

# MOORPARK COLLEGE

## Catalog 2006 - 2007



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*Important Notice - The Ventura County Community College District and Moorpark College have made every reasonable effort to determine the information provided in this catalog is accurate. Courses, programs and requirements are subject to change without notice by the Governing Board and Administration of the Ventura County Community College District. All fees are subject to change at any time.*

**MOORPARK COLLEGE • 7075 Campus Road, Moorpark, CA 93021-1695 • (805) 378-1400**

**Website: [www.moorparkcollege.edu](http://www.moorparkcollege.edu)**

*(Alternate format available: Call (805) 378-1461)*

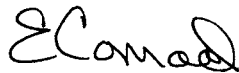
# Welcome!



**M**oorpark College faculty and staff invite you to join us in this excellent higher education learning community!

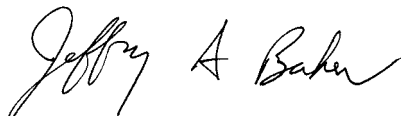
Building on the truth that education is the key that unlocks the door to your career, we are committed to preparing you for that career by providing quality learning experiences across the campus -- in classrooms and offices, in extracurricular activities, and in dialogue with faculty, staff, and peers.

I personally welcome you and wish you every success in achieving your educational goals at Moorpark College.

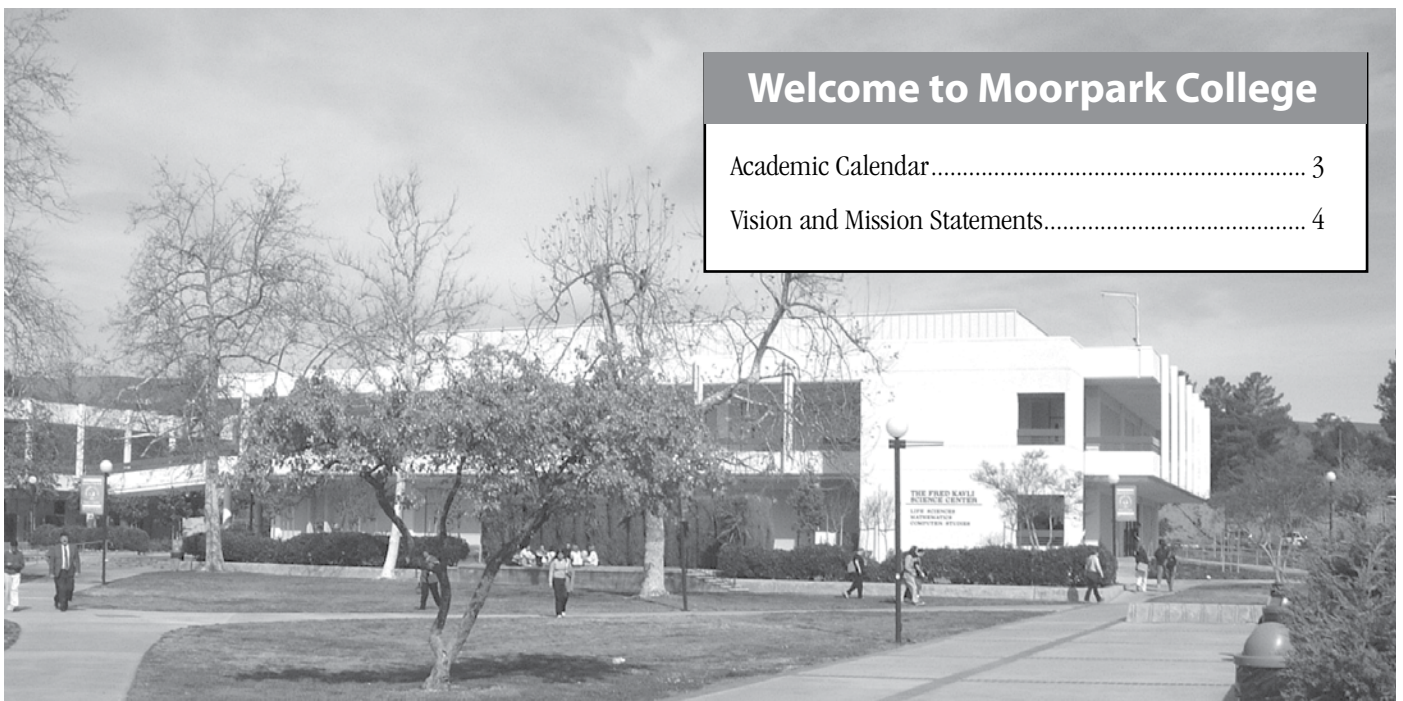


***Eva Conrad, President***

**C**an a college — even Moorpark College — be a magical place? Even after twenty-three years of higher education experience, first as a student, then as a teacher, and now as Moorpark's Academic Senate President, I still become a little enchanted when I step onto this beautiful campus! Whether you've come to build the foundation upon which your dreams can come true, to rediscover yourself, or simply to explore a new passion or interest, welcome to Moorpark College — a place where students of all ages and from all walks of life engage with world-class teachers in the amazing work of life transformation on a daily basis. How's that for a bit of magic?



***Jeff Baker***  
***Academic Senate President***



## Academic Calendar 2006-07

Moorpark College provides two primary semesters of instruction – Fall and Spring – as well as a Summer intersession. Course times and delivery modes are noted in each semester’s Schedule of Classes.

Information on “scheduling options” is available on page 9 under “Educational Opportunities.” To match specific scheduling needs with the course offerings, consult each semester’s Schedule of Classes. Those schedules are available on campus about five weeks before each semester begins and online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu). The special deadlines for semester-length classes are listed below for each primary semester. However, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check on-line for such particulars or with Admissions and Records. Detailed registration information is readily available at [moorparkcollege.edu](http://moorparkcollege.edu) and in each Schedule of Classes.

### FALL SEMESTER, 2006

#### *August 21 - December 22, 2006*

- August 19/20 ..... First day of semester-length Saturday/  
Sunday classes.
- August 21 ..... First day of semester-length traditional classes.  
First day of late registration.
- September 1 ..... Last day to add semester-length classes.  
Last day to drop a class and apply for enrollment,  
health and parking fee refunds. Last day account  
credited if dropping classes. No refunds or credits  
after this date for semester-length classes.
- September 2-4 ..... NO CLASSES. Labor Day holiday weekend.
- September 15 ..... Last day to drop semester-length classes without a  
transcript entry.
- September 22 ..... Last day to declare CR/NC grading option for  
semester-length classes.
- November 2 ..... Last day to apply for Fall 2006 Associate Degree or  
Certificate of Achievement.
- November 10 ..... Veteran’s Day—legal holiday.
- November 11/12 ..... Saturday/Sunday classes held.
- November 22 ..... Last day to drop semester-length classes with a “W.”
- Nov. 23-26 ..... NO CLASSES. Thanksgiving holiday break.
- December 14-20 ..... Final Exam Week for Fall 2006.

### SPRING SEMESTER, 2007

#### *January 8 - May 16, 2007*

- January 8 ..... First day of semester-length traditional classes  
First day of late registration.
- January 13/14 ..... First day of semester-length Saturday/Sunday  
classes.
- January 15 ..... Martin Luther King Jr. Birthday – Legal holiday
- January 19 ..... Last day to add semester-length classes.  
Last day to drop a class and apply for enrollment,  
health and parking fee refunds. Last day account  
credited if dropping classes. No refunds or credits  
after this date for semester-length classes.
- February 2 ..... Last day to drop semester-length classes without a  
transcript entry.
- February 16-19 ..... Presidents’ Day/Weekend – No Classes.
- February 9 ..... Last day to declare CR/NC grading option for  
semester-length classes.
- March 29 ..... Last day to apply for Spring 2006 Associate Degree  
or Certificate of Achievement.
- March 20 ..... No Classes – Staff Flex Day.
- March 31 - April 1 ..... Saturday/Sunday Classes Held.
- April 2-8 ..... Spring Break.
- April 20 ..... Last day to drop semester-length classes with a “W.”
- May 10-16 ..... Final Exam Week for Spring 2006.
- May 17 ..... GRADUATION

### SUMMER INTERSESSION, 2007

Moorpark College typically offers classes in the Summer that meet anywhere from four to eight weeks with classes starting May, June and July. The goal is to maximize offerings at times most helpful for all students, including returning students, graduating high school seniors and students home for the summer from four-year schools. The summer Schedule of Classes is available on campus and at local libraries as well as on-line at [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

# WELCOME MOORPARK COLLEGE

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## Vision Statement

At Moorpark College, we encourage quality and believe our strengths have been and will continue to be people—their flexibility, their responsiveness, and their willingness to meet the needs of our students and community. We believe that building on these strengths provides an educational experience appropriate to the students' needs and within the College's mission.

Specifically, our actions and decisions are based on the following beliefs:

- We will provide the best services, programs and opportunities for students.
- We encourage creativity and innovation and we will try new ideas and new things.
- All students attending Moorpark College will receive the support they need to meet their individual educational goals.
- Students who wish to transfer to four-year institutions will receive up-to-date and accurate information to facilitate transfer.
- We will increase our responsiveness to business and industry in changing economic climates.
- We are an integral part of the community.

To best implement our actions and decisions, our internal working environment is based on the following beliefs:

- Shared governance is an accepted part of our decision-making process.
- We will strive to build greater trust, understanding, and cooperation between the other segments of the Ventura County Community College District and Moorpark College.
- We will provide all staff with support for professional development.

## Mission Statement

As a public community college, Moorpark College offers programs and services accessible to the community. Drawing from a student-centered philosophy, Moorpark College creates learning environments that blend curriculum and services in providing to students:

- Introductions to the broad areas of human knowledge and understanding;
- Courses required for university transfer and career preparation or advancement;
- Skills in critical thinking, writing, reading, speaking, listening, and computing;
- Exposure to the values of diversity locally, nationally, and internationally;
- Extracurricular activities that promote campus community involvement and personal development;
- Preparation for the challenges and responsibilities of life and change in a free society and the global community.

## History

Moorpark College was established in 1963 by the Governing Board of the Ventura County Community College District. Soon after, a 134-acre site on Moorpark's eastern city boundary was secured in a combination donation/purchase from the Strathearns, a local ranching family.

In 1965, taxpayers passed an \$8 million bond to build the first phase of the district's second community college. Construction of the Administration, Library, Science, Technology, Campus Center, Gymnasium and Maintenance buildings began in 1966. With the paint barely dry and remnants of construction rubble still evident, Moorpark College opened on September 11, 1967. Dr. John Collins, the College's first president, greeted nearly 1,400 students and 50 new faculty members on that day.

Enrollment doubled in the first few years as the College added vocational education to its role of preparing students for transfer to four-year schools. Dr. Robert Lombardi became the College's second president in 1971. Dr. Ray Hearon held the longest term as president, serving from 1974-1989.

The Moorpark College Foundation was formed in 1980 to spearhead construction of an athletic stadium, amphitheater and observatory. In 1985, the 4,000-seat stadium was named for Paul Griffin, Jr., a local developer and major benefactor. In 1987, the Carlsberg Amphitheater and Charles Temple Observatory were dedicated as part of the College's 20th anniversary celebration. During the 1980s, several other buildings were completed: Applied Arts, Creative Arts, Humanities/Social Science, Music, and Student Services. In 1989, the Center for Learning Assistance Services opened for service.

Dr. Stanley Bowers served as president from 1989-1991, followed by Roger Boedeker, who served from 1991-1992. Dr. James Walker became president in 1992, but was called away to serve as Interim Chancellor in 1995. Dr. Darlene Pacheco served as interim president during Walker's absence from 1995-1996.

Fiscal constraint, brought about by the state's economic downturn, stalled growth at the College in the early 1990s. Despite hard times, the College completed state-funded construction of the Communications Building (1991) and the Performing Arts Center (1995). The forensics team maintained national ranking while the athletic teams continued to dominate the Western State Conference.

In 1997, the Child Development Center and Disabled Students Center were expanded. In 1998, two new conference rooms were built in the Campus Center and an acoustic shell was installed on the Main Stage of the Performing Arts Center. In 1999, the 27,000 square foot Fred Kavli Science Center opened, housing the math, science and computer studies programs. This facility also provides student access to a 50-station computer lab.

In 1999, the Instructional Biotechnology Program opened an 8,000 square foot bio-manufacturing facility on the California State University

at Channel Islands campus and The Moorpark Review – a student creative arts journal – debuted with the publication of original student writing and photography. Also in 1999, students were first able to access their academic records and register for classes on-line at: [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

In 2000, a high school for high potential juniors and seniors opened on the Moorpark College campus. In 2001 the first High School at Moorpark College graduating class numbered 55. In March of 2002 Ventura County voters passed Measure S, a bond that will provide \$356 million in construction financing for the Ventura County Community Colleges, of which \$104 will be used to renovate/expand Moorpark. Moorpark is poised to grow to 19,000 students by the year 2015 and bond monies will fund 23 new or renovated classroom buildings and related facilities.

In July, 2002, Dr. Eva Conrad became Moorpark's eighth president replacing Walker who retired. Fall 2002 enrollment swelled to 15,400 and work began on a new Library and Learning Resources Center.

In 2004 the college's first bond project was completed, a parking lot renovation that added 600 spaces. In 2005, the second bond project was completed, the installation of an all-weather track and artificial turf playing field. In September 2005, the new Library/Learning Resources building opened. A new child development center will open in Spring of 2007.

Through its continued attention to quality and innovation, Moorpark College has become one of the top community colleges in the nation. Based on enrollment Moorpark ranks second in the state for transfer to the University of California and California State University systems. No local college does a better job preparing students for their future. Moorpark College graduates are making meaningful contributions to both the public and private sectors in Ventura County, the state and the nation.

## Student Profile

### Fall 2005 Enrollment

Full-Time Students .....	5,629
Part-Time Students .....	8,075
Female.....	7,339 (53.6%)
Male.....	6,114 (44.6%)
Unknown.....	251 (1.8%)
TOTAL.....	13,704

### Age:

17 and younger.....	5.4%
18-19 .....	32.5%
20-21 .....	19.9%
22-24 .....	14.0%
25-29 .....	8.1%

30-34 .....	4.5%
35-39 .....	3.8%
40-49 .....	7.2%
50-64 .....	4.0%
Over 65 .....	4%

### Ethnicity:

Asian/Filipino/Pacific Islander .....	9.6%
Black .....	2.0%
Hispanic .....	15.3%
Native American .....	1.0%
Other .....	1.9%
White .....	60.3%
Unreported .....	9.9%

### Fall 2005 International Students

Enrollment.....	140
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For information about the International Students Program, call (805) 378-1414.

### 2005 Associate Degrees

Awarded .....	1,230
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### 2005 Certificates

Awarded .....	208
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### 2005 Transfer Data

To University of California .....	269
To California State University.....	721

### 2004/05 Financial Aid

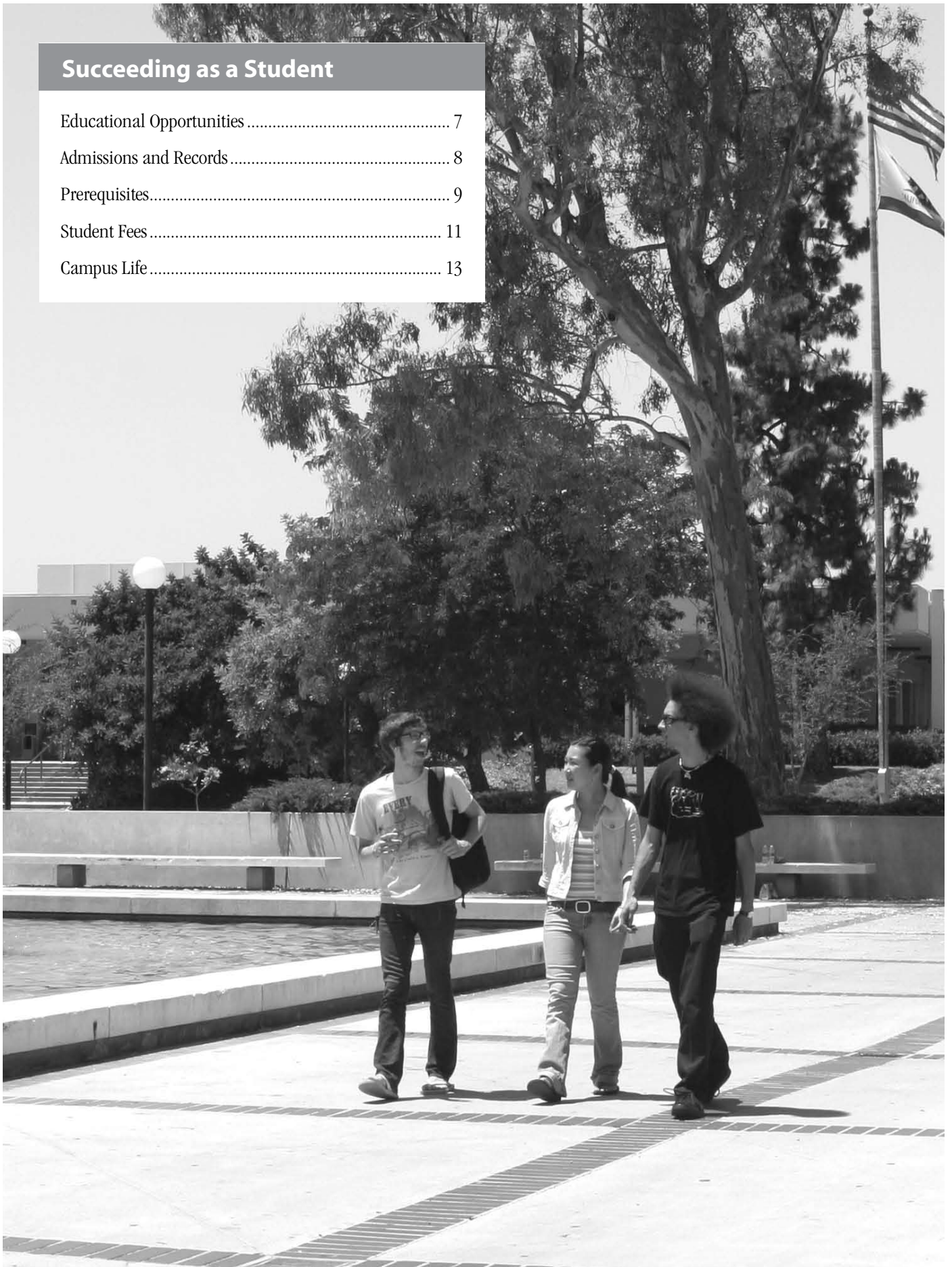
Total financial aid awarded .....	\$4,622,458
Total scholarships awarded .....	\$140,000





## Succeeding as a Student

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# Succeeding as a Student

Whether a student's educational goal is to obtain a college degree or vocational certificate, transfer to a university, update workplace skills or take a class for the joy of learning, Moorpark College is a great place to start. Since the College offers more than 1,500 classes in over 100 programs throughout the year, it is certain students will find courses to meet their needs. The myriad of options available are previewed below under "Educational Opportunities." That section highlights the College's specialized programs as well as specialized requirements involved with taking certain courses.

In-person application, enrollment and registration takes place in Admissions and Records, located in the Administration Building. Enrollment and registration accessible online at [www.moorparkcollege.edu/webstar](http://www.moorparkcollege.edu/webstar). The information provided below verifies the rules, regulations and options that govern the processes involved with becoming a student.

For more information, consider making an appointment with a counselor. It is a good idea to generate a multi-semester Student Education Plan to maximize time and effort. Students can schedule a counseling appointment by calling (805) 378-1428, or they can stop by Counseling in the Administration Building to see a "drop-by" counselor for quick questions.

## Educational Opportunities

### Scheduling Options

To meet the varying needs of students, courses are offered in many different scheduling patterns. Most are the traditional full term courses, but many are condensed in time to better match busy schedules. Some classes start a few weeks later than the full term classes and meet for roughly 13-15 weeks; these options approximate public-school and four-year-school calendars. Other courses can be completed in shorter time frames, including one-day seminars.

Courses are available mornings, afternoons and evenings Monday through Friday, as well as on Saturday. In response to student requests, some specialized courses are even available on Sunday. Most courses are offered on campus, but other locations are used as well, such as high schools and other community locations. Courses are also available through distance education (online and television) requiring minimal trips to campus.

Moorpark College's goal is to be responsive to the many scheduling needs of students as they juggle jobs and family obligations. To match specific scheduling needs with the course offerings, students can consult each semester's Schedule of Classes. These schedules are available on campus about five weeks prior to each new semester and online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu). Each course entry notes the length of the course, when it meets and where. The special enrollment and refund deadlines for full-semester classes are listed in each semester's Schedule of Classes. However, the length of each course determines the deadline (enrollment, drop, refund, etc.). Schedules must be consulted for specific details on deadlines.

### Honors Program

The Honors Program is a series of courses in different disciplines that invites students to explore topics in depth, often by working in a seminar-type class with other motivated students. Students can take an honors course or two in a favorite discipline, or they can graduate from the Honors Program after completing 15 units of honors courses in at least three different disciplines and fulfilling other exit requirements. Honors courses are clearly marked in each Schedule of Classes.

## UCLA/UC Irvine Transfer Alliance Program (TAP)

This partnership with UCLA and UC Irvine provides Honors Program graduates with priority consideration for transfer and eligibility to apply for the "TAP Scholars" scholarship.

For more information about the Moorpark College Honors Program, refer to the Moorpark College website.

## Interdisciplinary Courses and Learning Communities

Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. Such courses are taught by two or more faculty presenting ideas from different points of view, as well as different disciplines' perspectives. Learning Community classes have themes and connect to careers. Different combinations of courses are available for varying units of credit. Each semester's Schedule of Classes provides particulars about these team-taught classes.

## The Program for Accelerated College Education (PACE)

The Program for Accelerated College Education (PACE) is an academic program for learners who wish to complete an Associate Degree under an accelerated schedule. PACE's flexible schedule is ideal for working adults or learners seeking to maximize their time for coursework. The program offers 8-week classes in a number of delivery modes, including traditional on-ground classroom experience, tele-video, and online. Classes are offered evenings and weekends. For the 2006-2007 academic year, PACE offers associate degrees in Business Administration and Child Development. Both programs may be completed in 19 months. Contact the PACE Office at (805) 378-1402 [www.moorparkcollege.edu/pace](http://www.moorparkcollege.edu/pace).

## Air Force ROTC 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. 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.

Students can attend any accredited college and still take AFROTC at one of the program locations through extension. For more information, call an AFROTC unit listed below. [www.afrotc.com](http://www.afrotc.com)

UCLA.....	(310) 206-5814
USC.....	(213) 740-2670
Loyola Marymount.....	(310) 338-2770

## Internship and Work Experience

Internship and Occupational Work Experience courses provide students with the opportunity to earn graded college credit by working in a volunteer or paid position that is related to their career goal and/or major. General Work Experience provides credit for a job unrelated to a career goal. Students receive one unit of credit for each 60 hours of unpaid or 75 hours of paid work, and may enroll in up to 4 units (Internships/Occupational Work Experience), or 3 units (General Work Experience), with a maximum of 16 units total. The student

## Succeeding as a Student

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must also attend an orientation, develop learning objectives, complete a related project or report, and maintain signed verification of hours. The student meets with a faculty advisor who supervises the experience, visits the worksite, and awards the grade.

These opportunities for on-the-job learning are advertised and coordinated through the Career Services Center. An existing position might be eligible for credit in the program, if it provides new or expanded learning for the student. The Career Services Center is located in the Campus Center. Call (805) 378-1536 for more information. Course descriptions are listed in the Catalog under "Work Experience."

### Independent Study

The intent of an Independent Study 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 an Independent Study 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 Study course work may be taken at Moorpark College, with a maximum of six units in one discipline. Students wishing to complete an Independent Study should contact an instructor in the discipline in order to develop a program plan and to initiate the required paperwork by the appropriate deadline.

### Field Trips

A field trip may be a required activity for a number of courses in the college curriculum. For any such courses, it is intended that the field trips be clearly identified in the College Catalog and in each semester's Schedule of Classes. For other courses, a field trip may be an optional activity for the students enrolled. According to policy adopted by the 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.

### 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 at Admissions and Records (Admin. Bldg.).

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 Catalog. Audit fees are nonrefundable.

## Admission Information

### General 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.

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 specified tuition fees. Additional information regarding residence requirements and fees may be found below or by contacting Admissions and Records at (805) 378-1429.

### Residency Requirements

#### Admission Procedures

Students new to Moorpark College and former students who attended prior to 2003 must complete an application for admission. Former students who last attended between 2003 and 2005 may update any changes to their address, or phone number by on-line @ [www.moorparkcollege.edu/webstar](http://www.moorparkcollege.edu/webstar)

An application for admission is available on-line at [www.moorparkcollege.edu/apply](http://www.moorparkcollege.edu/apply). Additional copies can be obtained at the Office of Admissions or by writing to Moorpark College Public Relations, 7075 Campus Road, Moorpark, CA 93021.

Applications may be submitted at any time, but they must be on file before students can register for classes. It is best to apply for admission as early as possible.





### On-Line Admissions & Records Services

Students may access the following Admissions & Records services on-line at [moorparkcollege.edu/webstar](http://moorparkcollege.edu/webstar):

- Apply for admission
- Check your registration appointment
- Register for classes
- Search for classes in a variety of ways
- Add classes; Drop classes
- Change your mailing address or phone number
- Change your PIN
- View your class schedule
- View your academic records including courses, units and GPA
- Pay fees
- View unpaid fees or holds
- Add or change your e-mail address

### Specialized Program or Course Eligibility

Moorpark College offers specialized programs in Exotic Animal Training/Management, Nursing and Radiologic Technology. These programs require special admissions procedures that are detailed within the “List of Courses.”

### Prerequisites and Corequisites

Moorpark College is fully committed to providing educational opportunities to all students and fostering student success. Some courses require specialized training or preparation to ensure success. Such criteria or “prerequisites” have been established as a means of notifying students of the skills and abilities needed to succeed in a specific course. Students should carefully review prerequisites and corequisites before enrolling in classes.

### Important Definitions

**PREREQUISITE:** 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. It is 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. For example, a student enrolling in general chemistry will have difficulty without adequate preparation in algebra. Prerequisites must be completed with a grade of “C” or better prior to registration in a specific course.

**COREQUISITE:** 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. It is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

**RECOMMENDED PREPARATION:** Specifies the preparation suggested by faculty that is expected to help students successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

**LIMITATIONS ON ENROLLMENT:** Note other restrictions that must be met in order for a student to register for a specific class. For example, a child development course might state the following: “Proof of negative TB clearance is required.”

Course prerequisites, corequisites or recommended preparation/other limitations are specified within course descriptions provided in “The List of Courses” that is presented in the center section of this catalog. They are also specified in each semester’s Schedule of Classes. A course has no prerequisites or corequisites unless so designated. Students must satisfy the prerequisite or corequisite requirements for all courses in which they enroll.

### Prerequisite Equivalency

Students who have completed course work at the high school level or at another college that could be seen as equivalent to a course’s stated prerequisite need to have official transcripts sent to the Moorpark College Counseling Department, so the equivalency can be verified and recorded. Students may hand carry official (unopened) transcripts to the Counseling Office prior to registration to expedite the review process. The counselors will review the transcripts and determine how the previous courses meet the stated prerequisites. Additional documentation may be required to make the determination.

Once it has been determined by a counselor that previous course work does indeed meet stated prerequisites, then a “Prerequisite for Course Equivalency Form” can be completed, signed, and submitted to Admissions and Records, so the student can proceed with course registration.

### 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. A “Petition to Challenge” Form is available from the Counseling Desk in the Administration Building. If you have any questions or need help, make an appointment with a counselor by calling (805) 378-1428.

The following lists the grounds in which a challenge may be pursued:

1. The student will be subject to undue delay in attaining the goal of his/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).

### Concurrent High School Student Admission

In accordance with the California Education Code high school juniors and seniors are permitted to enroll in college courses as Special High School Admission students. This permission is required for each semester the student wishes to attend until the student graduates from high school or turns 18 years or age, whichever is sooner. High school students must register in person and are limited to a maximum of 11.0 units per semester. Course enrollment fees are waived for Special High School Admission students. All other fees apply. Moorpark College grants college credit only.

## Succeeding as a Student

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In order to qualify and register for Special High School Admission, all high school students (seniors, juniors or younger) must have the written permission of a parent or guardian and their high school principal or counselor. Students below the 11th grade must also have the written consent of the Moorpark College instructor whose class they wish to attend and are not permitted to enroll until the semester begins. Special High School Admission forms are available at the high schools and in Admissions and Records at Moorpark College in the Administration Building. High school transcripts are required to confirm grade level and for clearance of mandatory prerequisites in Math and English. Please refer to current Schedule of Classes or online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu) for detailed information on prerequisites equivalency and clearance.

For information about The High School at Moorpark College, a full-time on-campus program for High School Juniors and Seniors log on at [www.hs-mc.org](http://www.hs-mc.org).

### International Student Admission

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 visas should report to Admissions and Records to determine their eligibility for enrollment to the college. at (805) 378-1414.

### 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. International Student Application form for Moorpark College
2. Personal letter (in English) describing education background, special interests, and reason for applying to Moorpark College
3. Proof of TOEFL with a score of 450 or higher.
4. Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be in English.
5. A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to Moorpark College.
6. An official bank statement or affidavit of support from a sponsor, to show proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$18,000.
7. A personal letter of reference from a school instructor, administrator or an employer.
8. Transfer form from current school if transferring from another school in the U.S.

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

1. Completed Health Statement, and negative Tuberculosis skin test (Mantoux). If skin test is positive, student will be required to obtain a clear follow-up chest x-ray.
2. Proof of major medical insurance coverage meeting minimum school requirements. Appropriate insurance may be purchased through the International Student Office on campus.
3. Passport, visa, I-94 card and any previous I20's issued by other schools, so copies can be made and filed.

Prior to enrollment in classes, international students must complete the following activities:

1. Take appropriate assessment tests at Moorpark College.
2. Attend orientation session for new international students, including counseling
3. Interview with Matriculation Specialist.

### 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 international students, the Ventura County Community College District reserves the right to limit the number of international students admitted each year.

### Veterans

Moorpark College offers courses approved for V.A. benefits under Chapters 30, 31, 32, 35, and 1606 under Title 38 of the U.S. Code. All veterans and eligible dependents are required to have counseling before enrolling. They are also responsible for notifying the V.A. of any changes in their academic program, in their marital or dependent status, or in their address. Enrollment can only be certified to the Veterans Administration when a veteran has completed the following:

- Filed with Admissions and Records an official transcript of previous work taken at colleges or universities.
- Filed with the Veteran's Affairs Office a D.D. 214 form and other required documents.
- Enrolled in classes for the semester to be certified.

The Moorpark College Veterans Benefit Specialist is located in the Administration Building and can be reached at (805) 378-1400, ext. 1852. The California Department of Veteran Affairs can be reached directly at 1-800-952-5636 or [www.ns.edu/cadva/](http://www.ns.edu/cadva/). The Department of Veteran Affairs can be reached at 1-888-442-4551 or [www.va.gov/education](http://www.va.gov/education).

### Selective Service Registration

Moorpark College in accordance with AB 397 added by statutes 1997,575,E. C.s66500 & 69400 is alerting all male applicants for admission who are at least 18 years old and born after December 31, 1959, to be aware of their obligations to register with the Selective Service. In order to receive federal student aid, male students must be registered with the Selective Service. For more information, contact the Financial Aid Office.

### Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided. It is important that address and e-mail address corrections be recorded in student academic records. Students can file those changes in Admissions and Records Office (Admin. Bldg.) or online. Name changes must be filed in person at Admissions & Records, they cannot be completed on-line.

## Registration Procedures

Detailed registration instructions, procedures for all methods of registration, and a calendar specifying registration dates are available printed in each semester's Schedule of Classes. The Schedule of Classes is typically available on campus about five weeks prior to the beginning of each semester, but it can also be viewed online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu). Students are advised to register as early as possible for the most complete selection of classes.

Late registration is permitted into open classes during the first week of semester-length classes. Adds into full classes require the written consent of the instructor. Beginning with the second week of semester-length classes, all class adds and registrations require an add authorization number issued by the instructor. For short-term classes, the same basic procedure applies, but the deadlines are modified to fit the course's shortened time frame. To verify short-term course dates and deadlines, students can check with their instructor or on-line. Students receive credit for classes only if they are officially enrolled.

## Open to Enrollment

Any person who has been admitted to the college and who meets the prerequisites to a class or program (unless specifically exempted by statute) may enroll in courses offered by the Ventura County Community College District and its colleges.

## 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 seek a degree or certificate;
2. Plan to participate in intercollegiate athletics;
3. Were placed on academic probation or dismissed from the last institution of attendance; or
4. Are a veteran claiming benefits or a veteran planning to apply for veteran's benefits (see "special note" below).

Transcripts must be sent directly to Moorpark College from each institution previously attended.

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

## Special Grade Recognition: Deans' 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 primary semester. These students are placed on the Deans' 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 Deans' List. Students attending more than one campus during any semester may choose one campus for placement on the Deans' List.

## Student Fees

### Payment of Fees

All fees are due and payable immediately. Students who do not pay their fees in a timely manner may be subject to the following actions: They may be dropped from their classes and required to enroll before being permitted to continue, or they may have a financial hold placed against their records which, until paid, will prevent all further enrollment, drops, and withdrawals. It will also prohibit access to transcripts and grades, and will limit access to certain campus services. Fees can be paid on line at [www.moorparkcollege.edu/webstar](http://www.moorparkcollege.edu/webstar), by mail, or in person. Students unable to pay are encouraged to contact the Director of Auxiliary Services at (805) 378-1550 to inquire about a deferred payment plan. Students should also contact the Financial Aid Office at (805) 378-1462 to determine their eligibility for financial aid and to initiate any necessary paperwork to apply for that aid.

Students who drop classes after the refund deadline remain responsible for all fees owed. The last date to drop a semester-length class for a fee credit is specified in the Schedule of Classes each semester.

Enrollment fees are set by the State and are subject to change without notice and may be retroactive; all other fees are set by the Ventura County Community College District Board of Trustees and are subject to change by Board action.

#### Enrollment Fee (mandatory)

Fall 2006 .....	\$26 per unit
Spring 2007 .....	\$20 per unit

#### Nonresident Tuition (in addition to enrollment fee)

Out of State .....	\$169 per unit
International Students .....	\$169 per unit
International Student Capital Outlay Surcharge .....	\$14 per unit

#### Health Service Fee (mandatory) .....

\$14 per Sem./\$11 per Sum.	
<b>Student Center Fee (mandatory) .....</b>	<b>\$1 per unit</b>
(maximum payment of \$10 per year)	

In Spring 2000, the students of Moorpark College voted to establish this Student Center Fee. The collected fees will be used to remodel and maintain the Campus Center per California Education Code section 76375.

#### Remote Registration Fee .....

\$3 per semester  
This fee will be charged to any student registering via the Web (WebSTAR) or the telephone (STAR).

**Instructional Materials Fees:** Certain classes require an instructional materials fee. If a material fee is required for a class, the amount is listed beneath the course title.

#### Associated Students Photo I.D. ....

\$10/semester or \$15/year  
The College Photo I.D. Card may be purchased at the Business Office for \$10/semester or \$15/year. Once the fee has been paid at the Business Office, students bring the receipt to the Associated Students Office in the Campus Center to have a picture taken and a card made. The card will provide easy access to campus services. In addition, this photo I.D. card provides the holder discounts at local movie theaters, college athletic events, and college theatrical performances. For further information, call the Associated Students at (805) 378-1400, ext. 1635.

# Succeeding as a Student

## **Student Representation Fee** (optional) .....\$1.00

This fee provides support for students or representatives who share positions and viewpoints before city, county and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section 76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the campus Business Office (Admin. Bldg.) and the Associated Students Office (Campus Center). For further information, call the Associated Students Office at (805) 378-1400, ext. 1635.

## **Parking Fee**

All vehicles must display an appropriate parking permit to park on campus. These permits may be purchased in the Student Business Office in the main Administration Building. The fees for a permit are:

Semester Fee, Automobile.....	\$40.00
Semester Fee, Motorcycle.....	28.00
Classes meeting 6-11 weeks, Auto .....	28.00
Classes meeting 6-11 weeks, Motorcycle.....	16.00
Classes meeting 1-5 weeks, Auto .....	12.00
Classes meeting 1-5 weeks, Motorcycle.....	8.00
Second Vehicle Permit (requires presentation of vehicle registration) .....	8.00
Replacement Permit (requires proof that original permit was purchased) .....	7.00
Combination of two permits (not less than) .....	48.00
Carpool permit.....	25.00 per. Sem./\$10 per. Summer
<i>(Carpool = 3 or more students)</i>	

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 \$20 per semester. Students requiring accessible parking should contact ACCESS at (805) 378-1461. Remember, citations will be issued for vehicles without a valid permit.

A daily or long term student parking permit is required in all lots on campus. "One-Day Use Permits" are \$1.00. These permits must be displayed on the dash of the vehicle to permit parking in all appropriately designated student spaces. These day use passes do not permit parking in spaces marked "handicapped" or marked "staff." One-Day Permits can be obtained from machines located on the main driveways in Lots A, B and C as well as in lots D, F and PA. The locations of these parking-permit machines are noted on the Campus Map, on the inside back cover.

Students and visitors are requested to observe parking regulations with regard to red no-parking zones, double parking, restricted zones, handicapped zones, and staff restrictions. Parking in these marked areas could result in a parking citation or the vehicle being towed at the owner's expense. CITATIONS WILL BE ISSUED FOR VEHICLES WITHOUT A VALID PERMIT. A ticket for a general parking violation is \$35.

## **Instructional Materials Fee**

Some courses require an instructional materials or lab fee. These fees are listed in each semester's Schedule of Classes with the course description information for each class.

## **Enrollment Verification Fee**

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 receipt of the signed student request. Rush (3-5 working days) service is available for \$5.00 per verification. Enrollment verifications cannot be completed if the student has any outstanding fees and/or obligations due the District. Request for enrollment verification is submitted to the Office of Registration and Records (Admin. Bldg.).

## **Transcript Fee**

Two official transcripts are furnished to each student free of charge. A \$3.00 fee is charged for each additional transcript. Normal processing time is 10-20 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 transcript (3-5 working days) service is available upon receipt of a signed student request and payment of the \$5.00 rush transcript processing fee. IMPORTANT NOTE: Transcripts cannot be released if the student has any outstanding fees and/or obligations due the District (see below).

## **Outstanding Obligations**

Registration, transcript, and enrollment verification services are denied to students who have outstanding obligations, such as unpaid enrollment fees, returned checks, library fines, overdue financial aid loans or unreturned athletic equipment. Students who have received a Federal Family Education Loan are obligated to an exit interview. Obligations and payment record can be viewed on-line at [www.moorparkcollege.edu](http://www.moorparkcollege.edu), and clicking on the Webstar icon.

## **Enrollment and Parking Credits/Refunds**

Students who officially drop a class or withdraw from school by the appropriate refund deadlines for their specific classes will have their school account credited. This credit balance may be applied toward a future enrollment or parking fee. A credit balance may not be used to buy books or supplies.

To turn this credit balance into an actual refund, students need to submit an Application for Refund, which is available in Registration and Records and in the Business Office (both in the Admin. Bldg.). Such applications for refund of fees may be made through the end of the class adjustment period as stated in each semester's Schedule of Classes. Enrollment fees will be refunded minus a \$10.00 administrative fee. NOTE: Classes cancelled by the College are not assessed the \$10 administrative fee, even if students request a refund rather than having the amount credited to their account.

No cash refunds are provided. Refund checks are mailed within four to six weeks. Students unable to come to campus to file a refund application may write a letter stating which class or classes are to be dropped. It must be postmarked by the refund deadline date appropriate for the classes involved. Refunds are not automatically credited back to a student's credit card. For the refund to be processed back to a credit card, the student needs to provide the Business Office with the credit card number, expiration date and cardholder's signature (in person or by mail).

The length of each class helps determine the appropriate enrollment, withdraw and refund deadlines. Deadlines for semester-length classes can be found at [www.moorparkcollege.edu/schedule](http://www.moorparkcollege.edu/schedule). Deadlines for short-term classes may be viewed on-line. on-line .



## Nonresident Tuition and International Student Credits/Refunds

Nonresident and International Students are subject to the same deadlines and procedures regarding credits and refunds for dropped classes as noted above under “Enrollment and Parking Credits/Refunds.” The eligibility for and the amount of the fees applicable to nonresidents (Nonresident Tuition and Capital Outlay Surcharge) are determined by the date the student officially files the application for a refund through Admissions and Records (Admin. Bldg.). The amount of each refund is based on the percentage of the class session completed at the time the student withdraws. For more specific information, especially regarding the separate dates for short-term classes, contact Admissions and Records (805.378-1429) or look on-line.

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

### Full-Semester Length Classes

1st and 2nd week .....	100% of Tuition
3rd and 4th week .....	50% of Tuition

### Shorter than Full-Semester Length Classes, including Summer Session

10% of class sessions .....	100% of Tuition
20% of class sessions .....	50% of Tuition

## Full-Time Student

A student is defined as full time if he/she is carrying 12 or more units during a regular term or four units during a summer session.

## Unit Requirements for Benefits

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

Automobile & Medical Insurances .....	12.0 units
Athletic Eligibility .....	12.0 units
Student Government .....	12.0 units
Social Security Benefits .....	12.0 units
Student Loan Deferments:	
Full-time .....	12.0 units
Half-time .....	6.0 units
Financial Aid .....	Contact Financial Aid Office
Veteran and war orphan benefits under GI Bill:	
Full subsistence .....	12.0 units
3/4 subsistence .....	9.0 units
1/2 subsistence .....	6.0 units
Less than 1/2 time - Please contact VA Specialist in Admissions & Records Office for details regarding eligibility.	

## Educational Workload

A student’s educational workload generally consists of fifteen (15) units of course work per semester in order to make normal progress toward an Associate Degree, a Certificate of Achievement or timely transfer to a four-year institution. 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 Dean of Student Learning in addition to the counselor’s approval. To make a counseling appointment, call (805) 378-1428.

## A Realistic Course Load

A major consideration for students, particularly first time students or those returning to college after a lengthy absence, is a determination of an appropriate load. While the number of courses one can handle during a semester varies among individuals, experience indicates that for most students, typical lecture courses require two hours of outside preparation time for each hour in class. Thus, a 12-unit course load, for example, represents a weekly commitment of 36 hours. For a four-unit class that meets for eight weeks, the time commitment would be eight hours in class and 16 hours of preparation each week, totaling 24 hours a week. Moorpark College wants students to succeed so advises establishing a realistic course load, given specific work, class and family commitments.

## Class Attendance

Failure of a student to be present at the first scheduled meeting of a class may result in exclusion from that class, especially if other eligible students are present and seeking admission to the class. It is the responsibility of students, at the beginning of the semester, to become aware of the attendance policies of the instructor for each class in which they are enrolled.

Students are responsible for maintaining regular class attendance. 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, If dropped or excluded from class, a student may petition the instructor for reinstatement when just cause for the absence exists.

If the reason for exclusion is more serious in nature (e.g., Sexual Harassment, Sexual Assault, Discrimination) it would be better for students to start the process of review and intervention with the appropriate Division Dean. The matter may also be brought to the attention of the Executive Vice President of Student Learning at (805) 378-1403.

## Campus Life

Moorpark College is aware of research suggesting that students achieve success more consistently, if they feel a connection to the campus where they attend classes. The friendships made and the activities participated in, therefore, contribute to each student’s future success. Moorpark College offers students various ways to be involved on campus.



## Succeeding as a Student

### 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.

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.

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. For more information, call (805) 378-1457. [www.moorparkcollege.edu/athletics](http://www.moorparkcollege.edu/athletics).

### Forensics Team (Speech and Debate)

Moorpark College Forensics proudly owns the top record of any team in America at the National Championships. Forensic team participants regularly transfer to the finest schools across the country in their respective majors. The experience provided by the team has also enabled many to go on to become successful in a variety of fields including: politics, law, and film/TV/theatre. Whether your interest is in debate, public speaking, or acting, no experience is necessary. Students who are interested in participating should contact Dr. James Wyman, Rolland Petrello, or Jill McCall at (805)378-1471.

### Performing Arts (Dance, Music & Theatre)

Performance opportunities at Moorpark College include numerous vibrant performance organizations and stimulating activities that invite student and community performance. The organizations include the Moorpark College Concert Choir, Moorpark Symphony Orchestra, Opera Theatre, as well as the Jazz, Chamber, Wind and Piano Ensembles. The Moorpark College Dance Club takes an active role in supporting several regular dance performances and mounts its own additional activities.

Students interested in the theatre arts are offered a wide variety of classes, performance opportunities, and technical experience in our two state-of-the-art theatres. The ambitious Theater program mounts drama, comedy, musical theatre and one-act shows, as well as student-written monologue and improvisational comedy performances. Moorpark College also boasts a fully equipped sound stage and television studio offering additional classes and production opportunities for students interested in acting and directing, as well as the technical aspects of television and radio production.

These organizations and groups are active through the academic year with over thirty productions a year in Dance, Music and Theater extending into the summer. For the most up-to-date scheduling information call the Performing Arts Box office at (805) 378-1485. [www.moorparkcollege.edu/pa](http://www.moorparkcollege.edu/pa)

### Associated Students

Every registered student at Moorpark College is a member of the Associated Students. Each spring semester, the general student population elects the Associated Students Board of Directors. This elected ten-member student board represents Moorpark College students on campus, district and statewide 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. As a group, the Associated Students funds campus events that are sponsored by student organizations such as speakers, seminars, cultural shows and live entertainment. The Associated Students also oversee the appropriate use of several campus fees. The Associated Students Office is located in the Campus Center. Call (805) 378-1400, ext. 1635, [www.moorparkcollege.edu/as](http://www.moorparkcollege.edu/as).



### Student Organizations

Get Involved! There are over 30 student organizations to choose from at Moorpark College. Some of the existing organizations include the Business Students Association, Creative Writing Association, Honors Club, Multicultural Club, Multimedia Club and the Swing Dance Club. For more information about existing organizations, or how to start a new student organization stop by or call the Associated Students office @ (805) 378-1400 x1635 in the Campus Center.

### Student Activities

The Student Activities Office provides a variety of student programs that support and enhance the quality of student life at Moorpark College. Some of these programs are; Campus Tours, the Campus Escort Program, the Student Commissioned Art Program, Club Day, student elections and the annual commencement ceremonies. Student Activities oversees all student organization events and assists the Associated Students in facilitating campus-wide entertainment. Stop by the Student Activities Office in the Campus Center to get involved, (805) 378-1434.

## Student Employment

Students may access job opportunity information online at <http://www.monstor.com>. The user name and password prompt for Moorpark College listings is the word "Raiders." The same job listings are posted on bulletin boards inside the College Campus Center. Additional job announcements are available on the bulletin board located in the Career Services Center at the Campus Center, or on-line at [www.moorparkcollege.edu/career](http://www.moorparkcollege.edu/career). Anyone wanting to place an ad on the employment opportunity board can call (800) 999-8725. The ad will be posted on the Internet and at Moorpark College.

## Campus Publications

Moorpark College produces many publications each year, advertising special programs, performances and services for the campus and the community. Two key campus publications, however, are special because they are student-produced.

- *The Student Voice* is an award-winning, student-written, edited and produced newspaper in print and online. The Student Voice staff includes students from Moorpark, Ventura and Oxnard Colleges and covers events on all three campuses. To join the Student Voice staff, enroll in JOUR M10A (News Staff Writing) or JOUR M10B (News Staff Editing) or JOUR M10C, (Newspaper Production). Entry-level and advanced journalism classes are available as well. For more information or to submit material for consideration, call the Student Voice newsroom at (805) 378-1552, or email [StudentVoice@vcccd.edu](mailto:StudentVoice@vcccd.edu), or email the adviser at [JoannaMiller@vcccd.edu](mailto:JoannaMiller@vcccd.edu). You can also take a look at the online edition anytime at [StudentVoiceOnline.com](http://StudentVoiceOnline.com).
- *Moorpark Review* is the campus creative arts journal, publishing original student writing and art work each spring. To join the staff, take ENGL M47. For more information, including how to submit materials, contact the Division Office at (805) 378-1443.

## Campus Activities

Many of the educational opportunities offered on campus can also be viewed as entertainment, such as Multicultural Day. Several ongoing activities offer entertainment for students and community members as well as:

- Athletics – Watch Moorpark College's Raider teams in action. For game schedules call (805) 378-1457 or go online at [www.moorparkcollege.edu/athletics](http://www.moorparkcollege.edu/athletics)
- Charles Temple Observatory – Moorpark College's on-campus observatory is situated in an area with minimal light pollution to enhance viewing. For information on public astronomy programs, contact the Ventura County Astronomical Society at (805) 529-7813 or go on-line at [www.serve.edu/vcas](http://www.serve.edu/vcas).
- Exotic Animal Training Program – America's Teaching Zoo is one of two community college teaching zoos in the United States. The 9-acre Zoo is open for shows and tours every weekend. School programs on and off campus as well as special events may be scheduled. For information, call (805) 378-1441 or go on-line at [www.moorparkcollege.edu/zoo](http://www.moorparkcollege.edu/zoo).
- Performing Arts – The Performing Arts Center, completed in 1996, provides a year-round state-of-the-art setting for choral, dance, opera, instrumental and orchestral events, as well as for theatre arts and speech productions. With over 120 performances a year, everyone is bound to find something of interest. For information and reservations, call the Performing Arts Box Office at (805) 378-1485. [www.moorparkcollege.edu/pac](http://www.moorparkcollege.edu/pac).

## Campus Security

### For Your Protection

The Moorpark College Campus Police, a branch of the Ventura County Community College District Police Department, provide service to the campus 24 hours a day, 7 days a week. If help is needed, one of the officers is always available. Officers can be reached for general questions and service at (805) 378-1455.

The Associated Students offer a Campus Escort Service, every evening, using golf carts to help deliver people across campus. For schedules or more information, call the Associated Student Office at (805) 378-1400, ext. 1635.

### In Case of an Emergency

If an emergency surfaces on campus, help is available. The most important thing is to remain calm and to make an appropriate call for help. More and more people are carrying cell phones, so making contact with others is easier than ever before. Campus phones are available in most buildings and offices.

If you need assistance while on campus, call one of the following:

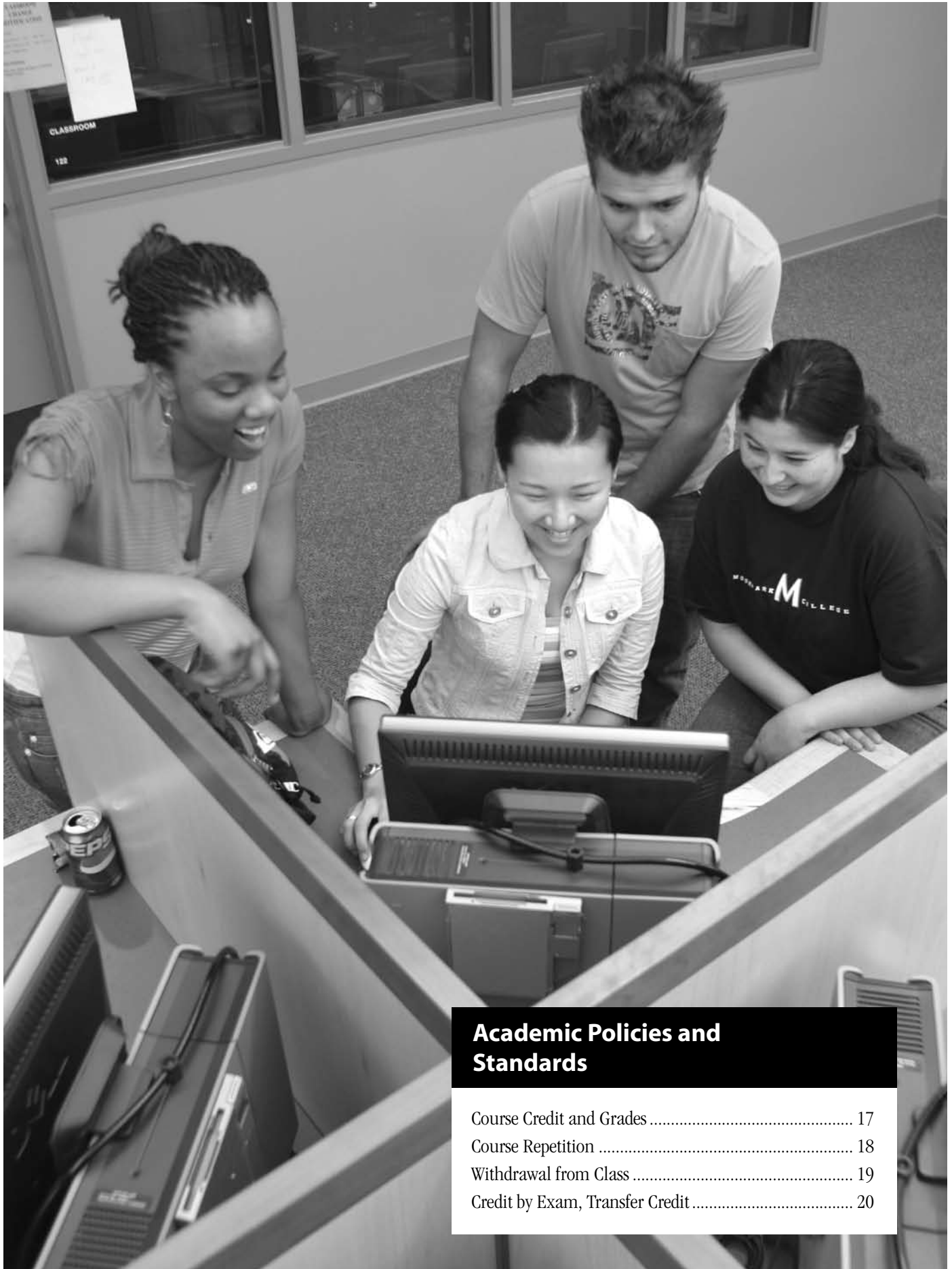
- Off-Campus Emergency Services, dial 911--from a campus phone, you would dial 9-911.
- Campus Police, dial (805) 378-1455.
- Student Health Center, ext. 1413 or any Division Office or the Switchboard (dial ext. 1400).

## Crime Awareness

The security of all members of the campus community is of vital concern to Moorpark College. Very few crimes take place on campus, a fact that makes us all feel much more safe and secure. Anyone who is a witness or victim of a crime needs to make a report to Campus Police immediately (call 805.378-1455). It is requested that anyone aware of an unsafe condition (burned out light bulb, etc.) should contact the Office of College Services (805. 378-1412). Moorpark College appreciates everyone's help in keeping the campus safe and secure.

The Crime Awareness and Campus Security Act of 1990 requires institutions report data for certain criminal acts that occur on campus. The Ventura County Community College District's Police Office reported the following crimes on the Moorpark College campus in 2005:

Homicide.....	0	Misdemeanor Arrest.....	15
Rape.....	0	Restraining Order.....	3
Robbery.....	0	Hate Crimes.....	0
Aggravated Assault.....	0	Stalking.....	0
Burglary.....	7	Mental Illness Detention.....	1
Grand Theft.....	6	DUI Arrest.....	1
Petty Theft.....	14	Computer Crime.....	0
Motor Vehicle Theft.....	0	Traffic Hit & Run.....	15
Arson.....	0	Traffic Accidents.....	11
Misdemeanor Assault.....	0	Criminal Threats.....	1
Drug Violations.....	0		
Vandalism.....	13	<b>TOTAL Crimes on the</b>	
Bomb Threats.....	0	<b>Moorpark College Campus</b>	
Fraud/Embezzlement.....	1	1998.....	47
Weapons Violation.....	0	1999.....	38
Battery.....	3	2000.....	66
Sexual Battery.....	0	2001.....	48
Indecent Exposure.....	0	2002.....	55
		2004.....	95
		2005.....	91



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# Academic Policies and Standards

## Course Credit and Grades

### 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

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

Symbol	Definition	Grade Points/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 Grade Point Average	

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.

The District Governing Board has authorized the use of only the non-evaluative symbols "I," "RD" and "W," which are defined as follows:

#### 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 or for grade point

#### 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 full-semester length class or thirty percent (30%) of a short-term course. Withdrawal between this no-notation deadline (roughly 30% of a course) and the drop deadline (roughly 75% of the course) shall be recorded as a "W" on the student's record.

#### Credit/No Credit Grade Options

Colleges of the Ventura County Community College District may offer courses in two Credit/No Credit (CR/NC) options:

- Courses which are offered on a Credit/No Credit basis only, or
- Courses in which students may elect the Credit/No Credit option.

Credit/No Credit Only 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, and "No Credit" for failure to do so.

The second category (Credit/No Credit Option) 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/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 at Registration and Records (Admin. Bldg.).

All units earned on a Credit/No Credit basis from accredited California institutions of higher education or equivalent out-of-state institutions shall be counted toward satisfactory completion 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 Associate 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 statement later in this section. 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 when determining probation and dismissal status.

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 requirements for the major.

# Academic Polies and Standards

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## Availability of Semester Grades

Grades for each semester are generally available approximately two weeks after the semester ends. Students have access to their grades online and in person. To access academic records online, go to the Moorpark College website at [www.moorparkcollege.edu](http://www.moorparkcollege.edu) and click on the Webstar icon to enter the secured area to view grades. An unofficial transcript can be printed from the website. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations.

If a student thinks the reported grade is in error, the first course of action is to contact the teacher for verification and/or to make an informal appeal. If a satisfactory resolution does not occur, the student may appeal the situation by following the basic procedure spelled out in the Student Grievance Policy in Student Rights & Responsibilities section.

## Cheating or Plagiarism

Moorpark College takes academic honesty very seriously, since ethical behavior and integrity are vital components of ensuring mutual respect across campus. Instructors, accordingly, have the responsibility and authority for dealing with any cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using "cheat sheets," copying off another's test, or turning in someone else's work as his/her own. It is the policy of the Ventura County Community College District and Moorpark College 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 of Student Learning for further disciplinary action.

## Student Due Process

If a problem or complaint arises, students have the right to have the matter or disciplinary action investigated as noted in the official Student Grievance Policy, see Student Rights and Responsibilities Section. Most problems of this type (question regarding grade, dropped for poor attendance, etc.) involve misunderstandings, human error or lack of information about established rules. To address such problems, it is often best to speak directly with the teacher or staff member involved. If the matter is not clarified or resolved, it may be useful to talk next with the responsible Division Dean. If the concern still persists, then contact the Office of Student Learning for further review. The Office of Student Learning can be reached at (805) 378-1403.

## 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 incompetence. 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 to the teacher from Registration and Records.

## 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 the colleges of the Ventura County Community College District 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 Course Repetition" is available in the Counseling Office (Admin. Bldg.).

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 Moorpark College permanent record. This permanent record shall be annotated in a manner that all work remains legible, ensuring a true complete academic history.

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

## Academic Renewal Without Course Repetition

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

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

- 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
- 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 (Admin. Bldg.). Once the Petition of Academic Renewal is granted, 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.

## 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.

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 V.A., resulting in termination of benefits. The veteran must receive academic counseling before benefits will be reinstated.

### ***Notification of Probation***

Each college in this Ventura County Community College 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. Moorpark College mails a letter indicating either academic or progress probation to the home address indicated in the student's records. In addition, each enrolled student's probation status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both academic and progress categories as either “in good standing” or “on probation.” A student placed on probation must, as a condition of continuing enrollment, receive individual counseling, including the regulation of his/her academic program. Each probationary student shall also receive any other support services needed to help overcome the perceived academic difficulties. Students may view their own academic records online by visiting [www.moorparkcollege.edu](http://www.moorparkcollege.edu) and clicking on the Webstar icon.

### ***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. Moorpark College mails a letter indicating “academic dismissal” to the home address indicated in the student's records. In addition, each enrolled student's probation status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both academic and progress categories as either “in 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 (Admin. Bldg.). Students may view their own academic records online by visiting [www.moorparkcollege.edu](http://www.moorparkcollege.edu) and clicking on the Webstar icon.

### ***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 (Admin. Bldg.).

### ***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.

### ***Withdrawal from Class***

It is the student's responsibility to withdraw from a course. Forms for withdrawing from a class are available in Registration and Records in the Administration Building. 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 the dropped classes appearing on student's academic records (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 between the first 30% of the course and the end of seventy-five percent (75%) of a class

## Academic Polies and Standards

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less than a semester in length. Withdrawal shall be authorized after informing the appropriate faculty. This action shall be recorded as a “W” on the student’s academic records. The academic record of a student who remains in a class beyond this 75% drop deadline must reflect a grading symbol other than “W.” The “W” shall not be used in calculating grade point averages, but excessive “Ws” shall be used as factors in probation and dismissal procedures.

Withdrawal from a class may only be authorized after the designated time limit by petition and only then under extenuating circumstances of verified cases of accidents, illnesses or other circumstances beyond control of the student. Approved petitions shall result in a “W” being recorded on a student’s academic record. The petition for this purpose, “Petition to Change Grade to Withdrawal,” is available in Registration and Records (Admin. Bldg.). When this grade change is made, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

### Withdrawal from College/Dropping a Class

It is the student’s responsibility to formally withdraw from all classes if he/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. Appropriate forms are available in Registration and Records (Admin. Bldg.).

Students may withdraw from college or drop a class in the following ways: By web, phone, fax, mail or in-person.

### Special Situations Regarding the Awarding of Credit

#### *College Board Advanced Placement*

Students who completed advanced placement exams while in high school and who have earned scores of 3, 4, or 5 on the College Board Advanced Placement (AP) examinations will receive credit towards graduation at Moorpark College for such test completed. An official copy of the test scores must be submitted to the Registration and Records Office.

Students granted credit for AP exams will not earn credit towards a Moorpark College degree for duplicated college courses. Students should schedule a counseling appointment with a counselor before taking courses which appear to duplicate AP exams and to discuss the specific unit value assigned to each examination and the applicability of this credit to the college’s general education requirements.

Other colleges or universities have different policies concerning AP and may grant a different number of units or consider different courses as comparable courses. It is possible that other colleges and universities may not honor Moorpark College transcript entries which award AP credit for particular exams. Students planning to transfer should discuss the use of AP scores for meeting transfer requirements with their counselor.

#### *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.

#### *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 that offered the course. A petition for acceptance of such course work should be accompanied by material that 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.

#### *Credit for Military Service*

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

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

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

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

#### *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, E, 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 CRE (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 (Admin. Bldg.). Approved petitions must be on file with the administering instructor by Friday of the tenth week of the full-length semester. The examination is to be administered prior to the last day of the final examination period.

Credit (CRE) 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 M05, HIST M60T, NS M49, PHOT M04, PHOT M09, RADT M49, and all Dance and PE activity courses.

### ***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 Moorpark College Counseling office. They will be evaluated based upon the current practices specified in the accredited institutions postsecondary education by the American Council on Education.

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

### ***Transfer Credit from Foreign Colleges and Universities***

Students 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.

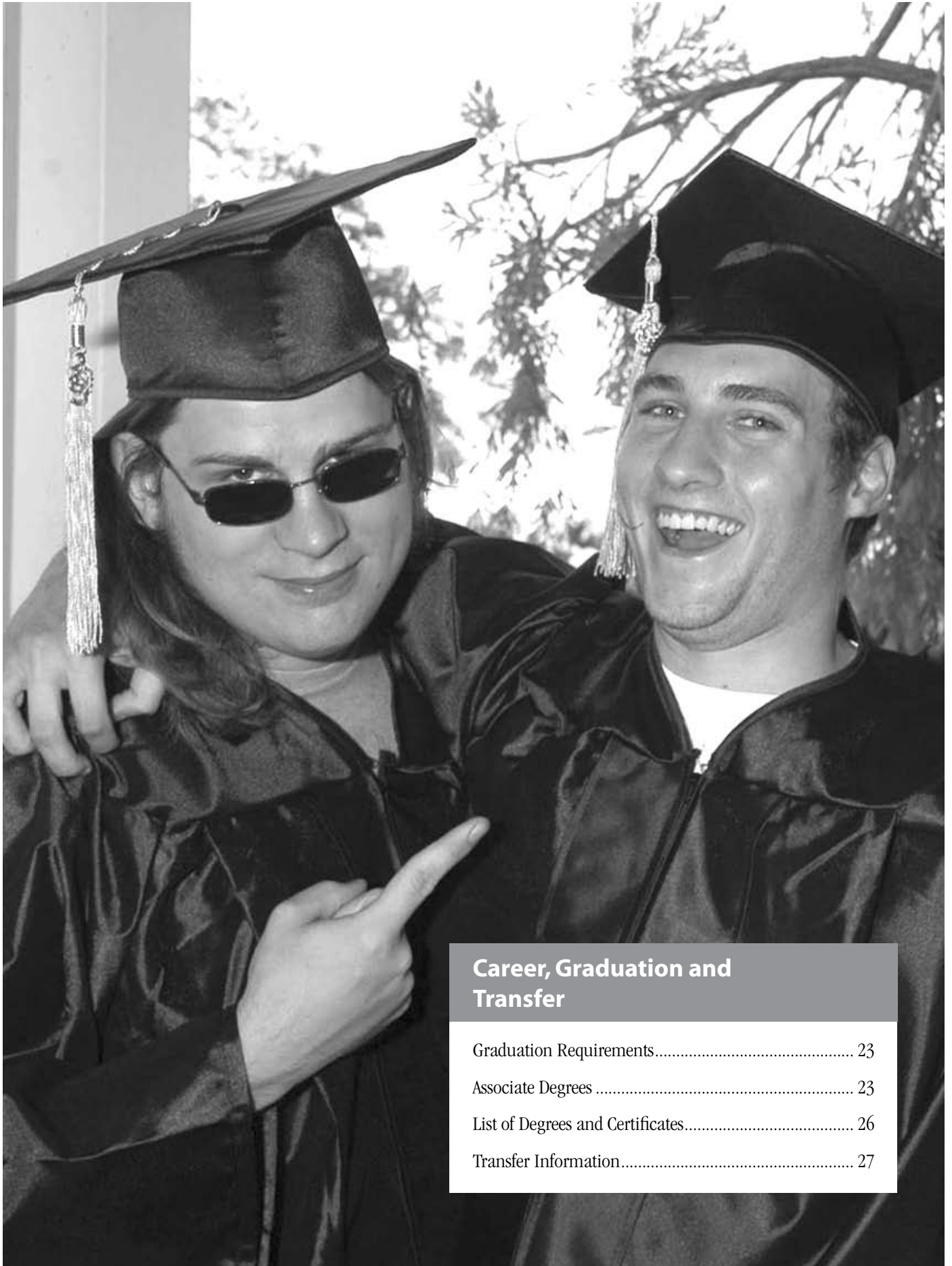
Course work attempted will normally receive lower-division unit credit only. Requests for equivalent course credit are evaluated on an individual basis, based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

### **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 Executive Vice President, Student Learning.

### **Accuracy of the College Catalog**

Moorpark College is committed to providing students the most accurate, current information available regarding the College's programs, courses, regulations and policies. However, there may be times when course changes concerning prerequisites, content, hours, or units of credit are determined after publication of the catalog or when district policy or state regulation dictates a change in current practice. When such a circumstance arises, every effort will be made through the class schedules, public media, and at time of registration to notify students of any changes in the course descriptions or college policies as presented herein. Students with questions or concerns about a specific course need to talk to a counselor (805-378-1428) or to call the appropriate division office. Questions or concerns regarding standard practice and process can be directed to the Office of Student Learning at (805) 378-1403.



## Career, Graduation and Transfer

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# Career, Graduation and Transfer

Along with the extensive curriculum students need to explore almost any educational and/or career goal, Moorpark College provides a range of services designed to assist students in determining as well as achieving their goals:

- ACCESS – (805) 378-1461
- Career Services Center – (805) 378-1536
- Counseling Center – (805) 378-1428
- EOPS – (805) 378-1464
- Financial Aid – (805) 378-1462
- The Learning Center (TLC) – (805) 378-1556
- Learning Communities – (805) 378-1405
- Transfer Center – (805) 378-1551
- Work Experience/Internships – (805) 378-1536

Students can call each service area to get help making future plans.

## 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 confer the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), and Certificates of Achievement and Completion on students who provide the required transcripts, meet the respective requirements as shown below, and who file with the appropriate college office an application for a degree and/or certificate.

## Associate Degree and Transfer Requirements

### Graduation Requirements

As authorized by the Education Code and Title 5 of the Administrative Code of the State of California, Moorpark College and the Ventura County Community College District Governing Board confer the Associate in Arts degree, the Associate in Science degree, and Certificates of Achievement and Completion on students who provide the required transcripts, meet the respective requirements as shown below, and who file with the appropriate college office an application for a degree and/or certificate.

## Associate in Arts and/or Sciences Degree

### Basic Requirements

1. **Units:** Completion of at least 60 semester units of college level course work with a cumulative Grade Point Average (GPA) of not less than 2.00.
2. **Residency:** completion of the last 12 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 college 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.

3. **Competency:** Demonstrated competency in reading, written expression, and mathematics:
  - a. **Reading** – minimum competency in reading is satisfied by completion of the requirement for the Associate degree, including 6 units from Area D: Language and Rationality.
  - b. **Written expression** – minimum competency in writing is satisfied by completion of the requirements for the Associate degree, including 3 units from Area D1: English Composition.
  - c. **Mathematics** – minimum competency in mathematics is satisfied by successful completion (A, B, C or CR) of a mathematics course in elementary algebra (or a higher mathematics course) which includes demonstrated ability to:
    - Perform operations with real numbers
    - Solve linear equations and inequalities of one variable
    - Perform operations and polynomials
    - Solve rational equations or quadratic equations
    - Solve problems containing ratios
    - Solve equations containing proportions
    - Graph linear equations
4. **General Education:** Completion of the general education requirements as specified below.

## Specific Major (A.A. or A.S.)

- I. General Education Requirements
  - A. Natural sciences – a minimum of 6 units
    - (1) One course in biological science
    - (2) One course in physical science
  - B. Social and behavioral sciences - a minimum of 6 units
    - (1) One course in American history and 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 and analytical thinking
  - E. Health/physical education – a minimum of 3.5 units
    - (1) One course in health education (minimum of 2 units)
    - (2) Any PE class or DANCE activity course (minimum of 1.5 units)
- II. Major:
 

Completion of all courses (at least 18 semester units) required in a curriculum specified in the college catalog.

# Career, Graduation and Transfer

## General Liberal Arts and Sciences Degree (A.A.)

- I. General Education Requirements
  - A. Natural sciences – a minimum of 6 units
    - (1) One course in biological science
    - (2) One course in physical science
  - B. Social and behavioral sciences - a minimum of 6 units
    - (1) One course in American history and 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 and analytical thinking
  - E. Health/physical education – a minimum of 3.5 units
    - (1) One course in health education (minimum of 2 units)
    - (2) Any PE class or DANCE activity course (minimum of 1.5 units)
  - F. Ethnic/Women's Studies – one of the designated courses which can not be "double-counted" to satisfy other general education requirements above.
- II. 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.
- III. Additional units are to be selected from any Associated degree level courses to meet minimum of 60 semester units.

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

All transfer students may earn a General Liberal Arts and Sciences degree by doing one of the following:

- I. Completing the college's General Liberal Arts and Sciences A.A. degree pattern above; or,
  - 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 selected major. At a minimum, the 36 units must include General Education courses specified below:
    - 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. One course in English composition
      2. One course in communication and analytical thinking
    - E. Health/physical education – a minimum of two courses (3.5 units)
      1. Health Education – one or more courses – a minimum of 2 units
      2. Physical Education – one or more courses – a minimum of 1.5 units.
    - F. Ethnic/Women's Studies – one of the designated courses which can not be "double-counted" to satisfy other general education requirements above.
- NOTE:** the completion of this degree does not necessarily make the student eligible to transfer to a four-year college or university. For transfer requirements, consult the College Catalog and your counselor."

## Philosophy of General Education

General education program is designed to introduce students to the variety of means through which people comprehend the past, present and future world. It reflects the conviction of the college that those who receive our degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. The general education experience should enable individuals to use this knowledge when evaluating and appreciating the physical environment, arts, culture and the society in which they live. Most importantly, since education is a life-long process, general education should lead to better self-understanding and the capacity to adapt, respond and grow in a changing world. In its general education program, MC strives to create coherence and integration among the separate requirements (excerpt from Title 5).

## Associate Degree

### 2006-2007 General Education Approved

#### A. NATURAL SCIENCES

- (1) One course in Biological Science: ANAT M01(L); ANPH M01(L); ANSC M06, M07; ANTH M01, M01L; BIOL M01(L), M02A(L), M02B(L), M02C(L), M03(L), M05(L), M16, M17; BOT M01(L); ENSC M02(L); MICR M01(L); PHSO M01(L); PSY M02; ZOO M01(L).
- (2) One course in Physical Science: AST M01, M01L, M02; CHEM M01A(L), M01B(L), M07A(L), M07B(L), M08, M08L, M12(L), M13(L); ENSC M01, M01L, M03, M20; GEOG M01, M01L, M05; GEOL M01(L), M02, M02L, M03, M05, M21, M41, M61; PHSC M01, M01L; PHYS M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL.

#### B. SOCIAL & BEHAVIORAL SCIENCES

- (1) One course American History/Institutions: CHST M04; HIST M02, M04, M06, M07A, M07B; M12, M14, M25, M25H; HUM M01; POLS M01, M03, M03H, M05.
- (2) One other course Social Science: ANSC M04; ANTH M02, M03, M04, M06, M07, M09, M11; BUS M04, M30, M42; CD M02; CHST M01, M02, M03; M04, M08; CJ M01, M02; ECON M01, M02, M30; GEOG M02, M03, M03H, M07, M10; HIST M01A, M01B, M02, M04, M06, M07A, M07B, M08, M09, M10, M12, M14, M15, M16, M20A, M20B, M25, M25H; HUM M18, M19, M42; JOUR M01; PHIL M03; POLS M01, M02, M03, M03H, M04, M05, M07, M08; PSY M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M16, M17, M18, M19, M20, M30; RT M01; SOC M01, M01H, M02, M04, M05, M06, M07, M08, M09, M15, M16, M17, M95; SPCH M04, M12.

#### C. HUMANITIES

- (1) One course in Fine or Performing Arts: ART M10, M11, M12, M13, M14, M20, M30, M70, M77, M90, M98; DANCE M01A, M03, M10A, M11A, M12A, M14A; HUM M02, M03, M04, M05, M06, M07, M08, M18; MUS M01, M04, M04H, M08, M09A, M09B, M10, M12, M15, M21; PHOT M01A, M02; RT M09; SPCH M05; THA M01, M02A, M04, M09.
- (2) One course in other Humanities: ART M10, M11, M12, M13; BUS M42; DANC M01A; ENGL M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M40, M43, M44, M45,



M46, M95; FREN M01, M02, M03, M04, M41; GERM M01, M02, M03, M04; HEB M01, M02; HIST M01A, M01B, M20A, M20B; HS M17; HUM M01, M02, M03, M04, M05, M06, M07, M08, M10A, M10B, M12, M18, M19, M42; ITAL M01, M02, M03; JAPN M01, M02, M03; JOUR M01; LAT M01; MUS M08, M09A, M09B; PHIL M01, M01H, M02, M02H, M03, M04, M07, M08, M11, M12, M13, M14, M15, M95; PHOT M01A, M02; RT M01; SL M01, M02; SPAN M01, (M01A + M01B); M02, (M02A + M02B), M03, M03H, M04, M04H, M12, M41, M95; SPCH M01, M26; THA M01.

### D. LANGUAGE & RATIONALITY

- (1) One course English Composition: BUS M28; ENGL M01A, M01AH, M02; HUM M01, M02; JOUR M02.
- (2) One course from Communication/Analytical Thinking: CIS M16; CS M01, M10A; ENGL M01B, M01BH, M01C, M01CH; GIS M01; HUM M01, M02; JOUR M02; MATH M03, M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B; PHIL M05, M07, M09; SPCH M01, M02, M07, M25.

### E. PHYSICAL EDUCATION-HEALTH\*

- (1) One course in Health Education: CD M23; HED M01, M02, M03, M05, M07, or M10A-Z; NTS M01, M05; REC M01. \* One or more courses. (A min. of 2 units).
- (2) Any PE class or DANCE activity course #s M10A-M55 or THA M17 (A min. of 1.5 units).

### F. ETHNIC/WOMEN'S STUDIES

ANTH M02, M04, M06, M09; CD M05; CHST M01, M02, M03, M04; ENGL M43, M44, M45, M46; FREN M01, M02, M03, M04; GERM M01, M02, M03, M04; HEB M01, M02; HIST M02, M04, M06, M08, M09, M10, M12, M14, M15, M16; HUM M12, M18, M19; ITAL M01, M02, M03; JAPN M01, M02, M03; MUS M04, M04H; POLS M07; PSY M14; SL M01, M02; SPAN M01, (M01A + M01B), M02, (M02A + M02B), M03, M03H, M04, M04H, M12, M41, M95; SOC M02, M06, M07, M08; SPCH M12.

## Graduation Application Procedures

Students may apply for graduation by scheduling a counseling appointment to submit an application for graduation. The student may elect to be either a Fall graduate, a Spring graduate, or a Summer graduate, depending upon the completion of all necessary graduation requirements. However, formal graduation ceremonies are conducted only at the conclusion of each academic year. The deadline dates for submission of graduation applications are printed in the Moorpark College Schedule of Classes.

## Major Requirements under which a Student Graduates

A student remaining in continuous attendance and pursuing the same major at MC 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 MC. This policy applies only to the requirements for course 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 MC 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 designed major or in general education. The petition forms are available in the Counseling Center.

## Guidelines for Additional Degree

1. A student who has earned an associate degree at any regionally accredited institution may earn an additional associate degree.
2. A student who holds a higher degree from any regionally accredited institution may earn an associate degree in a specific major (this excludes the Associate in Arts in general liberal arts and sciences).
3. General education requirements earned for one degree may be applied toward another degree.
4. A candidate for an additional degree must complete 12 or more units of credit, in residence at Moorpark College, concurrent with or after completion of requirements for the first associate degree. In addition, a candidate must be in attendance at MC in the semester during which graduation requirements for the additional degree are completed.
5. 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.
6. In the case of degree offering two or more options, a student may earn an additional degree within the same filed 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 Executive Vice President of Student Learning. 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 specific in the college catalog
3. **Residency** – Completion of at least 12 semester units in residence at the college granting the certificate.

## Certificates of Completion

Instructional divisions may award Certificate of Completing to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to an upgrading of skills..

# Curriculum, Degrees and Certificates

Curriculum	associate degree courses	permit/licensing certificate		
Animal Science	x			
Anthropology	x			
• Archaeology		x		
Art	x	x		
Astronomy	x			
• Astrophysics		x		
Biological Sciences				
• Anatomy	x			
• Anatomy/Physiology	x			
• Biology	x	x		
• Botany	x			
• Microbiology	x			
• Physiology	x			
• Zoology	x			
Biotechnology	x	x	x	
Business	x	x		
• Accounting		x	x	
• Business Communication			x	
• Management		x	x	
• Marketing/Sales		x	x	
• Sales			x	
• Small Business			x	
Chemistry	x	x		
Child Development	x	x		
• Infant/Toddler			x	
• Preschool			x	
• School Age Child Care			x	
• Child Development Assistant				x
• Child Development Associate Teacher			x	x
• Child Development Teacher				x
• Child Development Master Teacher				x
• Child Development Site Supervisor				x
• Child Development Program Director				x
College Studies	x			
Counseling	x			
Communications		x		
Computer Information Systems	x	x		
• Microcomputer Applications			x	
• Microcomputer Systems		x	x	
Computer Network Systems Engineering	x	x	x	
• Basic Network Specialist			x	
• CISCO Systems Network Associate			x	
• Windows Administration			x	
• Windows Engineering			x	
• Advanced Network Specialist			x	
Computer Science	x	x		
• Computer Programming			x	
Criminal Justice	x	x	x	
Dance	x	x		
Drafting Technology/CAD/Auto CAD	x		x	
Economics	x			
Education	x			
Engineering	x	x		
English	x			
English as a Second Language	x			
Environmental Science	x	x		
• Environmental Studies		x		
Essential Skills	x			
Exotic Animal Training and Management	x	x	x	
French	x			

## ASSOCIATE DEGREES

Awarded to students who have successfully completed a minimum of 60 semester units in general education courses with at least 18 units in one curriculum area.

## CERTIFICATES

Awarded to students who have successfully completed a minimum of 12-36 units in an occupational curriculum.

Curriculum	associate degree courses	permit/licensing certificate		
Geographic Information Systems	x			
Geography	x	x		
Geology	x	x		
German	x			
Graphics	x	x		
• Computer Graphics			x	
• Desktop Publishing		x		
Health Education	x			
Health Science	x			
• Emergency Medical Technician Basic				x
• Nursing Science	x	x		x
• Radiologic Technology	x	x		x
Hebrew	x			
History	x			
Humanities	x			
Interior Design	x	x	x	
International and Intercultural Studies		x		
Italian	x			
Japanese	x			
Journalism: Print + Broadcast	x	x		
Learning Skills	x			
• Assistive Computer Technology	x			
Mathematics	x	x		
Multicultural & Gender Studies				
• Chicano Studies	x			
• Jewish Studies	x	x		
• Women's Studies		x		
Multimedia	x	x		
• Animation			x	
• Broadcast			x	
• Business			x	
• Communications			x	
• Design			x	
• WWW Design			x	
Music	x	x	x	
Nutritional Science	x			
Philosophy	x	x		
Photography	x	x		
• Photo-Journalism	x	x		
Physical Education	x			
• Human Performance			x	
Physical Science	x			
Physics	x	x		
Political Science	x			
Psychology	x			
Radio/Television	x	x		
Recreation	x			
Sign Language	x			
Sociology	x			
Spanish	x	x		
Speech	x	x		
Theatre Arts	x			
• Acting			x	x
• Directing			x	x
• Technical Theatre			x	x
Work Experience and Internships	x			

## LICENSE/PERMIT PREPARATIONS

Successful completion of course(s) prepares students to take necessary exams.

## Transfer Information

### Preparation for Transfer

Students planning to transfer to a four-year university have a wide variety of options. The California State University (CSU) with 23 campuses, the University of California (UC) with 9 campuses and over 70 private, independent colleges in California provide a wide range of academic programs, physical and academic environments, and social climates. Moorpark College offers the equivalent of the first two years of these four-year college and university degrees.

Students who are preparing to transfer are strongly encouraged to balance their studies by taking both general education courses and lower division major courses. Completing only general education courses, especially for high unit majors, such as business administration, natural sciences, math or engineering, may not be in a student's best interest. Additional coursework may be completed as elective courses, to complement or supplement a major course of study.

Academic counseling is available to all students on an appointment basis. Each counselor is a specialist in several academic areas, and you may wish to see a counselor according to the major you declare. All counselors have the expertise to assist you with courses selection, program planning, and questions concerning requirements for admission, majors, general education and transfer to a four-year college or university. Students are encouraged to meet with a counselor as early as possible to discuss their educational plan.

### Transfer Admission Agreement (TAA)

#### What is a Transfer Admission Agreement (TAA)?

A TAA is a formal, written agreement that outlines the courses a student must complete before transferring, states the grade-point average you must earn, (differs from college to college) and lists specific requirements for selective majors. Once it has been determined that a student is eligible to transfer to the University as a junior and that they meet the TAA criteria for their major, their Moorpark College counselor will start the process. A TAA is usually written after a student has completed 30 transferable units, normally up to one year prior to transfer. It is important that a student wishing to transfer under a Transfer Agreement begins working with a counselor in his/her major as soon as possible to carefully plan academic work.

Moorpark College students can explore TAA/TAGs with the following Universities: UC Davis, UC Irvine, UC Los Angeles (under the Transfer Achievement Program), UC Merced (in progress), UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz, CSU Channel Islands, CSU Northridge, CSU San Bernardino, CSU Sonoma, California Lutheran University.

### Articulation with Four-Year Institution

To assist the student with transfer to four-year institutions, articulation agreements have been established with most California State University, University of California campuses and some independent California colleges and out-of-state institutions. These agreements define the courses at MC that satisfy General Education and many lower division major requirements at four-year institutions. A list of general education and major preparation courses for most California public four-year institutions can be found on ASSIST.

### ASSIST

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at [www.assist.org](http://www.assist.org).

## Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. Community college students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. For more information on the CSU LDTP, schedule an appointment with a Moorpark counselor at (805) 378-1428.

## CAN

The California Articulation Number System (CAN) is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number indicates that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted "in lieu of" the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is useful for student attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN databases, students should always check with their campus' counselors, or the articulation officer to determine how CAN designated courses fit into their educational plans for transfer.

