermediate Baseball

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. *Transfer credit: CSU; UC*

PE 23D -- 1.5 Units

Advanced Baseball

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. *Transfer credit: CSU; UC*

PE 24C -- 1.5 Units

Intermediate Basketball

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. *Transfer credit: CSU; UC*

PE 24D -- 1.5 Units

Advanced Basketball

Prerequisite: PE 24C or varsity high school experience

Class Hours: 1 lecture, 2 activity

This class teaches advanced techniques and strategies in basketball. This course incorporates game experience and different styles and formats of play. *Transfer credit: CSU; UC*

PE 25C -- 1.5 Units

Intermediate Football

Class Hours: 1 lecture, 2 activity

This course covers development of advanced skills in football and the theory behind the different styles of play. *Transfer credit: CSU; UC*

PE 25D -- 1.5 Units

Advanced Football

Class Hours: 1 lecture, 2 activity

This class includes advanced techniques of football with the emphasis placed on the offensive and defensive passing game. It includes condition and speed improvement for the football player. *Transfer credit: CSU; UC*

PE 26 -- 1.5 Units

Team Sports

Class Hours: 1 lecture, 2 activity

This course teaches the basic rules, techniques and strategy of various seasonal team sports, which include soccer, softball, football and basketball. Course provides for actual participation in each sport. *Transfer credit: CSU; UC*

PE 27 -- 1.5 Units

Soccer

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. *Transfer credit: CSU; UC*

PE 28 -- 1.5 Units

Softball

Class Hours: 1 lecture, 2 activity

This course offers co-educational instruction and participation in the basic skills and strategy of slow pitch softball. *Transfer credit: CSU; UC*

PE 29C -- 1.5 Units

Intermediate Track

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. *Transfer credit: CSU; UC*

PE 29D -- 1.5 Units

Advanced Track

Prerequisite: PE 29C

Class Hours: 1 lecture, 2 activity

Students continue to develop advanced skills and strategies of track and field. Particular attention will be given for the preparation of the student for the competitive season. This is a requirement of all track GA candidates. *Transfer credit: CSU; UC*

PE 30A -- 1.5 Units

Beginning Volleyball I

Class Hours: 1 lecture, 2 activity

Basic skills in playing volleyball are developed. Students learn rules and techniques of playing power volleyball. *Transfer credit: CSU; UC*

PE 30C -- 1.5 Units

Intermediate Volleyball

Prerequisite: PE 30A or playing ability in volleyball

Class Hours: 1 lecture, 2 activity

The player with beginning experience is further developed in the fundamental skills and strategies of the 6-player game. More exposure to skills allows the player to participate in two and three-player volleyball as well. *Transfer credit: CSU; UC*

PE 30D -- 1.5 Units

Advanced Volleyball

Prerequisite: PE 30C or equivalent playing experience

Class Hours: 1 lecture, 2 activity

The player with intermediate experience is further developed in the skills and strategies of the 6-player game. More exposure to skills allows the player to participate in two and three-player volleyball. *Transfer credit: CSU; UC*

Combatives/Self-Defense

PE 36A -- 2 Units

Analysis of Sexual Assault and Self-Defense

Class Hours: 2 lecture, 1 activity

This course covers the issues of personal assault and rape, with practical experience in learning self-defense techniques. Students will study the academic literature as well as the physical responses in assault and rape. *Transfer credit: CSU; UC*

PE 38 -- 1.5 Units

Wrestling

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. *Transfer credit: CSU; UC*

Intercollegiate Athletics

Students are required to pass a physical exam.

PE 64 -- 3 Units

Soccer-Men

Recommended Preparation: Student should understand and be familiar with Soccer skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 65 -- 3 Units

Soccer-Women

Recommended Preparation: Student should understand and be familiar with Soccer skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 66 -- 3 Units

Baseball-Men

Recommended Preparation: Student should understand and be familiar with Baseball skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 67 -- 3 Units

Basketball-Men

Recommended Preparation: Student should understand and be familiar with Basketball skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 68 -- 3 Units

Basketball-Women

Recommended Preparation: Student should understand and be familiar with Basketball skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 69 -- 3 Units

Cross Country-Men

Recommended Preparation: Student should understand and be familiar with Cross Country skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 70 -- 3 Units

Cross Country-Women

Recommended Preparation: Student should understand and be familiar with Cross Country skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 71 -- 3 Units

Football-Men

Recommended Preparation: Student should understand and be familiar with Football skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 72 -- 3 Units

Golf

Recommended Preparation: Student should understand and be familiar with Golf skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 73 -- 3 Units

Softball-Women

Recommended Preparation: Student should understand and be familiar with Softball skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 74 -- 3 Units

Tennis-Men

Recommended Preparation: Student should understand and be familiar with Tennis skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 75 -- 3 Units

Tennis-Women

Recommended Preparation: Student should understand and be familiar with Tennis skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 76 -- 3 Units

Track-Men

Recommended Preparation: Student should understand and be familiar with Track skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 77 -- 3 Units

Track-Women

Recommended Preparation: Student should understand and be familiar with Track skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 78 -- 3 Units

Volleyball-Women

Recommended Preparation: Student should understand and be familiar with Volleyball skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 79 -- 3 Units

Wrestling-Men

Recommended Preparation: Student should understand and be familiar with Wrestling skills, rules, and strategies as noted in the course outline.

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. May be taken three (3) times for credit. *Transfer credit: CSU; UC*

PE 90 -- 2 Units

Introduction to Human Performance and Physical Education

Class Hours: 2 lecture

This course is a general survey of the field of Human Performance and Physical Education. Aims, objectives and contemporary issues of Physical Education and Human Performance will be explored. Projects and field work are required. THIS COURSE DOES NOT FULFILL THE GENERAL EDUCATION PE REQUIREMENT. *Transfer credit: CSU, UC-pending*

Instructional

PE 91 -- 3 Units

Foundations of Fitness

Class Hours: 2 lecture, 3 laboratory

This course introduces the physiological principles and other factors that provide the foundations for the development and maintenance of optimal physical fitness. The students will observe and assist in the fitness training in the Moorpark College Fitness Laboratory. THIS COURSE DOES NOT FULFILL THE GENERAL EDUCATION PE REQUIREMENT. *Transfer credit: CSU, UC*

Adaptive

PE 20 -- 1.5 Units

Adapted Physical Education

Class Hours: 1 lecture, 2 activity

This is a specialized course designed to meet the needs of students who are unable to participate in regular physical education activity classes. Students will be evaluated 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 an adapted fitness program. May be taken four (4) times for credit. *Transfer credit: CSU, UC pending, CO-NUMBERED: SpEd 20.*

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.

Career Opportunities

(Bachelors degree necessary)

Astronomer
Teacher

Patent Lawyer
Oceanographer

Faculty

Full-Time

Clinton Harper

Part - Time

Paul Coleman
Ron Wallingford

Counselors

Letricia Mai
Danita Redd Terry

Physical Science Courses

PHY SC 1 -- 3 Units

Principles of Physical Science

Prerequisite: Math 3 or equivalent

Class Hours: 3 lecture

This course introduces selected significant facts, principles and laws from physics and chemistry. Topics will include: motion, force, energy, wave motion, electricity and magnetism, light, atomic structure, chemical bonding and chemical reaction rates and equilibrium. *Transfer credit: CSU; UC credit limitations -- no credit if taken after a college course in Astronomy, Chemistry, Geology or Physics*

PHY SC 1L -- 1 Unit

Principles of Physical Science Laboratory

Prerequisite: Prior or concurrent enrollment in Phy Sc 1

Class Hours: 3 laboratory

This is a laboratory course designed to be taken concurrently with, or after completion of Phy Sc 1. Laboratory experiments will emphasize selected topics from both introductory physics and chemistry. *Transfer credit: CSU; UC*

PHY SC 22A/B -- .5-3/.5-3 Units

Independent Studies in Physical Science

Prerequisite: A previous course in Physical Science

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of physical science on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

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

Career Opportunities

(Post-bachelors degree necessary)

Laser Specialist	Biomedical Engineer
Seismologist	Plasma Physicist
Researcher	Fusion Engineer
Oceanographer	Nuclear Physicist
Geochemist	Physical Chemist
Weather Forecaster	Statistician
Astronomer	Chemical Physicist
Medical Technologist	

Faculty

Full-Time	Part-Time	Counselors
Balazs Becht	Paul Coleman	Edna Ingram
Clinton Harper	Hadi Darejeh	Letricia Mai
Fred Meyer	Philip Klutch	Danita Redd Terry
	Youssef Kohanzadeh	
	Joseph McNeil	
	Ronald Wallingford	

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 3 and 7 or equivalent.

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

Physics -- one year high school physics or Ph 10A or equivalent.

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

Required Courses:	Units
Chem 1A.....General Chemistry I.....	6
Math 25A.....Calculus with Analytic Geometry I.....	5
Math 25B.....Calculus with Analytic Geometry II.....	5
Math 25C.....Calculus with Analytic Geometry III.....	5
Ph 20A/20AL..Mechanics of Solids and Fluids/Lab.....	5
Ph 20B/20BL..Electricity and Magnetism/Lab.....	5
Ph 20C/20CL..Wave Motion, Heat, Optics & Modern Physics/Lab.....	5

Select one of the following options:

Physics Option

Core plus the following:	
Chem 1B.....General Chemistry II.....	6
Math 35.....Applied Differential Equations.....	3

Recommended Courses: CS 18/18L; Math 31

Applied Physics Option

Core plus the following:	
CS 10/10L.....Intro to Computer Science/Pascal/Lab.....	4
CS 18/18L.....Computer Programming - FORTRAN/Lab.....	4
Engr 12.....Engineering Materials.....	3
Math 35.....Applied Differential Equations.....	3

Recommended Courses: Chem 1B; Math 31

Electro-Optics Option

Core plus the following:

Chem 1B.....General Chemistry II.....	6
ET 10.....Introduction to Lasers and Fiber Optics.....	2
Math 31.....Introduction to Linear Algebra.....	3
Math 35.....Applied Differential Equations.....	3

Recommended Courses: CS 10/10L; Engr 20/20L

Total minimum units required in major area -- 45-50

Suggested Course Sequence:

Physics Option

First Semester	Third Semester
Chem 1A.....	Math 25C.....
Math 25A.....	Ph 20B/20BL.....
11	10

Second Semester	Fourth Semester
Chem 1B.....	Math 35.....
Math 25B.....	Ph 20C/20CL.....
Ph 20A/20AL.....	
16	8

Applied Physics Option

First Semester	Third Semester
Chem 1A.....	Engr 12.....
Math 25A.....	Math 25C.....
11	Ph 20B/20BL.....
	13

Second Semester	Fourth Semester
CS 10/10L.....	CS 18/18L.....
Math 25B.....	Math 35.....
Ph 20A/20AL.....	Ph 20C/20CL.....
14	12

Electro-Optics Option

First Semester	Third Semester
Chem 1A.....	ET 10.....
Math 25A.....	Math 25C.....
11	Math 31.....
	Ph 20B/20BL.....
	15

Second Semester	Fourth Semester
Chem 1B.....	Math 35.....
Math 25B.....	Ph 20C/20CL.....
Ph 20A/20AL.....	
16	8

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

Physics Courses

PH 1 -- 3 Units

Descriptive Physics

Class Hours: 3 lecture

This is an introductory course in the concepts of physics, taught with a minimum of mathematics. Lecture material is reinforced by the use of everyday examples and lecture demonstrations. Topics include: classical mechanics, the properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, relativity and astrophysics. Ph 1 is particularly designed for the nonscience major.

Transfer credit: CSU; UC (no credit for Ph 1 if taken after Ph 10A or 20A)

PH 1L -- 1 Unit

Descriptive Physics Laboratory

Prerequisite: Prior or concurrent enrollment in Ph 1

Class Hours: 3 laboratory

This is an introductory laboratory course in the elements of classical and modern physics for nonscience majors. The topics to be covered are mechanics, electricity, wave motion, heat, light, and atomic and nuclear physics. *Transfer credit: CSU; UC*

PH 5 -- 3 Units

Radiation Physics

Prerequisite: Math 1 or equivalent

Corequisite: Ph 5L

Class Hours: 3 lecture

This course is an introduction to mechanics, electricity, magnetism and atomic physics. Emphasis is placed on the fundamentals of x-ray production and characteristics. This course is primarily designed for the student majoring in Radiation Technology. *Transfer credit: CSU*

PH 5L -- 1 Unit

Radiation Physics Laboratory

Prerequisite: Math 1 or equivalent

Corequisite: Ph 5

Class Hours: 3 laboratory

This is a laboratory course designed to be taken concurrently with the Radiation Physics lecture. Emphasis is placed on principles of mechanics, electricity and magnetism, atomic physics and x-ray physics. *Transfer credit: CSU*

PH 10A -- 4 Units

General Physics I

Prerequisite: Math 4A or Math 6 or Math 7 or equivalent college course, or equivalent skills which may be measured by the college assessment process

Class Hours: 4 lecture

This course is an introduction to the mechanics of solids and fluids, heat, and wave motion, which is designed for students majoring in the life sciences or any other major requiring a noncalculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor. CAN: PHYS 2 (Ph 10A + 10AL)*

PH 10AL -- 1 Unit

General Physics I Laboratory

Prerequisite: Concurrent enrollment in Ph 10A

Class Hours: 3 laboratory

This is a laboratory course during which the student performs experiments in classical mechanics, heat and wave motion. It is designed for students majoring in the life sciences or any other major requiring a non-calculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 10B -- 4 Units

General Physics II

Prerequisite: Ph 10A or equivalent college course

Class Hours: 4 lecture

This course is an introduction to electricity and magnetism, optics and modern physics, which is designed for students majoring in the life sciences or any other major requiring a noncalculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor. CAN: PHYS 4 (Ph 10B + 10BL)*

PH 10BL -- 1 Unit

General Physics II Laboratory

Prerequisites: Ph 10A/10AL or equivalent college course

Corequisite: Ph 10B

Class Hours: 3 laboratory

This is a laboratory course during which the students perform experiments in electricity and magnetism, optics and modern physics. It is designed for students majoring in the life sciences or any other major requiring a non-calculus based laboratory physics course. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 20A -- 4 Units

Mechanics of Solids and Fluids

Prerequisites: Math 25A or equivalent college course, and Ph 10A or equivalent college course, or one year of high school physics

Corequisite: Math 25B

Class Hours: 4 lecture

This course is an introductory study of statics and dynamics of particles and rigid bodies and an introduction to hydrostatics and hydrodynamics. Ph 20A 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. CAN: PHYS 8 (Ph 20A + 20AL)*

PH 20AL -- 1 Unit

Mechanics of Solids and Fluids Laboratory

Prerequisites: Math 25A and Ph 10A or equivalent

Corequisites: Math 25B, Ph 20A

Class Hours: 3 laboratory

This is a laboratory course in which the students perform experiments in dynamics of particles and rigid bodies, hydrostatics, and hydrodynamics. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 20B -- 4 Units

Electricity and Magnetism

Prerequisites: Math 25B and Ph 20A

Corequisite: Math 25C

Class Hours: 4 lecture

This course is an introduction to electricity and magnetism. Emphasis is placed on the understanding of field theory and applications of calculus. Topics include: electric and magnetic fields; Coulomb's Law; Gauss' Law; Faraday's Law; Amperes Law; Biot-Savart Law; Ohm's Law; A.C. and D.C. circuits; and an introduction to electronic devices. *Transfer credit: CSU; UC credit limitations. See counselor. CAN: PHYS 12 (Ph 20B + 20BL)*

PH 20BL -- 1 Unit

Electricity and Magnetism Laboratory

Prerequisites: Math 25B and Ph 20A/20AL

Corequisites: Math 25C, Ph 20B

Class Hours: 3 laboratory

This is a laboratory course designed to be taken concurrently with the Ph 20B lecture. Emphasis is placed on understanding of field theory and introducing the student to electronic measurements, A.C. and D.C. circuits, basic active analog circuits and devices. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 20C -- 4 Units

Wave Motion, Heat, Optics and Modern Physics

Prerequisites: Math 25C and Ph 20B

Class Hours: 4 lecture

This course is an introduction to wave motion (sound and light), physical and isometrical optics, thermodynamics, selected topics in quantum mechanics, and special relativity. The solution of problems utilizing calculus and differential equations is demonstrated. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 20CL -- 1 Unit

Wave Motion, Heat, Optics and Modern Physics Laboratory

Prerequisites: Math 25C and Ph 20B/20BL

Corequisite: Ph 20C

Class Hours: 3 laboratory

This is a laboratory course designed to introduce the student to wave motion, heat, optics and modern physics. Fundamental principles as well as the use of modern laboratory instrumentation will be stressed. *Transfer credit: CSU; UC credit limitations. See counselor.*

PH 22A/B -- .5-3/.5-3 Units

Independent Studies in Physics

Prerequisite: A previous course in Physics

Class Hours: .5-3 tutorial

This course is for students who are interested in furthering their knowledge of physics on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

Physiology

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

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.

Career Opportunities

(Post-bachelors degree necessary)

Government Official
Journalist
Foreign Diplomat

Teacher
Attorney
Politician

Faculty

Full-Time

Gerald Bridgeman
Robert Herman

Part-Time

Craig Flanery
Greg Freeland
Luis Gomez
Rodrigo Hernandez
Donna Karno
Jack Miller

Counselors

Mike Johnson
Ofelia Romero-Mottlagh

Political Science Courses

POL SC 1 -- 3 Units

Introduction to Government

Class Hours: 3 lecture

This class covers basic principles and major areas of study within political science particularly as they apply to American, federal, state, and local government and politics. The student will do research and writing on special topics, and selected political problems will be used to supplement the lectures and discussions. The course is designed for social science majors, behavioral science majors, and others with strong interest in this area. *Transfer credit: CSU; UC*

POL SC 2 -- 3 Units

Comparative Government

Class Hours: 3 lecture

The course in comparative government examines the variety of material that works to produce a government. Areas of comparison include political culture, recruitment and articulation of interests, political institutions, and the sources and content of public policy. Countries examined include examples drawn from Western Europe, Eastern Europe, Asia, and pre-industrial societies. *Transfer credit: CSU; UC*

POL SC 3 -- 3 Units

American Government and Politics

Class Hours: 3 lecture

This is an introductory course on the principles and problems of American Government and the political process, with particular emphasis on national government. This course satisfies the Title V United States Constitution requirement and the California state and local government requirement. *Transfer credit: CSU; UC. CAN: GOVT 2*

POL SC 4 -- 3 Units

International Relations

Class Hours: 3 lecture

This course is a study of relations between sovereign units. It will concentrate on international organization, theoretical proposals toward and possibilities for world peace, the mechanics of politics among nations, and will consider the formation of American foreign policy. Attention will be paid to the relationship between domestic and foreign politics, and to the cultural origins of policy. *Transfer credit: CSU; UC*

POL SC 7 -- 3 Units

Minority Groups*

Class Hours: 3 lecture

This course is a study of political problems which are faced by racial and ethnic minorities in the United States. The focus of the course is to examine the impact and consequences of formal and informal racism, discrimination and sexism which have precluded the full participation of many racial and ethnic groups in the mainstream of American Life. The major emphasis shall be placed on the political process which is often seen as a vehicle for compromising and nego-

tiating majority-minority relations in an attempt to maintain social equilibrium. *Transfer credit: CSU; UC*

POL SC 8 -- 3 Units

Political Patterns in the U.S.*

Class Hours: 3 lecture

Fundamental principles of U.S. Government: federal, state and local are studied in theory and practice. Emphasis is on state and local government of the Southwest, with particular attention given to the legislative process, political parties, pressure groups, and implementation of policy at county and municipal levels. Special emphasis is placed on the participation of the Mexican-American in our political institutions. (co-numbered Ch St 8) *Transfer credit: CSU; UC*

POL SC 10 -- 3 Units

Public Administration and Policy Development*

~~Prerequisite: Prior course in Social Science~~

Class Hours: 3 lecture

This course is designed to help the student develop an understanding of what public administration is, how decisions are made in the public 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*

POL SC 11 -- 3 Units

Law, Government, and Individual Rights

Class Hours: 3 lecture

This course analyzes the origins, workings, procedures, and policies of our federal and state governments from the perspective of Constitutional law. Particular emphasis is placed in the Judicial system and in the privileges, rights, and obligations of individuals guaranteed by the Constitution. Leading judicial decisions of the Supreme Court will be explored. *Transfer credit: CSU; UC*

POL SC 22A/B -- 1-3/1-3 Units

Independent Studies in Political Science

Prerequisite: A previous course in Political Science

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of political science on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

POL SC 60A-Z -- 1-3 Units

Topics in Political Science

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60C -- 3 Units

Politics in the Middle East

Class Hours: 3 lecture

This is a survey of political developments and changes in the Middle East with emphasis on the Arab states, Israel, Iran and Turkey. The students will explore the rich historical background of this region touching on its principal cultural contributions, political conflicts before the 20th century, current political processes, economic developments, and main problems confronting the nations of the Middle East.

*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.

Career Opportunities

(Bachelors degree and post-graduate work required)

Psychologist	Recreation Specialist
Administrative Assistant	Social Worker
Urban Renewal Specialist	Family Counselor
Personnel Assistant	Mental Health Officer
Social Insurance Representative	Program Analyst
Veterans Claims Examiner	Sales Personnel
Rehabilitation Counselor	Advertising Executive
Social Service Analyst	School Psychologist
Employee Relations Specialist	Probation Officer
Employee Development Specialist	

Faculty

Full-Time

Frank Bianchino
Judith Farrell
Carole Ginet
Lynn Meschan
Steven Pollock
Carol Woodward

Part-Time

Deena Case
Diane DeMarco
Michael Gardner
Jeana Ingersoll
Jennifer Nepper
Sally Ponce-O'Rourke
Anthony Raptis
Darrel Richards
Norma Runyan
Corie Skolnick

Counselors

Frank Bianchino
Mike Johnson
Mary Martin
Lisa Raufman

Psychology Courses

PSYCH 1A -- 3 Units

Introduction to Psychology

Class Hours: 3 lecture

This course is an introduction to the subject matter of Psychology with emphasis on such areas as history and systems, research methodology, biological bases of behavior, sensation and perception, motivation and emotion, learning and memory, cognition and intelligence, personality, stress and health psychology, behavior disorders (psychopathology) and treatments, human sexuality, and life span development, social and environmental psychology. *Transfer credit: CSU; UC. CAN: PSY 2*

PSYCH 1B -- 5 Units

Introduction to Psychobiology and Experimental Psychology

Prerequisite: Psych 1A

Class Hours: 5 lecture

This course is an introduction to psychobiological and experimental psychology emphasizing the scientific method, basic research design, and the physiological bases of behavior. Individual experimental study is included. Recommended as a second course in the major sequence. *Transfer credit: CSU; UC*

PSYCH 3 -- 3 Units

Psychology of Interpersonal Relationships

Class Hours: 3 lecture

This course is an orientation in the use of psychological principles applied in understanding human relationships and developing greater self-awareness. Emphasis will be on the nature of humans, human needs and feelings, the processes of personal and social dynamics, mental health, and socialization. A combination of experiential and theoretical approaches is used to increase awareness, understanding, choices, and decision-making. *Transfer credit: CSU*

PSYCH 4 -- 3 Units

Child Psychology

Class Hours: 3 lecture

The focus of this course is on the psychology of children as well as on the 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 occur. *Transfer credit: CSU; UC*

PSYCH 5 -- 3 Units

Social Psychology

Class Hours: 3 lecture

This course is a study of social relationships. Topics of study include interpersonal attraction, person perception, long-term relationships, pro-social behavior, attitude formation and change, nature of prejudice, aggression, and conformity. (co-numbered Soc 5) *Transfer credit: CSU; UC*

PSYCH 7 -- 3 Units

Developmental Psychology (Life Span)*

Class Hours: 3 lecture

This course is an introduction to the physical, emotional, cognitive, social and cultural aspects of development from conception to death. Emphasis will be placed on acquiring an understanding of the processes of development throughout the life span. Normative behaviors for specific ages and developmental stages are examined. Selected theories of development and contemporary issues in development are included. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with CD 30*

PSYCH 8 -- 3 Units

Abnormal Psychology*

Class Hours: 3 lecture

This course surveys the field of abnormal psychology. Topics for analysis, study, and discussion include: patterns, causes, and the history of maladaptive behavior; clinical assessment using the current DSM manual; therapies; and prevention of behavioral disorders. *Transfer credit: CSU; UC*

PSYCH 9 -- 3 Units

Introduction to Gerontology

Class Hours: 3 lecture

This course is an introduction to the study of Gerontology. The course includes a consideration of the physical, psychological, sociological, and economic aspects of aging, as well as, application of basic theory to the current issues and problems involving the older population. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Psych 30*

PSYCH 10 -- 3 Units

Dying and Death

Class Hours: 3 lecture

A survey of the areas, issues, and decisions concerned with dying and death. Topics include: historical and cross-cultural perspectives toward death, death socialization, medical ethics and the health-care system, death over the life span, the law and death, and beyond death/after-life concerns. *Transfer credit: CSU; UC*

PSYCH 11 -- 3 Units

Psychology of Assertive Communication

Class Hours: 3 lecture

This course focuses on openness, honesty, and directness in communication and behavior. Through a study of the self concept, perception, emotions, language, non-verbal communication, defense mechanisms, and conflict resolution, students learn to identify problem areas and examine alternate behaviors. Students examine options in specific areas, such as expressing anger and other emotions, methods of changing behavior, making requests and saying "no", coping with criticism, defining and resolving conflict. *Transfer credit: CSU*

PSYCH 12 -- 3 Units

Animal Behavior

Class Hours: 3 lecture

This course is an introduction to the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. It is designed to provide the student with an understanding of how to apply the concepts of ethology and behavior modification to the maintenance and training of animals in captivity. Each student will be required to train a rat. (co-numbered EATM 4) *Transfer credit: CSU*

PSYCH 13 -- 3 Units

Human Sexuality

Class Hours: 3 lecture

This course explores the psychological, biological, and sociological aspects of human sexual behavior. Topics include sexual values, roles and lifestyles, contraception, pregnancy, sexually-transmitted diseases, sexual dysfunctions and treatment. Course material will be presented in an explicit, open, scientific and thoughtful manner. *Transfer credit: CSU; UC*

PSYCH 14 -- 3 Units

Cross-Cultural Psychology

Class Hours: 3 lecture

This course focuses on the impact of cultural and social influences on the psychological development of ethnic groups. The course integrates traditional theoretical approaches in psychology to current cross-cultural research and theory in the study of Latinos, Asian-Americans, African-Americans, and Native Americans. Topics for analysis and discussion include: research methodology, identity formation and ethnicity, cognition and intelligence, language development, family and gender roles, psychosocial stressors, behavioral disorders and clinical assessment, cross-cultural counseling techniques, and prejudice, discrimination and reverse discrimination. *Transfer credit: CSU; UC*

PSYCH 22A/B -- 1-3/1-3 Units

Independent Studies in Psychology

Prerequisite: A previous course in Psychology

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of psychology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

PSYCH 30 -- 3 Units

Psychological Aspects of Aging*

Class Hours: 3 lecture

This course explores psychodynamic behaviors over the life span with the focus being on the development of the adult. The psychological needs of the aging adult and the responses to these needs by others will be explored. *Transfer credit: CSU; UC maximum credit allowed -- one course if combined with Psych 9*

PSYCH 60A-Z -- .5-3 Units

Topics in Psychology*

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 1 Unit

Biofeedback: Theory and Technique*

Class Hours: 16 lecture total

This class is designed for students, educators, and professionals in the community who are interested in the theory, research, and practical applications of biofeedback. Training on biofeedback equipment will supplement academic discussion.

60V -- 3 Units

The Vietnam War

Class Hours: 3 lecture

This course examines the circumstances that led to the American involvement in Vietnam, what happened during that involvement, and what the consequences have been. A variety of literary and filmic materials will aid students as they study this material from the perspectives of history, psychology, and popular culture. (co-numbered Hist 60V, Hum 60V)

*These courses are offered periodically.

Radio/Television

This major is designed for students who plan professional or academic careers in educational or commercial radio or television. The major provides training which leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

Career Opportunities

Account Executive	Advertising Copy Writer
Actor	Makeup Specialist/Artist
Anchor (News)	ITV Specialist
Announcer	Program Manager/Director
Assistant Director	Publicity/Promotion Assistant
Art Director	Public Relations Assistant
Audio/Video Engineer	Property Master/Grip
Camera Operator	Radio-Television Director
Executive Producer	Operations Manager
Floor Manager	Technical Director
Lighting Director	Traffic Director
Lighting Assistant	Research Specialist
Media-Librarian	Teleplay Writer
News Director	Videotape Editor
News Writer	Station Manager/General Manager
Reporter	Advertising Sales Director/Manager

Faculty

Full-Time	Part-Time	Counselors
Alfred Miller	Richard Grebow	Don Henderson
Leslie Wieder	Steve Guterrez	Lisa Raufman
	Frank Roach	
	Richard Studebaker	
	Charles Whitten	
	Thomas Witt	

■ Radio/Television

Occupational Associate in Science Degree

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

Required Courses:	Units
RT 1.....Media and Society	3
RT 2A.....Broadcast Studio Operations	3
RT 2B.....Electronic Field Production/Post Production	3
RT 3A.....Television Production Workshop.....	3
RT 5.....Radio-Television Writing	3
RT 7A.....Radio Production Workshop	3

Required Additional Courses:

Select nine (9) units from the following courses:

Hum 3.....History of the Motion Picture	3
Hum 4.....Main Currents in Modern Film.....	3
Photo 1A.....Beginning Photography.....	3
RT 3B.....Television Directing and Editing.....	3
RT 7B.....Advanced Radio Production.....	3
RT 8.....Voice and Diction	3
RT 9.....Acting for Film and TV	3
RT 12.....Broadcast Journalism	3
Total minimum units required in major area – 27	

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

Radio/Television Courses

RT 1 -- 3 Units

Media and Society

Class Hours: 3 lecture

This course surveys the history and nature of print and electronic media in America. It will examine the social, political and cultural implication of media. (co-numbered Journ 1) *Transfer credit: CSU; UC. CAN: JOURN 4*

RT 2A -- 3 Units

Broadcast Studio Operations

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 studio production, including lighting, camera operation, switcher-fader operation, graphics, videotape operation, and audio. A comprehensive review and explanation, and practical application of program patterns, studio procedures, and ancillary activities such as set building, floor managing, etc., will be a part of the course. *Transfer credit: CSU*

RT 2B -- 3 Units

Electronic Field Production/Post Production

Prerequisite: RT 2A

Class Hours: 2 lecture, 3 laboratory

This class provides the student with an orientation to contemporary remote television equipment as well as editing equipment. Field production and extensive post-production activities will be a major part of the class. Additional skills in ancillary activities such as lighting, audio, and graphics will be developed. *Transfer credit: CSU*

RT 3A -- 3 Units

Television Production Workshop

Prerequisite: RT 2B

Class Hours: 2 lecture, 3 laboratory

This course involves intermediate work in production, camera work, technical direction, lighting, etc. The creation of new program concepts and types is stressed. Each student is responsible for producing an experimental TV program. *Transfer credit: CSU*

RT 3B -- 3 Units

Television Directing and Editing

Prerequisite: RT 3A

Class Hours: 2 lecture, 3 laboratory

This course covers advanced directing and editing of special projects and experimental television programs. Each student is responsible for producing a variety of television programs. *Transfer credit: CSU*

RT 5 -- 3 Units

Radio-Television Script Writing

Prerequisite: Engl 1A or equivalent

Class Hours: 3 lecture

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

RT 7A -- 3 Units

Radio Production Workshop

Prerequisite: RT 1 or concurrent enrollment

Class Hours: 2 lecture, 3 laboratory

This class offers integrated work in various radio broadcasting functions including announcing, acting, disc jockeying, basic writing, program direction, program production, advertising, radio interviewing, and station operations. *Transfer credit: CSU*

RT 7B -- 3 Units**Advanced Radio Production**

Prerequisite: RT 7A or equivalent

Class Hours: 2 lecture, 3 laboratory

This is an advanced practical course designed to prepare students for entry-level positions as a radio announcer and/or newscaster at a radio station outside the top 20 major radio markets. Students are given basic background needed in: developing a radio personality; working with and developing music formats; editing, re-writing, and gathering news to function as a broadcast journalist; and preparing an audition tape and resume for use in the job market. *Transfer credit: CSU*

RT 8 -- 3 Units**Voice and Diction**

Class Hours: 3 lecture

Designed for Theatre, Forensics and Broadcasting students but open to all others, this course provides instruction in correct pronunciation, breathing, and control techniques. It includes the theory and practice of voice control as well as the study of regional and foreign dialects. May be taken two (2) times for credit. (co-numbered Spch 3, ThA 3) *Transfer credit: CSU; UC CAN: DRAM 6*

RT 9 -- 3 Units**Acting for Film and TV**

Class Hours: 2 lecture, 3 laboratory

Students will learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stage work. 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*

RT 12 -- 3 Units**Broadcast Journalism**

Class Hours: 3 lecture

In this advanced practical course in the preparation of radio and television newscasts, students develop interviewing skills, write original news copy and edit and rewrite wire service copy for on-air purposes. Actual field work is performed using remote recording equipment. (co-numbered Journ 12) *Transfer credit: CSU*

RT 22A/B -- 1-3/1-3 Units**Independent Studies in Radio/Television**

Prerequisite: A previous course in Radio/Television

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of radio/television on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

RT 60A-Z -- 1-3 Units**Topics in Radio/Television**

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

This is a special series of courses each of which deals with a specific topic in Radio/Television not covered in detail in the general Radio/Television course offerings. Topic courses are announced on a semester basis in the schedule of classes. *Transfer credit: CSU*

<h2>Radiologic Technology</h2> <p>All Radiologic Technology courses are listed with the Health Science courses. Refer to that section alphabetically for full course information.</p>

Reading

Reading courses are provided to assist students to improve their basic abilities to function effectively in all classes.

Faculty

Full-Time	Part-Time
Barbara Baker	Jeanette Hosek
Michael Strumpf	

Reading Courses

READ 2 -- 3 Units

Intermediate Reading Skills

Prerequisite: Satisfactory grade in Read 1, or equivalent skills which may be measured by the college assessment process

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. (College credit only. Does not apply toward a degree.)

READ 10 -- 3 Units

Word Power

Class Hours: 3 lecture

This comprehensive course is designed for students who wish to develop their listening, speaking, reading, and writing vocabularies. Instruction will include the development of word analysis skills through a study of Greek and Latin roots, prefixes, and suffixes. Vocabulary is expanded through a study of synonyms, antonyms, diction, word origins, contextual clues, and college level and professional vocabularies. Continuous evaluation will measure progress. (College credit only. Does not apply toward a degree.)

Science and Technology

Science and Technology provides students with an introduction to a variety of significant topics and experiments in the pure and applied sciences. The purpose of the classes is to increase student interest in science and technology and to explore a diversity of challenging careers.