Below is a list of CAN qualified courses for Moorpark College

## Courses Qualified

### California

#### Articulation

#### Number (CAN)

#### Moorpark College Course

AJ 2 .....	CJ M01 Introduction to Criminal Justice
AJ 4 .....	CJ M02 Concepts of Criminal Law
AJ 6 .....	CJ M04 Legal Aspects of Evidence
AJ 8 .....	CJ M11 Criminal Investigation
ANTH 2 .....	ANTH M01 Biological Anthropology
ANTH 4 .....	ANTH M02 Cultural Anthropology
ANTH 6 .....	ANTH M03 Archaeology
ART 2 .....	ART M11 History of Art: Prehistoric through Gothic
ART 4 .....	ART M12 History of Art: Renaissance through Modern
ART 6 .....	ART M70 Beginning Ceramics I
ART 8 .....	ART M30 Drawing and Composition I
ART 10 .....	ART M43 Beginning Painting I
ART 12 .....	ART M77 Beginning Sculpture I
ART 14 .....	ART M20 2D Design
ART 16 .....	ART M23 3D Design
ART 18 .....	PHOT M01A Beginning Photography
ART 20 .....	ART M90 Beginning Printmaking I
ART 24 .....	ART M32 Beginning Life Drawing I

## Career, Graduation and Transfer

ART SEQ A.....	ART M11+ ART M12 History of Art: Prehistoric through Modern
BIOL 2.....	BIOL M02A General Biology I
BIOL 4.....	ZOO M01 Introduction to Zoology
BIOL 6.....	BOT M01 Introduction to Botany
BIOL 10.....	ANAT M01 Human Anatomy
BIOL 12.....	PHSO M01 Human Physiology
BIOL 14.....	MICR M01 General Microbiology
BIOL SEQ A.....	BIOL M02A+ BIOL M02B General Biology I & II
BIOL SEQ B.....	ANAT M01+PHSO M01 Human Anatomy & Human Physiology

### California Articulation

#### Number (CAN)

#### Moorpark College Course

BUS 2.....	BUS M02A+ BUS M02B Financial Accounting I & II
BUS 4.....	BUS M02C Managerial Accounting
BUS 8.....	BUS M33 Business Law
BUS 12.....	BUS M34 Legal Environment of Business
BUS SEQ A.....	BUS M02A+ BUS M02B+ BUS M02C Financial & Managerial Accounting
CHEM 2.....	CHEM M01A General Chemistry I
CHEM 4.....	CHEM M01B General Chemistry II
CHEM 6.....	CHEM M12 Introductory Chemistry I
CHEM 8.....	CHEM M13 Introductory Chemistry II
CHEM SEQ A.....	CHEM M01A+ CHEM M01B General Chemistry I & II
CHEM SEQ B.....	CHEM M12+M13 Introductory Chemistry I & II
CSCI 2.....	CIS M16 Introduction to Information Systems
CSCI 6.....	CIS M40 Visual Basic I
CSCI 10.....	CS M30 Introduction to Computer Systems
CSCI 16.....	CS M10A Intro to Computer Programming Using Structured C++
CSCI 18.....	CS M10B Object-Oriented Programming Using C++
CSCI 24.....	CS M20 Object-Oriented Data Structures & Algorithm Design
CSCI 26.....	MATH M21 Discrete Mathematics
DRAM 6.....	SPCH/THA M03 OR RT M8 Voice and Diction
DRAM 8.....	THA M02A Beginning Acting
DRAM 12.....	THA M20 Stagecrafts
DRAM 14.....	THA M24A Theatrical Costume & Make-up I
DRAM 18.....	THA M01 Intro to the Theatre
DRAM 22.....	THA M02B Intermediate Acting
ECON 2.....	ECON M02 Principles of Macro-Economics
ECON 4.....	ECON M01 Principles of Micro-Economics
ENGL 2.....	ENGL M01A English Composition
ENGL 4.....	ENGL M01B Literature: Critical Thinking/Composition
ENGL 6.....	ENGL M10A Creative Writing
ENGL 8.....	ENGL M15A Survey of English Literature I
ENGL 10.....	ENGL M15B Survey of English Literature II
ENGL 14.....	ENGL M13A Major American Writers I
ENGL 16.....	ENGL M13B Major American Writers II
ENGL 22.....	ENGL M20 Study of Drama
ENGL SEQ A.....	ENGL M01A+ ENGL M01B English Composition & Literature

ENGL SEQ B.....	ENGL M15A+ ENGL M15B Survey of English Literature I & II
ENGL SEQ C.....	ENGL M13A+ ENGL M13B Major American Writers I & II
ENGR 2.....	ENGR M04 Engineering & Design/CAD
ENGR 4.....	ENGR M12 Engineering Materials
ENGR 6.....	ENGR M20+M20L Electrical Engineering Fundamentals with Lab
ENGR 8.....	ENGR M16 Engineering Statics & Strength of Materials
ENGR 12.....	ENGR M20 Electrical Engineering Fundamentals
FCS 2.....	NTS M01 Nutrition
FCS 12.....	SOC M04 Intimacy, Relationships and Commitment
FCS 14.....	CD M02 Human Development
FCS 24.....	CD M03 Child, Family and Community

### California

#### Articulation

#### Number (CAN)

#### Moorpark College Course

FREN 2.....	FREN M01 Elementary French I
FREN 4.....	FREN M02 Elementary French II
FREN 8.....	FREN M03 Intermediate French I
FREN 10.....	FREN M04 Intermediate French II
FREN SEQ A.....	FREN M01+M02 Elementary French I & II
FREN SEQ B.....	FREN M03+M04 Intermediate French I & II
GEOG 2.....	GEOG M01 Physical Geography
GEOG 4.....	GEOG M02 Cultural Geography
GEOG 6.....	GEOG M01+ GEOG M01L Physical Geography with Lab
GEOG 12.....	GEOG M05 Intro to Meteorology
GEOL 2.....	GEOL M02+ GEOL M02L Physical Geology with Lab
GEOL 6.....	GEOL M02 Physical Geology
GEOL 8.....	GEOL M03 Earth History
GERM 2.....	GERM M01 Elementary German I
GERM 4.....	GERM M02 Elementary German II
GERM 8.....	GERM M03 Intermediate German I
GERM 10.....	GERM M04 Intermediate German II
GERM SEQ A.....	GERM M01+M02 Elementary German I & II
GERM SEQ B.....	GERM M03+M04 Intermediate German I & II
GOVT 2.....	POLS M03 American Government & Politics
HIST 2.....	HIST M01A An Intro to Western Civilization
HIST 4.....	HIST M01B An Intro to Western Civilization
HIST 8.....	HIST M07A Social & Political History of the U.S.
HIST 10.....	HIST M07B Social & Political History of the U.S.
HIST 14.....	HIST M20A World History I
HIST 16.....	HIST M20B World History II
HIST SEQ A.....	HIST M01A+ HIST M01B An Intro to Western Civilization
HIST SEQ B.....	HIST M07A+ HIST M07B Social & Political History of the U.S.
HIST SEQ C.....	HIST M20A+ HIST M20B World History I & II
ITAL 2.....	ITAL M01 Elementary Italian I
ITAL 4.....	ITAL M02 Elementary Italian II
ITAL SEQ A.....	ITAL M01+ ITAL M02 Elementary Italian I & II
JAPN 2.....	JAPN M01 Elementary Japanese I
JAPN 4.....	JAPN M02 Elementary Japanese II
JAPN 8.....	JAPN M03 Intermediate Japanese I

JAPN SEQ A.....	JAPN M01+ JAPN M02 Elementary Japanese I & II
JOUR 2.....	JOUR M02 Writing & Reporting for the Media
JOUR 4.....	JOUR/RT M01 Media and Society
KINE/PE 8.....	HED M05 First Aid and CPR
MATH 2.....	MATH M13 Mathematical Ideas
MATH 4.....	MATH M10 Mathematics for Elementary Teachers
MATH 8.....	MATH M06 Trigonometry
MATH 10.....	MATH M05 College Algebra
MATH 12.....	MATH M14 Finite Mathematics
MATH 16.....	MATH M07 College Algebra and Trigonometry
MATH 18.....	MATH M25A Calculus with Analytic Geometry I
MATH 20.....	MATH M25B Calculus with Analytic Geometry II
MATH 22.....	MATH M25C Calculus with Analytic Geometry III
MATH 24.....	MATH M35 Applied Differential Equations
MATH 26.....	MATH M31 Intro to Linear Algebra

## California

### Articulation

#### Number (CAN)

#### Moorpark College Course

MATH 30.....	MATH M16A Applied Calculus I
MATH 32.....	MATH M16B Applied Calculus II
MATH SEQ B.....	MATH M25A+ MATH M25B Calculus with Analytic Geometry I & II
MATH SEQ C.....	MATH M25A+M25B+M25C Calculus with Analytic Geometry I & II & III
MATH SEQ D.....	MATH M16A+M16B Applied Calculus I & II
MUS 2.....	MUS M02A Diatonic Harmony
MUS 4.....	MUS M02B Chromatic Harmony
MUS 8.....	MUS M09A Music History and Literature
MUS 10.....	MUS M09B Music History and Literature
MUS 22.....	MUS M25A Class Piano – Beginning I
MUS 24.....	MUS M25B Class Piano – Beginning II
MUS SEQ B.....	MUS M09A+ MUS M09B Music History and Literature
PHIL 2.....	PHIL M01 Intro to Philosophy
PHIL 4.....	PHIL M02 Intro to Ethics
PHIL 6.....	PHIL M07 Intro to Logic
PHYS 2.....	PHYS M10A+ M10AL General Physics I with Lab
PHYS 4.....	PHYS M10B+ M10BL General Physics II with Lab
PHYS 8.....	PHYS M20A+ M20AL Mechanics of Solids & Fluids with Lab
PHYS 12.....	PHYS M20B+ M20BL Electricity & Magnetism with Lab
PHYS 14.....	PHYS M20C+ M20CL Wave Motion, Optics & Modern Physics with Lab
PHYS SEQ A.....	PHYS M10A/L+ M10B/L General Physics I & II with Labs
PHYS SEQ B.....	PHYS M20A/L+ M20B/L+ M20C/L Mechanics of Solids & Fluids and Electricity & Magnetism and Wave Motion, Optics & Modern Physics with Labs
PSY 2.....	PSY M01 Intro to Psychology
PSY 8.....	PSY M06 Intro to Behavioral Research Methods
PSY 10.....	PSY M02 Intro to Behavioral Neuroscience
REC 4.....	REC M01 Programs and Leadership
SOC 2.....	SOC M01 Intro to Sociology
SOC 4.....	SOC M02 Social Problems
SPAN 2.....	SPAN M01 Elementary Spanish I

SPAN 4.....	SPAN M02 Elementary Spanish II
SPAN 8.....	SPAN M03 Intermediate Spanish I
SPAN 10.....	SPAN M04 Intermediate Spanish II
SPAN SEQ A.....	SPAN M01+ SPAN M02 Elementary Spanish I & II
SPAN SEQ B.....	SPAN M03+ SPAN M04 Intermediate Spanish I & II
SPCH 4.....	SPCH M01 Intro to Speech
SPCH 6.....	SPCH M07 Argumentation and Debate
SPCH 8.....	SPCH M04 Interpersonal Communications
SPCH 14.....	SPCH M10A or M10B or M10C or M10D Forensics
STAT 2.....	MATH M15 Intro to Statistics

## Transfer Admission Requirements to:

### University of California (UC)

There are several ways to meet the University's minimum admission requirements for transfer students, as described below. The path you use depends upon the degree to which you satisfy UC's minimum eligibility requirements for freshmen at the time of graduation from high school.

1. If you were eligible for admission to the University when you graduated from high school, meaning you satisfied the Subject, Scholarship and Examination requirements, or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program you are eligible to transfer if you have a C (2.0) average in your transferable college coursework.
2. Students who met the Scholarship Requirement but who did not complete all the Subject Requirements must take appropriate transferable college courses in the missing subjects and earn a C or better in each course as well as an overall C average (2.0) in transferable courses.
3. Students who were not eligible for the University of California from high school because they did not meet the Scholarship Requirement must:
  - (a) Complete 60 transferable semester units with a grade point average of at least 2.8 for non-resident students, and
  - (b) Complete the following course pattern, earning at least a C (2.0) or better in each course:
    - two transferable college courses in English Composition; and
    - one transferable college course in mathematical concepts and quantitative reasoning; and
    - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

All campuses require that students complete English composition and math by the end of the spring term prior to fall transfer. Some campuses also require that the 60 semester units minimum be completed no later than the spring semester.

**Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC will automatically satisfy option 3B above.**

(Source: *Introducing the University of 2006/2007*; *University of California Quick Reference for Counselors 2005/2006*).

# Career, Graduation and Transfer

## Intersegmental General Education Transfer Curriculum (IGETC) – 2006-07

General education requirements are designed to give University undergraduates a broad background in all major academic disciplines. Each school and college at every UC campus has its own general education requirement. Students can also have the option of completing the Intersegmental General Education Transfer Curriculum (IGETC).

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. Completion of the Intersegmental General Education Transfer Curriculum will permit a student to transfer without the need, after transfer, to take additional lower-division general education courses to satisfy campus specific General Education requirements.

The IGETC is not an admission 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. Students may find it advantageous to take courses fulfilling CSU's (campus specific) general education requirements or those of a particular UC campus. *See your counselor for advice on your particular educational goal.*

### 2006-07 IGETC Courses

#### 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 or 4 quarter units.

ENGL M01A or ENGL M01AH

Group B: Critical Thinking - English Composition, 1 course, 3 semester or 4 quarter units.

ENGL M01B, M01BH, M01C, M01CH; PHIL M05; SPCH M25

Group C: Oral Communication (CSU requirement only)

1 course, 3 semester or 4 quarter units.

SPCH M01, M02

#### AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester or 4 quarter units.

MATH M05, M07, M14, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B

#### AREA 3: ARTS AND HUMANITIES

At least 3 courses, with at least one from the Arts and one from the Humanities, 9 semester or 12 quarter units.

**Arts:** ART M10, M11, M12, M13, M14; DANC M01A, M03; HUM M02, M03, M04, M05, M06, M07, M08, M18; MUS M01, M04, M04H, M08, M09A, M09B; PHOT M02; THA M01, M04

**Humanities:** ENGL M01B, M01BH, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M95; FREN M02\$, M03, M04; GERM M02\$, M03, M04; HIST M01A, M01B, M20A, M20B; HUM M07, M10A, M10B; ITAL M02\$, JAPN M03; PHIL M01, M01H, M02, M02H, M03, M04, M07, M08, M11, M12, M13, M14, M95; SPAN M02, M02A, M02B, M03, M03H, M04, M04H, M95; SPCH M26

#### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester or 12 quarter units.

**4A - Anthropology and Archaeology:** ANTH M02, M03, M04, M06, M06, M07, M08, M09, M11, CHST M02

**4B - Economics:** ECON M01, M02

**4C - Ethnic Studies:** ANTH M04, CHST M01, M02, M03, M04, M08, HIST M03A, M03B, M04, POLS M08, SOC M06, SPCH M12

**4D - Gender Studies:** HIST M12H\$, HUM M19

**4E - Geography:** GEOG M02, M03, M03H, M04, M07, M10

**4F - History:** CHST M04, HIST M01A, M01B, M02, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M10, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H

**4G - Interdisciplinary, Social & Behavioral Sciences:** JOUR M01, RT M01

**4H - Political Science, Government & Legal Institutions:** CHST M08, POLS M01, M02, M03, M03H, M04, M05, M08

**4I - Psychology:** CD M02, PSY M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M13, M14, M16, M19, M20

**4J - Sociology & Criminology:** SOC M02, M04, M05, M07, M08, M09, M15, M16, M95

#### 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") corresponding to selected lecture. 7-9 semester units (9-12 quarter units). Courses must be a minimum of 4 semester units or 5 quarter units to fulfill the IGETC lab requirements.

**PHYSICAL SCIENCES:** AST M01, M01L, M02; CHEM M01A (L), M01B (L), M07A (L), M07B (L), M08, M08L, M12 (L), M13 (L); ENSC M01, M01L; GEOG M01, M01L, M05; GEOL M01(L), M02, M02L, M03, M05, M21; PHYS M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL; PHSC M01, M01L.

**BIOLOGICAL SCIENCES:** ANAT M01 (L); ANPH M01, M01L; ANTH M01, M01L; BIOL M01 (L), M02A (L), M02B (L), M02C (L), M03 (L), M10, M10L, M16, M17; BOT M01 (L); ENSC M02 (L); MICR M01 (L); PHSO M01 (L), PSY M02; ZOO M01 (L)

#### AREA 6: LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY)

Proficiency equivalent to two years of high school in the same language with a C or better or complete one (1) course below.

FREN M01; GERM M01; HEB M01; ITAL M01; JAPN M01; LAT M01; SL M01; SPAN M01 or M01A and M01B.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS** (Not part of IGETC; may be completed prior to transfer.) 6 units, one course from Group 1 and one course from Group 2:

**GROUP 1:** POLS M01, M03, M03H, M05

**GROUP 2:** CHST M04; HIST M02♦, M03A, M03B, M04, M06, M07A, M07B, M12, M12H, M14, M25, M25H

♦ Effective through Spring 2005.

\$ Effective beginning Spring 2006.

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

\* Courses listed in more than one area shall not be certified in more than one area.



- Transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.
- Both courses must be taken for certification.
- (L) Designates courses with a laboratory.

## Grades for IGETC

All courses in the IGETC must be completed with a "CR" (Credit) or grade of "C" or better.

### Full IGETC Certification

For certification, IGETC must be completed prior to transfer. Certification of these units is not automatic and certification must be requested at the MC Counseling Office after the student completes all of the IGETC requirements. Certification will not be made when course are still in progress or before grades are known.

### Partial IGETC Certification

It is expected that all students using IGETC as their general education pattern will have completed it prior to transfer. However, partial certification may be requested if severe hardship (MUST be documented) prevented the student from completing all required courses. Hardship may be determined to be: (1) accident or illness in the FINAL semester at MC; (2) work schedule changes in the FINAL semester at MC; (3) course cancellation by the college in the FINAL semester; (4) documented counselor error. Area 1 and Area 2 CANNOT be completed after transfer.

If any of the above exceptions or situations applies to your academic record, please consult with a MC counselor for more information.

### Double-Counting

Even though a course may be listed in more than one area on IGETC, a course may only be counted in one area. UC will allow requirements completed as preparation for the major to be used in the IGETC wherever they appear. In addition, courses used to satisfy the U.S. History, Constitution and American Ideals requirements cannot be used to double count on the IGETC.

### Quarter Units vs. Semester Units

Students with both quarter and semester unit course work may find it difficult to combine the two in order to complete the required number of units. Additional course work may be necessary in order to accumulate the required number of courses or units in certain IGETC areas. Please meet with a counselor for assistance.

## Courses Completed at Other Colleges

Courses completed at any regionally accredited college can be used. However, the majority of courses used to complete IGETC requirements must be taken at a California community college. Course work from other California community colleges will be applied in the IGETC category listed from that campus. Courses must have been on that college's IGETC list when the course was taken. Students transferring from other than a California community college may have course certified as equivalent to MC courses if an equivalent course is taught at MC. Such courses would be placed in the same IGETC category as the equivalent MC course. There are some restrictions about using courses from a CSU or UC to fulfill IGETC.

## Courses Taken at Foreign Institutions

These courses will not be permitted for certification on the IGETC.

### AP Scores for IGETC certification

AP scores of 3, 4 or 5 can be used to satisfy any IGETC subject area except the Critical Thinking/English Composition or the Oral Communication requirements (Area 1B & C). Each AP score can only be used as one course. The AP course must have been evaluated and approved by MC faculty. A list of faculty-approved Advanced Placement scores and equivalent courses is available from a Moorpark College counselor.

## California State University Transfer Requirements

The CSU guarantees admission to the CSU system to all California community college (CCC) students who meet CSU upper division transfer admission requirements. Effective Fall 2005, students with fewer than 60 transferable semester (90 quarter) units are considered lower division transfer students, and those with 60 or more transferable semester (90 quarter) units are considered upper division transfer. The CSU assigns the highest priority for admission to CCC transfer students who have completed 60 semester transferable units.

### Upper Division Transfer (60 to 70 semester units)

Students may qualify for admission if they:

- Completed 60 semester (90 quarter) units
- Have completed or will complete prior to transfer at least 30 semester (45 quarter) units selected from courses in English, Arts and Humanities, Social Sciences, Science, and a CSU GE approved mathematics course.
- Have a college GPA of 2.0 or better (2.4 for non-California residents) in all transferable college units completed.

## 2006-07 CSU General Education Courses

### AREA A: COMMUNICATION / CRITICAL THINKING

A minimum of nine semester or 12 qtr. units, with at least one course from each group (1, 2 and 3) and a grade of C or better in each course:

#### Group 1: Oral Communication

SPCH M01, M02

#### Group 2: Written Communication

ENGL M01A, M01AH

#### Group 3: Critical Thinking

ENGL M01B, M01BH, M01C, M01CH; PHIL M05, M07, M09;

SPCH M07, M25

### AREA B: NATURAL SCIENCE

A minimum of nine semester or 12 qtr. units, with at least one course from each group (1, 2, 3 and 4) to include one laboratory course (group 3). Lab must correspond to selected lecture.

#### Group 1: Physical Science

AST M01, M02; CHEM M01A, M01B, M07A, M07B, M08, M12, M13; ENSC M01, M03; GEOG M01, M05; GEOL M01, M02, M03, M05, M21, M41, M61; PHSC M01; PHYS M01, M10A, M10B, M20A, M20B,

#### Group 2: Life Science

ANAT M01; ANPH M01; ANSC M06, M07; ANTH M01; BIOL M01, M02A, M02B, M02C, M03, M05, M10, M16, M17; BOT M01, ENSC M02; MICR M01; PHSO M01; PSY M02; ZOO M01

#### Group 3: Laboratory Activity (must correspond with Lecture)

ANAT M01(L); ANPH M01(L); ANTH M01L; AST M01L; BIOL M01(L), M02A(L), M02B(L), M02C(L), M03(L), M05(L), M10L; BOT M01(L); CHEM M01A(L), M01B(L), M07A(L), M07B(L), M08L, M12(L), M13(L), ENSC M01L, M02(L); GEOG M01L; GEOL M01(L), M02L; MICR M01(L), PHSC M01L; PHSO M01(L); PHYS M01L, M10AL, M10BL, M20AL, M20BL; ZOO M01(L).

#### Group 4: Quantitative Reasoning (requires a grade of C or better)

MATH M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B

## Career, Graduation and Transfer

### AREA C: HUMANITIES

A minimum of nine semester or 12 qtr. units, with at least one course from each group (1 and 2).

#### Group 1: Arts

ART M10, M11, M12, M13, M14, M30, M70; DANC M01A, M03, M10A, M11A, M12A, M14A; HUM M02, M03, M04, M05, M06, M07, M08; MUS M01, M04, M04H, M08, M09A, M09B, M10, M21; PHOT M01A, M02; SPCH M05; THA M01, M02A, M04

#### Group 2: Humanities

ENGL M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M40, M43, M44, M45, M46, M95; FREN M01, M02, M03, M04, M41; GERM M01, M02, M03, M04; HEB M02; HIST M01A, M01B, M20A, M20B; HUM M07, M10A, M10B, M18; ITAL M01, M02, M03; JAPN M01, M02, M03; LAT M01; PHIL M01, M01H, M02, M02H, M03, M04, M08, M11, M12, M13, M14, M15, M95; SL M01, M02; SPAN (M01A+M01B), M01, M02, (M02A+M02B), M03, M03H, M04, M04H, M41, M95; SPCH M26.

- ◆ Both courses must be completed for certification.

### AREA D: SOCIAL SCIENCE

A minimum of nine semester or 12 qtr. units, with courses taken in at least two (2) disciplines.

D0: Sociology & Criminology

CHST M01; PSY M09, M20; SOC M01, M01H, M02, M04, M05, M06, M07, M08, M09, M15, M16, M17, M95

D1: Anthropology & Archeology

ANTH M02, M03, M04, M06, M07, M08, M09, M11

D2: Economics

BUS M30; ECON M01, M02, M30

D3: Ethnic Studies

CHST M01, M02, M04; HIST M02•, M03A, M03B, M04, M14; POLS M07; PSY M14; SOC M06;

SPCH M12

D4: Gender Studies

CHST M03; HIST M12, M12H, M14; HUM M18, M19; SOC M07

D5: Geography

Geog M02, M03, M03H, M04, M07, M10

D 6: History

CHST M04&; HIST M01A, M01B, M02&•, M03A&, M03B&, M04&, M06&, M07A&, M07B&, M08, M09, M10, M12&, M12H&, M14&, M15, M16, M20A, M20B, M25&, M25H&.

D7: Interdisciplinary Social or Behavioral Science

BUS M42; CD M02; HUM M42; JOUR M01; PHIL M03; RT M01; SPCH M04, M12

D8: Political Science, Government, & Legal Institutions

CJ M01, M02; POLS M01+, M02, M03+, M03H+, M04, M05+, M07

D9: Psychology

ANSC M04; CD M02; PSY M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M16, M17, M18, M19, M20, M30, M40; SOC M05, M09

\* Will satisfy U.S. History and American Ideals requirement.

+ Will satisfy American, State and Local Government.

• Effective through Spring 2005.

### AREA E: SELF-UNDERSTANDING / DEVELOPMENT

A minimum of three semester or 4 qtr. units, with no more than one and one-half (1.5) units of physical activity:

CD M02; COUN M02; DANC M17; HED M01, M02, M03, M05, M07; M10A, M10C, M10D, M10E, M10H, M10J, M10K, M10M, M10N, M10P, M10Q, M10R; HUM M01; NTS M01; PE M01A, M02A, M02B, M03A, M04, M05, M06A, M07, M08, M11A, M13, M15, M17, M18, M19K, M21, M26, M30A, M35, M36A, M37A, 38, M62, M63A, M63B, M64A, M64B, M65A, M65B, M66-M74, M75A, M75B, M76-M79; PSY M01, M03, M04, M05, M07, M08, M09, M11, M13, M17, M20, M30; SOC M04, M05, M08, M09, SPCH M04

*No more than 1.5 units of the 3-unit Area E requirement can be met by a dance or physical education activity course.*

#### Full Certification

Completion of all five sections (A-E) of these requirements prior to transferring will permit MC to certify to each of the CSU campuses that you have fulfilled the basic 39-unit minimum lower division requirement in general education. Each of the campuses of CSU requires an additional nine units of upper division GE work in residence; some campuses may require more than the 48-unit minimum. Certification is not automatic and must be requested by the student.

#### Partial/Subject Area Certification

It is possible to complete separately any of the areas or sections (A-E) at MC and receive partial certification in any or several of those areas if you are not fully certified, it will be necessary for you to complete the remaining areas (and perhaps other areas) after transferring as defined by the catalog of the transfer school.

#### Course Restriction

While a course may satisfy more than one general education group and/or area requirement, it shall not be counted more than once and any excess units in one area shall not apply to another area.

#### U.S History, Constitution and American Ideals Requirements

All campuses require students to complete college-level coursework in U.S. History, American and California Government. Courses approved to satisfy this requirement are specified in the appropriate areas and most may be double-counted toward satisfying General Education Breadth requirements.

#### Sequential Courses

Most institutions recommend that students complete sequential courses at the college where the series was started. This is especially recommended for a sequence of two or more courses which require the preceding course(s) as a prerequisite to advancement.

#### Advanced Placement Examinations in CSU

##### General Education-Breadth Certification

The following Advanced Placement examinations may be incorporated into certification of completion of CSU General Education-Breadth requirements. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination to the graduation requirements.

AP Subject	Number of Units Applicable to General Education-Breadth Requirements for Students Obtaining Full or Subject-Area Certification
Art: History of Art	3 semester units toward Area C1
Biology	3 semester units toward Area B2
Chemistry	6 semester units toward Areas B1 and B3
Economics: Macroeconomics	3 semester units toward Area D2
Economics: Microeconomics	3 semester units toward Area D2
English: English Lang. & Comp.	3 semester units toward Area A2
English: English Lit. & Comp.	6 semester units toward Areas A2 and C2
French: French Language	6 semester units toward Area C2
French: French Literature	6 semester units toward Area C2
German Language	6 semester units toward Area C2
Government & Politics: U.S.	3 semester units toward Area D8
Government & Politics: Comparative	3 semester units toward Area D8
History: European History	3 semester units toward Area D6
History: United States History	3 semester units toward Area D6
Latin: Vergil	3 semester units toward Area C2
Latin: Latin Literature	3 semester units toward Area C2
Mathematics: Calculus AB	3 semester units toward Area B4
Mathematics: Calculus BC	3 semester units toward Area B4
Music Theory	3 semester units toward Area C1
Physics B	6 semester units toward Areas B1 & B3
Physics C (mechanics)	3 semester units toward Areas B1 & B3
Physics C (electricity & magnetism)	3 semester units toward Areas B1 & B3
Psychology	3 semester units toward Area D9
Spanish: Spanish Language	6 semester units toward Area C2
Spanish: Spanish Literature	6 semester units toward Area C2
Statistics	3 semester units toward Area B4

**CAVEAT** – *the courses and requirements described herein are subject to change. Students should consult a counselor and appropriate Web sites (e.g., [www.csumentor.edu](http://www.csumentor.edu), [www.assist.org](http://www.assist.org)) to receive the most current transfer information.*

## Private or Out-of-State Schools

Students who are planning to enter one of California's many private four-year schools or an out-of-state public or private school should carefully check the general education requirements for that particular school and consult a counselor to determine the coursework needed to meet GE requirements at that institution. Articulation agreements for some local universities can also be found at [www.aiccu.edu](http://www.aiccu.edu). Below is the admission and general education requirements for University of Southern California (USC) and California Lutheran University.

## University of Southern California (USC) 2005-2006

### General Transfer Information:

\* Students still in high school: College courses taken before high school graduation cannot be used to fulfill any of the requirements listed in Part I except for GE categories I and III.

\* USC students: Once you have enrolled at USC, you cannot take transfer courses to fulfill GE or the writing requirement. You may take transfer courses to fulfill diversity or language, obtain equivalence, or earn elective units.

\* 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.

### GENERAL EDUCATION:

Students may fulfill four of the six required GE requirements with transfer courses taken before starting USC. Categories IV and VI must be taken at USC.

#### TRANSFERABLE GENERAL EDUCATION CATEGORIES:

You may fulfill each requirement (I, II, III, and V) by completing one of the courses (or a combination of courses, if indicated by "with") listed under that requirement. The transfer institution department name and appropriate course number or numbers are listed.

#### Part I

Category I: Western Cultures and Traditions

Art M11, M12; ENGL M30, M31; HIST M01A, M01B;

Hum M10A, M10B; PHIL M11, M13, M14; THA M04.

Category II: Global Cultures and Traditions

Anth M02, M06, M07, M60C, M60K; ART M14; HIST M06, M10, M15; PHIL M12.

Category III: Scientific Inquiry (requires a lab)

AST M01 with M01L, M02 with M01L; BIOL M01, M02A; BOT M01;

Chem M01A; GEOG M01 with M01L; GEOL M02 with M02L;

PHSC M01 with M01L; PHYS M01 with M01L, M10A with M10AL, M20A with M20AL; ZOO M01.

Category V: Arts & Letters

ART M10, M13, Engl M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M33, M43, M44, M45, M46, M95; Hum M03, M04, M05, M06; Mus M04, M04H, M08, M09A, M09B; PHOT M02; Tha M01.

#### LOWER DIVISION WRITING REQUIREMENT:

Any of the courses below fulfills the lower division writing requirement if completed after graduating from high school and before starting at USC (an additional upper division writing course must be completed at USC).

ENGL M01B, M01BH, M01C, M01CH, PHIL M05, SPCH M25

#### DIVERSITY REQUIREMENT: All students who entered college in Fall

1993 or later (at USC or elsewhere) must meet USC's diversity requirement by taking one course. Courses which fulfill the diversity requirements are: Anth M04, M06; CHST M01, M02, M03; HIST M02, M03B, M12, M12H, M14; Hum M19; POLS M07; PSY M14; Soc M01, M02, M06, M07, M08, M95.

#### FOREIGN LANGUAGE SKILL LEVEL:

Many majors require the equivalent of course III of a foreign language sequence at USC. International Relations requires the equivalent of a fourth semester. Courses which fulfill the third-or-fourth-level requirement are listed below.

Fulfill third-level requirement: FREN M03, GERM M03, ITAL M03, JAP M03, SPAN M03, M03H

Fulfill forth (and third) level requirement: FREN M04, GERM M04, SPAN M04, M04H

\*NOTE: For a complete list of the articulation agreement, schedule an appointment with a counselor or visit the Transfer Center.

### CALIFORNIA LUTHERAN UNIVERSITY

General Transfer Information:

Four Basic Requirements for Transfer Admission from a Community College

- 1) A 2.75 cumulative transferable GPA
- 2) A minimum of 28 transferable Units
- 3) Completion of Freshmen English Composition with a grade of "C" or better
- 4) Completion of a College Level Math, or at least completion of Intermediate Algebra with a passing grade

• Pass/Fail, Credit/No Credit courses may not be used to meet general education or major requirements.

- A total of 124 units are required to graduate from Cal Lutheran; a minimum of 40 upper division units must be completed at Cal Lutheran.
- Most majors require at least 32 units, with 20-24 at the upper division (junior/senior) level. Consult the Cal Lutheran catalog for specific departmental requirements.
- A preliminary credit evaluation can be done on your behalf prior to applying to Cal Lutheran as a transfer student. Please call the Coordinator of Transfer Admission at 805-493-3135.
- Courses which are technical, vocational, or “personal enrichment” in nature are not transferable. Any course that is considered below college level or “remedial” is also not transferable.
- Courses that are transferable (listed in this catalog as CSU/UC transferable) but do not meet Cal Lutheran’s general education or major requirements will be credited as elective courses. These will not be counted toward the total number of units needed for graduation.

### General Education Requirements

CLU accepts the certification of the Intersegmental General Transfer Curriculum (IGETC). Students who complete IGETC and CLU’s religion and foreign language requirements will have met all of CLU’s general education curriculum. Students who do not complete IGETC prior to transferring to CLU will follow the CLU general education pattern.

General Education Courses

#### Area I. PROFICIENCIES

##### A. Written Communication

1. Freshman English. One course with a grade of C or better: ENGL M01A, M01AH or by AP Exam.
2. Writing intensive course: one upper division.

##### B. Speaking Intensive

1. One course or passing score on the Oral Communication Proficiency Test to be taken at CLU (no credit given). SPCH M01, M02, M05, M07, M10, THA M02A, M02B, M02C, M02D

##### C. Foreign Language

1. Two sequential courses in the same foreign language or successful completion of a foreign language course at the second semester level or a score on CLU Foreign Language Placement Test at the third semester college level. FREN M01, M02, M03, M04; GERM M01, M02, M03, M04; HEB M01, M02; ITAL M01, M02, M03; JPN M01, M02, M03; SL M01, M02; SPAN M01 (M01A & M01B), M02 (M02A & M02B), M03, M03H, M04, M04H.

- ##### D. Mathematical Reasoning - one course or appropriate score on CLU Math Placement Test. MATH M03\*, M05\*\*, M06, M07\*\*, M10, M13, M14, M15, M15H, M16A, M16B, M21, M22A/B, M25A, M25AH, M25B, M25C, M31, M35.

\* M03 is required for admission but units will not transfer.

\*\* If both M05 & M07, max 4 units

#### Area II. PERSPECTIVES

##### A. Humanities

1. History - one course from: HIST M01A, M01B, M02, M04, M06, M07A, M07B, M08, M09, M10, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H, M60A, M60C, M60D, M60E, M60F, M60G, M60H, M60R, M60S, 60V.
2. Literature - one course from: ENGL M01B, M01BH, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M60A, SPAN M95.
3. Philosophy - one course from: PHIL M01, M01H, M02, M02H, M03H, M04, M05, M06, M07, M08, M09, M10, M13, M14, M15, M17, M95.
4. Religion - one course: PHIL M11

This requirement is waived for students transferring with 58 or more semester

units. However, all students will be required to complete one upper division Religion course at CLU.

B. Natural Sciences - Two courses, both with lab. Transfer students with 28 + transferable units upon enrollment at CLU only need to have 1 lab, from:

ANTH M01 & M01L; ANSC M06, M07 & M07L; AST M01 & M01L, M02; ANAT M01; ANPH M01; BIOL M01, M02A, M02B, M02C, M03, M05, M14, M16, M17; BOT M01; CHEM M01A, M01B, M07A, M07B, M08 & M08L; M12, M13; ENSC M01 + M01L, M02, M03; GEOG M01 & M01L; M05; GEOL M01 & M01L; MICR M01; PHSC M01 & M01L; PHSO M01, M02; PHYS M01 & M01L; M10A & M10AL, M10B & M10BL, M20A & M20AL, M20B & M20BL, M20C & M20CL; ZOO M01.

C. Social Sciences - Two courses from different disciplines from:

ANTH M02, M03, M07, M08; CHST M08; CJ M01, M02, M05; ECON M01, M02; GEOG M02; POLS M01, M02, M03, M03H, M04, M05, M07, M60C; PSY M01, M01H, M02, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M16, M17, M18, M19, M20, M25, M30, M40; SOC M01, M01H, M02, M03, M04, M05, M06, M07, M08, M09, M15, M16, M17, M95.

D. Visual and Performing Arts - Two courses, one of which must include participation in one of the visual or performing arts and only one of which may be one credit. Two courses in this category can be substituted for 1 course in the Lecture category below:

One participation course from: ART M20, M21, M30 - M35, M43 - 50, M70 - M73, M77, M90 - M93, M98, M99; MUS M10, M12, M13ABCD, M14 - M21, M25ABCD, M30A-G, M32, M60J, M60K, M60P, M60V; PHOT M01, M01B, M03, M04, M08; THA M02A, M02B, M02C, M02D, M24A, M24B, M26.

An additional course, unless you choose to take 2 courses listed above in the participative category above.

ART M10 - M14; DANC M01, M03; HUM M02, M03, M04, M05, M06, M18; MUS M01, M04, M04H, M08, M09AB; PHOT M02; THA M01, M04, M15AB, M16

E. Health and Well-Being - One course, maximum of 3 units of PE accepted; Max of 7 units accepted for ESSM majors only

Any PE activity course except PE M22A/B, M36A, M80, M90, M91.

Transfer students over 25 years of age are exempted from this requirement.

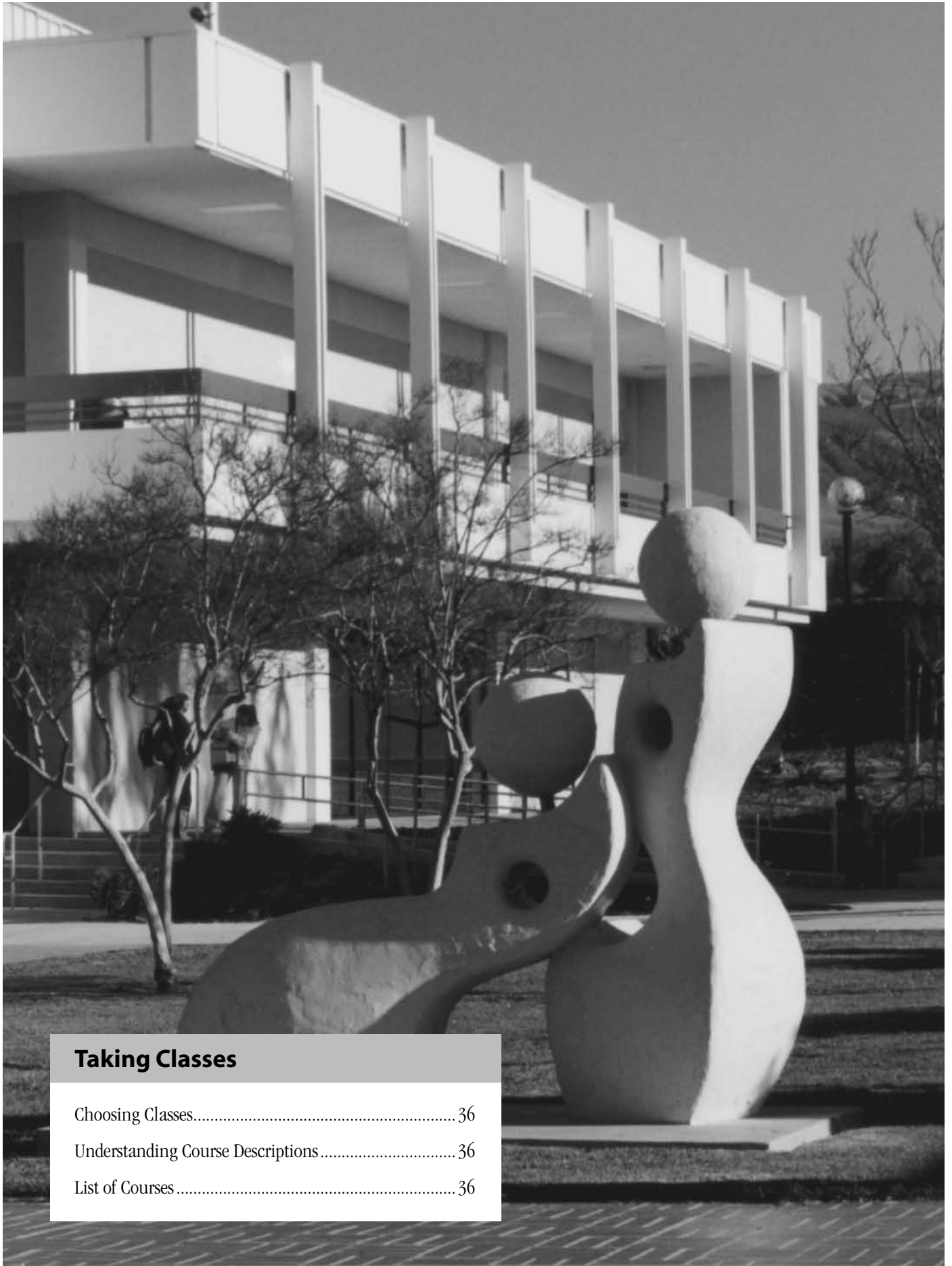
#### AREA III CULTURES AND CIVILIZATIONS

A. Global Studies: The World and the West - Requirement waived for students transferring with 28 or more semester units.

B. U.S. Diversity - One course from, course taken to meet this requirement may be double counted to meet Perspectives requirements: ANTH M04, M06, M09, M60I; CHST M01, M02, M03, M04; ENGL M44, M45, M46; HIST M04, M12, M12H, M14; HUM M07, M18, M19; POLS M07; PSY M14; SOC M06, M07, M08

#### NOTE: Transfer Information

These courses and requirements are subject to change. Students should consult a counselor regularly throughout the school year to receive the most current transfer information.



## **Taking Classes**

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# Taking Classes

## Choosing Classes

The basic requirements for achieving a Degree or Certificate in a specific discipline are noted in the following "List of Courses." Some disciplines provide a sample course sequence that suggests how to schedule the classes to make the most of a student's time on campus. For information about when each course is offered, consult the current semester's Schedule of Classes, which is available on campus about five weeks prior to the start of each semester and online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

Occasionally there may be changes concerning course numbers, titles, units of credit, prerequisites, hours, or course descriptions made after publication of the Catalog. Efforts will be made through the Schedules of Classes, public media, and at the time of registration, to notify students of any changes other than as described in the Catalog.

All degree applicable courses listed in the Catalog meet major, general education, or elective credit requirements for approved degree or certificate programs.

## Understanding the Course Descriptions

The following "List of Courses" provides a variety of information about each specific class: the unit value of the course, the number of hours the course meets, the prerequisites and corequisites, and the transfer status.

**Transfer Details:** Each course description explains the course's specific transfer status to the California State University (CSU) and/or the University of California (UC) systems. The course may be accepted for credit by the CSU system only, by both the CSU and UC systems, or by neither system. If no transfer status information follows a course description, that course is not acceptable for credit at any of the California public four-year institutions and is probably not accepted at private or out-of-state institutions either. For some courses, the UC system grants limited credit, and an explanation of that limitation is provided. If you have any questions, talk to a counselor or explore a range of online information available in the Transfer Center (Admin. Bldg., (805) 378-1551).

**Careers:** To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, (805) 378-1536).



# List of Courses

## Accounting

See Courses in Business

## Assistive Computer Technology

See Courses in Learning Skills

## Anatomy

See Courses in Biological Sciences

## Animal Science

The Animal Science curriculum offers a basic understanding of animal health, nutrition, anatomy/physiology, behavior, diversity and conservation. America's Teaching Zoo provides a laboratory experience, focusing primarily on non-domestic animals. The Animal Science courses are open to all students but are recommended for those interested in the Exotic Animal Training and Management (EATM) Program or any other career in the animal field. Many of these Animal Science courses are required for the EATM Associate in Science degree and may be completed prior to program admission. Refer to Exotic Animal Training and Management later in this section.

### Dean

Brenda Shubert, Phone (805) 378-1515

### Full-time Faculty

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

### Counselor

Chuck Brinkman

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805)378-1551). Transfer students interested in specializing in Animal Science who wish to qualify for an Associate in Arts Degree could explore Biology or Environmental Studies as a possible major. See General Education Degree Requirements and Transfer Information.

## Animal Science Courses

### ANSC M02 -- 2 Units

#### Animal Health and Safety

Prerequisites: None Class Hours: 2 lecture

Introduces the health and safety issues associated with keeping animals in captivity. Presents the essentials of a preventative medicine program, emphasizing procedures for proper hygiene, quarantine, vaccinations, and safety. Addresses the safety of the animal keeper/handler with a consideration of zoonosis. Applies to Associate Degree.

### ANSC M03 -- 2 Units

#### Animal Nutrition

Prerequisites: ANSC M02 Class Hours: 2 lecture

Provides a basic understanding of those factors relating to the feeding and nutritional needs of domestic and non-domestic animals in captivity as well as in the wild. Applies to Associate Degree. Transfer credit: CSU

### ANSC M04 -- 3 Units

#### Animal Behavior

Prerequisites: None Class Hours: 3 lecture

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. (Same course as PSY M12). Applies to Associate Degree. Transfer credit: CSU

### ANSC M04L -- 0.5 Unit

#### Animal Behavior Lab

Prerequisites: None Corequisite: ANSC M04 or PSY M12

Class Hours: 1.5 lab

Consists of laboratory activities giving the student opportunities to develop skills in behavior modification and observational research. Each student will be required to train a rat and conduct an observational research project on captive mammals. (Same course as PSY M12L) Applies to Associate Degree. Transfer credit: CSU



**ANSC M05 -- 2 Units****Zoo Horticulture**

Prerequisites: None Corequisite: ANSC M05L

Class Hours: 2 lecture

Introduces the student to 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 placement, pruning and training. Stresses the relationship of plants and animals, including plant toxicity risks relating to a zoo facility. Applies to Associate Degree.

**ANSC M05L -- 1 Unit****Zoo Horticulture Lab**

Prerequisites: Completion of or concurrent enrollment in ANSC M05

Class Hours: 3 lab

Applies horticulture principles and concepts regarding soils; plant growth; weed, insect, disease control; and irrigation and fertilization. Practices the planting and care of lawns, ground covers, flowers, trees, and shrubs including proper pruning and training. Explores the relationship between plants and animals. Applies to Associate Degree.

**ANSC M06 -- 3 Units****Animal Anatomy/Physiology**

Prerequisites: None Class Hours: 3 lecture

An introduction to the science of veterinary medicine as it applies to mammals, birds, and reptiles. Presents a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of the previously mentioned groups. Applies to Associate Degree. Transfer credit: CSU

**ANSC M07 -- 3 Units****Animal Diversity**

Prerequisites: None Corequisite: ANSC M07L

Class Hours: 3 lecture

Introduces survey of invertebrate and vertebrate animals, both terrestrial and marine. Includes classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology and conservation. Applies to Association Degree. Transfer credit: CSU

**ANSC M07L -- 0.5 Unit****Animal Diversity Lab**

Prerequisites: None Corequisite: ANSC M07

Class Hours: 1.5 lab

Introductory laboratory course surveys the invertebrate and vertebrate animals, both terrestrial and marine. The focus will be on animal recognition, general characteristics and behavior through animal observations. Observations will be made of live animals in Americas Teaching Zoo as well as on video. Additional species will be presented in photographic slides. Applies to Association Degree. Transfer credit: CSU

**ANSC M08 -- 3 Units****Wildlife Conservation**

Prerequisites: None Recommended Preparation: ANSC M07

Class Hours: 3 lecture

Designed to assist students in developing awareness, knowledge, skills, and commitment, that will result in informed decisions, responsible behavior and constructive actions concerning wildlife and the environment. Topics will include awareness and appreciation of wildlife, human values and wildlife, wildlife conservation, cultural and social interaction with wildlife, wildlife issues and responsible human actions. Applies to Associate Degree.

**ANSC M10 -- 1 Unit****Environmental Enrichment**

Prerequisites: None Recommended Preparation: ANSC M04L or PSY M12L

Class Hours: 1 lecture

Design and implementation of a program of environmental enrichment for a collection of captive animals. A variety of enrichment techniques will be presented as well as methods for the evaluation of their effectiveness. Applies to Associate Degree. Transfer credit: CSU

**ANSC M10L -- .5 Unit****Environmental Enrichment Lab**

Prerequisites: None Corequisite: ANSC M10

Class Hours: 1.5 lab

Design, implementation, and evaluation of environmental enrichment for a group of captive animals. Students will present the results of these projects to the class and zoo visitors. Applies to Associate Degree. Transfer credit: CSU

**ANSC M30 -- 2 Units****Ethical and Legal Issues**

Prerequisites: None Class Hours: 2 lecture

Reviews the ethical issues involving animal ownership and use, i.e., research, education, food production, exhibition, and as companions; major animal rights groups; the legal issues relating to animal care and treatment; and regulatory agencies from the local to international level. Applied to Associate Degree.

**ANSC M60A-Z -- 1 to 3 Units****Topics in Animal Science**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semesters Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****ANSC M60B -- 1 Unit****Primate Behavior**

Prerequisites: None Class Hours: 1 lecture

Serves as an introduction to primate behavior and its application to successful handling and training of primates. Applies to Associate Degree. Transfer Credit: determined by transfer institution.

**ANSC M60BL -- 1 Unit****Primate Behavior Lab**

Prerequisites: None Class Hours: 3 lab

Observation and analysis of primate behavior at America's Teaching Zoo. Activities include the application and evaluation of operant conditioning and environmental enrichment techniques specific to primates. May be taken three (3) times for credit. Applies to Associate Degree. Transfer Credit: determined by transfer institution.

## 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, genetic research and social research into economics, politics, law, religion, art and music.

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

John Baker, Colleen Delaney-Rivera, Andrew Kinkella

### Counselors

Michael Johnson, Ofelia Romero-Motlagh

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg. (805) 378-1551). See General Education Degree Requirements and Transfer Information.

### Degree in Archaeology Associate In Arts Degree

To earn an Associate in Arts Degree with a major in Archaeology, students complete 37 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Archaeology offered by four-year institutions. Since the course work in archaeology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in archaeology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

This specialized program in Archaeology is NOT intended to be used as a license for independent unsupervised archaeological research. Rather it is designed to introduce students to archaeological research, providing opportunities to actively participate in supervised archaeological research.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
ANTH M01.....Biological Anthropology.....	3.0
ANTH M01L.....Physical Anthropology Lab.....	1.0
ANTH M02.....Cultural Anthropology.....	3.0
ANTH M03.....Archaeology.....	3.0
ANTH M05*.....Archaeological Field Methods.....	3.0
ANTH M10*.....Archaeological Reconnaissance.....	3.0
ANTH M12*.....Archaeological Laboratory Procedures.....	3.0
Units from List of RECOMMENDED COURSES.....	18.0
<b>TOTAL .....</b>	<b>37.0</b>
<b>Recommended Courses:.....Choose 18 Units</b>	
ANTH M60C.....Indians of California.....	3.0
ANTH M60L.....The Chumash and Their Neighbors.....	3.0
ANTH M60R**.....Anthropological Research Methods.....	3.0
ANTH M60S**.....Intro Archaeological Field Methods Supervision.....	3.0
BIOL M05.....Field Biology – Natural History of CA.....	3.0
GEOL M04.....Mineralogy.....	4.0
GEOL M21.....Geology of California.....	3.0
PHOT M01A.....Beginning Photography.....	3.0

\*Can be repeated as part of chosen 18-units and still count toward total

\*\*Can be repeated twice and count toward total

## Anthropology Courses

### ANTH M01 -- 3 Units

#### Biological Anthropology

Prerequisites: None Class Hours: 3 lecture

Focuses on human evolution and diversity, including genetics, evolution, primatology, paleontology, human variation and biocultural adaptation. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B, CAN: ANTH 2.

### ANTH M01L -- 1 Unit

#### Physical Anthropology Lab

Prerequisites: Completion of or concurrent enrollment in ANTH M01

Class Hours: 3 lab

Provides hands-on understanding of principles of evolution and genetics. Covers comparative vertebrate anatomy, modern and fossil hominids, primatology, variation in modern human populations, medical genetics and adaptability. Introduces molecular biological methods. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 5B

### ANTH M02 -- 3 Units

#### Cultural Anthropology

Prerequisites: None Class Hours: 3 lecture

Focuses on 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 culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A. CAN: ANTH 4.

### ANTH M03 -- 3 Units

#### Archaeology

Prerequisites: None Class Hours: 3 lecture

Introduces the history and goals of archaeology, emphasizing methods of interpreting and dating the prehistoric past through the rise of complex societies as seen both in the New World and in Ventura County. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A. CAN: ANTH 6.

### ANTH M04 -- 3 Units

#### Chicano Culture

Prerequisites: None Class Hours: 3 lecture

Focuses on the social and cultural heritage of the Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the fine arts, literature, and oral history. (Same course as CHST M02.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A, 4C.

### ANTH M05 -- 3 Units

#### Archaeological Field Methods

Prerequisites: Completion of or concurrent enrollment in ANTH M03

Class Hours: 1 lecture, 6 lab

A course in practical hands-on archaeology that is intended for students who desire to extend their existing knowledge of archaeological inquiry. The emphasis of this course will be on actual site excavation and primary sorting and artifactual materials. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: one course)

**ANTH M06 -- 3 Units****Introduction to Native American Studies**

Prerequisites: None Class Hours: 3 lecture

Surveys the origins, development, and attainments of Native Americans within the United States, presented from an anthropological perspective with particular emphasis on "Culture Area Theory". Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A

**ANTH M07 -- 3 Units****Peoples and Cultures of the World**

Prerequisites: None Class Hours: 3 lecture

Considers the differences between and the commonalities among several human sociocultural groups. A variety of theoretical orientations and topical foci will be utilized. Case studies of individual cultures will be used to discuss these cultures and understand ethnographic methodologies, while comparison of these cultures will provide an introduction to the cross-cultural perspective. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A

**ANTH M08 -- 3 Units****Culture and Communication**

Prerequisites: None Class Hours: 3 lecture

Introduces the study of communication from an anthropological perspective. Examines the basic components of language, including morphology, phonology, syntax and semantics. Provides students with an overview of how humans interact and communicate using verbal and nonverbal language. Students learn how language both reflects and shapes thought, culture, and power/status. Exposes students to anthropological theories of language origin, language use, and cultural issues associated with language in cross-cultural contexts. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A.

**ANTH M09 -- 3 Units****Anthropology of Women**

Prerequisites: None Class Hours: 3 lecture

Explores women's roles, stereotypes and contributions, past and present, drawing examples from traditional and contemporary world cultures and from relationships among gender, kinship, economics, politics, myth and ideology. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A

**ANTH M10 -- 3 Units****Archaeological Reconnaissance**

Prerequisites: Completion of or concurrent enrollment in ANTH M03

Class Hours: 1 lecture, 6 lab

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 introduced to the use of a compass, taught to read and draw a map, evaluate soil and terrain formations, identify plant resources, recognize urban disturbances plus various other specialized data, observing and recording techniques. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**ANTH M11 -- 3 Units****The Anthropology of Magic, Witchcraft and Religion**

Prerequisites: None Class Hours: 3 lecture

Provides an introduction to human belief systems around the world and the manners in which anthropology investigates these. Topics include functions and structures of religions, cross-cultural classification of religions, shamanism, religious change, and religious systems in global perspective. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A

**ANTH M12 -- 3 Units****Archaeological Laboratory Procedures**

Prerequisites: ANTH M03 Class Hours: 1 lecture, 6 lab

An actual hands-on experience working with archaeological collections. Students will be taken through initial processing, sorting, washing, stabilizing and final cataloging of an excavation collection. This will be followed by detailed analysis of one aspect of the collection. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: 1 course)

**ANTH M22A/B -- 0.5 to 3 Units****Independent Studies in Anthropology**

Prerequisites: A previous course in Anthropology

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of anthropology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**ANTH M60A-Z -- 1 to 3 Units****Topics in Anthropology**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****ANTH M60C -- 3 Units****Indians of California**

Prerequisites: None Class Hours: 3 lecture

Offers a multidimensional look at the aboriginal inhabitants of California before and after European contact. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M60I -- 3 Units****The Chumash and Their Neighbors**

Prerequisites: None Class Hours: 3 lecture

Offers 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 late Spanish Colonial establishments. Applies to Associate Degree. Transfer credit: CSU

**ANTH M60J -- 3 Units****Egyptology: Archaeology of the Land of the Pharaohs**

Prerequisites: None Class Hours: 3 lecture

Emphasizes the archaeological contributions for a better understanding of the historical and cultural development of ancient Egypt. Applies to Associate Degree. Transfer credit: CSU; UC

**ANTH M60K -- 3 Units****Mysteries of the Ancient Maya**

Prerequisite: None Class Hours: 3 Lecture

Introduces the world of the ancient Maya. Explores Maya origins, agriculture, art, religion, hieroglyphic writing, and the unexplained collapse of the civilization. Applies to Associate Degree. Transfer credit: CSU, UC

**ANTH M60R -- 3 Units**

**Anthropological Research Methods**

Prerequisites: None Class Hours: 1 lecture, 6 lab

Gives students an opportunity to undertake more advanced aspects of anthropological research. Students will be taught to use the tools of research through their explanation and application on actual research projects. The focus of each class will be in one of the major divisions of anthropology, i.e. cultural, physical, archaeology, linguistics or ethnology. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**ANTH M60S – 3 Units**

**Introductory Archaeological Field Methods Supervision**

Prerequisites: ANTH M03 Class Hours: 1 lecture, 6 lab

Designed to introduce an advanced student of archaeological field methods to the training and management of small group of people known as a "Pit Crew". May be taken four (4) times for credit. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU

**ANTH M80 -- 1 to 4 Units**

**Internship in Anthropology**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job experience for students who have completed courses in their major and are ready to apply course materials to the worksite. Faculty and supervisors (mentor teachers) will provide feedback and written evaluations. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work, and may enroll in up to 8 units a semester with a maximum of 16 total units of any type of work experience education (including Internships, WEXP M10 and WEXP M20). Students enrolling in up to 4 units must be concurrently enrolled in 7 units, including the internship units. Students are required to attend an internship orientation, develop three learning objectives, and complete an internship paper or project. To take this course, contact the Internship Office at (805) 378-153. May be taken four (4) times for credit, or until the maximum number of work experience units (including internship M80, WEXP M10 and WEXP M20) is earned. Applies to Associate Degree. Transfer credit: CSU

**ANTH M95 -- 3 Units**

**Honors in Anthropology: Contemporary Problems in Anthropological Perspective**

Prerequisites: ANTH M01 and ANTH M02 (at least one must be completed prior to enrollment; the other must be taken concurrently)

Class Hours: 3 lecture

Provides an Honors forum for evaluating contemporary human problems using both the biological and the sociocultural perspectives. Examples of problems that may be considered include: overpopulation, environmental degradation, criminality and violence, globalization and culture change, substance use and abuse, and ethnic and religious intolerance. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU

**Art**

Students who 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, or photography.

**Dean**

Patricia Ewins, Phone (805) 378-1512

**Full-time Faculty**

Christine Marx, Cynthia Minet, Gerardo Zucca

**Counselors**

Denice Avila, Michael Johnson, Don Henderson

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). See General Education Degree Requirements and Transfer Information.

**Degree in Art**

To earn an Associate in Arts Degree with a major in Art, students complete 33 specified units, plus General Education Degree Requirements. 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 M11.....	History of Art: Prehistoric through Gothic.....	3.0
ART M12.....	History of Art: Renaissance through Mod.....	3.0
ART M20.....	2 Dimensional Design.....	3.0
ART M23.....	Three Dimensional Design.....	3.0
ART M30.....	Drawing and Composition I.....	3.0
ART M32.....	Beginning Life Drawing I.....	3.0
	Units from One of the RECOMMENDED OPTIONS.....	15.0
<b>TOTAL .....</b>	<b>.....</b>	<b>33.0</b>

**Recommended Options: Choose one of the following:**

Studio Art Option (15 Units)

ART M31.....	Drawing and Composition II.....	3.0
ART M33.....	Beginning Life Drawing I.....	3.0
ART M70.....	Beginning Ceramics I.....	3.0
ART M90.....	Beginning Printmaking I.....	3.0
ART M43.....	Advanced Painting I.....	3.0
OR		
ART M77.....	Beginning Sculpture I.....	3.0
OR		

Ceramics Option (15 Units)

ART M70.....	Beginning Ceramics I.....	3.0
ART M71.....	Beginning Ceramics II.....	3.0
ART M72.....	Ceramic Design I.....	3.0
ART M73.....	Ceramic Design II.....	3.0
ART M77.....	Beginning Sculpture I.....	3.0

## Art Courses

### ART M10 -- 3 Units

#### Art Appreciation

Prerequisites: None Class Hours: 3 lecture

A study of the major principles and techniques used to create visual art objects in diverse media, this course helps students to develop informed perceptions and evaluations of works of art to understand them in their historical and cultural contexts. (Formerly ART M02) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### ART M11 -- 3 Units

#### History of Art: Prehistoric through Gothic

Prerequisites: None Class Hours: 3 lecture

The history of art from prehistoric times through the middle ages, ranging from ancient to Gothic art, with an emphasis on the Western world. Examines key styles and movements in art history and introduces techniques for producing art. This course is required for art majors. (Formerly ART M01A) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A. CAN: ART 2; ART SEQ. A (ART M11 + M12).

### ART M12 -- 3 Units

#### History of Art: Renaissance through Modern

Prerequisites: None Class Hours: 3 lecture

The history of art from the early Renaissance to modern times with an emphasis on the Western world. Continues to examine key figures and movements in art history and to introduce new techniques of producing art. This course is required for art majors. (Formerly ART M01B) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A. CAN: ART 4. ART SEQ. A (ART M11 + M12).

### ART M13 -- 3 Units

#### History of Art: Modern through Contemporary

Prerequisites: None Class Hours: 3 lecture

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. (Formerly ART M01C) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### ART M14 -- 3 Units

#### History of Art: Asian

Prerequisites: None Class Hours: 3 lecture

The history of the art of Asia including India, Southeast Asia, China, Korea and Japan. Covers architecture, sculpture, painting, graphics and crafts from prehistory to the twentieth century. Examines key styles and monuments in Asian art within the context of the historical and religious background. (Formerly ART M03) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### ART M20 -- 3 Units

#### Two Dimensional Design

Prerequisites: None Class Hours: 2 lecture, 3 lab

Provides background in the use of design principles, color theory and its practical applications through specific weekly projects in line, shape, texture, form, and the principles of abstraction. (Formerly ART M04A) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 14

### ART M22A/B -- 1 to 3 Units

#### Independent Studies in Art

Prerequisites: A previous course in Art Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of art through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### ART M23 -- 3 Units

#### Three Dimensional Design

Prerequisites: ART M20 Class Hours: 2 lecture, 3 lab

Explores 3D design through the application of 2D design principles, emphasizing the creation of form via interaction with various materials, techniques and construction methods. Field trips will be required. (Formerly ART M04B) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 16

### ART M30 -- 3 Units

#### Drawing and Composition I

Prerequisites: None Class Hours: 1 lecture, 6 lab

Stresses graphic representation of objects through a variety of media and techniques, emphasizing pictorial composition, depth perception, perspective and rendering. (Formerly ART M12A) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 8

### ART M31 -- 3 Units

#### Drawing and Composition II

Prerequisites: ART M30 Class Hours: 1 lecture, 6 lab

Expands exploration of pen and ink and watercolor washes through a study of illustrative drawing, analytic abstraction concepts and advanced problems in rendering. (Formerly ART M12B) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M32 -- 3 Units

#### Beginning Life Drawing I

Prerequisites: ART M30 Class Hours: 1 lecture, 6 lab

Draws the human figure from live models. Emphasizes structure, proportion, form and composition through an introduction of linear and tonal concepts. Different media will be explored, including charcoal, conte crayon, pencil, pen and ink. (Formerly ART M13A) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 24

### ART M33 -- 3 Units

#### Beginning Life Drawing II

Prerequisites: ART M32 Class Hours: 1 lecture, 6 lab

Expands drawing the human figure from a live model. Emphasizes freedom of expression as well as structure, proportion, form and composition. (Formerly ART M13B) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M34 -- 3 Units

#### Advanced Life Drawing I

Prerequisites: ART M33 Class Hours: 1 lecture, 6 lab

Further expands drawing the human figure, beginning with a skeletal structure. Uses many media emphasizing structure, proportion, form and composition, and continues practice of linear and tonal concepts. (Formerly ART M13C) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M35 -- 3 Units

#### Advanced Life Drawing II

Prerequisites: ART M34 Class Hours: 1 lecture, 6 lab

Further expands drawing the human figure and skeletal structure. Uses many media emphasizing structure, proportion, form and composition, and increasing practices of linear and tonal concepts. (Formerly ART M13D) Applies to Associate Degree. Transfer credit: CSU; UC

### ART M40 -- 3 Units

#### Beginning Illustration

Prerequisites: ART M30 or concurrent enrollment

Class Hours: 2 Lecture, 3 Lab

Introduces pen and ink, watercolor, collage, and colored pencil techniques as principle means of self-expression. Analyzes topical themes and individual story lines as potential subject matter for weekly drawings. (Same course as GR M40). Applies to Associate Degree. Transfer credit: CSU

### **ART M41 -- 3 Units** **Intermediate Illustration**

Prerequisites: ART M40 or GR M40

Class Hours: 2 Lecture, 3 Lab

Introduces advanced studies in pen and ink, watercolor washes and mixed media, exploring individual style appropriate to magazine, newspaper and book illustration. (Same course as GR M41). Applies to Associate Degree. Transfer credit: CSU

### **ART M42 -- 3 Units** **Advanced Illustration**

Prerequisites: ART M41 or GR M41 Class Hours: 2 Lecture, 3 Lab

Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. (Same course as GR M42). May be taken a maximum of 2 times for credit. Applies to Associate Degree. Transfer credit: CSU

### **ART M43 -- 3 Units** **Beginning Painting I**

Prerequisites: ART M20 or ART M30 Class Hours: 1 lecture, 6 lab

Introduces the nature of structural and expressive values in contemporary painting, emphasizing form, control or pictorial order, and the uses of color and light as fundamental skills necessary to mastery of basic painting techniques. (Formerly ART M16A) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 10

### **ART M44 -- 3 Units** **Beginning Painting II**

Prerequisites: ART M43 Class Hours: 1 lecture, 6 lab

Continues the development of fundamental painting skills and concepts. Emphasizing technical competence and individual concepts using both traditional and modern materials. (Formerly ART M16B) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M45 -- 3 Units** **Advanced Painting I**

Prerequisites: ART M44 Class Hours: 1 lecture, 6 lab

One-on-one student/teacher relationship explores advanced painting concepts and techniques. Encourages personal and unique self-expression through experimentation with, and interpretation of subject matter. (Formerly ART M16C) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M46 -- 3 Units** **Advanced Painting II**

Prerequisites: ART M45 Class Hours: 1 lecture, 6 lab

One-on-one student/teacher relationship explores further advanced painting concepts and techniques. Encourages personal and unique self-expression through experimentation with, and interpretation of subject matter. (Formerly ART M16D) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M47 -- 3 Units** **Landscape Painting I**

Prerequisites: ART M20 or ART M30 Class Hours: 1 lecture, 6 lab

Introduces painting skills and concepts applicable to landscape (both indoor and outdoor). Focuses on painting nature out of doors in various media, such as acrylics, oils, watercolor, and pastels. (Formerly ART M17A) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M48 -- 3 Units** **Landscape Painting II**

Prerequisites: ART M47 Class Hours: 1 lecture, 6 lab

Expands the skills and concepts of painting applicable to landscape, emphasizing a more personal, creative approach. (Formerly ART M17B) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M49 -- 3 Units** **Water Color I**

Prerequisites: ART M20 or ART M30 Class Hours: 1 lecture, 6 lab  
Introduces a thorough understanding of the watercolor media, building from simple exercises to more complex problems solved in personal and creative ways. (Formerly ART M18A) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M50 -- 3 Units** **Water Color II**

Prerequisites: ART M49 Class Hours: 1 lecture, 6 lab  
Offers advanced watercolor techniques, encouraging the use of the multiple images in both landscapes and still life. (Formerly ART M18B) Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M60A-Z -- 1 to 3 Units** **Topics in Art**

Prerequisites: To be determined Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

#### **Developed topics include:**

### **ART M60A -- 1 Unit** **Art Gallery Practices**

Prerequisites: ART M20 or GR M32 or PHOT M01B

Class Hours: 1 lecture

Introduces gallery practices relating to exhibition selection and design as well as budgeting and installation techniques. Applies to Associate Degree. Transfer credit: CSU

### **ART M60C -- 1 to 3 Units** **Printmaking Studio Practices**

Prerequisites: ART M90 Class Hours: 3, 6 or 9 lab as arranged  
Fully explores intaglio, relief, pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU, UC

### **ART M60D -- 1 to 3 Units** **Printmaking Studio Practices**

Prerequisites: ART M91 Class Hours: 3, 6 or 9 lab as arranged  
Fully explores intaglio, relief, pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU, UC

### **ART M60E -- 1 to 3 Units** **Printmaking Studio Practices**

Prerequisites: ART M92 Class Hours: 3, 6 or 9 lab as arranged  
Fully explores intaglio relief pantographs or experimental techniques under instructor's direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU; UC

### **ART M70 -- 3 Units** **Beginning Ceramics I**

Prerequisites: None Recommended Preparation: ART M23

Class Hours: 1 lecture, 6 lab

Introduces the potter's wheel and provides practice in elementary clay construction methods as well as glazing and firing techniques. Teaches basic ceramic design concepts, form, color, texture, decoration and craftsmanship. (Formerly ART M08A) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 6



**ART M71 -- 3 Units  
Beginning Ceramics II**

Prerequisites: ART M70 Class Hours: 1 lecture, 6 lab  
Practices the techniques of elementary clay construction through exploration of sculptural forms and the development of glazes, decoration and firing methods. (Formerly ART M08B) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M72 -- 3 Units  
Ceramic Design I**

Prerequisites: ART M20 and ART M71 Class Hours: 1 lecture, 6 lab  
Explores clay bodies, glaze materials and calculations, and firing techniques through independent projects. Develops individual growth and creative expression. (Formerly ART M09A) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M73 -- 3 Units  
Ceramic Design II**

Prerequisites: ART M72 Class Hours: 1 lecture, 6 lab  
Offers in-depth study of ceramics through independent projects designed to enhance artistic mastery. (Formerly ART M09B) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M74 -- 3 Units  
Glaze Design I**

Prerequisites: A previous course in ceramics  
Class Hours: 2 lecture, 3 lab  
Introduces glaze formulations and ceramic technology, including clays, kilns, firing. Continues work in all forms of clay construction, technique and design. (Formerly ART M60F) Applies to Associate Degree. Transfer credit: CSU

**ART M77 -- 3 Units  
Beginning Sculpture I**

Prerequisites: None Class Hours: 1 lecture, 6 lab  
Develops awareness for historical and contemporary concerns regarding three-dimensional design concepts. Encourages personal expression through materials such as paper, cardboard, plaster, wood, wire, and clay. (Formerly ART M19A) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M78 -- 3 Units  
Beginning Sculpture II**

Prerequisites: ART M77 or portfolio equivalent  
Class Hours: 1 lecture, 6 lab  
Expand technical and conceptual skills while developing self-expression and personal style in sculpture. Emphasis on discovering the medium that best relates to individual expression. May be taken twice for credit. Applies to Associate Degree. Transfer credit: CSU. UC.

**ART M80 -- 1 to 4 Units  
Internship in Art**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**ART M90 -- 3 Units  
Beginning Printmaking I**

Prerequisites: ART M20 Class Hours: 1 lecture, 6 lab  
Introduces printmaking media, including intaglio (etching, engraving, etc.) but emphasizes relief, holograph and embossed print. (Formerly ART M15A) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 20

**ART M91 -- 3 Units  
Beginning Printmaking II**

Prerequisites: ART M90 Class Hours: 1 lecture, 6 lab  
Fully explores intaglio techniques, including line etching, aquatint, sugar lift, and experimental techniques. May be taken two (2) times for credit. (Formerly ART M15B) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M92 -- 3 Units  
Advanced Printmaking I**

Prerequisites: ART M91 Class Hours: 1 lecture, 6 lab  
Expands work in intaglio and relief, emphasizing individual exploration of solutions and experimental techniques. (Formerly ART M15C) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M93 -- 3 Units  
Advanced Printmaking II**

Prerequisites: ART M92 Class Hours: 1 lecture, 6 lab  
Offers advanced work in intaglio with greater exploration of experimental techniques. Applies to Associate Degree. (Formerly ART M15D) Transfer credit: CSU; UC

**ART M98 -- 2 Units  
Silk Screen Serigraph I**

Prerequisites: None Class Hours: 1 lecture, 3 lab  
Introduces screen printing and its artistic and commercial application. Includes preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. (Same course as GR M73) (Formerly ART M14A) Applies to Associate Degree. Transfer credit: CSU; UC

**ART M99 -- 2 Units  
Silk Screen Serigraph II**

Prerequisites: ART M98 Class Hours: 1 lecture, 3 lab  
Introduces advanced techniques for utilizing photo screen-printing singly or in combination with other stencil methods. Includes instruction and practice of the process camera and its application to screen-printing; basic line photography and contact printing; and single and multi-color printing and posterization techniques. Explores special printing on various surfaces. (Same course as GR M74) (Formerly ART M14B) Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit, one course).

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**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.

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**Dean**

Victoria Bortolussi, Phone (805) 378-1459

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**Full-time Faculty**

Balazs Becht, Clinton Harper, Ron Wallingford

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**Counselors**

Donna Proske Allyn, Edna Ingram, Danita Redd

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**Degree in Astrophysics**

To earn an Associate in Science degree with an emphasis in Astrophysics, students complete 48 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Astrophysics offered by four-year institutions. Since the course work in astrophysics is sequential, students may spend less time earning an Associate and/or Bachelor's degree by deferring some of the university

general education requirements until their junior and senior years and by giving priority to the requirements for a major in astrophysics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b>	<b>Units</b>
AST M01* .....An Introduction to Astronomy.....	3.0
AST M01L.....An Introduction to Astronomy Laboratory.....	1.0
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
MATH M35.....Applied Differential Equations.....	3.0
PHYS M20A/M20AL..... Mechanics of Solids and Fluids/Lab.....	5.0
PHYS M20B/M20B..... Thermodynamics, Electricity & Magnetism/Lab.....	5.0
PHYS M20C/M20CL..... Wave Motion, Optics and Modern Physics/Lab.....	5.0
<b>Total .....</b>	<b>49.0</b>

\*Not typically required for a bachelor's degree in astrophysics

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

See General Education Degree Requirements and Transfer Information.

## Astronomy Courses

### AST M01 -- 3 Units

#### An Introduction to Astronomy

Prerequisites: None

Recommended Preparation: MATH M01 or equivalent college course, or high school algebra.

Class Hours: 3 lecture

Surveys the origins, history, and accomplishments of the science of astronomy. Covers observational astronomy, light, telescopes, the solar system, stars, galaxies, and cosmology. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### AST M01L -- 1 Unit

#### An Introduction to Astronomy Laboratory

Prerequisites: Completion of or concurrent enrollment in AST M01 or AST M02

Class Hours: 3 lab

Reinforces principles and techniques of astronomy through hands-on experience with telescopes, star charts, and other common devices used to observe and measure the moon, the planets, and the stars. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### AST M02 -- 3 Units

#### Our Solar System: The Next Frontier

Prerequisites: None Class Hours: 3 lecture

Introduces both observational and historical Astronomy, reviewing the planets, satellites, asteroids, comets, and the sun. Discusses the laws of motion and gravitation, especially in connection with space travel - past, present and future. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### AST M22A/B -- 0.5 to 3 Units

#### Independent Studies in Astronomy

Prerequisites: A previous course in Astronomy

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of Astronomy through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### AST M80 -- 1 to 4 Units

#### Internship in Astronomy

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

### Astronomy Hotline

Ventura County Astronomical Society Starline offers 24-Hour Hotline news and information about astronomy: CALL (805) 520-9666.

## Behavioral Science

### Dean

Al Nordquist, Phone (805) 378-1445

### Counselors

Frank Bianchino, Michael Johnson, Pam Kennedy Luna,  
Ofelia Romer-Motlagh

## Degree & Certificate Options in Behavioral Science

### Associate Degree

To earn an Associate Degree with a major in Behavioral Science, students complete 18 specified units, specializing either in Anthropology, Psychology or Sociology plus General Education Degree Requirements. For particulars on the areas of specialization, refer to individual course listings in each discipline.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b>	<b>Units</b>
ANTH M02.....Cultural Anthropology.....	3.0
PSY M01.....Introduction to Psychology.....	3.0
SOC M01.....Introduction to Sociology.....	3.0
Units from RECOMMENDED GROUPS.....	9.0

### Recommended Groups: Follow Restrictions

Group 1: Complete Two Courses (6 units) from ANTH, PSY or SOC, noting restrictions:

- Anthropology: Any ANTH course, except ANTH M01, ANTH M22A/B. ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B. PSY M60 series or PSY M80.
- Sociology: Any SOC course, except SOC M22A/B, SOC M60 series or SOC M80.

AND

Group 2: Complete One Course (3 units) from a discipline not selected in Group 1, noting restrictions:

- Anthropology: Any ANTH course, except ANTH M01, ANTH M01L, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC course, except SOC M22A/B, SOC M60 series or SOC M80.
- Chicano Studies: Select CHST M01, CHST M02 or CHST M04.
- History: Select HIST M02, HIST M03, HIST M04, HIST M06, HIST M08, HIST M12 or HIST M14
- Humanities: Select HUM M18 or HUM M19.

Students planning to transfer need to consult with a counselor, prepare a Student Evaluation Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

See General Education Degree Requirements and Transfer Information.

## 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 an emphasis in biological sciences. Careers are found in teaching, research, biotechnology, and government service.

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, (805) 378-1536).

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

Alexander Cheroske, Katherine Courtney, Maureen Harrigan, Paul Kores, Norman Marten, Marie Panec, Mary Rees, Eric Shargo

### Counselors

Donna Proske Allyn, Frank Bianchino, Chuck Brinkman, Danita Redd

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

## Degree in Biology Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Biology, students complete 38 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Biology offered by four-year institutions. Since the course work in biology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in biology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b>	<b>Units</b>
BIOL M02A/B ..... General Biology I/II .....	5.0/5.0
CHEM M01A/B ..... General Chemistry I/II .....	6.0/6.0
MATH M16A/B ..... Applied Calculus I/II .....	3.0/3.0
PHYS M10A/M10AL ..... General Physics I/Lab.....	4.0/1.0
PHYS M10B/M10BL ..... General Physics II/Lab.....	4.0/1.0
<b>Total .....</b>	<b>38.0</b>

See General Education Degree Requirements and Transfer Information.

## Associate in Science Degree

To earn an Associate in Science Degree with a major in Biology, students complete 42 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Biology offered by four-year institutions. Since the course work in biology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education

requirements until their junior and senior years and by giving priority to the requirements for a major in biology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b>	<b>Units</b>
BIOL M02A/B ..... General Biology I/II .....	5.0/5.0
CHEM M01A/B ..... General Chemistry I/II .....	6.0/6.0
MATH M25A/B ..... Calculus with Analytic Geometry I/II .....	5.0/5.0
AND	
PHYS M20A/M20AL ..... Mechanics of Solids and Fluids/Lab .....	4.0/1.0
PHYS M20B/M20BL ..... Thermodynamics, Electricity and Magnetism/Lab.....	4.0/1.0
OR	
CHEM M07A ..... General Organic Chemistry I .....	5.0
CHEM M07B ..... General Organic Chemistry II.....	5.0
<b>Total .....</b>	<b>42.0</b>

See General Education Degree Requirements and Transfer Information.

## Anatomy Courses

### ANAT M01 -- 4 Units

#### Human Anatomy

Prerequisites: BIOL M01 or BIOL M02A Class Hours: 2 lecture, 6 lab  
Examines the anatomy of human organs and organ systems from a functional perspective that focuses on an understanding of the design of the human body. In laboratory, students learn to distinguish tissue types through histological specimens, and study the three-dimensional relationship of body structures through required non-human mammalian dissection. Demonstrations on human cadavers will afford students a working knowledge of the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC (ANAT M01 and ANPH M01 or PHSO M01 combined: maximum credit, one course). IGETC AREA 5B. CAN: BIOL 10

### ANAT M22A/B -- 0.5 to 3 Units Independent Studies in Anatomy

Prerequisites: A previous course in Anatomy  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of anatomy through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

## Anatomy/Physiology Courses

### ANPH M01 -- 5 Units

#### Introduction to Human Anatomy and Physiology

Prerequisites: BIOL M01 or BIOL M02A Class Hours: 3 lecture/6 lab  
Introduces the structures and the relationships of human body parts and explores how the functioning of the parts is related to their structure. The combined study of anatomy and physiology allows students to effectively integrate the study of structure with functioning of the system. The themes of hierarchical structural organization and maintenance of homeostasis form the framework for the study of the human system at both macroscopic and microscopic levels. In laboratory, student will examine the structure/ function relationship through the required dissection of a cat. A human cadaver will be used to demonstrate the principles in the human body. A variety of instruments and techniques will be introduced to assess functioning in the living body. The emphasis in both lecture and laboratory is on student understanding of systems integration and co-dependence. Applies to Associate Degree. Transfer credit: CSU; UC (ANPH M01 and ANAT M01 or PHSO M01 combined: maximum credit, one course). IGETC AREA 5B.

## Biological Courses

### BIOL M01 -- 4 Units

#### Introduction to Biology

Prerequisites: None Class Hours: 3 lecture, 3 lab

Introduces non-majors to science and scientific methodology through a study of the basic principles of biology. Course focuses on student understanding of the unity and diversity of life through discussions of topics that include biological chemistry, metabolism, cell biology, molecular biology, genetics, evolution of living systems, and ecology. Woven throughout the course are the implications of the science of biology on human affairs. Majors in biology, health science (pre-nursing), or related areas enroll in BIOL M02A. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after BIOL M02A) IGETC AREA 5B.

### BIOL M02A -- 5 Units

#### General Biology I

Prerequisites: MATH M03 or 2 years of high school algebra or equivalent and CHEM M01A or CHEM M12 or high school chemistry all with a grade of C or better

Class Hours: 4 lecture, 3 lab

First semester of general biology for majors. Introduces students to major biological themes and principles that are fundamental to an understanding of life processes in any field of biology today. Topics covered include the scientific process, biological chemistry, cellular biology, metabolism, life cycles, genetics, molecular biology, DNA technology, developmental genetics, and evolutionary processes. Students completing this course are prepared for the more advanced courses offered by the department. Applies to Associate Degree. Transfer credit: CSU; UC

### BIOL M02B -- 5 Units

#### General Biology II

Prerequisites: BIOL M02A Class Hours: 4 lecture, 3 lab

Covers the diversity and function of living systems. Topics covered include origins of life, biological diversity, animal form and function, and ecology. Students completing this course will have an appreciation of the broad diversity of life forms on the planet, a basic understanding of physiological processes in animals, and an introduction to how organisms interact with their environment and each other in ecosystems. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B. CAN: BIOL SEQ A (BIOL M2A + M2B).

### BIOL M02C -- 5 Units

#### Genetics and Molecular Biology

Prerequisites: BIOL M02A and CHEM M07A, CHEM M07A may be taken concurrently)

Class Hours: 4 lecture, 3 lab

An extension of the genetics, molecular and cell biology introduced in BIOL M02A. Inheritance and macromolecular functioning are the focus of this course. Emphasizes data analysis and problem-solving skills. Topics include analysis of inheritance patterns, structure and expression of DNA in viruses, bacteria, and eukaryotes, regulation of gene expression, RNA and protein functioning, and examination of current DNA analysis technologies and their applications. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B

### BIOL M03 -- 3 Units

#### Marine Life and Its Environment

Prerequisites: None Class Hours: 2 lecture, 3 lab

Introduces the basic principles of oceanography and marine biology. An examination of marine life includes: the microbial bacteria, algae and protozoans, and macroscopic plants and animals, both invertebrate and vertebrate. Inshore and offshore ecosystems are studied with an emphasis on the integration of the biotic communities with the abiotic environment. The impact of humans on the ocean environment is assessed. Field trips will be required to visit tidepool, beach, mudflat, and fouling communities and other venues as determined by instructor. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B

### BIOL M05 -- 4 Units

#### Field Biology – A Natural History of California

Prerequisites: None Class Hours: 3 lecture, 3 lab

Introduces the ecology, taxonomy, and natural history of plant life in the diverse ecosystems of California. Uses the principles of evolution, ecology, and geology to illustrate the structure of plant communities that form the bases of ecosystems. Includes identification of dominant plant species in each community and visits to desert, salt and fresh water wetlands, chaparral, and mountain habitats to explore plant, animal, and environmental interactions and the impact of humans on these environments. Field trips are required. Applies to Associate Degree. Transfer credit: CSU.