Science and Technology Courses

ScTech 1A/B -- .5-2 Units

Introduction to High Technology

Class Hours: 4-16 lecture, 12-48 laboratory total

This course introduces college students or high school students enrolled in cooperative programs to a variety of high technology subjects taught by various college departments. Specific topics will be selected depending on the particular interests and needs of the enrolled students. ScTech 1A may be taken for a maximum of 4 units. ScTech 1B may be taken for a maximum of 4 units.

Sign Language

Faculty

Part-Time

Marilyn Carpenter

Sign Language Courses

SL 1 -- 3 Units

Beginning American Sign Language I

Class Hours: 3 lecture

This is an introductory course to American Sign Language. This course includes basic vocabulary and finger spelling with an emphasis on comprehension skills, grammatical structure and information relating to deaf culture. *Transfer credit: CSU, UC*

SL 2 -- 3 Units

Beginning American Sign Language II

Prerequisite: SL 1 or equivalent

Class Hours: 3 lecture

This is a continuation of the Beginning American Sign Language I. This course includes development of comprehension and expressive skills, vocabulary and grammatical structure, along with the introduction of basic anatomy of the ear and audiometry. *Transfer credit: CSU, UC*

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 sociocultural, 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.

Faculty

Counselor
Ofelia Romero-Motlagh

■ 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, 73

History: Any course offered, except 22 or the 60 series.....3

Philosophy: 1, 2, 3, 4, 6.....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 Physical 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 number 1 or number 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.

Psychology: 1A, 5, 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

Sociology offers much to the student who is eager to understand the web and rhythm of human behavior. From intimate, personal, and family relationships to international corporation activities; from marginality, deviance and crime to recreation, religion and medicine; few disciplines have such broad scope and relevance.

Career Opportunities

(Bachelors or advanced degree necessary)

Metropolitan Development Representative	Youth Counselor
Model Cities Representative	Statistician
Public Relations Consultant	Criminologist
Employment Counselor	Social Worker
Interviewer/Researcher	Case Worker
Urban Renewal Representative	Counselor
Correctional Counselor	Population Analyst
Industrial Sociologist	Probation Officer
Disability Insurance Trainee	Recreation Specialist
Personnel Management Specialist	Claims Examiner

Faculty

Full-Time	Part-Time	Counselors
Cynthia Barnett-Shelby	Diane Brabant	Mike Johnson
Carole Ginet	Teresa Madden	Mary Martin
Linda McDill		Ofelia Romero-Motlagh

Sociology Courses

SOC 1 -- 3 Units

Introduction to Sociology

Class Hours: 3 lecture

This course is an analysis of human interactions through a study of cultural origins, community organization, collective behavior, social change, institutional growth and social movements as interpreted by the major theoretical constructs in Sociology. *Transfer credit: CSU; UC. CAN: SOC 2*

SOC 2 -- 3 Units

Social Problems

Class Hours: 3 lecture

This course covers sociological analysis of the causes and consequences of social problems confronting contemporary U.S. society such as intergroup conflict, sexism, racism, ageism, sexual deviance, poverty, crime delinquency, substance abuse, cults (religious, political, psychological), terrorism, health and environmental degradation. Students examine the methodology and use of human skills and resources applied to the study and solution of social problems. *Transfer credit: CSU; UC. CAN: SOC 4*

SOC 3 -- 3 Units

Sociological Analysis (S)

Prerequisite: Soc 1

Class Hours: 3 lecture

Students will examine the nature and logic of the scientific analysis of society and social institutions. Conceptualization, operationalization and hypothesis construction will be studied as well as the logic of sampling and types of sampling designs. Students will be required to analyze specific data collected in the field. *Transfer credit: CSU; UC*

SOC 4 -- 3 Units

Intimacy, Relationships and Commitment

Class Hours: 3 lecture

This course explores the theories and functions of committed relationships and examines various perspectives on marriage and the family. Sex roles, socialization, sexuality, the single life, the choice to marry, parenting, dual-career families, conflict in relationships, separation and divorce, remarriage, and alternative choices are studied from theoretical, historical, cross cultural, sociological and personal perspectives. *Transfer credit: CSU, UC pending*

SOC 5 -- 3 Units

Social Psychology

Class Hours: 3 lecture

This course is a study of social relationships. Topics of study include interpersonal attraction, person perception, long-term relationships, pro-social behavior, attitude formation and change, nature of prejudice, aggression, and conformity. (co-numbered Psych 5) *Transfer credit: CSU; UC*

SOC 6 -- 3 Units

The Chicano in Contemporary Society*

Class Hours: 3 lecture

This course is an analysis of the socioeconomic 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 -- 3 Units

Women in American Society

Class Hours: 3 lecture

A sociological analysis of the commonalities and differences in women's experiences and their role in the shaping of American culture. Particular focus is on gendered ethnicity and the contributions of Anglo, African-American, Native American and Latino women. Feminism and various other sociological theories and methodologies regarding gender are examined. *Transfer credit: CSU; UC*

SOC 8 -- 3 Units

Ethnicity, Class, and Gender

Class Hours: 3 lecture

This course is a sociological examination of discrimination and inequality within a society that values equality, freedom, and justice. It looks at the diversity in American society and the nature of relationships among racial and ethnic groups. The course also explores the variety of experiences within each group, paying close attention to how the racial and ethnic experience varies between males and females. *Transfer credit: CSU; UC*

SOC 22A/B -- 1-3/1-3 Units

Independent Studies in Sociology

Prerequisite: A previous course in Sociology

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of sociology on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

SOC 60A-Z -- 1-3 Units

Topics in Sociology*

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

Topics which have been developed include:

60A -- 3 Units

Sociological Field Methods

Prerequisite: Soc 1 or Soc 2, or concurrent enrollment in either course

Class Hours: 1 lecture, 6 laboratory

This course is for students who desire to expand their knowledge of sociological theory through both classroom and on-site involvement within governmental and/or social agencies within the community.

*These courses are offered periodically.

Spanish

Study in the Spanish language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities

B.A. Level	
Translator	Foreign-Exchange Trader
Diplomatic Office	Foreign Clerk
Tutor	Foreign Service Officer
Editor	

Faculty

Full-Time	Part-Time	Counselor
Grace Bodhaine	Victoria Albright	Ofelia Romero-Motlagh
Raquel Olivera	Maria Brack	
Helga Winkler	Damiano Marano	
	David Pardess	
	Renee Rosenberg	
	Kyra Sovero	
	Eduard Thron	

Spanish Courses

SPN 1 -- 4 Units

Elementary Spanish I

Class Hours: 4 lecture, 1 laboratory by arrangement

This course is an intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. The language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSU; UC* CAN: SPAN 2

SPN 1A/B -- 2/2 Units

Elementary Spanish

Prerequisite: None for 1A. Spn 1A or one year of high school Spanish for Spn 1B

Class Hours: 2 lecture, 1 laboratory by arrangement

Spanish 1A/1B offers students an opportunity to take Spanish 1 in two semesters rather than one. The skills and content covered are the same, but offered at half the pace of Spanish 1. Students receiving credit in the Spanish 1A/1B sequence may not receive credit in Spanish 1. *Transfer credit: CSU; UC*

SPN 2 -- 4 Units

Elementary Spanish II

Prerequisite: Spn 1 or two years of high school Spanish with grades of C or better

Class Hours: 4 lecture, 1 laboratory by arrangement

This course covers continued intensive study of the Spanish language and culture; special emphasis will be given to the skills and knowledge necessary for speaking and writing Spanish. Study will cover the unique nature of the people and their history. The language laboratory will be used extensively and students will be expected to arrange an additional hour of language lab each week. *Transfer credit: CSU; UC* CAN: SPAN 4

SPN 3 -- 4 Units

Intermediate Spanish I

Prerequisite: Spn 2 or three years of high school Spanish with grades of C or better

Class Hours: 4 lecture, 1 laboratory by arrangement

Students will continue additional study of spoken and written Spanish and Spanish culture. They will develop the ability to read with greater ease by study and discussion in Spanish of representative literary works. Continued emphasis will be placed on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC*

SPN 4 -- 4 Units

Intermediate Spanish II

Prerequisite: Spn 3 or four years of high school Spanish

Class Hours: 4 lecture, 1 laboratory by arrangement

This course covers advanced study of spoken and written Spanish and Spanish culture. Students develop the ability to read with greater ease by study and discussion in Spanish of representative literary works. Continued emphasis will be placed on oral and written expression. All students will be expected to spend an additional hour per week of study in the language laboratory. *Transfer credit: CSU; UC. CAN: SPAN 10*

SPN 5 -- 4 Units

Spanish for Spanish Speakers I

Class Hours: 4 lecture, 1 laboratory by arrangement

Recommended Preparation: Native ability to use Spanish in everyday conversation

Intended for students with a Spanish-speaking background, the class will function at a college level with an emphasis on advanced reading comprehension, composition, vocabulary expansion, standard vs. vernacular usage, and cross-language interference. The course aims to enrich oral and written expression and comprehension, develop writing skills, and provide an awareness of the Spanish language and Latino/a culture through the presentation of culturally-relevant materials and the use of language and computer lab. *Transfer credit: CSU; UC*

SPN 6 -- 4 Units

Spanish for Spanish Speakers II

Class Hours: 4 lecture, 1 laboratory by arrangement

Recommended Preparation: Native ability to use Spanish in everyday conversation

Spanish 6 is a continuation of Spanish 5. The class will emphasize advanced reading comprehension, composition, vocabulary expansion, standard vs. vernacular usage, and cross-language interference. The course aims at enriching oral expression and comprehension, developing writing skills, and providing an awareness of the Spanish language and Latino/a culture through the presentation of culturally-relevant materials and use of the language and computer lab. *Transfer credit: CSU; UC*

SPN 22A/B -- 1-3/1-3 Units

Independent Studies in Spanish

Prerequisite: A previous course in Spanish

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of Spanish on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

SPN 31A -- 3 Units**Elementary Conversational Spanish**

Class Hours: 3 lecture

This is an introductory course for nonnative 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. May be taken two (2) times for credit.

SPN 31B -- 3 Units**Elementary Conversational Spanish**

Prerequisite: Spn 31A or equivalent

Class Hours: 3 lecture

This is an intermediate course for nonnative 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. May be taken two (2) times for credit.

SPN 31C -- 3 Units**Elementary Conversational Spanish**

Prerequisite: Spn 31B or equivalent

Class Hours: 3 lecture

This is the most advanced of the introductory conversation classes for nonnative speakers. It is designed for those who wish to continue developing their oral skills and includes study of grammar and principles of usage.

SPN 32 -- 3 Units**Spanish for Public Employees**

Class Hours: 3 lecture

This course covers a study of communication skills for public employees who function in a bilingual situation. Emphasis is on practical and instructional vocabulary. The course is designed to be adapted to the needs of each employee group.

SPN 41 -- 3 Units**Intermediate Conversational Spanish**

Prerequisite: Spn 2 or equivalent

Class Hours: 3 lecture

This course is designed for nonnative Spanish speakers who already have a knowledge of basic grammar. It is conducted in Spanish and provides students the opportunity to develop oral skills while consolidating grammar and building vocabulary. A variety of topics are discussed. The class may be taken concurrently with Spanish 3. *Transfer credit: CSU; UC*

Special Education/Learning Skills

A wide range of both special education and learning skills courses are provided for students with specially identified needs.

Faculty

Full-Time	Part-Time	Counselors
Janet Andriese	Susan Baker	Rick Cardoni
Sherry D'Attilie	Marilyn Carpenter	
Norma Letinsky	Stanton Lutton	
	Melanie Masters	

Adapted Computer Technology Courses

ACT 1 -- 2 Units

Computer Access Evaluation ★

Class Hours: 1 lecture, 3 laboratory

This course is specifically designed for students with disabilities

This is a self-paced course which evaluates the students needs for special adaptations required to achieve access to the personal computer. Adaptations will be developed based on the students identified needs and using a variety of specialized hardware and software programs. (College credit only. Does not apply toward a degree.)

ACT 2 -- 2 Units

Adapted Keyboarding ★

Prerequisite: ACT 1 or equivalent

Class Hours: 1 lecture, 3 laboratory

This course is designed to teach keyboarding basics to disabled students who must use adaptive technologies for successful access to the keyboard or screen and/or who are unable to compete successfully in mainstream typing classes. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

ACT 3A -- 2 Units

Computer Access I - Beginning ★

Prerequisite: ACT 2 or equivalent

Class Hours: 1 lecture, 3 laboratory

This course provides training in the use of computer access technologies which enhance a disabled student's ability to access and use microcomputers. The course will familiarize students with basic concepts of word processing used by the majority of industry-standard word processors; e.g., WordStar, WordPerfect. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

ACT 3B -- 2 Units

Computer Access II - Intermediate ★

Prerequisite: ACT 3A or equivalent

Class Hours: 1 lecture, 3 laboratory

Students will enhance their computer access skills through the completion of assignments of projects. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

ACT 4 -- 2 Units

Introduction to Computers for Disabled Students

Prerequisite: ACT 2 or concurrent enrollment, or knowledge of the keyboard

Class Hours: 1 lecture/3 laboratory

This course is specifically designed for student with disabilities

This course is an introduction to using a personal computer. It will cover basic computer terminology and functions, the Windows environment, and basic word processing. This course is designed for disabled students with little or no computer experience. May be taken two (2) times for credit.

Learning Skills Courses

In order to be admitted to the Learning Disabilities Program, students must meet the California Community College Learning Disability Guidelines criteria. Program staff provide assessments to determine student eligibility.

LS 1 -- 1.5 Units

Assessment of Learning Skills

Class Hours: 3 lecture for 8 weeks

This is an eight-week 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. (College credit only. Does not apply toward a degree.)

LS 2 -- 3 Units

Basic Writing Skills

Prerequisite: concurrent enrollment in LS 1 or LS 20

Corequisite: Concurrent enrollment in LS 14

Class Hours: 3 lecture

This course is specifically designed for students with learning disabilities

This foundation writing course is designed to improve basic writing skills, improve creative thinking, and develop and improve language and intellectual capabilities. It covers basic grammar and usage necessary for writing simple and complex sentences, developing short paragraphs and simple essays. May be taken two (2) times for credit. (College credit only. Does not apply toward a degree.)

LS 3 -- 3 Units

Study Skills

Class Hours: 3 lecture

This course focuses upon the fundamental principles of study skills. It is designed for those students who need a specialized approach to study skills. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

LS 4 -- 3 Units

Reading and Reasoning

Corequisite: Concurrent enrollment in LS 14

Class Hours: 3 lecture

This course is specifically designed for students with learning disabilities

This course is aimed at developing critical thinking skills, inferential comprehension and problem-solving abilities in the area of reading. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

LS 5 -- 3 Units

Cognitive Retraining

Corequisite: Concurrent enrollment in LS 14

Class Hours: 3 lecture

This highly-structured cognitive retraining class will consist of receiving, associating and expressing language, through multisensory approaches. This course is especially developed for students with acquired brain injuries. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

LS 6 -- 3 Units

Techniques of Problem Solving/Language

Prerequisite: Concurrent enrollment in LS 1 or LS 20

Class Hours: 3 lecture

This course is specifically designed for students with learning disabilities

This foundation course is designed to improve creative thinking, problem solving, language, and intellectual capabilities. It 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. (College credit only. Does not apply toward a degree.)

LS 7 -- 3 Units

Basic Math Skills

Prerequisite: Concurrent enrollment in LS 1 or LS 20

Corequisite: Concurrent enrollment in LS 14

Class Hours: 3 lecture

This course is specifically designed for students with learning disabilities

This foundation math course is designed to develop the learning disabled student's ability to perform arithmetic computation and to

develop mathematical skills needed for pre-algebra and algebra courses. The instruction is individualized and paced according to the student's needs. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

LS 8 -- 3 Units

Spelling Improvement

Class Hours: 3 lecture

In this foundation course designed to improve spelling efficiency, special emphasis will be placed on developing spelling competence, with everyday words used in oral conversation and written themes. (College credit only. Does not apply toward a degree.)

LS 9 -- 3 Units

Personal Development

Class hours: 3 lecture

This course provides an opportunity for people to meet in a group to discuss the varied aspects of developing personal skills in dealing with disability related issues including: coping with becoming disabled, interpersonal relationships, assertiveness, risk taking and other issues relevant to the disabled population. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

LS 10 -- 3 Units

Vocabulary Building

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. (College credit only. Does not apply toward a degree.)

LS 12 -- 1-3 Units

Tutoring Methods

Class Hours: 1-3 lecture

This basic tutoring foundation course is designed to give tutors the techniques to deal with special learning problems. May be taken four (4) times for credit. (College credit only. Does not apply toward a degree.)

LS 20 -- .5-1.5 Units

Assessment of Learning Skills/Lab★

Class Hours: 1.5-4.5 laboratory

This course is specifically designed for students with learning disabilities

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. (College credit only. Does not apply toward a degree.)

Special Education Courses

SP ED 1 -- 3 Units

Survey of Disabilities

Class Hours: 3 lecture

This course is an overview of historical, social, medical, recreational, and educational implications of various physical and learning disabilities. Practical experience in simulated situations is gained to provide insights in the area of disabilities. The course is designed for the disabled student or anyone interested in working with the disabled. *Transfer credit: CSU*

SP ED 2 -- 3 Units

Independent Living Skills

Class Hours: 3 lecture

This course is designed to provide the disabled student with a variety of practical skills and knowledge about living independently. It includes such things as consumer education, how to work within a budget, adapted homemaking skills and other essential information designed to help the disabled student who wants to be self-sufficient. (College credit only. Does not apply toward a degree.)

SP ED 4 -- 1-3 Units

Speech Therapy

Prerequisite: Evaluation by speech pathologist

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. (College credit only. Does not apply toward a degree.)

SP ED 5A -- 2 Units

Introduction to Visually Impaired/Braille

Class Hours: 1 lecture, 3 laboratory

This course is designed for those interested in a basic knowledge of the visually impaired and of Braille. An overview of materials, services, and daily living skills needed by the blind and visually impaired will be included. (College credit only. Does not apply toward a degree.)

SP ED 5B -- 2 Units

Intermediate Braille

Prerequisite: Sp Ed 5A

Class Hours: 1 lecture, 3 laboratory

This is an advanced course in Braille designed for those students interested in improving their basic Braille skills for their own use or for working with the visually impaired. (College credit only. Does not apply toward a degree.)

SP ED 20 -- 1.5 Units

Adapted Physical Education

Class Hours: 1 lecture, 2 activity

This is a specialized course designed to meet the needs of students who are unable to participate in regular physical activity classes. Students will be evaluated by the college physician as to the type of physical activity in which they may participate. Each student will be given individual attention in terms of an adapted fitness program. May be taken four (4) times for credit. *Transfer credit: CSU; UC maximum credit allowed -- 4 units combined with * Physical Education courses. Co-numbered PE 20.*

SP ED 22A/B -- 1-3/1-3 Units

Independent Studies in Special Education

Prerequisite: A previous course in Special Education

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of special education on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU*

SP ED 24 -- 1.5 Units

Self-Defense for the Disabled

Class Hours: 1 lecture, 2 activity

This course is designed to provide disabled students with techniques of self-defense based on their individual physical capabilities and resources. May be taken four (4) times for credit. *Transfer credit: CSU; UC maximum credit allowed -- 4 units combined with * Physical Education courses*

SP ED 31 -- 2 Units

Pre-Vocational Skills

Class Hours: 2 lecture

This class is for functionally-limited students who have none or very limited work experience. It is an introduction to the world of work, basics of job seeking, employment and vocabulary, employer/employee rights and attitudes, etc. (College credit only. Does not apply toward a degree.)

SP ED 32 -- 2 Units

Job Seeking Skills

Class Hours: 2 lecture

This course is for disabled students who wish to improve their job seeking skills and become better acquainted with their rights and obligations as employees. Topics will include decision making, interview techniques, strategies for filling out an application, and employee/employer responsibilities. (College credit only. Does not apply toward a degree.)

SP ED 33 -- 1.5 Units

Career Exploration

Class Hours: 1 lecture, 1.5 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

Instruction in speech is both a fundamental skill for all students to possess in following a successful education path and a professional talent that is vital to many careers.

Career Opportunities

(Post-bachelors degree necessary)

Lawyer	Linguist
Politician	Lecturer
Management Trainee	Sales
Speech Therapist	

Faculty

Full-Time	Part-Time	Counselors
Charlene Arnold	Roberta Burnette	Don Henderson
Stephen Doyle	Marjorie Berg	Lisa Kaufman
Rolland Petrello	Drew Lobenstein	
Richard Strong	John Matteson	
James Wyman	Pamela Nutto-Hemker	

Speech Courses

SPCH 1 -- 3 Units

Introduction to Speech

Class Hours: 3 lecture

This course is designed to prepare students to be effective oral communicators in a public speaking context through instruction in basic communication theory, appropriate delivery skills, thorough research, and common organizational patterns. Course also offers practical training in feedback and listening skills. *Transfer credit: CSU; UC*

SPCH 2 -- 3 Units

Elements of Public Speaking

Prerequisite: Spch 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. Required of speech majors. *Transfer credit: CSU; UC*

SPCH 3 -- 3 Units

Voice and Diction

Class Hours: 3 lecture

Designed for Theatre, Forensics and Broadcasting students but open to all others, this course provides instruction in correct pronunciation, breathing, and control techniques. It includes the theory and practice of voice control as well as the study of regional and foreign dialects. May be taken two (2) times for credit. (co-numbered RT 8, ThA 3) *Transfer credit: CSU; UC maximum credit allowed -- 12 units combined with Theatre Arts courses. CAN: DRAM 6*

SPCH 4 -- 3 Units

Introduction to Interpersonal Communications

Class Hours: 3 lecture

This course is concerned with the dynamics of interpersonal communication. Symbolic interaction, nonverbal communication, self-perception, listening skills, conflict resolution, and problem solving will be the main topics studied. *Transfer credit: CSU; UC*

SPCH 5 -- 3 Units

Elementary Oral Interpretation

Class Hours: 3 lecture

This course covers principles and techniques of interpretive reading of prose with understanding and appreciation and evaluation of the literature selected for reading. This is a performance class. *Transfer credit: CSU; UC*

SPCH 7 -- 3 Units

Argumentation and Debate

Class Hours: 3 lecture

This class is a course in the theory, methodology, and practice of critical listening, critical thinking and oral argument. The course includes training in propositions, methods of analysis, stock issue policy analysis, evidence and proof, cross-examination considerations in oral argument. The course includes an examination of the types of debatable propositions, listening, note-taking, research methodology, and delivery skills essential to effective oral advocacy. The course includes exposure to team and Lincoln-Douglas debate formats on class selected topics and issues. A final examination is required. *Transfer credit: CSU; UC*

SPCH 10A/B/C/D -- 2/2/2/2 Units

Forensics

Class Hours: 1 lecture, 3 laboratory

This course provides training, rehearsal, performance and practicum necessary to a competitive speech team. It provides training in argumentation and debate, informative and persuasive speaking, impromptu and extemporaneous speaking. Students research current political economic, legal and social problems. This course provides one-to-one training between student and instructor. Students are expected to participate in either interscholastic competition and/or speakers bureaus for various requesting community groups. *Transfer credit: CSU*

SPCH 16 -- 3 Units

Readers Theatre

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 maximum credit allowed -- 12 units combined with Theatre Arts courses*

SPCH 22A/B -- 1-3/1-3 Units

Independent Studies in Speech

Prerequisite: A previous course in Speech

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of speech on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

SPCH 56 -- 3 Units

Business and Professional Speech

Class Hours: 3 lecture

Designed to hone the speech skills of business and industrial personnel in leadership positions, this course covers topics as presentation techniques, group and meeting dynamics, argumentation and persuasion, and structure content and organizations. Individual attention will be given to the needs and interests of the student. (co-numbered Bus 56) *Transfer credit: CSU*

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.

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

Career Opportunities

Actor/Actress	Sound Technician
Assistant Director	Production Assistant
Assistant Stage Manager	Stagehand
Stage Technician	Playwright
Lighting Technician	

Faculty

Full-Time	Part-Time	Counselors
Katherine Lewis	Eric Augusztiny	Don Henderson
Leslie Wieder	Paulette Brimie-Cox	
	Roy Howell	
	Ben Martin	
	Abra Paudler	
	Frank Roach	

■ Theatre Arts -- Acting

Associate in Arts Degree Certificate of Completion

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. Students completing the additional general education requirements of the college receive an associate degree.

Required Courses:	Units
ThA 1 Intro to the Theatre	3
ThA 2A Beginning Acting	3.5
ThA 2B Intermediate Acting	3.5
ThA 2C Advanced Acting I	3.5
ThA 3 Voice and Diction	3
ThA 10 Production and Performance	3-3
ThA 20 Stagecrafts	3
ThA 24 Theatrical Costume and Makeup	3
Total minimum units required in major area -- 28.5	
Recommended Courses: Dance 12A; Engl 15AB, 17; Mus 13A; ThA 2D, 9	

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

■ Theatre Arts -- Directing

Associate in Arts Degree Certificate of Completion

This program is designed to emphasize skills required for directing in those desiring to transfer to a university or college or seeking to enter the directing profession. Students completing the additional general education requirements of the college receive an associate degree.

Required Courses:	Units
ThA 1 Intro to the Theatre	3
ThA 2A Beginning Acting	3.5
ThA 10 Production and Performance	3-3
ThA 15A Beginning Stage Direction	3
ThA 15B Intermediate Stage Direction	3
ThA 20 Stagecrafts	3
ThA 23A Beginning Lighting Design	3
ThA 25A Beginning Scene Design	3
Total minimum units required in major area -- 27.5	
Recommended Courses: Engl 15AB, 17; ThA 4AB, 21, 24	

■ Theatre Arts -- Technical Theatre

Associate in Arts Degree Certificate of Completion

This program is designed to emphasize skills required for technical theatre in those desiring to transfer to a university or college or who seek to enter professions in the area of technical theatre. Students completing the additional general education requirements of the college receive an associate degree.

Required Courses:	Units
ThA 1 Intro to the Theatre	3
ThA 10 Production and Performance	3-3
ThA 20 Stagecrafts	3
ThA 23A Beginning Lighting Design	3
ThA 23B * Advanced Lighting Design	3
ThA 25A Beginning Scene Design	3
ThA 25B * Advanced Scene Design	3
Total minimum units required in major area -- 24	

Recommended Courses: ThA 2A, 4AB, 15AB

Note -- the following options may be substituted for courses marked with an *:

Costume / Makeup Design option	
ThA 24 Costume / Makeup Design	3

Scene Painting and Rendering Design option	
ThA 26 Scene Painting and Rendering	3

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

Theatre Arts Courses

ThA 1 -- 3 Units

Introduction to the Theatre

Class Hours: 3 lecture

This course is an introduction to the theatre as an art form, and an appreciation of the theatre, past and present. The course will pay particular attention to the significance of dramatic art in human culture and to the development of critical thinking and writing skills pertinent to the analysis of dramatic performance. *Transfer credit: CSU; UC*

ThA 2A -- 3.5 Units

Beginning Acting

Class Hours: 2 lecture, 4.5 laboratory

This is a beginning course in the art of acting, which emphasizes exercises designed to develop individual insight, technique, and concentration. The course focuses on improvisation and includes some scene work. *Transfer credit: CSU; UC. CAN: DRAM 8*

ThA 2B -- 3.5 Units

Intermediate Acting

Prerequisite: ThA 2A or equivalent level of skill

Class Hours: 2 lecture, 4.5 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*

ThA 2C -- 3.5 Units

Advanced Acting I

Prerequisite: ThA 2B or equivalent level of skill

Class Hours: 2 lecture, 4.5 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*

ThA 2D -- 3.5 Units

Advanced Acting II

Prerequisite: ThA 2C or equivalent level of skill

Class Hours: 2 lecture, 4.5 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*

ThA 3 -- 3 Units

Voice and Diction

Class Hours: 3 lecture

Designed for Theatre, Forensics and Broadcasting students but open to all others, this course provides instruction in correct pronunciation, breathing, and control techniques. It includes the theory and practice of voice control as well as the study of regional and foreign dialects. May be taken two (2) times for credit. (co-numbered RT 8, Spch 3) *Transfer credit: CSU; UC. CAN: DRAM 6*

ThA 4A -- 3 Units

History of the Theatre

Class Hours: 3 lecture

This course is a history of theatrical development from primitive through present. The first semester covers the periods from early Greek through the Italian Renaissance. This course is required of Theatre Arts majors. *Transfer credit: CSU; UC*

ThA 4B -- 3 Units

History of the Theatre

Class Hours: 3 lecture

This class is a history of theatrical development from English Renaissance to the present. It is required of Theatre Arts majors. *Transfer credit: CSU; UC*

ThA 9 -- 3 Units

Acting for Film and TV

Class Hours: 2 lecture, 3 laboratory

Students will learn the techniques required in acting before the camera, blocking, movement, rapid line learning, etc., as it pertains to film and TV, and as it varies from stage work. Studied also will be microphone techniques and opportunities to perform in student-directed films and television shows. May be taken four (4) times for credit. (co-numbered RT 9) *Transfer credit: CSU; UC*

ThA 10 -- 3 Units

Production and Performance

Class Hours: 144 rehearsal total

This course offers credit for a range of supervised activities relative to college-sponsored drama production. May be taken four (4) times for credit. *Transfer credit: CSU; UC*

ThA 15A -- 3 Units

Beginning Stage Direction

Prerequisite: ThA 1 or (ThA 2A or ThA 20)

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 may be coordinated with ThA 2B/C/D. *Transfer credit: CSU; UC*

ThA 15B -- 3 Units

Intermediate Stage Direction

Prerequisite: ThA 15A

Class Hours: 2 lecture, 3 laboratory

This course is a continuation of the study of the art and craft of stage direction with emphasis on practical experience with student productions. Activities will be coordinated with ThA 2A/B/C. *Transfer credit: CSU; UC*

ThA 16 -- 3 Units

Readers Theatre

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*

ThA 20 -- 3 Units

Stagecrafts

Class Hours: 2 lecture, 3 laboratory

This course emphasizes the theory and practice of set construction, lighting operations, audio operations, painting, costuming, makeup, and special effects. It is a hands-on class which teaches the basic skills in all areas of performing arts production. May be taken four (4) times for credit. *Transfer credit: CSU, UC; CAN: DRAM 12*

ThA 21 -- 3 Units

Play Writing

Class Hours: 3 lecture

This course is designed for the student to develop his skills in writing for the theatre with the possible opportunity of production. (co-numbered Engl 25) *Transfer credit: CSU*

ThA 22A/B -- 1-3/1-3 Units

Independent Studies in Theatre

Prerequisite: A previous course in Theatre Arts

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of theatre arts on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

ThA 23 -- 3 Units

Lighting and Scene Design

Class Hours: 2 lecture, 3 laboratory

This course deals with the study of basic lighting and sound theories, equipment procedures, and theatrical effects for stage productions. The fundamentals of theatrical scene design and construction will also be studied. *Transfer credit: CSU; UC*

ThA 24 -- 3 Units

Theatrical Costume and Makeup

Class Hours: 2 lecture, 3 laboratory

This course deals with the study of the fundamentals of theatrical costume design and construction and design and application of theatrical makeup. *Transfer credit: CSU; UC*

Urban Studies

This is an interdisciplinary program focusing on major problems which stem from the complexities and pressures of the urban environment in a highly industrialized society. The degree may lead to employment in governmental and voluntary agencies concerned with planning and providing human services. Some students may wish to enter graduate study in such professional schools as city planning, public administration, social welfare, or law.

Career Opportunities

(Bachelors or advanced degree required)

City Planner	Elected Official
Public Administration	Law Enforcement
City Manager	Urban Design and Redevelopment
Urban Economist	Substance Abuse Specialist
Recreation Specialist	Traffic Analyst
Urban Historian	Community Relations

Faculty

Part Time	Counselor
Craig Flanery	Ofelia Romero-Motlagh

Urban Studies Courses

URBAN 1A -- 3 Units

Contemporary Urban Issues

Class Hours: 3 lecture

This course introduces students to the general theoretical framework and primary forms of analysis used in the study of urban politics, urban political economy, and urban sociology. It focuses on the role of power in shaping urban life, concentrating particularly on issues of integration/segregation, inclusion/exclusion, and equality/inequality in the control, access, and distribution of work, housing, cultural expression, public space, and local resources. *Transfer credit: CSU; UC*

URBAN 1B -- 3 Units

Contemporary Urban Issues

Class Hours: 3 lecture

This is an introductory course with emphasis placed on field research in addition to lectures and library study in the areas of: ecological effects of urban growth; governmental structure and financing; cooperation and conflict between federal, state and local governmental bodies; housing; law enforcement; education; racial conflict; land use and urban renewal. *Transfer credit: CSU; UC*

URBAN 22A/B -- 1-3/1-3 Units

Independent Studies in Selected Urban Issues

Prerequisite: A previous course in Urban Studies

Class Hours: 1-3 tutorial

This course is for students who are interested in furthering their knowledge of urban studies on an independent study basis. The project selected must be approved by an instructor in the discipline and the Division Dean. The project will involve library work or laboratory work or field trips. May be taken for a maximum of 6 units. *Transfer credit: CSU; UC credit limitations.*

URBAN 60A-Z -- 1-3 Units

Topics in Urban Studies

Prerequisites: To be determined with each Topic

Class Hours: To be determined with each Topic

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

URBAN 89A-Z -- .5-3 Units

Institutes in Urban Studies ★

Prerequisite: Urban Service Personnel

Class Hours: Variable

A short term lecture-seminar series on specialized urban issues designed for Urban Studies Personnel. *Transfer credit: CSU*

Zoology

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

College Faculty and Administration

Governing Board

President.....	John Tallman
Members.....	Corey Scott Robert Gonzalez Dr. Allan W. Jacobs Dr. Norman J. Nagel Pete E. Tafoya

District Administration

Chancellor.....	Dr. Philip Westin
Deputy Chancellor.....	Michael Gregoryk
Executive Director, Instruction and Student Services.....	Anthony Tricoli

Administration of the College

President.....	Dr. James Walker
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Office of College Services:

Vice President, College Services.....	Ruth Hemming
Director, Auxiliary Services.....	David Leyba
Director, Maintenance and Operations.....	Jim Ferguson

Office of Student Learning:

Executive Vice President, Student Learning.....	Dr. Eva Conrad
Dean, Evening Program.....	Rene G. Rodriguez
Dean, Institutional Advancement.....	Dr. Vicki Bortolussi
Dean, Business/Technology Division.....	Dr. Judith A. Gerhart
Dean, Humanities Division.....	Dr. Sidney Adler
Dean, Library and Learning Resources.....	Dr. Edward F. Tennen
Dean, Science/Mathematics/ Engineering Division.....	Floyd Martin
Dean, Social Science/Physical Education/ Athletics Divisions.....	Alvyn Nordquist
Dean, Student Development.....	Floyd Thionnet
Dean, Student Support Services.....	Vacant

Organization of Departments and Programs

Coordinators

Athletics.....	John Keever
Child Care/Child Development.....	Linda A. Cravens
Extended Opportunity Program Services.....	Paul K. Pagson
Exotic Animal Training/Management.....	Gary L. Wilson
Learning Assistance Center.....	Patricia E. Dozen
Nursing Science.....	Brenda Shubert
Special Education.....	Janet M. Andriese
Student Health Services.....	Sharon L. Manakas

Department Heads

Behavioral Sciences.....	Steven J. Pollock
Business.....	Janice C. Feingold
History and Institutions.....	Robert Herman
Language Arts.....	John Davis
Life Sciences.....	Thomas McAdam
Mathematics.....	Deborah Ritchie
Performing Arts.....	Les Wieder
Physical Education.....	Ronald Halleran
Physical Sciences.....	Richard Kurtik
Visual and Communication Arts.....	Frank V. Sardisco

Title IX Representative.....	Eva Conrad Admin Bldg, Room 159, (805) 378-1403
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Title V Facilitator (Affirmative Action).....	Sally Ponce-O'Rourke HS Bldg, Room 136, (805) 378-1580
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Title III Project Coordinator.....	Olivia Menchaca Admin Bldg, Room 162, (805) 378-1406
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504 Facilitator (Handicapped).....	Janet M. Andriese SS Bldg, Room 111, (805) 378-1461
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Full-Time Certificated Staff

(Date) indicates year of employment at Moorpark College.