### BIOL M10 – 3 Units

#### DNA Biology: Genetic Engineering & Society

Corequisite: BIOL M10L Class Hours: 3 lecture

Introduces the revolution associated with genetic engineering that has resulted in the ability to manipulate the genetic traits of any organism. Explores the complex and rapidly expanding field of DNA recombinant technology and its application and implications in today's world. Provides review of biological concepts and then builds on this knowledge through an exploration of issues, such as stem cell research, cloning, recombinant DNA technology, gene therapy, the human genome project, crop engineering, and bioethics. Intended for students in any major. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B.

### BIOL M10L – 1 Unit

#### DNA Biology Laboratory

Corequisite: BIOL M10 Class Hours: 3 lab

Laboratory course for BIOL M10. Introduces a variety of techniques and processes used in the field of DNA biology and genetic engineering. Includes internet-based exercises in bioinformatics; laboratory skills in the manipulation and analysis of DNA using equipment appropriate to microanalyses; and experiments such as bacterial transformation, DNA fingerprinting, PCR, hybridization, and cloning. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 5B.

### BIOL M11 -- 5 Units

#### Introduction to Biotechnology & Molecular Biology

Prerequisites: CHEM M13 or CHEM M01B, BIOL M02A and MATH 15

Class Hours: 3 lecture, 6 lab

Builds on concepts and principles of cell biology and introduces many modern molecular and biochemical techniques. The focus will include documentation, safety, solution and buffer preparation, spectrophotometry, nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, agarose and SDS cell electrophoreses, nucleic acid hybridization, DNA sequence analysis, immunochemistry, principles, techniques and uses of chromatography, protein purification and bioassays, and the application of these techniques in biotechnology. (Same course as BIOT M01). Applies to Associate Degree. Transfer credit: CSU

### BIOL M12 -- 12 Units

#### Industrial Biotechnology

Prerequisites: MICR M01 and BIOL M11 or BIOT M01

Class Hours: 8 lecture, 12 lab

Designed to give an extensive education and training in industrial biotechnology and contains eight major areas of emphasis. These are plant design, process support, cell culture, microbial fermentation, protein recovery and purification, formulation, fill and packaging, quality control, environmental monitoring and validation. (Same course as BIOT M02). Applies to Associate Degree. Transfer credit: CSU

**BIOL M14 -- 3 Units****Natural History of Ventura County**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Explores the diverse ecosystems of Ventura County using principles of ecology and geology to explain the structure of the plant and animal communities that form the bases of these ecosystems. Students will visit beach and dune, inter-tidal, island, and mountain habitats to discover how life has evolved and adapted to each of these environments. Human impact, past and present, on the local environment will be assessed, and the role of conservation and preservation in the future of Ventura County ecosystems addressed. Field trips are required. Applies to Associate Degree. Transfer credit: CSU

**BIOL M16 -- 3 Units****Human Biology**

Prerequisites: None Class Hours: 3 lecture

Introduces the biology of humans covering basic cell structure, organ systems, inheritance, reproduction, development and aging, disease process, and human evolution and ecology. Examines biology as a scientific endeavor and analyzes the functioning of the human body both as an integrated system and as a part of the ecosystem with special attention to physiological structure and function. Students will acquire the knowledge to make intelligent decisions on bioethical issues that face society. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B

**BIOL M17 -- 3 Units****Heredity, Evolution and Society**

Prerequisites: None Class Hours: 3 lecture

Introduces principles of modern genetics and evolutionary theory with specific reference to the human species. Examines scientific method, biological laws governing heredity in individuals and populations, biological factors that influence health and disease, and the interplay between the human population and the environment. Analyses the world's economic, demographic, and political problems from a biological perspective, and discusses implications and possible solutions. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B

**BIOL M22A/B -- 0.5 to 3 Units****Independent Studies in Biology**

Prerequisites: A previous course in Biology

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of biology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**BIOL M80 -- 1 to 4 Units****Internship in Biology**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Botany Courses****BOT M01 -- 5 Units****Introduction to Botany**

Prerequisites: None

Class Hours: 3 lecture, 6 lab

Introduces the anatomy and physiology of plants. Emphasizes the physical and chemical aspects of life, as related to plants, including cellular organization, reproduction, heredity, ecology, evolution, and plant kingdom survey. In lab students develop skill with the scientific method as they examine the anatomy and physiology of representative plants in each of the major plant groupings. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B . CAN BIOL 6.

**BOT M06 -- 3 Units****Plants and Society**

Prerequisite: None Class Hours: 3 lecture

Introduces basic concepts related to plant structure, function, genetics, evolution, and domestication. Examines the economic, aesthetic, and ecological roles of plants, and considers the role of plants as a force in shaping civilizations. Stresses the importance of plants and plant products in everyday life, as well as their ritualistic and pharmacological uses. Presents basic scientific principles and techniques using examples from plants and their products to gain an understanding of science and its value in today's society. Applies to Associate Degree. Transfer credit: CSU, UC (under review).

**BOT M06L -- 1 Unit****Plants and Society Laboratory**

Corequisite: BOT M06 Class Hours: 3 lab

Emphasizes plant structure and function and studies some of the major plant products used in everyday life, such as starches, oils, fibers, spices and medicines. Surveys the major groups of economically important plants, including cereals, legumes, squash and others; and reviews the principles of genetics, evolution, and plant systematics. Introduces students to basic scientific principles and techniques using examples from plants and plant products. Applies to Associate Degree. Transfer credit: CSU, UC.

**BOT M22A/B -- 0.5 to 3 Units****Independent Studies in Botany**

Prerequisites: A previous course in Botany

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of botany through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**Microbiology Courses****MICR M01 -- 5 Units****General Microbiology**

Prerequisites: BIOL M02A or equivalent and CHEM M01A or CHEM M12 or high school chemistry all with a grade of C or better

Class Hours: 3 lecture, 6 lab

Microbiological principles and lab techniques related to the morphology, metabolism, genetics, classification, and ecology of bacteria are emphasized. Characterization of viruses and eukaryotic microorganisms is also covered. Content on human disease includes characteristics of pathogens, immunology, and epidemiology. Laboratory exercises include aseptic technique, staining, the determination of bacterial growth conditions and requirements, and the identification of an unknown bacterium. In addition, clinical applications are included in lab exercises, as well as the examination of the bacteriology of water, soil, and food. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B . CAN: BIOL 14.

**MICR M22A/B -- 0.5 to 3 Units  
Independent Studies in Microbiology**

Prerequisites: A previous course in Microbiology  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of microbiology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**Physiology Courses**

**PHSO M01 -- 5 Units  
Human Physiology**

Prerequisites: BIOL M01 or BIOL M02A and CHEM M01A or CHEM M12 or high school chemistry Class Hours: 4 lecture, 3 lab  
A study of the functioning of human anatomical systems. Students will learn basic biochemical and biophysical principles inherent to the functioning of the various organ systems and integrate this knowledge into an understanding of the functioning of the organism as a whole. Laboratory computer simulations and experiments will demonstrate basic principles and introduce physiological techniques and instruments. Emphasis in both lecture and lab is on student understanding of systems integration and co-dependence. Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M01, ANPH M01 and ANAT M01 combined: maximum credit, one course). IGETC AREA 5B. CAN: BIOL 12, SEQ B (ANAT M01 + PHSO M01).

**PHSO M22A/B -- 0.5 to 3 Units  
Independent Studies in Physiology**

Prerequisites: A previous course in Physiology  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of physiology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**Zoology Courses**

**ZOO M01 -- 5 Units  
Introduction to Zoology**

Prerequisites: None Class Hours: 3 lecture, 6 lab  
Introduces the major phyla of animals. Examines the anatomy and physiology of the major phyla from an evolutionary perspective, relating structure, metabolism, genetics, reproduction, development, lifestyle, behavior, and habitat location to species success. Emphasizes the relationship between form and function at the level of cells, organ systems, organisms, and communities. In lab, students develop skill with the scientific method as they examine the anatomy and physiology of representative animals in each of the major animal groupings. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B. CAN: BIOL 4.

**ZOO M22A/B -- 0.5 to 3 Units  
Independent Studies in Zoology**

Prerequisites: A previous course in Zoology  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of zoology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**Botany**

See Courses in Biological Sciences

**Biotechnology**

Biotechnology is a rapidly growing industry with projections for continued growth and exciting opportunities for employment. The Biotechnology Training Program is one of several in the State with a comprehensive curriculum in biomanufacturing. This specific program was designed by members of local industry (Baxter Healthcare Corporation and AMGEN) to provide the essential technical experiences and training needed for this thriving field. The curriculum balances basic science courses with practical laboratory applications. According to the Biotechnology Industry Organization, this growing field will remain a pivotal force in the future.

**Dean**

Victoria Bortolussi, Phone (805) 378-1459

**Full-time Faculty**

Katherine Courtney, Mary Rees

**Counselors**

Frank Bianchino, Danita Redd

**Degree and Certificate (more than 18 units)  
in Biotechnology**

To earn a Certificate or an Associate in Science Degree with a major in Biotechnology, students complete 49-51 specified units; those seeking the degree must also complete General Education Degree Requirements.

<b>Required Courses.....</b>	<b>Units</b>
*CHEM M01A.....General Chemistry I .....	6.0
*CHEM M01B.....General Chemistry II .....	6.0
CIS M28.....Microsoft Office .....	3.0
MATH M15.....Introductory Statistics .....	5.0
BIOL M02A.....General Biology I.....	5.0
MICR M01.....General Microbiology .....	5.0
BIOL M11.....Intro to Biotech & Molecular Biology.....	5.0
OR	
BIOT M01.....Intro to Biotech & Molecular Biology.....	5.0
BIOL M12.....Industrial Biotechnology.....	12.0
OR	
BIOT M02.....Industrial Biotechnology.....	12.0
PHSO M01.....Human Physiology.....	5.0
<b>TOTAL .....</b>	<b>50.0* or 52.0</b>

\*Students not planning for university transfer may substitute CHEM M12/M13 Introductory Chemistry I/II (10 units) for CHEM M01A/M01B (12 units).



**Biotechnology Courses**

**BIOT M01 -- 5 Units**

**Introduction to Biotechnology & Molecular Biology**

Prerequisites: CHEM M13 or CHEM M01B, BIOL M02A and MATH M15

Class Hours: 3 lecture, 6 lab

Builds on concepts and principles of cell biology and introduces many modern molecular and biochemical techniques. The focus will include documentation, safety, solution and buffer preparation, spectrophotometry, nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, agarose and SDS cell electrophoreses, nucleic acid hybridization, DNA sequence analysis, immunochemistry, principles, techniques and uses of chromatography, protein purification and bioassays, and the application of these techniques in biotechnology. (Same course as BIOL M11). Applies to Associate Degree. Transfer credit: CSU

**BIOT M02 -- 12 Units**

**Industrial Biotechnology**

Prerequisites: MICR M01 and BIOL M11 or BIOT M01

Class Hours: 8 lecture, 12 lab

Designed to give an extensive education and training in industrial biotechnology and contains eight major areas of emphasis. These are plant design, process support, cell culture, microbial fermentation, protein recovery and purification, formulation, fill and packaging, quality control, environmental monitoring and validation. (Same course as BIOL M12). Applies to Associate Degree. Transfer credit: CSU

**BIOT M80 -- 1 to 4 Units**

**Internship in Biotechnology**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Broadcasting**

See courses in Radio/Television

**Business**

Study in business leads to a wide range of opportunities in a variety of industries such as entertainment, travel and hospitality, retail, marketing, advertising, accounting, financial services, health care, insurance, real estate, construction, logistics, and distribution. Upon completion of the baccalaureate degree, the student will be prepared for a career in specialized areas such as marketing, advertising, sales, market research, general management, accounting, financial services, entrepreneurship, human resources management, purchasing, and customer relations management. Upon completion of the associate degree, the student will be prepared for various entry-level positions within these same industries, for promotion from technical and specialty job functions into management positions, and/or for transfer to a baccalaureate program..

**Dean**

Tim McGrath, Phone (805) 378-1572

**Full-time Faculty**

Jim Allyn, Lori Bennett, Janice Feingold, Thomas Spraggins, James Wyman

**Counselors**

Denice Avila, Michael Johnson, Pam Kennedy-Luna, Candace Peyton

**Degree and Certificate Options in Business**

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Business, students complete 28-30.5 specified units, plus General Education Degree Requirements.

**Required Courses**

**Units**

BUS M02A.....	Financial Accounting I.....	3.0
BUS M02B.....	Financial Accounting II.....	3.0
BUS M30.....	Intro to Business and Economics.....	3.0
BUS M31.....	Introduction to Management.....	3.0
BUS M33.....	Business Law.....	3.0
OR		
BUS M34.....	Legal Environment of Business.....	3.0
BUS M39.....	Business Communications.....	3.0
OR		
BUS M28.....	Business English.....	3.0
CIS M16.....	Intro to Information Systems.....	4.0
<b>TOTAL .....</b>	<b>28.0-32.0</b>	

Units from One of the RECOMMENDED OPTIONS 6.0-10.0

**Recommended: Choose one of the following options:**

Management Option Choose 6 Units from the Following:

BUS M32.....	Small Business Management.....	3.0
BUS M51.....	Human Resources Management.....	3.0
BUS M54.....	Organizational Behavior.....	3.0

OR

Sales & Marketing Option Choose 6 Units from the Following:

BUS M35.....	Sales Techniques .....	3.0
BUS M37.....	Marketing .....	3.0
BUS M38.....	Advertising .....	3.0

OR

Accounting Option Complete All Courses:

CIS M14.....	10-Key Mastery on the Computer.....	1.0
CIS M24.....	Microsoft Excel Part 1 .....	1.5
CIS M25.....	Microsoft Excel Part 2 .....	1.5
BUS M02C.....	Managerial Accounting.....	3.0
BUS M08.....	Accounting with QuickBooks .....	3.0

See General Education Degree Requirements and Transfer Information.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Business, students complete 25 specified units, plus General Education Degree Requirements.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
BUS M02A.....Financial Accounting I.....	3.0
BUS M02B.....Financial Accounting II.....	3.0
BUS M02C.....Managerial Accounting.....	3.0
BUS M30.....Intro to Business & Economics.....	3.0
OR	
ECON M02.....Principles of Macro Economics.....	3.0
BUS M33.....Business Law.....	3.0
OR	
BUS M34.....Legal Environment of Business.....	3.0
BUS M39.....Business Communication.....	3.0
CIS M16.....Introduction to Information Systems.....	4.0
ECON M01.....Principles Micro-Economics.....	3.0
<b>Total .....</b>	<b>25.0</b>

See General Education Degree Requirements and Transfer Information.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Accounting Procedures Certificate (more than 18 units)

To earn a Certificate of Achievement in Accounting Procedures, students complete 22 specified units that provide basic training in accounting for entry-level employment or skills improvement in bookkeeping/accounting.

<b>Required Courses.....</b>	<b>Units</b>
BUS M01A.....Accounting Procedures I.....	3.0
BUS M01B.....Accounting Procedures II.....	3.0
BUS M08.....Accounting with QuickBooks.....	3.0
BUS M30.....Introduction to Business and Economics.....	3.0
BUS M28.....Business English.....	3.0
BUS M56.....Business & Professional Speech.....	3.0
OR	
SPCH M01.....Introduction to Speech.....	3.0
CIS M14.....10-Key Mastery on the Computer.....	1.0
CIS M24.....Microsoft Excel Part I.....	1.5
CIS M25.....Microsoft Excel Part 2.....	1.5
<b>TOTAL .....</b>	<b>22</b>

### Management Certificate (more than 18 units)

To earn a Certificate in Management, students complete 27-28 specified units to prepare for entry or promotion into higher-level management positions, or to transfer to a baccalaureate program in management.

<b>Required Courses.....</b>	<b>Units</b>
BUS M30.....Introduction to Business and Economics.....	3.0
BUS M31.....Introduction to Management.....	3.0
BUS M32.....Small Business Management.....	3.0
BUS M33.....Business Law.....	3.0
OR	
BUS M34.....Legal Environment of Business.....	3.0
BUS M39.....Business Communications.....	3.0
OR	
BUS M28.....Business English.....	3.0

BUS M51.....Human Resource Management.....	3.0
BUS M54.....Organizational Behavior.....	3.0
CIS M16.....Intro to Information Systems/Lab.....	4.0
OR	
CIS M28.....Microsoft Office.....	3.0
PSY M03.....Psychology of Interpersonal Relationships.....	3.0
<b>Total .....</b>	<b>27.0 or 28.0</b>

### Management Certificate (less than 18 units)

To earn a Certificate in Management, students complete 12 specified units that offer fundamental skills often needed for entry-level management positions.

<b>Required Courses.....</b>	<b>Units</b>
BUS M30.....Introduction to Business/Economics.....	3.0
BUS M31.....Introduction to Management.....	3.0
BUS M32.....Small Business Management.....	3.0
BUS M51.....Human Resource Management.....	3.0
<b>TOTAL .....</b>	<b>12.0</b>

NOTE: Add 15-16 units to this Management Certificate of Completion and earn the Management Certificate of Achievement noted above.

### Business Communication Certificate (less than 18 units)

To earn a Certificate in Business Communication, students complete 12 specified units that offer skills necessary for effective business communication.

<b>Required Courses.....</b>	<b>Units</b>
BUS M28.....Business English.....	3.0
BUS M39.....Business Communication.....	3.0
BUS M56.....Business & Professional Speech.....	3.0
OR	
SPCH M01.....Introduction to Speech.....	3.0
CIS M28.....Microsoft Office.....	3.0
<b>Total .....</b>	<b>12.0</b>

### Marketing/Sales Certificate (more than 18 units)

To earn a Certificate in Marketing/Sales, students complete 27-28 specified units that offer training in marketing, sales and advertising skills for those seeking positions as marketing or sales managers or transfer to a baccalaureate program.

<b>Required Courses.....</b>	<b>Units</b>
BUS M30.....Introduction to Business and Economics.....	3.0
BUS M31.....Introduction to Management.....	3.0
BUS M33.....Business Law.....	3.0
OR	
BUS M34.....Legal Environment of Business.....	3.0
BUS M35.....Sales Techniques.....	3.0
BUS M37.....Marketing.....	3.0
BUS M38.....Advertising.....	3.0
BUS M39.....Business Communications.....	3.0
OR	
BUS M28.....Business English.....	3.0
BUS M54.....Organizational Behavior.....	3.0
CIS M16.....Intro to Information Systems/Lab.....	4.0
OR	
CIS M28.....Microsoft Office.....	3.0
<b>Total .....</b>	<b>27.0-28.0</b>

### Marketing Certificate (less than 18 units)

To earn a Certificate in Marketing, students complete 12 specified units to prepare for entry-level positions in marketing or advertising.

#### Required Courses. Units

BUS M30.....	Introduction to Business and Economics.....	3.0
BUS M31.....	Introduction to Management.....	3.0
BUS M37.....	Marketing .....	3.0
BUS M38.....	Advertising .....	3.0

**Total .....** **12.0**

NOTE: Add 15-16 units to this Marketing Certificate of Completion and earn the Marketing/Sales Certificate of Achievement noted above.

### Sales Certificate (less than 18 units)

To earn a Certificate in Sales, students complete 12 specified units to prepare for entry-level sales positions.

#### Required Courses..... Units

BUS M30.....	Intro to Business and Economics.....	3.0
BUS M35 .....	Sales Techniques .....	3.0
BUS M37.....	Marketing .....	3.0
BUS M39 or BUS M28 .....	Business Communications or Business English.....	3.0

**Total .....** **12.0**

NOTE: Add 15-16 specified units to this Sales Certificate of Completion and earn the Marketing/Sales Certificate of Achievement noted above.

### Small Business Certificate (less than 18 units)

To earn a Certificate in Small Business, students complete 12 specified units to prepare for starting or managing a small business.

#### Required Courses..... Units

BUS M31.....	Introduction to Management.....	3.0
BUS M32.....	Small Business Management.....	3.0
BUS M37.....	Marketing .....	3.0
CIS M28.....	Microsoft Office.....	3.0

**TOTAL .....** **12.0**

NOTE: Add 18-19 specified units to this Small Business Certificate of Completion and earn the Marketing/Sales Certificate of Achievement or the Management Certificate of Achievement noted above.

### Business Courses

#### BUS M01A -- 3 Units Accounting Procedures I

Recommended Preparation: MATH M09 and BUS M28 or ENGL M02

Class Hours: 3 lecture

Covers the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. Includes the full bookkeeping cycle from recording transactions to preparing financial statements. Emphasizes service enterprises operating as sole proprietorships. Required course for the Accounting Procedures Certificate of Achievement. Recommended preparation course for BUS M02A: Financial Accounting I. Applies to Associate Degree.

#### BUS M01B -- 3 Units Accounting Procedures II

Prerequisites: BUS M01A Class Hours: 3 lecture

Continues the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. Emphasizes merchandising enterprises operating as sole proprietorships. Includes purchases and sales of merchandise, inventory adjustments in both periodic and perpetual inventory systems, financial statements for merchandising enterprises, and expenditures for plant and equipment. Required course for the Accounting Procedures Certificate of Achievement. Applies to Associate Degree.

#### BUS M02A -- 3 Units Financial Accounting I

Recommended Preparation: BUS M01A and BUS M30/ECON 30, and MATH M09, and BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines financial accounting from both the user and preparer perspectives, emphasizing public corporations. Explores what accounting is, why it is important, how it is used in making business decisions, and how to record and present information. Focuses on operating activities. Covers the accounting cycle, classified financial statements, information systems, internal control, and ethical issues. Complies with the California IMPAC (Intersegmental Major Preparation Articulated Curriculum) Project Accounting Committee recommendations. Applies to Associate Degree. Transfer credit: CSU; UC (BUS M02A combined with BUS M02B: maximum credit, one course) CAN: BUS 2 (BUS M02A + BUS M02B); BUS SEQ A (BUS M02A + BUS M02B + BUS M02C)

#### BUS M02B -- 3 Units Financial Accounting II

Prerequisites: BUS M02A Class Hours: 3 lecture

Continues examining financial accounting related primarily to public corporations. Focuses on investing and financing activities. Explores long-term asset acquisition/use, short and long-term debt, stockholders' equity, intercompany investments, preparation and use of the Statement of Cash Flows, and financial statement analysis. Complies with the California IMPAC (Intersegmental Major Preparation Articulated Curriculum) Project Accounting Committee Recommendations. Applies to Associate Degree. Transfer credit: CSU; UC (BUS M02B combined with BUS M02A: maximum credit, one course) CAN: BUS 2 (BUS M02A + BUS M02B); BUS SEQ A (BUS M02A + BUS M02B + BUS M02C)

#### BUS M02C -- 3 Units Managerial Accounting

Prerequisites: BUS M02A and BUS M02B (NOTE: BUS M02B may be taken concurrently) Class Hours: 3 lecture

Examines how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, cost-volume-profit analysis, profit planning, standard costs, operational and capital budgeting, cost control, accounting for manufacturing costs, and ethics. Complies with the California IMPAC (Intersegmental Major Preparation Articulated Curriculum) Project Accounting Committee recommendations. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BUS 4; BUS SEQ A (BUS M02A+M02B+M02C)

#### BUS M04 -- 3 Units Personal Finance

Recommended Preparation: BUS M28 or ENGL M02

Class Hours: 3 lecture

Covers the personal decision-making tools related to spending, saving, borrowing, and investing decisions that individuals make during their life. The course includes investing in stocks, bonds, real estate, money management, career planning, consumer credit, banking services, housing, insurance, income taxes, and planning for retirement. The course provides the information and decision-making tools needed to plan and implement successful personal financial planning activities. Applies to Associate Degree. Transfer credit: CSU

#### BUS M05 -- 3 Units Fundamentals of Investing

Recommended Preparation: BUS M04 Class Hours: 3 lecture

Introduces investment planning and strategy to those with little or no familiarity with investing. Covers the fundamentals of structuring a portfolio to minimize risk and earn an acceptable rate of return. Explores the basics involved in allocating funds available for investment between stocks, bonds, real estate, mutual funds, money market instruments, commodities, and cash. Includes different styles of investments such as income, growth, and momentum. Applies to Associate Degree. Transfer credit: CSU

**BUS M07 -- 3 Units****Personal Income Tax Preparation**

Prerequisites: None Class Hours: 3 lecture

Covers the basic concepts of federal taxation as they relate to individuals and small businesses (sole proprietorships). Topics include: income inclusions and exclusions, itemized deductions, other deductions and losses, passive activities, property basis and capital gains and losses, business income and expenses, etc. Emphasizes personal tax return preparation. Limited coverage of tax planning issues and California state income tax issues. Applies to Associate Degree. Transfer credit: CSU

**BUS M08 -- 3 Units****Accounting with QuickBooks**

Prerequisites: BUS M01A or BUS M02A Class Hours: 3 lecture

Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides hands-on experience including setting up a new company. (Same course as CIS M18.) Applies to Associate Degree.

**BUS M22A/B -- 1 to 3 Units****Independent Studies in Business**

Prerequisites: A previous course in Business Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of business through research, lab work or field trips. Includes one-on-one work with instructor. Requires field trips. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**BUS M28 -- 3 Units****Business English**

Prerequisites: None Class Hours: 3 lecture

Develops fundamentals and mechanics of business English usage, reviewing grammar, sentence structure, punctuation, proofreading, and written expression. Provides background for writing business letters and reports. Applies to Associate Degree. Transfer credit: CSU

**BUS M30 -- 3 Units****Introduction to Business and Economics**

Recommended Preparation: BUS M28 or ENGL M02

Class Hours: 3 lecture

Examines the basic concepts of business and the application of economic principles to the operation of business. Explores economic systems, global markets, ethics, entrepreneurship, management, human resources, marketing, accounting, finance, securities markets, money supply, the impact of information technology on business, and personal financial planning. (Same course as ECON M30.) Applies to the Associate Degree. Transfer credit: CSU; UC.

**BUS M31 -- 3 Units****Introduction to Management**

Recommended Preparation: BUS M30/ECON M30 and BUS M28 or ENGL M02

Class Hours: 3 lecture

Examines the fundamental concepts of management as applied to the performance of organizations, teams, and individuals. Addresses topics such as strategic planning, organizational design, the evolving role of management, leadership, and business ethics in the context of a changing and multi-cultural/international environment.

Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**BUS M32 -- 3 Units****Small Business Management**

Recommended Preparation: BUS M30/ECON M30 and BUS M28 or ENGL M02

Class Hours: 3 lecture

Focuses on establishing and managing a small business, with emphasis on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Considers the rewards and perils of owning a business. The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors. (Same course as Child Development M25: Administration in ECE 2.) Applies to Associate Degree. Transfer credit: CSU

**BUS M33 -- 3 Units****Business Law**

Recommended Preparation: BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines the fundamental legal principles pertaining to business transactions. Focuses on contract law. Explores the origins of legal systems and procedures, including torts, basics of criminal law, sales and leases, agency, and ethics. Applies to Associate Degree. Transfer credit: CSU; UC (BUS M33 and BUS M34 combined: maximum credit, one course) CAN: BUS 8

**BUS M34 -- 3 Units****Legal Environment of Business**

Recommended Preparation: BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines law as the foundation of business with a focus on understanding the legal challenges and difficulties which businesses face. Explores topics such as a property-based legal system, the court system, constitutional regulation of business, contracts, torts, criminal law and business, forms of business organization, competition and anti-trust, employment and labor laws, securities regulation, and ethical issues. Applies to Associate Degree. Transfer credit: CSU; UC (BUS M33 and BUS M34 combined: maximum credit, one course) CAN BUS 12

**BUS M35 -- 3 Units****Sales Techniques**

Recommended Preparation: BUS M30/ECON M30 and BUS M28 or ENGL M02

Class Hours: 3 lecture

Introduces principles of personal selling, including strategies for long-term selling relationships. Focuses on adaptive selling techniques, prospecting, handling objectives, gaining commitment, negotiation, and closing the sale. Applies to Associate Degree. Transfer credit: CSU.

**BUS M37 -- 3 Units****Marketing**

Recommended Preparation: BUS M30/ECON M30 and BUS M28 or ENGL M02

Class Hours: 3 lecture

Introduces basic concepts and practices of modern marketing, including building customer relationships, strategic planning, market research, buyer behavior, market segmentation, target marketing, new product development, pricing, channels of distribution, retailing, integrated marketing communication, global marketing, marketing in the Internet Age, and ethics. Applies to Associate Degree. Transfer credit: CSU.

**BUS M38 -- 3 Units****Advertising**

Recommended Preparation: BUS M30/ECON M30 and BUS M37 and BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines the role of advertising in business and introduces an integrated approach to market communications. Analyzes the various forms of communication including print, radio and broadcast advertising, sales promotion, public relations, and direct response marketing. Explores influences on the consumer audience as well as basic strategies for research, media planning and buying, ad creation, and the role of advertising agencies. Applies to Associate Degree. Transfer credit: CSU.

**BUS M39 -- 3 Units****Business Communications**

Recommended Preparation: BUS M28 or ENGL M01 or ENGL M02 and Word processing skill Class Hours: 3 lecture

Introduces effective business communications skills by preparing and analyzing business letters, reports, and oral presentations. Emphasizes gathering, organizing, analyzing, and presenting information for decision making, interviewing and negotiating in a multicultural arena. Applies to Associate Degree. Transfer credit: CSU.

**BUS M40 -- 3 Units****International Business**

Recommended Preparation: BUS M30/ECON M30 and BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines how political, economic, and cultural differences affect global business activities. Covers issues related to economic theories, government policies, foreign exchange, and monetary systems and their impact on the strategy and structure of international business. Focuses on the managerial implications of production, human resources, research and development, marketing, accounting, and financing in a global environment. Applies to Associate Degree. Transfer credit: CSU.

**BUS M42 -- 3 Units****Business and Society**

Recommended Preparation: BUS M30/ECON M30 and BUS M28 or ENGL M02 Class Hours: 3 lecture

Explores management's role in contemporary society and the interrelationships among business, government, and society. Addresses the economic, social, ethical, and technological factors that affect business. Helps managers develop the framework, tools, and procedures that enable businesses to become responsible citizens. (Same as HUM M42.) Applies to Associate Degree. Transfer credit: CSU.

**BUS M51 -- 3 Units****Human Resources Management**

Recommended Preparation: BUS M30 and BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines how to obtain and develop an efficient work force. Includes human resource planning, recruitment, selection, placement, training, development, evaluation, termination, benefits, and safety issues. Applies to Associate Degree. Transfer credit: CSU

**BUS M54 -- 3 Units****Organizational Behavior**

Recommended Preparation: BUS M30 and BUS M28 or ENGL M02 Class Hours: 3 lecture

Examines organizational behavior in the contemporary workplace and how it relates to organizational effectiveness. Focuses on understanding organizational culture, how individual employee differences impact the organization, employee motivation, improving performance, effective teamwork, conflict resolution, developing leadership, managing change, communications within the organization, and the challenges of global management. Applies to Associate Degree. Transfer credit: CSU

**BUS M56 -- 3 Units****Business and Professional Speech**

Prerequisites: None Class Hours: 3 lecture

Focuses on effective speaking skills needed in leadership positions, including an awareness of presentation techniques, group dynamics, argumentation and persuasion strategies, organizational structure, and interpersonal situations in the business environment. Builds on individual needs and interests. (Same course as SPCH M56.) Applies to Associate Degree. Transfer credit: CSU, UC

**BUS M60A-Z -- 1 to 3 Units****Topics in Business**

Prerequisites: To be determined Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**BUS M80 -- 1 to 4 Units****Internship in Business**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline. Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**BUS M89AZ -- 0.5 to 3 Units****Institutes in Business**

Prerequisites: None Class Hours: As arranged  
Series of special lectures and discussions on selected topics of interest in business/economics. Provided as needed. Series only offered credit/no-credit. Applies to Associate Degree.

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**Career Development**

See Courses in Counseling and Work Experience

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**Chemistry**

A wide range of opportunities awaits the chemist in business, industry, government, and education. Chemists are employed in such fields as biochemistry, nanotechnology, pharmaceuticals, petroleum, electrical equipment, aerospace, paper, food, and energy and environmental agencies.

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**Dean**

Victoria Bortolussi, Phone (805) 378-1459

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**Full-time Faculty**

Eugene Berg, Deanna Franke, Robert Keil, Omar Torres

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**Counselors**

Donna Proske Allen, Edna Ingram, Danita Redd

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

## Degree Options in Chemistry Associate in Arts Degree

To earn an Associate Degree with a major in Chemistry, students complete 34 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in chemistry. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
CHEM M01A..... General Chemistry I .....	6.0
CHEM M01B..... General Chemistry II .....	6.0
CHEM M07A..... Organic Chemistry.....	5.0
MATH M16A..... Applied Calculus I.....	3.0
MATH M16B..... Applied Calculus II .....	3.0
PHYS M10A..... General Physics I.....	4.0
M10AL..... General Physics I Lab.....	1.0
PHYS M10B..... General Physics II.....	4.0
M10BL..... General Physics II Lab.....	1.0

**Total** ..... **33.0**

See General Education Degree Requirements and Transfer Information.

## Associate in Science Degree

To earn an Associate in Science Degree with a major in Chemistry, students complete 48 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in chemistry. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
CHEM M01A..... General Chemistry I .....	6.0
CHEM M01B..... General Chemistry II .....	6.0
CHEM M07A..... Organic Chemistry.....	5.0
CHEM M07B..... Organic Chemistry.....	5.0
MATH M25A..... Calculus with Analytic Geometry I.....	5.0
MATH M25B..... Calculus with Analytic Geometry II .....	5.0
PHYS M20A..... Mechanics of Solids & Fluids .....	4.0
PHYS M20AL..... Mechanics of Solids and Fluids/Lab .....	1.0
PHYS M20B..... Thermodynamics, Electricity & Magnetism .....	4.0
PHYS M20BL..... Thermodynamics, Electricity and Magnetism Lab ...	1.0

**Total minimum units required in major area** ..... **42.0**

See General Education Degree Requirements and Transfer Information.

## Chemistry Courses

### CHEM M01A -- 6 Units

#### General Chemistry I

Prerequisites: CHEM M12 or one year of high school chemistry and MATH M03

Class Hours: 5 lecture, 3 lab

Introduces 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. Lab provides use of analytical balance; spectroscopy; gravimetric and volumetric analysis; stoichiometry; thermochemistry; solutions; titrations; qualitative analysis; colligative properties and distillations. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: CHEM 2, CHEM SEQ A (CHEM M01A+M01B) .

### CHEM M01B -- 6 Units

#### General Chemistry II

Prerequisites: CHEM M01A and MATH M05 Class Hours: 5 lecture, 3 lab

Introduces 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. Lab reviews equilibria; thermodynamics; chemical kinetics; electrochemistry; titrations and qualitative analysis. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: CHEM 4, CHEM SEQ A (CHEM M01A+M01B).

### CHEM M07A -- 5 Units

#### General Organic Chemistry I

Prerequisites: CHEM M01B Class Hours: 3 lecture, 6 lab

Focuses on molecular structure, chemical and physical properties, and the preparation and reactivity of organic molecules with an emphasis on reaction mechanisms, synthesis, structure determination and applications. Laboratory experience involves using the appropriate methods, techniques, and instrumentation for the synthesis, purification and identification of organic compounds discussed in the lecture portion. (This is the first semester of a one-year course to fulfill the organic chemistry requirements of those majors requiring a full year of organic chemistry.) Applies to Associate Degree. Transfer credit: CSU; UC (CHEM M07A and CHEM M08/M08L combined: maximum credit, 6 units) IGETC AREA 5A.

### CHEM M07B -- 5 Units

#### General Organic Chemistry II

Prerequisites: CHEM M07A or equivalent college course

Class Hours: 3 lecture, 6 lab

Continues study of the functional groups such as carboxylic acids and their derivatives; carbonyls, amines and aromatics. Emphasizes reaction mechanism, synthesis, and structure determination using nuclear magnetic resonance and infrared spectroscopy. Also introduces aspects of biochemistry including the study of proteins, carbohydrates, and nucleic acids. Laboratory experience involves multi-step synthetic routes, chromatography, and applications of basic techniques. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### CHEM M08 -- 4 Units

#### Elementary Organic Chemistry

Prerequisites: CHEM M01A or CHEM M12 Class Hours: 4 lecture

Introduces properties and reactions of carbon compounds, emphasizing structure and mechanism. Reviews synthesis and characterization of organic compounds, nomenclature, and biochemistry. Applies to Associate Degree. Transfer credit: CSU; UC (CHEM M08/M08L and CHEM M07A combined: maximum credit, 6 units) IGETC AREA 5A

**CHEM M08L -- 2 Units  
Organic Chemistry Lab**

Prerequisites: Completion of or concurrent enrollment in CHEM M08  
Class Hours: 6 lab

Requires the synthesis, characterization and spectroscopic analysis of organic compounds. Applies to Associate Degree. Transfer credit: CSU; UC (CHEM M08/M08L and CHEM M07A combined: maximum credit, 6 units). IGETC AREA 5A.

**CHEM M12 -- 5 Units  
Introductory Chemistry I**

Prerequisites: MATH M01 Class Hours: 4 lecture, 3 laboratory

Introduces 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 prerequisites for CHEM M01A and CHEM M13. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after CHEM M01A). IGETC AREA 5A. CAN: CHEM 6, CHEM SEQ B (CHEM M12+M13).

**CHEM M13 -- 5 Units  
Introductory Chemistry II**

Prerequisites: CHEM M12 or one year of high school chemistry  
Class Hours: 4 lecture, 3 lab

Introduces fundamental concepts of organic and biochemistry, including structure, nomenclature and reactions; metabolism of carbohydrates, lipids, proteins, and nucleic acids; and kinetics, equilibria, electrochemistry. Explores applications to agriculture, earth science, nutrition, and health sciences. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after M07A/B or M08/M08L). IGETC AREA 5A. CAN: CHEM 8, CHEM SEQ B (CHEM M12+M13).

**CHEM M22A/B -- 0.5 to 3 Units  
Independent Studies in Chemistry**

Prerequisites: A previous course in Chemistry

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of chemistry through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**CHEM M80 -- 1 to 4 Units  
Internship in Chemistry**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## Child Development

The Child Development Program prepares students for an associate degree in Child Development or for completion of certificates of achievement in Preschool, Infant/Toddler, School Age Child Care. Early Intervention Assistant and Family Child Care Provider Certificates are being developed. Child Development Permit levels of Assistant, Associate Teacher, Teacher, Master Teacher, Site Supervisor and Program Director can be achieved. Application to the California Commission on Teacher Credentialing for all levels of Child Development Permits must be done in the department.

**Dean**

Al Nordquist (805) 378-1445

**Full-time Faculty**

Kristi Almeida-Bowin, Linda Cravens, Jennifer Parker

**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

## Degree, Certificate and Permit Options in Child Development

To earn an Associate in Science Degree with a major in Child Development, students complete 27 specified units, plus General Education Degree Requirements.

In addition to General Education Degree Requirements, complete the following:

**Required Courses..... Units**

CD M01.....	Intro to Careers in ECE.....	1.0
CD M02.....	Human Development .....	3.0
CD M03.....	Child, Family & Community .....	3.0
CD M04.....	Practicum 1 — Observation .....	1.5
CD M04L.....	Practicum 1 — Lab .....	0.5
CD M05.....	Equity Issues in ECE.....	3.0
Units from List of RECOMMENDED COURSES .....		6.0
Units from One of the RECOMMENDED OPTIONS.....		9.0
<b>TOTAL .....</b>		<b>27.0</b>

**Recommended Courses: Select Two Courses**

CD M06.....	Reading and Writing in ECE.....	3.0
CD M07.....	Music in ECE .....	3.0
CD M08.....	Art in ECE .....	3.0
CD M09.....	Science and Math in ECE.....	3.0
CD M10.....	Language Arts in ECE.....	3.0

**Recommended Options: Select One Option****Infant/Toddler Options (complete all units specified)**

CD M15.....	Infant Studies .....	3.0
CD M17.....	Practicum 4 — Infant/Toddler.....	3.0
CD M23.....	Child Nutrition, Health & Safety.....	2.0
CD M60N.....	Parent Conferencing .....	1.0

OR

**Preschool Option (complete all units specified)**

CD M11.....	Programs in ECE.....	3.0
CD M12.....	Practicum 2 — Participation .....	2.0
CD M12L.....	Practicum 2 — Lab .....	1.0
CD M13.....	Practicum 3 — Preschool .....	3.0

OR

**School Age Option (complete all units specified)**

CD M16.....	Behavior Management .....	3.0
CD M19.....	School Age Programs .....	3.0
CD M20.....	Practicum 5 — School Age .....	3.0

See General Education Degree Requirements and Transfer Information.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).



**CERTIFICATES:**

**Infant/Toddler (more than 18 units)**

To earn an Infant/Toddler Certificate, students complete 24 specified units that address working in settings with infants and toddlers and their parents.

<b>Required Courses.....</b>	<b>Units</b>
CD M01.....Intro to Careers in ECE.....	1.0
CD M02.....Human Development .....	3.0
CD M03.....Child, Family & Community .....	3.0
CD M04.....Practicum 1 — Observation .....	1.5
CD M04L.....Practicum 1 — Lab .....	0.5
CD M15.....Infant Studies .....	3.0
CD M17.....Practicum 4 —Infant/Toddler .....	3.0
CD M23.....Child Nutrition, Health & Safety.....	2.0
CD M60L.....Parent Conferencing .....	1.0
Plus Two of the Following 3-Unit Courses .....	6.0
CD M07.....Music in ECE	
CD M08.....Art in ECE	
CD M09.....Science and Math in ECE	
CD M10.....Language Arts in ECE	
<b>TOTAL .....</b>	<b>24.0</b>

**Preschool (more than 18 units)**

To earn a Preschool Certificate, students complete 24 specified units that address working with young children in public and private early childhood settings.

<b>Required Courses.....</b>	<b>Units</b>
CD M01.....Intro to Careers in ECE.....	1.0
CD M02.....Human Development .....	3.0
CD M03.....Child, Family & Community .....	3.0
CD M04.....Practicum 1 — Observation .....	1.5
CD M04L.....Practicum 1 — Lab .....	0.5
CD M11.....Programs in ECE.....	3.0
CD M12.....Practicum 2 — Participation .....	2.0
CD M12L.....Practicum 2 — Lab 1 .....	1.0
CD M13.....Practicum 3 — Preschool .....	3.0
Plus Two of the Following 3-Unit Courses .....	6.0
CD M07.....Music in ECE	
CD M08.....Art in ECE	
CD M09.....Science and Math in ECE	
CD M10.....Language Arts in ECE	
<b>TOTAL .....</b>	<b>24.0</b>

**School Age Child Care (more than 18 units)**

To earn a School Age Child Certificate, students complete 24 specified units that address working 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.

<b>Required Courses.....</b>	<b>Units</b>
CD M01.....Intro to Careers in ECE.....	1.0
CD M02.....Human Development .....	3.0
CD M03.....Child, Family & Community .....	3.0
CD M04.....Practicum 1 — Observation .....	1.5
CD M04L.....Practicum 1 — Lab .....	0.5
CD M16.....Behavior Management .....	3.0
CD M19.....School Age Programs .....	3.0
CD M20.....Practicum 5 — School Age.....	3.0
Plus Two of the Following 3-Unit Courses .....	6.0
CD M06.....Reading and Writing in ECE	
CD M07.....Music in ECE	
CD M08.....Art in ECE	
CD M09.....Science and Math in ECE	
CD M10.....Language Arts in ECE	
<b>TOTAL .....</b>	<b>24.0</b>

**Child Development Courses**

**CD M01 -- 1 Unit  
Intro to Careers in ECE**

Prerequisites: None Class Hours: 1 lecture  
Focuses on the vast array of career options that are available to the Child Development major. Career information and educational requirements, educational services, the child development permit matrix and exploration of the early childhood career lattice will be reviewed. Applies to Associate Degree. Transfer credit: CSU

**CD M02 -- 3 Units  
Human Development**

Prerequisites: None Class Hours: 3 lecture  
Presents a study of child growth and development from conception through adolescence within the family and cultural context. Includes focus on physical, cognitive and psychosocial development, both typical and atypical. Students will be introduced to theories, theorists, research and applications through discussion, observation and writing assignments. Applies to Associate Degree. Transfer credit: CSU; UC (CD M02 combined with PSY M07: maximum credit, one course). IGETC AREA 4I. CAN: FCS 14.

**CD M03 -- 3 Units  
Child, Family & Community**

Prerequisites: None Class Hours: 3 lecture  
Study of environmental influences on children and families. The core components will include socialization over the lifespan; status of children in society; diverse family structures; family interpersonal relationship; schools and other educational opportunities and mass media influences. Will also include influences of age, gender and ability, race, culture, ethnic and socio-economic factors; parenting styles and social challenges related to children and families. Students will explore the impact of violence and abuse on children and the family and public policy issues relating to children and families. Applies to Associate Degree. Transfer credit: CSU. CAN: FCS 24

**CD M04 -- 1.5 Units  
Practicum 1 - Observation**

Prerequisites: None Corequisite: CD M04L  
Recommended Preparation: Completion of or concurrent enrollment in CD M02.  
Class Hours: 1.5 lecture  
Introduces child observation techniques appropriate for infants through school age, based on the study of the theories of Human Development and current California State Department of Education assessment tools. Requires use of specific observation tools to observe children's development and their interactions with adults, children, materials, and activities. Applies to Associate Degree. Transfer credit: CSU

**CD M04L -- 0.5 Units  
Practicum 1 Lab**

Prerequisites: None Corequisite: CD M04L  
Recommended Preparation: Completion of or concurrent enrollment in CD M02.  
Class Hours: 1.5 lab  
Clarifies observation techniques presented in CD M04. Requires use of specific observation tools to observe children's development and their interactions with adults, children, materials, and activities leading to completion of a variety of observation formats and a child case study. Observations must be done in the campus Child Development Center. Applies to Associate Degree. Transfer credit: CSU

**CD M05 -- 3 Units  
Equity Issues in ECE**

Prerequisites: None Class Hours: 3 lecture  
Explore personal prejudices and biases through the examination of the principles of equity in the areas of family lifestyles, economics, gender, special needs and culture/ethnicity. Applies to Associate Degree. Transfer credit: CSU

### **CD M06 – 3 Units** **Reading and Writing in ECE**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Transforms practice in classrooms to reflect the most current knowledge about how young children learn to read and write. Includes the developmental continuum and assessment of reading, writing, talking, playing and learning the code. Applies to Associate Degree. Transfer credit: CSU

### **CD M07 -- 3 Units** **Music in ECE**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Introduces creative movement, dance, rhythm, and song as essential components of the physical, social, emotional, creative and cognitive development of young children. Focuses on critical analysis of developmentally appropriate activities and appreciation of diversity. Encourages integration and application of music throughout the curriculum. Applies to Associate Degree. Transfer credit: CSU

### **CD M08 -- 3 Units** **Art in ECE**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Provides a study of the importance of art in the young child's educational experience and introduces developmentally appropriate art curriculum. It reviews art as an essential component of physical, social, emotional, creative and cognitive growth. Focuses on integration, presentation and evaluation of art activities, media and resources throughout the curriculum. Applies to Associate Degree. Transfer credit: CSU

### **CD M09 -- 3 Units** **Science and Math in ECE**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Introduces theoretically sound and developmentally appropriate science and math curriculum. Emphasizes the facilitation of the inquiry approach to experiencing science and math as well as the development and evaluation of curricular materials. Applies to Associate Degree. Transfer credit: CSU

### **CD M10 -- 3 Units** **Language Arts in ECE**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Introduces current research in children's literature and language arts and demonstrates theoretical classroom applications. Emphasizes evaluation of developmentally appropriate experiences and materials that support language as a tool allowing communication, creativity, and logical thinking. Applies to Associate Degree. Transfer credit: CSU

### **CD M11 -- 3 Units** **Programs: Preschool**

Prerequisites: None Recommended Preparation: CD M01, CD M02

Class Hours: 3 lecture

Reviews history and philosophies of early childhood education, introducing developmentally appropriate practices, career paths, teacher's role, learning theories, classroom environment and management, curriculum development and lesson plans. Applies to Associate Degree. Transfer credit: CSU

### **CD M12 -- 2 Units** **Practicum 2 - Participation**

Prerequisites: CD M04 and CD M04L (may be concurrent) both with a minimum grade of C

Corequisites: CD M12L, all with a minimum grade of C

Recommended Preparation: CD M02, CD M11 all with a minimum grade of C  
Class Hours: 2 lecture

Further expands procedures and practices for teaching young children in a range of settings: family day-care, pre-schools, center-based childcare or Head Start Centers. Offers practical experience applying theories of human development while teaching in the Child Development Center. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

### **CD M12L -- 1 Unit** **Practicum 2 - Lab**

Prerequisites: CD M04 and CD M04L (may be concurrent)

Corequisite: CD M12

Recommended Preparation: CD M02

Class Hours: 3.5 lab

Application of procedures and practices presented in CD M12. Stresses specific teaching techniques leading to the completion of student teaching assignments in the Child Development Center. May be taken two (2) times for credit. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

### **CD M13 -- 3 Units** **Practicum 3 - Preschool**

Prerequisites: CD M02, CD M04, CD M04L, CD M12 and CD M12L all with a minimum grade of C

Class Hours: 2 lecture, 3 lab

Expands knowledge of procedures and practices for teaching and assessing young children through guided student teaching in a Title 22 or Title 5 licensed preschool. Requires 56 hours per semester of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

### **CD M15 -- 3 Units** **Programs: Infant/Toddlers**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Focuses on infant/toddler care based on developmental needs of the child. Emphasizes developmentally appropriate adult/child interactions, planning curriculum, environmental design and observation. Also addresses children with special needs and diverse cultural backgrounds. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

### **CD M16 -- 3 Units** **Behavior Management**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 3 lecture

Introduces characteristics of children with behavioral challenges and behavior management techniques. Difficult behaviors encountered by those working with children as well as techniques to cope and solve these behavior difficulties will be included. Applies to Associate Degree. Transfer credit: CSU

### **CD M17 -- 3 Units** **Practicum 4 Infant/Toddler**

Prerequisites: CD M02, CD M04, CD M04L and CD M15 all with a minimum grade of C

Recommended Preparation: CD M23 with a minimum grade of C

Class Hours: 2 lecture, 3 Lab

Expands knowledge of procedures and practices for providing care and assessing infants and toddlers through guided student teaching in a Title 22 or Title 5 licensed childcare or family childcare center. Requires 56 hours per semester of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

**CD M19 -- 3 Units****Programs: School Age**

Prerequisites: None Recommended Preparation: CD M01, CD M02

Class Hours: 3 lecture

Introduces students to the concept of school-age childcare through study of theories of child development, activities for grades K-6; behavior management techniques; and information on ensuring school-age program quality. Includes information pertaining to family and school coordination and community resources. Applies to Associate Degree. Transfer credit: CSU

**CD M20 -- 3 Units****Practicum 5 - School Age**

Prerequisites: CD M02, CD M04, CD M04L and CD M19 all with a minimum grade of C

Recommended Preparation: CD M16 with a minimum grade of C

Class Hours: 2 lecture, 3 lab

Expands knowledge of procedures and practices for teaching and assessing young children through guided student teaching in a school age setting. Requires 56 hours of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

**CD M22A/B -- 1 to 3 Units****Independent Studies in Child Development**

Prerequisites: A previous course in Child Development

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of child development through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

**CD M23 -- 2 Units****Nutrition, Health & Safety**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 2 lecture

Explores health protection and resources provided by the home, school, and community, emphasizing 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. Complies with legal statutes. Requires an additional course in pediatric first aid and pediatric CPR to fully meet statute. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU

**CD M24 -- 3 Units****Administration in ECE 1**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M06, CD M07, CD M08, CD M09, or CD M10 all with a minimum grade of C

Class Hours: 3 lecture

Introduces principles and practices of administering a child development program, emphasizing administrative needs; personnel and staffing parameters; parent/teacher relations and education; licensing requirements; professional development; specific personnel management skills; and communication. Course required by the Child Development Permit - Site Supervisors (Title 5) and Program Director (Title 22). Applies to Associate Degree. Transfer credit: CSU

**CD M25 -- 3 Units****Administration in ECE 2**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M06, CD M07, CD M08, CD M09, or CD M10 (all with a minimum grade of C)

Class Hours: 3 lecture

Focuses on establishing and managing a small business, with emphasis on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Considers the rewards and perils of owning a business. The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors. (Same course as BUS M32: Small Business Management.) Applies to Associate Degree. Transfer credit: CSU

**CD M26 -- 2 Units****Supervision & Mentoring**

Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M07, CD M08, CD M09, or CD M10 all with a minimum grade of C

Class Hours: 2 lecture

Includes methods and principles of supervising student teachers, assistant teachers, parents and volunteers. Emphasis on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Course required by the Child Development Permit for Title 5 ECE/CD programs for Master Teachers, Site Supervisors and Program Directors. Applies to Associate Degree. Transfer credit: CSU

**CD M27 -- 2 Units****Parent Education**

Prerequisites: None

Recommended Preparation: CD M02

Class Hours: 2 lecture

Offers students who wish to work with parents, as well as parents, skills and resources that promote more effective parent and child interactions. Includes study of children's developmental stages, guidance principles and techniques that promote healthy self-esteem, and application of developmental theories. Applies to Associate Degree. Transfer credit: CSU

**CD M28 -- 3 Units****Children with Special Needs**

Prerequisites: CD M02 Class Hours: 3 lecture

Study includes curriculum adaptations, inclusion, the referral process, community resources, family-service provider-teacher/caregiver collaboration, psychological implications of being a child with special needs and laws that pertain to working with this population. Applies to Associate Degree. Transfer credit: CSU

**CD M33 -- 3 Units****Programs: Special Needs**

Prerequisites: CD M02

Recommended Preparation: CD M15

Class Hours: 3 lecture

Focus is on theories, research, and practical applications from early childhood education and special education. Topics covered will include curriculum modification strategies to facilitate the development of cognitive, motor, social, emotional, and language skills in children with special needs. Specific attention will be aimed at developing behavior management plans, collaborative teaching systems, and methods for working with paraprofessionals and families of children with special needs. Field trips may be required. Applies to the Associate Degree. Transfer credit: CSU

## Child Development Permit Matrix

PERMIT TITLE	EDUCATION REQUIREMENT	EXPERIENCE REQUIREMENT
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE or Child Development (CD)	None
Associate Teacher	Option: 12 units ECE/CD including: • core courses**	50 days of 3+ hours per day within 2 years
Teacher	Option 1: 24 units ECE/CD including: • core courses** • <u>plus</u> 16 General Education (GE) units	175 days of 3+ hours per day *within 4 years
Master Teacher	Option 1: 24 units ECE/CD including: • core courses** • <u>plus</u> 16 GE units* • plus 6 administration units • <u>plus</u> 2 adult supervision units	350 days of 3+ hours per day within 4 years
Site Supervisor	Option 1: AA/AS (or 60 units) with 24 ECE/CD units including: • core courses** • 16 GE units* • 6 administration units • 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults
Program Director	Option 1: BA/BS with 24 ECE/CD units including: • core courses** • 6 administration units • 2 adult supervision units	Site Supervisor status and one program year of Site Supervisor experience

**NOTE:**

- All unit requirement listed above are semester units.
- All coursework must be completed with a grade of C or better.
- Application for the Child Development Permit from the California Commission on Teacher Credentialing at any level must be made with a Child Development full-time faculty member. Needed for employment in a Title 5 school.
- For other options (i.e. for those with a B.A.), please see a Child Development full-time faculty member.

\*One course in each of four general education categories, which are AA or AS degree applicable: English/Language Arts; Math and/or Science; Social Science; Humanities and/or Fine Arts.

\*\* Core courses include: child/human development (CD M02); child/family/community or child and family relations (CD M03); programs (CD M11 or CD M15 or CD M19); and curriculum (CD M06 or CD M07 or CD M08 or CD M09 or CD M10). **These core courses are also the 12 units required for entry level employment in a Title 22 preschool.**

**CD M34 – 3 Units****Practicum 6: Special Education**

Prerequisites: CD M04/M04L, CD M12/M12L, CD M15, CD M28 and CD M33

Class Hours: 2 lecture/3 lab

Provides students experience working with infants and young children with special needs in a variety of early intervention and educational settings, including self-contained and fully-included child care programs and early childhood classes. It integrates learned theoretical models to real life situations and affords students opportunities for supervised practice in the Individual Family Service Plan and/or Individual Educational Plan process. Students will also assist in the planning and implementation of intervention strategies for infants and young children with special needs. Collaborative work includes working with early intervention and special education professionals. Particular emphasis is given to experiences that help increase student's observation reports, assessment, and intervention planning skills that are culturally sensitive towards unique needs of families with infants and young children with special needs. Field trips may be required. Applies to the Associate Degree. Transfer credit: CSU

**CD M35 – 1.5 Units****Programs: Family Child Care**

Prerequisites: None Recommended Preparation: CD M02

Class Hours: 1.5 lecture

Reviews history and philosophies of family childcare, introducing developmentally appropriate practices, provider's role, learning theories, assessment, environment and management, curriculum development and lesson plans. Applies to the Associate Degree. Transfer credit; CSU

**CD M37 – 1.5 Units****Administration: Family Child Care**

Prerequisites: None Recommended Preparation: CD M33

Introduces principles and practices for administering a family childcare site, emphasizing administrative needs; staffing parameters; parent/provider relations and education; licensing requirements; professional development; and communication. Applies to the Associate Degree. Transfer credit: CSU

**CD M60A-Z -- 0.5 to 3 Units****Topics in Child Development**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****CD M60A -- 1.5 Units****Toddler Program**

Prerequisites: None Class Hours: 1.5 lecture

Provides an environment to study and observe toddlers in a naturalistic setting. Focuses on adult-toddler relationships, developmental stages, issues, concerns, and developmentally appropriate practices. Registration of children for this class is done through the Child Development Center. All children must meet California immunization guidelines. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CD M60H – 1 Unit****Parenting Young Children**

Prerequisites: None Class Hours: 1 lecture

Introduces sound parenting principles geared especially to the challenge of parenting babies, toddlers, and preschoolers. With the guidance of a competent instructor, parents interact with the materials and each other to understand children's needs and behaviors. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CD M60K -- 1 Unit****The Child with Special Needs**

Prerequisites: None Class Hours: 1 lecture

Provides opportunities for developing skills in identifying and working with children and families with special needs. Community resources and services will be presented. Students will have opportunity to gain information through guest speakers, observation and interaction with children and families. Requires proof of negative TB clearance as well as Fingerprint/FBI/Child Abuse Index. Applies to Associate Degree. Transfer credit: CSU

**CD M60M -- 0.5 Unit****Mentor Seminar 1**

Prerequisites: Selection as an Early Childhood Mentor

Class Hours: 0.5 lecture

Presents issues related to new role as supervisors of early childhood student teachers through monthly seminars. Content individualized to meet needs of each mentor. Applies to Associate Degree. Transfer credit: CSU

**CD M60N -- 1 Unit****Parent Conferencing**

Prerequisites: None Class Hours: 1 lecture

An introduction to effective conferencing techniques between parents, teachers or caregivers. Includes the impact of significant adults in the lives of children and developing a positive working relationship. Applies to Associate Degree. Transfer credit: CSU

**CD M80 -- 1 to 4 Units****Internship in Child Development**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**CD M89A-Z -- 0.5 to 3 Units****Institutes in Child Development**

Prerequisites: None Class Hours: As Arranged

Series of special workshops on selected topics of interest for preschool and day-care personnel. Increases effective communication with children, parents, staff and community agencies through increased understanding and acquired skills. Provided as needed. Series only offered credit/no-credit. Applies to Associate Degree.

**CD M89A -- 0.5 Unit****Movement and Rhythm in Early Childhood**

Prerequisites: None Class Hours: 0.5 lecture

Introduces music, movement and rhythm theories and activities for the children – birth through age eight. Explores age-appropriate activities for the physical, cognitive, and psychosocial domains of development. Applies to Associate Degree. Transfer credit: CSU

**CD M89C -- 0.5 Unit****Practical Ideas for Teaching Young Children**

Prerequisites: None Class Hours: 0.5 lecture

Develops knowledge base as well as practical realistic steps to successfully work with children, whether in the home or community setting. Intended for preschool and childcare personnel but appropriate for parents as well. Requires practical application. Applies to Associate Degree. Transfer credit: CSU

## College Strategies

College Strategies courses provide students the information and skills needed to take responsibility for and control of their own academic success in any learning environment. These transferable courses emphasize the critical thinking and collaboration skills valued in all career fields. For more direct exploration of career choices, see Personal Growth courses. Also visit the Career Services Center in the Campus Center ((805) 378-1536).

### Dean

Inajane Nicklas, Phone (805) 378-1443

## College Courses

### COL M01 – 3 Units

#### College Strategies

Prerequisites: None Class Hours: 3 lecture

Develops each student's comprehensive learning profile, applying it to the construction and implementation of educational, career and life goals. Emphasizes independent critical thinking skills, appropriate use of available resources and effective strategies for academic success. Applies to Associate Degree. Transfer credit: CSU; UC

### COL M02 – 1 Unit

#### College Individual Tutoring

Prerequisites: None Class Hours: 1 lecture

An introduction to the methods of individual tutoring with an emphasis on learning theories and tutoring methodology. Applies to Associate Degree. Transfer credit: CSU

### COL M02L – 0.5 to 1 Unit

#### Individual Tutoring Program

Prerequisites: None Recommended Preparation: COL M02

Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in tutor training courses. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### COL M03 – 1 Unit

#### College Group Tutoring

Prerequisites: None Recommended Preparation: ENGL M01A

Class Hours: 1 lecture

An introduction to the theory and practice of group learning in a college tutorial setting. Applies to Associate Degree. Transfer credit: CSU.

### COL M03L – 0.5 to 1 Unit

#### Group Tutoring Practicum

Prerequisites: None Recommended Preparation: COL M03

Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in group tutor training courses. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### COL M04 – 1 Unit

#### College Leadership and Student Mentoring

Prerequisites: None Class Hours: 1 lecture

Introduces leadership and mentoring skills to college students. Discusses student development theory and its application to leadership and mentoring. Applies to Associate Degree. Transfer credit: CSU

### COL M04L - .5 to 1.0 Unit

#### Leadership and Mentoring Practicum

Prerequisites: None Recommended Preparation: COL M04

Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in leadership and mentoring courses. Applies to Associate Degree. Transfer credit: CSU

## Communications

Communications is a broad term that describes a general field of study. Moorpark College offers three primary career paths within communications:  
Communications

This interdisciplinary academic program enhances students' flexibility for transfer and professional development by introducing core disciplines such as English, speech, graphics, journalism, and radio/television. See specific course listings under specified disciplines.

### Radio/Television

This occupational/transfer program offers practical training and application for work in education or commercial radio, television and related production fields by providing local internship opportunities in radio/television, motion pictures, promotion, and post-production. See specific course listings under Radio/Television.

### Journalism

This occupational/transfer program offers practical training and application for work in education or commercial print arenas by providing local internship opportunities at newspapers in areas such as news writing and reporting, copy editing, newspaper production, broadcast journalism, and public relations. See specific course listings under Journalism.

### Dean

Patricia Ewins, Phone (805) 378-1512

### Counselors

Denice Avila, Michael Johnson

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Degree in Communications

To earn an Associate in Arts Degree with a major in Communications, students complete 39 specified units, plus General Education Degree Requirements. The interdisciplinary approach further enhances students' flexibility for transfer and professional development.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
ENGL M01A.....English Composition.....	4.0
SPCH M01.....Introduction to Speech.....	3.0
BUS M37.....Marketing.....	3.0
OR	
BUS M38.....Advertising.....	3.0
GR M10.....Intro to Graphics.....	3.0
GR M20.....Macintosh/IBM Operating Systems.....	2.0
JOUR M01.....Media and Society.....	3.0
JOUR M02.....Writing and Reporting for the Media.....	3.0
PHOT M01A.....Beginning Photography.....	3.0
RT M02A.....Broadcast Studio Operations.....	3.0
RT M05.....Radio Television Script Writing.....	3.0
RT M07A.....Radio Production Workshop.....	3.0
Plus Additional Courses from GR, JOUR, PHOT or RT.....	6.0

See separate course descriptions to make selections

**TOTAL** ..... **39.0**

see General Education Degree Requirements and Transfer Information.

## Computer Information Systems

This program provides basic computer skills for students with the goal of immediate employment in business or industry. Three tracks are provided: (1) Microcomputer Applications, with emphasis on business computer applications; (2) traditional Information Systems, with emphasis on the use of large-scale computers and (3) Microcomputer Systems, with emphasis on office computer systems.

### Dean

Tim McGrath, Phone (805) 378-1572

### Full-time Faculty

Norma Letinsky, Mary Mills

### Counselors

Edna Ingram, Michael Johnson

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Degree and Certificate Options in Computer Information Systems

Computer Information Systems courses offer dual purpose: to prepare students for upper division course work in Business, Computer Information Systems, or Management Information Systems, and to provide business skills for a variety of careers in business, industry, and government. To earn a Certificate in Computer Information Systems or an Associate in Science Degree with a major in Computer Information Systems, students complete 30 specified units; those seeking the degree must also complete General Education Degree Requirements.

<b>Required Courses.....</b>	<b>Units</b>
BUS M02A..... Financial Accounting I.....	3.0
BUS M02B..... Financial Accounting II.....	3.0
OR	
CIS M18..... Accounting with QuickBooks.....	3.0
BUS M30..... Intro to Business and Economics.....	3.0
CIS M16..... Intro to Information Systems.....	4.0
CIS M40..... Visual BASIC I.....	4.0
CIS M41..... Visual BASIC II.....	4.0
CIS M50..... Intro to Local Area Network.....	3.0
CNSE M30..... MS Windows Administration.....	3.0
OR	
CNSE M31..... MS Windows Network Server.....	3.0
CIS M53..... Systems Analysis.....	3.0
<b>TOTAL .....</b>	<b>30.0</b>

See General Education Degree Requirements and Transfer Information.

### Associate Degree in Microcomputer Systems Microcomputer Systems Certificate (more than 18 units)

To earn a Certificate in Microcomputer Systems or an Associate in Science Degree with a major in Microcomputer Systems, students complete 31.5 specified units; those seeking the degree also complete General Education Degree Requirements.

<b>Required Courses.....</b>	<b>Units</b>
BUS M02A..... Financial Accounting I.....	3.0
BUS M02B..... Financial Accounting II.....	3.0
OR	
CIS M18..... Accounting with QuickBooks.....	3.0
CIS M15..... Intro to the Personal Computer.....	1.5
CIS M16..... Intro to Information Systems.....	4.0
CIS M17..... Intro to Windows.....	1.5
CIS M20..... Microsoft Word Part 1.....	1.5
CIS M21..... Microsoft Word Part 2.....	1.5
CIS M26A..... Microsoft Access I.....	1.5
CIS M26B..... Microsoft Access II.....	1.5
CIS M27..... Microsoft PowerPoint.....	1.5
CIS M40..... Visual BASIC I.....	4.0
CIS M41..... Visual BASIC II.....	4.0
CIS M50..... Introduction to Local Area Networks.....	3.0
<b>Total .....</b>	<b>31.5</b>

See General Education Degree Requirements and Transfer Information.

### Microcomputer Applications Certificate (less than 18 units)

To earn a Certificate in Microcomputer Applications, students complete 13 specified units. This program provides instruction helpful to students seeking employment, as well as to those already employed but requiring upgrading of computer skills.

<b>Required Courses.....</b>	<b>Units</b>
BUS M39..... Business Communications.....	3.0
CIS M12..... Intermediate Computer Keyboarding.....	1.0
CIS M15..... Introduction to the Personal Computer.....	1.5
CIS M17..... Introduction to Windows.....	1.5
Units from List of RECOMMENDED COURSES.....	6.0
<b>TOTAL .....</b>	<b>13.0</b>

**Recommended Courses: .....Choose 6 Units**

CIS M20..... Microsoft Word Part 1.....	1.5
CIS M21..... Microsoft Word Part 2.....	1.5
CIS M24..... Microsoft Excel Part 1.....	1.5
CIS M25..... Microsoft Excel Part 2.....	1.5
CIS M26A..... Microsoft Access I.....	1.5
CIS M26B..... Microsoft Access II.....	1.5
CIS M27..... Microsoft PowerPoint.....	1.5
CIS M28..... Microsoft Office.....	3.0

NOTE: The UC system allows credit for the first 6 courses taken in either Computer Information Systems, Computer Science or some combination.

### Computer Information Systems Courses

#### CIS M10 -- 0.5 Unit Keyboarding Review

Prerequisites: None

Recommended Preparation: A previous course in typing/keyboarding

Class Hours: 1.5 lab

Reviews existing typing/keyboarding skills. Can receive credit in CIS M10 or CIS M11, not both. Applies to Associate Degree.



**CIS M11 -- 1 Unit****Basic Computer Keyboarding**

Prerequisites: None Class Hours: 3 lab

Introduces basic keyboarding techniques, emphasizing speed and accuracy to 20 words per minute. Works in a custom-designed program in Microsoft Word. No previous computer/typewriter experience required. Not recommended for those who have taken a previous typing/keyboarding class. Can receive credit in CIS M10 or CIS M11, not both. May be taken two (2) times for credit. Applies to Associate Degree.

**CIS M12 -- 1 Unit****Intermediate Computer Keyboarding**

Prerequisites: CIS M10 or CIS M11 or ability to type 20 wpm

Class Hours: 3 lab

Introduces students to figure and symbol skills and develops speed and accuracy through a custom-designed program in Microsoft Word. Applies to Associate Degree.

**CIS M13 -- 1 Unit****Computer Keyboarding / Speed Building**

Prerequisites: CIS M12 or the ability to type 35 wpm

Class Hours: 3 lab

Emphasizes continued development of speed and accuracy through a programmed series of timings and drills customized to individual needs. Grade based on improvement. May be taken two (2) times for credit. Applies to Associate Degree.

**CIS M14 -- 1 Unit****10-Key Mastery on the Computer**

Prerequisites: None Class Hours: 0.5 lecture, 1.5 lab

Builds mastery of the numeric keyboard and develops speed and accuracy for data entry as well as spreadsheet and database applications in a work environment. Applies to Associate Degree.

**CIS M15 -- 1.5 Units****Introduction to the Personal Computer**

Prerequisites: CIS M11 Class Hours: 1 lecture, 1.5 lab

Introduces computer terminology and concepts, emphasizing software installation, computer system expansion, computer purchase, and e-mail/Internet use. May be taken three (3) times for credit. Only offered credit/no-credit. Applies to Associate Degree.

**CIS M16 -- 4 Units****Introduction to Information Systems**

Prerequisites: None Recommended Preparation: CIS M11

Class Hours: 3 lecture, 3 lab

Covers history, development and application of information processing systems with emphasis on the microcomputer. It includes an overview of applications of computer programs in solving business programs. Includes hands-on experience in solving problems, design of program logic, and the writing and execution of programs using the Visual Basic language. Also provides hands-on experience with the major microcomputer business applications; word-processing, spreadsheets, and computerized database management. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC (CIS M16 combined with CS M01 or CS M10A: maximum credit, 4 units). CAN: CSCI 2

**CIS M17 -- 1.5 Units****Introduction to Windows**

Prerequisites: None Recommended Preparation: CIS M15

Class Hours: 1 lecture, 1.5 lab

Introduces the Windows operating system, emphasizing running programs, entering/moving data, and performing DOS-related tasks. Includes program and file management using Explorer, Paint and WordPad. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CIS M18 -- 3 Units****Accounting with QuickBooks**

Prerequisites: BUS M01A or BUS M02A Class Hours: 3 lecture

Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides hands-on experience including setting up a new company. (Same course as BUS M08.) Applies to Associate Degree.

**CIS M20 -- 1.5 Units****Microsoft Word Part 1**

Prerequisites: None Class Hours: 1 lecture, 1.5 lab

Introduces Microsoft Word. Topics include creating and editing, fonts and symbols, formatting newspaper columns, spelling and grammar, headers and footers, page numbering, and searching on the Internet. Prepares student for the Microsoft Office User Specialist (MOUS) exam (Core Level). May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CIS M21 -- 1.5 Units****Microsoft Word Part 2**

Prerequisites: CIS M20 Class Hours: 1 lecture, 1.5 lab

Introduces advanced topics in Microsoft Word, including borders and shading; merging documents; sorting text; table and indexes; macros; fill-in forms; and working with clip art. Prepares students for the Microsoft Office User Specialist (MOUS) exam (Expert Level). May be taken three (3) times for credit. Applies to Associate Degree. Transfer Credit: CSU

**CIS M22A/B -- 1 to 3 Units****Independent Studies in Information Systems**

Prerequisites: A previous course in Computer Information Systems

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of computer information systems through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**CIS M24 -- 1.5 Units****Microsoft Excel Part 1**

Prerequisites: CIS M17 Class Hours: 1 lecture, 1.5 lab

Introduces basics of an electronic spreadsheet, working with Excel's desktop environment. Emphasizes 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. Prepares student for the Microsoft Office user Specialist (MOUS) exam (Core Level). May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CIS M25 -- 1.5 Units****Microsoft Excel Part 2**

Prerequisites: CIS M24 Class Hours: 1 lecture, 1.5 lab

Develops advanced spreadsheet tools for managing data and making financial decisions. Emphasizes using macros, database functions, data tables, PivotTable reports, and report management. Prepares student for the advanced level of the Microsoft Office User Specialist (MOUS) exam. May be taken three (3) times for credit. Applies to Associate Degree. Transfer Credit: CSU

**CIS M26A -- 1.5 Units****Microsoft Access I**

Prerequisites: CIS M17 Class Hours: 1 lecture/1.5 lab

Introduces designing and building an Access database, using Microsoft Windows. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit; CSU.

**CIS M26B -- 1.5 Unit****Microsoft Access II**

Prerequisites: CIS M26A Class Hours: 1 lecture, 1.5 lab

Introduces advanced topics in working with Access, including creating advanced queries and custom forms, customizing reports, integrating Access with other programs, working with HTML documents and data access pages, applying Macros, and writing Visual Basic for applications code. Prepares student to pass the Microsoft Office User Specialist Expert-Level Examination. Applies to Associate Degree. Transfer credit; CSU.

**CIS M27 -- 1.5 Units****Microsoft PowerPoint**

Prerequisites: CIS M17 Class Hours: 1 lecture, 1.5 lab

Introduces presentation preparation, using animation, charts, clip art, pictures, shapes and sounds. May be taken three (3) times for credit. Applies to Associate Degree.

**CIS M28 -- 3 Units****Microsoft Office**

Prerequisites: None Class Hours: 2 lecture/3 lab

Introduces Microsoft Windows, Word, Excel, and PowerPoint, emphasizing integration features and advanced OLE technology. May be taken three (3) times for credit. Applies to Associate Degree.

**CIS M30 -- 1.5 Units****Web Page Design I**

Prerequisites: None Recommended Preparation: CIS M17

Class Hours: 1 lecture/1.5 lab

Provides the fundamentals of HTML (Hypertext Markup Language) programming to design Web pages, exploring personal Internet and business Intranet environments. Applies to Associate Degree. Transfer credit: CSU

**CIS M31 -- 1.5 Units****Web Page Design II**

Prerequisites: CIS M30 Class Hours: 1 lecture, 1.5 lab

Introduces intermediate concepts of web design using HTML (Hyper Text Markup Language) programming, XML (Extended Markup Language), and CGI (Common Gateway Interface) Scripting. Requires creation of custom Web pages for personal Internet and business Intranet environments. Applies to Associate Degree. Transfer Credit: CSU

**CIS M40 -- 4 Units****Visual BASIC I**

Prerequisites: CIS M16 Recommended Preparation: CIS M16

Class Hours: 3 lecture/3 lab

Windows programming environment using Visual Basic. Includes an overview of Windows and provides an introduction to Object-Oriented, Event-driven programming. Topics include forms, controls, event procedures, properties, methods, files and graphics, the user interface, managing projects, proper program design and structure and flow control. Provides some basic understanding of and experience in the development and use of error handling and debugging procedures. Applies to Associate Degree. Transfer credit: CSU: UC. CAN: CSCI 6

**CIS M41 -- 4 Units****Visual BASIC II**

Prerequisites: CIS M40 Recommended Preparation: CIS M16

Class Hours: 3 lecture/3 lab

Second in a two -course sequence of instruction in programming in a Windows environment using Microsoft Visual Basic. Builds on the understanding of syntax and procedures learned in the first course, requiring the student to develop more complex and advanced programs. Concentrates on more advanced aspects of Visual Basic programming, including: accessing databases with Visual basic, Object Linking and embedding (OLE), creating ActiveX applications, creating custom Visual Basic user controls, etc. Applies to Associate Degree. Transfer credit: CSU: UC

**CIS M50 -- 3 Units****Introduction to Local Area Networks (LAN)**

Prerequisites: None Recommended Preparation: CIS M16

Class Hours: 2.5 lecture, 1.5 lab

Introduces system requirements, terminology, technology, topologies and software used in Local Area Networks, including evaluation of applications and integration with Wide Area Networks. Emphasizes hardware components, protocols and applications that support users. Reviews the features, expandability and maintainability of a range of network operating systems. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CIS M53 -- 3 Units****Systems Analysis**

Prerequisites: CIS M16 and a programming class Class Hours: 3 lecture

Introduces computer information systems and procedures and offers analysis of various existing business CIS principles and non-data and data systems concepts. Applies to Associate Degree. Transfer credit: CSU

**CIS M60A-Z -- 1 to 3 Units****Topics in Computers**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****CIS M60C -- 1 Unit****Internet and WWW I**

Prerequisites: None Recommended Preparation: CIS M17

Class Hours: 0.5 lecture/1.5 lab

Provides a window into the World Wide Web and its abundance of resources. Provides hands-on experience using popular search engines, selecting an Internet provider and using e-mail and File Transfer Protocol. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CIS M60E -- 1 Unit****Internet and WWW II**

Prerequisites: CIS M60C or equivalent knowledge of the Internet

Class Hours: 0.5 lecture/1.5 lab

Expands proficiency in dynamic areas related to the Internet and World Wide Web, including complex search and retrieval strategies, file compression and decompression, browser plug-ins, Internet Relay Chat and teleconferencing. Applies to Associate Degree. Transfer credit: CSU

**CIS M61 -- 1 Unit****Computer Programming Laboratory**

Prerequisites: None

Corequisite: CIS M22A/B with subject that requires extensive lab work/computer usage

Class Hours: 3 lab

Allows credit for lab experience when deemed appropriate by the instructor under an Independent Study contract. May be taken two (2) times for credit. Only offered credit/no-credit. d Applies to Associate Degree. Transfer credit: CSU

**CIS M80 -- 1 to 4 Units****Internship in Computer Information Systems**

Prerequisites: Completion of or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

# Computer Network Systems Engineering

The Computer Network Systems Engineering (CNSE) Program provides specific technologies necessary to function effectively as a multi-platform network systems administrator/analyst. It provides hands-on training on networking hardware and software. Successful program completion qualifies individuals for beginning positions in networking administration.

Moorpark College Network System Engineering program is a Cisco System Local Academy; a 3Com NetPrep Regional Training Center; and offers both Microsoft Engineering and Microsoft Administration certification courses.

**IMPORTANT NOTE:** Industry demands seem to change almost daily in this growing field. To keep pace with this growing educational need, Moorpark College continually updates, revises and develops its CNSE curriculum. To see the most accurate listing of the courses available, consult the current semester's Schedule of Classes or explore the options listed online ([www.moorparkcollege.edu](http://www.moorparkcollege.edu)). The Division Office ((805) 378-1572) would also be able to provide updated information, or you can make an appointment with a counselor ((805) 378-1428).

## Dean

Tim McGrath, Phone (805) 378-1572

## Full-time Faculty

Edmond Garcia, Sheila Lauly

## Counselors

Edna Ingram

## Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

## Degree and Certificate Options in Computer Network Systems Engineering

To earn an Associate in Science Degree with a major in Computer Network Systems Engineering, students complete 40.5 - 45 specified units, plus General Education Degree Requirements. NOTE #1: Course and Program adjustments occur regularly, therefore, please consult the current schedule of classes for the most recent information on available classes. If you have any questions, please contact the division office at (805) 378-1572. NOTE #2: The Electronics program was discontinued in Spring 2005, therefore EL M08 and EL M18 are no longer offered. Please contact the division office at (805) 378-1572 with questions about substitutions for these courses.

In addition to General Education Degree Requirements, complete the following:

Required Courses.....	Units
CNSE M05.....Local & Wide Area Network.....	4.0
CNSE M10.....Introduction to Telecommunications.....	3.0
CNSE M12.....Network Wiring and Cabling.....	3.0
CNSE M13.....Internetworking & TCP/IP.....	4.0
CNSE M14.....Introduction to Mobile Data/ Wireless LAN Technology.....	3.0
CNSE M18.....Cisco System Computer Networking 1/2.....	4.0
CNSE M30.....MS Windows Administration.....	3.0

CNSE M31.....MS Windows Network Server.....	3.0
CNSE M80.....Internship in Computer Systems Networking.....	1.0
EL M18.....PC Repair and Upgrade.....	3.0
MATH M01.....Elementary Algebra.....	5.0
Units from List of RECOMMENDED COURSES.....	4.5 —5.5
<b>TOTAL .....</b>	<b>40.5-41.5 Units</b>

Recommended Courses: Choose 3 Courses

CNSE M19.....Cisco System Computer Networking 3/4.....	4.0
CNSE M35.....SQL Server Administration.....	1.5
CNSE M37.....MS Exchange Implementation.....	1.5
CNSE M38.....MS Exchange Server.....	1.5
CNSE M39.....SQL Server Implementation.....	1.5
CNSE M40.....Microsoft Internet Server.....	1.5
CNSE M42.....Windows 2000 Active Directory Services.....	3.0
CNSE M43.....Windows 2000 Network Infrastructure Administration.....	3.0
CNSE M44.....Designing a Windows 2000 Directory Services.....	3.0
CNSE M45.....Designing a Windows 2000 Network Infrastructure.....	3.0
CNSE M46.....Designing a Windows 2000 Network Security.....	3.0
CNSE M47.....MS Windows 2000 Network Mgmt. ....	3.0
CNSE M48.....Microsoft SWL Server Data Warehousing.....	1.5
CNSE M51.....Cisco Semester 5-Advanced Routing Config.....	4.0
CNSE M52.....Cisco Semester 6-Remote Access Network.....	4.0
CNSE M55.....Linux Networking and System Administration.....	2.0
CNSE M56.....Linux System Security Management.....	2.0
CNSE M57.....Network Programming with Perl.....	1.5
CNSE M85.....Cisco Network Security Management.....	2.5
CNSE M86.....Cisco Secure PIX Firewalls.....	1.5
CNSE M87.....Cisco Secure Virtual Private Networks.....	1.5

See General Education Degree Requirements and Transfer Information.

## Computer Network Systems Engineering Certificate (more than 18 units)

To earn a Computer Network Systems Certificate, students complete 44.0 specified units. Nine of these courses can be applied to the CNSE major for an associate degree.

Required Courses	Units
CIS M30.....Web Page Design I.....	1.5
EL M08.....PC Hardware for Novices.....	1.5
EL M18.....PC Repair and Upgrade.....	3.0
CNSE M10.....Introduction to Telecommunications.....	3.0
CNSE M11.....Cisco System Computer Networking 1.....	2.0
CNSE M12.....Network Wiring and Cabling.....	3.0
CNSE M13.....Internetworking and TCP/IP.....	4.0
CNSE M14.....Introduction to Mobile Data/ Wireless LAN Technology.....	3.0
CNSE M18.....Cisco System Computer Networking 1/2.....	4.0
CNSE M19.....Cisco System Computer Networking 3/4.....	4.0
CNSE M30.....MS Windows Administration.....	3.0
CNSE M31.....MS Windows Network Server.....	3.0
CNSE M80.....Internship in CNSE.....	1.0
<b>TOTAL .....</b>	<b>44.0</b>

**Basic Network Specialist Certificate  
(less than 18 units)**

To earn a Certificate as a Basic Network Specialist, students complete 16-17 specified units.

<b>Required Courses.....</b>	<b>Units</b>
CNSE M05 .....Local & Wide Area Network.....	4.0
CNSE M10 .....Introduction to Telecommunications.....	3.0
CNSE M13 .....Internetworking & TCP/IP.....	4.0
Units from List of RECOMMENDED COURSES .....	3.0-3.5
<b>TOTAL .....</b>	<b>14.0-14.5</b>

**Recommended Courses: Choose 2 Courses**

CNSE M18 .....Cisco System Computer Networking 1/2.....	4.0
CNSE M12 .....Network Wiring and Cabling.....	3.0
CNSE M30 .....MS Windows Administration .....	3.0

**Cisco System Network Associate Certificate  
(less than 18 units)**

To earn a Certificate as a Cisco System Network Associate, students complete 8 specified units.

<b>Required Courses.....</b>	<b>Units</b>
CNSE M18 .....Cisco System Computer Networking 1/2.....	4.0
CNSE M19 .....Cisco System Computer Networking 3/4.....	4.0
<b>Total .....</b>	<b>8.0</b>

**Windows Engineering Certificate (MCSE)  
(more than 18 units)**

To earn a Certificate for Microsoft Engineering Local Area Network, students complete 21 specified units.