Faculty rank determined by Moorpark College Academic Senate.

- Adler, Sidney (1968)**
Dean, Humanities Division
B.A., M.A., City College of New York;
Ph.D., University of Southern California.
- Agullera, Christine S. Ruiz (1972)**
Professor, Mathematics
B.A., University of California, Irvine;
M.A., University of California, San Diego;
M.S., University of California, Los Angeles.
(Sabbatical 96-97)
- Aiken, Kirk (1969)**
Professor, Art
B.A., University of Southern California;
M.A., California State University, Los Angeles.
- Aldana, Guadalupe del C. (1991)**
Professor, Radiologic Technology
A.A., Los Angeles City College;
B.S., California State University, Northridge.
- Alexander, Judy (1968)**
Professor, Nutritional Science
B.S., University of California, Los Angeles;
M.S., California State University, Northridge.
- Allyn, Donna Proske (1988)**
Professor, Counseling
A.A., Windward Community College, Hawaii;
B.S., M.Ed., University of Hawaii;
Ph.D., University of California, Los Angeles.
- Andriese, Janet M. (1974)**
Professor/Coordinator, Special Education
B.S., University of California, Los Angeles;
Physical Therapy Degree, Children's Hospital
School of Physical Therapy, Los Angeles;
M.A., California State University, Northridge.
- Arnold, Charlene (1986)**
Professor, Speech
B.A., M.A., California State University, Northridge.
- Baker, Barbara (1976)**
Professor, English/Reading
B.A., San Diego State University;
M.A., California State University, Los Angeles.
- Baker, John R. (1990)**
Associate Professor, Anthropology
B.A., Pepperdine University, Malibu;
Ph.D., Universitat Hamburg, Hamburg, West
Germany.
- Barker, Beverly J. (1989)**
Professor, Mathematics
B.A., Pomona College;
M.S., California State University, Northridge.
- Barnett-Shelby, Cynthia (1992)**
Professor, Sociology
B.A., M.A., Bowling Green State University,
Bowling Green, Ohio.
- Becht, Balazs (1983)**
Professor, Astronomy/Physics
B.S., M.S., California State University, Northridge.
- Bennett, Lori (1996)**
Instructor, Business
B.A., University of Southern California;
M.B.A., University of Chicago.
- Berg, Eugene (1970)**
Professor, Chemistry
A.B., University of California, Los Angeles;
M.S., California State University, Long Beach;
Ph.D., University of California, Los Angeles.
- Berney, Daniel (1997)**
Instructor, Dance
B.A., University of California, Santa Barbara
M.F.A., University of California, Irvine.
- Beron, Alberto (1971)**
Professor, Mathematics
B.S., M.A., California State University, Los
Angeles.
- Blanchino, Francis S. (1977)**
Professor, Counseling/Psychology
B.A., St. Francis College, Brooklyn, New York;
M.S., St. John's University, Jamaica, New York;
Ph.D., U.S. International University, San Diego.
- Blittner, James L. (1979)**
Professor, Physical Education/Health Education
B.A., Mt. Union College, Ohio;
M.A., Western State College, Colorado;
M.A., California Lutheran College.
- Bodhaine, Grace C. (1991)**
Associate Professor, Spanish
B.A., M.A., California State University, Northridge;
CPhil, University of California, Los Angeles.
- Bortolussi, Vicki (1989)**
Dean, Institutional Advancement
B.A., M.A., University of Southern California;
Ph.D., University of California, Santa Barbara.
- Bridgeman, Gerald (1969)**
Professor, Political Science
A.B., M.A., University of California, Berkeley.
- Brinkman, Charles**
Instructor, Counseling
B.A., University of California, Santa Barbara
M.S., California State University, Northridge
- Brown, Daniel P. (1986)**
Professor, History
B.A., Ball State University, Muncie, Indiana;
M.A., Colorado State University, Fort Collins,
Colorado.
- Burkard, Patricia (1996)**
Instructor, Nursing
A.A., Riverside City College
B.S., M.S., California State University, Fresno
- Byrne, Denise J. (1981)**
Professor, Nursing
B.S.N., M.S.N., California State University, Los
Angeles.
- Cardoni, Richard F. (1980)**
Professor, Counseling
B.S., M.S., University of Arizona.
- Collier, Shay (1972)**
Professor, Business Information Systems
B.A., Cornell College, Iowa;
M.A.E., California Lutheran College.
- Conrad, Eva (1997)**
Executive Vice President, Student Learning
B.A., University of South Alabama;
M.A., University of Arizona;
Ph.D., University of Arizona.
- Copsey, Cecile M. (1968)**
Professor, History
B.A., University of California, Berkeley;
M.A., University of California, Los Angeles.
- Cravens, Linda A. (1988)**
Coordinator, Child Care/Child Development;
Associate Professor, Child Development
B.A., University of California, Santa Barbara;
M.A., California State University, Northridge.
- D'Attille, Sherry (1990)**
Professor, Learning Disabilities
B.A., California State University, Northridge;
M.S., California Lutheran University.
- Dale, Gillian M. (1988)**
Professor, English
B.A., Mount Holyoke College, Maryland;
M.A., University of Southern California.
- Daurio, Janice (1996)**
Instructor, Philosophy
B.A., City University of New York, New York
M.A., Claremont Graduate School
M.A., Mount Saint Mary's College, Los Angeles
Ph.D., Claremont Graduate School
- Davie, John (1971)**
Department Head, Language Arts
Professor, English/Humanities
B.A., M.A., University of California, Santa Barbara.
- Dillon, Bona L. (1989)**
Professor, Journalism/English
B.A., M.A., Ball State University, Muncie, Indiana.
- Doyle, Stephen C. (1990)**
Professor, Speech
B.A., California Polytechnic State University, San
Luis Obispo;
M.A., California State University, Los Angeles.
- Dozen, Patricia E. (1988)**
Professor/Coordinator, Learning Assistance
Center
B.A., M.A., California State University, Long
Beach.
- Eckback, Hugo (1971)**
Professor, English/Humanities
B.A., University of California, Riverside;
M.A., California State University, Chico.
- Epping, Beatrice (1990)**
Professor, Nursing
B.S., College of Saint Teresa, Winona, Minnesota;
M.N., University of California, Los Angeles.
(sabbatical 97-98)
- Farrell, Judith (1974)**
Professor, Psychology
A.A., Ventura College;
B.A., M.A., California State University, Northridge.
- Fecht, Gerald R. (1969)**
Professor, History/Humanities/Marketing
A.A., Los Angeles Valley College;
A.B., M.S., Ph.D., University of Southern
California.
- Feingold, Janice C. (1989)**
Department Head, Business;
Associate Professor, Business
B.A., University of California, Davis;
M.S., California State University, Northridge.
- Fink, Kathryn E. (1981)**
Professor, Mathematics
B.A., University of California, Santa Cruz;
M.A., University of Oregon.
(sabbatical 97-98)
- Fontaine, Victor A. (1991)**
Associate Professor, Philosophy
B.A., M.A., Ph.D., University of Fribourg,
Switzerland;
M.A., M.B.A., University of California, Los Angeles.
- Franke, Deanna R. (1994)**
Assistant Professor, Chemistry
B.S., California Lutheran University;
Ph.D., University of California, Santa Barbara.
- Garber, Norman (1986)**
Professor, English
B.A., University of Connecticut;
M.A., Ph.D., University of California, Santa
Barbara.
- Gerhart, Judith A. (1991)**
Dean, Business/Technology Division
B.S., M.Ed., De Paul University, Illinois;
Ed.D., Nova University, Florida.
- Ginet, Carole (1968)**
Professor, Sociology/Humanities/Psychology
A.B., University of California, Berkeley;
M.S., University of Southern California.

- Gonzalez, Joseph (1971)**
Professor, History
A.A., Santa Barbara City College;
B.A., M.A., Ph.D., University of California, Santa Barbara.
- Green, Donald R (1997)**
B.A., California Lutheran University;
M.A., California Lutheran University.
- Grzywacz-Gray, John M. (1971)**
Professor, Photography/Graphic Design / Journalism
Institute of Design, Chicago.
- Gucciardo, Peter (1971)**
Professor, Economics
A.B., California Lutheran College;
M.A., University of Southern California.
- Habib, Faten M. (1997)**
Librarian
B.A., American University of Beirut;
M.S., University of Southern California
- Hall, Elton A. (1992)**
Professor, Philosophy
B.A., Occidental College, Los Angeles;
M.A., University of California, Santa Barbara.
- Halleran, Ronald (1975)**
Department Head, Health /Physical Education
Professor, Health Education/Physical Education
B.S., California State University, Hayward;
M.S., Utah State University;
M.A., California Lutheran College.
- Harper, Clint D. (1978)**
Professor, Engineering Technology/Physical Science/Physics
B.S., M.S., California State University, Northridge;
A.M., Ph.D., University of Southern California.
- Harrigan, Maureen (1996)**
Instructor, Biology
B.S., Santa Clara University
Ph.D., University of Southern California
- Harrington, G. David (1992)**
Professor, Criminal Justice
A.S., Moorpark College;
B.S., M.S., California State University, Los Angeles.
- Higashida, Carol (1997)**
Instructor, Nursing
B.S., M.N., University of California, Los Angeles.
- Hemming, Ruth (1997)**
Vice President, Administrative Services
B.A., University of California, Berkeley;
M.A., Mount Holyoke College;
Ed.D., University of La Verne.
- Henderson, Donald (1974)**
Professor, Counseling
B.A., Austin College;
M.S., California State University, Los Angeles.
- Herman, Robert (1968)**
Department Head, History and Institutions;
Professor, Political Science/Economics
B.A., M.A., University of California, Santa Barbara.
- Hilmer, Keith A. (1989)**
Professor, Mathematics
B.S., University of Northern Iowa;
M.S., University of Oregon.
- Hoffmans, Kimberly D. (1993)**
Associate Professor, Nursing
B.S.N., University of Texas, Austin;
M.S.N., Texas Woman's University, Houston.
- Hopkins, Ranford B. (1989)**
Professor, History
B.A., M.A., University of California, Santa Barbara.
- Ingersoll, Orbie (1967)**
Professor, Music
B.A., California State University, Northridge;
M.A., University of California, Santa Barbara.
- Ingram, Edna M. (1986)**
Professor, Counseling
B.A., Roosevelt University, Chicago, Illinois;
M.A., California State University, Northridge.
- Izumo, Gary (1995)**
Associate Professor, Business
B.A., Occidental College, Los Angeles
M.B.A., University of California, Los Angeles
- Izumo, Susan (1981)**
Professor, Counseling
A.B., M.A.T., Whittier College;
M.S., California Lutheran College.
- Johnson, Michael (1989)**
Professor, Counseling
B.S.S.W., M.S.W., St. Louis University, St. Louis, Missouri.
- Kairschner, Anne J. (1989)**
Professor, English/Humanities
B.A., University of California, Santa Cruz;
M.A., University of California, San Diego.
- Kay, David (1984)**
Professor, Computer Information Systems/ Mathematics
B.A., M.S., California State University, Northridge.
- Keever, John (1969)**
Coordinator, Athletics;
Professor, Physical Education
B.A., University of California, Santa Barbara;
M.A., California State University, Chico.
- Keil, Robert N. (1997)**
Instructor, Organic Chemistry
B.S., University of California, Berkeley;
Ph.D., University of California, Santa Barbara.
- Kessner, Dolly E. (1990)**
Professor, Music
A.B., M.A., University of California, Los Angeles;
Ph.D., University of Southern California.
(sabbatical 97-98)
- Kurtik, Richard (1971)**
Department Head, Physical Sciences;
Professor, Chemistry
B.S., California State College;
M.A., University of California, Santa Barbara.
- LaBarge, Mary L. (1983)**
Associate Librarian;
Professor, Mathematics
B.A., University of California, Santa Barbara;
M.L.S., University of Southern California.
- Letnisky, Norma (1995)**
Assistant Professor, High Tech Center Specialist
B.A., University of California, Los Angeles
M.A., California State University, Los Angeles
- Lewis, Katherine (1975)**
Professor, Theatre Arts
B.A., M.A., University of California, Los Angeles;
Ph.D., University of California, Santa Barbara.
- Loiselle, Linda S. (1981)**
Professor, Nursing
B.S.N., University of Illinois Medical Center, Chicago;
M.S.N., California State University, Los Angeles.
- Lopez, Diana (1970)**
Professor, English
A.A., Ventura College;
B.A., M.A., San Francisco State University;
Ed.D., Nova University, Florida.
- Lopez, Robert (1971)**
Professor, Archaeology/Anthropology
B.A., M.A., California State University, Northridge.
- Mai, Letrisha (1995)**
Instructor, Counseling
B.A., M.A., California State University, Northridge
- Manakas, Sharon L. (1992)**
College Nurse;
Assistant Professor/Coordinator, Student Health Services
A.S., Ventura Community College;
B.S., M.S., California State University, Dominguez Hills.
- Martin, Floyd (1967)**
Dean, Science/Mathematics/Engineering Division
B.S., M.A., Arizona State University.
- Marx, Christine E. (1990)**
Professor, Art History
B.A., M.A., University of California, Santa Barbara.
- McAdam, Thomas M. (1980)**
Department Head, Life Sciences
Professor, Biology/Anthropology
B.A., California State University, Northridge;
M.S., California Polytechnic State University, San Luis Obispo.
- McCullough, MoDean (1969)**
Professor, Physical Education
B.S., Jamestown College, North Dakota;
M.S., University of North Dakota.
- McDill, Linda (1986)**
Professor, Sociology
B.A., M.A., Pepperdine University.
- Menchaca, Olivia (1989)**
Professor/Project Coordinator, Title III
B.A., California State University, Northridge;
M.S., California Lutheran University.
- Mendoza, Gilbert R. (1973)**
Professor, Radio/Television
B.A., California State University, Fresno;
M.A., California Polytechnic State University, San Luis Obispo.
- Meschan, Lynn M. (1990)**
Associate Professor, Psychology
A.A., City College, San Francisco;
B.A., M.A., California State University, Sonoma.
- Meyer, Harold F. (1969)**
Professor, Physics/Mathematics/Engineering
B.S., M.A., California State University, Long Beach.
- Miller, Alfred J. (1972)**
Professor, Radio/Television
A.B., University of North Carolina;
M.S., University of Illinois.
- Miller, Larry O. (1971)**
Professor, Anatomy/Biology/Physiology
B.A., M.A., Ph.D., University of California, Santa Barbara.
- Miranda, Gloria (1997)**
A.A., Oxnard College
B.A., University of California, Santa Barbara
M.S., California State University, Northridge
- Molnar, Charles D. (1968)**
Professor, Mathematics
B.S., Harvey Mudd College;
M.A., University of California, Riverside
- Monteiro, Sergio Lara P. (1986)**
Professor, Director of Electronics
B.S., Federal University, Rio de Janeiro;
M.S., University of Wyoming;
M.S., Ph.D., Washington State University.
- Moore, Jo Ann (1990)**
Professor, Radiologic Technology
A.S., Long Beach City College, Long Beach;
B.S., California State University, Long Beach;
M.A., California State University, Northridge.
(sabbatical Fall 97)
- Moore, Linda (1968)**
Professor, Humanities
B.A., Purdue University;
M.A., California Lutheran College.
- Murphy, David K. (1969)**
Professor, Chemistry
B.S., University of California, Berkeley;
M.A., M.S. ECE, Ph.D., University of California, Santa Barbara.
- Naseri, Muthena (1974)**
Professor, Environmental Science
B.S., Arkansas State University;
M.S., Kansas State University;
Ph.D., Columbia Pacific University, Mill Valley.
- Nordquist, Alwyn (1967)**
Dean, Social Science/Physical Education, Athletics Divisions
B.A., San Diego State University;
M.A., California State University, Long Beach.