CNSE M30 .....Windows 2000 Administration .....	3.0
CNSE M31 .....Windows 2000 Network Server .....	3.0
CNSE M42 .....Windows 2000 Active Directory Services.....	3.0
CNSE M43 .....Windows 2000 Network Infrastructure Administration .....	3.0
CNSE M44 .....Designing a Windows 2000 Directory Services.....	3.0
CNSE M45 .....Designing a Windows 2000 Network Infrastructure .....	3.0
CNSE M46 .....Designing a Windows 2000 Network Security.....	3.0

**Windows Administration Certificate (MCSA)  
(less than 18 units)**

To earn a Certificate for Microsoft Administration Local Area Network, students complete 12 specified units.

CNSE M30 .....Windows Administration .....	3.0
CNSE M31 .....Windows Network Server .....	3.0
CNSE M43 .....Windows Network Infrastructure Administration .....	3.0
CNSE M47 .....Windows Network Management.....	3.0

*Note: MCSA Certificate is pending state approval*

**Advanced Network Specialist Certificate  
(more than 18 units)**

To earn a Certificate as an Advanced Network Specialist, students complete 31 specified units.

<b>Required Courses.....</b>	<b>Units</b>
EL M18 .....PC Repair and Upgrade.....	3.0
CNSE M05 .....Local & Wide Area Network.....	4.0
CNSE M10 .....Introduction to Telecommunications.....	3.0
CNSE M12 .....Network Wiring and Cabling.....	3.0
CNSE M13 .....Internetworking & TCP/IP.....	4.0
CNSE M14 .....Introduction to Mobile Data/ Wireless LAN Technology.....	3.0
CNSE M18 .....Cisco System Computer Networking 1/2.....	4.0
CNSE M19 .....Cisco System Computer Networking 3/4.....	4.0
CNSE M30 .....MS Windows Administration .....	3.0
CNSE M31 .....MS Windows Network Server .....	3.0
CNSE M34 .....Internet: MS TCP/IP on MS wind. NT.....	1.5
<b>Total .....</b>	<b>31.0</b>

**Computer Network Systems  
Engineering Courses**

**CNSE M01 -- 4 Units**

**Introduction to Networking and Telecommunications**

Local and Wide Area Network Prerequisites: None

Class Hours: 4 Lecture

Provides an overview of the Computer Networking and Telecommunications. Topics on computer networking include: network topologies, carrier signals, cable types, protocols, the Open Systems Interconnection (OSI) Layer, networking components, and Local Area Network (LAN) versus Wide Area Network (WAN) environments. Topics on telecommunications cover the telecommunications industries, local exchange functions, customer-premise equipment, and telephony services. (Formerly CNSE M10) Applies to Associate Degree. Transfer credit: CSU

**CNSE M04A – 1.5 Units**

**Networking Aspects of Multiplayer Gaming**

Prerequisite: None Class Hours: 1 Lecture, 2 Lab

Introduces the networking elements of the Massively Multiplayer Games (MMGs). Included topics are network protocol stacks, gateway servers, game servers, Inter-networking hardware, end-user operating system platforms, distributed computing architectures (client-server, peer-to-peer, and grid), game database management, game security and integrity, and daemon controllers for non-player characters (NPCs). Prepares the students for vendor-based networking courses or game programming. (Formerly CNSE M04). Applies to Associate Degree.

**CNSE M04B – 1.5 Units**

**Advanced Networking Aspects of Multiplayer Gaming**

Prerequisite: CNSE M04A Class Hours: 1 Lecture, 2 Lab

Focuses on advanced topics related to Massively Multiplayer Games (MMGs). Topics include building gaming servers on various operating system platforms, building database driven network games, types and roles of network gaming hardware, and building an environment to support multiplayer gaming over a LAN network of the Internet. Prepares students for entry into vendor-based networking courses and introduces programming languages in game development. Applies to Associate Degree.

# Computer Courses at Moorpark College

Computer Information Systems – CIS		Computer Science	Computer Network Systems Engineering
<p><b>Business Support Systems</b> <i>Career Opportunities</i></p> <p>Administrative Assistant, Executive Assistant, Office Coordinator, Administrative Support Staff, Administrative Secretary, Customer Service Rep., Data Entry Operator, Computer Operator, Computer Trainer, Receptionist, Word Processor, Personal Use, etc.</p>	<p><b>Information Systems</b> <i>Career Opportunities</i></p> <p>Systems Analyst, Network Administrator, Computer Consultant, Computer Network Technician, Customer Service Support Tech, Office Systems Manager, Data Processing Manager, etc.</p>	<p><b>CS</b> <i>Career Opportunities</i></p> <p>Computer Programmer, Software Engineer, System Designer, Operational Research Manager, Computer Lab Technician, Scientific Programmer</p>	<p><b>CNSE</b> <i>Career Opportunities</i></p> <p>Network Systems Administrator, Computer Network Administrator, Computer Hardware Consultant, Computer Software Consultant, Computer Technician, LAN Administrator, Mail Exchange Administrator, Network Cabling Installer, SQL Administrator, WAN Administrator, Web Administrator, Telecommunications Engineer, Systems Administrator</p>
<p><b>Keyboarding Classes</b></p> <ul style="list-style-type: none"> <li>• CIS M10 Keyboarding Review</li> <li>• CIS M11 Basic Computer Keyboarding</li> <li>• CIS M12 Intermediate Computer Keyboarding</li> <li>• CIS M13 Computer Keyboarding/Speed Building</li> <li>• CIS M14 10-Key Master on the Computer</li> </ul> <p><b>Introductory Classes</b></p> <ul style="list-style-type: none"> <li>• CIS M15 Introduction to the Personal Computer</li> <li>• CIS M17 Introduction to Windows</li> </ul> <p><b>Application Classes</b></p> <ul style="list-style-type: none"> <li>• CIS M18 Accounting with Quick Books</li> <li>• CIS M20 Microsoft Word Part 1</li> <li>• CIS M21 Microsoft Word Part 2</li> <li>• CIS M24 Microsoft Excel Part 1</li> <li>• CIS M25 Microsoft Excel Part 2</li> <li>• CIS M26A Microsoft Access I</li> <li>• CIS M26B Microsoft Access II</li> <li>• CIS M27 Microsoft PowerPoint</li> <li>• CIS M28 Microsoft Office</li> </ul>	<p><b>Introductory Classes</b></p> <ul style="list-style-type: none"> <li>• CIS M16 Introduction to Information Systems Programming Classes</li> <li>• CIS M40 Windows Programming: Visual BASIC I</li> <li>• CIS M41 Windows Programming: Visual BASIC II</li> </ul> <p><b>Networking/Systems Analysis Classes</b></p> <ul style="list-style-type: none"> <li>• CIS M50 Introduction to Local Area Networks (LAN)</li> <li>• CIS M51 Introduction to Novell Client/Server</li> <li>• CIS M52 Introduction to Windows NT Workstation/Server</li> <li>• CIS M53 Systems Analysis</li> </ul> <p><b>Internet/Special Classes</b></p> <ul style="list-style-type: none"> <li>• CIS M22A/B Independent Studies in Information Systems</li> <li>• CIS M30 Web Page Design I</li> <li>• CIS M31 Web Page Design II</li> <li>• CIS M60C Internet &amp; World Wide Web I</li> <li>• CIS M60E Internet &amp; World Wide Web II</li> <li>• CIS M60F Quicken</li> <li>• CIS M61 Computer Programming</li> </ul>	<p><b>Introductory Classes</b></p> <ul style="list-style-type: none"> <li>• CS M01 Introduction to Computer Science</li> <li>• CS M02 Introduction to UNIX and C</li> <li>• CS M03 Introduction to Computer Hardware and Systems Software</li> </ul> <p><b>Programming Classes</b></p> <ul style="list-style-type: none"> <li>• CS M10A Introduction to Programming with C</li> <li>• CS M10B Object Oriented Programming Using C++</li> <li>• CS M10C Windows Programming Using Visual C++</li> <li>• CS M10J Introduction to Computer Programming Using Java</li> <li>• CS M10M Intermediate Java</li> <li>• CS M10S Java Servlets Programming</li> <li>• CS M20 Object-Oriented Data Structure &amp; Algorithm Design</li> <li>• CS M30 Assembly Language</li> <li>• CS M40 Computer Organization</li> <li>• CS M50 Files and Databases</li> <li>• CS M60 Concepts of Programming Languages</li> </ul>	<p><b>Introductory Classes</b></p> <ul style="list-style-type: none"> <li>• CNSE M05 Local and Wide Area Networks</li> <li>• CNSE M10 Introduction to Telecommunications</li> </ul> <p><b>Networking Classes</b></p> <ul style="list-style-type: none"> <li>• CNSE M11 Cisco Systems Computer Network 1</li> <li>• CNSE M12 Network Wiring and Cabling</li> <li>• CNSE M13 Internetworking and TCP/IP</li> <li>• CNSE M14 Introduction to Mobile Data Wireless LAN Technologies</li> <li>• CNSE M15 to M17 Cisco Systems Computer Networking 2, 3, 4</li> <li>• CNSE M30 MS Windows Administration</li> <li>• CNSE M31 MS Windows Server</li> <li>• CNSE M35 SQL Server Administration</li> <li>• CNSE M37 Administering MS Exchange</li> <li>• CNSE M38 MS Exchange Server Design &amp; Implementation</li> <li>• CNSE M39 Sequel Server &amp; Implementation</li> <li>• CNSE M40 Microsoft Internet Server</li> <li>• CNSE M41 Upgrading to Windows 2000</li> <li>• CNSE M42 Win. 2000 Active Directory Services</li> <li>• CNSE M43 Win. 2000 Network Infrastructure Administration</li> <li>• CNSE M44 Designing Win. 2000 Directory Services Infrastructure</li> <li>• CNSE M45 Designing Win. 2000 Network Infrastructure</li> <li>• CNSE M46 Designing Win. 2000 Network Security</li> <li>• CNSE M51 Advanced Router Configuration</li> </ul>

**CNSE M05 – 4 Units****Fundamentals of Computer Networking**

Recommended Preparation: Student should have knowledge and skills in accessing the internet and basic computer skills such as using word processor and email. Class Hours: 4 lecture

In-depth introduction of current networking hardware and software along with the skills necessary to succeed in the dynamic field of networking. Includes networking fundamentals such as the networking standards and OSI (Open Systems Interconnection) model, transmission basics, network protocols, topologies and access methods, network operating systems, and troubleshooting and network security. Applies to Associate Degree. Transfer credit: CSU.

**CNSE M05A -- 2 Units****Local Area Networks**

Prerequisites: None Class Hours: 2 lecture

Clarifies how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected, and how hardware platforms (such as servers and workstations) attach to LANs. Also introduces Network Operating System (NOS) software and applications that run on LANs. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. Applies to Associate Degree. Transfer credit: CSU.

**CNSE M05B -- 2 Units****Wide Area Networks**

Prerequisites: None Class Hours: 2 lecture

Clarifies network topics related to wide area networks (WANs), including the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. Applies to Associate Degree. Transfer credit: CSU.

**CNSE M06 – 4 Units****Fundamentals of IT Essentials**

Prerequisite: None Class Hours: 3 lecture, 3 Lab

Provides an in-depth introduction of the computer hardware and operating systems. The functionality of hardware and software components, as well as suggested best practices in maintenance and safety issues are covered. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. Helps students prepare for Comp TIA's A+ certification and Cisco Certified Network Associate program. Applies to the Associate Degree. Transfer credit: CSU

**CNSE M12 – 3 Units****Telecommunication Cabling Installation**

Prerequisite: CNSE M05

Recommended Preparation: CNSE M15 or CNSE M18

Class Hours: 2 lecture, 3 Lab

Provides intensive training on telecommunication cabling installation. Topics covered include: cable termination, cable testing, cable troubleshooting, common safety practices, fire-stopping, grounding and bonding, plans and specification, pulling cable, standards, codes, and methodologies, splicing cable, structure premises cabling systems, retrofits and system upgrades, and transmission fundamentals. Prepares students for Building Industry Consulting Service International (BICSI) Installer Level 1 certification. Applies to Associate Degree. Transfer credit: CSU

**CNSE M13 -- 4 Units****Internetworking and TCP/IP**

Prerequisites: CNSE M05 or CNSE M05A and CNSE M05B

Class Hours: 4 lecture

This course offers two of the 8 networking fundamental courses in 3Com NetPrep program. It is an introduction to TCP/IP networking architectures and internet-networking devices such as bridges, switches, and routers. Topics include the use of internetworking components as well as concepts in network management and component selection. Applies to Associate Degree. Transfer credit: CSU

**CNSE M14 – 3 Units****Fundamentals of Wireless Local Area Networks**

Prerequisite: CNSE M05

Recommended Preparation: CNSE M18

Class Hours: 2.5 lecture, 1.5 lab

Provides the fundamentals of Wireless Local Area Networks (LANs). Focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs with an emphasis in the areas of Wireless LAN setup and troubleshooting, site surveys, resilient Wireless LANs (WLAN) design, installation and configuration, WLAN security, and vendor interoperability strategies. Applies to Associate Degree. Transfer credit: CSU

**CNSE M18 – 4 Units****Cisco System Computer Networking 1 and 2**

Recommended Preparation: CNSE M05, CNSE M06

Class Hours: 3 lecture, 3 lab

This course provides intermediate level instruction in computer basics, Local Area Networks, the 7-layer OSI (Open System Interconnection) model, signaling and structures cabling; and design and documentation. It will also cover WANs (Wide Area Networks), Router configuration, Cisco IOS (Inter-network Operating System) images, TCP/IP (Transmission Control Protocol/Internet Protocol), IP (Internet Protocol) addressing, and routing protocols. First semester course in a series to provide Cisco System Network Associate (CCNA) certificate training and covers the first half of CCNA preparation. (Formerly CNSE M11 and CNSE M15). Applies to Associate Degree. Transfer credit: CSU

**CNSE M19 – 4 Units****Cisco System Computer Networking 3 and 4**

Prerequisites: CNSE M18 or CNSE M15

Class Hours: 3 lecture, 3 lab

This course provides intermediate level instruction in the OSI (Open System Interconnection) reference model and routing, LAN (local area network) switching, VLANs (virtual local area networks), Routing Protocols: IGRP (Interior Gateway Routing Protocol), access control lists (ACLs), and network management. It will also cover WANs (wide area networks), WANs design, point-to-point protocol (PPP), integrated services digital network (ISDN), frame relay, and network management. Second semester course in a series to provide Cisco System Network Associate (CCNA) certificate training and covers the second half of CCNA preparation. (Formerly CNSE M16 and CNSE M17). Applies to Associate Degree. Transfer credit: CSU

**CNSE M30 -- 3.0 Units****MS Windows Administration**

Recommended Preparation: CNSE M05      Class Hours: 2.5 lecture, 1.5 lab  
Provides in-depth, hands-on introduction to Microsoft Windows XP operating system administration. Covers creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. Applies to Associate Degree. Transfer credit: CSU

**CNSE M31 -- 3.0 Units****MS Windows Network Server**

Prerequisites: None      Recommended Preparation: CNSE M30  
Class Hours: 2.5 lecture, 1.5 lab  
Provides in-depth, hands-on introduction to Microsoft Windows Server 2003 technical support. Covers server installation; server environment configuration; and management on system policies, file system, partition, and fault tolerance. Also covers protocols configuration, remote access services implementation, internetworking and intranet-working, and troubleshooting. Applies to Associate Degree. Transfer credit: CSU

**CNSE M35 -- 1.5 units****SQL Server Administration**

Prerequisites: CNSE M31 or CNSE M71      Class Hours: 1 lecture, 1.5 lab  
Provides an in-depth, hands-on introduction to administering Microsoft SQL (Structured Query Language) Server. Topics include SQL server installation; version upgrade, system configuration and architecture, data transfer, web publishing and full-text indexing; database backup and restoration; user logins; user account management; permissions and security planning; administrative tasks automation; SQL Server monitoring and maintenance; and replication planning, configuration and management. Prepares students for Microsoft MCSE certification. It also serves as one of the electives by Microsoft for CNSA or CNSE Certification. Applies to Associate Degree. Transfer credit: CSU

**CNSE M37 -- 3 Units****Exchange Server Implementation and Administration**

Prerequisite: CNSE M30 or CNSE M71      Class Hours: 2 lecture, 3 lab  
Provides an in-depth, hands-on introduction to the implementation and administration of Microsoft's latest Exchange Server. Topics include: recipient objects creation and management; exchange server maintenance; deployment of Outlook; access on MAPI-based clients, and access from internet-based clients. Also covers public folder creation and management; server backup procedures, server performance monitor, and connected sites link monitors configuration supporting Exchange Server in a single site or multi-site enterprise environment; establishing messaging connectivity over the Internet; and supporting Web access to Exchange Server computers through Microsoft Outlook Web Access. Applies to Associate Degree. Transfer credit: CSU

**CNSE M39 -- 1.5 Units****SQL Server Implementation**

Prerequisites: CNSE M35      Class Hours: 1 lecture, 1.5 lab  
Provides an in-depth, hands-on introduction to implementing the latest Microsoft SQL (Structured Query Language) Server. Topics include overview of Transact-SQL, creating databases, creating database objects, implementing data integrity, planning and summarizing data, implementing views, managing transactions and locks, working with distributed data, implementing stored procedures, and implementing triggers. Prepares students for Microsoft MCSE certification. It is one of the requirements for the MCDBA Microsoft certification. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CNSE M40 -- 1.5 Units****MS Internet Security and Acceleration Server**

Prerequisite: CNSE M31 or CNSE M71      Class Hours: 1 Lecture, 1.5 Lab  
Provides the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server 2000 in an enterprise environment. Topics include: application of ISA Server as a cache server and as an enterprise firewall; installation and configuration of ISA Server as a cache server and as a firewall; configuration of access policies to enable security-enhanced Internet access for client computers; configuration of ISA Server as a virtual private network (VPN); configuration of access to selected internal resources; ISA Server activities monitor by using alerts, logging, reporting, and real-time monitoring; and installation and configuration of ISA Server for an enterprise environment. Applies to Associate Degree. Transfer credit: CSU

**CNSE M41 -- 1.5 Units****Upgrading to NT Windows 2000**

Prerequisites: CNSE M31      Class Hours: 1 lecture, 1.5 lab  
Provides an overview of the Microsoft Windows 2000 platform, including installing Windows 2000; configuring the DNS service; implementing active directory services; administering active directory services; managing desktop environments with group policy; managing software by using group policy; managing file resources; configuring remote access; supporting DHCP and WINS; managing disks; implementing disaster protection; and upgrading a network to Windows 2000. May be taken two (2) times for credit. Applies to Associate Degree.

**CNSE M42 -- 3.0 Units****Windows Server Active Directory Services**

Prerequisites: CNSE M31      Class Hours: 2.5 lecture, 1.5 lab  
Prepares students to plan, configure, and administer Active Directory infrastructure. Students learn how to configure Domain Name System (DNS) to manage name resolution, schema, and replication; to use Active Directory to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policy; and to implement and troubleshoot security in a directory services infrastructure and monitor and optimize Active Directory performance. One of the core required courses of Microsoft Windows Certified Systems Engineer (MCSE) and Microsoft Certified Systems Administrator (MCSA) and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M43A -- 3 Units****MS Windows Network Infrastructure Administration**

Prerequisites: CNSE M31      Class Hours: 2.5 lecture, 1.5 lab  
Prepares students to install, manage, monitor, configure, and troubleshoot Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Remote Access, Network Protocols, Internet Protocol (IP) Routing, and Windows Internet Name Service (WINS) in a Windows server network infrastructure. In addition, provides training required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. Adopts the most current Windows server technology. Prepares students for Microsoft exam. (Formerly CNSE M43). Applies to Associate Degree. Transfer credit: CSU



**CNSE M43B -- 3.0 Units**  
**Planning & Maintaining an MS Windows**  
**Network Infrastructure**

Prerequisites: CNSE M31 or CNSE M71      Recommended Prep: CNSE M43A  
 Class Hours: 3 lecture, 1 lab

Prepares students to plan, implement, and maintain a networking infrastructure. Also prepares students to plan Transmission Control Protocol/Internet Protocol (TCP/IP) network infrastructure, topology, and Internet connectivity; configure server roles and baseline security setting; plan name resolution, routing, and remote access strategies; maintain server availability with clusters and network load balancing; deploy Internet Protocol Security (IPSec), harder servers, and manager certificate; and design and administer a security infrastructure. Adopts the most current Windows server technology. Prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M44 -- 3 Units**  
**Designing a Windows Active Directory and Network**  
**Infrastructure**

Prerequisites: CNSE M42 or CNSE M72      Class Hours: 2.5 lecture, 1.5 lab

Prepares students to analyze an organizations business and technical requirements and design a Windows directory services infrastructure. The four-stage Active Directory infrastructure design process, including creating a forest plan, a domain plan, an organizational unit (OU), and a site topology plan will be practiced and an Active Directory implementation plan will be created. Supports the Microsoft Windows Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M46 -- 3 Units**  
**Designing Windows Network Security**

Prerequisites: CNSE M44      Class Hours: 2.5 lecture, 1.5 lab

Prepares students to analyze an organizations business and technical requirements and design security for a Windows network, and design security for all aspects of Windows 2000, from authentication strategies to Demilitarized Zones to protecting Internet-accessible resources. Supports the Microsoft Windows Certified Systems Engineer (MCSE) program and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M47 -- 3 Units**  
**MS Windows Network Management**

Prerequisites: CNSE M31      Class Hours: 2.5 lecture, 1.5 lab

Provides the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Also supports the Microsoft Windows Certified Systems Administrator (MCSA) program and prepares students for Microsoft exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M49 -- 1.5 Units**  
**Microsoft SQL Server Client Application Architecture**

Prerequisite: CNSE M35 and CNSE M39      Class Hours: 1 Lecture, 1.5 Lab

Provides advanced level instruction in database management emphasizing client-server interface requirements using Microsoft Access. Fourth in a four course series to provide comprehensive Microsoft SQL server database management skills. Server side skills are presumed. Applies to Associate Degree. Transfer credit: CSU

**CNSE M50 -- 2 Units**  
**Fundamentals of Voice Over IP**

Prerequisite: Basic networking skills including access-list creation, and command line router configuration.

Recommended Preparation: Router configuration experience; CNSE M18 or equivalent. Student should be familiar with: basic configuration experience with router command line syntax, how to configure features and configure interfaces, and creating and applying access-list statements.

Class Hours: 1 lecture, 3 lab

Provides the student with fundamental knowledge to configure, troubleshoot and implement Voice over IP using IP Telephony technologies. Prepares students for relevant certification exams. Applied to the Associate Degree.

Transfer credit: CSU

**CNSE M51 -- 4 Units**  
**Cisco Semester 5 Advance Routing Configuration**

Prerequisites: CNSE M17 or CCNA certification      Class Hours: 2 lecture, 6 lab

Provides the student with the knowledge to configure Cisco router for advanced network deployment. Prepares the student for the Cisco Routing 2.0 exam. The Routing 2.0 exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Applies to Associate Degree. Transfer credit: CSU

**CNSE M52 -- 4 Units**  
**Cisco Semester 6 - Remote Access Network**

Prerequisites: CNSE M17 or CCNA 2.0 certified      Class Hours: 2 lecture, 6 lab

Provides students with an overview of remote access technologies and their relationship to the Cisco IOS. Topics include WAN (wide area network), modems and asynchronous dialup connections, PPP (Point-to-Point Protocol), ISDN (Integrated Services Digital Network) and DDR (Dial-on-Demand Routing), dialer profiles, X.25, Frame Relay, shaping Frame Relay traffic, WAN Backup connections, and queuing and compression. The Remote Access 2.0 exam is one of four exams required to become a Cisco Certified Networking Professional (CCNP). Applies to the Associate Degree. Transfer credit: CSU

**CNSE M55 -- 2 Units**  
**Linux Networking and System Administration**

Prerequisites: None

Recommended Preparation: User level experience with any computer system, including use of mouse, use of menus and use of a graphical user interface.

Class Hours: 1 lecture, 3 lab

Teaches the knowledge and skills needed to install, configure, operate, and manage the Linux operating system. It covers topics in (1) Linux system and network administration, (2) Linux network services, (3) Linux Internet services, (4) Linux system maintenance, and (5) security and problem solving. Prepare students for CompTia Linux+ certification examination. Applied to the Associate Degree. Transfer credit: CSU

**CNSE M56 -- 2 Units**  
**Linux System Security Management**

Prerequisites: CNSE M55      Class Hours: 1 lecture, 3 lab

Teaches Linux system security management. Students learn how to analyze, protect, and monitor networks. It covers Linux security practices and tools, including Pluggable Authentication Modules (PAM), OPIE, syslog, sudo, xinetd, Secure Shell (SSH), Crack, tiger, Tripwire, The Cryptographic File System (TCFS), and ipchains. Applies to Associate Degree. Transfer credit: CSU

**CNSE M57 -- 1.5 Units****Network Programming With Perl**

Prerequisites: CNSE M10 Class Hours: 1 lecture, 1.5 lab

Topics covered include interprocess communications, sockets, and developing clients for such common Internet services as FTP (File Transfer Protocol), email, and Netnews. Other topics may be covered as well. The platform used may be either Windows or some form of Unix (such as Linux). Applies to Associate Degree. Transfer credit: CSU

**CNSE M58 – 2 Units****Open Source Web Development – Linux, Apache, MySQL & PHP**

Recommended Prep: CNSE M55 or familiarity with basic Unix administration

Class Hours: 1 lecture, 3 lab

Provides an in-depth, hands-on, project approach to administering LAMP (Linux, Apache, MySQL, PHP) and providing email services. Topics include LAMP server installation, system configuration, web publishing, database backup and restoration; user account management, security planning; automation of administrative tasks through scripting languages including but not limited to PHP. Administration based labs are intermediate to advanced level of server monitoring, maintenance, configuration, and management. Applies to the Associate Degree. Transfer credit: CSU.

**CNSE M59 – 2 Units****Windows Desktop Support**

Recommended Preparation: CMSE M06 or equivalent AND CIS M20 or equivalent

Class Hours: 1 lecture, 3 lab

Provides in-depth training on help desk and field support services. Students will troubleshoot desktop systems running the latest Microsoft Windows desktop operating systems. Students learn to identify and troubleshoot user problems stemming from operating system installation problems, common application configuration issues through user errors. Use of best practices, customer service, help desk support, and safety will be conveyed through hands-on activities and labs. This course helps students prepare for the two Microsoft Certified Desktop Support Technician (MCDST) exams which will lead to the Microsoft MCDST certification. Applies to the Associate Degree. Transfer credit: CSU.

**CNSE M60A-Z -- 1 to 3 Units****Topics in Computers**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****CNSE M60A – 1.5 Units****Legal Aspects of Computer Forensics**

Prerequisites: None

Recommended Preparation: CJ M02, CJ M05, CJ M11, CIS M15, EL M08

Class Hours: 1.5 lecture

Provides an overview of the legal aspects of computer forensic investigations and the Criminal Justice System, as it applies to investigating computer crimes. Reviews types of computer crimes; analyzes evolving search and seizure requirements and exceptions with emphasis on constitutional law, criminal law and procedural law as it applies to investigating computer crime; discusses anticipating defenses to computer crimes and how to effectively communicate findings in reports and in a courtroom. May be taken two (2) times for credit. (Same course as: CJ 60A). Applies to Associate Degree. Transfer credit: CSU

**CNSE M80 -- 1 to 4 Units****Internship in Computer Systems Networking**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**CNSE M81 – 1.5 Units****Introduction to Cyberspace Law**

Prerequisite: None Class Hours: 1.5 lecture

Provides a framework about the law and cyberspace, examining the extent to which the Internet is currently under control and the extent to which it can or should be controlled. Regulation strategies are identified and discussed including: legislation, policy changes, administrative agency activity, international cooperation, architectural changes, private ordering, and self-regulation. Also applies major regulatory models to some of the most volatile Internet issues, including: cyber-security, consumer fraud, free speech rights, intellectual property rights, and file-sharing programs. Applies to Associate Degree. Transfer credit: CSU

**CNSE M82 – 1.5 Units****Introduction to Network Security**

Prerequisite: CNSE M05 Class Hours: 1.5 lecture

Provides a comprehensive overview of network security. Covers general security concepts, communication security, infrastructure security, cryptography, and operational/organizational. Also prepares students for Computing Technology Industry Association (CompTIA) Security+ certification exam. Students will be prepared to pass a foundational security exam leading to a security certification. Applies to Associate Degree. Transfer credit: CSU

**CNSE M83 – 1.5 Units****Introduction to Computer Forensics**

Prerequisite: CNSE M05 Class Hours: 1 lecture, 1.5 lab

Provides a comprehensive overview of computer forensics. Covers the basic processes of computer forensics, evidence collection and analysis. Demonstrates how to interpret clues inside mail messages and news postings on hard drives and other computer storage media. Applies to Associate Degree. Transfer credit: CSU

**CNSE M85A – 3 Units****Securing Cisco IOS Networks**

Prerequisite: CNSE M18 Class Hours: 2 lecture, 3 lab

Focuses on the overall security processes based on a security policy with an emphasis on hands-on skills. Topics cover basic router and switch security, router Access Control Lists (ACLs) and Context-based Access Control (CBAC), router Authentication, Authorization, Accounting (AAA), router intrusion detection, monitoring, and management, and Virtual Private Network (VPN) implementation. Covers the first half of the Cisco Fundamentals of Network Security Curriculum. Prepares students for securing Cisco IOS Networks exam (SECUR 642-501). Applies to Associate Degree. Transfer credit: CSU

**CNSE M85B – 3 Units**

**Cisco Fundamentals of PIX Firewalls**

Prerequisite: CNSE M18 Class Hours: 2 lecture, 3 lab  
 Provides an in-depth introduction to Cisco Private Internet Exchange (PIX) Firewall technology. Topics of PIX Firewall include translations and connections, Access Control Lists (ACLs), Authentication, Authorization, Accounting (AAA), advanced protocols and intrusion detection, Virtual Private Network (VPN), and management. Covers the second half of the Cisco Fundamentals of Network Security curriculum. Prepares students for Cisco Secure PIX Firewall exam (CSPFA 642-521). Applies to Associate Degree. Transfer credit: CSU

**CNSE M86 -- 1.5 Units**

**Cisco Secure PIX Firewalls**

Prerequisites: CNSE M15 Recommended Preparation: CNSE M85  
 Class Hours: 1 lecture, 1.5 lab  
 Knowledge and skills needed to describe, configure, verify and manage the PIX (Private Internet Exchange) Firewall product family and the Cisco IOS (Internetwork Operating System) Firewall feature set. Prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU

**CNSE M87 -- 1.5 Units**

**Cisco Secure Virtual Private Network (VPN)**

Prerequisites: CNSE M15 Recommended Preparation: CNSE M85  
 Class Hours: 1 lecture, 1.5 lab  
 Basic knowledge to plan, administer, and maintain a virtual private network (VPN). This course covers virtual private network fundamentals, Cisco VPN family products, Cisco IOS (Internetwork operating system) VPNs, Cisco PIX (Private Internet Exchange) Firewall VPNs, Cisco VPN concentrator VPNs, and scaling Cisco VPN solutions. This course prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU.

**CNSE M88 – 1.5 Units**

**Cisco Secure Intrusion Detection System**

Prerequisite: CNSE M18 Class Hours: 1 lecture, 1.5 lab  
 Provides comprehensive knowledge to design, deploy, and manage the Cisco Secure Intrusion Detection System (CSIDS). Explains why network security is crucial in today's converged networking environment, how CSIDS improves the security on a network, and how to install and configure CSIDS. Also prepares students for Cisco CCIP/Security certification exam. Applies to Associate Degree. Transfer credit: CSU

**Computer Science**

Computer Science is concerned with the design, modeling, analysis, and applications of computer-related systems. The Computer Science program at Moorpark College prepares students for further study in Computer Science. It also provides vocational training necessary to understand, design, implement, and use the software and hardware of digital computers and digital systems. See course sequence information and chart on previous page.

**Dean**

Tim McGrath, Phone (805) 378-1572

**Full-time Faculty**

Christine Aguilera, Martin Chetlen, Sheila Lauly

**Counselors**

Edna Ingram

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805)378-1551).

**Degree and Certificate Options in Computer Network Systems Engineering**

**Degree in Computer Science**

To earn an Associate in Science Degree with a major in Computer Science, students complete 41-44 specified units, plus General Education Degree Requirements. This 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.

In addition to General Education Degree Requirements, complete the following:

**Required Courses .....Units**

CS M10A.....	Programming with C/Lab.....	4.0
CS M10B.....	Object-Oriented Prog/C++ .....	4.0
CS M20.....	Object-Oriented Data Structure & Algorithm Design.....	4.0
CS M30.....	Assembly Lang & Digital Design.....	4.0
CS M40.....	Computer Architecture .....	3.0
MATH M21.....	Discrete Mathematics .....	3.0
MATH M25A.....	Calculus with Analytic Geometry I.....	5.0
MATH M25B.....	Calculus with Analytic Geometry II.....	5.0
MATH M31.....	Introduction to Linear Algebra .....	3.0

**Units from List of RECOMMENDED COURSES ..... 6.0-9.0**

**TOTAL ..... 41.0-44.0**

**Recommended Courses: Choose 2 Courses**

CS M10C.....	Windows Prog/Using Visual C++ .....	4.0
CS M10J.....	Java Fundamentals.....	4.0
CS M10M.....	Intermediate Java .....	3.0
CS M10S.....	Java Servlets Programming.....	3.0
CS M50.....	Files and Data Bases.....	3.0
CS M60.....	Concepts of Programming Languages .....	4.0
MATH M25C.....	Calculus with Analytic Geometry III.....	5.0
MATH M35.....	Applied Differential Equations .....	3.0
PHIL M09.....	Symbolic Logic .....	3.0

See General Education Degree Requirements and Transfer Information.

**Computer Programming Certificate (more than 18 units)**

To earn a Computer Programming Certificate, students complete 24 specified units designed for students who have already received an Associate Degree or above in other subject areas but plan to make a career change to computer software development.

**Required Courses .....Units**

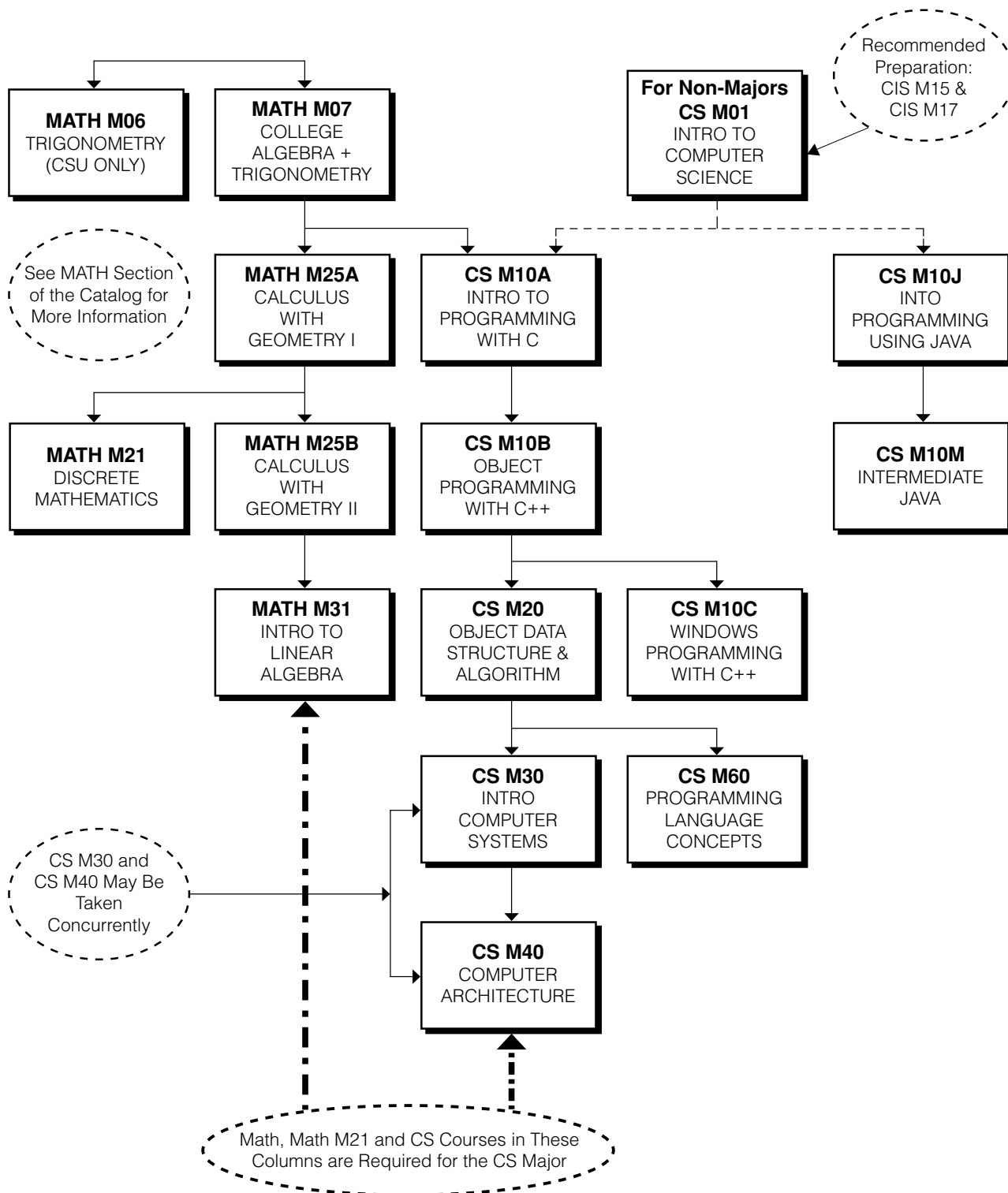
CS M01.....	Intro to Computer Science .....	4.0
CS M10A.....	Intro to Programming-C.....	4.0
CS M10B.....	Object-Oriented Program Using C++ .....	4.0
CS M10C.....	Windows Program Using Visual C++ .....	4.0
CS M10J.....	Java Fundamentals.....	4.0
CS M20.....	Object-Oriented Data Structure & Algorithm Design Program .....	4.0

**TOTAL .....24.0**

*NOTE: The UC system allows credit for the first 6 courses taken in either Computer Information Systems, Computer Science or some combination.*

# Sequence of Computer Science Courses

Check with your transfer institution to determine which of these courses fulfill your general education and/or major requirements.



## Computer Science Courses

### CS M01 -- 4 Units

#### Introduction to Computer Science

Prerequisites: None

Recommended Preparation: CIS M17

Class Hours: 3 lecture, 3 lab

An introduction to Computer Science. Gives an overview of such areas as what are computers and basic concepts of how they work, how data is stored, concepts of computer programming, operating systems, and networks, as well as ethical and societal issues involving computers. Applies to Associate Degree. Transfer credit: CSU; UC (CS M01 combined with CIS M16 or CS M10A: maximum credit, 4 units)

### CS M02 -- 3 Units

#### Introduction to UNIX and C

Prerequisites: None Corequisite: CS M02L

Recommended Preparation: Familiarity with computer architecture and at least one high-level programming language

Class Hours: 3 lecture

Introduces UNIX operating system and the C programming language, including vi editor, C shell, shell scripts, and other UNIX utility programs as well as programming concepts and design in C. Applies to Associate Degree. Transfer credit: CSU, UC

### CS M02L -- 1 Unit

#### Introduction to UNIX and C Laboratory

Prerequisites: None Corequisite: CS M02

Class Hours: 3 lab

Provides hands-on work with Unix and C. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU, UC

### CS M03 -- 3 Units

#### Introduction to Computer Hardware and Systems Software

Prerequisites: None

Recommended Preparation: CS M01

Class Hours: 3 lecture

Introduces computer hardware and systems software concepts from the users viewpoint, including computer organization, data representation, operating systems, and systems software design and use. Intended for non-computer science majors. Applies to Associate Degree. Transfer credit: CSU

### CS M10A -- 4 Units

#### Introduction to Computer Programming Using Structured C++

Prerequisites: MATH M06 or MATH M07 or Equivalent

Recommended Preparation: CS M01 and basic computer usage knowledge

Class Hours: 3 lecture, 3 lab

Introduction to computer programming languages. The basic components, syntax, and semantics of the C++ programming language are covered. Introduces basic programming concepts such as algorithms, data and control structures, documentation, structured programming, arrays, and pointers. Applies to Associate Degree. Transfer credit: UC (CS M10A combines with CIS M16 or CS M01: maximum credit, 4 units). CAN: CSCI 16

### CS M10B -- 4 Units

#### Object-Oriented Programming Using C++

Prerequisites: CS M10A Class Hours: 3 lecture, 3 lab

In-depth understanding of the fundamentals of object-oriented programming methodology. Included are such concepts as encapsulation, classes, data and implementation hiding, message passing, inheritance, polymorphism, function overloading, operator overloading, parameterized functions, parameterized classes, virtual functions, exception handling, and an introduction to the Standard Template Library. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 18

### CS M10C -- 4 Units

#### Windows Programming Using Visual C++

Prerequisites: CS M10B Class Hours: 3 lecture, 3 lab

Introduces main components of Windows application programming including an Integrated Development Environment, messaging model, user interface, graphic device interface and memory management. Applies to Associate Degree. Transfer credit: CSU; UC

### CS M10D -- 4 Units

#### Programming with C#

Prerequisites: Expertise with the C++ and/or Java programming languages

Recommended Preparation: CS M10A or CS M10J or equivalent

Class Hours: 3 lecture, 3 lab

This course provides in-depth introduction to the Microsoft C# programming language and .NET Framework. The basic syntax, semantics, and structure of the C# language are introduced, including control flow, basic data structures, algorithms, class declaration, class properties and methods, debugging, arrays, file input/output, and introductory Windows forms programming. Applies to Associate Degree. Transfer credit: CSU; UC.

### CS M10J -- 4 Units

#### Introduction to computer Programming Using Java Fundamentals

Prerequisites: MATH M06 or MATH M07

Recommended Preparation: CS M01 and basic computer usage knowledge

Class Hours: 3 lecture, 3 lab

An introduction to computer programming. The basic components, syntax, and semantics of the Java programming language are covered. Uses the Java computer language to introduce basic programming concepts such as algorithms, data and control structures, debugging, documentation, graphical user interface (GUI) and object oriented programming. Applies to Associate Degree. Transfer credit: CSU; UC

### CS M10M -- 3 Units

#### Intermediate Java

Prerequisites: CS M10J Class Hours: 3 lecture

Examines the range of input/output classes, Java specific data structures such as Vectors and Hash tables. Explores Java thread issues including thread groups, thread states, thread synchronization, deadlock, and monitors. Studies Java networking demonstrating the advantages of built-in class types and content handlers, and examines RMI and serialization to bring out the advantages of using Java in a distributed environment. Introduces Java security and Java Database Connectivity (JDBC). Highlights Jini, Java Foundation Classes, and Java Beans. Applies to Associate Degree. Transfer credit: CSU; UC

**CS M10S -- 3 Units****Java Servlet Programming**

Prerequisites: CS M10J or equivalent Class Hours: 3 lecture

An in-depth study on server-side programming. Topics include Http Servlets basics, Servlet lifecycle, sending Hypertext Markup Language (HTML) information, sending multimedia content, session tracking, security, database connectivity, applet-servlet communication, servlet collaboration, enterprise servlets and Java 2 Enterprise Edition (J2EE), internationalization, the tea framework, Extensible Markup Language Compiler (XMLC) and JavaServer Pages. Applies to Associate Degree. Transfer credit: CSU, UC

**CS M19 -- 3 Units****Software Engineering with Ada**

Prerequisites: None Corequisite: CS M19L

Recommended Preparation: Knowledge of at least one high-level language

Class Hours: 3 lecture

Introduces concepts in software engineering using Ada. Includes data abstraction and Ada s types, generics, exception handling, packages, tasking and parallel programming. )Applies to Associate Degree. Transfer credit: CSU; UC

**CS M19L -- 1 Unit****Software Engineering Laboratory with Ada**

Prerequisites: None Corequisite: CS M19

Recommended Preparation: Knowledge of at least one high-level language

Class Hours: 3 lab

Provides hands-on experience with Ada. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC

**CS M20 -- 4 Units****Object-Oriented Data Structure and Algorithm Design**

Prerequisites: CS M10B Class Hours: 3 lecture, 3 lab

Applies object-oriented programming methods to abstract data types such as stacks, queues, trees, and graphs. Introduces concepts of pointer variables, linked lists, list processing, recursion, simulation, algorithm analysis and verification as well as more advanced algorithm designs such as greedy algorithms and dynamic programming. Applies to Associate Degree. Transfer credit: CSU, UC. CAN: CSCI 24

**CS M22A/B -- 0.5 to 3 Units****Independent Studies in Computer Science**

Prerequisites: A previous course in Computer Science

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of computer science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**CS M30 -- 4 Units****Introduction to Computer Systems**

Prerequisites: CS M10A or CS M10J Class Hours: 3 lecture, 3 lab

An introduction to basic computer architecture, assembly language programming, system software, and computer applications. Covers number systems, data representation, overview of operating systems, and internal organization of computers such as gates, combinational circuits, flip-flops, and the design and analysis of sequential circuits. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 10

**CS M40 -- 3 Units****Computer Organization**

Prerequisites: CS M20 and CS M30 Class Hours: 3 lecture

An extension of basic addressing concepts to more advanced addressability such as base register and self-relative addressing. Comparative computer architectures focus on such organizations as multiple register processors and stack machines. Covers basics of virtual memory, input-output, introduction to the concept of microprogrammable systems, low level language translation process associated with assemblers, system functions such as relocatable loading and memory management, and application of data structure and hashing techniques to the above. Applies to Associate Degree. Transfer credit: CSU; UC

**CS M50 -- 3 Units****Files and Data Bases**

Prerequisites: None

Recommended Preparation: Knowledge of at least one high-level language and CS M30

Class Hours: 3 lecture

Introduces large file and data base management, including multifile databases, objectives of database organization, and data base structure. Reviews file structures: sequential, indexed sequential, indexed, direct, inverted, tree, and ring. Applies to Associate Degree. Transfer credit: CSU

**CS M60 -- 4 Units****Concepts of Programming Languages**

Prerequisites: CS M20 Class Hours: 3 lecture, 3 lab

Introduces basic concepts of programming languages including history of language development, syntax and semantics concepts and descriptions, bindings, scopes, data types, expressions, control structures, subprograms, concurrency and exception handling. Different categories of programming languages are introduced and compared: imperative, object-oriented, functional, and logic. Students will use at least one language from each category. Applies to Associate Degree. Transfer credit: CSU; UC

**CS M80 -- 1 to 4 Units****Internship in Computer Science**

Prerequisites: Completion of or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 16.5 work experience hours

Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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## Counseling

Counseling Services provides counseling classes that emphasize career development and student success. Also consider courses under College Strategies.

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### Dean

Patricia Ewins, Phone (805) 378-1512

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### Full-time Faculty

Donna Proske Allyn, Denice Avila, Anitra Evans, Frank Bianchino, Chuck Brinkman, Donald Henderson, Edna Ingram, Mike Johnson, Pam Kennedy-Luna, Letrisha Mai, Candace Peyton, Danita R. Redd, Ofelia Romero-Motlagh, Diane Sukiennik

## Counseling Courses

### COUN M01 -- 1 Unit

#### Student Success

Prerequisites: None

Class Hours: 1 lecture

Introduces to strategies, attitudes and skills that promote academic success. Identifies personal obstacles to academic success with emphasis on study skills, learning styles, time management, procrastination, goal setting, stress management, concentration, adjusting to college, healthy living, and successful relationships. Introduces campus student support resources. (Formerly PG M01). Applies to Associate Degree. Transfer credit: CSU.

### COUN M02 -- 3 Units

#### Career Development

Prerequisites: None

Class Hours: 3 lecture

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Reviews decision-making processes, labor market trends, career research, interviewing skills, resume and cover letter writing, application completion, job search strategies, including the Internet. Applies to Associate Degree. Transfer credit: CSU

### COUN M02A -- 1.5 Units

#### Career Development-Choosing a Major and/or Career

Prerequisites: None

Class Hours: 1.5 lecture

Introduces self-assessment tools to identify college majors and career by clarifying interests, skills, values, and personality type. Reviews decision-making process, labor market trends, career research, and use of the internet in this process. (Formerly PG M02A) [COUN M02A and M02B equals COUN M02] Applies to Associate Degree. Transfer credit: CSU

### COUN M02B -- 1.5 Units

#### Career Development-Job Search Strategies

Prerequisites: None

Class Hours: 1.5 lecture

Reviews decision-making process, labor market trends, career research, interviewing skills, resume and cover letter writing, application completion, job search strategies, and use of the Internet in this process. (Formerly PG M02B) [COUN M02A and M02B = COUN M02]. Applies to Associate Degree. Transfer credit: CSU

### COUN M03 -- 0.5 Unit

#### Orientation to Moorpark College

Prerequisites: None

Class Hours: 0.5 lecture

Introduces students to college services and requirements in order to help them define and achieve their educational goals. Under the guidance of a counselor, students will select those topics which best meet their personal educational needs. These can include but are not limited to: associate degree and transfer requirements, basics of time management, planning a career and major, financial aid and scholarship opportunities, using the college library, and other student services and workshops. Students will produce an Educational Plan at the conclusion of the course. Applies to Associate Degree.

### COUN M04 -- 1 Unit

#### Student Development in Higher Education

Recommended Preparation: Completion of Math and English self-assessment and orientation.

Class Hours: 1 lecture

Introduces student development and the concept of lifelong learning. Reviews student services, programs, technological and internet resources. Explores models for student success, choosing a major/career and a college, and values clarification. Evaluates time management, study skills, learning styles. Emphasizes problem solving and decision making skills. Develop personalized student educational plan (SEP). (Formerly PG M04) Applies to Associate Degree. Transfer Credit: CSU

### COUN M60A-Z -- 1 to 3 Units

#### Topics in Counseling

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Only offered credit/no-credit. Transfer Credit: determined by transfer institution.

#### Developed topics include:

### COUN M60A -- 1 Unit

#### Confident Test Taking

Prerequisites: None

Class Hours: 1 lecture

Introduces problem-solving approaches and relaxation techniques to apply during test situations. Develops positive self-image while taking tests. May be taken four (4) times for credit. Does not apply toward a degree.

### COUN M60B -- 0.5 Unit

#### Tools for Transfer

Recommended Preparation: Completion of 30 transferable units

Class Hours: 0.5 lecture

To facilitate a smooth transfer from Moorpark College to four year colleges and universities, provides information about timelines and application processes including essays for applications, applications for financial aid and scholarship applications, and resources in the Transfer Center, such as on-line articulation information. To be taken credit/no-credit only. Applies to Associate degree.

### COUN M60C -- 0.5 Unit

#### Self-Paced Career Assessment

Prerequisite: None

Class Hours: 0.5 lecture

Introduces online and computer-based career self-assessment tools to identify and prioritize values, interests, skills, and personality attributes culminating in options in college majors and careers in an 8-hour, self-paced format. Includes intake and exit individual counseling/career consultations to strategize next steps congruent with individual goals and objectives. Applies to Associate Degree. Transfer credit: CSU.

### COUN M60D -- 0.5 Unit

#### Self-Paced Career Research

Recommended Preparation: COUN M60C

Class Hours: 0.5 lecture

Presents online and computer-based career research tools designed to assist students in evaluating and prioritizing career options. Research on specific careers and their correlating majors will culminate in first and second choices. Includes intake and exit individual counseling/career consultations to strategize next steps congruent with individual goals and objectives. Process will be completed in an 8-hour, self-paced format. Applies to Associate Degree. Transfer credit: CSU



## **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. This 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.

### **Dean**

Al Nordquist, Phone (805) 378-1445

### **Full-time Faculty**

David Harrington, Leeann Mulville

### **Counselors**

Michael Johnson, Pamela Kennedy-Luna

### **Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805)378-1551).

### **Degree in Criminal Justice**

To earn an Associate in Science Degree with a major in Criminal Justice, students complete 27 specified units, plus General Education Degree Requirements.

In addition to General Education Degree Requirements, complete the following

<b>Required Courses</b> .....	<b>Units</b>
CJ M01 .....	Introduction to Criminal Justice..... 3.0
CJ M02 .....	Concepts of Criminal Law ..... 3.0
CJ M03 .....	Community Relations ..... 3.0
CJ M04 .....	Legal Aspects of Evidence ..... 3.0
CJ M05 .....	Principles/Procedures of the Justice System ..... 3.0
CJ M06 .....	Criminal Justice Report Writing..... 3.0
CJ M41 .....	Intro to Probation, Parole and Corrections ..... 3.0
Two Courses from the Following 3-Unit Courses.....	6.0
CJ M10 .....	Patrol Procedures
CJ M11 .....	Criminal Investigation
CJ M14 .....	Juvenile Procedure
CJ M18 .....	Narcotics Investigation

**TOTAL minimum units required in major area.....27.0**

**See General Education Degree Requirements and Transfer Information.**

### **Certificate in Criminal Justice - Option 1 (More than 18 units)**

<b>Required Courses</b> .....	<b>Units</b>
CJ M01 .....	Introduction to Criminal Justice..... 3.0
CJ M02 .....	Concepts of Criminal Law ..... 3.0
CJ M03 .....	Community Relations ..... 3.0
CJ M04 .....	Legal Aspects of Evidence ..... 3.0
CJ M05 .....	Principles & Procedures of the

	Criminal Justice System.....	3.0
CJ M06 .....	Criminal Justice Report Writing.....	3.0
CJ M41 .....	Introduction to Probation, Parole and Corrections.....	3.0
Two Courses from the Following 3-Unit Courses.....		6.0
CJ M10 .....	Patrol Procedures	
CJ M11 .....	Criminal Investigation	
CJ M14 .....	Juvenile Procedures	
CJ M18 .....	Narcotics Investigation	
CJ M19 .....	Vice Control	
<b>TOTAL .....</b>		<b>27.0</b>

### **Certificate in Criminal Justice - Option 2 (More than 18 units)**

<b>Required Courses</b> .....	<b>Units</b>	
CJ M01 .....	Introduction to Criminal Justice..... 3.0	
CJ M02 .....	Concepts of Criminal Law ..... 3.0	
CJ M03 .....	Community Relations ..... 3.0	
CJ M04 .....	Legal Aspects of Evidence ..... 3.0	
CJ M05 .....	Principles & Procedures of the Criminal Justice System.....	3.0
CJ M41 .....	Introduction to Probation, Parole and Corrections.....	3.0
<b>Total.....</b>		<b>21.0</b>

## **Criminal Justice Courses**

### **CJ M01 -- 3 Units**

#### **Introduction to Criminal Justice**

Prerequisites: None                      Class Hours: 3 lecture

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation; sub-system identification; role expectations and interrelationships; crime, punishment and rehabilitation theories; and ethics, education and training issues. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: AJ 2

### **CJ M02 -- 3 Units**

#### **Concepts of Criminal Law**

Prerequisites: None                      Recommended Preparation: CJ M01, ENGL M01A

Class Hours: 3 lecture

Introduces the historical development and philosophy of law. Reviews constitutional provisions, definitions and classifications of crimes, and their application to the Criminal Justice System. Examines concepts of the law as a social force. Explores crimes against persons, property and the state as a social, religious and historical ideology. Employs legal research and review of case law methodology. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: AJ 4

### **CJ M03 -- 3 Units**

#### **Community Relations**

Prerequisites: None                      Recommended Preparation: CJ M01

Class Hours: 3 lecture

Explores the interrelationship and role expectations among the various agencies and the public, emphasizing the professional image of the Criminal Justice System and the development of positive relationships between the system and the public. Requires exploration of criminal justice practitioners and their agencies. Community Policing and its fundamentals will be emphasized. Applies to Associate Degree. Transfer credit: CSU; UC

**CJ M04 -- 3 Units****Legal Aspects of Evidence**

Prerequisites: None Recommended Preparation: CJ M01 and CJ M02

Class Hours: 3 lecture

Introduces the origin, development, philosophy and constitutional basis of evidence, including constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights. Applies to Associate Degree. Transfer credit: CSU. CAN: AJ 6

**CJ M05 -- 3 Units****Principles and Procedures of the Justice System**

Prerequisites: None Recommended Preparation: CJ M01 and CJ M02

Class Hours: 3 lecture

Introduces the role and responsibilities of each segment within the Criminal Justice System: law enforcement, judicial, and corrections. Reviews each subsystem's procedures from initial entry to final disposition as well as the relationship each segment maintains with its system members. Applies to Associate Degree. Transfer credit: CSU

**CJ M06 -- 3 Units****Criminal Justice Report Writing**

Prerequisites: None Recommended Preparation: ENGL M02

Class Hours: 3 lecture

Emphasizes the practical aspects of gathering, organizing, and preparing written reports for criminal justice activities on local, state and federal levels. Introduces techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, letters, memoranda, directives and administrative reports appropriate for court presentation. Applies to Associate Degree. Transfer credit: CSU

**CJ M10 -- 3 Units****Patrol Procedures**

Prerequisites: None Recommended prep: CJ M01

Class Hours: 3 lecture

Introduces responsibilities, techniques, and methods of police patrol, including handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. Applies to Associate Degree. Transfer credit: CSU

**CJ M11 -- 3 Units****Criminal Investigation**

Prerequisites: None Recommended Preparation: CJ M01 and CJ M02

Class Hours: 3 lecture

Introduces fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; and follow-up and case preparation. Applies to Associate Degree. Transfer credit: CSU. CAN: AJ 8

**CJ M14 -- 3 Units****Juvenile Procedures**

Prerequisites: None Recommended Preparation: CJ M01

Class Hours: 3 lecture

Focuses upon the organization, functions, and jurisdiction of juvenile agencies, including the processing and detention of juveniles; juvenile case disposition; and juvenile statutes and court procedures. Applies to Associate Degree. Transfer credit: CSU

**CJ M18 -- 3 Units****Narcotics Investigation**

Prerequisites: None Recommended Preparation: CJ M01, CJ M04, CJ M11

Class Hours: 3 lecture

Reviews identification of marijuana, opiates, dangerous drugs, hallucinogens, and their paraphernalia. Includes principles of identifying and dealing with the "user"; laws and court decisions relating to the offender; fundamentals of search and arrest strategies; report writing and court testimony; and prevention and control of drug abuse within society. Applies to Associate Degree. Transfer credit: CSU

**CJ M22A/B -- 1 to 3 Units****Independent Studies in Criminal Justice**

Prerequisites: A previous course in Criminal Justice

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of criminal justice through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**CJ M41 -- 3 Units****Introduction to Probation, Parole and Corrections**

Prerequisites: None Recommended Preparation: CJ M01

Class Hours: 3 lecture

Introduces an overview of the historical aspects of punishment and the development of contemporary correctional philosophy in the United States. Focus will be on legal and practical aspects, practices, and procedures of probation, parole and the correctional institutions. Rehabilitation issues, legal issues, general laws, and operations of correctional institutions, and the relationship between corrections and other components of the Criminal Justice System will be examined. Applies to Associate Degree. Transfer credit: CSU

**CJ M60A-Z -- 1 to 3 Units****Topics in Criminal Justice**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semesters Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****CJ M60A -- 1.5 Units****Legal Aspects of Computer Forensics**

Prerequisite: None

Recommended Preparation: CJ M02, CJ M05, CJ M11, CIS M15, EL M08

Class Hours: 1.5 lecture

Provides an overview of the legal aspects of computer forensic investigations and the Criminal Justice System, as it applies to investigating computer crimes. Reviews types of computer crimes; analyzes evolving search and seizure requirements and exceptions with emphasis on constitutional law, criminal law and procedural law as it applies to investigating computer crime; discusses anticipating defenses to computer crime and how to effectively communicate findings in reports and in a courtroom. May be taken a total of 2 time(s) for credit. (Same course as CNSE M60A.) Applies to Associate Degree. Transfer credit: CSU

**CJ M80 -- 1 to 4 Units**

**Internship in Criminal Justice**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**CJ M89A-Z -- 0.5 to 3 Units**

**Institutes in Law Enforcement**

Prerequisites: CJ M01, M02, M03, M04 and M05 (Core) or possession of P.O.S.T. Basic Certificate  
 Class Hours: As arranged  
 Series concentrates on specialized law enforcement technology designed for criminal justice personnel. Series only offered credit/no-credit. Applies to Associate Degree.

**Dance**

People who study in the various specialties of dance (ballet, modern, jazz, tap and ballroom) 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, colleges) as well as public or private centers or studios. 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 are beneficial in all aspects of life. Dance activity classes fulfill the Physical Education requirement for graduation.

**Dean**

Patricia Ewins, Phone (805) 378-1512

**Full-time Faculty**

Robert Salas

**Counselors**

Denice Avila, Don Henderson

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Most universities require an audition for level placement in technique.

**Degree in Dance**

To earn an Associate in Arts Degree with a major in Dance, students complete 27-39 specified units, plus General Education Degree Requirements. This degree program 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.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
DANC M01A.....Dance Appreciation .....	3.0
DANC M03.....Dance History.....	3.0
DANC M52.....Children's Dance Theatre.....	3.0
DANC M17.....Musical Dance Theater.....	3.0
OR	
DANC M51A.....Dance Performance.....	1.5
OR	
DANC M55.....Ensemble .....	3.0
<b>Units from RECOMMENDED GROUPS.....</b>	<b>17.0-30.0</b>
<b>TOTAL .....</b>	<b>27.5-42.0</b>

**Recommended Groups: Complete ALL Units as Specified**

**GROUP A Select 4.5-6.5 Units from the Following:**

DANC M10A.....Ballet I .....	1.5
DANC M10B.....Ballet II .....	1.5
DANC M10C.....Ballet III.....	1.5
DANC M10D.....Ballet IV .....	2.0
DANC M40.....Ballet Variations.....	2.0

**GROUP B Select 3-6.5 Units from the Following:**

DANC M11A.....Modern Jazz I.....	1.5
DANC M11B.....Modern Jazz II .....	1.5
DANC M11C.....Modern Jazz III.....	1.5
DANC M11D.....Modern Jazz IV.....	2.0
DANC M43.....Jazz Dance Roots .....	2.0

**GROUP C Select 5-7 Units from the Following:**

DANC M12A.....Modern Dance I.....	1.5
DANC M12B.....Modern Dance II.....	1.5
DANC M12C.....Modern Dance III .....	2.0
DANC M12D.....Modern Dance IV.....	2.0
DANC M14A-D Choreography, Modern Dance .....	2.0

**GROUP D Select 1.5-3 Units from the Following:**

DANC M13A.....Tap I.....	1.5
DANC M13B.....Tap II .....	1.5
DANC M13C.....Tap III.....	1.5
DANC M13D.....Tap IV.....	2.0

**GROUP E Select 3-6 Units from the Following:**

DANC M20A/B/C Free Dance/Improvisation.....	1.5
DANC M30A/B.....Ballroom Dance.....	1.5
DANC M31A/B.....World Dance .....	1.5
DANC M32.....Swing Dance .....	1.5
DANC M33.....Western Line Dance .....	1.5
DANC M60A-Z.....Topics in Dance (as offered) .....	1.0 to 3.0
DANC M80.....Internship in Dance .....	1.0 to 4.0

**See General Education Degree Requirements and Transfer Information.**

## Dance Courses

### DANC M01A -- 3 Units

#### Dance Appreciation

Prerequisites: None Class Hours: 3 lecture

Examines dance through viewing dance performances and through lectures and discussions, focusing on the historical, cultural and artistic developments and factors that influence change in dance. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### DANC M03 -- 3 Units

#### Dance History

Prerequisites: None Class Hours: 3 lecture

Introduces through a sweeping overview of tribal, ethnic, and folk-dance forms the wide range of activity of dance as it has existed throughout the world. Focuses on ballet from its origin in Renaissance Europe to the present as well as twentieth century modern and jazz dance, including the contemporary scene, which is international and eclectic. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### DANC M10A -- 1.5 Units

#### Ballet I-Fundamentals

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces basic ballet technique and terminology, including general principles of alignment, centering and posture. Requires exercises at the barre to develop flexibility, strength, control and coordination. Includes resilience and center practice of Port des Bras, simple adage and allegro movements. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M10B -- 1.5 Units

#### Ballet II-Beginning

Prerequisites: DANC M10A Class Hours: 1 lecture, 2 activity

Introduces new movements and terminology as part of the basic ballet technique, both at the barre and in center, combining basic movements into adage and allegro patterns. Stresses heightened technical skills. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M10C -- 1.5 Units

#### Ballet III-Intermediate

Prerequisites: DANC M10B Class Hours: 1 lecture, 2 activity

Introduces knowledge and development of intermediate technique both at the barre and in center, concentrating on the discipline of ballet form and the physical abilities necessary to execute movements. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M10D -- 2 Units

#### Ballet IV-Advanced

Prerequisites: DANC M10C Class Hours: 1 lecture, 3 activity

Expands review of ballet, emphasizing analysis and application of kinesthetic principles to further develop skills, techniques, and physical capabilities. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M11A -- 1.5 Units

#### Modern Jazz I-Fundamentals

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces basic movement skills of modern jazz technique, emphasizing understanding and appreciation of jazz as an artistic dance form. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M11B -- 1.5 Units

#### Modern Jazz II-Beginning

Prerequisites: DANC M11A Class Hours: 1 lecture, 2 activity

Develops basic skills of modern jazz technique, emphasizing compositional forms and rhythms that lead to understanding and appreciation of jazz as an artistic dance form. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M11C -- 1.5 Units

#### Modern Jazz III-Intermediate

Prerequisites: DANC M11B Class Hours: 1 lecture, 2 activity

Continues introduction of modern jazz, emphasizing style and form as well as increased technical and choreographic skills. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M11D -- 2 Units

#### Modern Jazz IV-Advanced

Prerequisites: DANC M11C Class Hours: 1 lecture, 3 activity

Offers advanced review of modern jazz, emphasizing performance for style and form as well as increased technical and choreographic skills. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M12A -- 1.5 Units

#### Modern Dance I-Fundamentals

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces modern dance as an art form. Reviews the fundamental techniques that develop flexibility, strength, control, coordination, endurance and form as well as the basic principles, evaluation and application of dance composition. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M12B -- 1.5 Units

#### Modern Dance II-Beginning

Prerequisites: DANC M12A Class Hours: 1 lecture, 2 activity

Develops basic modern dance skills and techniques, including simple improvisation and composition as well as the understanding of the principles of alignment and motion. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### DANC M12C -- 2 Units

#### Modern Dance III-Intermediate

Prerequisites: DANC M12B Class Hours: 1 lecture, 3 activity

Expands appreciation of dance as a creative art form. Focuses on modern dance techniques, emphasizing increased flexibility, strength, and coordination. Reviews dance phrase combinations by integrating rhythm, design, dynamics and motivation. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M12D -- 2 Units****Modern Dance IV-Advanced**

Prerequisites: DANC M12C Class Hours: 1 lecture, 3 activity  
Continues exploration of modern dance technique, emphasizing performance, composition and choreography. May be taken four (4) times for credit. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13A -- 1.5 Units****Tap I-Fundamentals**

Prerequisites: None Class Hours: 1 lecture, 2 activity  
Introduces some history of tap as well as basic tap techniques and elementary dances, routines and rhythm structures. Develops motor coordination and rhythm. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13B -- 1.5 Units****Tap II-Beginning**

Prerequisites: DANC M13A Class Hours: 1 lecture, 2 activity  
Expands tap dancing techniques, including music theory concepts and syncopated rhythms. Further develops motor coordination and rhythm and expands historical awareness. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13C -- 1.5 Units****Tap III-Intermediate**

Prerequisites: DANC M13B  
Recommended Preparation: DANC M11A and DANC M11B  
Class Hours: 1 lecture, 2 activity  
Builds on the basic tap vocabulary and techniques introduced and explored previously in levels I (fundamental) and II (beginning). Applies musical theory concepts to the syncopated rhythms of tap dance, providing further development of motor coordination and rhythm. Explores the fusion of tap with other dance techniques. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M13D -- 2 Units****Tap IV-Advanced**

Prerequisites: DANC M13C  
Recommended Preparation: DANC M11C and DANC M11D  
Class Hours: 1 lecture, 3 activity  
Builds on the intermediate tap dance vocabulary and techniques presented in Tap III. Presents complicated rhythms and syncopations to develop a highly proficient degree of motor coordination and rhythm. Emphasizes the individual in choreographing for Tap Dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M14A -- 2 Units****Choreography, Modern Dance-Fundamentals**

Prerequisites: DANC M12B Class Hours: 1 lecture, 3 activity  
Introduces basic principles and practical applications of dance composition. Focuses on forms of expression; develops space, time and energy into dance; and integrates dance movement technique as a form of expression. Requires solo and small group choreography and improvisations. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M14B -- 2 Units****Choreography, Modern Dance-Beginning**

Prerequisites: Intermediate modern dance class  
Class Hours: 1 lecture, 3 activity  
Explores dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and nonliteral themes. Requires solo and small group choreography and improvisations. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M14C -- 2 Units****Choreography, Modern Dance-Intermediate**

Prerequisites: Intermediate modern dance class  
Class Hours: 1 lecture, 3 activity  
Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M14D -- 2 Units****Choreography, Modern Dance-Advanced**

Prerequisites: Advanced dance class or equivalent  
Class Hours: 1 lecture, 3 activity  
Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M15 -- 2 Units****Choreography**

Prerequisite: Two of the following courses: DANC M10C, DANC M11C, DANC M12C,  
Corequisite: DANC M51A or DANC M51B or DANC M51C, or DANC M51D  
Recommended Preparation: Concurrent enrollment in DANC M55.  
Class Hours: 1 lecture, 3 activity  
Introduction to the theory and techniques of dance composition. Elements of choreography are applied to dance improvisation, ballet, jazz, and modern dance. The focus of movement is enhanced through the analysis of basic problems and issues of choreography. Emphasis is placed on student application of choreographic concepts through the development of solo and group movement compositions. May be taken a total of four (4) time(s) for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M16A -- 1.5 Units****Hip-hop I -- Fundamentals**

Prerequisite: None Class Hours: 1 lecture, 2 activity  
Introduces the fundamentals of hip-hop dancing, pop and lock, hip-hop funk, krumping, freestyling, break dancing, syncopations and rhythms as applied in commercial hip-hop venues. Develops flexibility, strength, control, coordination, endurance, style and the understanding and appreciation of hip-hop and its cultural significance and history. Applies to Associate Degree. Transfer credit: CSU, UC.

**DANC M17 -- 3 Units****Musical Dance Theatre**

Prerequisites: None  
Recommended Preparation: DANC M11A, DANC M11B  
Class Hours: 9 activity  
Introduces a compilation of dances choreographed for performance specific to the American musical in either a complete production of a single musical or as a revue of dance production numbers from two or more musicals. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M20A -- 1.5 Units****Free Dance/Improvisation I**

Prerequisites: None

Recommended Preparation: Concurrent enrollment in modern dance

Class Hours: 1 lecture, 2 activity

Encourages joy of movement, allowing unique and creative expressions in dance.

May be taken four (4) times for credit. (Same course as THA M17.) Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M20B -- 1.5 Units****Free Dance/Improvisation II**

Prerequisites: DANC M20A Class Hours: 1 lecture, 2 activity

Provides creative, free environment and encourages expressive dance movements for enjoyment, communication and performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M20C -- 1.5 Units****Free Dance/Improvisation III**

Prerequisites: A beginning dance class Class Hours: 1 lecture, 2 activity

Encourages creation of appropriate movement responses to express ideas and feelings. Provides various stimulus situations to develop organic, spontaneous dance responses. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M22A/B -- 1 to 3 Units****Independent Studies in Dance**

Prerequisites: A previous course in Dance

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of dance through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**DANC M25 -- 1.5 Units****Adaptive Dance**

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces the basics of a variety of dance forms such as ballet, modern, jazz, tap, ballroom, and world dance including folk, line and square dance to students who are facing physical and cognitive challenges. Encourages responses to music, rhythm, and dance as an opportunity for self-expression of unique abilities and for the development of interpersonal relationships. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M30A -- 1.5 Units****Ballroom I**

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces history, music and fundamental practices of ballroom dancing. Includes basic steps, variations and styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M30B -- 1.5 Units****Ballroom II**

Prerequisites: DANC M30A Class Hours: 1 lecture, 2 activity

Expands expertise in ballroom dancing by reviewing basic steps and increasing styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. Requires attendance at out of class dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M31A -- 1.5 Units****World Dance I**

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces students to a variety of world dance forms. Participation in movement forms from an array of cultures, and lectures on history, culture, and movement content. Facilitates a student's cultural awareness, personal expression in a new art form, and provides an arena for interactive learning. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M31B -- 1.5 Units****World Dance, Ethnic Folk Forms II**

Prerequisites: DANC M31A Class Hours: 1 lecture, 2 activity

Continues study of Folk, Square, and Ethnic dance skills. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M32 -- 1.5 Units****Swing Dance**

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces American Swing Dance in the 20th century, exploring dance vocabulary, dance courtesy, fundamentals of music related to dance and dance history. Includes vintage dance forms as well as current trends. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M33 -- 1.5 Units****Western Line Dance**

Prerequisites: None Class Hours: 1 lecture, 2 activity

Introduces an overview of Western Line Dance from 1980 to the present, exploring movement theory, dance vocabulary, dance courtesy, fundamentals of music as they relate to dance, and history. Includes vintage dance forms as well as current trends. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M40 -- 2 Units****Ballet Variations**

Prerequisites: DANC M10B Class Hours: 1 lecture, 3 activity

Continues development of technical skills with emphasis on developing artistic expression through exposure to classical and contemporary variations. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M43 -- 2 Units****Jazz Dance Roots**

Prerequisites: DANC M11C Class Hours: 1 lecture, 3 activity

Explores the origins and influences of jazz and their effect on the styles and trends of the day. Reviews contributions from international dance companies and dance innovators, including Martha Graham, Jack Cole, Kathryn Dunham, Bob Fosse, Agnes DeMille and Jerome Robbins. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M51A -- 1.5 Units****Dance Performance/Production I**

Prerequisites: Beginning dance class

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 2 activity

Introduces and then applies basic elements of production (staging, lighting, publicity, makeup, costumes, set design and construction) through participation in a staged event/dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M51B -- 1.5 Units****Dance Performance/Production II**

Prerequisites: DANC M51A

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 2 activity

Requires practical involvement in the elements of dance production behind the scenes as well as on stage. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M51C -- 1.5 Units****Dance Performance/Production III**

Prerequisites: Beginning dance class

Recommended Preparation: Concurrent enrollment in another dance class

Class Hours: 1 lecture, 2 activity

Emphasizes practical experience of dance productions, concerts and demonstrations, emphasizing dance as a performing art. Reviews choreography, staging and the production elements of dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M51D -- 2 Units****Dance Performance/Production IV**

Prerequisites: Intermediate dance class

Recommended Preparation: Concurrent enrollment in dance class

Class Hours: 1 lecture, 3 activity

Offers practical experience in the many phases of dance productions, concerts and demonstrations. Focuses on dance performance with some review of choreography and staging. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M52 -- 3 Units****Children's Theatre**

Prerequisites: None

Recommended Preparation: DANC M20A or THA M17

Class Hours: 2 lecture, 4 activity

Offers practical experience in the rehearsal and performance of a children's theatre production. Includes both dramatic and movement-based components. May be taken four (4) times for credit. (Same course as THA M52.) Applies to Associate Degree. Transfer credit: CSU

**DANC M55 -- 3 Units****Dance Ensemble**

Prerequisites: None

Class Hours: 9 activity

Focuses on learning repertory choreographed by students, faculty and/or guest artists. Culminates in rehearsal and performance in a formal concert environment. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M60A-Z -- 1 to 3 Units****Topics in Dance**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semesters Schedule of Classes. Transfer Credit: determined by transfer institution.

**DANC M80 -- 1 to 4 Units****Internship in Dance**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Design**

See Courses in Art, Graphics, and Interior Design

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**Drafting**

The Drafting Technology program prepares the student for careers related to mechanical drafting and design, engineering, structural and artistic architecture, and computer animation. Students will be trained in the use of computer aided design (using AutoCAD), as well as conventional drafting machines and instruments. Advanced students will have the opportunity to take 3D and animation courses using the world-renowned computer software 3-D Studio Max. They will then learn to prepare animated scenes for rendering using special effect lighting and surface materials.

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**Dean**

Tim McGrath, Phone (805) 378-1572

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**Full-time Faculty**

Sunni Piquet

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**Counselors**

Edna Ingram, Mike Johnson

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Drafting Technology/CAD who wish to qualify for an Associate Degree could explore Engineering as a possible major.

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**Certificate Options in Drafting Technology/CAD****Drafting Technology/CAD Certificate  
(more than 18 units)**

To earn a Certificate in Drafting Technology/CAD, students complete 27 specified units.

<b>Required Courses.....Units</b>	
DRFT M02A.....ComputerAided Drafting I.....	3.0
DRFT M02B.....ComputerAided Drafting II.....	3.0
DRFT M03A.....Architectural Drafting I.....	3.0
DRFT M03B.....Architectural Drafting II.....	3.0

DRFT M04.....Architectural CAD .....	3.0
DRFT M11.....Building Codes.....	3.0
Units from One of the RECOMMENDED OPTIONS .....	9.0
<b>TOTAL .....</b>	<b>27.0</b>

**Recommended Options: Choose one of the following:  
Architectural Option (complete all specified units)**

DRFT M08.....Energy Conservation Code .....	3.0
DRFT M13.....Construction Materials .....	3.0
DRFT M20.....3D Modeling .....	3.0

**Civil Engineering Option (complete all specified units)**

DRFT M06.....Building Site Drafting .....	3.0
DRFT M13.....Construction Materials .....	3.0
GIS M01.....Geographic Information Systems .....	3.0

**Certificate in AutoCAD (less than 18 units)**

To earn a Certificate in AutoCAD, students complete 12 specified units.

**Required Courses.....Units**

DRFT M01.....Introduction to Drafting.....	3.0
DRFT M02A.....Computer-Aided Drafting I.....	3.0
DRFT M02B.....Computer-Aided Drafting II.....	3.0
DRFT M20.....3D Modeling .....	3.0
<b>TOTAL .....</b>	<b>12.0</b>

NOTE: These courses must be taken in sequential order (one each semester) since after DRFT M01, each is the prerequisite for the next.

See General Education Degree Requirements and Transfer Information.

**Drafting Courses**

**DRFT M01 -- 3 Units**

**Introduction to Drafting**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Introduces use and care of drafting equipment and instruments, lettering, theory of orthographic projection, pictorial drawings, sketches, and working drawings.

Applies to the Associate Degree. Transfer credit: CSU

**DRFT M02A -- 3 Units**

**Computer Aided Drafting I**

Prerequisites: DRFT M01

Recommended Preparation: CIS M17 or experience using Microsoft Windows or NT

Class Hours: 2 lecture, 3 lab

Introduces AutoCAD (Computer-Aided Design software). Explores CAD drawing and editing concepts, principles, and commands while preparing technical drawings. May be taken two ((2) times for credit. Applies to the Associate Degree.

Transfer credit: CSU; UC (DRFT M02A and DRFT M02B combined: maximum credit, one course).

**DRFT M02B -- 3 Units**

**Computer Aided Drafting II**

Prerequisites: DRFT M02A Class Hours: 2 lecture, 3 lab

Introduces two-dimensional and three-dimensional drawings through exploration of intermediate and advanced functions. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC (DRFT M02B and DRFT M02A combined: maximum credit, one course).

**DRFT M03A -- 3 Units**

**Architectural Drafting I**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Introduces fundamentals of preparing architectural drawings, emphasizing use and care of drafting equipment and instruments, lettering, line work and dimensioning. Focuses on preparing various plan, elevation and sectional views as well as details, sketches, working drawings, orthographic and isometric drawings. Presents basic elements of building requirements and codes. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

**DRFT M03B -- 3 Units**

**Architectural Drafting II**

Prerequisites: DRFT M03A Class Hours: 2 lecture, 3 lab

Introduces preparation and interpretation of architectural drawings and specifications, emphasizing wood frame construction and application of local planning ordinances, uniform building codes and architectural graphic standards. May be taken two (2) times for credit. Applies to the Associate Degree.

Transfer credit: CSU

**DRFT M04 -- 3 Units**

**Architectural CAD**

Prerequisites: DRFT M02B and DRFT M03 Class Hours: 2 lecture, 3 lab

Introduces development of architectural drawings, using computer aided drafting and three-dimensions for a walk-through effect. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

**DRFT M06 -- 3 Units**

**Building Site Drafting**

Prerequisites: DRFT M03A Class Hours: 2 lecture, 3 lab

Introduces civil engineering drafting, including survey notation, graphic translation of survey notes, grading, site planning and utilities. Applies to the Associate Degree. Transfer credit: CSU

**DRFT M08 -- 3 Units**

**Energy Conservation Code**

Prerequisites: None Class Hours: 3 lecture

Introduces requirements and necessary forms regarding Title 24 of the State Energy Code. Applies to Associate Degree.

**DRFT M09 -- 3 Units**

**Fundamentals of Structural Design**

Prerequisites: MATH M01 and DRFT M011 Class Hours: 3 lecture

Analyzes and designs complete structural calculations for a residential, commercial and industrial buildings. Applies to Associate Degree. Transfer credit: CSU

**DRFT M10 -- 3 Units**

**Construction Cost Estimating**

Prerequisites: MATH M01 and DRFT M01 Class Hours: 3 lecture

Introduces principles and practices for making quantity surveys and labor estimates on construction projects. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU

**DRFT M11 -- 3 Units**

**Building Codes**

Prerequisites: None Class Hours: 3 lecture

Introduces building codes related to structural, plumbing, heating, air conditioning, and electrical components of buildings constructed in Southern California. Applies to Associate Degree.



**DRFT M13 -- 3 Units****Construction Materials**

Prerequisites: None Class Hours: 3 lecture

Explores use and application of building materials to the structural composition of modern residential, commercial and industrial buildings. Applies to Associate Degree.

**DRFT M14 -- 3 Units****Construction Blueprint Reading**

Prerequisites: None Class Hours: 3 lecture

Focuses on reading construction drawings for typical buildings, including wood frame, masonry, concrete and steel construction used in residential, commercial and industrial projects. Applies to the Associate Degree. Transfer credit: CSU

**DRFT M20 -- 3 Units****3D Modeling (Computer Animation)**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Introduces 3D Studio Max Software, exploring 3D modeling and animation with spatial three-dimensional effects in a Windows NT networked environment. Explores creation, modeling, and modification of a fully mapped and rendered scene complete with lights, cameras, and backgrounds. Requires creation of a basic animation. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**DRFT M21 -- 3 Units****Technical Animation (Computer Animation)**

Prerequisites: DRFT M20 Class Hours: 2 lecture, 3 lab

Introduces advanced materials and environmental effects of advanced technical animations. Explores the use of motion controllers and track views for editing key frames, pivot points to link objects, Inverse Kinematics to create character animations, and special effects such as space warps, ripples, waves, wind and bombs. Requires creation of a fully mapped and rendered animation complete with lights, cameras, backgrounds, and special effects. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**DRFT M22A/B -- 1 to 3 Units****Independent Studies in Drafting**

Prerequisites: A previous course in Drafting Technology

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of drafting technology/CAD through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**DRFT M60A-Z -- 1 to 3 Units****Topics in Drafting**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****DRFT M60A- -- 0.5 to 3 Units****Topics in Drafting Technology/CAD**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

**DRFT M80 -- 1 to 4 Units****Internship in Drafting**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**DRFT M89AZ -- 0.5 to 3 Units****Institutes in Drafting Technology/CAD**

Prerequisites: None

Class Hours: As arranged

Short lecture series emphasizes acquisition of specialized drafting skills through application of appropriate activities. Series only offered credit/no-credit. Applies to Associate Degree.

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**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.

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**Dean**

Al Nordquist, Phone (805) 378-1445

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**Full-time Faculty**

Rex Edwards, Ray Zhang

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**Counselor**

Michael Johnson

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Economics who wish to qualify for an Associate in Arts Degree could explore Business as a possible major.

See General Education Degree Requirements and Transfer Information.

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## Economics Courses

### **ECON M01 -- 3 Units** **Principles of Micro Economics**

Prerequisites: None      Recommended Preparation: MATH M01  
Class Hours: 3 lecture

Examines the function of the market mechanism and its strengths and weaknesses in allocating scarce resources in the economy. Develops a method of thinking by investigating and applying the principles of economic inquiry to the behavior of individual consumers, producers and industries. The structure of industries and the distribution of resources are examined. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4B. CAN: ECON 4.

### **ECON M02 -- 3 Units** **Principles of Macro Economics**

Prerequisites: None      Class Hours: 3 lecture  
Introduces issues of economic policy, related to levels of employment as well as prices and rate of economic growth. Expands application of principles of economic inquiry. Focuses on economic institutions, national income accounting, and policies that influence aggregate economic activity. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4B. CAN: ECON 2

### **ECON M04 -- 3 Units** **Economic Development of the United States**

Prerequisites: None      Class Hours: 3 lecture  
Introduces the evolution of U. S. economic institutions as revealed by economic analyses and quantitative data as well as the application of economics to social change and economic problems. Applies to the Associate Degree. Transfer credit: CSU; UC

### **ECON M22A/B -- 1 to 3 Units** **Independent Studies in Internship in Economics**

Prerequisites: A previous course in Economics  
Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of economics through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### **ECON M30 -- 3 Units** **Introduction to Business and Economics**

Recommended Preparation: BUS M28 or ENGL M02  
Class Hours: 3 lecture  
Examines the basic concepts of business and the application of economic principles to the operation of business. Explores economic systems, global markets, ethics, entrepreneurship, management, human resources, marketing, accounting, finance, securities markets, money supply, the impact of information technology on business, and personal financial planning. (Same course as BUS M30.) Applies to Associate Degree. Transfer credit: CSU; UC

### **ECON M60A-Z -- 1 to 3 Units** **Topics in Economics**

Prerequisites: To be determined      Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the Schedule of Classes. Transfer Credit: determined by transfer institution.