- Parker, Delbert M. (1969)**
Professor, Physical Education/Health Education
B.S., M.S., University of California, Los Angeles.
- Patterson, James (1974)**
Professor, Exotic Animal Training and Management
B.S., California State Polytechnic University, Pomona;
M.A., California Polytechnic State University, San Luis Obispo.
- Peddle, James F. (1991)**
Professor, Exotic Animal Training and Management
D.V.M., Cornell University, Ithaca, New York.
- Petrello, Rolland C. (1991)**
Associate Professor, Speech
A.A., Moorpark College;
B.S., Southern Utah State College, Cedar City;
M.A., Miami University, Oxford, Ohio.
- Phillips, Theodore D. (1990)**
Professor, Graphic Design
B.S., Woodbury University, Los Angeles;
M.F.A., California College of Arts and Crafts, Oakland, California.
- Pollock, Steven J. (1968)**
Department Head, Behavioral Sciences;
Professor, Psychology
B.A., Whitman College, Washington;
M.A., Ph.D., Claremont Graduate School, California.
- Rahnamale, Mahyad Z. (1988)**
Professor, Mathematics
B.S., Pahlavi University, Iran;
M.S., Ph.D., University of Southern California;
M.S., California State University, Northridge.
- Ramos, Judith S. (1995)**
Associate Professor, English
B.A., Immaculate Heart College, Los Angeles;
M.A., California State University, Northridge;
M.A., California State University, Los Angeles.
- Raufman, Cecilia (Lisa) (1976)**
Professor, Counseling
B.A., University of California, Los Angeles;
M.S., California State University, Los Angeles;
Ed.D., University of California, Los Angeles.
- Reid, Kathleen (1996)**
A.S., Ventura College
B.S., California State University, Fresno
M.S., University of Tennessee, Knoxville
- Reynolds, Jack G. (1969)**
Professor, Anatomy/Anthropology/Biology
B.A., M.A., University of California, Berkeley.
- Ritchie, Deborah J. (1986)**
Department Head, Mathematics
Professor, Mathematics
A.A., College of Sequoias;
B.S., M.A., California Polytechnic State University, San Luis Obispo.
- Rode, Benjamin L. (1989)**
Professor, Mathematics
B.A., M.A., University of California, San Diego.
- Rodriguez, Rene G. (1992)**
Dean, Evening Program
B.A., M.A., University of California, Santa Barbara.
- Romero-Motlagh, Ofelia (1989)**
Professor, Counseling/Bilingual
A.A., Moorpark College;
B.A., M.A., California State University, Northridge.
Ph.D., University of California, Los Angeles
- Ross, Patricia A. (1991)**
Professor, English
A.A., Citrus College, Azusa, California;
B.A., Pomona College, Claremont;
M.A., Purdue University, West Lafayette, Indiana.
- Sanchez, Tomás (1991)**
Professor, History/Chicano Studies
B.A., California State University, Northridge;
M.A., University of California, Santa Barbara.
- Sardisco, Frank V. (1967)**
Department Head, Visual & Communication Arts;
Professor, Art
B.A., University of California, Los Angeles;
M.F.A., Otis Art Institute.
- Schaak, J. Fred (1981)**
Professor, Mathematics
B.S., University of California, Davis;
M.S., California State University, Northridge.
- Shargo, Eric S. (1992)**
Assistant Professor, Anatomy/Physiology/Biology/
Zoology
B.A., M.S., California State University, Northridge;
Ph.D., University of California, Los Angeles.
- Sheridan, Pamela (1969)**
Professor, English
B.A., M.A., University of California, Santa Barbara.
- Shubert, Brenda (1982)**
Professor/Coordinator, Nursing Science
B.S.N., Medical College of Georgia;
M.N., University of California, Los Angeles.
- Sims, Sydney (1989)**
Associate Professor, English
B.A., University of California, Los Angeles;
M.A., University of Pennsylvania;
Ph.D., University of California, Berkeley.
(sabbatical 97-98)
- Song, James J. (1991)**
Professor, Music
B.A., M.A., University of Colorado, Boulder.
- Spraggins, M. Thomas (1974)**
Professor, Accounting/Business
B.S., California State University, Northridge;
M.S., Colorado State University;
M.A., California Lutheran College;
Certified Public Accountant.
- Stemen, James A. (1969)**
Professor, Music
B.A., Goshen College;
M.A., M.S.M., Southern Methodist University.
- Stephens, Robert T. (1968)**
Professor, Mathematics
B.S., Brigham Young University;
M.S., University of California, Riverside.
- Stewart, Nancy L. (1980)**
Professor, Physical Education/Health Education
B.A., California State University, Long Beach;
M.S., Wisconsin State University, LaCrosse.
- Stewart, Sexton (1974)**
Professor, Graphic Communications
B.S., Southern University, Louisiana;
M.A., San Francisco State University.
- Strong, Richard (1971)**
Professor, Speech/Forensics
B.A., M.A., University of Redlands.
- Strumpf, Michael (1967)**
Professor, English/Reading
B.S., M.S., University of Southern California.
- Sukiennik, Diane (1974)**
Matriculation Coordinator
Professor, Counseling
B.A., State University of New York, Albany;
M.A., Columbia University, New York;
Ed.D., Nova University, Florida.
(Sabbatical 97-98)
- Szylewicz, Arthur (1986)**
Professor, Mathematics
B.A., M.A., University of California, Los Angeles.
- Tan, Shiow-Ling Sheila (1991)**
Associate Professor, Computer Science
B.A., Tunghai University, Taichung, Taiwan;
M.Ed., M.A., M.S., University of California, Santa Barbara.
- Tennen, Edward F. (1980)**
Dean, Library and Learning Resources
B.A., California State University, Long Beach;
M.A., M.S.L.S., University of Southern California;
Ed.D., Nova University, Florida.
- Terry, Danita Redd (1993)**
Professor, Counseling
B.A., M.A., California Polytechnic State University, San Luis Obispo.
- Thionnet, Floyd D. (1972)**
Dean, Student Development
A.A., Bakersfield College;
B.S., University of Arizona;
M.S., California Polytechnic State University, San Luis Obispo.
- Thompson, Joan (1974)**
Professor, Music
B.A., M.A., California State University, Northridge.
- Thurston, Willard J. (1991)**
Professor, Physical Education
B.A., California Lutheran University;
M.A., Azusa Pacific University, California.
- Walker, James W. (1992)**
President
B.S., M.A., Loyola University, Los Angeles;
B.S., University of Notre Dame;
Ed.D., University of Southern California.
- Walters, J. Roger (1971)**
Professor, Mathematics
B.A., University of California, Los Angeles;
M.A., University of Oregon.
- Weinstein, David S. (1991)**
Professor, Mathematics
B.A., M.S., California State University, Northridge.
- Wieder, Les (1977)**
Department Head, Performing Arts;
Professor, Theatre Arts/Radio/Television
B.A., M.A., California State University, Northridge.
- Wilson, Gary L. (1985)**
Professor/Coordinator, Exotic Animal Training and Management
A.S., Moorpark College;
B.A., M.A., University of California, Santa Barbara.
- Winkler, Helga (1996)**
Instructor, Spanish
B.A., Arizona State University, Tempe
B.A., University of Aachen, Germany
M.A., University of Kiel, Germany
Ph.D., University of Texas, Austin
- Woodward, Carol (1981)**
Professor, Psychology
B.A., M.A., California State University, Northridge;
Ph.D., University of Southern California.
- Wygant, Grethe M. (1988)**
Professor, Mathematics
A.A., Santa Barbara City College;
B.A., M.A., University of California, Santa Barbara.
- Wyman, James L. (1974)**
Professor, Business/Speech/Forensics
B.A., University of Redlands;
J.D., Loyola Law School, Los Angeles.
- Young, Kathleen (1974)**
Professor, Business / Business Information Systems
B.S., California State University, Long Beach;
M.A., California Lutheran College.

Faculty Emeritus

- Ainge, Kenneth E. (1967)**
Director, Business and Technology Division
A.B., University of California, Santa Barbara;
M.A., University of California, Los Angeles;
Ed.D., Brigham Young University.
Retired June, 1987.
- Allen, Judith (1968)**
Professor, English
A.B., Pennsylvania State University;
M.A., California State University, Sacramento;
M.L.S., Immaculate Heart College.
Retired July, 1993.
- Anderson, Donald (1968)**
Coordinator, Equine - Rancho Sierra Vista;
Professor, Agriculture
B.S., California State University, Fresno;
M.A., California Polytechnic State University, San Luis Obispo;
Ph.D., Colorado State University, Fort Collins, Colorado.
Retired May, 1994.
- Bassett, Estella M. (1967)**
College Nurse, Health Education
R.N., Saint Mary's Hospital School of Nursing, Rochester, New York;
M.S., State University College, Brockport, N.Y.;
M.P.H., University of California, Los Angeles.
Retired June, 1974.
- Bendat, William I. (1970)**
Dean, Student Services
B.A., University of California, Los Angeles;
M.A., San Diego State University;
Ph.D., Nova University.
Retired July, 1992.
- Bettini, Arthur J. (1967)**
Dean, Physical Education/Health Education Division/Social Science Division
B.A., M.A., University of California, Los Angeles.
Retired December, 1994.
- Bishop, David (1968)**
Department Head, Life Sciences;
Professor, Biology/Microbiology
B.S., Washington State University;
M.A., University of California, Santa Barbara.
Retired May, 1997.
- Black, Richard (1968)**
Professor, English
B.A., M.A., University of California, Santa Barbara.
Retired May, 1991.
- Bowen, Donald C. (1967)**
Professor, Accounting
B.S., San Diego State University;
M.B.A., University of California, Los Angeles;
M.S., California State University, Northridge.
Retired June, 1991.
- Brisby, William L. (1969)**
Exotic Animal Training and Management
B.S., Colorado State University;
M.S., University of Southern California.
Retired June, 1985.
- Broadbooks, Jane M. (1986)**
Department Head, Mathematics;
Professor, Mathematics
B.S., University of Michigan;
M.A., Washington University.
Retired May, 1997.
- Buckner, Kenneth (1968)**
Professor, Sociology
B.S., M.A., University of Southern California.
Retired May, 1992.
- Corbell, Marjorie L. (1970)**
Professor, Business Information Systems
A.A., Kansas City Junior College;
B.S., Central Missouri State College;
M.A., California State University, Long Beach.
Retired May, 1993.
- de la Peña, José F. (1988)**
Professor, Counseling
A.A., Laredo Junior College, Laredo, Texas;
B.A., Texas A&I University, Kingsville, Texas;
M.A., San Jose State University.
Retired May, 1997.
- Deutsch, Dolores (1970)**
Professor, Child Development
B.A., University of California;
M.A., California State University, Northridge.
Retired June, 1988.
- Dillon, Joanna P. (1980)**
Professor, Learning Disabilities
B.S., University of Illinois;
M.S., California Lutheran College.
Retired May, 1995.
- Dodgen, William W. (1971)**
Professor, Art
B.A., Drury College, Springfield, Missouri;
M.F.A., Wichita State University, Kansas.
Retired May, 1994.
- Dunham, F. Paul (1967)**
Director, Physical Education/Health Education Division; Director, Athletics
B.A., University of California, Santa Barbara;
M.A., California State University, Northridge.
Retired July, 1992.
- Edwards, Richard (1970)**
Professor, English
A.B., University of California, Santa Barbara;
M.A., Yale University.
Retired May, 1997.
- Evans, Brook (1974)**
Professor, Business
A.A., Orange Coast College;
B.S., California State University, Long Beach;
M.B.A., California State University, Northridge;
M.A., California Lutheran College.
Retired May, 1992.
- Fink, Paul (1970)**
Professor, Philosophy
B.A., Pennsylvania State University;
M.A., University of Rochester.
Retired May, 1992.
- Fleming, Jack (1968)**
Director, Continuing Education
B.A., California State University, Sacramento;
M.A., California Lutheran College.
Retired June, 1992.
- Gayle, James R. (1967)**
Vice President, Instructional Services
B.S., United States Naval Academy;
M.S., Purdue University.
Retired June, 1988.
- Gilman, Richard E. (1967)**
Biological Sciences
B.S., M.S., St. Mary's College, Winona, Minnesota;
M.S., University of Southern California.
Retired February, 1978.
- Griffith, W. Randolph (1967)**
History
B.A., University of California, Riverside;
M.A., University of California, Los Angeles.
Retired June, 1986.
- Hanft, John (1967)**
Professor, English
B.A., University of California, Riverside;
M.A., California State University, Chico.
Retired May, 1997.
- Harris, Verle D. (1968)**
Professor, Drafting Technology
B.S.E., California State University, Long Beach.
Retired May, 1995.
- Heydenreich, John (1971)**
Professor, Counseling
B.S., University of Southern California;
M.S., California State University, Los Angeles.
Retired June, 1992.
- Hughes, Frances E. (1985)**
Professor, Nursing
R.N., Fresno General Hospital;
B.A., California State University, Fresno;
M.S., University of California, Los Angeles;
M.Ed., University of British Columbia.
Retired May, 1992.
- Hurley, John (1967)**
Associate Librarian
B.A., M.A., San Diego State University;
M.L.S., University of California, Los Angeles;
Ed.D., Nova University, Florida.
Retired June, 1983.
- Imbach, Marjorie (1971)**
Director, Community Services and Publications
B.A., University of California, Santa Barbara;
M.A., University of California, Los Angeles.
Retired June, 1979.
- Keyser, Marshall R. (1974)**
Professor, Business
B.S., Shippenburg State College, Pennsylvania;
M.S., Ph.D., University of Pittsburgh, Pennsylvania.
Retired May, 1993.
- Lloyd, Lawrence G. (1967)**
Vice President, Administrative Services
A.B., M.A., University of Southern California.
Retired June, 1992.
- Long, Alicia A. (1979)**
Dean, General/Transfer Education
B.A., University of Minnesota;
M.A., California State University, Northridge.
Retired July, 1992.
- Long, Knox T. (1968)**
Professor, Counseling/History
B.A., University of California, Santa Barbara;
M.A., California State University, Los Angeles.
Retired May, 1992.
- 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.
- Matsuda, Stella S. (1980)**
Professor, Dance
B.S., University of California, Los Angeles;
M.A., California Lutheran College.
Retired May, 1997.
- Mathews, Donald O. (1988)**
Director, Business and Technology Division
A.A., Ventura College.
Retired July, 1992.
- Mehr, Sheldon (1970)**
Professor, Music
B.A., University of California, Los Angeles;
M.A., California State University, Los Angeles.
Retired June, 1991.
- Miller, Robert W. (1967)**
Professor, Chemistry/Environmental Science
A.B., Temple University;
M.S., University of Arizona.
Retired June, 1993.
- Moore, Evelyn G. (1974)**
College Nurse;
Professor/Coordinator, Student Health Services
R.N., Jefferson Medical College Hospital, Penn.
B.S., P.H.N., Catholic University of America, Washington, D.C.;
M.A.E., California Lutheran College.
Retired May, 1992.

Noyes, Jack (1970)
 Professor, Art
 B.S., M.A., University of Michigan.
 Retired May, 1997.

Pacheco, A. Darlene (1969)
 Vice President, Instructional Services
 B.A., Colorado State University;
 M.A., Ed.D., Northern Colorado State University.
 Retired June, 1997.

Pearson, Beverly J. (1967)
 Professor, Spanish
 B.A., University of Michigan;
 M.A., University of California, Berkeley.
 Retired May, 1992.

Sarnecky, Dorothy (1967)
 Geology
 B.A., University of Notre Dame;
 M.S., Stanford University.
 Retired June, 1979.

Schechter, Arthur J. (1980)
 Professor, Biology/Chemistry
 A.B., M.S., Ed.D., University of Southern CA.
 Retired May, 1992.

Scott, Delmore E. (1969)
 Professor, Art
 B.F.A., M.F.A., University of Southern California.
 Retired June, 1988.

Shindo, Kokki (1969)
 Professor, Mathematics
 A.B., Ripon College, Wisconsin;
 A.B., M.A., University of California, Los Angeles;
 M.S., Western Washington State.
 Retired May, 1997.

Siegel, A. Howard (1967)
 Professor, Humanities/French/English
 B.A., Queens College;
 M.A., Kansas State University;
 Ph.D., University of Southern California.
 Retired December, 1994.

Slama, Michael M. (1966)
 Director of Library Services
 J.D., Charles University, Prague, Czechoslovakia;
 M.A., University of Denver.
 Retired February, 1980.

Smith, Mitchell L. (1972)
 Professor, Criminal Justice
 B.A., M.A., San Diego State University.

Straughan, Jerry E. (1975)
 Professor, Political Science/Urban Studies
 B.A., University of California, Los Angeles;
 M.A., California Lutheran College.
 Retired May, 1995.

Stringer-Ellers, Pauline (1970)
 Professor, Interior Design
 B.S., Oklahoma State University;
 M.S., California State University, Northridge;
 Ed.D., Nova University, Florida.
 Retired June, 1991.

Sturgeon, James H. (1967)
 Art
 B.A., M.F.A., University of California, Santa
 Barbara.
 Retired June, 1986.

Thomsen, John E. (1969)
 Professor, Electronics/Engineering
 B.S., M.S., University of California, Los Angeles.
 Retired May, 1992.

Trevino, Manuel O. (1971)
 Professor, Physical Education
 A.B., M.A., California State University, Chico.
 Retired May, 1997.

Trevino, Sandra Kay (1988)
 Librarian
 A.A., Ventura College;
 B.A., California State University, Chico;
 M.L.S., University of Southern California.
 Retired May, 1997.

Wolff, Louis A. (1982)
 Professor, Computer Information Systems / Business Information Systems
 B.S., M.S., University of La Verne, Point Mugu.
 Retired May, 1997.

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 Executive Vice President, Student Learning 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 Executive Vice President, Student Learning 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 lawfully issued subpoena. 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.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College or District in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students may request copies of records for review. A fee of \$3 will be charged.

Directory Information

The colleges in this District maintain directory information which may be released: student's name, address, telephone number, and place of birth, major field of study, class schedule, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public and private school attended by the student.

Students may indicate that directory information which shall not be released providing written notification is given the Executive Vice President, Student Learning at the college of attendance at the time of enrollment or earlier if the activity occurs prior to the opening of school.

Challenge

Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsubstantiated conclusion of inference, (3) a conclusion or inference outside of the observer's areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to 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, marital status or Vietnam veteran 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 and the Americans with Disabilities Act of 1992.

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 654-6413.

Appendix III Sexual Harassment Complaint Procedure

I. INTRODUCTION

The Ventura County Community College District ("the District" is committed to providing a positive climate for study and work in which individuals are judged solely by relevant factors such as ability and performance and are free to pursue their academic and work activities in an atmosphere that is free from coercion and intimidation. The District strives to insure that its programs are available to all persons without regard to ethnic group identification, religion, age, sex, color or physical or mental disability. Sexual harassment of students by students, faculty, or other District employees and sexual harassment of employees by students, those in a position to affect their employment status or by other employees in the work unit is inimical to such an atmosphere and will not be condoned.

II. DEFINITION OF HARASSMENT

The District has adopted a definition of sexual harassment that will be applied in determining whether or not particular conduct constitutes sexual harassment. This definition parallels the definition of sexual harassment set forth in the Equal Employment Opportunity Commission Guidelines 29 C.F.R. 1604.11 and the California Education Code 212.5. Sexual harassment shall be defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting when:

- (1) submission to the conduct is explicitly or implicitly made a term or condition of academic advancement or employment;
- (2) submission to, or rejection of, the conduct by the individual is

used as a basis of academic or employment decisions affecting the individual;

- (3) the conduct has the purpose or effect of having a negative impact upon the individual's academic or work performance or of creating an intimidating, hostile, or offensive work or educational environment; or
- (4) submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Unlawful harassment may take many forms including but not limited to the following: Making or threatening reprisal after rejection of a sexual advance; leering; making sexual gestures; displaying of sexually suggestive pictures, objects, cartoons, or posters; making or using derogatory comments, epithets, slurs or jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's anatomy; sexual degrading words used to describe individual; suggestive or obscene letters, notes, invitations; touching; assault; impeding or blocking movement.

III. REPORTING SEXUAL HARASSMENT

Whether particular conduct constitutes unlawful harassment must be determined on a case-by-case basis, taking into account such factors as the type, extent, and circumstances of the conduct. For this reason, all employees and students are encouraged to bring to the prompt attention of the District any conduct which they believe to be unlawful harassment. Often unwelcome, harassing, or otherwise inappropriate conduct can be stopped promptly with notice and the opportunity for the District to address the situation.

Any incident of harassment by any District employee or student, or any other person, should be reported promptly to the following persons designated for receiving and investigating complaints:

Moorpark College:

Brenda Shubert, Nursing Coordinator (805) 378-1433
Dr. Rene Rodriguez, Dean, Evening Program (805) 378-1404
Lisa Putnam, Administrative Aide (805) 378-1445

Oxnard College:

Dr. Priscilla Partridge Garcia, Counselor (805) 986-5833
Thomas Sanchez, Acting VP of Instruction, (805) 985-5814
Araceli Soto, Student Services Assistant (805) 986-5828

Ventura College:

Lauri Moore, Coordinator, Re-Entry Center (805) 654-2476
Steve Tobias, Dean, Health Science/PE (805) 654-6382
Sandy Hajas, Library Tech Assistant (805) 654-6304

District Office:

Cheryl Shearer, Director of Information Services (805) 654-1214
Shelley Signor, Human Resources Clerk (805) 654-6421

The role of these investigators is to investigate any complaints of sexual harassment and report the results of their investigation to the college President and the Deputy Chancellor. The college President and/or the Deputy Chancellor shall determine whether additional investigation is necessary and what remedial and/or disciplinary action is appropriate.

You are not required to complain to any one whom you believe is harassing you, or whom you feel may retaliate should you make such a report to that person. In such an event, please report the incident to one of the other designated persons. You may report your complaint to any of these individuals regardless of what campus or job location you study or work.

Complaints of harassment that are reported to the persons identified herein will be investigated in as thorough, prompt, effective, and confidential a manner as possible. In addition, the District will not tolerate retaliation against any employee or student for making a report or complaint pursuant to this policy.

At a minimum, when an employee or student complains about harassment, the District will:

1. Fully inform the employee or student of her/his rights to complain and redress the harassment; the employee or student must be informed of her/his own obligations to secure her/his rights and of any assistance available to her/him under the District's procedures;
2. Immediately conduct an impartial fact-finding investigation of the alleged harassment. The District must make a determination about whether unlawful harassment occurred,

and communicate this alleged finding to the harasser and any other concerned party; and

3. If unlawful harassment is established, the District will take whatever measures it deems reasonable and appropriate to discipline the harasser and prevent further harassment.

IV. ADDITIONAL AVAILABLE STATE AND FEDERAL PROCEDURES AND REMEDIES

In addition to the District's process for reporting sexual or other prohibited harassment, both the State of California and the federal government have established processes by which student and employee claims of sexual harassment may be reported.

1. Employees

- A. State Law Procedures - An employee may file a claim with the Department of Fair Employment and Housing (DFEH). Information regarding claims procedures may be obtained in this area from the following office: Department of Fair Employment and Housing, 1732 Palma Drive, Suite 200, Ventura, CA 93003-6081 (805) 654-4512

Upon the filing of a claim, the DFEH will contact the employer and conduct a full investigation of the sexual harassment charge. Should the DFEH determine that sexual harassment occurred, it may attempt voluntary compliance through conciliation, or it may file an administrative lawsuit on behalf of the claimant. The DFEH may also issue a letter to the claimant, allowing that claimant to bring a civil action in state court against the employer with respect to the claim of sexual harassment.

- B. Federal Law Procedures - In addition to the state reporting procedures available under the DFEH, an employee may seek redress under Title VII of the US Civil Rights Act of 1964. An employee may file a claim with the Equal Employment Opportunity Commission (EEOC). Information regarding claims procedures may be obtained in this area from the following office: Equal Employment Opportunity Commission, 255 E. Temple Street, 4th Floor, Los Angeles, CA 90012, (213) 894-1000

The EEOC works in conjunction with the State DFEH in investigating charges of harassment.

- C. Remedies - A victim of unlawful harassment may be compensated in a number of ways, including: reinstatement or promotion in the event the victim has lost his or her job or a job opportunity; a court order that the harasser stop engaging in sexual harassment and/or discrimination; a court order that the employer develop training and education for supervisors and employees in the area of sexual harassment; and back pay. An award of back pay will generally compensate the victim for benefits lost during the discriminatory acts, minus whatever compensation was received by the victim during that period.

State and federal law further provide that a claimant may sue for damages attributable to emotional distress, and in egregious cases, may also recover punitive damages against the employer and/or harasser. Fines may also be assessed by the Fair Employment and Housing Commission.

2. Employees and Students

- A. State Law Procedures - In addition to the internal reporting process described in Section III, employees or students who believe they have been subjected to unlawful harassment may file a formal complaint with the District Chancellor or his designee pursuant to California Code of Regulations Title 5, Article 3, 59328 by contacting the District office. The complaint reporting and investigation procedure is described more fully in the District's policy for investigating complaints of unlawful discrimination which may be obtained from the District office at 71 Day Road, Ventura, CA 93003 (805) 654-6361. Complaints of sexual harassment may also be directed to: California State Department of Education, 721 Capital Mall, Sacramento, CA 95814 (916) 657-4762

- B. Federal Law Procedures - Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally-funded education programs and provides a federal remedy for employees and students who are victims of sexual harassment. In addition to the

District's internal reporting procedure described in Section III, employees and students may file complaints for violations of Title IX by contacting: Department of Education's Office of Civil Rights, 50 United Nations Plaza, Room 239, San Francisco, CA 94102 (415) 437-7700

- C. Remedies - Remedies available to students and employees under the California Code of Regulations Title 5, Article 3, 59328 and Title IX and may include monetary damages, as well as declarative or injunctive relief.

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 Executive Vice President, Student Learning. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
- D. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

III. OFF-CAMPUS AFFILIATIONS

Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off-campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.

IV. ADVOCACY AND FREE EXPRESSION

- A. *Purpose.* The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
- B. *Registered Students.* Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
1. That the cause or issue being advocated is legal.
 2. That the District's outside speaker policy is observed.
 3. That college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or his designated representative are respected.
 4. That if, in the 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 instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

VII. NOTICES & POSTERS

Student and other college developed posters and flyers may be distributed or displayed as follows:

Any posters, flyers or other materials which advertise instructional programs, student activities or any other events that can be CLEARLY IDENTIFIED as having Moorpark College sponsorship may be circulated and posted without bearing the "approved for posting" stamp.

VIII. USE OF COLLEGE FACILITIES

- A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.
- B. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:
1. chartered student organizations
 2. certificated personnel
 3. organizations of college employees
 4. the associated students
 5. groups of ten or more students
 6. 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, Instructional Services 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 Executive Vice President, Student Learning 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 Executive Vice President, Student Learning may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present.
- F. Tables

1. Student organization and groups cited may maintain a table in the following areas:
 - a. foyer of the campus center
 - b. patios of the campus center
 - c. mall
2. Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
3. Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
4. Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of accosting individuals or by shouting is prohibited.

Appendix V Student Grievance

I. PURPOSE

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that she or he has been subject to unjust actions or denied normal rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or employee of the college.

II. DEFINITION

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

III. PROCEDURES

A. Informal Processes

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Vice President, Instructional Services (for all programs and services controlled by this person) or the Executive Vice President, Student Learning (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 infor-

mally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Governing Board rules and policies.

1. A college Grievance Committee shall be established by the college President at the opening of each academic year. This committee shall be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Executive Vice President, Student Learning 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 Executive Vice President, Student Learning receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.
3. The Executive Vice President, Student Learning will verify the completeness of the written charge and present the charge to the Grievance Committee within ten working days of receipt.
4. The Grievance Committee will review the charges made (Section B.2.) within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.
5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section B.4.).
6. Formal hearing procedures:
 - a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (Section B.5.).
 - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
 - d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
 - e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
 - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
 - g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.

- h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - (1) Concur with the committee's recommendation.
 - (2) Not concur with the committee's recommendation.
 - (3) Take alternative action.
 - (4) The college President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
- i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District.
- j. If he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.
- k. Records of all proceedings shall be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in employee's personnel records will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

Appendix VI Sexual Assault

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the districts's regulations prohibiting sexual assault have been violated, the district will pursue strong disciplinary actions including suspension or dismissal from the college.

Ventura County Community College District is committed to providing prompt, compassionate services to those individuals who are sexually assaulted, as well as follow-up services, if needed.

Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus

I. INTRODUCTION

Education Code Section 67385 requires that the governing board of each community college district adopt and implement clear, consistent, and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

II. DEFINITIONS

For the purpose of the legislation, the following definitions are offered:

1. "Specific population" and "specific victim" include students, faculty and staff.
2. "Sexual assault" is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including "date" or "acquaintance rape"), forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery or threat of sexual assault.
3. "On campus" is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.
4. "Official college sponsored events" include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.

5. "Victim" of sexual assault is generally referred to here as being female, but could also include a male.

III. COLLEGE POLICY

Moorpark College exercises care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus as defined.

The Ventura County Community College District Code of Student Conduct prohibits sexual assaults, as do California criminal statutes.

The Board of Trustees commits the college to taking prudent action to prevent sexual assaults from occurring and to ensure that students, faculty and staff are not adversely affected for having brought forward a charge of rape or other forms of sexual assault. Where there is cause to believe the college's regulations prohibiting sexual assault have been violated, Moorpark College will pursue strong disciplinary actions which include the possibility of suspension or dismissal from the college.

In addition, a student, faculty, or staff member charged with sexual assault can be prosecuted under California criminal statutes in addition to being disciplined under the Code of Student Conduct or Education Code, as applicable. Even if prosecution does not take place, the campus may pursue disciplinary action.

The Board of Trustees is also committed to provide prompt, compassionate services to those individuals who are sexually assaulted and follow-up services if needed.

IV. GUIDELINES, PROCEDURES AND PERSONNEL RESPONSIBLE FOR RESPONDING TO A SEXUAL ASSAULT INCIDENT

The INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will provide a secure setting for the victim. (This could be an unoccupied office or classroom, a well-lighted area or, ideally, the Student Health Services Office.) The Campus Police Office and the HEALTH SERVICES COORDINATOR should be notified, if possible.

The involved college personnel should then

1. Listen to the victim's needs
2. Assess the situation. Determine the seriousness of the victim's injuries; call "911" if injuries are severe and transportation is needed by ambulance to a hospital.
3. Ask the victim what s/he wants to do. A consent form (available in English or Spanish) may be completed by the victim for any of the following options:
 - a) Does the victim want to be taken to a hospital or private doctor's office? Does the victim want to contact a friend or family member? If the victim does not want to contact anyone, a campus police officer may take the victim to the hospital. If possible, a female should accompany the victim if the officer is male.
 - b) Does the victim want to have the Ventura County Coalition Against Domestic and Sexual Violence contacted? The mission of the Coalition is to coordinate and implement services to the victim of sexual assault.
 - c) Does the victim want to report the incident to police? NOTE: If the victim is younger than 18, the sexual assault must be reported to the police. If the victim is 18 years or older, it is the victim's decision whether or not to involve the police. (California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

If the victim of a sexual assault decides to involve the police, the CAMPUS POLICE LIEUTENANT will notify the appropriate police department and may request an officer of like gender of the victim for the report. The officer will take a police report, transport, accompany or meet the victim at an appropriate medical facility for the evidentiary examination, may conduct a follow-up interview, and may transport the victim home with consent.

The COORDINATOR OF HEALTH SERVICES will notify the parent, guardian, spouse or friend, if appropriate and with the consent of the victim.

Upon consent of the victim, the COORDINATOR OF HEALTH SERVICES may arrange for college personnel or a RASAC advocate to accompany the victim, if appropriate, through hospital procedures and encounters with law enforcement agencies.

The CAMPUS POLICE LIEUTENANT will complete a confidential incident report and keep records of the incident for statistical purposes.

As early as possible in the process outlined above, the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING or the administrator on duty at the college should be notified. That individual should go to the

victim's location and assist in the administration of these procedures, as well as notifying other campus and/or District officials, as appropriate.

IN THE EVENT THE SEXUAL ASSAULT INCIDENT OCCURS WHEN THE CAMPUS IS NOT OPEN ("AFTER HOURS"), THE INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will notify the campus police by calling on any campus phone (ext 1455); the **CAMPUS POLICE LIEUTENANT** will follow the same procedures as described above.

IN THE EVENT THE SEXUAL ASSAULT INCIDENT OCCURS AT AN OFF-CAMPUS EVENT and it is not possible to contact the **CAMPUS POLICE**, then the **INDIVIDUAL INITIALLY NOTIFIED** will contact the **LOCAL LAW ENFORCEMENT AUTHORITY** if the victim is under 18 years old (if 18 or over, if the victim wishes).

FOLLOW UP PROCEDURES BY COLLEGE STAFF:

The **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING** and **CAMPUS POLICE LIEUTENANT** will do a follow-up interview with the victim to inform her/him of the legal options available for filing a civil suit or a criminal action. If s/he wants to pursue criminal action, the appropriate police department will conduct the follow-up criminal investigation.

The **COORDINATOR OF HEALTH SERVICES** will provide the victim with information on the treatment and counseling of sexual assault and provide referrals for appropriate assistance such as the **COLLEGE PSYCHOLOGIST** (or alternative counseling services) and the **COLLEGE PHYSICIAN**. The **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING** will explain disciplinary procedures and actions available. The **ASSOCIATE VICE CHANCELLOR OF PERSONNEL SERVICES**, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff. The **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING** will be responsible for ensuring that all follow-up procedures are completed.

V. LEGAL REPORTING REQUIREMENTS AND PROCEDURES

The reporting of rape and other forms of sexual assault follows the same procedures as the reporting of any crime. No special information is required, but the report needs to include certain standard information such as where the incident occurred, to whom (identified by name and age) and exactly what happened.

Once a victim of sexual assault has chosen to notify authorities about the assault and chooses to pursue prosecution, a medical-legal examination should be performed as soon after the assault as possible and within hours for evidence.

VI. LIST OF CAMPUS SERVICES AND PERSONNEL AVAILABLE TO ASSIST WITH INCIDENTS OF SEXUAL ASSAULT.

Campus Police, ext 1455; Campus Health Services Office, ext 1413; Office with Evening and Weekend Responsibility, ext 1404.

VII. PROCEDURES FOR ONGOING CASE MANAGEMENT

Follow-up intervention may be provided with the victim's consent and as needed by the **COLLEGE PSYCHOLOGIST** for psychological counseling. The **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING** will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring, and other services deemed appropriate. **ACADEMIC COUNSELORS** may assist with developing an education plan. The **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING** or **VICE CHANCELLOR OF PERSONNEL SERVICES** will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING** will keep the **COLLEGE PRESIDENT** informed.

The following individuals may also be contacted, as appropriate, on a need-to-know basis by the aforementioned administrators: Coordinator, Disabled Student Services, Division Directors, Instructors, Chancellor, Vice Chancellor, Personnel Services, Public Information Officer.

VII. PROCEDURES FOR GUARANTEEING CONFIDENTIALITY

In all associations with the public, the media, family and friends of the victim, and in accordance with the Family Rights and Privacy Act and the Buckley Amendment, the name of the victim and/or specific details of the assault will be released only when essential to the health and safety of the individual assaulted or that of other members of the campus community. The **PUBLIC INFORMATION OFFICER** will be kept informed and will interface with the media, general public,

students and staff. Other campus personnel dealing with the incident should refer any inquiries to the public information office.