### **ECON M80 -- 1 to 4 Units** **Internship in Economics**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.  
Class Hours: 3 to 16.5 work experience hours  
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

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## Education

Education courses provide an introduction to teaching as a career, exploring the philosophical as well as some of the practical implications of the profession. The courses build a strong foundation for future teachers.

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### Dean

Al Nordquist, Phone (805) 378-1445

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### Counselor

Anitra Evans

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### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in education or teaching who wish to qualify for an Associate in Arts Degree could explore Liberal Studies as a possible major. See General Education Degree Requirements and Transfer Information.

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## Education Courses

### **EDU M01 -- 3 Units** **Introduction to Education**

Prerequisites: None      Corequisite: Internship  
Class Hours: 3 lecture  
Invites the student to explore teaching as a profession, exploring classroom management issues, learning styles, student diversity, peer tutoring, and educational philosophy. Field exploration will be a key component of the class. Applies to Associate Degree. Transfer credit: CSU

### **EDU M02 -- 3 Units** **Introduction to Teaching**

Prerequisites: None      Recommended Preparation: ENGL M01A  
Class Hours: 3 lecture  
Designed to provide students with the fundamental knowledge of the understanding of the American educational enterprise, especially problems in urban multicultural schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education are used to gain knowledge of, understand, and analyze the current conditions of American schools and to evaluate selected proposals/models for reform. A minimum of 20 hours of observation and participation in a multicultural school and community setting is required. Applies to Associate Degree. Transfer credit: CSU; UC

**EDU M03 – 2 Units**

**Teaching Field Experience**

Prerequisite: None  
 Corequisite: Completion of or concurrent enrollment in EDU M02  
 Recommended Preparation: ENGL M01A  
 Class Hours: 1 lecture, 3 Lab

Provides the pre-service teacher with an opportunity to apply classroom theory in a public school setting with an assigned Field Experience Supervisor/Mentor Teacher (public school teacher). Provides early, supervised field experience to pre-service teachers in order that they begin to develop fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills required in the public schools. Students must meet safety and health clearance standards for public school field experience placement. Students will complete at least 48 hours in the classroom. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**EDU M80 -- 1 to 8 Units**

**Internship in Education**

Prerequisites: Completion or concurrent enrollment in a course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Engineering**

The field of engineering is a particularly broad one that offers several areas in which to specialize. The lower division course work described below provides basic preparation for any of these choices.

**Dean**

Victoria Bortolussi, Phone (805) 378-1459

**Counselors**

Edna Ingram, Candace Peyton, Corey Wendt

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

**Degree in Engineering**

To earn an Associate in Science Degree with a major in Engineering, students complete 46 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Engineering offered by four-year institutions. Since the course work in engineering is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in engineering. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
CHEM M01A.....General Chemistry I .....	6.0
ENGR M04.....Engineering and Design/CAD .....	3.0
ENGR M12.....Engineering Materials.....	3.0
*ENGR M16.....Engineering Statics & Strength Materials .....	3.0
OR	
ENGR M20.....Electrical Engineering Fundamentals.....	3.0
ENGR M20L.....Electrical Engineering Fundamentals/Lab .....	1.0
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
PHYS M20A.....Mechanics of Solids & Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab.....	1.0
PHYS M20B.....Thermodynamics, Electricity and Magnetism.....	4.0
PHYS M20BL.....Thermodynamics, Electricity and Magnetism Lab.....	1.0
PHYS M20C.....Wave Motion, Optics & Modern Physics.....	4.0
PHYS M20CL.....Wave Motion, Optics & Modern Physics/Lab .....	5.0
<b>Total .....</b>	<b>49.0-50.0</b>

See General Education Degree Requirements and Transfer Information.

\* This degree requires either ENGR M16 or ENGR M20/M20L

**Engineering Courses**

**ENGR M04 -- 3 Units**

**Engineering and Design/CAD**

Prerequisites: DRFT M01 or one year of high school drafting  
 Class Hours: 2 lecture, 3 lab

Introduces engineering as a profession by exploring systematic design techniques, written communication, and makeup of the various engineering programs. Requires extensive use of computer-aided drafting software and completion of a design project. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 2

**ENGR M12 -- 3 Units**

**Engineering Materials**

Prerequisites: CHEM M01A and PHYS M20A/M20AL  
 Class Hours: 3 lecture

Introduces engineering properties of materials, applying basic principles of the atomic and crystal structure of solids to the study of properties as well as to the selection and use of engineering materials. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 4

**ENGR M16 -- 4 Units**

**Engineering Statics and Strength of Materials**

Prerequisites: PHYS M20A/M20AL  
 Class Hours: 4 lecture

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, and theories of strength. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 8

**ENGR M20 -- 3 Units****Electrical Engineering Fundamentals**

Prerequisites: PHYS M20B                      Corequisite: ENGR M20L, MATH M35

Class Hours: 3 lecture

Introduces theory and analysis of electrical circuits, 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. Reviews power, energy, impedance, phasers, and frequency response. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 6 (ENGR M20 & M20L)

**ENGR M20L -- 1 Unit****Electrical Engineering Fundamentals Laboratory**

Prerequisites: PHYS M20BL                      Corequisite: ENGR M20

Class Hours: 3 lab

Provides hands-on experience in passive and active electrical circuits, reinforcing electrical engineering concepts. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 6 (ENGR M20 & M20L)

**ENGR M22A/B -- 0.5 to 3 Units****Independent Studies in Engineering**

Prerequisites: A previous course in Engineering

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of engineering through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**ENGR M80 -- 1 to 4 Units****Internship in Engineering**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## English

The study of English offers a basic understanding of reading and writing skills and an appreciation of literature. The more practical skills offered by the study of English - effective reading, writing and thinking - are applicable to all education careers and civic responsibilities. See the course sequence chart on the previous page.

**Dean**

Inajane Nicklas, Phone (805) 378-1443

**Full-time Faculty**

Barbara Baker, Jeffrey Baker, David Birchman, Gillian Dale, Norman Garber, Elizabeth Gillis-Smith, Anne Kairschner, Kara Lybarger-Monson, Jerry Mansfield, Judith Ramos, Hart Schulz, Pamela Sheridan, Sydney Sims, Nils Slattum, Tracy Tennenhouse

**Counselors**

Denice Avila, Anitra Evans, and Candace Peyton

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

**Deciding on Your First Moorpark College English Course**

The English assessment and self-placement process helps each student decide on the best entry-level English course to take, given individual needs and abilities. Effective placement saves students time and money as they progress through their academic careers. Before enrolling in English 1A, students must complete the assessment process at [www.moorparkcollege.edu/assess](http://www.moorparkcollege.edu/assess). Students can visit the counseling office for assistance.

**English Courses****ENGL M01A -- 4 Units****English Composition**

Prerequisites: ENGL M02 or completion of the assessment process.

Class Hours: 4 lecture

Emphasizes expository writing and research, demonstrating rhetorical organization, range of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01A and ENGL M01AH combined: maximum credit, one course). IGETC AREA 1A. CAN: ENGL 2.

**ENGL M01AH -- 4 Units****Honors: English Composition**

Prerequisites: ENGL M02 with a grade of B or better or completion of the assessment process.

Class Hours: 4 lecture

Emphasizes expository writing and research, demonstrating rhetorical organization, range of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU; UC. (ENGL M01AH and ENGL M01A combined: maximum credit, one course). IGETC AREA 1A

**ENGL M01B -- 3 Units****Literature: Critical Thinking and Composition**

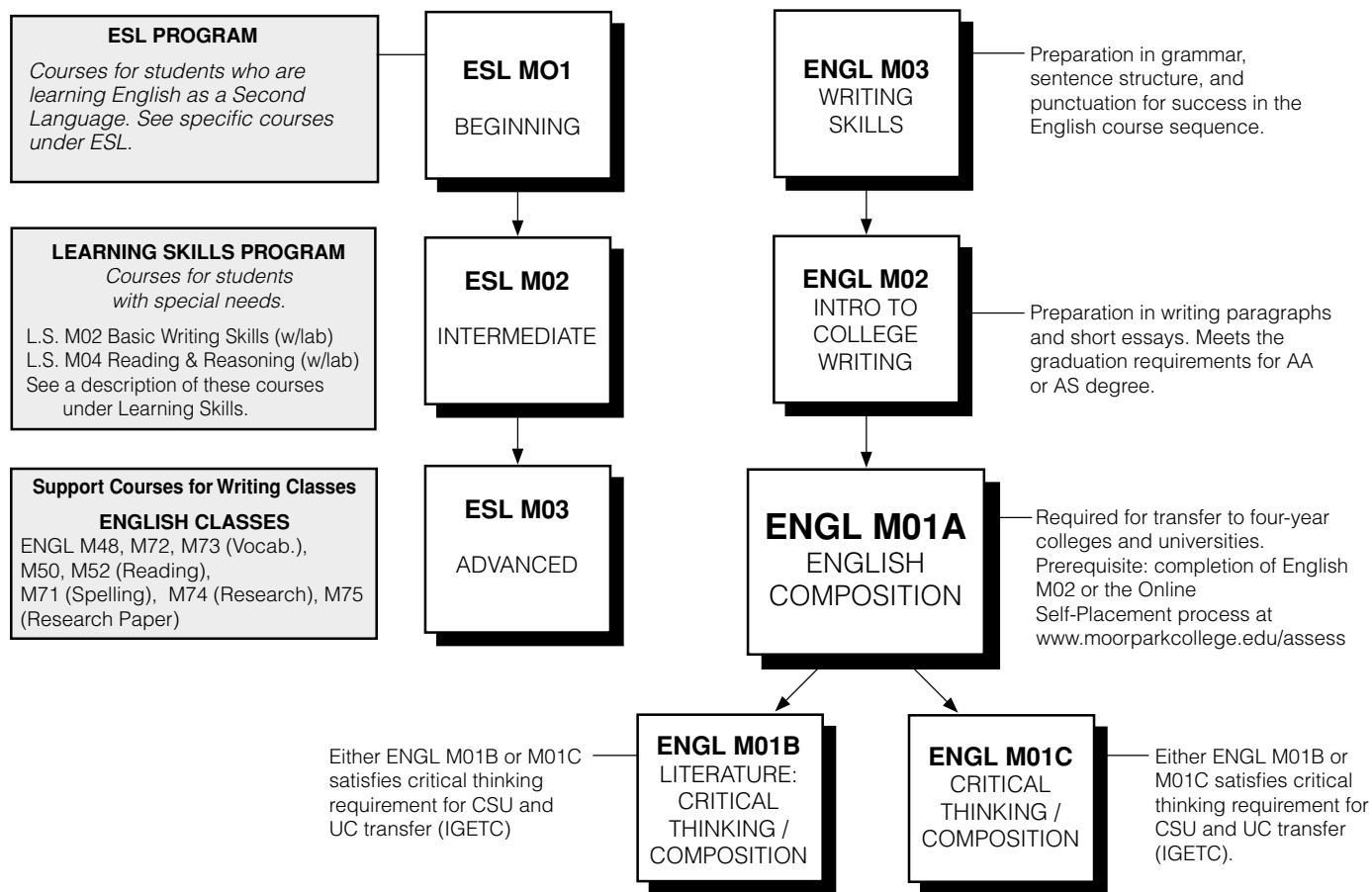
Prerequisites: ENGL M01A                      Class Hours: 3 lecture

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. Review deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01B and ENGL M01BH combined: maximum credit, one course). IGETC AREAS 1B or 3B. CAN: ENGL 4; ENGL SEQ A (ENGL M01A+M01B).

# Sequence of English and English as a Second Language Courses

To determine the best starting point in the English sequence, complete the English Self-Placement process, online at [www.moorparkcollege.edu/assess](http://www.moorparkcollege.edu/assess).

To determine the best starting point in the ESL sequence, read the course descriptions and the frequently asked questions at [www.moorparkcollege.edu/esl](http://www.moorparkcollege.edu/esl). Choose your class level and attend the first class meeting. ESL students will receive an orientation and individualized diagnosis at the first meeting of each level class. Changes of class level will be readily accommodated



## ADVANCED ENGLISH COURSES

ENGL M05..... Radio/Television Script Writing	ENGL M30/31..... Masterpieces of World Literature I & II
ENGL M10A/B..... Creative Writing	ENGL M33..... Modern European Fiction
ENGL M13A/B..... Major American Writers I & II	ENGL M40..... Children's Literature
ENGL M14..... Study of Poetry	ENGL M43..... American-Jewish Literature
ENGL M15A/B..... Survey of English Literature I & II	ENGL M44..... Women in Literature
ENGL M17..... Shakespeare	ENGL M45..... Hispanic-American Literature
ENGL M18..... The Modern American Novel	ENGL M46..... African-American Literature
ENGL M19..... Introduction to the Short Story	ENGL M47..... Magazine Editing
ENGL M20..... Study of Drama	ENGL M60B..... Short Stories of Isaac Bashevis Singer
ENGL M21..... Contemporary Novels	ENGL M60C..... Short Stories of Bernard Malamud
ENGL M25..... Play Writing	ENGL M60D..... Short Stories of American Women Writers
ENGL M29A/B..... Bible as Literature, Old & New Testaments	

**ENGL M01BH -- 3 Units****Honors Literature: Critical Thinking and Composition**

Prerequisites: ENGL M01A with grade of B or better

Class Hours: 3 lecture

Honors work in 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. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01BH and ENGL M01B combined: maximum credit, one course). IGETC AREA 1B or 3B

**ENGL M01C -- 3 Units****Critical Thinking and Composition**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01C and ENGL M01CH combined: maximum credit, one course). IGETC AREA 1B

**ENGL M01CH -- 3 Units****Honors: Critical Thinking and Composition**

Prerequisites: ENGL M01A with a grade of B or better

Class Hours: 3 lecture

Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU; UC (ENGL M01CH and ENGL M01C combined: maximum credit, one course). IGETC AREA 1B

**ENGL M02 -- 3 Units****Introduction to College Writing**

Prerequisites: None Class Hours: 3 lecture

Introduces college-level writing, focusing on composing clear, organized paragraphs and short essays. Stresses development and support of coherent central ideas with relevant reasoning and examples. Offers instruction in the writing process (preparation, organization, development, revision, editing) as well as grammar, punctuation and sentence structure. Includes college-level reading and real-world applications. Applies to Associate Degree.

**ENGL M03 -- 3 Units****Writing Skills**

Prerequisites: None Class Hours: 3 lecture, 2 lab

Involves intensive practice in developing ideas, making clear statements and organizing information at the level of the paragraph. Emphasizes grammar, spelling, vocabulary building, sentence structure and composing strategies for short writings. Requires word processing in a computer lab. May be taken two (2) times for credit. Does not apply toward a degree.

**ENGL M05 -- 3 Units****Radio/Television Script Writing**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Develops skills in the analysis and preparation of news, commercials, program formats, public service announcements, and dramatic scripts including situation comedy, made-for-television movie, continuing dramatic series, and theatrically released motion picture. (Same course as RT M05.) Applies to the Associate Degree. Transfer credit: CSU

**ENGL M10A -- 3 Units****Creative Writing**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Workshop format. Concentrates on the techniques of writing fiction and poetry through the production of original works followed by discussion and analysis. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 6

**ENGL M10B -- 3 Units****Creative Writing**

Prerequisites: ENGL M10A Class Hours: 3 lecture

Introduces advanced study of literary forms, emphasizing prose and poetry through practice, discussion and analysis. Applies to the Associate Degree. Transfer credit: CSU; UC

**ENGL M11 -- 3 Units****Report and Technical Writing**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Provides extensive practice writing proposals, memoranda, letters, technical reports, and technical manuals. Demands complete and accurate writing, demonstrating situational analysis, appropriate structuring, careful research and documentation, and incorporation of data and graphics. Applies to the Associate Degree. Transfer credit: CSU

**ENGL M13A -- 3 Units****Major American Writers I**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces American writing from the colonial era to the end of the Civil War, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Bradstreet, Taylor, Franklin, Poe, Melville and Whitman. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B. CAN: ENGL 14; ENGL SEQ C (ENGL M13A+M13B).

**ENGL M13B -- 3 Units****Major American Writers II**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces American writing from the post-Civil War period to the present, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Twain, James, Hemingway, Faulkner and Wright. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B. CAN: ENGL 16; ENGL SEQ C (ENGL M13A+M13B).

**ENGL M14 -- 3 Units****Study of Poetry**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces the study of poetry, emphasizing imagery, figurative language, symbolism, rhythm and diction. Examples drawn from American and British poetry. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M15A -- 3 Units****Survey of English Literature I**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Surveys major works of British literature from the Romantic period to the present in their literary, historical, and cultural contexts. Includes lectures, discussions, examinations, and critical papers. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B. CAN: ENGL 8; ENGL SEQ B (ENGL M15A+M15B)

**ENGL M15B -- 3 Units****Survey of English Literature II**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Surveys major works of British literature from the Romantic period to the present in their literary, historical and cultural contexts. Includes lectures, discussions, examinations, and critical papers. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B. CAN: ENGL 10; ENGL SEQ B (ENGL M15A+M15B).

**ENGL M17 -- 3 Units****Shakespeare**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Surveys several plays, including romantic comedies, histories, tragedies, and problem plays. Discusses works of Shakespeare in their social context. Introduces the sonnets. Includes lectures, discussions, and critical papers. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M18 -- 3 Units****The Modern American Novel**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces representative novels by prominent American authors from the post-Civil War period to the present. Emphasizes the unique literary contributions of major modern American novelists such as Crane, Chopin, James, Hemingway, Steinbeck, and Ellison. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M19 -- 3 Units****Introduction to Short Story**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces form and content of short stories, emphasizing critical reading and analysis of selected American and European literary examples. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M20 -- 3 Units****Study of Drama**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces 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. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B. CAN: ENGL 22.

**ENGL M21 -- 3 Units****Contemporary Novels**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Reviews post-World War II novels, emphasizing their relevance, innovation, style, and literary value. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M22A/B -- 1 to 3 Units****Independent Studies in English**

Prerequisites: A previous course in English Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of English through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**ENGL M25A -- 3 Units****Play Writing**

Prerequisites: None

Recommended Preparation: THA M02A, THA M15A, ENGL M01A

Class Hours: 3 lecture

Develops writing skills for the theatre with possible opportunity for production. (Same course as THA M21A.) Applies to the Associate Degree. Transfer credit: CSU

**ENGL M25B -- 3 Units****Play Writing**

Prerequisites: ENGL M25A

Recommended Preparation: THA M02A, THA M15A, ENGL M01A

Class Hours: 3 lecture

Focuses on the development of advanced writing projects for the theater, with the possible opportunity for production. (Same course as THA M21B.) Applies to the Associate Degree. Transfer credit: CSU

**ENGL M29A -- 3 Units****The Bible as Literature (Old Testament)**

Prerequisites: None Class Hours: 3 lecture

Introduces the 39 books of the Old Testament and the Old Testament Apocrypha through lecture, reading, and discussion. Emphasizes literary qualities such as characters, recurrent themes, motifs, images and symbols, as well as major genres and representative forms of Biblical writings. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M29B -- 3 Units****The Bible as Literature (New Testament)**

Prerequisites: None Class Hours: 3 lecture

Introduces the New Testament through lecture, reading, and discussion. Emphasizes literary qualities such as characters, recurrent themes, motifs, images, and symbols, as well as major genres and representative forms of Biblical writings. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M30 -- 3 Units****Masterpieces of World Literature I**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Surveys representative authors from the time of Homer to the Renaissance, with intensive study of selected masterpieces from the ancient, medieval, and Renaissance eras. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M31 -- 3 Units****Masterpieces of World Literature II**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Surveys representative authors from the 18th century to the Modern period, with intensive study of selected masterpieces from the 18th, 19th, and 20th centuries. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M33 -- 3 Units****Modern European Fiction**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces major modern European fiction, including such authors as Dostoyevsky, Tolstoy, Flaubert, Camus, Hesse, Gogol, Gide, Babel, and Mann. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M40 -- 3 Units  
Children's Literature**

Prerequisites: None Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Introduces children's literature, focusing on its literary aspects. Includes discussion and literary analysis of the specific features, historical development, basic genres and kinds (fairy tale, fantasy, picture book, adventure story, and contemporary realistic fiction) of children's literature. Covers classics from the golden age of children's literature (1846 to 1908), 20th-century picture books, poetry, and contemporary books for elementary and middle-grade readers. Applies to the Associate Degree. Transfer credit: CSU

**ENGL M43 -- 3 Units  
American-Jewish Literature**

Prerequisites: None Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Introduces literature of American-Jewish authors with an emphasis on the 20th century. Discusses the works as literature and as a reflection of the Jewish experience in America. Includes works by such writers as Henry Roth, Clifford Odets, Isaac Bashevis Singer, Bernard Malamud, Saul Bellow, Philip Roth, Grace Paley, Cynthia Ozick, Allegra Goodman, Adrienne Rich, and others. Reviews essential literary terms and concepts necessary for meaningful discourse about literature. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M44 -- 3 Units  
Women in Literature**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Explores images of women and perspectives on women's experience in works chosen from a variety of genres: song and poetry; diaries, letters and essays; short stories and novels; and drama and film. Includes male as well as female authors and works of different historical periods and countries. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M45 -- 3 Units  
Latino/a Literature**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces Latino/a literature in English or English translation. These literary works reflect the richness and variety of Latino/a expression in the writings and films of and about indigenous and Native American groups, Mexican-Americans (Chicanos/as), South Americans, and others, such as Cubans and Puerto Ricans. Literature created in the Americas will be read for the purpose of analyzing its literary, cultural, psychological, philosophical, and political contexts. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M46 -- 3 Units  
African-American Literature**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces historical and critical analysis of African-American literature, emphasizing an understanding of the Black Experience as embodied in American writing. Includes readings from the 19th and 20th centuries. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**ENGL M47 -- 2 Units  
Literary Magazine Publication**

Prerequisites: None Corequisite: ENGL M47L

Recommended Preparation: ENGL M01A

Class Hours: 2 lecture

Provides instruction in editing and publication of The Moorpark Review, a creative arts magazine, and other types of student writing projects. Includes reading, evaluating, editing and producing literary manuscripts for publication in a variety of formats. May be taken one (1) time for credit. Applies to the Associate Degree. Transfer credit: CSU

**ENGL M47L -- 1 Unit  
Literary Magazine Publication Lab**

Prerequisites: Completion of or concurrent enrollment in ENGL M47

Recommended Preparation: ENGL M01A

Class Hours: 3 lab

Provides practical experience in editing and producing literary manuscripts for publication in The Moorpark Review, a creative arts magazine, and in other types of student writing projects in a variety of formats. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

**ENGL M48 -- 3 Units  
Word Power**

Prerequisites: None Class Hours: 3 lecture

Develops listening, speaking, reading, and writing vocabularies by developing word analysis and vocabulary expansion skills. Includes study of Greek and Latin roots, prefixes, suffixes, synonyms, antonyms, diction, word origins, contextual clues, and college-level and professional vocabularies. Focuses on individual progress. Applies to the Associate Degree.

**ENGL M50 -- 3 Units  
Academic Reading and Study Skills**

Prerequisites: None Class Hours: 3 lecture

Introduces academic reading skills, emphasizing comprehension, speed, study skills, vocabulary development, awareness of current events, goal setting, and time management. Applies to Associate Degree.

**ENGL M52 -- 3 Units  
Speed and Power Reading**

Prerequisites: None Class Hours: 3 lecture

Teaches college-level reading with an emphasis on speed, with a goal of 200-800 words per minute. Strategies to improve comprehension and retention, to adjust reading rates to the material, to increase vocabulary, to master study skills, and to think interactively with the reading material will be covered. Applies to Associate Degree. Transfer credit: CSU

**ENGL M60A-Z -- 1 to 3 Units  
Topics in English**

Prerequisites: To be determined Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.



**Developed topics include:****ENGL M60A -- 3 Units****The Poetry of Chaucer**

Prerequisites: ENGL M01A      Class Hours: 3 lecture

Introduces the major works of Chaucer, *The Canterbury Tales* and *Troilus and Criseyde*, as well as minor poems. Examines Chaucer's language and literary techniques, in class discussion and critical essays. Applies to Associate Degree. Transfer credit: CSU; UC

**ENGL M60B -- 1 Unit****The Short Stories of Isaac Bashevis Singer**

Prerequisites: None

Recommended Preparation: ENGL M01A, M01B, M01C, or M43

Class Hours: 1 lecture

Examines universal themes (chaos and order, freedom and constraint, faith and skepticism, etc.) in the short stories of Isaac Bashevis Singer, Nobel Prize Laureate. Examines the relationship between form and meaning in these stories and provides practice in the use of various critical approaches for the analysis of the short story for both oral and written presentations. Applies to Associate Degree. Transfer credit: CSU, UC

**ENGL M60C -- 1 Unit****The Short Stories of Bernard Malamud**

Prerequisites: None

Recommended Preparation: ENGL M01A or ENGL M43

Class Hours: 1 lecture

Examines themes and style in the short stories of Bernard Malamud, including the relationship between form and meaning in these stories. Provides practice in the use of various critical approaches for the analysis of the short story for both oral and written presentations. Applies to Associate Degree. Transfer credit: CSU, UC

**ENGL M60D -- 1 Unit****The Short Stories of Selected American Women Writers**

Prerequisites: None

Recommended Preparation: English M01A or M01B, or M01C, or M60B or M60C or M43

Class Hours: 1 lecture

This course examines the relationship between form and meaning in the short stories of selected American women writers. It will explore the fiction in historical and diverse cultural contexts from the early 20th-century American experience to the present. It will also focus on the skills helpful in the analysis of literature. Applies to the Associate Degree. Transfer credit: CSU; UC

**ENGL M70 -- 1 Unit****Grammar/Punctuation Review**

Prerequisite: None      Class Hours: 1 lecture

Reviews the rules and conventions of standard English grammar and punctuation. Develops students' ability to write concise, clear, correct sentences and to join them into unified, coherent paragraphs. (Formerly ES M33). Does not apply to Associate Degree.

**ENGL M71 -- 1 Unit****Spelling**

Prerequisites: None      Class Hours: 1 lecture

Introduces basic methods of correct spelling through visual and aural techniques, such as American English word and phonetic patterns, Greek and Latin roots and affixes, and the use of dictionaries and other materials. Does not apply toward a degree.

**ENGL M72 -- 1 Unit****Vocabulary Level I**

Prerequisites: None      Class Hours: 1 lecture

Introduces principles and practices of vocabulary acquisition to improve reading, speaking, and writing in preparation for college-level courses. Does not apply toward a degree.

**ENGL M73 -- 1 Unit****Vocabulary Level II**

Prerequisites: None      Class Hours: 1 lecture

Extensive development of college-level vocabulary required for academic textbooks and writing projects. Applies to Associate Degree.

**ENGL M74 -- 1 Unit****Research Skills for Papers, Reports and Essays**

Prerequisites: None      Class Hours: 1 lecture

Introduces basic library research skills for reports, essays and research papers including the use of library catalogs, print and electronic indexes and reference materials, and the Internet. Emphasis on critical evaluation of sources and compilation of a bibliography using the format relevant to student's field. (Same as LIB M01.) Applies to Associate Degree. Transfer credit: CSU; UC (ENGL M74, M75 and LIB M01 combined: maximum credit, one course).

**ENGL M75 -- 1 Unit****The Research Paper**

Prerequisites: None      Class Hours: 1 lecture

The process of writing the research paper including basic research methods and resources, evaluation of sources, correct use of sources, avoidance of plagiarism, and documentation. Applies to Associate Degree. Transfer credit: CSU; UC (ENGL M74, M75 and LIB M01 combined: maximum credit, one course).

**ENGL M80 -- 1 to 4 Units****Internship in English**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**ENGL M89AZ -- 0.5 to 3 Units****Institutes in English**

Prerequisites: None      Class Hours: As arranged

Series of special lectures and discussions on selected topics of interest in English. Offered credit/no-credit only. Applies to Associate Degree.

**ENGL M95 -- 3 Units****Honors in English: Approaches to Literary Study**

Prerequisites: ENGL M01A with a grade B or better

Class Hours: 3 lecture

Introduces the aims and methods of literary scholarship and criticism, emphasizing both literary and critical theory. Includes the terms and concepts necessary for meaningful discussions of and writing about fiction, poetry and drama. Studies three or four literary texts from a variety of contemporary critical approaches, preparing students for upper-division university-level work. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

## English as a Second Language

The English as a Second Language program prepares student for transfer-level courses and improves language facility in social and job situations. Being multi-lingual is an asset in the local and global job market.

Students will receive an orientation and individualized diagnostic assessment at the first meeting of class. Changes of class will be readily accommodated.

International students needing information regarding residency rules and paperwork should call (805) 378-1429.

### Dean

Inajane Nicklas, Phone (805) 378-1443

### Full-Time Faculty

Gillian Dale, Judith Ramos

### Counselors

Chuck Brinkman, Michael Johnson

### ESL Courses

#### ESL M01 – 4 Units

##### Beginning ESL

Prerequisite: None Class Hours: 4 lecture, 1 lab

Focus on listening, speaking, reading, and writing skills of beginning English language learners, using daily activities and topics of general interest. Activities include group and class discussions and oral presentations. Includes vocabulary acquisition; accurate pronunciation; and grammar review of parts of speech, parts of the sentence, sentence structure and patterns, and verb tenses; reading comprehension of brief paragraphs and essays; and writing paragraphs. Does not apply to the Associate Degree.

#### ESL M02 – 4 Units

##### Intermediate ESL

Recommended Preparation: ESL M01, or demonstrated ability for this level

Class Hours: 4 lecture, 1 lab

Focus on listening, speaking, reading, and writing skills of intermediate English language learners using general interest and academic subjects. Activities include group and class discussions of text material, TV/video segments and lectures and oral presentations. Includes vocabulary acquisition, accurate pronunciation, and intonation ; grammar study of sentence structure, compound and complex sentences, and reduction of grammar errors; reading comprehension and critical thinking; and writing multi-paragraph essays. Does not apply to the Associate Degree.

#### ESL M03 – 4 Units

##### Advanced ESL

Recommended Preparation: ESL M02, or demonstrated ability for this level.

Class Hours: 4 lecture, 1 lab

Focus on listening, speaking, reading, and writing skills of advanced English language learners, using cross-curricular and current events subjects. Activities include discussions of text and selected materials, TV shows/videos, news programs, lectures, and one complete feature film and multiple 5-minute oral presentations. Includes emphasis on vocabulary acquisition, accurate pronunciation, and intonation in class discussions; grammar study of sentence correctness and style; reading interpretation, analysis, and application; and writing 5-paragraph essays developed by a combination of rhetorical modes. Does not apply to the Associate Degree.

## Environmental Science

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

Lori Clark

### Counselor

Donna Proske Allen, Michael Johnson

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Degree Options in Environmental Studies

#### Associate in Arts

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 37 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced 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 and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental studies. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
ANTH M02..... Cultural Anthropology.....	3.0
CHEM M12..... Introductory Chemistry I.....	5.0
ECON M01..... Principles of Micro Economics .....	3.0
ENSC M01..... Environmental Science .....	3.0
ENSC M01L..... Environmental Science/Lab.....	1.0
ENSC M02..... Environment and Human Interactions .....	4.0
GEOL M02..... Physical Geology .....	3.0
GEOL M02L..... Physical Geology Lab .....	1.0
MATH M15..... Introductory Statistics .....	5.0
MATH M16A..... Applied Calculus I.....	3.0
MATH M16B..... Applied Calculus II .....	3.0
POLS M03..... American Government and Politics .....	3.0
<b>Total .....</b>	<b>37.0</b>

See General Education Degree Requirements and Transfer Information.

## Degree Option in Environmental Science Associate in Science

To earn an Associate in Science Degree with a major in Environmental Science, students complete 56 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper-division course work for advanced 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 and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental science. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
BIOL M02A.....General Biology I.....	4.0
BIOL M02B.....General Biology II.....	4.0
CHEM M01A.....General Chemistry I.....	6.0
CHEM M01B.....General Chemistry II.....	6.0
ECON M01.....Principles of Micro Economics.....	3.0
ENSC M01.....Environmental Science.....	3.0
ENSC M01L.....Environmental Science Lab.....	1.0
ENSC M02.....Environment and Human Interactions.....	4.0
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
PHYS M20A.....Mechanics of Solids & Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids & Fluids Lab.....	1.0
PHYS M20B.....Thermodynamics, Electricity & Magnetism.....	4.0
PHYS M20BL.....Thermodynamics, Electricity & Magnetism Lab...	1.0
<b>Total.....</b>	<b>56.0</b>

See General Education Degree Requirements and Transfer Information.

## Environmental Science Courses

### ENSC M01 -- 3 Units

#### Environmental Science

Prerequisites: None Class Hours: 3 lecture

Introduces the fundamental laws of physics and chemistry controlling the natural processes operating in the world. Emphasizes the interrelationships between humans, their environment and the impact of technology on the global environment. Discusses the existence, measurement and control of energy, air, water and noise pollution. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### ENSC M01L -- 1 Unit

#### Environmental Science Lab

Prerequisites: Completion of or concurrent enrollment in ENSC M01

Class Hours: 3 lab

Clarifies environmental concepts presented in ENSC M01. Requires four field trips: utility plant, waste-water treatment facility, recycling/recovery center and college nature center. Stresses scientific method, elements of statistics and sampling, and the completion of a research-based oral presentation. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### ENSC M02 -- 4 Units

#### Environment and Human Interactions

Prerequisites: None Class Hours: 3 lecture, 3 lab

Introduces biological principles governing ecosystems. Analysis of environmental problems as they relate to world demography and human activities are covered. Topics include: population dynamics, major world biotic communities, the urban environment and environmental health and basic toxicology. Field study of California's major plant communities and study of the local environment. Required field trips. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B

### ENSC M03 -- 3 Units

#### Energy Resources and Conservation

Prerequisites: None Class Hours: 3 lecture

Surveys current energy resources, physics of energy and environmental utilization, alternate methods of energy generation and various energy conservation methods. Emphasizes practical applications relevant to today's economy and technology. Applies to the Associate Degree. Transfer credit: CSU

### ENSC M04 -- 1.5 Units

#### Environmental Regulations

Prerequisites: None Class Hours: 1.5 lecture

Introduces current laws and regulations governing air and water pollution, solid waste, hazardous materials, and pesticides. Reviews federal, state, and local regulation as well as appropriate regulatory agencies. May be taken four (4) times for credit. Applies to the Associate Degree. Transfer credit: CSU

### ENSC M05 -- 1.5 Units

#### Environmental Sampling and Instrumentation

Prerequisites: None

Recommended Preparation: CHEM M12 and ENSC M01

Class Hours: 4.5 lab

Introduces sampling protocols/techniques for environmental site characterization and field instrumentation to collect and monitor environmental field data. Includes hands-on operations of various instruments/field equipment utilized for soil matrix, water, and air monitoring/sampling. Provides an overview of field sampling plan preparation, health and safety procedures and use of general personal protection equipment, appropriate laboratory analysis, field/lab quality assurance/control and evaluation of lab data. Applies to the Associate Degree. Transfer credit: CSU

### ENSC M22A/B -- 0.5 to 3 Units

#### Independent Studies in Environmental Science

Prerequisites: A previous course in Environmental Science

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of environmental science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### ENSC M60A-Z -- 0.5 to 3 Units

#### Topics in Environmental Science

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

**Developed topics include:**

**ENSC M60A -- 1 Unit  
The Desert Biome**

Prerequisites: None                      Class Hours: 3 lab  
Introduces the desert biome, reviewing geographic features, adaptation of fauna and flora, and effect of human impact. Requires six-day field trip to selected deserts. Applies to Associate Degree. Transfer credit: CSU

**ENSC M60B -- 1 Unit  
The Urban Environment**

Prerequisites: None                      Class Hours: 3 lab  
Examines the historical development, shapes, requirements, and contributions of cities to human culture. Requires field trips to three major metropolitan areas in California (Los Angeles, Santa Barbara and San Diego). Applies to Associate Degree. Transfer credit: CSU

**ENSC M60C -- 1 Unit  
The Redwoods**

Prerequisites: None                      Class Hours: 3 lab  
Reviews world forests, especially the California Coast Redwood Forest. Requires six-day field trip to the Redwood National Park as well as pre- and post-trip preparation and evaluation. Applies to Associate Degree. Transfer credit: CSU

**ENSC M60D -- 0.5 Unit  
Microscale Chemistry Lab**

Prerequisites: None                      Class Hours: 1.5 lab  
Provides hands-on experience with general and organic chemistry on microscale level. Lab activities explore physical properties (density, refraction index), solvent extraction, acid-base titrations, and gas chromatography. May require field trips. Applies to Associate Degree. Transfer credit: CSU

**ENSC M60E -- 0.5 Unit  
Microscale Chemistry**

Prerequisites: None                      Class Hours: 0.5 lecture  
Uses microscale strategies for demonstrations and experiments in general and organic chemistry such as those involving density, boiling point, acid-base titration, and soils organic matter. Emphasizes value of using microscale techniques to reduce pollution and waste disposal while increasing safety and facility utilization. Applies to Associate Degree. Transfer credit: CSU

**ENSC M80 -- 1 to 4 Units  
Internship in Environmental Science**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Essential Skills**

Contact the Learning Center (804-378-1556) or [www.moorparkcollege.edu/tlc](http://www.moorparkcollege.edu/tlc) for information regarding academic support services.

**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. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, and the entertainment field.

**Dean**

Brenda Shubert, Phone (805) 378-1515

**Full-time Faculty**

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

**Counselor**

Chuck Brinkman

**Application Procedures**

Applicants will be selected in the Spring semester for admission into the Fall classes subject to available openings. The requirements, procedures, application dates and program offerings are subject to change. Consult the EATM faculty or counselor for current information. Phone: (805) 378-1416 or [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

**Qualifying Requirements**

1. \*Prerequisite college-level courses for application to the EATM Program are:

<b>Required Course .....</b>	<b>Units</b>
<b>Language/Rationality</b>	
ENG M01A.....English Composition.....	3.0
<b>Math Competency</b>	
MATH M01 or higher** Elementary Algebra.....	5.0
<b>Biological Science</b>	
ZOO M01.....General Zoology.....	5.0
or	
BIOL M01.....Principles of Biology.....	5.0
<b>Communication</b>	
SPCH M01.....Introduction to Speech.....	3.0
<b>Health Education</b>	
HED M05.....Safety and First Aid.....	3.0

*\*Prerequisite courses must be completed with a grade of C or better.  
\*\*Please note, College Algebra or a higher course (Moorpark College MATH M05) is required for transfer for a Bachelor's Degree Courses equivalent to the prerequisites above, taken at accredited Colleges and Universities, will apply. Contact the EATM Counselor for equivalency determination.*

2. The following documents must be presented or sent to the EATM Program Office in one envelope by January 31.

- a) All official, sealed, college transcripts documenting successful completion of the prerequisite coursework with a C or better;
- b) Completed EATM program application form.

3. Upon completion of #1 and #2, all applicants who are residents of the United States, Canada and Mexico are required to attend one of the several Applicant Information Meetings (AIM) scheduled during the Spring Semester. Applicants from other countries are encouraged to attend, but attendance is not mandatory. The applicant is encouraged to invite anyone they choose to also attend this meeting.

**Recommended General Education Courses**

Due to the time requirements of the program and because many of the occupational opportunities in the animal field require a Bachelor's degree, it is strongly recommended that all applicants complete as many transferable general education requirements as possible prior to entering the program. The following courses meet the remaining Moorpark College general education requirements for the EATM Associate in Science degree.

<b>Recommended Courses</b> .....	<b>Units</b>
Physical Science (Intro to Chemistry course or General Chemistry) .....	5.0
American History/Institution - U.S. History or US Government.....	3.0
Fine/Performing Arts (Beginning Acting or Photography).....	3.0
Physical Education (Course of Choice) .....	1.5

To take maximum advantage of the unique opportunity with exotic animals that EATM offers, the applicant is encouraged to obtain a broad base of experience in caring for both domestic and exotic animals in a variety of job/volunteer situations prior to applying.

**Program Requirements and Ethical Expectations**

The EATM program prepares the student for employment in the animal industry, which often involves working with dangerous animals. During this course of study, the student will work with dangerous animals at the college's teaching zoo, as well as other animal facilities. Therefore, students enrolled in the EATM 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 faculty and professional personnel at the facilities where students perform internships. Any information indicating that such standards are not maintained is subject to review by members of the faculty, which may recommend student dismissal to the college administration.

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.

**Performance Standards**

In compliance with the 1990 American with Disabilities Act, the EATM Program does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific EATM course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The EATM Faculty in conjunction with the Moorpark College Health Services, ACCESS and community animal facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

**Critical Thinking** - ability sufficient for safe judgment: calculating, reasoning, analyzing, prioritizing, and synthesizing data. Examples: identify cause/effect relationships in animal behavior and safety decisions.

**Interpersonal** - the ability sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds; function effectively under stress. Examples: Establish rapport with the public, effectively interacting and working as a member of a team.

**Communication** - abilities sufficient for effective verbal and written interactions. Examples: Explain animal behavior, teaching wildlife conservation, and document and interpret animal actions and animal responses.

**Mobility** - sufficient to rapidly walk the entire length of America's Teaching Zoo without interruption, run distances of 50 yards, maneuver in small confined spaces while reaching overhead objects. Examples: running to capture an escaped animal, shifting animal cages in overhead storage areas.

**Motor Skills** - gross and fine motor abilities sufficient to provide safe and effective animal care. Examples: dexterity ranges from restraining a small bird or lizard to being able to stack bales of hay.

**Hearing** - ability sufficient to monitor and assess animal behavior and health needs and to heed emergency signals. Example: animal behavioral changes are frequently accompanied by vocalization, must be able to recognize these changes, hear cries for help.

**Visual** - ability sufficient for observation and visual assessment in well-lit and dimly-lit areas. Examples: observe animal responses and changes in condition, do a positive cage count of animals in varying conditions.

**Tactile** - ability sufficient for safe and humane handling of various-size animals. Examples: appreciation for the strength necessary for controlling a camel versus that for handling a rat, able to palpate the pulse rate of an animal.

**Travel Expectations**

Each EATM student is responsible for his or her own transportation and travel expenses. A portion of the curriculum involves travel by students to the Zoos in Santa Barbara and Los Angeles, California an approximate radius of 45 miles from Moorpark. Students participate in field trips extending from one to several days in southern California and for one week in northern California. Additionally, students participate in several week-long internships located primarily in the United States, but there are opportunities abroad.

**Program Costs**

Costs incurred by EATM students include, but are not limited to: Personal health examination, immunizations, uniforms, equipment, materials fees, internship travel, field trips, tuition, books and living expenses.

**Degree and Certificate Options in Exotic Animal Training and Management Associate Degree in EATM**

**Certificate in EATM (more than 18 units)**

EATM classes are only open to students enrolled in the EATM program by the Application and Enrollment Procedure discussed above. Students completing the program prerequisites, the general education requirements, and the required courses receive an Associate in Science Degree in Exotic Animal Training and Management. Specialized elective options are also available. A Certificate is awarded for the successful completion of the program prerequisites and the required core courses. To earn a Certificate or an Associate in Science Degree with a major in EATM, students complete 60 specified units; those seeking the Associate degree must also complete Moorpark College General Education

**Degree Requirements.**

<b>Required Courses.....</b>	<b>Units</b>
ANSC M02.....Animal Health and Safety*	2.0
ANSC M03.....Animal Nutrition*	2.0
ANSC M04.....Animal Behavior*	3.0
ANSC M04L.....Animal Behavior Lab*	0.5
ANSC M06.....Animal Anatomy/Physiology*	3.0
ANSC M07.....Animal Diversity*	3.0
ANSC M07L.....Animal Diversity Lab*	0.5
ANSC M08.....Wildlife Conservation*	3.0
EATM M01A.....Animal Care and Handling I	1.0
EATM M01AL.....Animal Care/Handling I Lab	4.0
EATM M01B.....Animal Care and Handling II	1.0
EATM M01BL.....Animal Care and Handling II Lab	4.0
EATM M02A.....Zoo Work Skills - First Yr. #1	1.0
EATM M02B.....Zoo Work Skills – First Year WI	0.5
EATM M02C.....Zoo Work Skills – First Year #2	1.5
EATM M02D.....Zoo Work Skills – Second Year SS	3.0
EATM M02E.....Zoo Work Skills – Second Year #1	3.0
EATM M02F.....Zoo Work Skills – Second Year #2	1.5
EATM M15A.....Wildlife Education	1.0
EATM M15AL.....Wildlife Education I Lab	1.0
EATM M15B.....Wildlife Education II	1.0
EATM M15BL.....Wildlife Education II Lab	1.0
EATM M15CL.....Production and Performance (2x)	2.0/2.0
EATM M21A.....Animal Training I	1.0
EATM M21AL.....Animal Training I Lab	2.0
EATM M21B.....Animal Training II	1.0
EATM M21BL.....Animal Training II Lab	2.0
EATM M23A.....Elementary Veterinary Procedures I	4.0
EATM M23AL.....Elementary Veterinary Procedures Lab	1.0
EATM M23B.....Elementary Veterinary Procedures II	3.0
EATM M23BL.....Elementary Veterinary Procedures Lab	1.0
EATM M30A.....Zoo Days I	0.5
EATM M30B.....Zoo Days II	0.5
EATM M30C.....Zoo Days III	0.5
EATM M30D.....Projects	2.0
<b>TOTAL .....</b>	<b>64.0</b>

**See General Education Degree Requirements and Transfer Information.**

\*EATM program admission is not a prerequisite for the Animal Science courses. These Animal Science courses are required for successful completion of the EATM program and may be completed either during or prior to the program. Refer to ANSC Course Descriptions in this List of Courses.

**Specialized Elective Options**

The following 2 options provide additional preparation in a specialized area of the animal industry. These options are elective and are not required for the degree or certificate.

**1. Animal Behavior Management Option**

This option provides additional study in animal health, training and behavioral management of animals in captivity including zoo animals as well as animals used for entertainment or other animal training situations. Students are required to complete the core curriculum plus the following courses:

EATM M21P.....Animal Training Practicum	1.0
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**2. Wildlife Education Option**

This option provides additional preparation in animal health, wildlife or conservation education for employment in private education firms, zoos, theme parks, and wildlife rehabilitation centers. Students are required to complete the core curriculum plus the following courses:

EATM M15D.....Wildlife Education IV	1.0
EATM M15DL.....Wildlife Education IV Lab	2.0
ANSC M30.....Ethical and Legal Issues	2.0

Total units required for either the Elective Animal Behavior Management Option or the Elective Wildlife Education Option is 64 - 66 units.

**Exotic Animal Training and Management Courses**

**EATM M01A -- 1 Unit**

**Animal Care and Handling I**

Prerequisites: Admission to EATM Program

Corequisite: EATM M01AL      Class Hours: 1 lecture

Introduces basic zookeeping practices used in the husbandry of domestic and non-domestic animals. Includes safety, emergency, sanitation, and handling procedures as well as environmental enrichment, teamwork concepts, zoo handling, and record keeping. Applies to the Associate Degree.

**EATM M01AL -- 4 Units**

**Animal Care and Handling I Lab**

Prerequisites: Admission to EATM Program

Corequisite: EATM M01A      Class Hours: 12 lab

Provides application of the theory and principles from EATM M01A to the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through this hands-on approach. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

**EATM M01B -- 1 Unit**

**Animal Care and Handling II**

Prerequisites: EATM M01A

Corequisite: EATM M01BL      Class Hours: 1 lecture

Introduces basic zookeeping practices used in the husbandry of domestic and non-domestic animals. Includes restraint, handling, enrichment, and identification methods. Discusses enclosure design, construction, maintenance, and problem-solving techniques as well as specialized care practices of select animal groups. Applies to Associate Degree.

**EATM M01BL -- 4 Units**

**Animal Care and Handling II Lab**

Prerequisites: EATM M01AL

Corequisite: EATM M01B      Class Hours: 12 lab

Provides application of the theory and principles from EATM M01B to the care and handling of the America's Teaching Zoo animal collection. Essential zoo keeping skills are developed through this hands-on approach. May be taken for a maximum of two (2) times for credit. Applies to Associate Degree.

**EATM M02A -- 1.0 Unit  
Zoo Work Skills First Year #1**

Prerequisites: None  
 Corequisite: EATM M01A      Class Hours: 4 lab  
 Provides the first year/first semester student an on-campus zoo laboratory for supervised on-the-job zookeeping work experience and additional skill practice in animal care and handling. Work assignments include participating as a zoo operations team member, holiday zoo keeping, weekend area, assisting with daily zoo operations, zoo maintenance and improvement projects, day watch with safety rounds, leading tours, and assisting with educational presentations. Applies to Associate Degree.

**EATM M02B -- .5 Unit  
Zoo Work Skills First Year WI**

Prerequisites: EATM M02A      Class Hours: 2 lab  
 During the winter intersession, provides the first year student an on-campus zoo laboratory for supervised on-the-job zoo keeping work experience and additional skill practice in animal care and handling. Work assignments include participating as a zoo operations team member, holiday/winter intersession zoo keeping, weekend area, assisting with daily zoo operations, zoo maintenance and improvement projects, day watch with safety rounds, leading tours with holiday theme, and assisting with holiday educational presentations. Applies to Associate Degree.

**EATM M02C -- 1.5 Units  
Zoo Work Skills First Year #2**

Prerequisites: EATM M02B  
 Corequisite: EATM M01B      Class Hours: 5.5 lab  
 Provides the first year spring semester student an on-campus zoo laboratory for supervised on-the-job zoo keeping work experience and additional skill practice in animal care and handling. Work assignments include participating as a zoo operations team member and team leader, holiday/spring break zoo keeping, weekend area, zoo daily operations, maintenance and improvement projects, day watch with safety rounds, leading tours, and participating in educational presentations. Applies to Associate Degree.

**EATM M02D -- 3 Units  
Zoo Work Skills Second Year SS**

Prerequisites: EATM M02C      Class Hours: 9 lab  
 Provides the second year summer session student an on-campus zoo laboratory for supervised on-the-job intermediate zookeeping work experience and skill practice in animal care, handling and training. Work assignments include conducting training sessions with assigned animals, participating as a zoo operations team member and leader, holiday/weekend zoo keeping, intermediate zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

**EATM M02E -- 3 Units  
Zoo Work Skills Second Year #1**

Prerequisites: EATM M02D      Class Hours: 9 lab  
 Provides the second year fall semester student an on-campus zoo laboratory for supervised on-the-job intermediate to advanced zoo keeping work experience and skill practice in animal care, handling and training. Work assignments include weekday and weekend area, serving as a mentor to first year students conducting training sessions with assigned animals, exhibiting assigned animals at weekend shows, participating as a zoo operations team member and leader, intermediate-advanced zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

**EATM M02F -- 1.5 Units  
Zoo Work Skills Second Year #2**

Prerequisites: EATM M02E      Class Hours: 5 lab  
 Provides the second year spring semester student an on-campus zoo laboratory for supervised on-the-job advanced zoo keeping work experience and skill practice in animal care, handling and training. Work assignments include mentor to first year students, weekday/weekend zoo operations team leader, training sessions with assigned animals, exhibiting assigned animals in weekend shows, participating as a zoo operations team member and leader, intermediate-advanced zoo daily operations, maintenance and improvement projects, day watch with safety rounds and conducting tours. Applies to Associate Degree.

**EATM M15A -- 1 Unit  
Wildlife Education I**

Prerequisites: Enrollment in EATM Program  
 Corequisite: EATM M15AL      Class Hours: 1 lecture  
 Instructs the student in the use of live animals for educational presentations in zoos and other situations. Includes public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Applies to Associate Degree.

**EATM M15AL -- 1 Unit  
Wildlife Education I Lab**

Prerequisites: Enrollment in the EATM Program  
 Corequisite: EATM M15A      Class Hours: 3 lab  
 Provides the student with the opportunity to develop public speaking skills, interpretation techniques, and animal handling skills appropriate for educational presentations in zoos and other situations. The student will perform presentations to both large and small audiences and conduct tours of the teaching zoo.. May be taken for a maximum of two (2) times for credit. Applies to Associate Degree.

**EATM M15B -- 1 Unit  
Wildlife Education II**

Prerequisites: EATM M15A  
 Corequisite: EATM M15BL      Class Hours: 1 lecture  
 Instructs the student in the use of live animals for educational presentations in zoos and other situations. Topics covered include adapting presentations to different audiences, production techniques, public relations issues, and the use of trained animals for presentations. Working in small groups to successfully serve a yearly community event will also be included. Applies to Associate Degree.

**EATM M15BL -- 1 Unit  
Wildlife Education II Lab**

Prerequisites: EATM M15AL  
 Corequisite: EATM M15B      Class Hours: 3 lab  
 Provides the student with the opportunity to develop wildlife education skills, including interpretation and animal handling techniques . Students perform presentations to a variety of audiences and conduct tours of the teaching zoo. Students will also participate in small group work related to an annual zoo wide event. May be taken two (2) times for credit. Applies to Associate Degree.

**EATM M15CL -- 2 Units**

**Wildlife Education III Lab**

Prerequisites: EATM M15B and EATM M15BL      Class Hours: 6 lab  
 Provides a range of supervised wildlife education production and performance activities involving presentations with live animals. Performance rehearsing and animal handling in preparation for a public performance is stressed. Students will have opportunities to conduct presentations to a variety of audiences in a variety of settings. Applies the basic elements of production (staging, publicity, script development, set design and construction) and performance (safety considerations, animal handling, and voice techniques). May be taken four (4) times for credit. (Formerly EATM M16). Applies to Associate Degree.

**EATM M15D -- 1 Unit**

**Wildlife Education IV**

Prerequisites: EATM M15B  
 Corequisite: EATM M15DL      Class Hours: 1 lecture  
 Requires design, development and implementation of wildlife education outreach 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. (Formerly EATM M46) Applies to Associate Degree.

**EATM M15DL -- 2 Units**

**Wildlife Education IV Lab**

Prerequisites: EATM M15CL  
 Corequisites: Completion of or concurrent enrollment in EATM M15D  
 Class Hours: 6 lab  
 Provides the second year EATM student with the opportunity to develop and implement wildlife education programs in the community to audiences of various ages, cultural orientations and developmental levels. Applies to Associate Degree.

**EATM M21A -- 1 Unit**

**Animal Training I**

Prerequisites: EATM M01B, ANSC M04 or PSY M12  
 Corequisite: EATM M21AL      Class Hours: 1 lecture  
 Introduces the student to basic techniques of animal training, including applying operant conditioning theory, record keeping, and controlling behavior. Topics include the history of animal training, reasons for training animals, factors affecting training success, and shaping of new behaviors. Applies to Associate Degree.

**EATM M21AL -- 2 Units**

**Animal Training I Lab**

Prerequisites: EATM M01BL, ANSC M04L or PSY M12L  
 Corequisite: Completion of or concurrent enrollment in EATM M21A  
 Class Hours: 6 lab  
 Provides the student with the opportunity to develop basic animal training techniques through hands-on work with animals at the teaching zoo. The student will perform behavioral observations, develop training plans, maintain training records, and shape the behavior of one or more animals. Applies to Associate Degree.

**EATM M21B -- 1 Unit**

**Animal Training II**

Prerequisites: EATM M21A  
 Corequisite: EATM M21BL      Class Hours: 1 lecture  
 Presents techniques of animal training, including husbandry training, training groups of animals, and dealing with aggression. Topics also include developing training plans, protected contact training and problem-solving. Applies to Associate Degree.

**EATM M21BL -- 2 Units**

**Animal Training II Lab**

Prerequisites: EATM M21AL  
 Corequisite: Completion of or concurrent enrollment in EATM M21B  
 Class Hours: 6 lab  
 Provides the student with the opportunity to develop the skills needed to train husbandry behaviors through hands-on work with animals at the teaching zoo. Applies problem-solving techniques to behavioral problems. May be taken two (2) times for credit. Applies to Associate Degree.

**EATM M21C -- 1 Unit**

**Animal Training III**

Prerequisites: EATM M21B      Class Hours: 1 lecture  
 Presents advanced techniques of animal training and studio animal training. Topics also include problem solving, career issues, complex training, and animal behavior management. Applies to Associate Degree.

**EATM M21P -- 1 Unit**

**Animal Training Practicum**

Prerequisites: EATM M01B and ANSC M04 or PSY M12  
 Class Hours: 3 lab  
 Offers hands-on experience training of animals. Requires team work as part of training one or more animals at Americas Teaching Zoo. Requires developing training plans, working cooperatively with co-trainers, and addressing training problems as necessary. May be taken (four) 4 times for credit. Applies to the Associate Degree.

**EATM M22A/B -- 1 to 3 Units**

**Independent Studies in Exotic Animal Training and Management**

Prerequisites: A previous EATM course      Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of exotic animal training and management through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**EATM M23A -- 4 Units**

**Elementary Veterinary Procedures I**

Prerequisites: EATM M01B, ANSC M03, ANSC M06  
 Corequisite: EATM M23AL      Class Hours: 4 lecture  
 An introduction to the science of domestic and non-domestic animals. The student will learn a practical organ system-by-organ system approach to the recognition, diagnosis, treatment and nursing care as related to the various disease processes involved with these systems. Applies to the Associate Degree. Transfer credit: CSU



**EATM M23AL -- 1 Unit**

**Elementary Veterinary Procedures Laboratory**

Prerequisites: None

Corequisite: EATM M23A Class Hours: 3 lab

An introduction to the science of veterinary medicine as it applies to domestic and non-domestic animals. Veterinary procedures are practiced that are relative to a practical organ system by organ system approach to the diagnosis, treatment and nursing care as related to the various disease processes. Applies to Associate Degree. Transfer Credit: CSU

**EATM M23B -- 3 Units**

**Elementary Veterinary Procedures II**

Prerequisite: EATM M23A and EATM 23AL Class Hours: 3 lecture

Introduces laboratory diagnostic aids, nursing care for domestic and non-domestic animals, disease processes and mechanisms, reproduction and newborn care, and the process of death. Emphasizes practical approaches to the application of the material. Applies to the Associate Degree. Transfer credit: CSU

**EATM M23BL -- 1 Unit**

**Elementary Veterinary Procedures II Laboratory**

Prerequisite: EATM M23A, EATM M23AL

Corequisite: EATM M23B Class Hours: 3 Lab

Introduces the science of veterinary medicine as it applies to domestic and non-domestic animals with focus on exotic species: avian, reptile and other common species kept in captivity. Veterinary procedures are practices that are appropriate to a practical organ system approach to the diagnosis, treatment and nursing care as related to the various disease processes. Continuation of EATM M23L and also contains veterinary procedures that are needed for the collection of animals at America's Teaching Zoo. Applies to Associate Degree. Transfer credit: CSU

**EATM M30A - .5 Unit**

**Zoo Days I**

Prerequisites: Successful completion of a previous EATM course

Class Hours: 1.5 lab

An independent project in zoo keeping with three days at the Los Angeles Zoo and one day at the Santa Barbara Zoo. Applies to Associate Degree.

**EATM M30B -- .5 Unit**

**Zoo Days II**

Prerequisites: Successful completion of a previous EATM course

Class Hours: 1.5 lab

An independent project in zoo keeping with three days at the Los Angeles Zoo and two days at the Santa Barbara Zoo. Applies to Associate Degree.

**EATM M30C -- .5 Unit**

**Zoo Days III**

Prerequisites: Successful completion of a previous EATM course

Class Hours: 1.5 lab

An independent project in zoo keeping with two days at the Los Angeles Zoo and one day at the Santa Barbara Zoo. Applies to Associate Degree.

**EATM M30D -- 2 Units**

**Projects**

Prerequisites: Successful completion of a previous EATM course

Class Hours: 6.5 lab

An independent three-week work experience project in an animal industry site: a zoo, animal training/entertainment and wildlife education. Applies to Associate Degree.

**EATM M60A-Z -- 1 to 3 Units**

**Topics in Exotic Animal Training and Management**

Prerequisites: To be determined

Class Hours: To be determined

Each course allows in-depth exploration of topics in this field. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU

**Developed topics include:**

**EATM M60Z -- 1.5 Units**

**Animal Training for Zoo Professionals**

Prerequisites: None

Class Hours: 1 lecture, 1.5 lab

Designed for zoo keepers and other zoo personnel. Provides instruction and hands-on experience in the basics of training zoo animals and techniques for utilizing trained behavior for educational purposes. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

**EATM M80 -- 1 to 4 Units**

**Internship in Exotic Animal Training and Management**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**French**

A study of the French language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. All languages have a multitude of career uses. These are some of the career possibilities: Translation/Interpretation, Journalism/Broadcasting, Linguistics, Diplomacy, Civil Service, Immigration/Naturalization, Customs, Intelligence/Law Enforcement, Banking/Finance, Sales, Manufacturing, Consulting, Imports/Exports, Administrative Services, Social Work, Travel Services, Health Services.

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**Dean**

Inajane Nicklas, Phone (805) 378-1443

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**Full-time Faculty**

Perry Bennett

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**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in French who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

## French Courses

### **FREN M01 -- 4 Units** **Elementary French I**

Prerequisites: None Class Hours: 4 lecture, 1 lab as arranged  
Introduces French language, culture, history and people of the Francophone world, emphasizing speaking, understanding, reading, and writing skills. The course requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A. CAN: FREN 2, FREN SEQ A (FREN M01+M02)

### **FREN M02 -- 4 Units** **Elementary French II**

Prerequisites: FREN M01 or 2 years of high school French  
Class Hours: 4 lecture, 1 lab as arranged  
Further explores French language, culture, history and people of the Francophone world as well as speaking, reading, and writing proficiency. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B (Beginning Spring 2006), 6A. CAN: FREN 4, FREN SEQ A (FREN M01+M02)

### **FREN M03 -- 4 Units** **Intermediate French I**

Prerequisites: FREN M02 or 3 years of high school French  
Class Hours: 4 lecture, 1 lab as arranged  
Emphasizes practical competence and communicative skills through the study of French culture and selected readings. Reviews and expands basic grammatical structures and vocabulary. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B, 6A. CAN: FREN 8, FREN SEQ B (FREN M03+M04).

### **FREN M04 -- 4 Units** **Intermediate French II**

Prerequisites: FREN M03 or 4 years of high school French  
Class Hours: 4 lecture, 1 lab as arranged  
Reviews and expands elaborate grammatical structures and vocabulary. Emphasizes practical competence and communicative skills through the study of French culture and selected literary works - short essays, articles and poetry. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B, 6A. CAN: FREN 10; FREN SEQ B (FREN M03+M04).

### **FREN M22A/B -- 1 to 3 Units** **Independent Studies in French**

Prerequisites: A previous course in French  
Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of French through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### **FREN M31A -- 3 Units** **Beginning Practical French I**

Prerequisites: None Class Hours: 3 lecture  
Reviews and expands elaborate grammatical structures and vocabulary. Emphasizes practical competence and communicative skills through the study of French culture and selected literary works - short essays, articles and poetry. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

### **FREN M31B -- 3 Units** **Beginning Practical French II**

Prerequisites: FREN M31A or FREN M01 or one year of high school French.  
Class Hours: 3 lecture  
This is a continuation course to French M31A. It is designed to provide nonnative speakers with the tools needed to communicate at an intermediate level of proficiency by introducing additional grammar and vocabulary while expanding their understanding of the Francophone culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

### **FREN M41 -- 3 Units** **Intermediate Conversational French**

Prerequisites: FREN M02 or three years of high school French.  
Class Hours: 3 lecture  
Develop conversational skills and fluency while reviewing grammar and building vocabulary for intermediate non-native speakers. Emphasizes the use of idioms and fundamental structures while further developing students' awareness of the Francophone culture. (May be taken concurrently with FREN M03 or FREN M04). Applies to Associate Degree. Transfer credit: CSU; UC

### **FREN M80 -- 1 to 4 Units** **Internship in French**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## Geographic Information Systems

Geographic Information Systems is a new technology of computer mapping that records, stores, analyzes and displays information about the features that make up the earth's surface. This technology has application in many career fields including geological surveying, travel, and law enforcement. To explore specific career options, check the software and online resources available in the Career Services Center [Campus Center, (805) 378-1536].

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

Andrea Ehr Gott

### Counselor

Chuck Brinkman

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Geographic Information Systems who wish to qualify for an Associate in Arts Degree could explore Geography as a possible major.

### Geographic Information Systems Courses

#### GIS M01 -- 3 Units

#### Introduction to Mapping and GIS

Prerequisites: None Class Hours: 3 lecture

Introduces basic cartographic principles, including map types, scales, projections, coordinate systems as well as Geographic Information Systems (GIS) technology and software. Provides hands-on experience with the retrieval and application of data in business or academic areas. Covers GIS concepts of raster/vector conversions, thematic mapping, geocoding and data acquisition as well as various applications (resource management, business marketing, site selection and crime analysis). Applies to Associate Degree. Transfer credit: CSU; UC

## 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, at all levels: local, regional, and national. A background in geography is an asset in education, travel, recreation, industry, and international commerce.

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

Andrea Ehr Gott

### Counselors

Chuck Brinkman, Anitra Evans, Candace Peyton

### Degree in Geography Associate in Science

To earn an Associate in Science Degree with a major in Geography, students complete 24 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Geography offered by four-year institutions. Since the course work in geography is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in geography. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
GEOG M01 .....	The Physical Environment..... 3.0
GEOG M01L .....	Physical Environment Lab..... 1.0
GEOG M02 .....	Cultural Geography..... 3.0
GEOG M03 .....	World Regional Geography..... 3.0
GEOG M05 .....	Intro to Meteorology..... 3.0
GEOG M10 .....	Geography of California..... 3.0
GIS M01 .....	Intro to Mapping and GIS..... 3.0
MATH M15.....	Introductory Statistics..... 5.0
<b>TOTAL</b> .....	<b>24.0</b>

See General Education Degree Requirements and Transfer Information.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Geography Courses

#### GEOG M01 -- 3 Units

#### Physical Geography

Prerequisites: None Class Hours: 3 lecture

Physical geography brings together several branches of the natural sciences to provide students with an understanding of the processes responsible for the physical patterns of climate, water, soils, vegetation, and landforms found over the earth. Emphasis is also placed on gaining an understanding of human-induced agents of change within the physical world and human/environmental relationships. Required field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: GEOG 2; GEOG 6 (GEOG M01+M01L).

#### GEOG M01L -- 1 Unit

#### Physical Environment Lab

Prerequisites: Completion of or concurrent enrollment in GEOG M01

Class Hours: 3 lab

Introduces earth-sun relations as well as map and air photo reading and interpretation. Provides hands-on practice in landscape description, measurement and analysis. Requires written reports. Requires local field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: GEOG 6 (GEOG M01 + M01L).

**GEOG M02 -- 3 Units****Cultural Geography**

Prerequisites: None Class Hours: 3 lecture

Concerns the significance and distribution of various cultural elements and the impact of human activities on the natural environment. An issue-based, or topical approach is taken to understanding and explaining spatial patterns of the key components of culture such as population, migrations, settlements, development, agriculture, geopolitics, land-use, globalization, language and religion. Emphasis is on the analysis of current world events. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4E . CAN: GEOG 4.

**GEOG M03 -- 3 Units****World Regional Geography**

Prerequisites: None Class Hours: 3 lecture

Surveys world geography, emphasizing the regions, people, and economic activities characteristic of the major political areas of the world. Explores how world affairs are affected by the way humans occupy the earth. Applies to the Associate Degree. Transfer credit: CSU; UC (GEOG M03 and GEOG M03H combined: maximum credit, one course). IGETC AREA 4E

**GEOG M03H -- 3 Units****Honors: World Regional Geography**

Prerequisites: None Class Hours: 3 lecture

Provides an honors-level survey of world geography, emphasizing the regions, people, and economic activities characteristic of the major political areas of the world. Explores how world affairs are affected by the way humans occupy the earth. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU; UC (GEOG M03H and GEOG M03 combined: maximum credit, one course). IGETC AREA 4E

**GEOG M05 -- 3 Units****Introduction to Meteorology**

Prerequisites: None Class Hours: 3 lecture

Introduces meteorological phenomena, including atmospheric circulation and behavior; clouds, precipitation, wind systems, storms, and air pollution. Focuses on interrelationships between land, ocean, and atmosphere as well as weather instruments and their roles in reporting general and aviation weather conditions. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: GEOG 12.

**GEOG M07 -- 3 Units****The Human Impact**

Prerequisites: None Class Hours: 3 lecture

Introductory course will take a geographical perspective to assess the inter-relationship between people and nature and the impact of human activity on biodiversity, the earth's natural landscape and the atmosphere. By focusing on human alteration of earth environments overtime, students will investigate environmental problems and solutions at the local, regional and global levels. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4E

**GEOG M10 -- 3 Units****Geography of California**

Prerequisites: None Class Hours: 3 lecture

Study of California's diverse bio-physical and human geography. Topics examined include the Golden State's climate, landforms, natural vegetation, and mineral and water resources. The influence the environment has on human geography is also examined with respect to ethnic diversity, our Native American past, settlement, population growth, urban and agricultural regions and the economic challenges of the future. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4E

**GEOG M22A/B -- 0.5 to 3 Units****Independent Studies in Geography**

Prerequisites: A previous course in geography

Class Hours: 0.5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of geography through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**GEOG M60A-Z -- 1 to 3 Units****Topics in Geography**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****GEOG M60A-M -- 1 to 3 Units****Topics in Physical Geography**

Prerequisites: Prior course in geography

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

**GEOG M60N-Z -- 1 to 3 Units****Topics in Cultural Geography**

Prerequisites: Prior course in Geography

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

**GEOG M60N -- 3 Units****Landscape Analysis**

Prerequisites: None

Class Hours: 3 lecture

Introduces procedures of field examination and data collection in areas such as settlement patterns, population changes and land use. Reviews the observation, mapping and analysis of landscapes affected by human activity. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

**GEOG M80 -- 1 to 4 Units****Internship in Geography**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## Geology

This program presents a study of the earth and its physical, chemical and biological forces at work.

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

Roberta Harma

### Counselor

Chuck Brinkman

### Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

### Degree in Geology Associate in Science

To earn an Associate in Science Degree with a major in Geology, students complete 48 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Geology offered by four-year institutions. Since the course work in geology is sequential, students may spend less time earning an Associate and/or Bachelor's degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in geology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

#### Required Courses.. Units

CHEM M01A.....	General Chemistry I .....	6.0
CHEM M01B.....	General Chemistry II .....	6.0
GEOL M02.....	Physical Geology .....	3.0
GEOL M02L.....	Physical Geology Lab .....	1.0
GEOL M03.....	Earth History.....	3.0
GEOL M04.....	Mineralogy.....	4.0
MATH M25A.....	Calculus with Analytic Geometry I.....	5.0
MATH M25B.....	Calculus with Analytic Geometry II.....	5.0
MATH M15.....	Introductory Statistics .....	5.0
OR		
MATH M25C.....	Calculus w/Analytic Geometry III.....	5.0
PHYS M10A/M10AL.....	General Physics I/Lab.....	4.0/1.0
OR		
PHYS M20A/M20AL.....	Mechanics of Solids & Fluids/Lab 4.0/.....	4.0/1.0
PHYS M10B/M10BL.....	General Physics II/Lab .....	4.0/1.0
OR		
PHYS M20B/M20BL.....	Thermodynamics, Electricity & Magnetism/Lab..	4.0/1.0
<b>Total .....</b>		<b>48.0</b>

See General Education Degree Requirements and Transfer Information.

## Geology Courses

### GEOL M01 -- 3 Units

#### Introductory Geology

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the composition, structure, and modification of earth and its physical systems. Includes identifying common rocks, minerals, physical processes and geologic structures in the lab and in the field. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### GEOL M02 -- 3 Units

#### Physical Geology

Prerequisites: None

Class Hours: 3 lecture

Introduces materials and structure of the earth, origin and development of land forms as well as the principles and processes of geology including erosion and sedimentation, volcanic, glacial and earthquake activity. Focuses on global tectonics. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: GEOL 2 (GEOL M02+M02L); CAN GEOL 6 (GEOL M02 only).

### GEOL M02L -- 1 Unit

#### Physical Geology Lab

Prerequisites: Completion of or concurrent enrollment in GEOL M02

Class Hours: 3 lab

Provides hands-on experience in direct observation and scientific analysis of geologic data. Emphasizes mineral and rock formation and identification; topographic and geologic map interpretation; and laboratory and field observation and identification. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: GEOL 2 (GEOL M02+M02L).

### GEOL M03 -- 3 Units

#### Earth History

Prerequisites: None

Class Hours: 3 lecture

Introduces geologic history of the earth and evolution of life revealed by fossil records. Reviews elementary problems in paleontology, stratigraphy, and structure and geologic mapping. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: GEOL 8.

### GEOL M04 -- 4 Units

#### Mineralogy

Prerequisites: GEOL M02, GEOL M02L and CHEM M12

Class Hours: 2 lecture, 6 lab

Introduces principles of rock forming mineralogy, emphasizing crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals. May require field trips. Applies to the Associate Degree. Transfer credit: CSU; UC

### GEOL M05 -- 3 Units

#### The World Ocean

Prerequisites: None

Class Hours: 3 lecture

Introduces the geological, physical and chemical characteristics of the ocean. Reviews formation of the ocean basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

**GEOL M21 -- 3 Units  
Geology of California**

Prerequisites: None Class Hours: 3 lecture  
 Focuses on geologic provinces of California including topography, structure, geologic history, lithology and mineral resources. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

**GEOL M22A/B -- 0.5 to 3 Units  
Independent Studies in Geology**

Prerequisites: A previous course in geology  
 Class Hours: 0.5 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of geology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**GEOL M41 -- 3 Units  
Geology of the National Parks and Monuments**

Prerequisites: None Class Hours: 3 lecture  
 Introduces physical and historical geology of the national parks and monuments in western America. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU

**GEOL M51 -- 1 to 3 Units  
Field Geology**

Prerequisites: A previous course in Geology  
 Class Hours: 3, 6 or 9 lab as arranged  
 Reviews field studies and geologic processes exemplified in specific localities. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

**GEOL M61 -- 3 Units  
Geologic Hazards**

Prerequisites: None Class Hours: 3 lecture  
 Introduces geologic hazards to environment, including landslides, earthquakes and floods. Emphasizes local conditions. May require field trips. Applies to the Associate Degree. Transfer credit: CSU; UC.

**GEOL M80 -- 1 to 4 Units  
Internship in Geology**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**German**

A study of the German language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. All languages have a multitude of career uses. These are some of the career possibilities : Translation/Interpretation, Journalism/Broadcasting, Linguistics, Diplomacy, Civil Service, Immigration/Naturalization, Customs, Intelligence/Law Enforcement, Banking/Finance, Sales, Manufacturing, Consulting, Imports/Exports, Administrative Services, Social Work, Travel Services, Health Services.

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**Dean**

Inajane Nicklas, Phone (805) 378-1443

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**Full-time Faculty**

Perry Bennett

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**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in German who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

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**German Courses****GERM M01 -- 4 Units  
Elementary German I**

Prerequisites: None Class Hours: 4 lecture, 1 lab as arranged  
 Introduces the German language and cultures of the major German-speaking areas of Europe (Germany, Austria, Switzerland) and emphasizes speaking, understanding, reading and writing skills. Requires individualized work in language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A. CAN: GERM 2; GERM SEQ A (GERM M01+M02)

**GERM M02 -- 4 Units  
Elementary German II**

Prerequisites: GERM M01 or 2 years of high school German  
 Class Hours: 4 lecture, 1 lab as arranged  
 Further explores German language and culture, emphasizing people and history as well as speaking, reading, and writing proficiency. Requires in individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B (Beginning Spring 2006), 6A. CAN: GERM 4; GERM SEQ A (GERM M01+M02)

**GERM M03 -- 4 Units  
Intermediate German I**

Prerequisites: GERM M02 or 3 years of high school German  
 Class Hours: 4 lecture, 1 lab as arranged  
 Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU. UC. IGETC AREA 3B, 6A. CAN: GERM 8; GERM SEQ B (GERM 3+4)

**GERM M04 -- 4 Units  
Intermediate German II**

Prerequisites: GERM M03 or 4 years of high school German  
Class Hours: 4 lecture, 1 lab as arranged  
Expands intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU. UC. IGETC AREA 3B, 6A. CAN: GERM 10. GERM SEQ B (GERM 3+4)

**GERM M22A/B -- 1 to 3 Units  
Independent Studies in German**

Prerequisites: A previous course in German Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of German through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**GERM M31A -- 3 Units  
Beginning Practical German 1**

Class Hours: 3 Lecture  
Provides basic understanding and use of German practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

**GERM M31B -- 3 Units  
Intermediate Conversational German II**

Prerequisites: GERM M31A Class Hours: 3 lecture  
Expands introduction and use of German for non-native speakers, emphasizing intermediate grammar and principles of usage. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken two (2) times for credit. Applies to the Associate Degree.

**GERM M80 -- 1 to 4 Units  
Internship in German**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Graphics**

The Graphics program is designed to prepare students for free-lance careers and/or entry-level employment in advertising agencies; printing and publishing firms; television and motion picture studios; advertising departments of large companies; commercial art studios; and desktop publishing, production art, graphics photography, electronic pre-press or offset printing and bindery operations. Students learn to draw, paint, plan, design; to think two and three-dimensionally; and to satisfy art directors and clients.

**Dean**

Patricia Ewins, Phone (805) 378-1512

**Full-time Faculty**

Toni Albertson, John Grzywacz-Gray, Svetlana Kasalovic

**Counselors**

Denice Avila, Don Henderson

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

**Degree and Certificate Options in Graphics  
Associate Degree in Graphics**

To earn an Associate in Science Degree with a major in Graphics, students complete 33-41 specified units, plus General Education Degree Requirements. This program prepares students for careers in the creative and print technology aspects of Graphics, providing three specialization options: Graphic Design and Desktop Publishing.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
GR M10.....Intro to Graphics.....	3.0
GR M20.....Macintosh and IBM Operating Systems for Graphic Design.....	2.0
GR M30.....Production Art Techniques.....	3.0
<b>Units from One of the RECOMMENDED OPTION.....</b>	<b>28.0-32.0</b>
<b>Total .....</b>	<b>36.0-40.0</b>

**Recommended Options: Choose one of the following:**

**Graphic Design Option (complete all 32 specified units)**

ART M20.....Two Dimension Design .....	3.0
ART M30.....Drawing and Composition I.....	3.0
GR M24A.....Desktop Publishing I.....	3.0
GR M26.....Computer-Assisted Illustration (Mac).....	3.0
GR M27.....Electronic and Digital Photography.....	3.0
GR M31.....Graphic Design I.....	2.0
GR M32.....Graphic Design II.....	3.0
GR M33.....Advertising Design.....	2.0
GR M34.....Lettering and Typography.....	2.0
GR M40.....Beginning Illustration.....	3.0
OR	
ART M40.....Beginning Illustration.....	3.0
GR M90.....Portfolio.....	2.0
PHOT M01A.....Beginning Photography.....	3.0

or

**Desktop Publishing Option (complete all 28 specified units)**

ART M20.....Two Dimension Design .....	3.0
ART M30.....Drawing and Composition I.....	3.0
CIS M60D.....Webpage Design w/HTML.....	1.0
GR M24A.....Desktop Publishing I.....	3.0
GR M24B.....Desktop Publishing II.....	3.0
GR M25.....Computer Publications Design (Mac).....	3.0
GR M26.....Computer-Assisted Illustration (Mac).....	3.0
GR M27.....Electronic and Digital Photography.....	3.0
GR M31.....Graphic Design I.....	2.0
GR M34.....Lettering and Typography.....	2.0
GR M70.....Reproduction Process.....	2.0

See General Education Degree Requirements and Transfer Information.

**Certificate in Graphic Design (more than 18 units)**

To earn a Certificate in Computer Graphics, students complete the 33 specified units.

Required Courses.....	Units
ART M13.....History of Art: Modern -Contemporary .....	3.0
ART M20.....Two Dimension Design .....	3.0
ART M30.....Drawing and Composition I.....	3.0
GR M10.....Intro to Graphics .....	3.0
GR M20.....Macintosh and IBM Operating Systems for Graphic Design.....	2.0
GR M23.....Intro to Computer Graphics (Mac).....	3.0
GR M25.....Computer Publications Design (Mac).....	3.0
GR M26.....Computer-Assisted Illustration (Mac).....	3.0
GR M27.....Electronic and Digital Photography.....	3.0
GR M31.....Graphic Design I.....	2.0
GR M70.....Reproduction Process.....	2.0
PHOT M01A.....Beginning Photography.....	3.0
<b>Total .....</b>	<b>33.0</b>

**Certificate in Desktop Publishing (more than 18 units)**

To earn a Certificate in Desktop Publishing, students complete 19 specified units.

Required Courses.....	Units
GR M10.....Intro to Graphics .....	3.0
GR M20.....Macintosh & IBM Operating System for Graphic Design.....	2.0
GR M24A.....Desktop Publishing I.....	3.0
GR M25.....Computer Publications Design (Mac).....	3.0
GR M26.....Computer-Assisted Illustration (Mac).....	3.0
GR M27.....Electronic and Digital Photography.....	3.0
GR M31.....Graphic Design I.....	2.0
<b>Total .....</b>	<b>19.0</b>

**Graphics Courses**

**GR M10 -- 3 Units**

**Introduction to Graphics**

Prerequisites: None Class Hours: 3 lecture  
Introduces advertising, printing, and the history of graphics. Provides practical applications in design, desktop publishing, camera, and various printing processes. Reviews employment trends and opportunities. Field trips will be required. Applies to Associate Degree. Transfer credit: CSU

**GR M20 -- 2 Units  
Macintosh and IBM Operating Systems  
for Graphic Design**

Prerequisites: None Class Hours: 1 lecture, 3 lab  
Introduces basic theory and entry-level skills on multiple computer publishing platforms. Emphasizes operating systems, typography, True Type/Postscript Levels, and printing to Postscript. Provides practical applications in creating text and bitmapped graphics using applets of each operating system. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**GR M22A/B -- 1 to 3 Units  
Independent Studies in Graphics**

Prerequisites: A previous course in Graphics Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of graphics through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

**GR M23 -- 3 Units**

**Introduction to Computer Graphics (Macintosh)**

Prerequisites: None Class Hours: 2 lecture, 3 lab  
Surveys computer graphics applications on the Macintosh Computer and introduces basic web design issues. Provides hands-on experience with Adobe Photoshop, Adobe Illustrator and QuarkXpress. Applies to Associate Degree. Transfer Credit: CSU

**GR M24A -- 3 Units  
Desktop Publishing I**

Prerequisites: GR M20 Class Hours: 2 lecture, 3 lab  
Introduces fundamentals and basic operating procedures of Adobe InDesign page layout and graphic software. Emphasizes practical application of InDesign on the PC platform including layout, typography and publication design. Requires creation of digital files for film output and camera-ready artwork for the reproduction process. Includes scanning graphic images for the printing process and PowerPoint presentations. Applies to Associate Degree. Transfer Credit: CSU

**GR M24B -- 3 Units  
Desktop Publishing II**

Prerequisites: GR M24A Class Hours: 2 lecture, 3 lab  
Introduces advanced techniques in the production of commercial publications such as business packages, business forms, newsletters and product sheets. Emphasizes production variations and professional problem-solving skills. Includes basics of scanning, imaging to film, digital and off-press color, proofing techniques and special requirements for the printing processes. Applies to Associate Degree. Transfer Credit: CSU

**GR M25 -- 3 Units  
Computer Publications Design (Macintosh):  
Quark Xpress**

Prerequisites: GR M23 Class Hours: 2 lecture, 3 lab  
Introduces principles of publication design using Quark Xpress. Explores informational graphics and design alternatives, emphasizing effective and efficient communication of information. Covers software, type, graphic elements, screens, photographs, illustrations, templates, style sheets, spot color and process color separations. Requires production of newsletter and other publications. Applies to Associate Degree.

**GR M26 -- 3 Units  
Computer Assisted Illustration (Macintosh): Illustrator**

Prerequisites: GR M23 Class Hours: 2 lecture, 3 lab  
Introduces principles of design and computer illustration using Macintosh Computer and appropriate software. Emphasizes organization of visual material, including design concepts, typography, space, shape, line, and texture. Stresses creativity. Applies to Associate Degree.

**GR M27 -- 3 Units  
Electronic and Digital Photography**

Prerequisites: A course in the discipline Class Hours: 2 lecture, 3 lab  
Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken two (2) times for credit. Applies to Associate Degree. Transfer Credit: CSU



**GR M30 -- 3 Units**  
**Design Fundamentals**

Prerequisites: None                      Class Hours: 2 lecture, 3 lab  
Provides a solid foundation for the student's expanding abilities as designers. Develops visual and technical skills through problem-solving and analytical thinking. Craftsmanship and use of design tools are emphasized through compositional and color exercises. Applies to Associate Degree. Transfer credit: CSU

**GR M31 -- 2 Units**  
**Graphic Design I**

Prerequisites: None                      Class Hours: 1 lecture, 3 lab  
Introduces conceptual, production, and visual design methods, emphasizing commercial art. Provides hands-on production experience. Applies to Associate Degree. Transfer credit: CSU

**GR M32 -- 3 Units**  
**Graphic Design II**

Prerequisites: completion of or concurrent enrollment in GR M31  
Class Hours: 2 lecture, 3 lab  
Introduces basics of advertising and graphic design, reviewing trademark, ad, package, cover and poster design. Requires production projects. Applies to Associate Degree. Transfer credit: CSU

**GR M33 -- 2 Units**  
**Advertising Design**

Prerequisites: GR M32                      Class Hours: 1 lecture, 3 lab  
Introduces advertising layouts and their translation into camera-ready artwork, including rendering, type specifications and figure indication. Includes developing and executing comprehensive presentations, flat ads, packaging, posters and point of sale displays. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**GR M34 -- 2 Units**  
**Lettering and Typography**

Prerequisites: completion of or concurrent enrollment in GR M31  
Class Hours: 1 lecture, 3 lab  
Introduces basic lettering with pen and brush. Includes construction of letters in Gothic, Roman, Italic, Script, Text and Modern type, emphasizing character form and distribution essential for page layouts. Applies to Associate Degree. Transfer credit: CSU

**GR M40 -- 3 Units**  
**Beginning Illustration**

Prerequisites: Completion of or concurrent enrollment in ART M30  
Class Hours: 2 lecture, 3 lab  
Introduces pen and ink, watercolor, collage and colored pencil techniques as principle means of self-expression. Analyzes topical themes and individual story lines as potential subject matter for weekly drawings. (Same course as ART M40). Applies to Associate Degree. Transfer credit: CSU

**GR M41 -- 3 Units**  
**Intermediate Illustration**

Prerequisites: GR M40 or ART M40                      Class Hours: 2 lecture, 3 lab  
Introduces advanced studies in pen and ink, watercolor washes and mixed media, exploring individual style appropriate to magazine, newspaper and book illustration. (Same course as ART M41). Applies to Associate Degree. Transfer credit: CSU

**GR M42 -- 3 Units**  
**Advanced Illustration**

Prerequisites: GR M41 or ART M41                      Class Hours: 2 lecture, 3 lab  
Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. (Same course as ART M42). May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**GR M50 -- 3 Units**  
**Airbrush Techniques I**

Prerequisites: None                      Class Hours: 2 lecture, 3 lab  
Covers the use of the airbrush including the basics of illustration and photo retouching for advertising, commercial and industrial applications. Emphasis is placed upon masking, paints, tip selections, air controls and care and preventative maintenance of equipment. (Same course as ART M96) Applies to Associate Degree. Transfer Credit: CSU

**GR M51 -- 3 Units**  
**Airbrush Techniques II**

Prerequisites: GR M50                      Class Hours: 2 lecture, 3 lab  
Advanced course introduces various color applications and techniques, such as transparent dyes, transparent and opaque designer color. Techniques and treatments are presented along with various "tricks of the trade". (Same course as ART M97) Applies to Associate Degree. Transfer Credit: CSU

**GR M52 -- 3 Units**  
**Airbrush Painting**

Prerequisites: GR M50                      Class Hours: 2 lecture, 3 lab  
Provides specialized training in a variety of common airbrush techniques in both black and white and color. Emphasizes commercial, industrial and high tech applications and presentations. Applies to Associate Degree. Transfer Credit: CSU

**GR M60A-Z -- 1 to 3 Units**  
**Topics in Graphics**

Prerequisites: To be determined                      Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****GR M60A – 1 Unit**  
**Airbrush Practice Lab**

Prerequisite: Previous airbrush class                      Class Hours: 3 lab  
Refine skills with airbrush and cover topics which are not covered in detail in other airbrush courses. May be taken four (4) times for credit. Applies to Associate Degree

**GR M60B -- 1 to 3 Units**  
**Computer Graphics Practice**

Prerequisites: GR M30 and GR M31 or GR M32  
Class Hours: 3-9 lab  
Designed for the student who needs to refine skills in a variety of software packages. Students will work on the Macintosh computer and have access to the Macintosh lab by appointment. May be taken four (4) times for credit. Applies to Associate Degree.

**GR M60G -- 3 Units****Creating Background Illustration Scenes for Animation**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Introduces special techniques and use of color to produce final background scenes, using various subjects, effects, and media. Emphasizes special effects for television, movies and commercials. May be taken three (3) times for credit. Applies to Associate Degree.

**GR M70 -- 2 Units****Reproduction Process**

Prerequisites: GR M30 and GR M32 Class Hours: 1 lecture, 3 lab

Introduces advanced techniques in the operation of single and 2-color lithographic printing presses, emphasizing multi-color stripping, plate making and press operation. Uses PMS Color guides and color measurements with the densitometer. Includes pre-press color proofing techniques. Applies to Associate Degree. Transfer Credit: CSU

**GR M71 -- 3 Units****Offset Printing**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Provides theory and practice in small lithographic press operation and stripping/platemaking procedures. Emphasizes operational functions of the printing units, inking units, dampening and delivery units as well as support preparation for stripping; impositioning and assembly; and selection, care and making of pre-sensitive lithographic plates. Applies to Associate Degree. Transfer credit: CSU

**GR M73 -- 2 Units****Screen Printing I**

Prerequisites: None Class Hours: 1 lecture, 3 lab

Introduces screen-printing and its artistic and commercial application. Includes preparation of various screen-printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. Applies to Associate Degree. Transfer credit: CSU

**GR M74 -- 2 Units****Screen Printing II**

Prerequisites: GR M73 Class Hours: 1 lecture, 3 lab

Introduces advanced techniques for utilizing photo screen-printing singly or in combination with other stencil methods. Includes instruction and practice of the process camera and its application to screen-printing; basic line photography and contact printing; and single and multicolor printing and posterization techniques. Explores special printing on various surfaces. Applies to Associate Degree. Transfer credit: CSU

**GR M80 -- 1 to 4 Units****Internship in Graphics**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**GR M85 -- 3 Units****Estimating and Scheduling**

Prerequisites: GR M71 Class Hours: 3 lecture

Introduces establishing estimates and printing costs through price catalogs and budgeted hourly rates. Uses traditional and computer estimating software. Applies to Associate Degree. Transfer credit: CSU

**GR M90 -- 2 Units****Portfolio**

Prerequisites: 6 units in Graphics program Class Hours: 1 lecture, 3 lab

Develops professional presentation of artwork that demonstrates graphic design potential as well as variety of experience. Includes self-promotional concept, resume, and cover letter needed to secure employment. Applies to Associate Degree. Transfer credit: CSU

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**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.

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**Dean**

Tim McGrath, Phone (805) 378-1572

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**Full-time Faculty**

James Bittner, Stephen Burkhart, Ronald Halleran, Traycie Kusal-Kephart, Delbert Parker, Nancy Stewart

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**Counselors**

Michael Johnson, Donna Proske Allyn

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Health Education who wish to qualify for an Associate in Science Degree could explore Health Information Technology or Nursing Science as a possible major.

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**Health Education Courses****HED M01 -- 2 Units****Health and Society**

Prerequisites: None Class Hours: 2 lecture

Focus is on the nature and function of health in our society. Overview of major health concepts designed to contribute to the students understanding of healthy living. Concepts included are: personal fitness; nutrition; mental health; personal relationships; harmful substances; environmental health; communicable diseases; chronic and degenerative disease; reproduction and contraception; and consumer health. Applies to Associate Degree. Transfer credit: CSU; UC (HED M01, M02 and M07 combined: maximum credit, one course).

**HED M02 -- 2 Units****Women's Health**

Prerequisites: None Class Hours: 2 lecture

Focuses on nature and function of women's health in our society. Introduces major female health problems, emphasizing both the individual's and the community's role in understanding medical advances and implementing their effects. Applies to Associate Degree. Transfer credit: CSU; UC (HED M02, M01, M07 combined: maximum credit, one course)

**HED M03 -- 3 Units****Nutrition, Fitness and Stress Management**

Prerequisites: None      Class Hours: 3 lecture

Offers an integrated approach to good health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Applies specific topics of current concern such as maintaining healthy weight, prevention of heart disease and stress management. Stresses incorporating healthful habits and techniques into ones' daily life. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**HED M05 -- 3 Units****First Aid and CPR**

Prerequisites: None      Class Hours: 3 lecture

Introduces procedures for rendering assistance in emergency first aid situations. Successful course completion qualifies student for the American Red Cross Standard First Aid certificate and the Adult Cardiopulmonary Resuscitation card (Adult CPR, AED card). Applies to Associate Degree. Transfer credit: CSU; UC. CAN: KINE/PE 8.

**HED M06 -- 3 Units****Prevention and Treatment of Athletic Injuries**

Prerequisites: None      Class Hours: 2 lecture, 3 lab

Introduces basic concepts, skills and practices for the athletic trainer, including medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, rehabilitation and diagnostic techniques. Provides hands-on experience responding to the athletically injured. Does NOT fulfill PE/Health requirement for Associate Degree. Applies to Associate Degree. Transfer credit: CSU; UC

**HED M07 -- 3 Units****Personal Health**

Prerequisites: None      Class Hours: 3 lecture

Introduces components and skills of health and wellness, reviewing positive behavioral changes and their effect on life. Emphasizes self-responsibility based on self-analysis and assessment. Applies to Associate Degree. Transfer credit: CSU; UC (HED M07, M01 and M02 combined: maximum credit, one course)

**HED M10A -- 0.5 Unit****Alcohol Awareness Seminar**

Prerequisites: None      Class Hours: 0.5 lecture

Examines the physical, psychological and social effects of alcohol use and abuse including history, case studies, and treatment modes. Emphasizes local information and resources. Applies to Associate Degree. Transfer credit: CSU

**HED M10B -- 0.5 Unit****AIDS Seminar**

Prerequisites: None      Class Hours: 0.5 lecture

Introduces full range of information on AIDS, including prevention, testing, counseling, support groups, and medical care. Uses speakers and film to enhance discussion. Reviews local services. Applies to Associate Degree. Transfer credit: CSU

**HED M10C -- 0.5 Unit****Women's Health Issues**

Prerequisites: None      Class Hours: 0.5 lecture

Emphasizes importance of women's participation in own health care, since present decisions affect future health and wellness. Reviews specific health issues for discussion and application. Applies to Associate Degree. Transfer credit: CSU

**HED M10D -- 0.5 Unit****Weight Management**

Prerequisites: None      Class Hours: 0.5 lecture

Examines causes and effects of being overweight, including physiological, social, and cultural issues. Emphasizes nutrition, exercise and lifestyle changes as means to weight management. (Same course as NTS M10D). Applies to Associate Degree. Transfer credit: CSU

**HED M10E -- 0.5 Unit****Athletic Injuries Seminar**

Prerequisites: None      Class Hours: 0.5 lecture

Examines medical aspects of athletic injury management, including prevention, first-aid, treatment, evaluation and reconditioning. Applies to Associate Degree. Transfer credit: CSU

**HED M10F -- 0.5 Unit****Stress Management**

Prerequisites: None      Class Hours: 0.5 lecture

Examines physical, emotional, cognitive, and behavioral aspects of stress, including sources, symptoms, physiology of the stress response, burnout, and effective coping strategies such as induction of the relaxation response. Applies to Associate Degree. Transfer credit: CSU

**HED M10G -- 0.5 Unit****Cardiopulmonary Resuscitation**

Prerequisites: None      Class Hours: 0.5 lecture

Teaches proficiency in blocked airway management and basic cardiopulmonary resuscitation techniques in adult, child and infant situations. Procedures applicable to individuals with cardiovascular disease but also to those suffering from sudden death due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia idiosyncrasy. Reviews early warning signs, risk factors and prevention of heart disease. May be taken four (4) times for credit. (Only 0.5 unit total may be applied to health requirement). Applies to Associate Degree. Transfer credit: CSU

**HED M10H -- 0.5 Unit****Domestic Violence/Issues and Information**

Prerequisites: None      Class Hours: 0.5 lecture

Introduces definition of domestic violence and abuse, including review of behavioral characteristics of domestic violence, interplay of power and control in a relationship, cycle of violence, and social and legal resources available. Applies to Associate Degree. Transfer credit: CSU

**HED M10J -- 0.5 Unit****Date Rape/Self Defense**

Prerequisites: None      Class Hours: 0.5 lecture

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. Applies to Associate Degree. Transfer credit: CSU

**HED M10K -- 0.5 Unit****Smoking and Your Health**

Prerequisites: None      Class Hours: 0.5 lecture

Examines the primary and secondary effects of tobacco use (smoking and chewing) and reviews ways to stop its use. Applies to Associate Degree. Transfer credit: CSU

**HED M10M -- 0.5 Unit**

**Healthful Eating**

Prerequisites: None Class Hours: 0.5 lecture  
Examines basic elements of nutrition and offers techniques and strategies for healthy eating. Includes cooking demonstrations. (Same course as NTS M10M). Applies to Associate Degree. Transfer credit: CSU

**HED M10N -- 0.5 Unit**

**Men's Health**

Prerequisites: None Class Hours: 0.5 lecture  
Explores connections between the way men live their lives (exercise, nutrition, stress) and the quality of their health. Emphasizes need for men to participate in own health care, since present decisions affect future health and wellness. Applies to Associate Degree. Transfer credit: CSU

**HED M10P -- 0.5 Unit**

**Fitness for Life**

Prerequisites: None Class Hours: 0.5 lecture  
Introduces key concepts in physical fitness, developing practical tools to assess personal levels of fitness and to create successful exercise programs in injury-free environments. Reviews consumer tips for health and fitness industry. Applies to Associate Degree. Transfer credit: CSU

**HED M10Q -- 0.5 Unit**

**Health and Sexuality**

Prerequisites: None Class Hours: 0.5 lecture  
Introduces health and human sexuality, including review of basic sexual anatomy, physiology of sexual response, sexually transmitted diseases, common impediments to healthy sexual functioning, sexual enhancement, and communication skills for achieving greater intimacy. Applies to Associate Degree. Transfer credit: CSU

**HED M10R -- 0.5 Unit**

**Nutrition and Diabetes Management**

Prerequisites: None Class Hours: 0.5 lecture  
Overview of various aspects of diabetes, with and emphasize on diabetes nutrition. Will increase the understanding of diabetes and recognize and remove the roadblocks that prevent better control and provide skills to cope with everyday life. (Same course as NTS M10R). Applies to Associate Degree. Transfer credit: CSU

**HED M10S -- 0.5 Unit**

**Sports and Exercise Nutrition**

Prerequisites: None Class Hours: 0.5 lecture  
Basic overview of sports nutrition for athletes and non-athletes. Designed to introduce student to various aspects of nutrition which may include proper hydration, ergogenic aids, ideal body composition and fueling for optimal performance. Current trends in sports nutrition for both the individual and the coach will be covered. (Same course as NTS M10S). Applies to Associate Degree. Transfer credit: CSU

**HED M10T -- 0.5 Unit**

**Nutrition and Cancer Prevention**

Prerequisites: None Class Hours: 0.5 lecture  
Provides an overview of various aspects of cancer prevention through nutrition. Increases the understanding of the role that healthy food choices and physical activity play in reducing the risk of cancer. (Same course as NTS M10T). Applies to Associate Degree. Transfer credit: CSU

**HED M22A/B -- 1 to 3 Units**

**Independent Studies in Health Education**

Prerequisites: A previous course in Health Education  
Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of health education through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

**HED M60A-Z -- 0.5 to 3 Units**

**Topics in Health Education**

Prerequisites: To be determined Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer Credit: determined by transfer institution.

**HED M80 -- 1 to 4 Units**

**Internship in Health Education**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU.

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**Health Sciences**

A Health Science career represents excellent employment opportunities in the ever expanding fields of health services and research.

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**Dean**

Brenda Shubert, Phone (805) 378-1515

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**Full-time Faculty**

Guadalupe Aldana, Patricia Burkard, Carol Higashida, Kimberly Hoffmans, Linda Loiselle

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**Counselors**

Frank Bianchino, Danita Redd

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**Emergency Medical Technician Basic**

The Emergency Medical Technician Basic (EMT-B) functions as an entry-level emergency health care team member and provider of emergency care. Upon completion of this one-semester certification program, the student is eligible for the national rescuer EMT basic exam, if all other state and age requirements (18 years) are met at the time of exam. Must have CPR for Health Care Providers completed prior to enrolling in course.

<b>Course.....</b>	<b>Units</b>
HS M24.....Emergency Medical Technician B.....	4.0
HS M24L.....Emergency Medical Technician B Lab.....	1.0

**Emergency Medical Technician Program Requirements**

After students have enrolled the following requirements must be met prior to entering the clinical setting:

- A Physical Exam documented on the Moorpark College Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella, Two-Step TB.
- Current Cardiopulmonary Resuscitation C certification, renewable every one or two years. CPR BLSC Health Care Provider or CPR for Professional Rescuer.

**Pre-professional Programs**

- Dental, Medical, Physical Therapy, Veterinary.
- Moorpark College offers courses which generally meet the basic education requirements for professional schools. These schools generally 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 M02A, M02B; CHEM M01A, M01B, plus one year of organic chemistry; MATH M07, (MATH M25A/B recommended); PHYS M10A/ M10AL, M10B/M10BL. For veterinary school the requirements are: BIOL M02A; CHEM M01A, M01B; ENGL M01A, M01B; MATH M15; PHYS M10A/M10AL; ZOO M01; (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; and California State University Fresno. UCSF jointly with San Francisco State, Loma Linda, Mount St. Mary's, Samuel Merritt, University of the Pacific, USC, Western University.
- The California veterinary school is University of California, Davis.

**Health Sciences Courses****HS M14 -- 3 Units****Spanish for Health Care Professionals**

Prerequisites: None Recommended Preparation: SPAN M01  
Class Hours: 3 lecture

Provides those in the health sciences with entry-level communication skills needed to provide care for Spanish-speaking clients. Provides practice of conversational skills based on different themes related to providing health care. (Same course as SPAN M14). Applies to Associate Degree.

**HS M15 -- 3 Units****Pharmacology**

Prerequisites: None Class Hours: 3 lecture

Introduces mechanisms and uses of currently available drugs, establishing foundation for understanding future developments in drug therapy and for administering drugs more efficiently and safely. Applies drug information and mathematical calculations in clinical setting. May be repeated to monitor constantly changing pharmaceutical approaches and resultant practical implications. May be taken four (4) times for credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**HS M16N – 0.5 Unit****Basic Skills for the Nurse**

Prerequisites: None Class Hours: 1.5 lab

Provides basic client care skills to those preparing for a career in the nursing profession. The focus is on the essential principles and practices of safe, effective care in the multifaceted multicultural nursing field. Caring, safety, and basic documentation associated with providing client care are integrated throughout the course. It is recommended that this course be taken the semester before acceptance into the nursing program. Applies to Associate Degree.

**HS M16R – 0.5 Unit****Basic Skills for the Radiologic Technologist**

Prerequisites: None Class Hours: 1.5 lab

Provides basic knowledge of client care skills to those preparing for a career as a Radiographer. The focus is on the essential principles and practices of safe effective care in this constantly changing medical field. Safety, communications, documentation and cultural diversity are integrated throughout the course. It is recommended that this course be taken the semester before acceptance into the Radiologic Technology Program. Applies to Associate Degree.

**HS M17 -- 3 Units****Health Care Ethics**

Prerequisites: None Class Hours: 3 lecture

Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in healthcare, and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same course as PHIL M17.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. This is a required course for Radiologic Technology students. Applies to Associate Degree. Transfer credit: CSU

**HS M19 -- 3 Units****Medical Terminology**

Prerequisites: None Class Hours: 3 lecture

Assists those preparing for a career in the health care industry to understand and communicate medical information, focusing on the language of medicine and the building of medical words via a study of word components. Emphasizes many of the basic words, prefixes, and suffixes upon which medical words are built. Includes medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations. This is a required course for Radiologic Technology students. Applies to Associate Degree. Transfer credit: CSU

**HS M20 – 2 Units****Health Science Careers**

Prerequisites: None Class Hours: 2 lecture

Reviews current status of health care industry. Explores Health Science careers and opportunities in employment, internships and volunteer work. Begins the preparation, and admission into a health career education. Includes individual assessment of aptitude and career interest. Applies to Associate Degree. Transfer credit: CSU

**HS M23 -- 2 Units****Pharmacology for Allied Health Professional**

Prerequisites: None Class Hours: 2 lecture

Introduces pharmacology, providing the knowledge of basic pharmacological terminology and concepts, administration, and common generic and trade name medications. Applies to Associate Degree. Transfer credit: CSU

**HS M24 -- 4 Units****Emergency Medical Technician I (Basic)**

Prerequisites: HS M18 or American Heart Association Basic Life Support (BLS) CPR or American Red Cross CPR for the Professional Rescuer or American Safety and Health Institute CPR for the Professional Rescuer with current card.

Corequisite: HS M24L taken concurrently.

Recommended Preparation: HS M19 Class Hours: 4 lecture

Prepares the student to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer. Selected topics in anatomy, physiology, patient assessment, and emergency will be presented. Successful completion of this course and HS M24L will allow the student to take the state and national certificate examinations for EMT-1 (Basic). Applies to Associate Degree.

**HS M24L -- 1 Unit****Emergency Medical Technician Basic Laboratory**

Prerequisites: HS M18 or American Heart Association Basic Life Support (BLS) CPR or American Red Cross CPR for the Professional Rescuer or American Safety and Health Institute CPR for the Professional Rescuer with current card.

Corequisite: HS M24 Class Hours: 3 lab

Prepares the student to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer. Applies the theory of patient assessment and emergency care presented in HS M24. Provides skills training and clinical experience in an emergency room and on an emergency vehicle. Successful completion of this course and HS M24 will allow taking the state certification for EMT-1 Basic (providing all other state requirements are met and the student is at least 18 years of age at the time of examination). Applies to Associate Degree.

**HS M24R -- 2 Units****EMT-1 (Basic) Recertification**

Prerequisites: Current EMT-B Certification from the State of California

Class Hours: 2 lecture

Designed to update the emergency medical technician and meet state requirements for recertification. Reviews life support assessment, emergency interventions, and the use of emergency equipment and supplies. May be taken a maximum of 4 times for credit. Applies to Associate Degree.

**HS M25 -- 3 Units****Introduction to Pathophysiology**

Prerequisites: ANPH M01 or ANAT M01 and PHSO M01 and High School Chemistry or CHEM M12 or CHEM M01A or equivalent

Class Hours: 3 lecture

Introduces fundamentals of pathophysiology, focusing on physiologic changes and altered functions resulting from disease processes. Reviews principles from anatomy, physiology, and chemistry as foundation for study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders. Explores diagnostic procedures, preventative measures, and current therapeutic regimens. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**HS M30 – 1.5 Units****Basic Cardiac Dysrhythmia Interpretation**

Prerequisite: None Class House: 1.5 Lecture

Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. The focus is on a systematic approach for the identification and classification of dysrhythmias according to site of origin and prognosis. Applies to Associate Degree. Transfer credit: CSU

**HS M60A-Z --- 1.5 Units****Topics in Health Science**

Prerequisite: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree.

**Developed topics include:****HS M60A -- 1.5 Units****Holistic Health Care Practice**

Prerequisites: None

Class Hours: 1.5 lecture

Explores health care practices that compliment the Western/allopathic mode of health care. Includes relaxation therapy, meditation, guided imagery, therapeutic touch, Reiki Level 1, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver, and all health care professionals. (Same course as NS M60A.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

**HS M80 -- 1 to 4 Units****Internship in Health Sciences**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Classroom activities to a supervised, on-the-job learning experience directly connected to educational and/or occupational goals. Provides direct supervision of a health science faculty supervisor as well as a health care industry supervisor. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. Health Science Internships are available in the following health care settings: acute care, community health and ambulatory care. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Hebrew**

A study of the Hebrew language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. All languages have a multitude of career uses. These are some of the career possibilities: Translation/Interpretation, Journalism/Broadcasting, Linguistics, Diplomacy, Civil Service, Immigration/Naturalization, Customs, Intelligence/Law Enforcement, Banking/Finance, Sales, Manufacturing, Consulting, Imports/Exports, Administrative Services, Social Work, Travel Services, Health Services.

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**Dean**

Inajane Nicklas, Phone (805) 378-1443

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**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Hebrew who wish to qualify for an Associate in Arts Degree could explore International Studies, Jewish Studies or Liberal Studies as a possible major.

## Hebrew Courses

### HEB M01 -- 4 Units Elementary Hebrew I

Prerequisites: None      Class Hours: 4 lecture, 1 lab as arranged  
Introduces Hebrew language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A

### HEB M02 -- 4 Units Elementary Hebrew II

Prerequisites: HEB M01      Class Hours: 4 lecture, 1 lab as arranged  
Further explores Hebrew language and culture, emphasizing people and history as well as speaking and writing proficiency. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A

### HEB M31A -- 3 Units Beginning Conversational Hebrew

Prerequisites: None      Class Hours: 3 lecture  
Emphasizes vocabulary essentials, conversational patterns and pronunciation, including proficiency in practical aspects of using the language (Ulpan). Requires readings on history and customs of modern Israel. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

### HEB M80 -- 1 to 4 Units Internship in Hebrew

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## 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.

### Dean

Al Nordquist, Phone (805) 378-1445

### Full-time Faculty

Susan Bennion, Daniel Brown, Nenagh Brown, Patricia Colman, Ceclie Copsey, Ranford Hopkins

### Counselors

Anitra Evans, Michael Johnson, Pam Kennedy Luna

## Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in History who wish to qualify for an Associate in Arts Degree could explore Social Science, International Studies or Liberal Studies as a possible major.

## History Courses

### HIST M01A -- 3 Units An Introduction to Western Civilization

Prerequisites: None      Class Hours: 3 lecture  
Introduces important events and developments in Western civilization from prehistory through the sixteenth century. Focuses on ideas, institutions, and contributions. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B, 4F. CAN: HIST 2; HIST SEQ A (HIST M01A+M01B)

### HIST M01B -- 3 Units An Introduction to Western Civilization

Prerequisites: None      Class Hours: 3 lecture  
Introduces important events and developments in Western civilization from the seventeenth century to modern times. Focuses on ideas and institutions. (Hits M01A not prerequisite). Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B, 4F. CAN: HIST 4; HIST SEQ A (HIST M01A + M01B)

### HIST M02 -- 3 Units From Freedom to Civil Rights

Prerequisites: None      Class Hours: 3 lecture  
Surveys the efforts of African Americans in the 20th century to gain equal political, social, and economic opportunity. Emphasizes the movement for civil rights, including its radicalization in the late 1960s. Includes evolution of the African American community, the beginnings of Black cultural nationalism and the contributions of African Americans to the development of the United States. Partially satisfies the Title V United States History, Constitution, and American ideals requirement. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 4F.

### HIST M03A -- 3 Units African American History to 1877

Prerequisites: None      Class Hours: 3 lecture  
A survey of United State history with an emphasis on the African American experience from 15th century Africa to the era of Reconstruction. Focuses on the political, social, economic, cultural and intellectual trials of African Americans and their contributions to the growth of the United States. Partially satisfies the Title V United States History, Constitution, and American Ideals requirement. (Formerly a portion of HIST M03) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C, 4F.

### HIST M03B -- 3 Units African American History Since 1877

Prerequisites: None      Class Hours: 3 lecture  
A survey of United State history with an emphasis on the African American experience from the era of Reconstruction to the present. Focuses on the political, social, economic, cultural and intellectual trials of African Americans and their contributions to the growth of the United States. Partially satisfies the Title V United States History, Constitution, and American Ideals requirement. (Formerly a portion of HIST M03) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C, 4F.

**HIST M04 -- 3 Units****History of Mexican Americans in the United States**

Prerequisites: None Class Hours: 3 lecture

A survey of the American experience from colonial beginnings to the present. Emphasizing the history of Mexican Americans. Examines the changing roles and contributions of Mexican Americans in the context of the social, political, and economic history of the United States. (Same course as CHST M04.) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C, 4F.

**HIST M06 -- 3 Units****History of the American Indian**

Prerequisites: None Class Hours: 3 lecture

Introduces indigenous peoples of the Western Hemisphere from Pre-Columbian times to present. Reviews places and cultures of North America, emphasizing association of those with mixed ancestry to mainstream Anglo-America. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4F.

**HIST M07A -- 3 Units****Social and Political History of the United States**

Prerequisites: None Class Hours: 3 lecture

Introduces creation and development of American Society to 1865, analyzing impact of individuals and groups. Explores colonial foundation of American cultural heritage; growth of U.S. political party system; women and social reform; the institution of and movement to abolish slavery; and the Civil War, including its causes and repercussions. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A, M07B, M25, and M25H: maximum credit, two courses). IGETC AREA 4F. CAN: HIST 8; HIST SEQ B (HIST M01A + M01B).

**HIST M07B -- 3 Units****Social and Political History of the United States**

Prerequisites: None Class Hours: 3 lecture

Evaluates social and political adjustment from 1865 to the present, emphasizing effect on contemporary Americans. Reviews individual and group contributions surrounding such issues as westward expansion, industrial development, ethnic confrontations, religious tolerance, and social and political reform movements. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A, M07B, M25, and M25H: maximum credit, two courses). IGETC AREA 4F. CAN: HIST 10; HIST SEQ B (HIST M01A + M01B).

**HIST M08 -- 3 Units****History of California**

Prerequisites: None Class Hours: 3 lecture

Introduces the political and social development of California from early Native California cultures to the present. Applies to Associate Degree. Transfer credit: CSU, UC; IGETC AREA 4F.

**HIST M09 -- 3 Units****Latin American History**

Prerequisites: None Class Hours: 3 lecture

Introduces development of cultural, economic, and political factors in the various Latin American nations, emphasizing relationships with contemporary United States. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4F.

**HIST M10 -- 3 Units****African History**

Prerequisites: None Class Hours: 3 lecture

Introduces development of social, economic and political aspects of indigenous cultures and the colonial experience. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4F.

**HIST M12 -- 3 Units****History of American Women**

Prerequisites: None Class Hours: 3 lecture

The history of the United States from the 17th century to the present, tracing the changing roles of women. Evaluates the contributions made by famous and "average" women and the boundaries they faced. Contrasts myth and reality for Euro-American and ethnic minority women. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4D, 4F.

**HIST M12H -- 3 Units****Honors: History of American Women**

Prerequisites: None Class Hours: 3 lecture

Provides honors work in the history of the United States from the 17th century to the present, tracing the changing roles of women. Evaluates the contributions made by famous and "average" women and the boundaries and changes they faced. Contrasts myth and reality for Euro-American and ethnic minority women. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4D, 4F.

**HIST M14 -- 3 Units****Ethnicity and Gender in American History**

Prerequisites: None Class Hours: 3 lecture

Surveys the experience of Native Americans, Latinos, Asian Americans, African-Americans, and women throughout American history, assessing their accomplishments, the persistence of stereotypes, and the continuity and change in the position of these different groups. Analyzes historical documents, films, and literature. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4F.

**HIST M15 -- 3 Units****Asian Civilization I**

Prerequisites: None Class Hours: 3 lecture

Provides overview of civilizations and individuals that provided key contributions to the history of Asia. Covers the earliest written records to 1600, including selected topics from the ancient, classical, medieval and early modern periods. Emphasizes India and China but references all areas of monsoon Asia, including Japan, Korea, South East Asia and the Central steppes. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4F.

**HIST M16 -- 3 Units****Asian Civilization II**

Prerequisites: None Class Hours: 3 lecture

Provides overview of individual s and nations that provided key contributions to the history of Asia. Covers the arrival of the West to the present (1600 to 2000), including selected topics from the late traditional period, the era of imperialism and the modern world. Emphasizes China, India and Japan but references all areas of monsoon Asia, including Korea, Indochina and other South East Asian countries. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4F.

**HIST M20A -- 3 Units****World History I**

Prerequisites: None Class Hours: 3 lecture

Introduces major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1500, covering each civilization's religions and cultural achievements, as well as its political, economic and social structures. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B, 4F. CAN: HIST 14; HIST SEQ C (HIST M20A & HIST M20B)



**HIST M20B -- 3 Units****World History II**

Prerequisites: None Class Hours: 3 lecture

Introduces major civilizations of Asia, Europe, Africa and the Americas from 1500 to the present, covering each civilization's religions and cultural achievements, as well as its political, economic and social structures. (HIST M20A not prerequisite). Applies to Associate Degree. Transfer credit: CSU; UC (IGETC AREA 3B or 4). IGETC AREA 3, 4F. CAN: HIST 16; HIST SEQ C (HIST M20A & HIST M20B).

**HIST M22A/B -- 0.5 to 3 Units****Independent Studies in History**

Prerequisites: A previous course in History

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of history through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**HIST M25 -- 3 Units****History of the United States**

Prerequisite: None

Recommended Preparation: ENGL M01A Class Hours: 3 lecture

Surveys the political, economic, and social development of the United States. Traces the constant and changing values that shaped American institutions. Analyzes the diversity of the American people—the heroes Americans have treasured and the significant choices Americans have made. Partially satisfies the Title V United States History, constitution, and American Ideals requirement. Applies to Associate Degree. Transfer credit: CSU, UC (HIST M07A, M07B, M25 and M25H combined: maximum credit, two courses). IGETC AREA 4F

**HIST M25H -- 3 Units****Honors: History of the United States**

Prerequisite: None

Recommended Preparation: ENGL M01A Class Hours: 3 lecture

Provides honors work in a survey of the political, economic, and social development of the United States. Traces the constant and changing values that shaped American intuitions. Analyzes the diversity of the American people – the heroes Americans have treasured and the significant choices Americans have made. Partially satisfies the Title V United States History, constitution, and American Ideals requirement. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU, UC (HIST M07A, M07B, M25 and M25H combined: maximum credit, two courses). IGETC AREA 4F

**HIST M60A-Z -- 1 to 3 Units****Topics in History**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****HIST M60A -- 3 Units****The Holocaust in Historical Perspective**

Prerequisites: None Class Hours: 3 lecture

Chronicles the attempt to annihilate various so-called undesirable groups by Adolf Hitler and his National Socialist cohorts during World War II. Examines rise of Hitler and Nazism; the resultant attempt to eradicate Jews, Roma, Jehovahs Witnesses, Socialists, et al.; and implications for today. Applies to the Associate Degree. Transfer credit: CSU; UC

**HIST M60C -- 3 Units****World War II The World at War**

Prerequisites: A previous course in History Class Hours: 3 lecture

Analyzes World War II as the most cataclysmic and important event in our time, noting its continuing effect on contemporary society. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60D -- 3 Units****World War I The Great War**

Prerequisites: A previous course in History Class Hours: 3 lecture

Analyzes World War I, still regarded as The Great War by Europeans, noting its significance as the catalyst for the rest of the 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60E -- 3 Units****Modern England**

Prerequisites: A previous course in History Class Hours: 3 lecture

Examines England from its age of greatness to its more recent times of decline. Emphasizes Victorian England, industrial revolution, World Wars, welfare state, and Anglo-American partnership. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60F -- 3 Units****The World Since 1945**

Prerequisites: A previous course in History Class Hours: 3 lecture

Expands review of Western civilization beyond World War II, emphasizing individuals, events, contributions and relationships. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60G -- 3 Units****Modern Germany**

Prerequisites: A previous course in History Class Hours: 3 lecture

Introduces political and cultural history of Germany during the last 100 years, emphasizing 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. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60H -- 3 Units****History of the Jewish People**

Prerequisites: None Class Hours: 3 lecture

Traces great ages and ideas of the Jewish people, emphasizing the character and nature of contemporary Jewish experience. Reviews time, depth and geographical span of Jewish history and the significance of moving through many cultures and lands. Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60R -- 3 Units****Modern Russia**

Prerequisites: None Class Hours: 3 lecture

Introduces political and cultural history of Russia in the 20th century. Reviews World War I, Lenin and the Communist Revolution of 1917, Stalin's domestic and foreign policies, World War II, the Cold War, and present East-West relations.

Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M60S -- 3 Units****Modern Jewish History**

Prerequisites: None Class Hours: 3 lecture

Reviews the Jewish people in modern Western civilization, including experiences and treatment within various countries, movements within and between countries, rise of anti-Semitism in Russia, impact of two World Wars, the Holocaust, and assimilation and survival of contemporary Jewry. Applies to Associate Degree.

Transfer credit: CSU; UC

**HIST M60T -- 3 Units****Historic Site Evaluation**

Prerequisites: A previous or concurrent course in History

Class Hours: 3 lecture

Introduces methodology of historic site evaluation and interpretation, including onsite evaluation of federal, state, and local historic sites, buildings, museums and parks. Applies to Associate Degree. Transfer credit: CSU

**HIST M60V -- 3 Units****The Vietnam War**

Prerequisites: None Class Hours: 3 lecture

Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as: HUM M60V, PSY M60V.) Applies to Associate Degree. Transfer credit: CSU; UC

**HIST M80 -- 1 to 4 Units****Internship in History**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Humanities**

Humanities is the study of human thought and culture. By focusing on literature, history, philosophy, art and film, humanities courses seek a broad and interconnected understanding of the human experience. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, (805) 378-1536).

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**Dean**

Patricia Ewins, Phone (805) 378-1512

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**Full-time Faculty**

Jerrold Caplan, Riley Dwyer, Anne Kairschner, Nils Slattum, Tracy Tennenhouse

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**Counselors**

Anitra Evans

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Humanities who wish to qualify for an Associate of Arts degree could explore Liberal Studies or Social Science as a possible major.

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**Humanities Courses****HUM M01 -- 6 Units****The Individual and Society**

Prerequisites: None Class Hours: 6 lecture

Team-taught interdisciplinary course. Designed to increase students' 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. Places special emphasis on developing writing skills. Applies to Associate Degree. Transfer credit: CSU

**HUM M02 -- 6 Units****The Individual and the Arts**

Prerequisites: None Class Hours: 6 lecture

Team-taught interdisciplinary course. 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. By studying significant achievements and influential ideas in art, music, film, and literature, 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. Places special emphasis on improving writing skills. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A.

**HUM M03 -- 3 Units****History of Cinema I**

Prerequisites: None Class Hours: 3 lecture

Introduces historical and critical survey of world cinema from its beginnings to World War II. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A.

**HUM M04 -- 3 Units****History of Cinema II**

Prerequisites: None Class Hours: 3 lecture

Introduces historical and critical survey of world cinema from World War II to the present. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

**HUM M05 -- 3 Units****Contemporary Foreign Film**

Prerequisites: None Class Hours: 3 lecture

Introduces contemporary foreign cinema, focusing on works of important directors. Reviews popular genres, production systems, American influences, and unique movements and approaches. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

**HUM M06 -- 3 Units****Contemporary American Film**

Prerequisites: None Class Hours: 3 lecture

Analyzes works of contemporary American filmmakers, examining theme and focus, filming techniques, narrative presentations, and selected genres. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

**HUM M07 -- 3 Units****Humanities through the Arts**

Prerequisites: None Class Hours: 3 lecture

Examines the humanities as seen through various art forms: music, literature, painting, sculpture, photography, architecture, and film, with an emphasis on the history, techniques, meaning, and evaluation of individual works of Western art. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A, 3B.

**HUM M08 -- 3 Units****Introduction to Cinema**

Recommended Preparation: ENG M01A. Class Hours: 3 lecture

This course is recommended as preparation for the more advanced film courses such as Contemporary American Film, Contemporary Foreign Film, and Images of Women in Film. Introduces the art form of cinema. Topics include modes of production, form, style, genre, aesthetics, critical analysis, and social implications. Develops an appreciation for the art form and prepares students for more advanced film studies courses. Lectures accompanied by screenings of appropriate films. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A.

**HUM M10A -- 3 Units****Ethics, Culture and the Arts: The Roots of the Humanities**

Prerequisites: None Class Hours: 3 lecture

Introduces human cultural heritage from earliest times to approximately 1000 CE, emphasizing major ideas of several periods of Western civilization. Examines literature, philosophy, music, painting, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**HUM M10B -- 3 Units****Ethics, Culture and the Arts: Humanities and the Modern World**

Prerequisites: None Class Hours: 3 lecture

Introduces human cultural heritage from 1000 CE to the present, emphasizing major ideas of several periods of Western civilization from the Renaissance to the modern world. Examines literature, philosophy, music, painting, architecture, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**HUM M12 -- 3 Units****Spanish Civilization**

Prerequisites: None Class Hours: 3 lecture

Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th-century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as SPAN M12.) Applies to Associate Degree. Transfer credit: CSU; UC

**HUM M18 -- 3 Units****Images of Women in Film**

Prerequisites: None Class Hours: 3 lecture

Introduces images and stereotypes of women in film as reflected in roles, myths, and special personalities. Includes considerations of audience demands, censorship, and cultural movements. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

**HUM M19 -- 3 Units****Women in Contemporary Society**

Prerequisites: None Class Hours: 3 lecture

Examines concerns, conflicts and rewards of women as their roles and opportunities change within society. Uses lecture, discussions, films and reading to explore fulfillment of individual potential. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4D

**HUM M22A/B -- 1 to 3 Units****Independent Studies in Humanities**

Prerequisites: A previous course in Humanities

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of humanities through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**HUM M42 -- 3 Units****Business and Society**

Recommended Preparation: BUS M30/ECON M30 and BUS 28 or ENGL M02

Class Hours: 3 lecture

Explores management's role in contemporary society and the interrelationships among business, government, and society. Addresses the economic, social, ethical, and technological factors that affect business. Helps managers develop the framework, tools, and procedures that enable businesses to become responsible citizens. (Same course as BUS M42.) Applies to Associate Degree. Transfer credit: CSU

**HUM M60A-Z -- 1 to 6 Units****Topics in the Humanities**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****HUM M60V -- 3 Units****The Vietnam War**

Prerequisites: None Class Hours: 3 lecture

Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V, PSY M60V.) Applies to Associate Degree. Transfer credit: CSU; UC

**HUM M80 -- 1 to 4 Units****Internship in Humanities**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## Interior Design

The Interior Design Program has been developed to prepare students for numerous careers in Interior Design and related areas including Residential and Commercial design. Training equips students with the tools necessary for various aspects of the Design field.

### Dean

Tim McGrath, Phone (805) 378-1572

### Full-time Faculty

Tim Stewart

### Counselors

Denice Avila

## Degree and Certificate Options in Interior Design

### Certificate in Interior Design (more than 18 units)

The Interior Design program has been developed to prepare students for numerous careers in Residential and Commercial Interior Design. Students will receive training necessary to prepare for the work force. To earn an Interior Design Certificate or an Associate in Science Degree with a major in Interior Design, students complete 30 specified units; those seeking the degree must also complete General Education Degree Requirements.

Required Courses.....	Units
ART M30.....Drawing and Composition I.....	3.0
DRFT M02A.....Computer-Aided Drafting.....	3.0
ID M11.....Beginning Interior Design.....	3.0
ID M12.....Materials and Installations.....	3.0
ID M13.....Textiles.....	3.0
ID M14.....Intermediate Interior Design.....	3.0
ID M15.....Space Planning.....	3.0
ID M16.....History of Furniture.....	3.0
ID M17.....Advanced Interior Design.....	3.0

**Total .....** 27.0

See General Education Degree Requirements and Transfer Information. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

## Interior Design Courses

### ID M11 -- 3 Units Beginning Interior Design

Prerequisites: None  
Class Hours: 3 lecture

Introduces students to an extensive range of products and services available through the field of Interior Design. Applies design theories including the principles and elements of design, light and color. Students begin to develop skills in effective space planning, business organization, and meeting the challenges of individual requirements through the design process. (Formerly ID M05). Applies to Associate Degree. Transfer credit: CSU

### ID M12 -- 3 Units Materials and Installations

Prerequisites: None  
Recommended Preparation: SPCH M01 and ID M11  
Class Hours: 3 lecture  
Explores various products and materials common to the field of Interior Design and methods of installation. Students employ skills in coordinating a presentation in public speaking related to a specific product and/or material. Emphasis placed on developing a trade resource file and utilizing it in the procurement, specification, and pricing for a design project. (Formerly ID M06). Applies to Associate Degree. Transfer credit: CSU

### ID M13 -- 3 Units Textiles

Prerequisites: None  
Class Hours: 3 lecture  
Introductory analysis of the various stages of textile manufacturing and production. Students identify textiles according to fiber content, construction, coloration and finishing processes, and end uses. It is designed to employ techniques that will aide in the selection and care of textiles. (Formerly ID M31). Applies to Associate Degree. Transfer credit: CSU; UC

### ID M14 -- 3 Units Intermediate Interior Design

Prerequisites: None  
Recommended Preparation: ID M11, ID M12, ART M20, SPCH M01  
Class Hours: 3 lecture  
Intermediate course refines students' skills in applying the principles and elements of Interior Design. Students explore diverse interior environments and develop design solutions that meet function, aesthetics, psychological, and emotional requirements of the inhabitants. (Formerly ID M08). Applies to Associate Degree. Transfer credit: CSU

### ID M15 -- 3 Units Space Planning

Prerequisites: None  
Recommended Preparation: ID M11, DRFT M03A  
Class Hours: 3 lecture  
Application and analysis of design concepts in space planning. Explores techniques enabling students to creatively resolve challenges relative to function and quality of human environments. Integrates limitations set by barrier-free design. Topics of discussion also include task management as well as technical considerations such as lighting and code requirements. (Formerly ID M07). Applies to Associate Degree. Transfer credit: CSU

### ID M16 -- 3 Units History of Furniture

Prerequisites: None  
Recommended Preparation: ID M15, Internet Computer Skills  
Class Hours: 3 lecture  
Explores the dominant characteristics of historical styles for home furnishings, decorative arts, and architecture from antiquity to the present. Emphasis is placed on style development as it relates to social, economic, and political influences. (Formerly ID M10). Applies to Associate Degree. Transfer credit: CSU

**ID M17 -- 3 Units  
Advanced Interior Design**

Prerequisites: None  
 Recommended Preparation: ID M11, ID M12, ID M14, SPCH M01, MATH M09  
 Class Hours: 3 lecture  
 Examines the administration of an Interior Design business through the development of a portfolio, instruction in verbal and visual presentation, and exercise proficiency in the application of Interior Design business practices. Students also refine skills in using the design process to solve problems. (Formerly ID M09)  
 Applies to Associate Degree. Transfer credit: CSU

**ID M22A/B -- 1 to 3 Units  
Independent Studies in Interior Design**

Prerequisites: A previous course in Interior Design  
 Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of interior design through research, lab work or field trips. Includes one-on-one work with instructor. Requires field trips. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**ID M60A-Z -- 0.5 to 3 Units  
Topics in Interior Design**

Prerequisites: To be determined Class Hours: To be determined  
 Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

**Developed topics include:**

**ID M60B -- 1.5 Units  
Faux Finishes**

Prerequisites: None Class Hours: 1.5 lecture  
 Provides hands-on learning using Faux Finishing techniques, including how to simulate wood, marble, stone, brick and fabric. Requires creation of sample boards for all techniques. Applies to Associate Degree. Transfer Credit: CSU

**ID M60C -- 1.5 Units  
Lighting for Interior Spaces**

Prerequisites: None Class Hours: 1.5 lecture  
 Includes lighting basics, illumination requirements, sources of light, symbol requirements for floor plans and lighting as a source of art. Focuses on lighting design specifications. Applies to Associate Degree. Transfer Credit: CSU

**ID M60D -- 0.5 Unit  
Feng Shui**

Prerequisites: None Class Hours: 0.5 lecture  
 Introduces Feng Shui, traditional Chinese technique that ensures harmony between design and surroundings. Applies to both residential and commercial settings. Requires practical application of Feng Shui guidelines in class projects. Applies to Associate Degree. Transfer Credit: CSU

**ID M60E -- 1.5 Units  
Window Treatment Design**

Prerequisites: None Class Hours: 1.5 lecture  
 Introduces window treatment design, including fabric requirements, window function, hardware requirements, window measuring, and proper window treatment specification. Emphasizes proper workroom procedure and professional expectations. May be taken two (2) times for credit. Applies to Associate Degree. Transfer Credit: CSU

**ID M60J -- 1.5 Units  
Kitchen and Bath Design**

Prerequisites: None Class Hours: 1 lecture, 1.5 lab  
 Recommended Preparation: ID M05  
 Introduces kitchen and bath design, including space requirements, the work triangle, and cabinet and hardware construction and specification. Reviews surface material selection and function, floor plans and project documentation. Applies to Associate Degree. Transfer Credit: CSU

**ID M80 -- 1 to 4 Units  
Internship in Interior Design**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEX P M20.) Applies to Associate Degree. Transfer credit: CSU

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**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 with an understanding and perspective that would be beneficial in the global job market. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, (805) 378-1536).

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**Dean**

Al Nordquist, Phone (805) 378-1445

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**Counselor**

Chuck Brinkman

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**Degree Option in International Studies**

To earn an Associate in Arts Degree with a major in International Studies, students complete 30-32 specified units, plus complete the Moorpark College General Education Degree Requirements. The program allows students to select an area of specialization as noted below.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
ANTH M02.....Cultural Anthropology.....	3.0
ECON M01.....Principles of Micro Economics .....	3.0
ENGL M31.....Masterpieces of World Literature II .....	3.0
GEOG M03.....World Regional Geography .....	3.0
HIST M01B.....Intro to Western Civilization .....	3.0
OR	
HIST M60F.....The World Since 1945.....	3.0
POLS M02.....Comparative Government .....	3.0
POLS M03.....American Government and Politics.....	3.0

POLS M04.....	International Relations.....	3.0
Units from RECOMMENDED GROUPS.....		6.0-8.0
<b>TOTAL .....</b>		<b>30.0-32.0</b>

**Recommended Groups: Choose Group A, B, C or D:**

**Group A: Select Two of the Following 3-Unit Courses**

**Business Economics**

BUS M30.....	Intro to Business and Economics
BUS M3.....	Introduction to Management
BUS M37.....	Marketing
ECON M02.....	Principles of Macro Economics

**Group B: Select Two of the Following 3-Unit Courses**

**Culture and Politics**

HIST M07B.....	Social/Political History of the United States
HIST M09.....	Latin American History
HIST M10.....	African History
HIST M16.....	Asian Civilization I
HIST M60E.....	Modern England
HIST M60F.....	The World Since 1945
HIST M60G.....	Modern Germany
HIST M60R.....	Modern Russia
PHIL M11.....	Survey of World Religions: West
PHIL M12.....	Survey of World Religions: East
SOC M01.....	Intro to Sociology

**Group C: Complete Two Courses of the Same Language from the Foreign Languages Offered**

**Group D: Select Two of the Following Courses**

**Environmental Studies**

ENSC M02.....	Environment and Human Interactions (4 units)
ENSC M03.....	Energy Resources and Conservation (3 units)
GEOG M01.....	Our Physical Environment (3 units)
GEOG M07.....	The Human Impact (3 units)

See General Education Degree Requirements and Transfer Information.

NOTE: Moorpark College Study Abroad program may be substituted for 3 units in any of the above areas.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., (805) 378-1551).

**Internships**

See Courses in Work Experience

Visit the Career Services Center

**Italian**

A study of the Italian language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. All languages have a multitude of career uses. These are some of the career possibilities: Translation/Interpretation, Journalism/Broadcasting, Linguistics, Diplomacy, Civil Service, Immigration/Naturalization, Customs, Intelligence/Law Enforcement, Banking/Finance, Sales, Manufacturing, Consulting, Imports/Exports, Administrative Services, Social Work, Travel Services, Health Services.

**Dean**

Inajane Nicklas, Phone (805) 378-1443

**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Italian who wish to qualify for an Associate Degree could explore International Studies or Liberal Studies as a possible major.

**Italian Courses**

**ITAL M01 -- 4 Units**

**Elementary Italian I**

Prerequisites: None Class Hours: 4 lecture, 1 lab as arranged  
 Introduces Italian language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A. CAN: ITAL 2; ITAL SEQ A (ITAL M01+M02)

**ITAL M02 -- 4 Units**

**Elementary Italian II**

Prerequisites: ITAL M01 or 2 years of high school Italian  
 Class Hours: 4 lecture, 1 lab as arranged  
 Further explores Italian language and culture, emphasizing people and history as well as speaking, reading and writing proficiency. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B (Beginning Spring 2006), 6A. CAN: ITAL 4. CAN: ITAL SEQ A (ITAL M01 + ITAL M02)

**ITAL M03 -- 4 Units**

**Intermediate Italian I**

Prerequisites: ITAL M02 Class Hours: 4 lecture, 1 lab as arranged  
 Reviews grammar basics and expands vocabulary and writing proficiency. Explores culture and civilization through literature. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A.

**ITAL M22A/B -- 1 to 3 Units**

**Independent Studies in Italian**

Prerequisites: A previous course in Italian. Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of Italian through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**ITAL M31A -- 3 Units**

**Beginning Practical Italian I**

Prerequisites: None Class Hours: 3 lecture  
 Provides basic understanding and use of Italian in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2881 for 45 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

**ITAL M31B -- 3 Units****Intermediate Conversational Italian**

Prerequisites: ITAL M31A Class Hours: 3 lecture  
Expands introduction and use of Italian for non-native speakers, emphasizing intermediate grammar and principles of usage. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

**ITAL M80 -- 1 to 4 Units****Internship in Italian**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline. Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Japanese**

A study of the Japanese language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. All languages have a multitude of career uses. These are some of the career possibilities: Translation/Interpretation, Journalism/Broadcasting, Linguistics, Diplomacy, Civil Service, Immigration/Naturalization, Customs, Intelligence/Law Enforcement, Banking/Finance, Sales, Manufacturing, Consulting, Imports/Exports, Administrative Services, Social Work, Travel Services, Health Services.

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**Dean**

Inajane Nicklas, Phone (805) 378-1443

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**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Japanese who wish to qualify for an Associate Degree could explore International Studies or Liberal Studies as a possible major.

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**Japanese Courses****JAPN M01 -- 4 Units****Elementary Japanese I**

Prerequisites: None Class Hours: 4 lecture, 1 lab as arranged  
Introduces Japanese language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A. CAN: JAPN 2, SEQ A (JAPN M01 + M02)

**JAPN M02 -- 4 Units****Elementary Japanese II**

Prerequisites: JAPN M01 Class Hours: 4 lecture, 1 lab as arranged  
Further explores Japanese language and culture, emphasizing people and history as well as speaking and writing proficiency. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A. CAN: JAPN 4, SEQ A (JAPN M01 + M02)

**JAPN M03 -- 4 Units****Intermediate Japanese I**

Prerequisites: JAPN M02 Class Hours: 4 lecture, 1 lab as arranged  
Continues study of grammar, oral and written composition, customs and culture. Includes reading of intermediate-level texts. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B, 6A. CAN: JAPN 8

**JAPN M22A/B -- 1 to 3 Units****Independent Studies in Japanese**

Prerequisites: A previous course in Japanese  
Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of Japanese through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**JAPN M31A -- 3 Units****Beginning Practical Japanese I**

Prerequisites: None Class Hours: 3 Lecture  
Provides basic understanding and use of Japanese in practical situations, emphasizing grammar and principles of usage for non-native speakers. Provider approved by the California Board Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

**JAPN M31B -- 3 Units****Intermediate Conversational Japanese**

Prerequisites: JAPN M31A Class Hours: 3 lecture  
Reviews fundamentals of grammar, structure and vocabulary of Japanese language, emphasizing listening comprehension and oral communication. Gradually introduces the Japanese writing system. Includes review of various aspects of Japanese culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

**JAPN M80 -- 1 to 4 Units****Internship in Japanese**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline. Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## Journalism

The Journalism major program has a twofold purpose: to provide preparation for careers in newspaper and magazine editorial work, television and radio news, public relations and to provide a study of the media of mass communications.

### Dean

Patricia Ewins, Phone (805) 378-1512

### Full-time Faculty

Toni Albertson, John Grzywacz-Gray, Al Miller, Joanna Miller

### Counselors

Denice Avila, Don Henderson

### Degree Options in Journalism

To earn an Associate in Science Degree with a major in Journalism, students complete 27-30 specified units, plus General Education Degree Requirements. This program provides preparation for entry-level positions in two major areas: Print Journalism and Broadcast Journalism.

In addition to General Education Degree Requirements, complete the following:

Required Courses.....	Units
Jour M01.....Media and Society.....	3.0
Jour M02.....Writing and Reporting for the Media.....	3.0
Jour M03.....Advanced News/Feature Writing.....	3.0
Units from One of the Recommended Options.....	18.0-21.0
<b>Total.....</b>	<b>27.0-30.0</b>

#### Recommended Options:

##### Choose one of the following: Print Journalism Option (complete all 18 specified units)

JOUR M08.....Basic Photo-Journalism.....	3.0
JOUR M10A.....Newspaper Staff.....	3.0
JOUR M10C.....Newspaper Production.....	3.0
JOUR M14.....Intro to Public Relations.....	3.0
GR M25.....Computer Publications Design (Mac).....	3.0
BUS M38.....Advertising.....	3.0
OR	

##### Broadcast Journalism Option (complete all 21 specified units)

RT M02A.....Television Studio Operation.....	3.0
RT M02B.....Digital Camera Production/Editing.....	3.0
RT M05.....Radio/Television Script Writing.....	3.0
RT M07A.....Audio Production.....	3.0
RT M07B.....Advanced Media Audio Production.....	3.0
RT M08.....Voice and Diction.....	3.0
RT M12.....Broadcast Journalism.....	3.0

See General Education Degree Requirements and Transfer Information.

## Journalism Courses

### JOUR M01 -- 3 Units Media and Society

Prerequisites: None Class Hours: 3 lecture  
Surveys history and nature of print and electronic media in America, examining social, political and cultural implications. (Same course as RT M01). Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4G. CAN: JOUR 4.

### JOUR M02 -- 3 Units Writing and Reporting for the Media

Prerequisites: None Class Hours: 3 lecture  
Introduces reporting and writing for the media. Focuses on information gathering, interviewing and writing for print and broadcast media. Emphasizes news reporting, including the basics of feature writing, journalism law and ethics. Applies to Associate Degree. Transfer credit: CSU. UC (under review). CAN: JOUR 2

### JOUR M03 -- 3 Units Advanced News/Feature Writing

Prerequisites: None Class Hours: 3 lecture  
Focuses on writing feature articles used in magazines and newspapers. Emphasizes techniques for gathering material. Provides practical experience through writing for school newspaper. Applies to Associate Degree. Transfer credit: CSU

### JOUR M04 -- 3 Units Magazine Article Writing

Prerequisites: None Class Hours: 3 lecture  
Introduces writing feature articles, reviews, and editorials suitable for magazine publication. Includes editing practice and use of illustrative materials. Applies to Associate Degree. Transfer credit: CSU

### JOUR M08 -- 3 Units Basic Photo Journalism

Prerequisites: PHOT M01A or suitable portfolio Class Hours: 2 lecture, 3 lab  
Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. May be taken two (2) times for credit. (Same course as PHOT M08). Applies to Associate Degree. Transfer credit: CSU

### JOUR M09 -- 3 Units Copy Editing and Makeup

Prerequisites: None Class Hours: 2 lecture, 3 lab  
Analyzes structure and effectiveness of written materials. Reviews rewriting, error correction, proofreading, headline writing, news and picture evaluation, and page design. Provides opportunity to work on campus newspaper. Applies to Associate Degree. Transfer credit: CSU

### JOUR M10A -- 3 Units Newspaper Staff

Prerequisites: None Class Hours: 2 lecture, 3 lab  
Emphasizes content and presentation of the college newspaper, including news, features, opinion articles, photos, graphics and advertising. Refines investigative and multi-source writing skills. Applies to Associate Degree. Transfer credit: CSU



**JOUR M10B -- 3 Units****Newspaper Editorial Staff**

Prerequisites: None                      Class Hours: 1 lecture, 6 lab  
Emphasizes writing, copy editing, headline writing, and page layout for pre-production of the college newspaper. Explores various aspects of editorial roles and responsibilities. Applies to Associate Degree. Transfer credit: CSU

**JOUR M10C -- 3 Units****Newspaper Production**

Prerequisites: None  
Recommended Preparation: GR 20 and GR 23  
Class Hours: 1 lecture, 6 lab

Provides hands-on experience in the pagination and production of the college newspaper. Provides hands-on learning through electronic assembly of the newspaper using computers, scanners and other related equipment. Includes techniques in electronic assembly for both print and web production. May be taken two (2) times for credit. Applies to Associate Degree. Transfer Credit: CSU

**JOUR M11 -- 3 Units****Magazine Editing**

Prerequisites: None                      Class Hours: 2 lecture, 3 lab  
Introduces analysis, development, composition and layout of magazines or similar publications, emphasizing the coordination of feature stories and related articles with attractive pictorial displays. Also reviews graphic arts as related to magazine production. Applies to Associate Degree. Transfer credit: CSU

**JOUR M12 -- 3 Units****Broadcast Journalism**

Prerequisites: None                      Class Hours: 3 lecture  
Provides advanced practice in preparation of radio and television newscasts. Develops interviewing skills. Includes writing original news copy as well as editing and rewriting wire service copy for on-air purposes. Requires use of remote recording equipment. (Same course as RT M12). Applies to Associate Degree. Transfer credit: CSU

**JOUR M14 -- 3 Units****Introduction to Public Relations**

Prerequisites: None                      Class Hours: 3 lecture  
Introduces origins of public relations, including key definitions, processes, and audiences. Reviews public relations in businesses, associations, volunteer agencies and educational institutions. Includes how to write, prepare and submit release to video/audio and print media. Applies to Associate Degree. Transfer credit: CSU

**JOUR M22A/B -- 1 to 3 Units****Independent Studies in Journalism**

Prerequisites: A previous course in journalism                      Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of journalism through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of six (6) units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**JOUR M60A-Z -- 1 to 6 Units****Topics in Journalism**

Prerequisites: To be determined                      Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer Credit: determined by transfer institution.

**JOUR M80 -- 1 to 4 Units****Internship in Journalism**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Latin**

A study of the Latin 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, library services, and the publishing business.

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**Dean**

Inajane Nicklas, Phone (805) 378-1443

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**Full-time Faculty**

Perry Bennett

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**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Latin who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

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**Latin Courses****LAT M01 -- 4 Units****Latin**

Prerequisites: None                      Class Hours: 4 lecture, 1 lab  
Focuses on gaining fluency and accuracy in reading Latin while learning Roman culture, history and the lasting influence of the Romans on the modern world. Designed for students with no previous Latin. May be taken a maximum of one (1) time. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A.

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**Law Enforcement**

See Courses in Criminal Justice

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## Learning Skills

Learning Skills and Assisted Computer Technology (ACT) classes are offered at a pre-collegiate level to assist students in specifically identified academic areas for information call (805) 378-1461.

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### Dean

Inajane Nicklas, Phone (805) 378-1443

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### Full-time Faculty

Sherry D'Attile, Patricia Ewins, Norma Letinsky, Melanie Masters

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### Counselor

Corey Wendt

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## Assistive Computer Technology Courses

### ACT M01 -- 2 Units

#### Assistive Computer Training

Prerequisites: None                      Class Hours: 1 lecture, 3 lab

Evaluates each student's needs for special assistive technology required for computer access, and provides training in the use of that technology. This may include screen reader, screen enlarger, speech recognition dictation, specialized keyboards and other hardware and software. Students work with the instructor by arrangement, on an individualized basis. May require an initial evaluation to determine a student's suitability for the course. May be taken two (2) times for credit. Only offered credit/no-credit. Does not apply toward a degree.

### ACT M02 -- 1-2 Units

#### Self-Paced Keyboarding

Prerequisites: None                      Class Hours: 0.5 or 1 lecture, 1.5 or 3 lab

Teaches basics of keyboarding (touch typing) to students who need a self-paced, more individualized approach, or who require special assistive devices to access the computer keyboard. Also appropriate for students who already know the keyboard and wish to develop speed and accuracy. May be taken two (2) times for credit. Only offered credit/no-credit. Applies to Associate Degree.

### ACT M04 -- 2.5 Units

#### Basic Computer Skills

Prerequisites: None                      Class Hours: 2 lecture; 1.5 lab

Provides hands-on experience with the essential computer skills needed for college and work settings. Covers hardware and software, Microsoft Windows, basic word processing, the Internet, and e-mail. May be taken two (2) times for credit. Does not apply toward a degree.

### ACT M05 -- 3 Units

#### Basic Word Processing

Prerequisites: None                      Class Hours: 2 lecture; 3 lab

Introduces essential word processing skills needed for college courses and work settings. Topics include how to create, edit, and format short and longer documents, how to enhance text, use bullets and numbering, and add graphic elements. Explores the use of writing and proofreading tools and assistive technology. This course is designed for students who require a more individualized, slower-paced learning environment. May be taken two (2) times for credit. Does not apply toward a degree.

### ACT M06 -- 2 Units

#### Speech Recognition Software Training

Prerequisites: None                      Class Hours: 1.5 lecture, 1.5 lab

Use of speech recognition dictation software, such as Dragon Naturally Speaking, to produce word-processed documents with little or no use of the keyboard. Ideal for individuals who have repetitive strain injuries or other physical disabilities that make the use of the traditional keyboard difficult. Applies to Associate Degree.

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## Learning Skills Courses

### LS M02 -- 3 Units

#### Basic Writing Skills

Prerequisites: None                      Corequisite: LS M02L

Class Hours: 3 lecture

Develops basic writing skills including grammar, usage, and correct sentence structure. Enables students to write sentences, paragraphs, and short essays. May be taken two (2) times for credit. Does not apply toward a degree.

### LS M02L -- 0.5 Unit

#### Writing Skills Laboratory

Prerequisites: None                      Corequisite: LS M02

Class Hours: 1.5 lab

Introduces computer word processing, proofreading tools, and assistive technology to enhance the writing process. Offers practice and reinforcement of concepts and strategies taught in LS M02. Offered on a credit/no-credit basis only. May be taken two (2) times for credit. Does not apply toward a degree.

### LS M03 -- 3 Units

#### Study Strategies

Prerequisites: None                      Class Hours: 3 lecture

Introduces fundamental principles of study strategies and the creation of a Learning Profile to develop educational, career and life goals. Includes time management, reading and study strategies, memory improvement, test-taking, note-taking, and research strategies. Emphasizes independent critical thinking skills and appropriate use of available resources on the campus and in the community. Small class setting provides opportunity to address individual learning differences and diversity. Instruction is designed to meet the educational needs of students with or without disabilities. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC.

### LS M04 -- 3 Units

#### Reading and Reasoning

Prerequisites: None                      Corequisite: LS M04L

Class Hours: 3 lecture

Develops essential reading skills for students with learning disabilities or reading comprehension difficulties. Includes critical thinking skills, inferential comprehension, problem-solving activities and vocabulary development. May be taken two (2) times for credit. Does not apply toward a degree.

### LS M04L -- 0.5 Unit

#### Reading Skills Laboratory

Prerequisites: None                      Corequisite: LS M04

Class Hours: 1.5 lab

Develops reading comprehension skills and vocabulary through the use of computer-based instruction. Provides practice and reinforcement of reading strategies taught in LS M04, Reading and Reasoning. Offered on a credit/no-credit basis only. May be taken two (2) times for credit. Does not apply toward a degree.

**LS M07A -- 3 Units****Basic Math Skills I**

Prerequisites: None Class Hours: 3 lecture

Foundational math course designed for students with math anxiety, who have difficulty understanding and applying mathematical concepts. Covers basic operation with whole numbers, decimals, and fractions. Teaches math test-taking strategies and mnemonic skills for learning and recalling math operations, which can be used in subsequent math courses. May be taken two (2) times for credit. Does not apply toward a degree.

**LS M07B -- 3 Units****Basic Math Skills II**

Prerequisites: None Class Hours: 3 lecture

Foundational math course designed for students with math anxiety, who have difficulty understanding and applying mathematical concepts. Covers percents, proportions, measurement and basic algebra. Teaches math test-taking strategies and mnemonic skills for learning and recalling math operations, which can be used in subsequent math courses. May be taken two (2) times for credit. Does not apply toward a degree.

**LS M09 -- 3 Units****Strategies for Personal Success**

Prerequisites: None Class Hours: 3 lecture

Develops personal management skills in a small group setting. Explores issues relevant to the disabled population, such as coping with disabilities, learning advocacy techniques, building interpersonal skills through acquiring appropriate communication techniques, developing strategies for setting and following through on goals, time management, wellness issues and career exploration. Stress management, assertiveness training and risk taking skills are emphasized. May be taken two (2) times for credit. Does not apply toward a degree.

**LS M11 -- 3 Units****Memory Improvement Strategies**

Prerequisites: None Class Hours: 3 lecture

Introduces a variety of memory techniques and strategies to improve the ability to organize and remember information for school and general life activities. May be taken two (2) times for credit. Does not apply to a degree.

**LS M13 -- 3 Units****Strategies for Positive Self Esteem**

Prerequisites: None Class Hours: 3 lecture

Introduces a ten-step model designed to help students become self-empowered individuals with positive self-esteem. Topics include: letting go of negative past experiences; developing appreciation of self and others; clarifying purpose and vision; setting new goals and objectives; visualization; affirmations; finding success in college, the workplace, the home environment, and in interpersonal relationships; maintaining self-esteem. Does not apply toward a degree.

**LS M14 -- 0.5 to 1.5 Units****Computer and Tutorial Instruction**Prerequisites: None  
Class Hours: 1.5 to 4.5 lab as arranged

Provides students with the opportunity to develop academic skills through the use of computer-based or small group instruction. Individualized, self-paced instruction is determined by student's identified learning needs. Areas of instruction may include assistive technology training, computer skills development, reading, writing, mathematics, job skills, and study strategies. Offered on a credit/no credit basis only. May be taken four (4) times for credit. Does not apply toward a degree.

**LS M15 -- 1.5 Units****Computer Reading and Writing Tools**

Prerequisites: None Class Hours: 1 lecture, 1.5 lab

Introduces computer software programs to facilitate reading and writing. Includes Kurzweil scan/read system, screen reader, word prediction, mind mapping and outlining, speech recognition dictation, and other assistive technology. Offered on a credit/no credit basis only. May be taken two (2) times for credit. Does not apply toward a degree.

**LS M20 -- 0.5 to 1.5 Units****Assessment of Learning Skills/Lab**

Prerequisites: None Class Hours: 1.5 to 4.5 lab as arranged

Open lab for students with disabilities. Provides tutoring by specially trained staff. Emphasizes techniques, materials, texts, and audiovisual equipment to assess skills and to support academic instruction. Focuses on special learning styles. May be taken four (4) times for credit. Only offered credit/no-credit. Does not apply toward a degree.

**LS M30 -- 0.5 to 1.0 Unit****Identification and Management of Learning Differences**

Prerequisites: None

Corequisite: Must be enrolled in at least one, 2 unit or more, academic or vocational class. Student must obtain approval from an ACCESS specialist to enroll in this course.

Class Hours: 0.5 to 1.0 lecture

Introduces and develops learning strategies and self-advocacy skills for students with special needs. Content may include, but is not limited to: assessment for learning differences by a specially trained staff member, review of related literature, audiovisual materials, and assistive technology as appropriate. Student will produce an individual learning profile at the conclusion of the course. Does not apply toward a degree.

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**Library Instruction****LIB M01 -- 1 Unit****Research Skills for Papers, Reports and Essays**

Prerequisites: None

Class Hours: 1 lecture

Introduces basic library research skills for reports, essays and research papers including the use of library catalogs, print and electronic indexes and reference materials, and the Internet. Emphasis on critical evaluation of sources and compilation of a bibliography using the format relevant to students field. (Same course as ENGL M74) Applies to Associate Degree. Transfer credit: CSU; UC (LIB M01 and ENGL M74, M75 combined: maximum credit, one course).

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**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 and social sciences, engineering, economics, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems. See course sequence chart on next page.

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**Dean**

Tim McGrath, phone (805) 378-1572

### Full-time Faculty

Phil Abramoff, Christine Aguilera, Beverly Barker, Christine Cole, Cynthia Cruz, Marcos Enriquez, Kathryn Fink, Keith Hilmer, David Kay, Diana Nguyen, Curtis Paul, Rena Petrello, Mahyad Rahnamaie, Deborah Ritchie, Benjamin Rode, Fred Schaak, Arthur Szylewicz, David Weinstein, Grethe Wygant

### Counselors

Donna Prose Allyn, Edna Ingram, Danita Redd

### Degree in Mathematics

To earn an Associate in Arts Degree with a major in Mathematics, students complete 35 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Mathematics offered by four-year institutions. Since the course work in mathematics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in mathematics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

Required Courses.....	Units
CS M10A.....Intro to Programming with C.....	4.0
CS M10AL.....Intro to Programming with C Lab.....	4.0
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
MATH M31.....Introduction to Linear Algebra.....	3.0
MATH M35.....Applied Differential Equations.....	3.0
PHYS M20A.....Mechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab.....	5.0
PHYS M20B.....Electricity and Magnetism.....	4.0
PHYS M20BL.....Electricity and Magnetism Lab.....	5.0
<b>Total .....</b>	<b>35.0</b>

See General Education Degree Requirements and Transfer Information.

### Deciding on Your First Moorpark College Math Course

The Math Self-Placement Guide, available online at [www.moorparkcollege.edu](http://www.moorparkcollege.edu) and from the Counseling Desk in the Administration Building, helps students decide the best entry-level Math course to take, given their individual needs and abilities. Effective placement saves students time and money as they progress through their academic career. Students can make a counseling appointment ((805) 378-1428) or attend an Orientation Session (schedule available in current Schedule of Classes) to receive help making this important decision.

### Mathematics Courses

#### MATH M01 -- 5 Units Elementary Algebra

Prerequisites: None Recommended Preparation: MATH M09  
Class Hours: 5 lecture

Briefly reviews arithmetic, including integers, fractions and decimals. Covers linear equations and inequalities, graphing, systems of linear equations, polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula. Applies to Associate Degree.

#### MATH M01A – 3 Units Elementary Algebra Part A

Recommended Preparation: MATH M09 Class Hours: 3 lecture  
Briefly reviews arithmetic, including integers, fractions, and decimals. Covers linear equations and inequalities, graphing, and systems of linear equations. Both MATH M01A and M1B must be taken for credit to be given for MATH M01.

#### MATH M01B – 3 Units Elementary Algebra Part B

Recommended Preparation: MATH M01A Class Hours: 3 lecture  
Includes polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula. Both MATH M01A and M1B must be taken for credit to be given for MATH M01.

#### MATH M02 -- 3 Units Fundamentals of Geometry

Prerequisites: None  
Recommended Preparation: MATH M01; MATH M03 may be taken concurrently.  
Class Hours: 3 lecture  
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. Does not apply toward a degree.

#### MATH M03 -- 5 Units Intermediate Algebra

Prerequisites: None  
Recommended Preparation: MATH M01 Class Hours: 5 lecture  
Reviews elementary algebra, including factoring, rational expressions, linear equations and inequalities. Covers determinants and Cramer's Rule, exponents and radicals, complex numbers, functions and graphs, quadratic equations, and exponential and logarithmic functions. Applies to Associate Degree.

#### MATH M05 -- 3 Units College Algebra

Prerequisites: MATH M03 Class Hours: 3 lecture  
Covers polynomial functions, rational functions, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, sequences and series, binomial theorem, and matrices and determinants. Completing MATH M05 and MATH M06 is same as completing MATH M07. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M05 and MATH M07 combined: maximum credit, one course). IGETC AREA 2A. CAN: MATH 10.

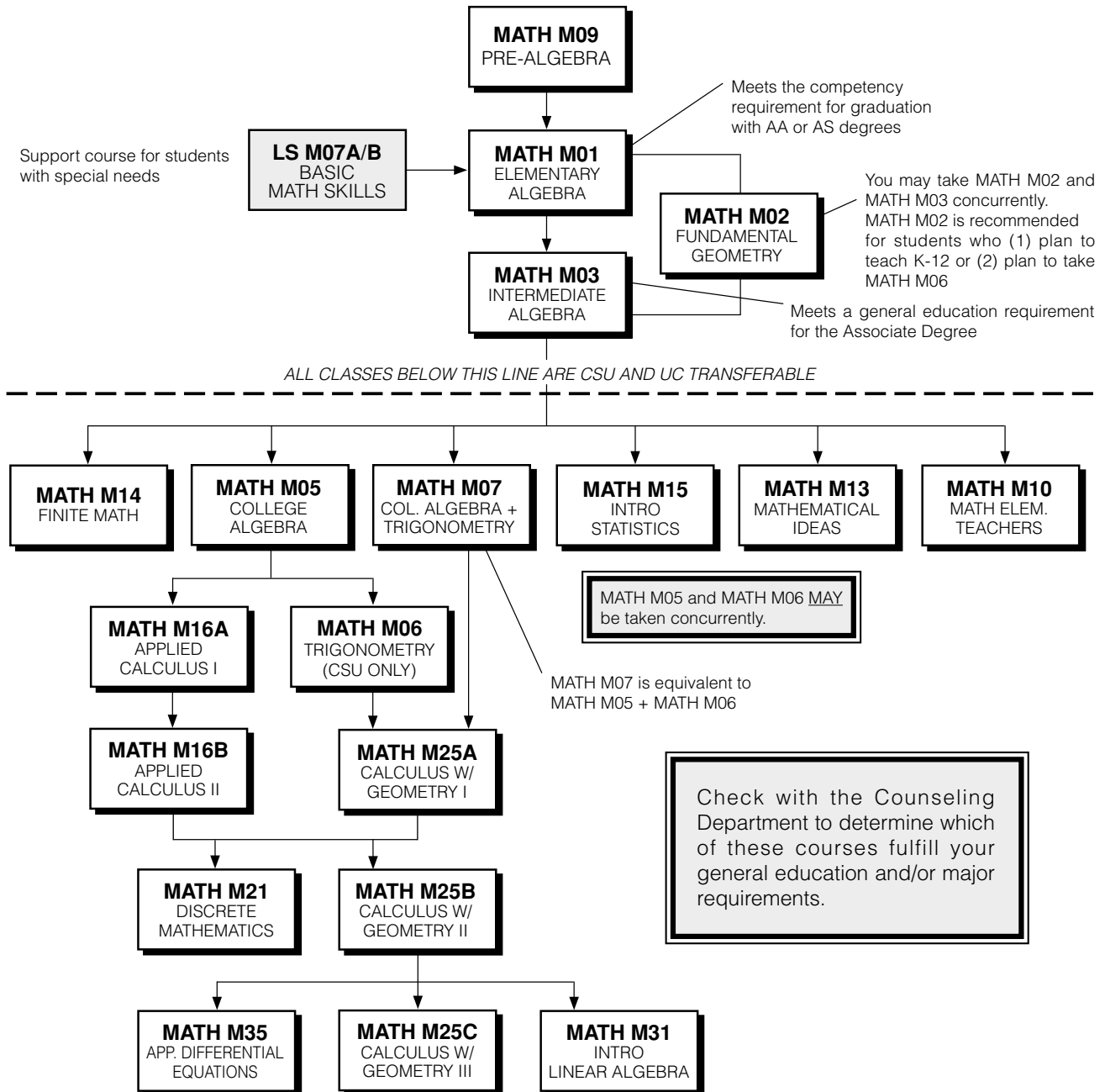
#### MATH M06 -- 3 Units Trigonometry

Prerequisites: MATH M05. Class Hours: 3 lecture  
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. Completing MATH M05 and MATH M06 is same as completing MATH M07. Applies to Associate Degree. Transfer credit: CSU. CAN: MATH 8

# Sequence of Mathematics Courses

## Need help in selecting a math course?

1. Complete the Math Self-Placement Guide, available online at <http://www.moorparkcollege.edu/assess>
2. Meet with a counselor. Call (805) 378-1428 for an appointment.



IMPORTANT NOTE: All transferable math courses (below dotted line) have prerequisites. You will not be permitted to enroll in a transferable course unless you have satisfied its prerequisite with a grade of "C" or better.

**MATH M07 -- 5 Units****College Algebra and Trigonometry**

Prerequisites: MATH M03 Class Hours: 5 lecture  
Integrates college algebra and trigonometry. Recommended if entering MATH M25ABC sequence. Includes basic algebraic concepts, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, systems of equations and inequalities, and sequences and series. Taking MATH M05, M06, M07 receives maximum credit of 6 units. Completing MATH M07 is same as completing both MATH M05 and MATH M06. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M05 and MATH M07 combined: maximum credit, one course). IGETC AREA 2A. CAN: MATH 16

**MATH M09 -- 3 Units****PreAlgebra**

Prerequisites: None Class Hours: 3 lecture  
Prepares students for algebra, emphasizes basic arithmetic operations on fractions, decimals, and signed numbers. Provides drills to reinforce operations. Emphasizes problem solving and practical applications on topics such as percent, proportion, and measurement. Includes introduction to basic algebra. Does not apply toward a degree.

**MATH M10 -- 3 Units****Mathematics for Elementary Teachers**

Prerequisites: MATH M03 or equivalent skills Class Hours: 3 lecture  
Covers language of sets; systems of numeration; nature of numbers and the fundamentals of operations; domain of integers; and fields of rational and real numbers. Satisfies credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not recommended for majors in physical sciences or mathematics. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 4

**MATH M13 -- 3 Units****Mathematical Ideas**

Prerequisites: MATH M03 Class Hours: 3 lecture  
Introduces liberal arts students to the nature of mathematics, the character and origin of different subject fields in mathematics and the application of mathematics to several disciplines. Includes topics in logic, voting theory, management science including circuits, probability, statistics, growth and geometry and related applications such as the traveling salesman problem, fair division, symmetry in nature, and population growth. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 2

**MATH M14 -- 3 Units****Finite Mathematics**

Prerequisites: MATH M03 Class Hours: 3 lecture  
Introduces matrices, linear inequalities and linear programming, the mathematics of finance, and probability distributions and applications to linear programs for business, managerial, social or behavioral science students. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 2A. CAN: MATH 12.

**MATH M15 -- 5 Units****Introductory Statistics**

Prerequisites: MATH M03 Class Hours: 5 lecture  
Explores nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypotheses, and special topics. Provides problem solving techniques. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M15 and M15H combined: maximum credit, one course). IGETC AREA 2A. CAN: STAT 2.

**MATH M15H -- 5 Units****Honors: Introductory Statistics**

Prerequisites: MATH M03 with a grade of B or better.  
Class Hours: 5 lecture  
Provides honors work in the nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, and special topics. Provides problem-solving techniques. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M15H and MATH M15 combined: maximum credit, one course). IGETC AREA 2A

**MATH M16A -- 3 Units****Applied Calculus I**

Prerequisites: MATH M05 or MATH M07 Class Hours: 3 lecture  
Covers limits, continuity, and differentiation. Applies differential calculus to problems in business, economics, social and biological sciences. Introduces anti-differentiation. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A, and M25AH combined: maximum credit, one course). IGETC AREA 2A. CAN: MATH 30, MATH SEQ D (MATH M16A+M16B).

**MATH M16B -- 3 Units****Applied Calculus II**

Prerequisites: MATH M16A or MATH M25A Class Hours: 3 lecture  
Includes 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. Applies calculus to problems in business, economics, and social and biological sciences. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16B and MATH M25B combined: maximum credit, one course). IGETC AREA 2A. CAN: MATH 32, MATH SEQ D (MATH M16A+M16B).

**MATH M21 -- 3 Units****Discrete Mathematics**

Prerequisites: MATH M25A Recommended Preparation: CS M10A  
Class Hours: 3 lecture  
Covers elements of discrete mathematics, which have application to computer science. Topics include logic, sets, functions, relations, mathematical induction, recurrence relations, graphs, trees, discrete probability, and Boolean algebra. Transfer credit: CSU; UC. IGETC AREA 2A. CAN: CSCI 26.

**MATH M22A/B -- 0.5 to 3 Units****Independent Studies in Mathematics**

Prerequisites: A previous course in Mathematics  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of mathematics through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**MATH M25A -- 5 Units****Calculus with Analytic Geometry I**

Prerequisites: MATH M05 and MATH M06 or MATH M07  
Class Hours: 5 lecture  
Covers limits, continuity, differentiation and integration of algebraic functions with applications, differentiation and integration of elementary transcendental functions with applications, and solutions of first order, separable differential equations with applications. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A, and M25AH combined: maximum credit, one course). IGETC AREA 2A. CAN: MATH 18, MATH SEQ A (MATH 25A+25B); SEQ B (MATH M25A + M25B + M25C)

**MATH M25AH – 5 Units****Honors: Calculus with Analytic Geometry I**

Prerequisite: MATH M05 and MATH M06, or MATH M07

Recommended Preparation: MATH M02

Class Hours: 5 Lecture

Provides Honors work covering limits, continuity, differentiation of algebraic functions with applications, differentiation and integration of elementary transcendental functions with applications, and solutions of first order, separable differential equations with applications. Emphasizes mathematical rigor and in depth analysis of real-world applications. Honors work challenges students to be more analytical and creative through expanded assignments and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU, UC (MATH M16A, M25A, and M25AH combined: maximum credit, one course). IGETC AREA 2A.

**MATH M25B -- 5 Units****Calculus with Analytic Geometry II**

Prerequisites: MATH M25A or MATH M16B

Class Hours: 5 lecture

Reviews differentiation and integration of logarithmic and exponential functions, then covers inverse trigonometric and hyperbolic functions, techniques of integration, improper integrals and L'Hospital's Rule, sequences, series, and Taylor's Theorem, and analytical geometry including conic sections, translations, rotations, and applications of integration and differentiation. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M25B and MATH M16B combined: maximum credit, one course). IGETC AREA 2A. CAN: MATH 20, MATH SEQ A (MATH M25A + M25B), SEQ B (MATH M25A + M25B + M25C).