In addition, and in full accordance with Chapter 593 of the Education Code, no person, persons, agency or organization permitted access to student records (including security records about incidents involving the college's students) shall permit access to any information obtained from those records by any other person, persons, agency or organization **WITHOUT THE WRITTEN CONSENT OF THE STUDENTS INVOLVED.**

However, the victim of any sexual assault which is the basis of any disciplinary action taken by the community college shall be permitted access to that information in compliance with the Buckley Amendment. Access to this information shall consist of a notice of the results of any disciplinary action taken by the college and the results of any appeal. This information shall be provided to the victim within three days following the said disciplinary action or appeal.

IX. INFORMATION REGARDING THE EXISTENCE OF OTHER OPTIONS

Criminal Actions: Once an incident of sexual assault has been reported to the appropriate police department by college personnel, it is up to the police department to collect information, including the legal/medical exam, and to investigate the matter. The information is then turned over to the District Attorney's office to determine if criminal prosecution is appropriate. The District Attorney's office has the ultimate responsibility to determine whether the incident is a criminal offense and to bring it before the courts form punitive action against the assailant. Punitive consequences can include fines, probation and incarceration. If there is not sufficient evidence for the case to be passed on to the District Attorney, the police may decide to initiate an investigation to gather the necessary information which could lead to a prosecution.

Civil Actions: If the victim of the sexual assault decides that s/he wants to pursue a civil action for damages against the perpetrator, then the victim should consult with an attorney for the civil legal action. The District Attorney's office is reluctant to refer to any particular civil attorney, but the Ventura County Coalition Against Domestic and Sexual Violence has a complete referral list of local attorneys with whom they have had experience. In addition, the names of attorneys may be obtained through the Ventura County Bar Association.

Disciplinary Process Through the College: Various forms of discipline may be imposed on a student who is guilty of misconduct ranging from reprimand, probation, and suspension, to expulsion. The student disciplinary procedures of the college are described in this catalog. They are initiated by the **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING**. Faculty and staff are subject to the college's disciplinary action policies.

Mediation Services: Mediation between any of the "specific population" involved in a sexual assault incident at the college is available and may be arranged through the **EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING**.

Academic Assistance Alternatives: Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, "Incomplete" or "Withdrawal", or assistance in transferring.

Harassment Restraining Order: Under California law (section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009.

Appendix VII

Student Conduct Code

Standards of Student Conduct (E.C.S. 66300)

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like members of the academic community, the students are expected to conduct themselves in accordance with the standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policy and procedure.

Disciplinary action may be imposed upon a student by an instructor, an administrator or the Governing Board for proven misconduct or actual violation of specified college rules and state regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus or at a college-sponsored activity within the procedures specified in this document. The Executive Vice President, Student Learning shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records of identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, or offensive conduct.
9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
10. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
11. 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.
12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his/her designated representatives or members of the law enforcement agencies, as police officers); any instrument or weapon of any kind commonly known as blackjack, sling shot, fire bomb, billy club, sand club, sandbag, metal knuckles; any dirk, dagger, fire-arm (loaded or unloaded), as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches, any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item used to threaten bodily harm.

Student Conduct: Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions which are to be administered by appropriate col-

lege authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. **WARNING*** -- Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **REPRIMAND*** -- Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.
*Note: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
3. **DISCIPLINARY PROBATION** -- Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.
4. **RESTITUTION** -- Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
5. **SUMMARY SUSPENSION** -- A summary suspension is for the purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Executive Vice President, Student Learning, or other staff member designated by the President may summarily suspend a student when he or she deems it necessary for the safety and welfare of the college.
6. **DISCIPLINARY SUSPENSION** -- Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
7. **EXPULSION** -- An expulsion is a long term or permanent denial of all campus privileges including class attendance. The Governing Board may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, and has been found to have willfully disrupted the orderly operation of the campus.

Student Conduct: Due Process

A. Preliminary Action

1. The Executive Vice President, Student Learning 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 Executive Vice President, Student Learning shall confer with the student for the purpose of advising the student of the charge, possible sanctions imposed upon him/her and his/her rights under college regulations, state and federal laws.
3. The Executive Vice President, Student Learning may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Executive Vice President, Student Learning shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
4. At this point, the Executive Vice President, Student Learning may take any of the following actions:
 - a. Dismiss the charge for lack of merit.
 - b. Issue a warning or letter of reprimand.
 - c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
 - d. Recommend expulsion.

- e. Remand the case to a Student Conduct Hearing.
- 5. At this time, if the student does not accept the Executive Vice President, Student Learning' decision, the Executive Vice President, Student Learning shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.
- B. Composition of Student Conduct Hearing Committee
 - 1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
 - a. One student, one faculty member, and one administrator (other than the Executive Vice President, Student Learning and his/her immediate staff). These persons are appointed by the college President.
 - b. The President shall designate the chairperson of the Hearing Committee.
 - c. A minimum of one committee shall be selected annually.
 - d. Upon notification of the committee composition, each party is allowed one preemptory challenge, excluding the chairperson.
 - e. A quorum shall consist of all three members of the committee.
 - f. The chairperson will allow any proposed member of the committee to decline participation in the hearing.
- C. Formal Hearing Procedures
 - 1. A hearing will be called by the chairperson within fifteen working days of the receipt of the Executive Vice President, Student Learning' request.
 - 2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
 - 3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
 - 4. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
 - 5. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Hearing Committee members shall be present.
 - 6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
 - 7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
 - 8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
 - a. Concur with the committee's recommendation.
 - b. Not concur with the committee's recommendation.
 - c. Take alternative action.
 - d. The college President shall state in writing the reasons for the action taken on the committee's recommendations. The President shall act within ten working days.
 - 9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.

Appendix VIII Drug Free Campus Policy

Standards of Conduct

A student enrolling in Moorpark College assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution.

Student conduct at Moorpark College must conform to established rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following:

Possession, use or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus sponsored college activity (except for legally prescribed for personal use).

Any act, defined as a felony or misdemeanor under the laws of the State of California or which violates adopted college rules or regulations.

Section 10603 of the Education Code provides: "The governing board of any school district may make and enforce all rules and regulations needful for the government and discipline of the schools under its charge. Any governing board shall enforce the provisions of this section by suspending, or if necessary, expelling a pupil who refuses or neglects to obey any such rules or regulations."

The Dangers of Drug Use

In spite of efforts to keep drug use a hidden habit, there are often visible effects on the user. Use of the drugs specified below may result in:

1. *Alcohol*
 - a. Decreased performance
 - b. Poor judgment and coordination
 - c. More accidents
 - d. Drowsiness and mood swings
 - e. Lower morale and increase in conflict with others
2. *Marijuana*
 - a. Disruption of space and distance
 - b. Slower physical reflexes and poor coordination
 - c. Forgetfulness and diminishing mental powers
 - d. Drowsiness and mood swings
3. *Cocaine/Crack*
 - a. Shortened attention span
 - b. Impairment of judgment and decision-making ability
 - c. Lack of dependability
 - d. Irritability and depression
 - e. Crime (stealing to cover cost of drug)
4. *Opiates* - (heroin; pain pills: codeine, darvon, vicodin, percodan)
 - a. Impaired judgment and lowered efficiency
 - b. Drowsiness and mood swings
 - c. Disinterest in classroom safety
 - d. Increase in illness and health problems
5. *Hallucinogens* - (PCP, LSD, MDMA (Ecstasy), Designer Drugs)
 - a. Loss of memory and concentration
 - b. Sudden bizarre changes in behavior
 - c. Moodiness and interpersonal conflict
6. *Amphetamines* - (Benzedrine, dexedrine-cross tops, whites, uppers; Methamphetamines-crank, crystal)
 - a. Impaired reflexes
 - b. Sluggishness or hyperactivity
 - c. Increased accidents
 - d. Impaired judgment and decision making
7. *Sedatives* - (Barbiturates; tranquilizers-valium, xanax; secanol, tulanol-reds, downers)
 - a. Slowed reflexes and lower productivity
 - b. Slower mental processes and depression
8. *Anabolic Steroids*
 - a. Kidney Dysfunction
 - b. Sperm reduction
 - c. Breast enlargement
 - d. Premature baldness
 - e. Acne

Both drugs and alcohol may be damaging to the development of an unborn fetus. Physical and psychological addiction to these substances is clearly a risk.

Penalties for Campus Drug Use Warning

The college is required by federal law to take disciplinary action up to and including suspension or expulsion from school for students convicted of a campus drug offense.

Students who have been convicted of certain drug-related Federal or State offenses may have their eligibility for Federal benefits, including financial aid, suspended. Students with three or more drug-related convictions may permanently lose eligibility for Federal financial aid.

State and Federal penalties apply to anyone convicted of the manufacture, distribution, dispensation, possession or use of controlled substances

Misdemeanor convictions for campus drug use can result in a fine and incarceration of up to a year in a County jail. Relatively few drug-related infractions may be considered misdemeanor offenses, however. Most drug use convictions are defined as felony acts.

Felony convictions for campus drug use can result in a substantial fine and a lengthy jail sentence in state prison. Convictions for manufacturing or possession for sale or use of substances are felony offenses.

The bottom line? The price for drug use is high . . . let's keep Moorpark College a Drug Free Campus!

Drug Free Campus Policy pamphlets are available in the Student Health Center. Confidential and non-punitive help is also available in the Student Health Center including referral to College Psychologist and community resources.

Moorpark College Campus Crime Statistics

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus. The Ventura Community College District's Campus Police office reported the following crimes on the Moorpark College campus in 1996.

Homicides	0
Rapes	0
Sexual Assault	2
Aggravated Assault	0
Robbery	0
Arson	0
Burglary - Vehicle	4
Motor Vehicle Theft	1
Burglary - Building	3
Liquor Law Violations	2
Drug Abuse Violations	0
Weapons Possessions	0

Appendix IX
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
1997 - 1998 Nonresident Tuition Charges and Refund Schedule

Units Enrolled	Tuition Charge	1st Week Refund		2nd Week Refund		3rd Week Refund		4th Week Refund
		Regular & Summer	Regular	Regular	Summer	Regular	*Summer	*Regular Only
0.5	58.50	58.50	43.88	29.25	29.25	14.63	14.63	
1.0	117.00	117.00	87.75	58.50	58.50	29.25	29.25	
1.5	175.50	175.50	131.63	87.75	87.75	43.88	43.88	
2.0	234.00	234.00	175.50	117.00	117.00	58.50	58.50	
2.5	292.50	292.50	219.38	146.25	146.25	73.13	73.13	
3.0	351.00	351.00	263.25	175.50	175.50	87.75	87.75	
3.5	409.50	409.50	307.13	204.75	204.75	102.38	102.38	
4.0	468.00	468.00	351.00	234.00	234.00	117.00	117.00	
4.5	526.50	526.50	394.88	263.25	263.25	131.63	131.63	
5.0	585.00	585.00	438.75	292.50	292.50	146.25	146.25	
5.5	643.50	643.50	482.63	321.75	321.75	160.88	160.88	
6.0	702.00	702.00	526.50	351.00	351.00	175.50	175.50	
6.5	760.50	760.50	570.38	380.25	380.25	190.13	190.13	
7.0	819.00	819.00	614.25	409.50	409.50	204.75	204.75	
7.5	877.50	877.50	658.13	438.75	438.75	219.38	219.38	
8.0	936.00	936.00	702.00	468.00	468.00	234.00	234.00	
8.5	994.50	994.50	745.88	497.25	497.25	248.63	248.63	
9.0	1,053.00	1,053.00	789.75	526.50	526.50	263.25	263.25	
9.5	1,111.50	1,111.50	833.63	555.75	555.75	277.88	277.88	
10.0	1,170.00	1,170.00	877.50	585.00	585.00	292.50	292.50	
10.5	1,228.50	1,228.50	921.38	614.25	614.25	307.13	307.13	
11.0	1,287.00	1,287.00	965.25	643.50	643.50	321.75	321.75	
11.5	1,345.50	1,345.50	1,009.13	672.75	672.75	336.38	336.38	
12.0	1,404.00	1,404.00	1,053.00	702.00	702.00	351.00	351.00	
12.5	1,462.50	1,462.50	1,096.88	731.25	731.25	365.63	365.63	
13.0	1,521.00	1,521.00	1,140.75	760.50	760.50	380.25	380.25	
13.5	1,579.50	1,579.50	1,184.63	789.75	789.75	394.88	394.88	
14.0	1,638.00	1,638.00	1,228.50	819.00	819.00	409.50	409.50	
14.5	1,696.50	1,696.50	1,272.38	848.25	848.25	424.13	424.13	
15.0	1,755.00	1,755.00	1,316.25	877.50	877.50	438.75	438.75	
15.5	1,813.50	1,813.50	1,360.13	906.75	906.75	453.38	453.38	
16.0	1,872.00	1,872.00	1,404.00	936.00	936.00	468.00	468.00	
16.5	1,930.50	1,930.50	1,447.88	965.25	965.25	482.63	482.63	
17.0	1,989.00	1,989.00	1,491.75	994.50	994.50	497.25	497.25	
17.5	2,047.50	2,047.50	1,535.63	1,023.75	1,023.75	511.88	511.88	
18.0	2,106.00	2,106.00	1,579.50	1,053.00	1,053.00	526.50	526.50	
18.5	2,164.50	2,164.50	1,623.38	1,082.25	1,082.25	541.13	541.13	
19.0	2,223.00	2,223.00	1,667.25	1,111.50	1,111.50	555.75	555.75	
19.5	2,281.50	2,281.50	1,711.13	1,140.75	1,140.75	570.38	570.38	
20.0	2,340.00	2,340.00	1,755.00	1,170.00	1,170.00	585.00	585.00	
20.5	2,398.50	2,398.50	1,798.88	1,199.25	1,199.25	599.63	599.63	
21.0	2,457.00	2,457.00	1,842.75	1,228.50	1,228.50	614.25	614.25	
		100% Refund	75% Refund	50% Refund	50% Refund	25% Refund	25% Refund	

* No refunds permitted if withdrawal occurs after the 4th week of a regular semester or the 3rd week of summer session.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

1997-98 Foreign Capital Outlay Surcharge and Refund Schedule

Units Enrolled	Surcharge Amount	1st Week Refund		2nd Week Refund		3rd Week Refund		4th Week Refund
		Regular & Summe	Regular	Summer	Regular	Summer	*Regular Only	
0.5	7.00	7.00	5.25	3.50	3.50	1.75	1.75	
1.0	14.00	14.00	10.50	7.00	7.00	3.50	3.50	
1.5	21.00	21.00	15.75	10.50	10.50	5.25	5.25	
2.0	28.00	28.00	21.00	14.00	14.00	7.00	7.00	
2.5	35.00	35.00	26.25	17.50	17.50	8.75	8.75	
3.0	42.00	42.00	31.50	21.00	21.00	10.50	10.50	
3.5	49.00	49.00	36.75	24.50	24.50	12.25	12.25	
4.0	56.00	56.00	42.00	28.00	28.00	14.00	14.00	
4.5	63.00	63.00	47.25	31.50	31.50	15.75	15.75	
5.0	70.00	70.00	52.50	35.00	35.00	17.50	17.50	
5.5	77.00	77.00	57.75	38.50	38.50	19.25	19.25	
6.0	84.00	84.00	63.00	42.00	42.00	21.00	21.00	
6.5	91.00	91.00	68.25	45.50	45.50	22.75	22.75	
7.0	98.00	98.00	73.50	49.00	49.00	24.50	24.50	
7.5	105.00	105.00	78.75	52.50	52.50	26.25	26.25	
8.0	112.00	112.00	84.00	56.00	56.00	28.00	28.00	
8.5	119.00	119.00	89.25	59.50	59.50	29.75	29.75	
9.0	126.00	126.00	94.50	63.00	63.00	31.50	31.50	
9.5	133.00	133.00	99.75	66.50	66.50	33.25	33.25	
10.0	140.00	140.00	105.00	70.00	70.00	35.00	35.00	
10.5	147.00	147.00	110.25	73.50	73.50	36.75	36.75	
11.0	154.00	154.00	115.50	77.00	77.00	38.50	38.50	
11.5	161.00	161.00	120.75	80.50	80.50	40.25	40.25	
12.0	168.00	168.00	126.00	84.00	84.00	42.00	42.00	
12.5	175.00	175.00	131.25	87.50	87.50	43.75	43.75	
13.0	182.00	182.00	136.50	91.00	91.00	45.50	45.50	
13.5	189.00	189.00	141.75	94.50	94.50	47.25	47.25	
14.0	196.00	196.00	147.00	98.00	98.00	49.00	49.00	
14.5	203.00	203.00	152.25	101.50	101.50	50.75	50.75	
15.0	210.00	210.00	157.50	105.00	105.00	52.50	52.50	
15.5	217.00	217.00	162.75	108.50	108.50	54.25	54.25	
16.0	224.00	224.00	168.00	112.00	112.00	56.00	56.00	
16.5	231.00	231.00	173.25	115.50	115.50	57.75	57.75	
17.0	238.00	238.00	178.50	119.00	119.00	59.50	59.50	
17.5	245.00	245.00	183.75	122.50	122.50	61.25	61.25	
18.0	252.00	252.00	189.00	126.00	126.00	63.00	63.00	
18.5	259.00	259.00	194.25	129.50	129.50	64.75	64.75	
19.0	266.00	266.00	199.50	133.00	133.00	66.50	66.50	
19.5	273.00	273.00	204.75	136.50	136.50	68.25	68.25	
20.0	280.00	280.00	210.00	140.00	140.00	70.00	70.00	
20.5	287.00	287.00	215.25	143.50	143.50	71.75	71.75	
21.0	294.00	294.00	220.50	147.00	147.00	73.50	73.50	
		100% Refund	75% Refund	50% Refund	50% Refund	25% Refund	25% Refund	

* No refunds permitted if withdrawal occurs after the 4th week of a regular semester or the 3rd week of a summer session.

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