**MATH M25C -- 5 Units****Calculus with Analytic Geometry III**

Prerequisites: MATH M25B

Class Hours: 5 lecture

Covers vectors in plane and in three dimensional space, dot and cross products, spherical and cylindrical coordinates of several variables, partial derivatives, gradients, Lagrange multipliers, multiple integrals and their applications, vector calculus with line and surface integrals, Green's Stokes', and Divergence Theorems and applications. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 22, MATH SEQ B (MATH M25A + M25B + M25C)

**MATH M31 -- 3 Units****Introduction to Linear Algebra**

Prerequisites: MATH M25B

Class Hours: 3 lecture

Covers linear systems, matrices, vector spaces, linear transformations, eigenvectors and eigenvalues, proofs, and applications. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 26

**MATH M35 -- 3 Units****Applied Differential Equations**

Prerequisites: MATH M25B

Class Hours: 3 lecture

Covers ordinary differential equations, equations with constant coefficients, variation of parameters, Laplace transforms, systems of linear equations, first order differential equations, series solutions, and existence and uniqueness of solutions. Emphasizes applications to physics and engineering as well as an introduction to numerical solutions. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 24

**Microbiology**

See Courses in Biological Sciences

**Multicultural and Gender Studies****I. CHICANO STUDIES**

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

**Dean**

Al Nordquist, Phone (805) 378-1445

**Full-time Faculty**

Ofelia Romero-Motlagh

**Counselors**

Pam Kennedy-Luna, Ofelia Romero-Motlagh

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Chicano Studies who wish to qualify for an Associate in Arts Degree could explore International Studies, Social Sciences or Women's Studies as a possible major.

See General Education Degree Requirements and Transfer Information.

**Chicano Studies Courses****CHST M01 -- 3 Units****The Chicano in Contemporary Society**

Prerequisites: None

Class Hours: 3 lecture

Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as SOC M06.) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C

**CHST M02 -- 3 Units****Chicano Culture**

Prerequisites: None

Class Hours: 3 lecture

Focuses on the social and cultural heritage of Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the fine arts, literature, and oral history. (Same course as ANTH M04.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4A, 4C

**CHST M03 -- 3 Units**

**Chicana Issues / La Mujer**

Prerequisites: None Class Hours: 3 lecture  
 Explores race, class, and gender issues for Chicanas and other Latina women within a sociological framework. Focuses on class distinctions, ethnic/racial and gender identities, division of labor in various areas, and social conditioning regarding education, health, and religion. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 4C.

**CHST M04 -- 3 Units**

**History of Mexican Americans in the United States**

Prerequisites: None Class Hours: 3 lecture  
 A survey of the American experience from colonial beginnings to the present. Emphasizing the history of Mexican Americans. Examines the changing roles and contributions of Mexican Americans in the context of the social, political, and economic history of the United States. (Same course as HIST M04.) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C, 4F.

**CHST M08 -- 3 Units**

**Political Patterns in the U.S.**

Prerequisites: None Class Hours: 3 lecture  
 Introduces fundamental principles of U.S. government, focusing on the state and local governments of the Southwest. Emphasizes the legislative process, political parties, pressure groups, local implementation policies and the political participation of Mexican Americans. (Same course as POLS M08.) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C, 4H.

**CHST M22A/B -- 1 to 3 Units**

**Independent Studies-The Chicano**

Prerequisites: A previous course in Chicano Studies  
 Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of Chicano Studies through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission

**CHST M80 -- 1 to 4 Units**

**Internship in Chicano Studies**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**II. JEWISH STUDIES**

The Jewish Studies Program provides an understanding of the rich cultural and historical heritage of Jewish civilization in a multi-disciplinary, academic context.

**Dean**

Al Nordquist, Phone (805) 378-1445

**Full-time Faculty**

Dan Brown

**Counselors**

Frank Bianchino, Ofelia Romero-Motlagh

**Degree in Jewish Studies**

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
ENGL M43.....American-Jewish Literature.....	3.0
HEB M01.....Elementary Hebrew (or higher level).....	4.0
HIST M60A.....Holocaust in Historical Perspective.....	3.0
HIST M60H.....History of the Jewish People.....	3.0
PHIL M02.....Values and Society.....	3.0
SOC M08.....Ethnicity, Class and Gender.....	3.0
Units from List of RECOMMENDED COURSES.....	6.0-7.0

**Total Core Units ..... 25.0-26.0**

Recommended Courses: choose two of the following:

ANTH M07.....Peoples and Cultures of the World.....	3.0
ENGL M29A.....Old Testament as Literature.....	3.0
HEB M02.....Elementary Hebrew II.....	4.0
HEB M31A.....Beginning Conversational Hebrew.....	3.0
HIST M60S.....Modern Jewish History.....	3.0
PHIL M11.....Survey of World Religions-West.....	3.0
POLS M60C.....Politics in the Middle East.....	3.0

See General Education Degree Requirements and Transfer Information.

**III. WOMEN'S STUDIES**

As the richness and diversity of our society is recognized, issues and concerns of women are of importance to all women and men. These issues and concerns are explored through an interdisciplinary approach in the Women's Studies major. This program is recommended not only for students pursuing an Associate Degree but also for those transferring to a four-year college or university. Transfer students should consult the transfer requirements section of the catalog, which outlines the additional courses required by four-year institutions.

**Dean**

Al Nordquist, Phone (805) 378-1445

**Full-time Faculty**

Cynthia Barnett, Gillian Dale

**Counselors**

Anitra Evans, Pam Kennedy-Luna, Ofelia Romero-Motlagh

**Degree in Women's Studies**

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
ANTH M09.....Anthropology of Women.....	3.0
ENGL M44.....Women in Literature.....	3.0
HIST M12.....History of American Women.....	3.0
HUM M18.....Images of Women in Film.....	3.0
HUM M19.....Women in Contemporary Society.....	3.0
PE M36A.....Analysis of Sexual Assault/Self Defense.....	2.0
PSY M11.....Psychology of Assertive Communication.....	3.0
SOC M04.....Intimacy, Relationships, and Commitment.....	3.0
Units from List of RECOMMENDED COURSES.....	8.0
<b>TOTAL</b> .....	<b>31.0</b>



**Recommended Courses: Choose at least 8 units**

CHST M03	Chicana Issues/La Mujer	3.0
CD M05	Equity Issues in ECE	3.0
HED M02	Women's Health	2.0
HED M10C	Women's Health Issues	0.5
HED M10F	Stress Management	0.5
HED M10H	Domestic Violence/Issues and Info	0.5
HED M10J	Date Rape/Self Defense	0.5
HIST M14	Ethnicity & Gender in American History	3.0
PSY M13	Human Sexuality	3.0
SOC M07	Women in American Society	3.0
SOC M08	Ethnicity, Class, and Gender	3.0

See General Education Degree Requirements and Transfer Information.

**Multimedia**

This program is an interdisciplinary program that could connect students across a wide range of disciplines, including business, art, graphic design, programming, performing arts, journalism, music, radio, and television. With the development of software/hardware technology that can display motion graphics and the realization of a graphical user interface for the Internet, millions of people all over the globe are regular users of a medium that is earning billions of dollars annually.

**Dean**

Patricia Ewins, Phone (805) 378-1512

**Full-time Faculty**

John Grzywacz-Gray, Svetlana Kasalovic

**Counselors**

Denice Avila, Don Henderson

**Degree and Certificate Options in Multimedia**

**Associate Degree in Multimedia**

To earn an Associate in Science Degree with a major in Multimedia, students complete 31-40 units, plus General Education courses.

**Certificate Options in Multimedia (more than 18 units)**

To earn a Certificate in Multimedia students complete 31-40 specified units. The program offers several options for students: Multimedia Design, WWW Design, Multimedia Business, Multimedia Communications, Multimedia Broadcast and Multimedia Animation.

<b>Required Courses</b>	<b>Units</b>
MM M10	Introduction to Digital Media 3.0
MM M20	Web Design 3.0
MM M30	Motion Graphics 3.0
MM M40	Introduction/3D Modeling & Animation 3.0
MM M50	Interactive Design 3.0
MM M80	Internship in Multimedia 1.0
MM M90	Interactive Portfolio 3.0
	Units from One of the RECOMMENDED OPTIONS 12.0-21.0
<b>Total</b>	<b>31.0-40.0</b>

**Recommended Options: Choose one of the following**

**Multimedia Design Option (complete 12 specified units)**

ART M20	2 Dimensional Design	3.0
PHOT M01A	Beginning Photography	3.0

**Six Units from the following Courses 6.0**

ART M13	History of Art: Modern - Contemp	(3 units)
GR M26	Computer Illustration	(3 units)
GR M27	Electronic/Digital Photography	(3 units)
GR M31	Graphic Design I	(2 units)
GR M34	Lettering and Typography	(2 units)

OR

**WWW Design Option (complete 12 specified units)**

ART M20	2 Dimensional Design	3.0
ART M30	Drawing and Composition I	3.0

**Six Units from the Following Courses 6.0**

CIS M50	Intro to Local Area Networks	(3 units)
CIS M52	Intro to Microsoft Windows NT	(3 units)
CIS M60C	Internet & WWW I	(1 unit)
CIS M30	Web Page Design I	(1.5 units)
CS M03	Comp. Hardware & Systems Software	(3 units)
CS M10A	Programming with C	(4 units)
CS M10B	Object Programming with C++	(4 units)
CS M10J	Java Fundamentals	(4 units)

OR

**Multimedia Business Option (complete 15 specified units)**

BUS M30	Intro to Business and Economics	3.0
BUS M31	Intro to Management	3.0
BUS M32	Small Business Management	3.0
BUS M33	Business Law	3.0

OR

BUS M34	Legal Environment of Business	3.0
BUS M37	Marketing	3.0

OR

**Multimedia Communications Option (complete 18 specified units)**

JOUR M01	Media and Society	3.0
HUM M04	History of Cinema II	3.0
SPCH M01	Introduction to Speech	3.0
RT M05	Radio/Television Script Writing	3.0

**Six Units from the Following Courses 6.0**

THA M01	Intro to the Theatre	(3 units)
DANC M12A	Modern Dance I	(1.5 units)
GR M20	Mac/IBM Operating Systems	(2 units)
GR M23	Intro to Comp. Graphics/Macintosh	(3 units)
PHOT M01A	Beginning Photography	(3 units)
RT M02A	Broadcast Studio Operations	(3 units)
RT M02B	Electronic Field Production/Post	(3 units)
RT M07A	Radio Production Workshop	(3 units)

OR

**Multimedia Broadcast Option (complete 18 specified units)**

RT M01	Media and Society	3.0
RT M02A	Broadcast Studio Operations	3.0
RT M02B	Electronic Field Production/Post Prod	3.0
RT M03A	Television Production Workshop	3.0
RT M05	Radio/Television Script Writing	3.0
RT M07A	Radio Production Workshop	3.0

OR

**Multimedia Animation Option (complete 21 specified units)**

ART M20.....	2 Dimensional Design .....	3.0
ART M30.....	Drawing and Composition I.....	3.0
PHOT M01A.....	Beginning Photography.....	3.0
THA M09.....	Acting for Film and TV.....	3.0
DANC M12A.....	Modern Dance I-Fundamentals.....	1.5
DANC M12B.....	Modern Dance II-Beginning.....	1.5
DRFT M20.....	3D Modeling (Computer Animation).....	3.0
DRFT M21.....	Technical/Computer Animation .....	3.0

**Multimedia Courses****MM M10 – 3 Units****Introduction to Digital Media**

Prerequisites: None

Recommended Preparation: Eligibility for English M01A

Class Hours: 2 lecture, 3 lab

Introduction to the technology, concepts and principles of production used in the New Media industry. Beginning with 2D and 3D presentations, students will look at integration of graphics, text, sound and video for platforms such as the World Wide Web, CD-ROM, DVD, and interactive television. Students will learn to think critically about design for multimedia, while considering the practical, technical, production, and budgetary constraints. Students will also study the history of Multimedia, and gain hands-on experience in the basics of multimedia design and production using Adobe Photoshop and Macromedia Flash. (Previously MM M01.) Applies to Associate Degree. Transfer credit: CSU

**MM M20 – 3 Units****Web Design**

Prerequisites: None

Recommended Preparation: Eligibility for English M01A. Computer fundamentals including operating systems, file management, word processing, MM M10 and CIS M30.

Class Hours: 2 lecture, 3 lab

Introduction to the fundamental aspects of web design, including information architecture, interface design, usability, color theory, web graphics, file formats and hosting. Still images, simple animation, type, desktop video and sound, and basic interactivity will be used in the design process. Students will produce projects from concepts to completion using Macromedia Fireworks, Flash, Dreamweaver. (Previously MM M02.) Applies to Associate Degree. Transfer credit: CSU

**MM M30 – 3 Units****Motion Graphics**

Prerequisites: None

Recommended Preparation: Eligibility for English M01A. Computer fundamentals including operating systems, file management, word processing and MM M10 and RT M02A

Class Hours: 2 lecture, 3 lab

Develops the concepts, skills and techniques used in creating and editing motion graphics through hands-on digital video production exercises. Fundamental principles of time-based design, including forms of narrative, storyboarding, composition, visual design and sound and motion will be explored. Using video editing software and Adobe After Effects, students will produce projects from concept to completion. (Previously MM M03.) Applies to Associate Degree. Transfer credit: CSU

**MM M40 – 3 Units****Introduction to 3D Modeling and Animation**

Prerequisites: None

Recommended Preparation: MM M10 and Eligibility for English M01A

Class Hours: 2 lecture, 3 lab

Introduces the fundamental concepts of 3D computer design, including: modeling, texture mapping and animation. Students create character animation, construct set designs, and complete an independent animated project. Emphasis is upon the conceptual issues and strategies in project development, as well as a working knowledge of Cinema 3D software. (Previously MM M04.) Applies to Associate Degree. Transfer credit: CSU

**MM M50 – 3 Units****Interactive Design**

Prerequisites: None

Recommended Preparation: MM M20 and Eligibility for English M01A. Web Design Fundamentals.

Class Hours: 2 lecture, 3 lab

Focuses on the total design of web and interactive media application. Topics include design issues and methodology, design and implementation of audio, video, and 3D elements, production processes, teamwork, compatibility issues, optimization, and testing. Working in teams, students will participate in a directed design and implementation of an interactive media application using Cinema 4D, Adobe After Effects, and Macromedia Flash. (Previously MM M05.) Applies to Associate Degree. Transfer credit: CSU

**MM M60A-Z -- 0.5 to 3 Units****Topics in Multimedia**

Prerequisites: A previous college course in the discipline

Corequisite: To be determined

Class Hours: 0.5 to 3 lab as arranged

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU

**MM M80 -- 1 to 4 Units****Internship in Multimedia**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**MM M90 – 3 Units****Interactive Portfolio**

Prerequisite: Course(s) MM M10 or GR M23, and MM M20

Recommended Preparation: Minimum of five design, photography, fine arts, or new media projects for portfolio development.

Class Hours: 2 lecture, 3 lab

Develop and present a professional multimedia portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. Using Flash, Dreamweaver, Cinema 4D and After Effects, students will create an interactive portfolio integrating video, photo-quality images, audio, animation, 3D models, text and Macromedia Flash content for CD, DVD, or the web delivery. (Previously MM M06.) May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

## 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.

### Dean

Patricia Ewins, Phone (805) 378-1512

### Full-time Faculty

Orbie Ingersoll, Dolly E. Kessner, James J. Song, James Stemen,  
Joan Thompson

### Counselors

Denice Avila, Don Henderson

## Degree and Certificate Options in Music

### Associate Degree in Music

To earn an Associate in Arts Degree with a major in Music, students complete 38-40 specified units, plus General Education Degree Requirements. This program is designed for students interested in specializing in music education leading to transfer to most universities and/or a professional career in music. Specialized options are provided in Instrumental Music, Keyboard Music, Music Theory and Composition and Vocal Music.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
MUS M02A..... Diatonic Harmony .....	3.0
MUS M02AL..... Aural Skills I .....	2.0
MUS M02B..... Chromatic Harmony .....	3.0
MUS M02BL..... Aural Skills II.....	2.0
MUS M02C..... Musical Analysis .....	3.0
MUS M02CL..... Aural Skills III .....	2.0
MUS M02D..... Tonal Counterpoint.....	3.0
MUS M02DL..... Aural Skills IV.....	2.0
MUS M25C/D..... Class Piano – Intermediate I & II .....	2.0/2.0
MUS M29..... Repertoire (taken twice).....	1.0/1.0
MUS M30A-G..... Applied Music (taken twice).....	1.0/1.0
Units from One of the RECOMMENDED OPTIONS.....	10.0-12.0
<b>TOTAL (minimum) .....</b>	<b>38.0-40.0</b>

Recommended Options: Choose one of the following:

#### Instrumental Music (complete specified units)

One ensemble course each semester for 4 semesters .....	8.0
MUS M15..... Moorpark Community Orchestra.....	(2 units)
MUS M18..... Jazz Ensemble .....	2 units)
MUS M19..... Chamber Ensembles .....	(2 units)
MUS M21..... Wind Ensemble.....	(2 units)
Two units (minimum) from the following:.....	2.0
MUS M14..... Instrumental Technique .....	(2 units)
MUS M25A/B..... Class Piano- Beginning I or II .....	2 units each)
OR	

#### Keyboard Music

MUS M25A/B..... Class Piano – Beginning I & II .....	2.0/2.0
One ensemble course each semester for 4 semesters.....	8.0
MUS M19..... Chamber Ensembles.....	(2 units)
MUS M20..... Piano Ensemble.....	(2 units)
OR	

### Music Theory & Composition (complete specified units)

One ensemble course each semester for 4 semesters .....	8.0
Ensemble choice based on student's specialization.....	2.0/2.0
Two units (minimum) from the following.....	2.0
MUS M14..... Instrumental Technique .....	(2 units)
MUS M25A/B..... Class Piano – Beginning I or II.....	(2 units each)
OR	

### Vocal Music Specialization

One ensemble course each semester for 4 semesters .....	9.0
MUS M10..... Concert Choir .....	2 units)
MUS M16..... Opera Theatre.....	(2 units)
MUS M17..... Summer Music Theatre.....	(3 units)
MUS M60D..... Los Robles Master Chorale .....	(2 units)
Two units (minimum) from the following.....	2.0
MUS M13A/B..... Vocal Technique.....	(2 units each)
MUS M13C/D..... Advanced Vocal Technique .....	(2 units each)
MUS M25A/B..... Class Piano – Beginning I or II .....	2 units each)
See General Education Degree Requirements and Transfer Information.	

## Certificate in Music (more than 18 units)

To earn a Certificate in Music, students complete 31-33 specified units. 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.

<b>Required Courses</b> .....	<b>Units</b>
MUS M01..... Fundamentals of Music.....	3.0
MUS M02A..... Diatonic Harmony .....	3.0
MUS M02AL..... Aural Skills I .....	2.0
MUS M02B..... Chromatic Harmony .....	3.0
MUS M02BL..... Aural Skills II.....	2.0
MUS M09A..... Music History and Literature.....	3.0
Units from One of the RECOMMENDED OPTIONS.....	15.0-17.0

**Total .....** **31.0-33.0**

Recommended Options: Choose one of the following

#### Choral Conducting Option (complete 16 specified units)

MUS M10..... Concert Choir.....	2.0
MUS M13A/B..... Fundamentals of Vocal Technique III .....	2.0/2.0
MUS M25A/B..... Class Piano – Beginning I & II .....	2.0/2.0
MUS M27..... Choral Conducting.....	2.0
MUS M60D..... Los Robles Master Chorale .....	2.0
MUS M60E..... Choral Conducting Seminar.....	3.0
OR	

#### Instrumental Conducting Option (complete 15 specified units)

MUS M09B..... Music History and Literature.....	3.0
MUS M19..... Chamber Ensembles.....	2.0
MUS M21..... Wind Ensemble.....	2.0
MUS M22A/B..... Independent Studies in Music.....	1.0/1.0
MUS M25A/B..... Class Piano – Beginning I & II .....	2.0/2.0
MUS M28..... Instrumental Conducting .....	2.0
OR	

#### Vocal Performance Option (Complete 16 specified units)

MUS M10..... Concert Choir.....	2.0
MUS M13A/B..... Fundamentals of Vocal Technique III .....	2.0/2.0
MUS M13C/D..... Advanced Vocal Development III .....	2.0/2.0
MUS M16..... Opera Theatre.....	2.0
MUS M25A/B..... Class Piano – Beginning I & II .....	2.0/2.0

## Music Courses

### MUS M01 -- 3 Units Fundamentals of Music

Prerequisites: None      Class Hours: 3 lecture  
Introduces music theory, notation, intervals, scales, triads, sight singing, and dictation for those with little or no musical experience. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after MUS M02A). IGETC AREA 3A

### MUS M02A -- 3 Units Diatonic Harmony

Prerequisites: MUS M01      Corequisite: MUS M02AL  
Class Hours: 3 lecture  
diatonic harmonic vocabulary, four-part chorale writing and voice leading, figured bass, harmonic progression, melodic invention and harmonization and nonharmonic tones. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 2

### MUS M02AL -- 2 Units Aural Skills I

Prerequisites: None      Corequisite: MUS M02A  
Class Hours: 1 lecture, 3 lab  
Includes sight-singing, as well as rhythmic, melodic, and diatonic harmonic dictation to correlate to harmonic vocabulary of MUS M02A. Makes extensive use of Music Learning Center. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 2

### MUS M02B -- 3 Units Chromatic Harmony

Prerequisites: MUS M02A      Corequisite: MUS M02BL  
Class Hours: 3 lecture  
Emphasizes pivot chord modulation. Studies chromatic harmonic vocabulary, foreign key modulation, keyboard and instrumental styles, and composition. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 4

### MUS M02BL -- 2 Units Aural Skills II

Prerequisites: MUS M02AL      Corequisite: MUS M02B  
Class Hours: 1 lecture, 3 lab  
Develops aural skills introduced in MUS M02B: sight-singing in solfege, rhythmic clapping, and dictation (rhythmic, melodic, and harmonic), which use the diatonic harmonic vocabulary. Gradually adds chromatic harmonic vocabulary to all aspects of aural skills as the theoretical concept is clarified. Emphasizes computer-aided instruction in the Music Learning Center. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### MUS M02C -- 3 Units Musical Analysis

Prerequisites: MUS M02B      Corequisite: MUS M02CL  
Class Hours: 3 lecture  
Analyzes musical form and harmonic problems while surveying musical literature from the Baroque to the 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

### MUS M02CL -- 2 Units Aural Skills III

Prerequisites: MUS M02BL      Corequisite: MUS M02C  
Class Hours: 1 lecture, 3 lab  
Emphasizes individualized work in Music Learning Center. Includes complex drill in all areas of musicianship. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### MUS M02D -- 3 Units Tonal Counterpoint

Prerequisites: MUS M02B      Corequisite: MUS M02DL  
Class Hours: 3 lecture  
Introduces analysis and composition of 18th century contrapuntal forms in the style of J.S. Bach. Requires composition of a two-part invention and a three-part fugue. Applies to Associate Degree. Transfer credit: CSU; UC

### MUS M02DL -- 2 Units Aural Skills IV

Prerequisites: MUS M02BL      Corequisite: MUS M02D  
Class Hours: 1 lecture, 3 lab  
Continuation of MUS M02BL, emphasizing individual work in the Music Learning Center to strengthen weaker areas of aural skills. Focuses on two-voice melodic dictation, speed drill of intervals, and dictation of the soprano and bass factors of a harmonic progression. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### MUS M04 -- 3 Units Survey of World Music

Prerequisites: None      Class Hours: 3 lecture  
Surveys selected world music traditions, examining style, performance practice, and cultural context. Reviews the range and diversity of musical expression in a variety of world cultures, Western and Non-Western, expanding appreciation. Requires field trips and concert attendance. Applies to Associate Degree. Transfer credit: CSU; UC (MUS M04 and M04H combined: maximum credit, one course). IGETC AREA 3A

### MUS M04H -- 3 Units Honors: Survey of World Music

Prerequisites: None      Class Hours: 3 lecture  
Provides honors work that surveys selected world music traditions, examining style, performance practice, and cultural context. Reviews the range and diversity of musical expression in a variety of world cultures, Western and Non-Western, expanding appreciation. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Requires field trips and concert attendance. Applies to Associate Degree. Transfer credit: CSU; UC (MUS M04H and MUS M04 combined: maximum credit, one course). IGETC AREA 3A

### MUS M08 -- 3 Units Music Appreciation

Prerequisites: None      Class Hours: 3 lecture  
Introduces history of music, emphasizing understanding and enjoyment. Investigates basic elements of music, including structure of musical compositions as well as orchestral instrumentation. Focuses on styles, characteristics and composers representative of (but not limited to) Western classical tradition, with directed listening of major musical examples. Not recommended for Music majors. Applies to Associate Degree. Transfer Credit: CSU; UC. IGETC AREA 3A

### MUS M09A -- 3 Units Music History and Literature

Prerequisites: None      Class Hours: 3 lecture  
Explores musical activity, influences, and contributions of Greek and Roman civilizations. Traces development of music of Western world from Romanesque period to Baroque, including major composers as well as instrumental and vocal forms of each period. Requires listening to, identifying, and analyzing representative works of each period. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 8. IGETC AREA 3A

**MUS M09B -- 3 Units****Music History and Literature**

Prerequisites: None Class Hours: 3 lecture

Studies changing styles, techniques, and forms of music from the middle of the 18th century to the present, emphasizing artistic philosophy of each period. Analyzes style and form of representative works. Requires listening and analysis outside of classroom. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 10. IGETC AREA 3A

**MUS M10 -- 2 Units****Concert Choir**

Prerequisites: None Class Hours: 1 lecture, 3 lab

Singing organization. Teaches choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Includes performing in on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M12 -- 2 Units****Vocal Ensemble**

Prerequisites: Audition Class Hours: 1 lecture, 3 lab

Select group of singers known as Renaissance Singers. Studies and performs suitable choral music from all periods. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13A -- 2 Units****Fundamentals of Vocal Technique I**

Prerequisites: None Class Hours: 1 lecture, 3 lab

Begins development of vocal potential to correct faulty singing and to lay foundation for proper vocal production. Emphasizes vocal exercises as well as material sung in Italian, English and German. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13B -- 2 Units****Fundamentals of Vocal Technique II**

Prerequisites: MUS M13A Class Hours: 1 lecture, 3 lab

Expands vocal development through advanced vocal exercises and the introduction of advanced material, including art songs, opera and oratorio literature. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13C -- 2 Units****Advanced Vocal Development I**

Prerequisites: MUS M13B Class Hours: 1 lecture, 3 lab

Continues development of a proper vocal production. Includes English, Italian, German, French art songs and more demanding opera and oratorio literature. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M13D -- 2 Units****Advanced Vocal Development II**

Prerequisites: MUS M13C Class Hours: 1 lecture, 3 lab

Further expands vocal development through study and performance. Includes more challenging material, emphasizing operatic and oratorio literature as well as more difficult art songs. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M14 -- 2 Units****Fundamentals of Instrumental Technique**

Prerequisites: None Class Hours: 1 lecture, 3 lab

Introduces basic techniques and proper maintenance of orchestral instruments. Focuses on musical vocabulary, emphasizing effective participation in an ensemble. Successful course completion may lead to membership in college orchestra and/or concert ensembles. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M15 -- 1 to 2 Units****Moorpark Community Orchestra**Prerequisites: Ability to read music and proficiency on orchestral instrument  
Class Hours: 0.5 to 1 lecture; 1.5 to 3 lab

Provides rehearsals and public performances for instrumentalists. Focuses on standard orchestral repertoire, ranging from chamber music to symphonies covering Renaissance to modern periods. Requires performances. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M16 -- 2 Units****Opera Theatre**

Prerequisites: MUS M13C Class Hours: 1 lecture, 3 lab

Introduces song literature from musical theatre, focusing on the study and performance of operas and musicals in excerpt or as complete productions. Designed for singers with proven ability and interest in drama. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M17 -- 3 Units****Summer Music Theatre**

Prerequisites: Audition Class Hours: 144 lab total

Prepares complete musical theatre work from rehearsal to community performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M18 -- 2 Units****Studio Jazz Ensemble**

Recommended Preparation: Ability to read music and play a standard jazz musical instrument

Class Hours: 1 lecture, 3 lab

Students will learn the basics of participation and performance in small and large jazz ensembles, including sight-reading, jazz chord theory, and improvisation. Participation in concert is required. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M19 -- 2 Units****Chamber Ensembles**

Prerequisites: None

Recommended Preparation: Ability to read music and play a standard jazz musical instrument

Class Hours: 1 lecture, 3 lab

Requires study, rehearsal and performance of chamber music literature from Renaissance to the 20th century. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M20 -- 2 Units****Piano Ensemble**

Prerequisites: MUS M25B Class Hours: 1 lecture, 3 lab

Covers piano literature for one piano/four hands and for two pianos/four hands. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M21 -- 2 Units****Wind Ensemble**

Prerequisites: Ability to perform on a standard band instrument

Class Hours: 1 lecture, 3 lab

Provides rehearsals and public performances for wind and percussion instrumentalists, focusing on a standard wind ensemble and symphonic band repertoire. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M22A/B -- 1 to 3 Units****Independent Studies in Music**

Prerequisites: A previous course in Music Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of music through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**MUS M25A -- 2 Units****Class Piano Beginning I**

Prerequisites: None Class Hours: 1 lecture, 3 lab

Designed for students with little or no prior piano experience. Includes the fundamentals of piano playing, music reading, technique, improvisation, scales, chords, and simple piano literature. Applies to Associate Degree. Transfer credit: CSU; UC. CAN MUS 22

**MUS M25B -- 2 Units****Class Piano Beginning II**

Prerequisites: None

Recommended Preparation: MUS M25A Class Hours: 1 lecture, 3 lab

Designed for students with basic music reading ability and keyboard coordination. Includes the further development of greater independence of hands and reinforces the fundamentals of piano playing, including music reading, technique, improvisation, scales, chords, and simple piano literature. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 24

**MUS M25C -- 2 Units****Class Piano Intermediate I**

Prerequisites: MUS M25B Class Hours: 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of piano playing, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of the teaching pieces of the major important composers. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M25D -- 2 Units****Class Piano Intermediate II**

Prerequisites: MUS M25C Class Hours: 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of piano playing, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of intermediate-advanced pieces of the major important composers. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M27 -- 2 Units****Choral Conducting**

Prerequisites: None Class Hours: 2 lecture, 1 lab

Introduces basic conducting techniques, including the 2/4, 3/4, 4/4, 6/8, 3/8, 2/8 and subdivided beat patterns. Includes perusal of video recording to assist learning. Provides live and prepared cassette recordings for conducting practice. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M28 -- 2 Units****Instrumental Conducting**

Prerequisites: MUS M01 Class Hours: 1 lecture, 3 lab

Studies basic conducting techniques of various instrumental organizations, exploring instrumental literature as well as style, performance and interpretation. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M29 -- 1 Unit****Repertoire Class**

Prerequisites: Acceptance into MUS M30

Corequisite: MUS M30 Class Hours: 1 lecture

Requires performance of musical literature studied in MUS M30. Provides critique by instructor and class. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30A-G -- 1 Unit****Applied Music Instruction - Woodwind/Brass/Strings/Piano/Classical Guitar/Percussion/Voice**

Prerequisites: AUDITION REQUIRED (Audition based on repertoire standards published by Music Dept.) Performance at college level to be accepted into MUS 30 Applied Music Program.

Corequisite: MUS M02A/M02AL, M02B/M02BL, M02C/M02CL or MUS M02D/M02DL; MUS M10, M15, M18, M19, M20, M21, M60D, M60G, M60P or M60V; MUS M29

Class Hours: 1 lecture, 6 lab

Offers individual instruction by approved instructors in performance of literature for the individual instrument. Provides a one-hour private lesson and requires six hours of practice on campus per week. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M32 -- 2 Units****Class Guitar**

Prerequisites: None Class Hours: 1 lecture, 3 lab

Introduces 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. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60A-Z -- 1 to 3 Units****Topics in Music**

Prerequisites: To be determined Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****MUS M60A -- 1 to 2 Units****Intermediate Orchestral Techniques**

Prerequisites: MUS M15 Class Hours: 0.5 to 1 lecture; 1.5 to 3 lab  
Emphasizes rehearsal disciplines and responsibilities (bowing, fingering, and dynamics). May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60B -- 3 Units****Intermediate Studies in Music Theory**

Prerequisites: MUS M02A Class Hours: 3 lecture  
Emphasizes special intermediate studies in music theory and analysis. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60C -- 3 Units****Advanced Studies in Music Theory**

Prerequisites: MUS M02A and MUS M02B Class Hours: 3 lecture  
Offers advanced study in harmonic analysis, counterpoint, and form. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60D -- 2 Units****Los Robles Master Chorale**

Prerequisites: Audition Class Hours: 1 lecture, 3 lab  
Performance group designed for experienced singer. Emphasizes choral works of master composers from the Renaissance, Baroque, Classic, Romantic, and Modern Periods that are suitable for the large ensemble. Requires audition and performances. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60E -- 3 Units****Choral Conducting Seminar**

Prerequisites: MUS M27 Class Hours: 3 lecture  
Addresses problems facing the choral director. Focuses on understanding the historical background of choral conducting, the director's role as interpreter, the selection of appropriate choral materials, the stylistic differences of choral music from various periods, the efficient use of rehearsal techniques, and of conducting the performance. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60F -- 2 Units****Advanced Orchestral Techniques**

Prerequisites: MUS M60A Class Hours: 1 lecture, 3 lab  
Emphasizes interpretation of rhythm and phrasing. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60G -- 2 Units****Advanced Chamber Music**

Prerequisites: MUS M19 Class Hours: 1 lecture, 3 lab  
Continues instruction in the performance of small ensemble instrumental music. Studies graded literature for various instrumental combinations for rehearsal and performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60J -- 2 Units****Intermediate Jazz Performance**

Prerequisites: MUS M18 Class Hours: 1 lecture, 3 lab  
Emphasizes improvisational techniques as well as rehearsal disciplines and responsibilities (i.e., fingerings, dynamics, ensemble techniques, various jazz styles, etc.). Requires rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60K -- 2 Units****Advanced Jazz Performance**

Prerequisites: MUS M60J Class Hours: 1 lecture, 3 lab  
Further emphasizes jazz performance styles as well as rehearsal disciplines and responsibilities. Requires rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60P -- 2 Units****Advanced Choral Performance**

Prerequisites: Audition Class Hours: 1 lecture, 3 lab  
Requires strong note reading abilities and voice skills. Includes performance of advanced choral literature. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M60T -- 2 Units****Masterworks Abroad**

Prerequisites: Audition Class Hours: 6 lab  
Combines preparatory rehearsals on campus with concert performances, seminars, lectures, and related cultural activities on tour abroad. Designed for experienced singers. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

**MUS M60V -- 2 Units****Advanced Concert Choir**

Prerequisites: MUS M10 and MUS M60P; audition required  
Class Hours: 1 lecture, 3 lab  
Choral organization. Focuses on refinement of choral singing, emphasizing intonation, tonal quality, tonal blend and balance, textual articulation, interpretation, and stage presence. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M80 -- 1 to 4 Units****Internship in Music**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Nursing Science**

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge and skill basic to the function 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 Accrediting Commission (NLNAC). Contact information for NLNAC: 61 Broadway, 33rd Floor, New York, NY 10006.

**Dean**

Brenda Shubert, Phone (805) 378-1515

**Full-time Faculty**

Patricia Burkard, Shara Chess, Carol Higashida, Kimberly Hoffmans, Linda Loiselle, Carolyn McKinney, Dalila Sankaran, Carol Velas

### Counselors

Frank Bianchino

### Application Procedure

The application period for receipt by the Nursing counselors of all applicant information and transcripts is September 1 - October 15, and February 1 - March 15.

Moorpark College Nursing Program is studying a prerequisite system based on a formula that takes into consideration-overall GPA, GPA in core biological sciences (Anatomy, Physiology and Microbiology), number of repeats in the core biological sciences, and English GPA. The composite of these factors generates a cut score which will need to be obtained to be admitted into the nursing program. The program is in the process of determining the cut score and anticipate it will be published on the Moorpark College Health Sciences Nursing website Fall 2006 (www.moorparkcollege.edu) with expected implementation in Fall 2007. If there are any questions regarding this prerequisite system contact Kim Hoffmans, Coordinator of Health Sciences, (805) 378-1400 ext. 1706.

### Enrollment Process

- Upon meeting the qualifying requirements (Step 1) and the Prerequisite Science Courses (Step 3) with a C or better and an overall GPA of 2.5 or better, students may submit an application to a Nursing Counselor from September 1 to October 15 or February 15 to March 15 of each year. All official College and High School transcripts must be submitted with the application.
- After a random selection of qualified applicants (meeting the minimum prerequisite score), a number will be assigned to each applicant, and the applicant's name will be placed on a waiting list: Each applicant's number will indicate his/her place in "LINE" to enter the program. Applicants are admitted to the nursing program by number order.
- There will be 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.
- The Health Science Department will contact applicants regarding program enrollment a semester prior.
- 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.

### Admission Requirements

**STEP 1:** Qualifying Requirements: High school graduation or General Education Development (GED) Exam with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE).

**STEP 2:** Self Placement Assessment

Prerequisites to the required science courses at Moorpark College

<b>Required Courses.....Units</b>	
MATH M01*.....Elementary Algebra or higher*.....	5.0
CHEM M12.....Intro to Chemistry (or 1 year HS Chemistry).....	4.0
BIOL M02A.....General Biology.....	4.0

\*Please note MATH M05 is required to transfer to Cal State System.

**STEP 3:** Prerequisites Courses for Application to ADN Program

<b>Required Courses.....Units</b>	
ANAT M01&PHSO M01 ....General Anatomy and Human Physiology.....	4.0/5.0
MICR M01.....Principles of Microbiology.....	5.0
HS M16N**.....Basic Skills for the Nurse	
OR	

Current CNA.....	0.5
ENGL M01A.....English Composition.....	4.0

All courses in the nursing major must be completed with a Grade of C or better. \*\*HS M16N should be completed after application to the program, but before enrollment into NS M01.

**STEP 4:** Required general education courses for licensure

These courses must be taken prior to the last semester of the ADN Program. These courses are necessary to be eligible to take the Licensing Examination (NCLEX) to become an RN.

<b>Required Courses.....Units</b>	
PSY M01.....Introduction to Psychology.....	3.0
SPCH M01.....Introduction to Speech.....	3.0
SOC M01 or ANTH M02 ..Intro to Sociology or Cultural Anthropology.....	3.0

#### Required general education courses for associate degree

The following courses are necessary for the Associate Degree and must be completed prior to graduation.

<b>Recommended Course.....Units</b>	
<b>Fine or Performing Arts</b>	

Course of Choice.....	3.0
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#### American History/Institutions

U.S. History or Political Science.....	3.0
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#### Humanities

Course of Choice.....	3.0
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#### Communication and Analytical Thinking

ENGL M01B, ENGL M01C, PHIL M05, PHIL M09	
PHIL M07 SPCH M07 or SPCH M12.....	3.0

#### Physical Science

CHEM M01A (need for transfer to BSN )	
OR	
CHEM M12.....	5.0 or 6.0

#### Physical Education

Course of choice.....	1.5
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#### Required Courses.....Units

NS M01.....Beginning Nursing Science.....	4.0
NS M01L.....Beginning Nursing Science Clinical Lab I.....	4.5
NS M02.....Intermediate Nursing Science I.....	5.0
NS M02L.....Intern. Nursing Science Clinical Lab I.....	4.5
NS M03.....Intermediate Nursing Science II.....	5.0
NS M03L.....Intern. Nursing Science Clinical Lab II.....	5.0
NS M04.....Advanced Nursing Science.....	4.0
NS M04L.....Advanced Nursing Science Clinical Lab.....	5.0

**TOTAL .....37.0**

#### Highly Recommended

NS M11.....Nursing Skills Laboratory.....	1.0
NS M12.....Nursing Skills Laboratory.....	1.0
NS M13.....Nursing Skills Laboratory.....	1.0
NS M14.....Nursing Skills Laboratory.....	1.0

### Program Requirements

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Nursing Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B, Varicella, Two-Step TB
- Evidence of physical and emotional fitness upon admission throughout the program is expected and is subject to the medical opinion of the college physician and to the medical opinion or policy of hospitals or agencies used as clinical sites.



- Current Cardiopulmonary Resuscitation C certification, CPR for Health Care Provider or CPR for Professional/Rescuer.
- Fire Safety Card (Los Angeles County).
- Criminal background check fee paid by student and through an agency approved by the Health Sciences Department before placement into a clinical site. The Health Sciences Department is unable to place students in clinical settings if they have a positive criminal background check. Therefore, the student will not be able to complete the required program of courses.

**Ethical Expectations**

All students admitted to the Nursing 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 who may recommend to the college dismissal from the nursing program.

The conviction of a felony may prohibit licensure as a Health Care professional. Each case is reviewed and determined by the California Board of Registered Nursing. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation ([www.rn.ca.gov](http://www.rn.ca.gov)).

**Performance Standards**

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific nursing course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The Nursing Faculty in conjunction with ACCESS and the community clinical facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

- Critical Thinking - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Examples: identify cause/effect relationships in clinical situations, develop nursing care plans.
- Interpersonal - in providing nursing care, the 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 effectively interact with colleagues as part of the health care team.
- Communication - abilities sufficient for effective verbal and written interactions. Examples: Explain diagnostic treatment procedures, health teaching, document and interpret actions and client responses.
- Mobility - physical abilities sufficient to move from room to room, maneuver in small spaces and reach overhead equipment. Examples: Move around clients' rooms, equipment/machines, workspaces, and diagnostic/ treatment areas; administer emergency/CPR procedures.
- 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.
- Hearing - ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
- Visual - ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: Observe client responses and changes in condition.
- 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.

**Travel Expectations**

The clinical sites extend from northern Ventura County to Los Angeles, within an approximate 60-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

**Program Completion**

For successful completion of the nursing program, a minimum grade of C (75%) is necessary in all courses required for the major.

**Program Costs**

Costs incurred by nursing students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, Association dues, and licensure application fees.

**Advanced Placement**

Opportunities for advanced placement are based on space available to: Licensed Vocational Nurses (LVN), others with Health Care credentials, transfer nursing students from accredited colleges and readmission applicants.

Candidates must schedule an appointment with the Nursing Counselor and complete the application for advanced placement. All advanced placement applicants must meet the ADN program prerequisites and course requirements.

Advanced placement applicant students are not accepted or readmitted into the last semester of the nursing program.

Graduate nurses lacking California licensure requirements may be admitted to complete any needed courses as specified by the California Board of Registered Nursing.

**LVN to RN Thirty-Unit Option (BRN 1429)**

The thirty-unit option allows the LVN to sit for NCLEX-RN examination after completion of a maximum of thirty units of course work. The student is NOT A GRADUATE of the Nursing Program and DOES NOT RECEIVE A DEGREE. Practice outside the state of California may be limited. A conference with the Health Science Coordinator or designee for counseling regarding the option is needed before the option is chosen as an educational pathway.

The following curriculum is required for LVN 30-unit- option students at Moorpark College:

**Recommended:**

High school graduation or successful completion of the General Education Development (GED) test. This is required for NCLEX examination.

**General Studies:**

PHSO M01 .....	Human Physiology .....	5.0
MICR M01 .....	Principles of Microbiology .....	5.0

**Nursing Courses:**

NS M03 .....	Interm. Nursing Science II.....	5.0
NS M03L.....	Interm.Nursing Science Clinical Lab II. ....	5.0
NS M04.....	Advanced Nursing Science .....	5.0
NS M04L.....	Advanced Nursing Science Lab .....	4.0

**Total Units:.....29.0**

**Transfer for Bachelor of Science Degree Nursing (BSN)**

Students are encouraged to:

- Complete the Moorpark College Associate Degree in Nursing and apply for transfer to an accepting institution.

OR

- 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 ANAT M01; ANTH M02; BIOL M02A/2B; CHEM M01A/M01B, M12, M13; ENGL M01A; MICRO M01; NTS M01; PHYS M10A/10AL, M10B/10BL; PSY M01A/01B, M07; SOC M01.

## Continuing Education

Moorpark College has been approved by the Board of Registered Nursing as a Continuing Education Provider (number CEP 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 client care at a level above that which is required for licensure. These courses are identified in the college catalog and schedule of classes as "Provider approved by the California Board of Registered Nursing CEP 02811" and lists the number of contact hours for each course. Courses may be taken for credit/no credit or a letter grade. (Transcripts document proof of attendance). 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 Counselor for units of credit through the appropriate Nursing program applicable toward an associate degree.

## Nursing Science Courses

### NS M01 -- 4 Units

#### Beginning Nursing Science

Prerequisites: Admission to Moorpark College Nursing Program

Corequisite: NS M01L Class Hours: 4 lecture

Introduces the nursing process as the foundation for nursing practice, the nursing skills and principles necessary to implement for process, and the roles of nurse as a care provider, manager and contributor to the profession. Nursing values of caring, integrity, ethical practice, diversity, education, service and quality are emphasized. Based on the concepts of Orem's Self-Care Model, the focus is on assessment, identifying the client's universal self-care requisites: air, water, food, elimination, activity, social, safety and normalcy in the adult and elder. Assessment of the integumentary, musculoskeletal, respiratory, gastrointestinal, genitourinary and neurological system including sleep, comfort and pain will be covered. Nursing actions related to health promotion and deviations: endocrine, cardiac, and respiratory will be addressed. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### NS M01L -- 4.5 Units

#### Beginning Nursing Science Clinical Laboratory I

Prerequisites: Admission to Moorpark College ADN Program

Corequisite: NS M01 Class Hours: 14 lab

Provides application of the nursing process to 1-2 selected adult and geriatric populations with nursing actions related to health promotion and deviations in: endocrine, cardiac, and respiratory in the acute and extended care settings. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### NS M02 -- 5 Units

#### Intermediate Nursing Science I

Prerequisites: NS M01/M01L Corequisite: NS M02L

Class Hours: 5 lecture

Focuses on Orem's Self-Care Model and critical thinking in the application of the nursing process in selected adult, geriatric, and pediatric populations with nursing actions related to health promotion and deviations: pregnancy/complications, fetal development, labor and delivery, postpartum and newborn periods, pediatrics, women's health, gastrointestinal, fluid/electrolyte, peripheral vascular, musculoskeletal, sensory, skin integrity, and hematology. Diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition, cultural and bio-psycho-social-spiritual concepts with preventive, supportive, and rehabilitative nursing are incorporated. Also, legal and ethical considerations, growth and development as related to the client's therapeutic self-care demands are addressed. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### NS M02L -- 4.5 Units

#### Intermediate Nursing Science Clinical Laboratory I

Prerequisites: None

Corequisite: NS M02

Class Hours: 14 lab

Provides application of the nursing process to 2-3 selected adult, geriatric, maternal and pediatric populations with nursing actions related to health promotion and deviations in the acute and ambulatory care settings. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### NS M03 -- 5 Units

#### Intermediate Nursing Science II

Prerequisites: NS M02

Corequisite: NS M03L

Class Hours: 5 lecture

Focuses on Orem's Self Care Model and critical thinking in the application of the nursing process in selected adult, geriatric, pediatric, family and group/care-giver populations with nursing actions related to health promotion and deviations: psycho-social, mental illness, neurologic, genital urinary, hepatic, and endocrine. Diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition, cultural and bio-psycho-social-spiritual concepts with preventive, supportive, and rehabilitative nursing are incorporated. Also, legal and ethical considerations, growth and development as related to the client's therapeutic self-care demands are addressed. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### NS M03L -- 5 Units

#### Intermediate Nursing Science Clinical Laboratory II

Prerequisites: None

Corequisite: NS M03

Class Hours: 15 lab

Provides application of the nursing process to 2-4 selected adult, adolescent, geriatric, and mental health patient populations with nursing actions related to health promotion and deviations in the acute and community health settings. Applies critical thinking and problem solving skills and refines communication and interpersonal relationship skills. Focuses on patient care management. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### NS M04 -- 4 Units

#### Advanced Nursing Science

Prerequisites: NS M03

Corequisite: NS M04L

Class Hours: 4 lecture

This advanced course of nursing practice focuses on the application of the nursing process to the client with complex health deviations involving multiple organ systems. A holistic approach of viewing the clients 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. Designed to ease the transition from student to staff nurse. A portion of the course focus is on the health care delivery systems and the practice of nursing including: legal and ethical issues, professional organizations, reality shock, conflict resolution and current issues that confront nurses today. Principles concerning delivery of nursing care, leadership and professionalism relevant to current nursing practice will be presented. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**NS M04L -- 5 Units****Advanced Nursing Science Clinical Laboratory**

Prerequisites: NS M03/M03L

Corequisite: NS M04

Class Hours: 15 lab

Applies organizational, leadership and management skills in providing care to a group of patients in the intensive care, acute and ambulatory care settings. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**NS M11 -- 1 Unit****Nursing Skills Laboratory**

Prerequisites: None

Recommended Preparation: NS M02

Class Hours: 3 lab

Provides application of theory from NS M01 through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**NS M12 -- 1 Unit****Nursing Skills Laboratory**

Prerequisites: None

Recommended Preparation: NS M02

Class Hours: 3 lab

Provides application of theory from NS M02 through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**NS M13 -- 1 Unit****Nursing Skills Laboratory**

Prerequisites: None

Recommended Preparation: NS M03

Class Hours: 3 lab

Provides application of theory from NS M03 through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**NS M14 -- 1 Unit****Nursing Skills Laboratory**

Prerequisites: None

Recommended Preparation: NS M04

Class Hours: 3 lab

Provides application of theory from NS M04 through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

**NS M15 -- 1 Unit****Role Transitions: from LVN to RN**

Prerequisite: None

Corequisite: NS M02 or NS M23

Class Hours: 1 lecture

Focuses on preparing the Licensed Vocational Nurse (LVN) for re-entry into the student role and the transition into the new role as a Registered Nurse (RN). The students reflect on the changing role and practices skills needed to become a successful student. Content stresses the difference between the LVN and RN as care provider; leader, teacher and patient advocate. Emphasis is on the development of critical thinking skills utilized in nursing process. Applies to Associate Degree.

**NS M22A/B -- 0.5 to 3 Units****Independent Studies in Nursing**

Prerequisites: A previous course in Nursing Science

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of nursing through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**NS M49 -- 2 to 5 Units****Nursing Practicum**

Prerequisites: Successful completion of first year of an Associate Degree Nursing Program

Class Hours: 6.5 to 20.5 work experience

Provides intermediate nursing student a paid practicum cooperatively planned by employing agency and nursing faculty. Provides the student nurse with a supportive educational program to assist in practicing learned technical skills, organizational skills and critical thinking strategies. May be taken four (4) times for credit, or until a maximum number of units is earned. Only offered credit/no-credit. Applies to Associate Degree. Transfer Credit: CSU

**NS M50 -- 2 to 5 Units****Graduate Nurse Internship**

Prerequisites: Graduate Nurse with Interim Permit Certification or Registered Nurse

Class Hours: 6.5 to 20.5 work experience

This paid internship is designed to assist the new graduate to successfully function as a Registered Nurse. Cooperatively planned by an employing agency and the nursing faculty, this internship allows the graduate to transition to the work setting and provide nursing care to a realistic patient assignment, with clinical orientation and review issues directly related to the work setting: legal/liability, risk management, physical assessment. Interns will be selected based on application procedure. May be taken two (2) times for credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU

**NS M60A-Z -- 1 to 3 Units****Topics in Nursing Science**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer Credit: determined by transfer institution.

**Developed topics include:****NS M60A -- 1.5 Units****Holistic Health Care Practice**

Prerequisites: None

Class Hours: 1.5 lecture

Explores health care practices that complement the Western/allopathic mode of health care. Includes relaxation therapy, meditation, guided imagery, therapeutic touch, Reiki Level 1, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver, and all health care professionals. (Same course as HS M60A.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

**NS M60C -- 2 Units****Labor and Delivery Room Nursing**

Prerequisites: Registered Nurse or Licensed Vocational Nurse

Class Hours: 2 lecture

Provides program of study for Registered Nurses and Licensed Vocational Nurses interested in advanced nursing practice in Labor and Delivery. Focuses on application of the nursing process using a systematic approach and critical thinking skills necessary to ensure a safe labor and delivery. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 30 contact hours. May be taken one (1) time for credit. Applies to Associate Degree.

**NS M60D -- 2 Units****Preparation for the Preceptor Role**

Prerequisites: None Class Hours: 2 lecture

Introduces the skills necessary for a registered nurse to engage in a precepting experience with a student or new graduate nurse. Focuses on levels of clinical competencies, role definition, goal setting, and the learning process. Includes effective teaching techniques/methods to promote critical thinking in nursing. Topics include the use of effective communication techniques and the evaluation process. Applies to Associate Degree. Transfer credit: CSU

**NS M78 -- 4 Units****Introduction to Operating Room Nursing**

Prerequisites: Registered Nurse (CA license), current TB test, malpractice insurance or completion of NS M02A/M02AL

Class Hours: 4 lecture, 8 lab

Introduction to Operating Room (OR) nursing. It is designed for the Registered Nurse and/or the Registered Nursing student who has completed the first year of the nursing program. Focus will be on the application of the nursing process with the peri-operative client. A combination of lecture and skills laboratory classes will be incorporated into a clinical preceptorship introducing the student to the scrub and circulating roles of the OR nurse. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer Credit: CSU

**NS M79 -- 4 Units****Intermediate Operating Room Nursing**

Prerequisites: NS M78 Class Hours: 3 lecture, 16 lab

Provides basic competencies in perioperative nursing in both scrub and circulating roles. Focuses on surgical specialties: general, gynecological, neurology, orthopedic, urology, and vascular; including use of laparoscopy, laser and other complex surgical equipment. Focuses on preoperative assessment and planning, intraoperative implementation and postoperative evaluation. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 22.5 contact hours. Applies to Associate Degree. Transfer Credit: CSU

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## Nutritional Science

The Nutritional Science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those interested in promoting personal wellness as well as those aspiring to careers in health, nutrition, and fitness. For some, this program may lead to entry into the dietetics/nutrition program at a four-year college or university.

**Dean**

Tim McGrath, Phone (805) 378-1445

**Counselors**

Donna Proske Allyn, Frank Bianchino, Danita Redd

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## Nutritional Science Courses

**NTS M01 -- 3 Units****Nutrition**

Prerequisites: None Class Hours: 3 lecture

Examines nutrition science as it relates to human physiology, microbiology, biochemistry and the psychology of wellness. Explores nutrient requirements throughout the lifecycle as influenced by social, cultural, economic and environmental conditions. Applies to Associate Degree. Transfer credit: CSU; UC (NTS M01 and NTS M03; maximum credit, one course). CAN: FCS 2

**NTS M03 -- 3 Units****Advanced Nutritional Concepts**

Prerequisites: NTS M01 Class Hours: 3 lecture

Applies knowledge of the nutritional impact on human physiology and metabolic events and regulation to current issues in the field of nutritional science. Includes the human stress response, nutrient absorption and transport, carbohydrate function and fermentation, protein formation and deficiency diseases, vitamins and minerals, lipid absorption, hormonal regulation, medical nutrition therapy, microbiology of food poisoning, nutrient needs during pregnancy and early childhood, and nutritional goals in various health specialties. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (NTS M03 and NTS M01; maximum credit, one course).

**NTS M05 – 3 Units****Nutrition for the Health Professions**

Prerequisites: None Class Hours: 3 lecture

Provides an evaluation of nutritional status, promotion of optimal nutrition, and application of nutrition principles to common medical disorders. Applies to Associate Degree. Transfer credit: CSU; UC (under review)

**NTS M07 – 3 Units****Cultural Foods**

Prerequisite: None Class Hours: 3 lecture

Evaluates the historical and cultural aspects of traditional and contemporary food habits of Native Americans, European Americans, African Americans, Asian Americans, and Hispanic Americans. Examines the influence of industry, technology, politics, the economy, and religion on food patterns. Reviews the role of ethnic families, their therapeutic uses of food, and their nutrition education practices. Applies to Associate Degree. Transfer credit: CSU, UC (under review)

**NTS M10D – 0.5 Unit****Weight Management**

Prerequisite: None Class Hours: 0.5 lecture

Examines the fat cell and the functions of fat in the body. Reviews the effects of weight, including physiological, social, and cultural causes. Emphasizes nutrition, exercise, and lifestyle changes as means to weight management. Evaluates fad diets in order to formulate safe, realistic meal planning. (Same course as HED M10D). Applies to Associate Degree. Transfer credit: CSU.

**NTS M10M – 0.5 Unit****Healthful Eating**

Prerequisite: None Class Hours: 0.5 lecture

Examines the foundation of nutrition science; nutrients, their individual requirements, nutrition guidelines, diets and fad diets, and nutritional standards. Discusses consumer issues, personal food choices, and the role of diet in the prevention of disease. (Same course as HED M10M). Applies to Associate Degree. Transfer credit: CSU.

**NTS M10R – 0.5 Unit**

**Nutrition and Diabetes Management**

Prerequisite: None                      Class Hours: 0.5 lecture  
 Provides an overview of various aspects of diabetes, with an emphasis on diabetes nutrition. Identifies strategies for managing diabetes. Includes step-by-step survival skills for dealing with the daily routine of diabetes care. Demonstrates the process of carbohydrate counting as the cornerstone of diabetes management. Provides a care plan for preventing diabetes complications. (Same course as HED M10R). Applies to Associate Degree. Transfer credit: CSU.

**NTS M10S – 0.5 Unit**

**Sports and Exercise Nutrition**

Prerequisite: None                      Class Hours: 0.5 lecture  
 Examines sports nutrition and exercise for athletes and non-athletes. Introduces individuals to various aspects of nutrition which include proper hydration, ergogenic aids, ideal body composition, and fueling for optimal performance. Evaluates the dangers of “making weight” and the use of performance enhancers. Describes the individual’s use of exercise for various sports. Current trends in sports nutrition for both the individual and the coach will be covered. (Same course as HED M10S). Applies to Associate Degree. Transfer credit: CSU.

**NTS M10T – 0.5 Unit**

**Nutrition and Cancer Prevention**

Prerequisite: None                      Class Hours: 0.5 lecture  
 Assesses the relationship of nutrition, exercise, and lifestyle choices in reducing the risks of cancer and examines the American Cancer Society’s prevention guidelines. (Same course as HED M10T). Applies to Associate Degree. Transfer credit: CSU.

**NTS M22A/B -- 1 to 3 Units**

**Independent Studies in Nutritional Science**

Prerequisites: A previous course in Nutritional Science  
 Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of nutritional science through research, lab work or field trips. Includes one-on-one work with instructor. Requires field trips. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

**NTS M80 -- 1 to 4 Units**

**Internship in Nutritional Science**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**NTS M89AZ -- 0.5 to 3 Units**

**Institutes in Nutritional Science**

Prerequisites: None                      Class Hours: As arranged  
 Special series of short courses focusing on particular aspects of Nutritional Science not covered in general offerings. Provides opportunity for specialized study. Series only offered credit/no-credit. Applies to Associate Degree.

**Parenting**

See Courses in Child Development

**Personal Growth**

See Courses in Counseling

**Philosophy**

The study of philosophy invites students to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. The goal is to examine ourselves, our culture, and our world and the persisting questions regarding human thought and action. Instruction in philosophy teaches, not what to think, but how to think. The program also develops skills in analytical and critical thinking and writing that are excellent preparation for professional and other careers.

**Dean**

Al Nordquist, Phone (805) 378-1445

**Full-time Faculty**

Jerry Caplan, Janice Daurio, Victor Fontaine

**Counselors**

Danita Redd, Anitra Evans

**Degree in Philosophy**

To earn an Associate in Arts Degree with a major in Philosophy, students complete 21 specified units, plus General Education Degree Requirements. This program is also designed for students intending to major in philosophy, religious studies, interdisciplinary studies or related fields at a 4-year institution.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses</b> .....	<b>Units</b>
PHIL M01 ..... Introduction to Philosophy .....	3.0
PHIL M02 ..... Introduction to Ethics .....	3.0
OR	
PHIL M04 ..... Values & Environment .....	3.0
PHIL M07 ..... Introduction to Logic .....	3.0
OR	
PHIL M09 ..... Symbolic Logic .....	3.0
PHIL M11 ..... Survey of World Religions: West.....	3.0
OR	
PHIL M12 ..... Survey of World Religions: East .....	3.0
PHIL M13 ..... The Classical Mind .....	3.0
OR	
PHIL M14 ..... The Modern Mind.....	3.0
Two Courses from RECOMMENDED COURSES.....	6.0
<b>Total</b> .....	<b>21.0</b>

Recommended Courses: Choose Two Additional Philosophy Courses. See General Education Degree Requirements and Transfer Information.

## Philosophy Courses

### PHIL M01 -- 3 Units

#### Introduction to Philosophy

Prerequisites: None Class Hours: 3 lecture

Systematically explores the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. Applies to Associate Degree. Transfer credit: CSU; UC (PHIL M01 and M01H combined: maximum credit, one course). IGETC AREA 3B. CAN: PHIL 2.

### PHIL M01H -- 3 Units

#### Honors: Introduction to Philosophy

Prerequisites: None Class Hours: 3 lecture

Honors work in the systematic exploration of the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU, UC (PHIL M01 and M01H combined: maximum credit, one course). IGETC AREA 3B. CAN: PHIL 2.

### PHIL M02 -- 3 Units

#### Introduction to Ethics

Prerequisites: None Class Hours: 3 lecture

Serves as an introduction to moral philosophy as the nature of ethical theory. Includes analysis of different major moral theories: consequentialist and non-consequentialist. Includes the construction and evaluation of moral arguments. Consideration is given to classical, modern, and contemporary authors. Explores various ways of developing an overall satisfactory ethical theory for contemporary society. Contemporary moral problems are examined. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. (PHIL M02 and M02H combined: maximum credit, one course). IGETC AREA 3B. CAN: PHIL 4.

### PHIL M02H -- 3 Units

#### Honors: Introduction to Ethics

Prerequisites: None Class Hours: 3 lecture

Honors work done as an introduction to moral philosophy as the nature of ethical theory. Includes analysis of different major moral theories: consequentialist and non-consequentialist. Includes the construction and evaluation of moral arguments. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Consideration is given to classical, modern, and contemporary authors. Various ways of developing an overall satisfactory ethical theory for contemporary society. Contemporary moral problems are examined. Applies to Associate Degree. Transfer credit: CSU; UC (PHIL M02 and M02H combined: maximum credit, one course). IGETC AREA 3B

### PHIL M03 -- 3 Units

#### Social and Political Philosophy

Prerequisites: None Class Hours: 3 lecture

Introduces philosophical foundations of social and political thought. Emphasizes view of people when following individual rules, as group members within social roles, and as participants in legal relationships within political institutions. Demonstrates importance of philosophical assumptions about such collective human nature by clarifying differences and connections between these perspectives. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B.

### PHIL M04 -- 3 Units

#### Values and the Environment

Prerequisites: None Class Hours: 3 lecture

Introduces ethics by exploring basic questions about the environment and its nonhuman inhabitants: Do animals have rights? Do humans have obligations to nonhuman entities, including earth? Explores anthropocentrism, egocentrism, ecofeminism and multicultural perspectives of humankind and nature. Reviews ideas and arguments of philosophers concerning these and related issues. Encourages individual application of ideas presented. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

### PHIL M05 -- 3 Units

#### Critical Thinking and Analytic Writing

Prerequisites: ENGL M01A Class Hours: 3 lecture

Introduces critical reasoning, including analysis and synthesis, induction and deduction, and identification of assumptions and perspectives. Emphasizes oral and written analysis and argumentation, clarifying fact, belief and value and identifying and avoiding common fallacies of thought, logic and language. Expands development of critical reading, analytic writing and the relation of writing to critical thinking beyond level achieved in ENGL M01A. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 1B

### PHIL M07 -- 3 Units

#### Introduction to Logic

Prerequisites: None Class Hours: 3 lecture

Explores deductive and inductive thought processes, emphasizing definition, verification, validity, forms of argument and of fallacious reasoning, and application of various areas of inquiry. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B. CAN: PHIL 6.

### PHIL M08 -- 3 Units

#### Philosophy of Religion

Prerequisites: None Class Hours: 3 lecture

An introduction to philosophical issues that arise from reflection on religious beliefs and practices. Topics covered will include issues such as the following: the nature of religion, arguments for the existence of God, mysticism and religious experience, divine perfection and the problem of evil, faith and reason, religion and morality, life after death, and the diversity of religious beliefs. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 3B.

### PHIL M09 -- 3 Units

#### Symbolic Logic

Prerequisites: None Class Hours: 3 lecture

Introduces symbolic logic, including the logic of connectives and quantifiers. Includes truth functional composition, consistency trees, derivations, and quantifications. Applies to Associate Degree. Transfer credit: CSU; UC.

### PHIL M11 -- 3 Units

#### Survey of World Religions: West

Prerequisites: None Class Hours: 3 lecture

Systematically introduces major ideas of the world's western religious traditions, including Judaism, Christianity and Islam. Explores cultural and historical contexts in which each religion arose as well as recent offshoots of these traditions. Views each religion from the standpoint of its proponents. Emphasizes main similarities and differences exhibited within these traditions. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3B

**PHIL M12 -- 3 Units****Survey of World Religions: East**

Prerequisites: None

Class Hours: 3 lecture

Systematically introduces major ideas of the world's eastern religious traditions, including Hinduism, Zoroastrianism, Buddhism, Jainism, Sikhism, Taoism, Confucianism and Shinto. Explores cultural and historical contexts in which these religions arose. Views each religion from the standpoint of its proponents. Emphasizes main similarities and differences exhibited within these traditions. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**PHIL M13 -- 3 Units****The Classical Mind**

Prerequisites: None

Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Surveys ancient and medieval philosophy up to the Renaissance, emphasizing the development of central philosophical themes. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**PHIL M14 -- 3 Units****The Modern Mind**

Prerequisites: None

Recommended Preparation: ENGL M01A

Class Hours: 3 lecture

Surveys modern philosophy since the Renaissance, emphasizing the development of themes in contemporary philosophy. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**PHIL M15 -- 3 Units****Introduction to Ethics: Business**

Prerequisites: None

Class Hours: 3 lecture

Serves as an introduction to moral philosophy. Covers analysis of different major moral theories: consequentialist and non-consequentialist. Includes the construction and evaluation of moral arguments. Consideration is given to classical, modern and contemporary authors, and various ways of developing an overall satisfactory business ethical theory for contemporary society. Problems in business ethics are examined. Applies to Associate Degree. Transfer credit: CSU, UC.

**PHIL M16 -- 3 Units****Ethical Issues in Biotechnology**

Prerequisites: None

Class Hours: 3 lecture

Pursues work in ethical theory and analysis as it relates to issues in biotechnology. Investigates issues in cloning, stem cell research, reproductive technologies, genetic engineering, and the human genome project. Develops awareness of the legislative dimension as it relates to the issues. Applies to Associate Degree. Transfer credit: CSU, UC (under review)

**PHIL M17 -- 3 Units****Health Care Ethics**

Prerequisites: None

Class Hours: 3 lecture

Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in healthcare, and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same course as HS M17.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. This is a required course for Radiologic Technology students. Applies to Associate Degree. Transfer credit: CSU

**PHIL M22A/B -- 1 to 3 Units****Independent Studies in Philosophy**

Prerequisites: A previous course in Philosophy

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of philosophy through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**PHIL M60A-Z -- 0.5 to 3 Units****Topics in Philosophy**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****PHIL M60A -- 1 Unit****Philosophy of Nonviolence**

Prerequisites: None

Class Hours: 1 lecture

Explores theory and practice of nonviolence as both a political strategy and a philosophical approach to life. Reviews classical and contemporary texts, including works by Gandhi, Camus, and Thoreau. Applies to Associate Degree. Transfer credit: CSU; UC

**PHIL M60B -- 1 Unit****Topics: Sex and Gender in Philosophy**

Prerequisites: None

Class Hours: 1 lecture

The philosophical and ethical analysis of human sexuality and relationships between male and female, including feminist perspectives. Applies to the Associate Degree. Transfer credit: CSU; UC

**PHIL M80 -- 1 to 4 Units****Internship in Philosophy**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805 ) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**PHIL M95 -- 3 Units****Honors in Philosophy: Ethics and Technology**

Prerequisites: PHIL M01, or M02, or M04

Class Hours: 3 lecture

Investigates the moral issues and implications raised by recent developments of modern technology and provides a theoretical framework for moral reflection and judgment. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B.

## Photography

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

### Dean

Patricia Ewins, Phone (805) 378-1512

### Full-time Faculty

John Grzywacz-Gray

### Counselors

Denice Avila, Don Henderson

## Degree and Certificate Options in Photography

To earn a Certificate and/or an Associate in Science Degree with a major in Photography, students complete 27 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
ART M13.....History of Art: Modern to Contemporary .....	3.0
ART M20.....Two Dimensional Design.....	3.0
PHOT M01A.....Beginning Photography .....	3.0
PHOT M01B.....Intermediate Photography .....	3.0
PHOT M02.....History of Photography.....	3.0
PHOT M03.....Basic Color .....	3.0
PHOT M04.....Advanced Photography.....	3.0
PHOT M06.....Electronic and Digital Photography .....	3.0
PHOT M08.....Basic Photo Journalism.....	3.0
<b>Total .....</b>	<b>27.0</b>

See General Education Degree Requirements and Transfer Information.

## Associate Degree in Photo-Journalism

To earn an Associate in Science Degree with a major in Photo-Journalism, students complete 27 specified units, plus General Education Degree Requirements. This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared as entry level photographers on newspapers, magazines or as freelance photographers.

In addition to General Education Degree Requirements, complete the following:

Required Courses.....	Units
JOUR M01.....Media and Society.....	3.0
JOUR M02.....Writing and Reporting for the Media.....	3.0
PHOT M01A.....Beginning Photography .....	3.0
PHOT M01B.....Intermediate Photography .....	3.0
PHOT M02.....History of Photography.....	3.0
PHOT M03.....Basic Color .....	3.0
PHOT M04.....Advanced Photography.....	3.0
PHOT M06.....Electronic and Digital Photography .....	3.0
PHOT M08.....Basic Photo Journalism.....	3.0
<b>Total .....</b>	<b>27.0</b>

See General Education Degree Requirements and Transfer Information.

## Certificate in Photo Journalism (more than 18 units)

To earn a Certificate in Photo Journalism, students complete 25 specified units:

Required Courses.....	Units
GR M30.....Design Fundamentals .....	3.0
JOUR M01.....Media and Society.....	3.0
JOUR M02.....Writing and Reporting for the Media.....	3.0
PHOT M01A.....Beginning Photography .....	3.0
PHOT M01B.....Intermediate Photography .....	3.0
PHOT M03.....Basic Color .....	3.0
PHOT M04.....Advanced Photography.....	3.0
PHOT M09....."Reporter" Staff Photography.....	4.0
<b>Total.....</b>	<b>25.0</b>

## Photography Courses

### PHOT M01A -- 3 Units

#### Beginning Photography

Prerequisites: None Class Hours: 2 lecture, 3 lab

Explores photography as a means of creative expression. Introduces photographic theory, including camera operation, exposure, developing and printing. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 18

### PHOT M01B -- 3 Units

#### Intermediate Photography

Prerequisites: PHOT M01A or suitable portfolio

Class Hours: 2 lecture, 3 lab

Explores variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. Reviews 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. Emphasizes creativity. Applies to Associate Degree. Transfer credit: CSU; UC

### PHOT M02 -- 3 Units

#### History of Photography

Prerequisites: None Class Hours: 3 lecture

Surveys history of photography from Aguirre to contemporary images. Explores genres and theories begun in past but which intensify and clarify current work. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### PHOT M03 -- 3 Units

#### Basic Color

Prerequisites: PHOT M01B or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces principles of color photography. Develops expressive visual statement. Reviews processing of transparency materials, emphasizing creative special effects achieved through unique lighting, films and camera techniques. Encourages experimentation. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### PHOT M04 -- 3 Units

#### Advanced Photography

Prerequisites: PHOT M03 or suitable portfolio

Class Hours: 2 lecture, 3 lab

Refines technical and aesthetic understanding in black and white and/or color photography. Includes zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. Intensifies personal statement through major individual projects. Applies to Associate Degree. Transfer credit: CSU



### **PHOT M06 -- 3 Units** **Electronic and Digital Photography**

Prerequisites: One course in the discipline

Class Hours: 2 lecture; 3 lab

Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken two (2) times for credit. (Same course as GR M27.) Applies to Associate Degree. Transfer credit: CSU

### **PHOT M08 -- 3 Units** **Basic Photo Journalism**

Prerequisites: PHOT M01A or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. May be taken two (2) times for credit. (Same course as JOUR M08). Applies to Associate Degree. Transfer credit: CSU

### **PHOT M09 -- 4 Units** **Reporter Staff Photography**

Prerequisites: PHOT M08 or suitable portfolio

Class Hours: 1 lecture, 9 lab

Introduces campus newspaper photographers to all phases of press photography: news, feature, illustration, portraiture, sports, and advertising. Uses aesthetic and technical skill to communicate visually. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **PHOT M22A/B -- 1 to 3 Units** **Independent Studies in Photography**

Prerequisites: A previous course in Photography

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of photography through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### **PHOT M60A-Z -- 1 to 3 Units** **Topics in Photography**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

#### **Developed topics include:**

### **PHOT M60A -- 1 Unit** **Field Studies in Photography**

Prerequisites: None

Class Hours: 0.5 lecture, 1.5 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. Applies to Associate Degree.

### **PHOT M60B -- 2 Units** **Field Studies in Photography**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. Applies to Associate Degree.

### **PHOT M60C -- 3 Units** **Field Studies in Photography**

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. Applies to Associate Degree.

### **PHOT M60D -- 1 Unit** **Laboratory Practice**

Prerequisites: None

Class Hours: 0.5 lecture, 1.5 lab

Offers instructor supervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. Applies to Associate Degree.

### **PHOT M60E -- 2 Units** **Laboratory Practice**

Prerequisites: None

Class Hours: 0.5 lecture, 4.5 lab

Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. Applies to Associate Degree.

### **PHOT M60F -- 3 Units** **Laboratory Practice**

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. Applies to Associate Degree.

### **PHOT M80 -- 1 to 4 Units** **Internship in Photography**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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## **Physical Education**

Physical Education classes offer students an opportunity to enrich their education with emphasis on improved individual physical well-being as well as professional career options.

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### **Dean**

Tim McGrath, Phone (805) 378-1445

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### **Full-time Faculty**

James Bittner, Stephen Burkhart, Howard David, Donald Green, Ronald Halleran, Tracye Kusal-Kephart, Delbert Parker, Sherry Ruter, Nancy Stewart, Willard Thurston

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### **Counselors**

Donna Proske Allyn, Michael Johnson

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## **Degree Option in Physical Education**

### **Associate Degree in Human Performance**

To earn an Associate in Arts Degree with a major in Human Performance, students complete 32.5 specified units, plus General Education Degree Requirements. This pre-professional program is designed to prepare students for transfer to bachelor's degree programs in Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....Units</b>	
PE M90.....Introduction to Human Performance.....	2.0
PE M91.....Foundations of Fitness.....	3.0
HED M01.....Health and Society.....	2.0
HED M05.....Safety and First Aid.....	3.0
HED M06.....Prevention/Treatment Athletic Injuries.....	3.0
PSY M01A.....Introduction to Psychology.....	3.0
ANAT M01.....General Anatomy.....	4.0
PHSO M01.....Human Physiology.....	5.0
NTS M01.....Nutrition.....	3.0
Units from RECOMMENDED COURSES.....	4.5
<b>Total minimum units required in major area .....</b>	<b>32.5</b>

**Recommended Courses:** Choose three 1.5-unit courses, one from each area: Team, Individual and Cardiovascular.

**TEAM:** PE M23C/D (Baseball); PE M24C/D (Basketball); PE M25C/D (Football); PE M27C/D (Soccer); PE M28C/D (Softball); PE M29C/D (Track); PE M30A/C/D (Volleyball) or any College Athletics activity (PE M62 to PE M79).

**INDIVIDUAL:** PE M02B (Free Weights); PE M06A/C/D (Golf); PE M08 (Power Lifting); PE M11A/C/D (Tennis); PE M38 (Wrestling) or any dance activity class (see DANC).

**CARDIOVASCULAR:** PE M01A (Walking); PE M03A (Running); PE M04 (Aerobics); PE M07 (Step-Aerobics); PE M12 (Extreme Aerobic Mix); or PE M15 (Cardio Kick Boxing)

See General Education Degree Requirements and Transfer Information.

#### A General Note on Transferability of Physical Education Courses\*

An Associate Degree requires one or more PE/Dance activity classes for a minimum of 1.5 units total. Any combination of P.E. activity courses of a particular kind (e.g., body conditioning, golf, tennis, etc.) may be taken a total of four (4) times. Students planning to take more than 4 units of Physical Education activity courses should consult a counselor. The California State University (CSU) system accepts all P.E. courses for comparable semester credit, but the University of California (UC) system will only accept a total of four (4) units of credit. This UC transfer-status limitation is indicated below by the asterisk\*.

## Physical Education Courses

### PE M01A -- 1 to 1.5 Units

#### Walking for Fitness

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Provides exercise and fitness training, emphasizing cardiovascular conditioning to improve muscle tone. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M02A -- 0.5 to 1.5 Units

#### Body Conditioning/Fitness Lab

Prerequisites: None Class Hours: 0.25 to 1 lecture, .75 to 2 activity  
Designed to develop and encourage positive attitude and habits with regard to cardiovascular efficiency, muscular strength and endurance, flexibility and body composition. Allows individual scheduling of required lab hours. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M02B -- 1 to 1.5 Units

#### Body Conditioning/Free Weights

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Introduces overall body conditioning. Emphasizes improving the cardiovascular system, enhancing flexibility, and increasing muscular strength. Includes jogging, stretching, and specific free weight exercises. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M03A -- 1 to 1.5 Units

#### Running for Fitness and Conditioning

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Emphasizes improved physical health and cardiovascular fitness through running and overall conditioning. Includes endurance training with a gradual increase in distance. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M03B -- 1 to 1.5 Units

#### Sprinting for Fitness and Conditioning

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Uses sprinting to improve physical fitness and general health. Emphasizes maximum speed performance and enhanced cardiovascular efficiency. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M04 -- 1 to 1.5 Units

#### Body Conditioning through Rhythmics/Aerobics

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Introduces series of simple but vigorous dances that improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm as well as endurance and strength. Includes supervised practice. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M05 -- 1.5 Units

#### Bowling

Prerequisites: None Class Hours: 1 lecture, 2 activity  
Introduces rules, etiquette, safety and techniques of bowling. Meets off campus. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M06A -- 1 to 1.5 Units

#### Beginning Golf

Prerequisites: None Class Hours: 0.5 or 1.0 lecture, 1.5 to 2.0 lab  
Introduces basic rules and skills needed for playing golf. Includes development of skills and analysis of technique. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M06C -- 1.0 to 1.5 Units

#### Intermediate Golf

Prerequisite: PE M06A Class Hours: 0.5 or 1.0 lecture, 1.5 to 2.0 lab  
Expands golfing skills through more extensive review of techniques and increased practice. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC\*.

### PE M06D -- 1.0 to 1.5 Units

#### Advanced Golf

Prerequisite: PE M06A Class Hours: 0.5 or 1.0 lecture, 1.5 to 2.0 lab  
Studies biomechanical principles of golf as preparation for golf competition. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC\*

### PE M07 -- 1 to 1.5 Units

#### Step Aerobics

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Develops proficiency in step-aerobic skills and improved cardiovascular efficiency. Works every major muscle group in the lower body while strengthening and conditioning the upper body. Uses adjustable step platform to accommodate varying fitness and impact levels. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

### PE M08 -- 1 to 1.5 Units

#### Power Lifting/Free Weights

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Introduces weight training and conditioning to build strength, power, and bulk. Focuses on the development of upper body strength, rehabilitation and strengthening of knee joints, and refinement of power lifting for the lower body. Emphasizes quickness, coordination, balance and speed through competitive drills and routines. May be taken a maximum of 4 times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M10 -- 1 to 1.5 Units****Shaping and Toning**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Provides improvement of the cardiovascular system, enhanced flexibility and increased muscular strength. Includes cardiovascular/aerobic conditioning, stretching exercises and specific free weight exercises to strengthen the entire body. May be taken for a maximum of 4 times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M11A -- 1 to 1.5 Units****Beginning Tennis I**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Introduces beginning tennis skills, including etiquette, rules, and basic techniques. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M11C -- 1 to 1.5 Units****Intermediate Tennis**

Prerequisites: PE M11A Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Expands strategies, rules and techniques of tennis, emphasizing both singles and doubles play. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M11D -- 1 to 1.5 Units****Advanced Tennis**

Prerequisites: PE M11C Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Expands experienced players individual techniques. Reviews rules and strategies for both singles and doubles play. Emphasizes tournament play. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M12 -- 1 to 1.5 Units****Extreme Aerobic Mix**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Develops a high level of cardiovascular efficiency. Promotes strength and flexibility through a variety of high-energy activities. Utilizes aerobic dance, funk, hip-hop, step, cardio kickboxing, and plyometrics to achieve a high level of conditioning and coordination. May be taken for a maximum of 4 times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M13 -- 2 Units****Hiking and Backpacking**

Prerequisites: None Class Hours: 1 lecture, 2 activity  
Uses lecture, field study and experience to introduce sport of hiking and backpacking. Covers conditioning, skills, information and resources. Emphasizes safety procedures. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M14 -- 3 Units****Pep Squad**

Prerequisites: None Class Hours: 1 lecture, 6 lab  
Provides training and practice techniques necessary to be a cheerleader. Requires field trips. Applies to Associate Degree. Transfer credit: CSU.

**PE M15 -- 1 to 1.5 Units****Cardio Kick Boxing**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Offers a comprehensive and balanced program that develops proficiency in cardio kick boxing skills as well as physical and general health. Works every major muscle group in the upper and lower body, varying movements and speed to accommodate the fitness level of all students. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M16 -- 1 to 1.5 Units****Flexible Strength/Pilates Mat**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
A training technique designed to strengthen and tone muscles, improve posture, provide flexibility and balance, and create a more streamlined shape. Designed to emphasize the core muscles – the abdominal area, lower back, hips, and buttocks – thereby providing a strong foundation for any activity. Applies to Associate Degree. Transfer Credit: CSU; UC\*

**PE M17 -- 1.5 Units****Conditioning for Athletic Competition**

Prerequisites: None Class Hours: 1 lecture, 2 activity  
Designed to properly prepare and condition prospective athletes for competition. Athletics require an advanced degree of skill and preparation. Athletes engaged in competition need specific conditioning to insure optimal opportunity to perform at peak levels and have a more injury-free experience. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M18 -- 1 to 1.5 Units****Core Stability and Stretch**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Implements a variety of core (abdominal/trunk) training techniques including functional integrated resistance exercise, stability balls, yoga, and Pilate's, this class will focus on concepts and practices that develop core stability and overall flexibility for healthier living. May be taken four times for credit. Applies to Associate Degree. Transfer Credit: CSU; UC\*

**PE M19A -- 0.25 Unit****Golf Clinic**

Prerequisites: None  
Recommended Preparation: Prior background and previous experience in the sport.  
Class Hours: 0.2 lecture, 0.3 lab  
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M19B -- 0.25 Unit****Tennis Clinic**

Prerequisites: None  
Recommended Preparation: Prior background and previous experience in the sport.  
Class Hours: 0.2 lecture, 0.3 lab  
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M19C -- 0.25 Unit****Field Hockey Clinic**

Prerequisites: None  
Recommended Preparation: Prior background and previous experience in the sport.  
Class Hours: 0.2 lecture, 0.3 lab  
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M19D -- 0.25 Unit****Soccer Clinic**

Prerequisites: None  
Recommended Preparation: Prior background and previous experience in the sport.  
Class Hours: 0.2 lecture, 0.3 lab  
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M19E -- 0.25 Unit****Basketball Clinic**

Prerequisites: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture, 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport.

May be taken for a maximum of four (4) times. Applies to Associate Degree.

Transfer credit: CSU; UC\*

**PE M19F -- 0.25 Unit****Hiking Clinic**

Prerequisites: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture, 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport.

May be taken for a maximum of four (4) times. Applies to Associate Degree.

Transfer credit: CSU; UC\*

**PE M19G -- 0.25 Unit****Wrestling Clinic**

Prerequisites: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture, 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport.

May be taken for a maximum of four (4) times. Applies to Associate Degree.

Transfer credit: CSU; UC\*

**PE M19H -- 0.25 Unit****Volleyball Clinic**

Prerequisites: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture, 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport.

May be taken for a maximum of four (4) times. Applies to Associate Degree.

Transfer credit: CSU; UC\*

**PE M19I -- 0.25 Units****Self-Defense/Assault Clinic**

Prerequisites: None

Recommended Preparation: Prior background and previous experience in the sport.

Class Hours: 0.2 lecture, 0.3 lab

Provides an intense skill-building clinic for those already familiar with the sport.

May be taken for a maximum of four (4) times. Applies to Associate Degree.

Transfer credit: CSU; UC\*

**PE M19J -- 0.25 Unit****Stretching Clinic**

Prerequisites: None

Class Hours: 0.2 lecture, 0.3 lab

Introduces stretching techniques. Develops each individual's stretching program

to increase and maintain flexibility. May be taken for a maximum of four (4)

times. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M19K -- 0.25 Unit****Snowboarding Clinic**

Prerequisites: None

Class Hours: 0.2 lecture, 0.3 activity

Designed as an intense skill-building clinic for snowboarders involving a trip to

a ski resort. May be taken four (4) times for credit. Applies to Associate Degree.

Transfer Credit: CSU; UC\*

**PE M20 -- 1.5 Units****Adapted Physical Education**

Prerequisites: None

Class Hours: 1 lecture, 2 activity

Meets special needs of students unable to participate in regular physical educa-

tion activity classes. Provides individualized adapted fitness program. Requires

evaluation by college physician to determine appropriate physical activity for

each participant. May be taken four (4) times for credit. Applies to Associate

Degree. Transfer credit: CSU; UC\*

**PE M21 -- 1 to 1.5 Units****Field Hockey**

Prerequisites: None

Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity

Introduces fundamentals of field hockey, including individual skills (passing,

receiving and dribbling) as well as offensive and defensive tactics and team

strategy. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M22A/B -- 1 to 3 Units****Independent Studies in Physical Education**

Prerequisites: A previous course in Physical Education

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand

knowledge of physical education through research, lab work or field trips.

Includes one-on-one work with instructor. May be taken for a maximum of

6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined

after admission.

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**TEAM ACTIVITIES****PE M23C -- 1 to 1.5 Units****Intermediate Baseball**

Prerequisites: None

Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity

Develops intermediate techniques and strategies for baseball. Emphasizes skills

levels for use in games. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M23D -- 1 to 1.5 Units****Advanced Baseball**

Prerequisites: PE M23C

Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity

Develops advanced skills in baseball, emphasizing methods and styles of play.

Requires participation in fall baseball program. Applies to Associate Degree.

Transfer credit: CSU; UC\*

**PE M24C -- 1 to 1.5 Units****Intermediate Basketball**

Prerequisites: None

Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity

Develops intermediate techniques and strategies in basketball. May be taken

a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit:

CSU; UC\*

**PE M24D -- 1 to 2 Units****Advanced Basketball**

Prerequisites: PE M24C or varsity high school experience

Class Hours: 0.5 or 1.5 lecture, 1.5 or 2.5 activity

Introduces advanced skills and techniques in basketball. Uses game experience

to develop different styles and formats of play. Develops cardiovascular fitness.

Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M25A -- 1 to 1.5 Units****Beginning Football**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops beginning skills in football and reviews the history of the sport. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M25C -- 1 to 1.5 Units****Intermediate Football**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops intermediate skills in football. Introduces theory behind different styles of play. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M25D -- 1 to 1.5 Units****Advanced Football**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops intermediate skills in football. Introduces theory behind different styles of play. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M26 -- 1 to 1.5 Units****Team Sports**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Introduces basic rules, techniques and strategies of various seasonal team sports, including soccer, softball, football and basketball. Provides practice in each sport. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M27A -- 1 to 1.5 Units****Beginning Soccer**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops skills, rules, techniques and strategies of soccer. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M27C -- 1 to 1.5 Units****Intermediate Soccer**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops intermediate skills and strategies of soccer. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M27D -- 1 to 1.5 Units****Advanced Soccer**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops advanced skills and strategies. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M28A -- 1 to 1.5 Units****Beginning Softball**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Introduces the basic skills and strategies of fast-pitch softball. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M28C -- 1 to 1.5 Units****Intermediate Softball**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops intermediate skills and strategies of fast-pitch softball. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M28D -- 1 to 1.5 Units****Advanced Softball**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Develops advanced skills and strategies. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M29C -- 1 to 1.5 Units****Intermediate Track**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Introduces intermediate techniques and strategies in track and field. Prepares for a competitive season, emphasizing skills needed for proficiency. Required of varsity track candidates. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M29D -- 1 to 1.5 Units****Advanced Track**

Prerequisites: PE M29C Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Practices advanced skills and strategies of track and field for a competitive season. Required of all varsity track candidates. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M30A -- 1 to 1.5 Units****Beginning Volleyball I**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Introduces basic rules and techniques of power volleyball. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M30C -- 1 to 1.5 Units****Intermediate Volleyball**

Prerequisites: PE M30A Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Provides practice of the fundamental skills and strategies of volleyball, allowing two and three-player games. Requires participation. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M30D -- 1 to 1.5 Units****Advanced Volleyball**

Prerequisites: PE M30C Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Continues skills development for the advanced player, allowing two and three-player volleyball. Requires participation. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M35 -- 1.5 Unit****T'ai Chi Ch'uan**

Prerequisites: None Class Hours: 1 lecture, 2 activity  
 Introduction to the history and philosophy of T'ai Chi Ch'uan and its relationship to exercise, health, self-awareness, relaxation, balance and harmony. The Yang Simplified Form of 24 movement patterns (known for improving body awareness, efficiency of daily activity and its relationship to self-defense techniques) will be taught. May be taken four (4) times for credit. Applies to Associate Degree. Transfer Credit: CSU; UC\*

**PE M36A -- 2 Units****Analysis of Sexual Assault and Self-Defense**

Prerequisites: None Class Hours: 2 lecture, 1 activity  
 Reviews issues of personal assault and rape, reviewing readings and physical responses. Introduces self-defense techniques. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M37A -- 1 to 1.5 Units****Beginning Martial Arts**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
 Introduces the basic skills of martial arts, including punching, kicking, blocking, and grappling. Participation in the class will require the development of flexibility, endurance, strength, coordination, and concentration. May be taken four (4) times for credit. (Formerly PE M37). Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M37C – 1 to 1.5 Units  
Intermediate Martial Arts**

Prerequisites: PE M37A Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Introduces the intermediate skills of martial arts, including punching, kicking, blocking, katas, sparring and grappling. Participation in the class will require the development of flexibility, endurance, strength, coordination and concentration. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M38 -- 1 to 1.5 Units  
Wrestling**

Prerequisites: None Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity  
Introduces the basic skills of wrestling, including takedowns, rides, escapes and falls. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**INTERCOLLEGIATE ATHLETICS  
(Passing a physical exam required for participation)****PE M62 -- 3 Units  
Golf - Women**

Prerequisites: None Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M63A -- 3 Units  
Volleyball - Men**

Prerequisites: None  
Recommended Preparation: Understanding of volleyball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M63B -- 1 Unit  
Off Season Volleyball - Men**

Prerequisites: None  
Recommended Preparation: Understanding of volleyball skills, rules and strategies and the ability to work with other students.

Class Hours: 3 activity  
Highly competitive, requires advanced skills, for students who are interested in intercollegiate volleyball. May be taken four (4) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC\*

**PE M64A -- 3 Units  
Soccer - Men**

Prerequisites: None  
Recommended Preparation: Understanding of soccer skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M64B -- 1 Unit  
Off Season Soccer - Men**

Prerequisites: None  
Recommended Preparation: Understanding of volleyball skills, rules and strategies and the ability to work with other students.

Class Hours: 3 activity  
Highly competitive, requires advanced skills, for students who are interested in intercollegiate soccer. May be taken four (4) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC\*

**PE M65A -- 3 Units  
Soccer - Women**

Prerequisites: None  
Recommended Preparation: Understanding of soccer skills, rules, and strategies.  
Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M65B -- 1 Unit  
Off Season Soccer - Women**

Prerequisites: None  
Recommended Preparation: Understanding of volleyball skills, rules and strategies and the ability to work with other students.

Class Hours: 3 activity  
Highly competitive, requires advanced skills, for students who are interested in intercollegiate soccer. May be taken four (4) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC\*

**PE M66 -- 3 Units  
Baseball - Men**

Prerequisites: None  
Recommended Preparation: Understanding of baseball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M67 -- 3 Units  
Basketball - Men**

Prerequisites: None  
Recommended Preparation: Understanding of basketball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M68 -- 3 Units  
Basketball - Women**

Prerequisites: None  
Recommended Preparation: Understanding of basketball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M69 -- 3 Units  
Cross Country - Men**

Prerequisites: None  
Recommended Preparation: Understanding of cross country skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M70 -- 3 Units  
Cross Country - Women**

Prerequisites: None  
Recommended Preparation: Understanding of cross country skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity  
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M71 -- 3 Units  
Football - Men**

Prerequisites: None

Recommended Preparation: Understanding of football skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M72 -- 3 Units  
Golf - Men**

Prerequisites: None

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. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M73 -- 3 Units  
Softball - Women**

Prerequisites: None

Recommended Preparation: Understanding of softball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M74 -- 3 Units  
Tennis - Men**

Prerequisites: None

Recommended Preparation: Understanding of tennis skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M75A -- 3 Units  
Tennis - Women**

Prerequisites: None

Recommended Preparation: Understanding of tennis skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M75B -- 1 Unit  
Off Season Tennis - Women**

Prerequisites: None

Recommended Preparation: Understanding of volleyball skills, rules and strategies and the ability to work with other students.

Class Hours: 3 activity

Highly competitive, requires advanced skills, for students who are interested in intercollegiate tennis. May be taken four (4) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC\*

**PE M76 -- 3 Units  
Track - Men**

Prerequisites: None

Recommended Preparation: Understanding of track skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M77 -- 3 Units  
Track Women**

Prerequisites: None

Recommended Preparation: Understanding of track skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M78 -- 3 Units  
Volleyball Women**

Prerequisites: None

Recommended Preparation: Understanding of volleyball skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M79 -- 3 Units  
Wrestling Men**

Prerequisites: None

Recommended Preparation: Understanding of wrestling skills, rules, and strategies.

Class Hours: 1 lecture, 9 activity

Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC\*

**PE M80 -- 1 to 4 Units  
Internship in Physical Education**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**PE M90 -- 2 Units  
Introduction to Human Performance  
and Physical Education**

Prerequisites: None

Class Hours: 2 lecture

Introduces aims, objectives and contemporary issues of Physical Education and Human Performance. Requires projects and fieldwork. Does NOT fulfill general education PE requirement. Applies to Associate Degree. Transfer credit: CSU, UC

**PE M91 -- 3 Units  
Foundations of Fitness**

Prerequisites: None

Class Hours: 2 lecture, 3 activity

Introduces physiological principles and other factors for the development and maintenance of optimal physical fitness. Requires observation and assistance in campus Fitness Laboratory. Does NOT fulfill general education PE requirement. Applies to Associate Degree. Transfer credit: CSU, UC\* ADAPTIVE

## Physical Science

Physical Science courses 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, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

### Dean

Victoria Bortolussi, Phone (805) 378-1459

### Full-time Faculty

Balazs Becht, Clinton Harper, Ron Wallingford

### Counselors

Edna Ingram, Danita Redd

## Physical Science Courses

### PHSC M01 -- 3 Units

#### Principles of Physical Science

Prerequisites: MATH M03                      Class Hours: 3 lecture

Introduces facts, principles and laws from physics, chemistry, and astronomy. Includes motion, force, energy, wave motion, electricity and magnetism, light, atomic and nuclear structure, chemical bonding and chemical reactions, solutions, organic chemistry, the solar system and planet Earth. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after a college course in Astronomy, Chemistry, Geology or Physics). IGETC AREA 5A

### PHSC M01L -- 1 Unit

#### Principles of Physical Science Laboratory

Prerequisites: Completion of or concurrent enrollment in PHSC M01

Class Hours: 3 lab

Provides hands-on experience with fundamental concepts from physics and chemistry. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### PHSC M22A/B -- 0.5 to 3 Units

#### Independent Studies in Physical Science

Prerequisites: A previous course in Physical Science

Class Hours: .5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of physical science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### PHSC M80 -- 1 to 4 Units

#### Internship in Physical Science

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

## 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.

### Dean

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### Full-time Faculty

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### Counselors

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## Degree Options in Physics

To earn an Associate in Art Degree with a major in Physics, students complete 45-50 specified units, plus General Education Degree Requirements. These major requirements optimize preparation for upper division course work for advanced degrees in Physics offered by four-year institutions. Since the course work in physics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in physics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

In addition to General Education Degree Requirements, complete the following:

### Required Courses.....Units

CHEM M01A.....General Chemistry I .....	6.0
MATH M25A.....Calculus with Analytic Geometry I.....	5.0
MATH M25B.....Calculus with Analytic Geometry II.....	5.0
MATH M25C.....Calculus with Analytic Geometry III.....	5.0
PHYS M20A.....Mechanics of Solids and Fluids.....	4.0
PHYS M20AL.....Mechanics of Solids and Fluids Lab.....	1.0
PHYS M20B.....Thermodynamics, Electricity and Magnetism.....	4.0
PHYS M20BL.....Thermodynamics, Electricity and Magnetism Lab....	1.0
PHYS M20C.....Wave Motion, Optics & Mod Phys .....	4.0
PHYS M20CL.....Wave Motion, Optics & Modern Physics/Lab .....	1.0
Units from One of the RECOMMENDED OPTIONS .....	9.0-14.0

**TOTAL .....** 45.0-50.0

### Recommended Options: Choose one of the following

#### Physics Option (complete 9 specified units)

CHEM M01B.....General Chemistry II .....	6.0
MATH M35.....Applied Differential Equations .....	3.0

OR

#### Applied Physics Option (complete 14 specified units)

CS M01/M01L...Intro to Computer Science/Lab.....	4.0
CS M10A/10AL...Intro to Computer Progr Using Structured C++/Lab .....	4.0
ENGR M12.....Engineering Materials.....	3.0
MATH M35.....Applied Differential Equations .....	3.0

See General Education Degree Requirements and Transfer Information.



## Physics Courses

### PHYS M01 -- 3 Units

#### Descriptive Physics

Prerequisites: MATH M03      Class Hours: 3 lecture

Introduces in a descriptive way the basic principles of the mechanics, thermodynamics, wave motion, electromagnetism, optics and modern physics. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after PHYS M10A or PHYS M20A). IGETC AREA 5A.

### PHYS M01L -- 1 Unit

#### Descriptive Physics Laboratory

Prerequisites: MATH M03

Recommended Preparation: Completion of or concurrent in enrollment in PHYS M01

Class Hours: 3 lab

Laboratory experiments examine some of the basic phenomena in mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. Use of common, modern laboratory instruments is practiced during the experiments. Elementary principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are included. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A

### PHYS M10A -- 4 Units

#### General Physics I

Prerequisites: MATH M06 or MATH M07      Class Hours: 4 lecture

Introduces mechanics of solids and fluids, heat, and wave motion. Designed for students who need a trigonometry based physics course. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B and M20A/B/C combined: maximum credit, one series. Deduct credit for duplication of topics). IGETC AREA 5A

### PHYS M10AL -- 1 Unit

#### General Physics I Laboratory

Prerequisites: MATH M06 or MATH M07      Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in mechanics, thermodynamics, and wave motion. The use of common, modern laboratory instruments is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: PHYS 2 (PHYS M10A + M10AL).

### PHYS M10B -- 4 Units

#### General Physics II

Prerequisites: PHYS M10A      Class Hours: 4 lecture

Introduces electricity, magnetism, optics, and modern physics. Designed for students who need a trigonometry-based physics course. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B and M20A/B/C combined: maximum credit, one series. Deduct credit for duplication of topics). IGETC AREA 5A

### PHYS M10BL -- 1 Unit

#### General Physics II Laboratory

Prerequisites: PHYS M10A/M10AL

Corequisite: PHYS M10B      Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in electromagnetism, optics, and modern physics. The use of common, modern laboratory instruments is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: PHYS 4 (PHYS M10B + M10BL).

### PHYS M20A -- 4 Units

#### Mechanics of Solids and Fluids

Prerequisites: MATH M25A

Recommended Preparation: PHYS M10A or high school physics and MATH M25B should be completed, or taken concurrently.

Class Hours: 4 lecture

Introduces the basic principles of the mechanics of solids and fluids. Calculus is used to develop the subject matter. The main topics are kinematics, Newtonian mechanics including rotational dynamics, work, energy, and fluid statics and dynamics. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B and M20A/B/C combined: maximum credit, one series. Deduct credit for duplication of topics). IGETC AREA 5A. CAN: PHYS 8 (PHYS M20A + M20AL), PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL).

### PHYS M20AL -- 1 Unit

#### Mechanics of Solids and Fluids Laboratory

Prerequisites: MATH M25A

Corequisite: PHYS M20A should be completed or taken concurrently.

Class Hours: 3 lab

The experiments examine the basic laws of the mechanics of solids and fluids. The use of common measuring instruments and the principles of data taking and analysis, and the writing of scientific reports are learned. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: PHYS 8 (PHYS M20A + M20AL).

### PHYS M20B -- 4 Units

#### Thermodynamics, Electricity and Magnetism

Prerequisites: MATH M25B and PHYS M20A

Recommended Preparation: Math M25C should be completed or be taken concurrently.

Class Hours: 4 lecture

Introduces the basic principles of thermodynamics, and electromagnetism. Calculus is used to develop the subject matter. The main topics are temperature, heat, the laws of thermodynamics, electrostatics, capacitance, DC circuits, magnetic forces and fields, electromagnetic induction, AC circuits, Maxwell's equations, and electromagnetic waves. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B and M20A/B/C combined: maximum credit, one series. Deduct credit for duplication of topics). IGETC AREA 5A. CAN: PHYS 12 (PHYS M20B + M20BL), PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL).

### PHYS M20BL -- 1 Unit

#### Thermodynamics, Electricity and Magnetism Laboratory

Prerequisites: PHYS M20A, PHYS M20AL, and MATH M25B

Recommended Preparation: PHYS M20B should be completed or taken concurrently.

Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in thermodynamics and electromagnetism. The use of common, modern instruments, e.g. digital and analog voltmeters, ammeters, the oscilloscope, is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5A. CAN: PHYS 12 (PHYS M20B + M20BL).

**PHYS M20C -- 4 Units****Wave Motion, Optics and Modern Physics**

Prerequisites: PHYS M20B and MATH M25C

Class Hours: 4 lecture

Introduces the basic principles of wave motion, optics and modern physics. Calculus is used to develop the subject matter. The main topics covered include: classical wave theory, wave-particle duality, reflection, refraction, interference, diffraction, optical elements and systems, applications of Schrodinger's equation, atomic structure, molecular structure, the quantum nature of solids, consequences of special and general relativity, nuclear physics, particle physics, and cosmology. Applies to Associate Degree. Transfer credit: CSU; UC (PHYS M10A/B and M20A/B/C combined: maximum credit, one series. Deduct credit for duplication of topics). CAN: PHYS 14 (PHYS M20C + M20CL), PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL)

**PHYS M20CL -- 1 Unit****Wave Motion, Optics, and Modern Physics Laboratory**

Prerequisites: PHYS M20B, PHYS M20BL, and MATH M25C

Recommended Preparation: PHYS M20C should be completed or taken concurrently.

Class Hours: 3 lab

The laboratory experiments examine some of the basic phenomena in wave motion, optics, and modern physics. The use of common, modern instruments, e.g. digital and analog voltmeters, ammeters, digital storage oscilloscopes, frequency counters, lasers, spectrometers, optical energy and poser meters, is learned and practiced during the experiments. The principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports are part of the course. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: PHYS 8 (PHYS M20C + M20CL)

**PHYS M22A/B -- 0.5 to 3 Units****Independent Studies in Physics**

Prerequisites: A previous course in Physics

Class Hours: .5 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of physics through research, lab work or field trips. Includes one-on-one work with instructor. Requires field trips. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**PHYS M80 -- 1 to 4 Units****Internship in Physics**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Physiology**

See Courses in Biological Sciences

**Political Science**

The study of government and politics is the study of how people are governed and how they govern themselves. We examine the process by which scarce resources are allocated to an expanding population with ever-increasing demands. We look at American politics as an experience in "self-government" and realize that our system is quite different from the political systems developed by other countries. The study of politics includes the examination of how diversity impacts American politics. Our discipline also seeks to understand how nations deal with each other and what kinds of issues are likely to separate them – and how they resolve international conflict. A number of political science courses help prepare students for specific careers. For example, political science is often used as a pre-law major or for other related professions, such as careers in government at the federal, state or local levels. Our discipline is also appropriate for a number of other non-government professions and our faculty invite your questions about such opportunities

**Dean**

Al Nordquist, Phone (805) 378-1445

**Full-time Faculty**

Gerald Bridgeman, Ron Dyste, Jack Miller, Steven Pfeffer

**Counselors**

Anitra Evans, Michael Johnson, Pam Kennedy-Luna

**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., (805) 378-1551). Transfer students interested in specializing in Political Science who wish to qualify for an Associate in Arts Degree could explore Social Sciences or International Studies as a possible major.

**Political Science Courses****POLS M01 – 3 Units****Introduction to Government**

Prerequisites: None Class Hours: 3 lecture

Introduces and examines perennial questions about political and social life: who does, and should, govern; what is a just society; how do we accommodate change; what does "political" mean, how do we obtain political knowledge; and what is necessary in a democratic society. Ideology will be presented as a guide to analysis and action. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4H.

**POLS M02 -- 3 Units****Comparative Government**

Prerequisites: None Class Hours: 3 lecture

Examines political culture, recruitment and articulation interests, political institutions, and sources/content of public policy for various governments. Draws examples from Eastern and Western Europe and Asia as well as from pre-industrial societies. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4H.

**POLS M03 -- 3 Units****American Government and Politics**

Prerequisites: None Class Hours: 3 lecture

Introduces principles and problems of American Government and its political process, emphasizing national government. Satisfies Title V United States Constitution requirement as well as California state and local government requirement. Applies to Associate Degree. Transfer credit: CSU; UC (POLS M03 combined with POLS M03H: maximum credit, one course). IGETC AREA 4H. CAN: GOVT 2.

**POLS M03H -- 3 Units****Honors: American Government and Politics**

Prerequisites: None Class Hours: 3 lecture  
 Honors work in the principles and problems of American Government and its political process, emphasizing national government. Satisfies Title V United States Constitution requirement as well as California state and local government requirement. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. (POLS M03H combines with POLS M03; maximum credit, one course). IGETC AREA 4H. CAN: GOVT 2

**POLS M04 -- 3 Units****International Relations**

Prerequisites: None Class Hours: 3 lecture  
 Explores relationships between sovereign units, emphasizing international organization, theoretical proposals toward and possibilities for world peace, mechanics of politics among nations, and formation of American foreign policy. Focuses on relationship between domestic and foreign politics and the cultural origins of policy. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4H.

**POLS M05 -- 3 Units****Contemporary Urban Issues**

Prerequisites: None Class Hours: 3 lecture  
 Introduces study of urban areas and politics, focusing on political responses to changes in social organizations occurring as a consequence of population concentration and subsequent political, social, and economic patterns and behaviors. Considers structural constraints (national-local and state-local relations) that limit local governments and the distribution of and response to political influence. Satisfies Title 5 United States Constitution requirement and the California state and local government requirement. (Formerly URBN M01A) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4H.

**POLS M07 -- 3 Units****Ethnic Politics**

Prerequisites: None Class Hours: 3 lecture  
 Introduces political problems often faced by racial and ethnic minorities in the United States, emphasizing racism, discrimination, and sexism. Explores political processes as vehicles for improving ethnic and race relations and for maintaining social equilibrium. Applies to Associate Degree. Transfer credit: CSU; UC

**POLS M08 -- 3 Units****Political Patterns in the U.S.**

Prerequisites: None Class Hours: 3 lecture  
 Introduces fundamental principles of U.S. Government, focusing on the state and local governments of the Southwest. Emphasizes the legislative process, political parties, pressure groups, local implementation policies and the political participation of Mexican Americans. (Same course as CHST M08). Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C, 4H.

**POLS M22A/B -- 1 to 3 Units****Independent Studies in Political Science**

Prerequisites: A previous course in Political Science  
 Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of political science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**POLS M60A-Z -- 1 to 3 Units****Topics in Political Science**

Prerequisites: To be determined Class Hours: To be determined  
 Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:****POLS M60B -- 0.5 Unit****Election Campaign Strategies**

Prerequisites: None Class Hours: 0.5 lecture  
 Emphasizes key elements of a local election campaign. Guest speakers discuss topics, such as financial record-keeping, election filing deadlines, fundraising, precinct walking, and campaign advertising. Applies to Associate Degree. Transfer Credit: CSU.

**POLS M60C -- 3 Units****Politics in the Middle East**

Prerequisites: None Class Hours: 3 lecture  
 Explores political developments and changes in the Middle East, emphasizing the Arab states, Israel, Iran and Turkey. Reviews the rich historical background of region, including cultural contributions and political conflicts before the 20th century, as well as current political processes, economic developments, and major problems. Applies to Associate Degree. Transfer credit: CSU; UC

**POLS M80 -- 1 to 4 Units****Internship in Political Science**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Psychology**

A 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 service in clinical settings. The major also provides a background for graduate study in the field of psychology and related specialties.

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**Dean**

Al Nordquist, Phone (805) 378-1445

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**Full-time Faculty**

Frank Bianchino, Julie Campbell, Judith Farrell, Linda McDill, Lynn Meschan, Sally Ponce-O'Rourke, Ofelia Romero-Motlagh, Margaret Tennant

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**Counselors**

Chuck Brinkman, Anitra Evans, Michael Johnson, Pam Kennedy-Luna, Ofelia Romero-Motlagh

## Psychology Courses

### PSY M01 -- 3 Units

#### Introduction to Psychology

Prerequisites: None

Class Hours: 3 lecture

Introduces the areas of 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, life span development, and social and environmental psychology. Applies to Associate Degree. Transfer credit: CSU; UC (PSY M01 and PSY M01H combined: maximum credit, one course). IGETC AREA 4I. CAN: PSY 2.

### PSY M01H -- 3 Units

#### Honors: Introduction to Psychology

Prerequisites: None

Class Hours: 3 lecture

Provides honors work to introduce the areas of 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, life span development, and social and environmental psychology. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC (PSY M01H and PSY M01 combined: maximum credit, one course). IGETC AREA 4I.

### PSY M02 -- 3 Units

#### Introduction to Behavioral Neuroscience

Prerequisite: PSY M01 or PSY M01H

Class Hours: 3 lecture

Introduces the principle of inheritance-cell division and mitosis, meiosis, chromosomes and human genetics, DNA structure and function, and from DNA to proteins; evolution; and neuropsychological bases for basic brain-behavior concepts involving structure and function of the nervous system, neural conduction and synaptic transmission, psycho-pharmacology, structure of the nervous system, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5B. CAN: PSY M10.

### PSY M03 -- 3 Units

#### Psychology of Interpersonal Relationships

Prerequisites: None

Class Hours: 3 lecture

Introduces psychological principles involved in human relationships. Combines experiential and theoretical approaches to increase awareness, understanding, and decision-making. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

### PSY M04 -- 3 Units

#### Child Psychology

Prerequisite: None

Class Hours: 3 lecture

Focuses on the basic principles of developmental psychology from conception through adolescence. For each stage of development, students will learn about the biological, physical, cognitive, emotional, social and linguistic aspects of development. Included are the influences of culture, family, society and the environment. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I.

### PSY M05 -- 3 Units

#### Social Psychology

Prerequisites: None

Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; long-term relationships; prosocial behavior; attitude formation and changes; and the nature of prejudice, aggression, and conformity. (Same course as SOC M05) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I, 4J.

### PSY M06 -- 3 Units

#### Introduction to Behavioral Research Methods

Prerequisites: PSY M01

Class Hours: 3 lecture

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental and single-participant research designs; and research ethics. Requires research study and manuscript using APA guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I. CAN: PSY 8.

### PSY M07 -- 3 Units

#### Developmental Psychology (Life Span)

Prerequisite: None

Class Hours: 3 Lecture

Introduces physical, emotional, cognitive, social, and cultural aspects of development from conception to death. Emphasizes normative behaviors and developmental stages over the life span. Reviews developmental theories and contemporary issues. Applies to Associate Degree. Transfer credit: CSU; UC (PSY M07 and CD M02 combined: maximum credit, one course). IGETC AREA 4I.

### PSY M08 -- 3 Units

#### Abnormal Psychology

Prerequisites: None

Class Hours: 3 lecture

Surveys field of abnormal behavior by reviewing patterns, causes, and history of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies; and prevention of behavioral disorders. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I.

### PSY M09 -- 3 Units

#### Introduction to Gerontology

Prerequisite: None

Class Hours: 3 Lecture

Introduces physical, psychological, sociological, and economic aspects of aging, applying theories to current issues and problems facing the older population. Provider approved by the California Board of Registered Nursing. Provider Number CEP2811 for 45 contact hours. (Same course as SOC M09.) Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course). IGETC AREA 4I, 4J.

### PSY M10 -- 3 Units

#### Dying and Death

Prerequisites: None

Class Hours: 3 lecture

Explores issues and decisions concerned with dying and death over the life span, including historical and cross-cultural perspectives, death socialization, medical ethics and the healthcare system, legal issues and afterlife concerns. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4I.

**PSY M11 – 3 Units****Psychology of Communication**

Prerequisite: None Class Hours: 3 lecture

Introduces open, honest, direct communication and behavior emphasizing perceptions and emotions, verbal and non-verbal communication, defense mechanisms, and conflict resolution. Examines problem areas and alternate behaviors; and explores how to express anger, change behavior, make requests, say “No,” cope with criticism, and resolve conflicts. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I.

**PSY M12 -- 3 Units****Animal Behavior**

Prerequisites: None Class Hours: 3 lecture

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. (Same course as ANSC M04) Applies to Associate Degree. Transfer credit: CSU

**PSY M12L -- 0.5 Unit  
Animal Behavior Lab**

Prerequisites: None Corequisite: PSY M12 or ANSC M04

Class Hours: 1.5 lab

Reinforces behavior modification and observational research through hands-on experience. Requires each student train a rat and conduct an observational research project on captive animals. (Same course as ANSC M04L) Applies to Associate Degree. Transfer credit: CSU

**PSY M13 -- 3 Units****Human Sexuality**

Prerequisites: None Class Hours: 3 lecture

Explores psychological, biological, and sociological aspects of human sexual behavior, including sexual values, roles and lifestyles. Includes contraception, pregnancy, sexually transmitted diseases, sexual dysfunctions and treatments. Presents course content in an explicit, open, scientific and thoughtful manner. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I.

**PSY M14 -- 3 Units****Cross-Cultural Psychology**

Prerequisite: None Class Hours: 3 lecture

Focuses on the impact of cultural and societal influences on the psychological development of ethnic groups. Integrates traditional theoretical approaches in psychology to current cross-cultural research and theory in the study of African Americans, American Indians, Asian Americans, and Latinos. Topics for analysis include: research methodology; identity formation and ethnicity; cognition and intelligence; language development; family and gender roles; psychological stressors; behavioral disorders and clinical assessment; cross-cultural counseling techniques; and prejudice, discrimination and stereotypes. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I.

**PSY M16 -- 3 Units****Personality Theories**

Prerequisites: None Class Hours: 3 lecture

Reviews the major concepts and methods of personality theories and how they relate to the development and formation of personality. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I.

**PSY M17 -- 3 Units****Psychology of Leisure, Recreation, and Sport**

Prerequisites: None Class Hours: 3 lecture

Introduces the topical areas of the psychology of leisure, recreation, and sport including history and foundations of the field, research methods, psychobiology of activity; uses activity for physical and mental health; activities across the life span; and the role of motivation, learning, information processing, attention, memory, and emotion in activity. Applies to Associate Degree. Transfer credit: CSU

**PSY M18 -- 3 Units****Educational Psychology**

Prerequisites: None Class Hours: 3 lecture

Explores and synthesizes basic psychological issues and theories involved in learning, instruction, and evaluation. Introduces student learning processes influenced by cognition, development, motivation, and individual differences; instructional methods for teaching subjects such as reading, writing, science, and mathematics; instruction of learning and thinking strategies; and assessment techniques for evaluating student performance. Applies to Associate Degree. Transfer credit: CSU

**PSY M19 – 3 Units****Cognitive Psychology**

Prerequisite: None Class Hours: 3 lecture

Introduces topics, theories, and research essential to the understanding of the human mind including how the mind works – the perception of people, events, and things; how and what is remembered; how information is mentally organized; and how mental information and resources allow people to make important decisions. Includes the study of gender and cross-cultural differences across the life span. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 4I.

**PSY M20 – 3 Units****Intimacy, Relationships, and Commitment**

Prerequisite: None Class Hours: 3 lecture

Explores theoretical, historical, cross-cultural, interdisciplinary, and personal perspectives of committed relationships, reviewing various perspectives on marriage and the family. Considers sex roles, socialization, sexuality, the single life, marriage, parenting, dual-career families, and conflicts in relationships, separation, divorce, remarriage, and alternative choices. (Same course as SOC M04.) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC Area 4I, 4J.

**PSY M22A/B -- 1 to 3 Units****Independent Studies in Psychology**

Prerequisites: A previous course in Psychology

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of psychology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**PSY M25 – 3 Units****Forensic Psychology**

Prerequisite: None Class Hours: 3 lecture

Assesses the roles and responsibilities of forensic psychology and forensic psychologists within the legal system. Among the topics explored are: the psychology of criminal behavior; psychological assessment and testing; selected techniques of forensic investigation; eyewitness identification procedures; interviewing, interrogations, and confessions; juvenile delinquency and justice; insanity and competency; psychology and the courts; psychology of the jury; trail consultation; and correctional psychology. Applies to Associate Degree. Transfer credit: CSU

**PSY M30 -- 3 Units**

**Psychological Aspects of Aging**

Prerequisite: None Class Hours: 3 lecture  
 Explores psychodynamic behaviors over the life span, focusing on the development and psychological needs of the aging adult as well as others' responses to these needs. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course).

**PSY M40 – 3 Units**

**Introduction to Industrial/Organizational & Human Factors Psychology**

Prerequisites: None Recommended Preparation: PSY M01/M01H  
 Class Hours: 3 lecture  
 Overview of the related fields of Industrial/Organizational Psychology and Human Factors Psychology. Focuses on applying psychological theories and principles to real world human/work systems. Representative topics include the psychological aspects of personnel selection, training, gender issues, multicultural issues, cross-cultural issues, psychological testing, motivation, group dynamics, leadership, organizational climate, job satisfaction, job design, safety, ergonomics, and human/system interaction. Applies to Associate Degree. Transfer credit: CSU

**PSY M60A-Z -- .05 TO 3 Units**

**Topics in Psychology**

Prerequisites: To be determined Class Hours: To be determined  
 Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Transfer Credit: determined by transfer institution.

**Developed topics include:**

**PSY M60A -- 1 Unit**

**Biofeedback: Theory and Technique**

Prerequisites: None Class Hours: 1 lecture  
 Introduces theory, research, and practical applications of biofeedback. Provides academic discussion as well as practical training on biofeedback equipment. Only offered credit/no-credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 15 contact hours. Applies to Associate Degree. Transfer credit: CSU.

**PSY M60C -- 3 Units**

**Altered States of Consciousness**

Prerequisites: None Class Hours: 3 lecture  
 Discusses the meaning of consciousness and related concepts. Topics include introspection; split-brain research; daydreaming and stream of consciousness; and altered states of sleep and dreaming, hypnosis, meditation, and drugs. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**PSY M60V -- 3 Units**

**The Vietnam War**

Prerequisites: None Class Hours: 3 lecture  
 Examines circumstances leading to American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and HUM M60) Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M80 -- 1 to 4 Units**

**Internship in Psychology**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline. Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**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 that 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.

**Dean**

Patricia Ewins, Phone (805) 378-1512

**Full-time Faculty**

Candace Larson, Al Miller

**Counselors**

Denice Avila, Don Henderson, Michael Johnson

**Degree in Radio/Television**

To earn an Associate in Arts Degree with a major in Radio/Television, students complete 29 specified units, plus General Education Degree Requirements. This program's varied curriculum provides introductory knowledge of broadcasting. Emphasis is possible through introductory specialization in such fields as broadcast journalism, production techniques, and advertising sales.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
RT M01.....Media and Society.....	3.0
RT M02A.....Television Studio Operation .....	3.0
RT M02B.....Digital Camera Production/Editing.....	3.0
RT M03A.....Television Production Workshop.....	3.0
RT M05.....Radio/Television Script Writing .....	3.0
RT M07A.....Audio Production.....	3.0
Choose 9 units from the following 3-Unit Courses.....	9.0
HUM M03.....History of Cinema I .....	3.0
HUM M04.....History of Cinema II .....	3.0
PHOT M01A.....Beginning Photography .....	3.0
RT M03B.....Television Directing and Editing.....	3.0
RT M07B.....Advanced Media Audio Production .....	3.0
RT M08.....Voice and Diction.....	3.0
RT M09.....Acting for Film and TV .....	3.0
RT M12.....Broadcast Journalism .....	3.0
<b>Total .....</b>	<b>29.0</b>

See General Education Degree Requirements and Transfer Information.

**Radio/TV Courses**

**RT M01 -- 3 Units**

**Media and Society**

Prerequisites: None Class Hours: 3 lecture  
 Surveys history and nature of print and electronic media in America, examining social, political and cultural implications. (Same course as JOUR M01) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4G. CAN: JOUR 4.

**RT M02A -- 3 Units**

**Television Studio Operation**

Prerequisites: None Class Hours: 2 lecture, 3 lab  
 Introduction to multiple camera production for television and multimedia applications. Provides basic operational skills and techniques through practical hands-on experiences in: directing, switching, scripting, lighting, sound and camera composition and operation. Applies to Associate Degree. Transfer credit: CSU

**RT M02B -- 3 Units****Digital Camera Production/Editing**

Prerequisites: None Recommended Preparation: RT M02A

Class Hours: 2 lecture, 3 lab

Introduces knowledge and skills for single camera production as well as aesthetics and technical techniques in video editing. Emphasis on shooting single camera, audio, lighting, editing and graphics as well as television product development. Provides extensive field production and pre- and post-production techniques. Applies to Associate Degree. Transfer credit: CSU

**RT M03A -- 3 Units****Television Production Workshop**

Prerequisites: RT M02B Class Hours: 2 lecture, 3 lab

Introduces intermediate-level work in production, including camera work, technical direction and lighting. Emphasizes creation of new program concepts and types. Requires producing an experimental TV program. Applies to Associate Degree. Transfer credit: CSU

**RT M03B -- 3 Units****Television Directing and Editing**

Prerequisites: RT M03A Class Hours: 2 lecture, 3 lab

Introduces advanced directing and editing skills appropriate for creating advanced level TV/Video productions. Emphasis on integration of studio and field production elements and extensive post-production activities. Requires producing variety of television programs. Applies to Associate Degree. Transfer credit: CSU

**RT M04 -- 2 Units****Digital Editing**

Prerequisites: RT M02B Class Hours: 2 lecture

Introduces theory and application of editing techniques using digital non-linear editing systems. Critical analysis of the editing process, editing complex scenes and creating visual effects. Introduction to editing system troubleshooting. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RT M05 -- 3 Units****Radio/Television Script Writing**

Prerequisites: ENGL M01A Class Hours: 3 lecture

Develops skills in the analysis and preparation of news, commercials, program formats, public service announcements, and dramatic scripts including situation comedy, made-for-television movie, continuing dramatic series, and theatrically released motion picture. (Same course as ENGL M05) Applies to Associate Degree. Transfer credit: CSU

**RT M07A -- 3 Units****Audio Production**

Prerequisites: Completion of or concurrent enrollment in RT M01

Class Hours: 2 lecture, 3 lab

Provides a basic knowledge of audio equipment used in typical radio, television, multimedia and dramatic productions, including: audio consoles, various digital audio recording equipment and digital audio workstations. Develops skills in announcing, basic writing, disk jockeying program production and direction, commercial production, interviewing techniques, station operations and live and recorded audio production for new media and theater. Applies to Associate Degree. Transfer credit: CSU

**RT M07B -- 3 Units****Advanced Media Audio Production**

Prerequisites: RT M07A Class Hours: 2 lecture, 3 lab

Provides an understanding of advanced audio equipment with focus upon digital audio workstations. Develops skills in the operation of digital audio equipment typically used in radio and television stations, multimedia, and theater applications. Prepares advanced students for entry-level positions in radio, television, multimedia and theater audio production. Applies to Associate Degree. Transfer credit: CSU

**RT M08 -- 3 Units****Voice and Diction**

Prerequisites: None Class Hours: 3 lecture

Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as THA M03 and SPCH M03) Transfer credit: CSU; UC. CAN: DRAM 6

**RT M09 -- 3 Units****Acting for Film and TV**

Prerequisites: None Class Hours: 2 lecture, 3 lab

Introduces techniques pertinent to film and television acting, including blocking, movement, rapid line learning, and use of microphones. Includes performance in student-directed films and television shows. May be taken four (4) times for credit. (Same course as THA M09) Applies to Associate Degree. Transfer credit: CSU; UC.

**RT M12 -- 3 Units****Broadcast Journalism**

Prerequisites: None Class Hours: 3 lecture

Provides advanced practice in preparation of radio and television newscasts. Develops interviewing skills. Includes writing original news copy and editing and rewriting wire service copy for on-air purposes. Requires use of remote recording equipment. (Same course as JOUR M12) Applies to Associate Degree. Transfer credit: CSU

**RT M18 -- 1.5 Units****Auditioning Techniques**

Prerequisite: None

Recommended Preparation: THA M02A or THA M09 or RT M09

Class Hours: 0.5 Lecture, 3 Lab

Provides training in various forms of audition for theatre, film, television and television commercials. Exercises in cold reading, and exercises that feature the improvised dramatization of interview situation will be emphasized. Includes instruction in the business aspects of being a working actor: preparing a resume, creating self promotional materials, seeking an agent, interviewing with industry professionals and interacting with other actors in audition situations. May be taken a total of 2 time(s) for credit. Required field trips. (Same course as THA M18.) Applies to Associate Degree. Transfer Credit: CSU

**RT M22A/B -- 1 to 3 Units****Independent Studies in Radio/Television**

Prerequisites: A previous course in Radio/Television

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of radio/television through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of six (6) units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**RT M60A-Z -- 1 to 3 Units****Topics in Radio/Television**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree. Transfer Credit: determined by transfer institution.

**RT M80 -- 1 to 4 Units**

**Internship in Radio/Television**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**Radiologic Technology**

The Associate Degree in Radiologic Technology (ADRT) is intended to develop the necessary knowledge and skill basic to the function of a Radiographer in performing diagnostic x-ray procedures in hospital or other health care settings.

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology (JRCERT) and by the California Department of Health. Contact information JRCERT: 20 North Wacker Dr., Suite 900, Chicago, ILL. 60606. 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.

**Dean**

Brenda Shubert, Phone (805) 378-1515

**Full-time Faculty**

Guadalupe Aldana, Robert Darwin

**Counselors**

Frank Bianchino, Danita Redd

**Application Procedure**

The application period for receipt of applicant information and transcripts by the Health Science counselors for Radiologic Technology is February 1 to March 15.

**Admission Requirements**

**STEP 1:** Qualifying Requirements: High school graduation or General Education Development (GED) Exam with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE).

**STEP 2:** Self Placement Assessment..... Units

MATH M01 .....Elementary Algebra or higher..... 5.0

ENGL M01A.....English Composition.....4.0

**STEP 3:** Prerequisites Courses for Application to the Radiologic Technology Program

**Required Courses.....Units**

\*ANAT M01 and \*PHSO M01.....9.0

General Anatomy and Human Physiology OR

ANPH M01 ..... 5.0

Intro to Human Anatomy/Physiology/Lab (For the AS Degree; this combined course may not be acceptable for transfer to some accepting institutions.)

HS M19.....Medical Terminology.....3.0

HS M16R .. Basic Skills for the Radiologic Technologist... 0.5

All courses in the Radiologic Technology major must be completed with a Grade of C or better.

STEP 4: Required general education courses These courses are necessary for the Associate Degree and must be completed prior to graduation.

**Course.....Units**

Physical Science - Course of choice .....	minimum 3.0
Fine or Performing Arts - Course of choice.....	3.0
American History & Institutions - Course of choice .....	3.0
Social and Behavior Science - Course of choice .....	3.0
*Humanities .....	3.0
*HS M17 Health Care Ethics or PHIL M02 Intro to Communication and Analytical Thinking - Course of choice	
**CIS M20 Intro to Computer (or higher) .....	1.5
Physical Education - Course of choice .....	1.5
**Req Computer Literacy Program Requirement	

**Enrollment Process**

• Upon meeting the qualifying requirements (Step 1) and the Prerequisite Science Courses (Step 3) with a C or better and an overall GPA of 2.5 or better, students may submit a Radiologic Technology application to a Health Science counselor from February 1 -March 15 of each year. All official College and High School transcripts must be submitted with the application.

• If there are more applicants than seats available in the program, there will be a random selection of qualified applicants. Each applicant will be assigned a number and placed on a waiting list. Each applicant's number will indicate his/her place in "LINE" to enter the program. Applicants are admitted to the program by number order.

• Alternates are 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.

• The Health Science Department will contact applicants regarding acceptance/admission.

• 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.

**\*Degree in Radiologic Technology**

To earn an Associate in Science Degree with a major in Radiologic Technology, students complete 63 units in the major, plus prerequisites and General Education Degree Requirements.

**Required Courses.....Units**

RADT M10A.....Intro to Radiologic Technology .....	2.0
RADT M10AL.....Intro to Radiologic Technology Lab I.....	2.5
RADT M10B.....Intro to Radiologic Technique .....	2.0
RADT M01A.....Radiographic Practice I .....	4.0
RADT M01AL.....Radiographic Clinical Lab I.....	2.5
RADT M01B.....Radiographic Technique I .....	4.0
RADT M01BL.....Radiographic Technique Lab I .....	1.0
RADT M11.....Radiography Skills Lab I.....	1.0
RADT M02A.....Radiographic Practice II.....	4.0
RADT M02AL.....Radiographic Clinical Lab II .....	2.5
RADT M02B.....Radiographic Technique II.....	3.0
RADT M02BL.....Radiographic Technique Lab II.....	1.0
RADT M12.....Radiography Skills Lab II .....	1.0
RADT M49.....Radiographic Practicum .....	4.5
RADT M15.....Venipuncture.....	1.0
RADT M03A.....Radiographic Fluoroscopy .....	1.0
RADT M03AL.....Radiographic Clinical Lab III .....	10.5
RADT M03B.....Radiographic Pathology .....	2.0
RADT M04A.....Advanced Radiographic Technique .....	2.0
RADT M04AL.....Radiographic Clinical Lab IV .....	10.5
RADT M14.....Radiography Film Critique .....	1.0
Total .....	63.0

\* For Spring 07 graduates refer to the 2003-2005 catalog graduation requirements.



## Program Requirements

After students have been admitted, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Radiologic Technology Health Appraisal form, which considers freedom from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubeola, Mumps, Rubella, Hepatitis B, Varicella, Two-Step TB
- Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to medical opinion of the college physician and to medical opinion or policy of hospitals or agencies used as clinical sites.
- Current Cardiopulmonary Resuscitation C for Health Care Providers certification, renewable every two years (either HS 18 or Red Cross Certificate: CPR for Professional Rescuer.)
- Criminal background check fee, paid by student and through an agency approved by the Health Sciences Department and before placement into a clinical site. The Health Science Department is unable to place students in clinical settings if they have a positive criminal background check. Therefore, the student will not be able to complete the required program of courses.

## Ethical Expectations

All students admitted to the Radiologic Technology 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.

## Pre-application to the American Registry for Radiologic Technologist (ARRT)

The conviction of a felony may prohibit licensure as a Radiologic Technology professional. Each case is reviewed and determined by the ARRT. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation. To obtain a pre-application, contact ARRT: (651) 687-0048 or at the website: [www.rrt.org](http://www.rrt.org)

## Performance Standards

The conviction of a felony may prohibit licensure as a Radiologic Technology professional. Each case is reviewed and determined by the ARRT. The Board considers the nature and severity of the offense, subsequent acts or crimes, compliance with the sanctions, and evidence of rehabilitation. To obtain a pre-application, contact ARRT: (651) 687-0048 or at the website: [www.rrt.org](http://www.rrt.org)

### Performance Standards

In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified Radiologic Technology applicants with disabilities. These performance standards, reflected in specific Radiologic Technology 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.

- Critical Thinking ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, and synthesizing data. Examples: identify cause and effect relationships in clinical situations.
- 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.

- Communication abilities sufficient for effective verbal and written interactions. Examples: Explain radiologic diagnostic treatment procedures, positioning instructions, document and interpret actions and client responses.
- Mobility physical abilities sufficient to move from room to room and maneuver in small spaces and reach overhead equipment. Examples: Move around X-Ray rooms, clients' rooms, x-ray equipment/machines, workspaces, and diagnostic/treatment areas; administer emergency/CPR procedures.
- Motor Skills gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate equipment, move and use equipment/machines; lift, position and transfer clients.
- Hearing ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
- Visual ability sufficient for observation and visual assessment in well lit and dimly lit areas. Examples: Observe client responses and changes in condition.
- Tactile ability sufficient for physical assessment and positioning. Examples: Perform palpation functions for positioning and determining anatomical landmarks.

## Travel Expectations

The clinical sites extend from northern Ventura County to eastern most 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.

## Program Completion

For successful completion of the Radiologic Technology program, a minimum grade of C (75%) is necessary in all courses required for the major.

## Program Costs

Costs incurred by Radiologic Technology students include, but are not limited to: Physical examination, immunizations, uniforms, books, travel to clinical sites, equipment, materials fees, radiation badge monitoring, Association dues, and examination application.

## Advanced Placement

Opportunities for advanced placement based on space are available to readmission applicants, Limited Permit X-Ray Technicians, graduates from foreign countries, and transfer students from accredited colleges or programs. Advanced Placement students must have an entrance interview with the Radiologic Technology faculty to review transferability of courses.

## Transfer for Bachelor of Science Degree Radiography Technology (BSRT)

Students wishing to apply for admission to a program leading to a Bachelor's Degree in Radiologic Technology may do the following:

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.

OR

Satisfy the transferable lower-division science and general education requirements and apply to a BSRT program. Major requirements for upper-division standing at California State University, Northridge, are ANAT M01; BIOL M01; CHEM M12; MATH M07; PHSO M01; PHYS M10A/10AL, M10B/10BL.

## Radiologic Technology Courses

### **RADT M01A -- 4 Units Radiographic Practice I**

Prerequisite: RADT M10A, RADT M10AL and RADT M10B

Corequisite: RADT M01AL and RADT M11

Class Hours: 4 lecture

Focuses on routine and trauma radiographic anatomy, positioning and procedures of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column. The course also includes pathologic indications that radiographers should be familiar with for each of the above anatomical areas. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M01AL – 2.5 Units Radiographic Clinical Lab I**

Prerequisite: RADT M10A, RADT M10AL and RADT M10B

Corequisite: RADT M01A and RADT M11

Class Hours: 7.5 lab

Introductory clinical laboratory that will provide an opportunity for practical application from RADT M10 and RADT M01A theory and skills lab content. This lab will take place in the radiology department of a pre-assigned clinical affiliate. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M01B -- 4 Units Radiographic Technique I**

Prerequisites: RADT M10A, RADT M10AL, RADT M10B

Corequisite: RADT M01A, RADT M01AL and RADT M01BL

Class Hours: 4 lecture

Covers function and manipulation of radiographic equipment for conventional radiographic systems as well as digital systems. Image quality and the technical factors needed for optimum image quality in conventional and digital systems are covered. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M01BL – 1 Unit Radiographic Technique Lab I**

Prerequisites: RADT M10A, RADT M10AL and RADT M10B

Corequisites: RADT M01A, RADT M01AL and RADT M01B

Class Hours: 3 lab

Provides basic knowledge in factors that govern and influence the production and recording of radiographic images. Class demonstrations and experiments are used to demonstrate application of theory learned in RADT M01B. Applies to Associate Degree. Transfer credit: CSU

### **RADT M02A -- 4 Units Radiographic Practice II**

Prerequisites: RADT M01A, RADT M01AL and RADT M11

Corequisite: RADT M02AL and RADT M12

Class Hours: 4 lecture

Focuses on fluoroscopic and contrast media procedures of the gastro-intestinal, urinary, and biliary tracts as well as contrast media procedures of the joints and spine. Content will focus on routine and trauma radiographic imaging of the skull, paranasal sinuses and facial bones and an introduction to angiographic and interventional procedures. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M02AL – 2.5 Units Radiographic Clinical Lab II**

Prerequisites: RADT M01A, RADT M01AL and RADT M11

Corequisite: RADT M02A and RADT M12

Class Hours: 7.5 lab

Introductory clinical laboratory that will provide an opportunity for practical application from RADT M01A and RADT M02A theory and skills lab content. This lab will take place in the radiology department of a pre-assigned clinical affiliate. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M02B -- 3 Units Radiographic Technique II**

Prerequisites: RADT M01B, RADT M01BL

Corequisite: RADT M02A, RADT M02AL and RADT M02BL

Class Hours: 3 lecture

Provides the student with the basic principles of radiation protection and radiobiology as well as State and Federal regulations for diagnostic uses of radiation. Includes problem solving, quality assurance and quality control, and automatic exposure control for conventional and digital systems. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M02BL – 1 Unit Radiographic Technique Lab II**

Prerequisites: RADT M01A, RADT M01AL and RADT M01B

Corequisites: RADT M02A, RADT M02AL and RADT M02B

Class Hours: 3 lab

Applies radiation health and safety requirements in the acquisition of a radiograph with optimum image quality. Class demonstrations and experiments are used to demonstrate application of theory learned in RADT M02B. Applies to Associate Degree. Transfer credit: CSU

### **RADT M03A -- 1 Units Introduction to Image-intensified Fluoroscopy**

Prerequisites: RADT M02A, RADT M02AL, RADT M02B and RADT M02BL

Corequisite: RADT M03AL, RADT M03B

Class Hours: 1 lecture

Covers the principles of fluoroscopic equipment including image formation, image recording and display. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M03AL – 10.5 Units Radiographic Clinical Lab III**

Prerequisites: RADT M02A, RADT M02AL and RADT M49

Corequisite: RADT M03A and RADT M03B

Class Hours: 31.5 lab

Intermediate clinical laboratory that will provide an opportunity for practical application from RADT M01A and RADT M02A 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. Applies to Associate Degree. Transfer credit: CSU

### **RADT M03B -- 2 Units Radiographic Pathology**

Prerequisites: RADT M01A and RADT M02A

Corequisite: RADT M03A, RADT M03AL

Class Hours: 2 lecture

Introduces the advanced radiography student to various types of disease processes seen radiographically. It covers the following systems: respiratory, digestive, genito-urinary, osseous, hepatobiliary, and nervous. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

### **RADT M04A -- 2 Units Advanced Radiographic Technique**

Prerequisites: RADT M03A and RADT M03B

Corequisite: RADT M04AL and RADT M14

Class Hours: 2 lecture

Introduces the advanced radiography student to advanced imaging specializations in the radiation science. Including an introduction to computed tomography, magnetic resonance and cross sectional anatomy as viewed under these modalities. May be taken two (2) times for credit. Fulfills the General Education Health Requirement for Associate Degree in Radiologic Technology. Applies to Associate Degree. Transfer credit: CSU

**RADT M04AL – 10.5 Units****Radiographic Clinical Lab IV**

Prerequisites: RADT M03A, RADT M03AL and RADT M03B

Corequisite: RADT M04A and RADT M14

Class Hours: 31.5 lab

An advanced clinical laboratory that will provide an opportunity for practical application from all of the previous radiography theory and lab content and will include rotations to observe in computer tomography, magnetic resonance, radiation therapy, ultrasound and special procedures. This lab will take place in an x-ray department of a pre-assigned clinical affiliate. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RADT M10A -- 2 Units****Introduction to Radiologic Technology**

Prerequisites: Admission to the Moorpark College Radiography Program and ANPH M01

Corequisite: RADT M10AL and RADT M10B

Class Hours: 2 lecture

Provides the new radiography student with entry-level information to begin clinical practice to a diverse client population in a radiology department. Will emphasize radiation protection, equipment manipulation and safety, darkroom technique, anatomy and positioning for chest and abdomen procedures and career options in Radiology. Applies to Associate Degree. Transfer credit: CSU

**RADT M10AL -- 2.5 Units****Introduction to Radiologic Technology Lab**

Prerequisites: Admission to the Moorpark College Radiography Program and ANPH M01

Corequisite: RADT M10A and RADT M10B

Class Hours: 7.5 lab

Permits the new radiography student to participate in a simulated radiography department setting in the on-campus Radiography skills lab. Participation will include darkroom procedures, equipment manipulation, radiation protection procedure, basic radiographic positions and projections positions and chest and abdomen anatomy and procedures. Applies to Associate Degree. Transfer credit: CSU

**RADT M10B – 2 Units****Introduction to Radiographic Technique**

Prerequisites: Admission to the Moorpark College Radiography Program

Corequisites: RADT M10A and RADT M10AL

Class Hours: 2 lecture

Provides a basic knowledge for radiographic equipment and design. It will cover different types of radiographic equipment, x-ray circuits and generators. Also covers basic atomic structure, electromagnetic spectrum and properties of x-rays. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RADT M11 -- 1 Unit****Radiographic Lab I**

Prerequisites: RADT M10A, RADT M10AL and RADT M10B

Corequisite: RADT M01A and RADT M01AL

Class Hours: 3 lab

Provides practical application of theory from RADT M01A through simulated clinical experiences in a radiography skills lab. Each student will practice positioning with a "mock patient" and make actual radiographs of an x-ray phantom. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RADT M12 -- 1 Unit****Radiographic Lab II**

Prerequisites: RADT M01A, RADT M01AL and RADT M11

Corequisite: RADT M02A and RADT M02AL

Class Hours: 3 lab

Provides an opportunity for practical applications of theory content from RADT M02A through simulated clinical experiences in a radiography skills lab. Each student will practice positioning with a "mock patient" and make radiographs of an x-ray phantom. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RADT M14 -- 1 Unit****Radiographic Film Critique Lab**

Prerequisites: RADT M03A and RADT M03AL

Corequisite: RADT M04A and RADT M04AL

Class Hours: 3 lab

Provides radiographic film critique to integrate clinical practice and classroom education. Evaluates technical errors on radiographs and review strategies for avoiding future errors. Provides simulated registry exam review and prepares student to take the American Registry of Radiologic Technologists (ARRT) exam. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RADT M15 -- 1 Unit****Venipuncture and ECG for Diagnostic Imaging**

Prerequisites: Certified Radiologic Technologist or RADT M02A

Class Hours: 0.5 lecture, 1.5 lab

Provides the student with the basic techniques to practice venipuncture in an upper extremity for the sole administration of contrast materials. Upon completion, the student will need to perform ten (10) venipunctures at a clinical site under the direct supervision of a physician in order to comply with state regulations and earn certification to perform venipuncture. Also contains an introduction to ECG, including, but not limited to, preparation for ECG, monitoring, normal and abnormal rhythms. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**RADT M22A/B -- 1 to 3 Units****Independent Studies in Radiography**

Prerequisites: A previous course in Radiologic Technology

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of radiologic technology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**RADT M49 -- 4.5 Units****Radiography Summer Practicum**

Prerequisites: RADT M03A/M03AL

Class Hours: 20 work experience

Clinical experience in a pre-assigned clinical affiliate. The main focus will be on the improvement of clinical skills of all previously learned radiological procedures in Level I rad tech courses. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

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**Recreation**

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**Dean**

Tim McGrath, Phone (805) 378-1445

**Counselors**

Donna Proske Allyn, Michael Johnson

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**Recreation Courses****REC M01 -- 3 Units****Programs and Leadership**

Prerequisites: None Class Hours: 3 lecture

Introduces the philosophies, organization, promotion and leadership of various types of recreation programs, agencies and organizations, emphasizing effective leadership techniques and program services. Applies to Associate Degree. Transfer credit: CSU. CAN: REC 4

**REC M10 -- 1.5 Units  
Outdoor Adventure**

Prerequisites: None  
 Recommended Preparation: Physical condition equal to challenges of these activities.  
 Class Hours: 1 lecture, 2 activity

Introduces students to lifelong activities in the outdoor environment from shore to sea. Activities will take place at wilderness sites in the central and southern California region. Each semester will focus on an environment and activities from a specific wilderness site. Participation in one or more outdoor skills such as camping, hiking, kayaking, backpacking, cross country skiing and other site specific activities will be covered during a class field trip. May be taken four (4) times for credit. Applies to Associate Degree. Transfer Credit: CSU

**Sign Language**

**Dean**

Inajane Nicklas, Phone (805) 378-1443

**Full-time Faculty**

Susan DeSantis

**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

**Sign Language Courses**

**SL M01 -- 3 Units  
American Sign Language I**

Prerequisites: None Class Hours: 3 lecture  
 An introductory course in the fundamentals of American Sign Language. Offers an introduction to the basic vocabulary and finger spelling systems necessary to facilitate communication in ASL and will focus on developing expressive and receptive signing skills. The technical aspect of Kinesthetic Linguistics includes an emphasis on syntactical structure and various linguistic components such as: grammatical features, semantics, lexical countenance and the psychosocial nuances of Deaf Culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 6A

**SL M02 -- 3 Units  
American Sign Language II**

Prerequisites: SL M01 Class Hours: 3 lecture  
 Introduces fundamentals of American Sign Language, including basic vocabulary and finger spelling. Emphasizes grammatical structure and comprehension. Explores deaf culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 6A.

**Social Sciences**

A major in Social Sciences explores a broad spectrum of courses that introduce the socio-cultural, economic, and political aspects of society. Completing this major satisfies much of the required liberal studies background for students who are planning to teach.

**Dean**

Al Nordquist, Phone (805) 378-1445

**Counselors**

Anitra Evans, Michael Johnson

**Degree in Social Science**

To earn an Associate in Science Degree with a major in Social Science, students complete 21 specified units, plus General Education Degree Requirements. Students can specialize in either Geography, History, Philosophy or Political Science.

<b>Required Courses</b> .....	<b>Units</b>
Units from Area A.....	12.0
Units from Area B.....	6.0
Units from Area C.....	3.0
<b>TOTAL</b> .....	<b>21.0</b>

- AREA A: Choose one 3-unit course from EACH of the following:
- Geography: GEOG M02, GEOG M03, GEOG M04 or GEOG M07.
  - Any History course, except HIST M22A/B, HIST M60 series or HIST M80.
  - Philosophy: PHIL M01, PHIL M02, PHIL M03, PHIL M04 or PHIL M06
  - Political Science: POLS M01, POLS M02, POLS M05.
- AREA B: Choose two 3-unit courses from one of the following, except M22A/B, the M60 series or M80:
- Geography: except GEOG M01, GEOG M05.
  - History
  - Philosophy
  - Political Science
- AREA C: Choose one 3-unit course from one of the options below:
1. One 3-unit course from Area B, except M22, M60 series or M80; be certain the course is outside of your degree emphasis.
  2. One 3-unit course from one of the following choices:
    - Anthropology: ANTH M02, ANTH M04
    - Psychology: PSY M01, PSY M05, PSY M07, PSY M14.
    - Sociology: SOC M01, SOC M02, SOC M05, SOC M06, SOC M08.
- See General Education Degree Requirements and Transfer Information.

**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.

**Dean**

Al Nordquist, Phone (805) 378-1445

**Full-time Faculty**

Cynthia Barnett, Linda McDill, Daniel Vieira

**Counselors**

Anitra Evans, Michael Johnson, Pam Kennedy-Luna, Ofelia Romero-Motlagh

**Sociology Courses**

**SOC M01 -- 3 Units  
Introduction to Sociology**

Prerequisite: None Class Hours: 3 lecture  
 Analyzes major theoretical constructs involving human interactions, cultural origins, community organization, collective behavior, social change, institutional growth, and social movements. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M01 and M01H combined: maximum credit, one course). IGETC AREA 4J. CAN: SOC 2;

**SOC M01H – 3 Units****Honors: Introduction to Sociology**

Prerequisite: None Class Hours: 3 lecture

Honors work in sociology analyzes major theoretical constructs involving human interactions, cultural origins, community organizations, collective behavior, social change, institutional growth, and social movements. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M01 and M01H combined: maximum credit, one course). IGETC AREA 4J.

**SOC M02 -- 3 Units****Social Problems**

Prerequisites: None Class Hours: 3 lecture

Analyzes causes and consequences of social problems confronting contemporary U.S. society, including inter-group conflict, sexism, racism, ageism, sexual deviance, poverty, crime, delinquency, substance abuse, cults (religious, political, psychological), terrorism, health and environmental degradation by examining methodology, skills and resources applied to solving social problems. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4J. CAN: SOC 4;

**SOC M03 -- 3 Units****Sociological Analysis**

Prerequisites: SOC M01 Class Hours: 3 lecture

Examines basic concepts supporting the scientific analysis of society and social institutions. Studies conceptualization, operationalization, hypothesis construction, sampling and sampling designs. Requires collection and analysis of field data. Applies to Associate Degree. Transfer credit: CSU; UC

**SOC M04 -- 3 Units****Intimacy, Relationships and Commitment**

Prerequisites: None Class Hours: 3 lecture

Explores theoretical, historical, cross-cultural, sociological and personal perspectives of committed relationships, reviewing various perspectives on marriage and the family. Considers sex roles, socialization, sexuality, the single life, marriage, parenting, dual-career families; and conflict in relationships, separation, divorce, remarriage, and alternative choices. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. (Same course as PSY M20) Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 4I, 4J. CAN: FCS 12.

**SOC M05 -- 3 Units****Social Psychology**

Prerequisites: None Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; long-term relationships; prosocial behavior; attitude formation and changes; and the nature of prejudice, aggression, and conformity. (Same course as PSY M05). Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4I, 4J.

**SOC M06 -- 3 Units****The Chicano in Contemporary Society**

Prerequisites: None Class Hours: 3 lecture

Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as CHST M01). Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C.

**SOC M08 -- 3 Units****Ethnic Relations**

Prerequisites: None Class Hours: 3 lecture

Examines discrimination and inequality within our society – a society that values equality, freedom, and justice. Explores the diversity in American society, the nature of relationships between racial and ethnic groups, the experiences within each group, and reviews how racial and ethnic experiences vary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4J

**SOC M09 – 3 Units****Introduction to Gerontology**

Prerequisite: None Corequisite: None

Class Hours: 3 lecture

Introduces physical, psychological, sociological, and economic aspect of aging, applying theories to current issues and problems facing the older population. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 FOR 60 contact hours. (Same course as PSY M09) Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course). IGETC AREA 4I, 4J.

**SOC M10 – 3 Units****Kaleidoscope of Gender**

Prerequisite: None Class Hours: 3 lecture

Investigates the diversity of men's and women's experiences in American society. Emphasizes the social and historical factors that shape relations between men and women. Explores feminine and masculine scholarship, American society's treatment of women compared to men, and examines the position of women and men in the family and in the community. Applies to Associate Degree. Transfer credit: CSU; UC (under review).

**SOC M15 -- 3 Units****Introduction to Criminology**

Prerequisites: None Class Hours: 3 lecture

Introduces the factors, concepts and theories, and characteristics associated with criminal behavior, crime, and victimology. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M15 and SOC M16 combined: maximum credit, one course). IGETC AREA 4I, 4J.

**SOC M16 -- 3 Units****Sociology of Deviant Behavior**

Prerequisites: None Class Hours: 3 lecture

Examines the various perspective, theories, and forms of sociological deviance, such as: alcohol and drug use, sexual, criminal, mental, religious, and suicidal. Provider approved by the California Board of Registered Nursing. Provider number CEP 2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M16 and SOC M15 combined: maximum credit, one course). IGETC AREA 4J.

**SOC M17 -- 3 Units****Sociology of Delinquency**

Prerequisites: None

Class Hours: 3 lecture

Introduces the sociological study of delinquency in society, focusing on definitions and forms of delinquency; measurement and theories and delinquency; roles of family, school, youth culture, violence, gangs, and drugs on delinquency; and correctional options for juvenile delinquents. Applies to Associate Degree. Transfer credit: CSU

### **SOC M22A/B -- 1 to 3 Units Independent Studies in Sociology**

Prerequisites: A previous course in Sociology

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of sociology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### **SOC M60A-Z -- 0.5 to 3 Units Topics in Sociology**

Prerequisites: To be determined

Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the Schedule of Classes. Transfer Credit: determined by transfer institution.

### **SOC M60A -- 3 Units Sociological Field Methods**

Prerequisites: Completion or concurrent enrollment in SOC M01 or SOC M02

Class Hours: 1 lecture, 6 lab

Expands knowledge of sociological theory through classroom and onsite involvement within governmental and/or social agencies. Transfer credit: CSU

### **SOC M60B – 3 Units Organized Crime and Terrorism**

Prerequisites: None

Recommended Preparation: SOC M15

Class Hours: 3 lecture

Analyzes the cultural and historical bases of organized crime and terrorism. Discussed are the social and theoretical background of the phenomena, the roles of culture and religion, and examples of organized criminal and terrorist activities. The social, legal, military, and criminal justice options in dealing with organized crime and terrorism are reviewed. Applies to Associate Degree. Transfer credit: CSU.

### **SOC M80 -- 1 to 4 Units Internship in Sociology**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

### **SOC M95 -- 3 Units Honors in Sociology: Social Inequality - Privilege and Poverty**

Prerequisites: One college-level course in Sociology with a grade of B or better.

Class Hours: 3 lecture

Investigates the unequal distribution of wealth, power, and prestige in societies. Compares and contrasts various types of stratification systems (caste, estate, and class) throughout the world, focusing on meaning, causes and consequences of social inequality in America. Examines who gets what and why in society. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4J.

## **Spanish**

A study of the Spanish language prepares specialists to work in areas such as anthropology, economics, political science, literature, and sociology. All languages have a multitude of career uses. These are some of the career possibilities: Translation/Interpretation, Journalism/Broadcasting, Linguistics, Diplomacy, Civil Service, Immigration/Naturalization, Customs, Intelligence/Law Enforcement, Banking/Finance, Sales, Manufacturing, Consulting, Imports/Exports, Administrative Services, Social Work, Travel Services, Health Services

### **Dean**

Inajane Nicklas, Phone (805) 378-1443

### **Full-time Faculty**

Grace Bodhaine, Raquel Olivera, Helga Winkler

### **Counselors**

Anitra Evans, Ofelia Romero-Motlagh

### **Degree in Spanish**

To earn an Associate in Arts Degree with a major in Spanish, students complete 18-19 specified units, plus General Education Degree Requirements (minimum total=60 units).

In addition to General Education Degree Requirements, complete one of the following Required Course Options.

#### **Required Course Options:**

##### **Option 1: Elementary Level**

*SPAN M02.....	Elementary Spanish I.....	5.0
SPAN M03.....	Intermediate Spanish I.....	5.0
SPAN M04.....	Intermediate Spanish II.....	5.0
Plus 1 course from Group A (3 units).		
*SPAN M06	Spanish for Spanish Speakers II.....	5.0
May be substituted for SPAN M02.		

##### **Option 2: Intermediate Level**

SPAN M03.....	Intermediate Spanish I.....	5.0
SPAN M04.....	Intermediate Spanish II.....	5.0
Plus 1 course from Group A (3 units) and a minimum of additional 6 units from Group A or B.		

##### **Option 3: Advanced Level**

SPAN M04.....	Intermediate Spanish II.....	5.0
Plus 1 course from Group A (3 units) and a minimum of additional 10 units from Group A or B		

**Note 1:** No credit will be given toward the AA degree for SPAN M01.

**Note 2:** One Spanish course (M02-M04) may be taken by Credit by Exam.

**Required additional courses:** Choose one course from Group A. Select any additional course or courses from Group A and/or Group B.

#### **Group A (Culture)**

CHST M01.....	The Chicano in Contemporary Society.....	3.0
CHST M02.....	Chicano Culture.....	3.0
CHST M03.....	Chicana Issues/La Mujer.....	3.0
CHST M04.....	History of Mexican Americans in the US.....	3.0
CHST M08.....	Political Patterns in the US.....	3.0
ENGL M30.....	Masterpieces of World Literature I.....	3.0
ENGL M31.....	Masterpieces of World Literature II.....	3.0
ENGL M45.....	Latino/a Literature.....	3.0
GEOG M03.....	World Regional Geography or.....	3.0
GEOG M03H.....	Honors: World Regional Geography.....	3.0
HIST M04.....	History of Mexican Americans in the U.S.....	3.0

HIST M09	Latin American History	3.0
HIST M14	Ethnicity and Gender	3.0
HUM M05	Contemporary Foreign Film	3.0
MUS M04	Survey of World Music or	3.0
MUS M04H	Honors: Survey of World Music	3.0
SOC M08	Ethnic Relations	3.0
SPAN M12	Spanish Civilization	3.0
<b>Group B (LANGUAGE)</b>		
FREN M01	Elementary French I	4.0
FREN M02	Elementary French II	4.0
FREN M03	Intermediate French I	4.0
FREN M04	Intermediate French II	4.0
GERM M01	Elementary German I	4.0
GERM M02	Elementary German II	4.0
GERM M03	Intermediate German I	4.0
GERM M04	Intermediate German II	4.0
HEB M01	Elementary Hebrew I	4.0
HEB M02	Elementary Hebrew II	4.0
ITAL M01	Elementary Italian I	4.0
ITAL M02	Elementary Italian II	4.0
ITAL M03	Intermediate Italian I	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
JAPN M03	Intermediate Japanese I	4.0
SL M01	American Sign Language I	3.0
SL M02	American Sign Language 2	3.0
SPAN M02	Elementary Spanish I	5.0
SPAN M03	Intermediate Spanish I	5.0
OR		
SPAN M03H	Honors: Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0
OR		
SPAN M04H	Honors: Intermediate Spanish II	5.0
SPAN M14	Spanish for Health Care Professionals	3.0
SPAN M32	Spanish for Public Employees	3.0
SPAN M41	Intermediate Conversational Spanish	3.0
SPAN M95	Honors: Reading in Hispanic Lit.	3.0

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Administration Building (805) 378-1551).

## Spanish Courses

### SPAN M01 -- 5 Units Elementary Spanish I

Prerequisites: None      Class Hours: 5 lecture, 1 lab as arranged  
Introduces Spanish language, culture, history and people, emphasizing speaking, listening, reading and writing skills. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M01 or SPAN M01A/B combined: maximum credit, 5 units). IGETC AREA 6A. CAN: SPAN 2, SPAN SEQ A (SPAN M01 + M02)

### SPAN M01A -- 3 Units

#### Elementary Spanish

Prerequisites: None      Class Hours: 3 lecture, 0.5 lab as arranged  
SPAN M01A covers first three fifths of SPAN M01. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. Requires individualized work in the lab each week. Cannot receive credit for SPAN M01A/B sequence and SPAN M01. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M01 or SPAN M01A/B combined: maximum credit, 5 units). Both SPAN M01A and M01B must be taken for credit to be given.

### SPAN M01B -- 2 Units

#### Elementary Spanish

Prerequisites: SPAN M01A or one year of high school Spanish  
Class Hours: 2 lecture; 0.5 lab as arranged  
SPAN M01B covers the second two fifths of SPAN M01. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking, reading and writing and to the unique nature of the people and their history. Requires individualized work in the lab each week. Cannot receive credit for SPAN M01A/B sequence and SPAN M01. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M01 or SPAN M01A/B combined: maximum credit, 5 units). Both SPAN M01A and M01B must be taken for credit to be given. IGETC AREA 6A.

### SPAN M02 -- 5 Units

#### Elementary Spanish II

Prerequisites: SPAN M01 or two years of high school Spanish (C or better)  
Class Hours: 5 lecture, 1 lab as arranged  
Further explores Spanish language and culture, emphasizing people and history as well as speaking, reading and writing proficiency. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREAS 3B, 6A. CAN: SPAN 4, SPAN SEQ A (SPAN M01 + M02).

### SPAN M02A -- 3 Units

#### Elementary Spanish

Prerequisites: SPAN M01 or two years high school Spanish  
Class Hours: 3 lecture, 0.5 lab as arranged  
Covers first three fifths of SPAN M02. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing Spanish and to the unique nature of the people and their history. Requires individualized work in the lab each week. Cannot receive credit for SPAN M02A/B sequence and SPAN M02. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC Area 3B, 6A (must be taken with SPAN M02B for certification)

### SPAN M02B -- 2 Units

#### Elementary Spanish

Prerequisites: SPAN M02A or two years of high school Spanish  
Class Hours: 2 lecture, 0.5 lab as arranged  
Covers the second two fifths of SPAN M02. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing and to the unique nature of the people and their history. Requires individualized work in the lab each week. Cannot receive credit for SPAN M02A/B sequence and SPAN M02. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC Area 3B, 6A (must be taken with SPAN M02A for certification)

### **SPAN M03 -- 5 Units** **Intermediate Spanish I**

Prerequisites: SPAN M02 or three years of high school Spanish  
Class Hours: 5 lecture, 1 lab as arranged  
Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M03 and SPAN M03H combined: maximum credit, one course). IGETC AREA 3B, 6A. CAN: SPAN 8, SPAN SEQ B (SPAN M03 + M04)..

### **SPAN M03H -- 5 Units** **Honors: Intermediate Spanish I**

Prerequisites: SPAN M02 or three years of high school Spanish with a grade of B or better

Class Hours: 5 lecture, 1 lab as arranged  
Provides honors work in Spanish literature. Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M03 and SPAN M03H combined: maximum credit, one course). IGETC AREA 3B, 6A. CAN: SPAN 8; SPAN SEQ B (SPAN M03 + M04).

### **SPAN M04 -- 5 Units** **Intermediate Spanish II**

Prerequisites: SPAN M03 or four years of high school Spanish  
Class Hours: 5 lecture, 1 lab as arranged  
Expands review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M04 and SPAN M04H combined: maximum credit, one course). IGETC AREA 3B, 6A. CAN: SPAN 10; SPAN SEQ B (SPAN M03 + M04).

### **SPAN M04H -- 5 Units** **Honors: Intermediate Spanish II**

Prerequisites: SPAN M03 or four years of high school Spanish with a grade of B or better

Class Hours: 5 lecture, 1 lab as arranged  
Provides honors work in Spanish literature. Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 75 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M04H and SPAN M04 combined: maximum credit, one course). IGETC AREA 3B, 6A. CAN: SPAN 10; SPAN SEQ B (SPAN M03 + M04).

### **SPAN M12 -- 3 Units** **Spanish Civilization**

Prerequisites: None      Class Hours: 3 lecture  
Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as HUM M12) Applies to Associate Degree. Transfer credit: CSU; UC

### **SPAN M22A/B -- 1 to 3 Units** **Independent Studies in Spanish**

Prerequisites: A previous course in Spanish  
Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of Spanish through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

### **SPAN M31A -- 3 Units** **Beginning Practical Spanish I**

Prerequisites: None      Class Hours: 3 lecture  
Provides basic understanding and use of Spanish in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

### **SPAN M31B -- 3 Units** **Beginning Practical Spanish II**

Prerequisites: SPAN M31A      Class Hours: 3 lecture  
Expands introduction and use of Spanish for non-native speakers, emphasizing intermediate grammar and principles of usage. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. May be taken two (2) times for credit. Applies to Associate Degree.

### **SPAN M31C -- 3 Units** **Beginning Practical Spanish III**

Prerequisites: SPAN M31B      Class Hours: 3 lecture  
Develops oral skills in Spanish to the advanced level for non-native speakers. Includes study of grammar and usage. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree.

### **SPAN M32 -- 3 Units** **Spanish for Public Employees**

Prerequisites: None  
Class Hours: 3 lecture  
Introduces basic communication skills for public employees functioning in bilingual situations. Emphasizes practical and instructional vocabulary. Adaptable to needs of student's job demands. Applies to Associate Degree.

### **SPAN M41 -- 3 Units** **Intermediate Conversational Spanish**

Prerequisites: SPAN M02      Class Hours: 3 lecture  
Develops oral skills while reviewing grammar and building vocabulary for intermediate non-native speakers. Discusses a variety of topics in Spanish. May be taken concurrently with SPAN M03 or SPAN M04. Applies to Associate Degree. Transfer credit: CSU; UC



**SPAN M80 -- 1 to 4 Units**

**Internship in Spanish**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

**SPAN M95 -- 3 Units**

**Honors in Spanish: Readings in Hispanic Literature**

Prerequisites: SPAN M02 (grade B or better) or two years of high school Spanish (grade B or better)  
Class Hours: 3 lecture

Recommended: Completion of SPAN M03 (grade B or better) or three years of high school Spanish (grade B or better) Introduces modern Hispanic/Spanish and Latin American literary texts and their historical, cultural, and theoretical contexts. Emphasizes critical reading and oral and written analysis of the literary works. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Course taught in Spanish. Applies to Associate Degree. Transfer credit: CSU, UC. IGETC AREA 3B

**Speech**

Speech is one of the most fundamental skills any student can acquire. Oral communication competence is the most highly prized and sought after skill in the professional world, and an indispensable requirement for succeeding in all academic disciplines. The Speech Department offers both theoretical and practical classes. The Department's award-winning Forensics Team puts these skills into action each semester.

**Dean**

Dean's Office Phone (805) 378-1408

**Full-time Faculty**

Charlene Arnold, Stephen Doyle, Jill McCall, Rolland Petrello, James Wyman

**Counselors**

Denice Avila, Anitra Evans, Michael Johnson

**Degree in Speech Communication**

To earn an Associate in Arts Degree with a major in Speech, students complete 28 specified units, plus General Education Degree Requirements. These courses parallel the undergraduate coursework students will need for a bachelors degree in speech at a four-year institution.

In addition to General Education Degree Requirements, complete the following:

<b>Required Courses.....</b>	<b>Units</b>
SPCH M01.....Introduction to Speech.....	3.0
SPCH M02.....Advanced Public Speaking.....	3.0
SPCH M04.....Interpersonal Communication.....	3.0
SPCH M05.....Oral Interpretation of Literature.....	3.0
SPCH M07.....Argumentation and Debate.....	3.0
SPCH M10A.....Forensics.....	2.0
SPCH M25.....Introduction to Rhetorical Criticism.....	3.0
Units from List of RECOMMENDED COURSES.....	8.0
<b>Total .....</b>	<b>28.0</b>

**Recommended Courses: Choose at least 8 units**

CIS M27.....Microsoft Power Point.....	1.5
SPCH M03.....Voice and Diction.....	3.0
SPCH M10B.....Forensics.....	2.0
SPCH M12.....Intercultural Communication.....	3.0
SPCH M16.....Readers' Theatre.....	3.0
SPCH M26.....Rhetoric of Popular Culture.....	3.0
SPCH M56.....Business and Professional Speech.....	3.0
See General Education Degree Requirements and Transfer Information.	

**Speech Courses**

**SPCH M01 -- 3 Units**

**Introduction to Speech**

Prerequisites: None Class Hours: 3 lecture  
Designed to prepare students to be effective oral communicators in a public speaking context through instruction in basic communication theory, appropriate delivery skills, common organizational patterns, and thorough research techniques. Also offers practical training in feedback and listening skills. Applies to Associate Degree. Transfer credit: CSU; UC (IGETC AREA 1C, CSU only). CAN: SPCH 4

**SPCH M02 -- 3 Units**

**Advanced Public Speaking**

Prerequisites: SPCH M01 Class Hours: 3 lecture  
Provides a further exploration into the principles of public speaking and the analysis of public discourse. Practical application of advanced principles of audience adaptation and ethics will be explored through the presentation of various types of persuasive speeches and situations. Applies to Associate Degree. Transfer credit: CSU; UC (IGETC AREA 1C, CSU only)

**SPCH M03 -- 3 Units**

**Voice and Diction**

Prerequisites: None Class Hours: 3 lecture  
Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as RT M08 and THA M03) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 6

**SPCH M04 -- 3 Units**

**Interpersonal Communication**

Prerequisite: None Class Hours: 3 lecture  
Provides an introduction to the dynamics of communication in one-to-one relationships, focusing on experience, behavior, and rules governing interpersonal contexts such as friendship, families, and employer-employee relations. Factors influencing communication are studied such as language, perception, non-verbal cues, listening, status and roles. Problems of communication are identified and explored through conflict resolution and problem solving techniques. Assertiveness and confidence in relating interpersonally through the communication process are studied. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPCH 8

**SPCH M05 -- 3 Units**

**Oral Interpretation of Literature**

Prerequisites: None Class Hours: 3 lecture  
A unique blend of speech and acting. Studies the principles of interpretation of literature from each of the major genres (prose, poetry, drama) as well as the techniques of performance. The study of literary craft is a vital part of this class. Students will evaluate, analyze, and perform selections from each of the major genres of literature. Applies to Associate Degree. Transfer credit: CSU; UC

**SPCH M07 -- 3 Units  
Argumentation and Debate**

Prerequisites: None Class Hours: 3 lecture  
 Introduces theory, methodology, and practice of critical listening, critical thinking and oral argument, including training in propositions, methods of analysis, stock issue policy analysis, evidence and proof, and cross-examination considerations. Examines types of debatable propositions, effective listening and note taking, research methodology, and delivery skills. Practices team and Lincoln/Douglas formats on class-selected topics and issues. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPCH 6

**SPCH M10A/B/C/D -- 2 Units  
Forensics**

Prerequisites: None Class Hours: 1 lecture, 3 lab  
 Provides training, rehearsal, practice and performance necessary to succeed as a competitive speech team. Emphasizes argumentation and debate, informative and persuasive speaking, and impromptu and extemporaneous speaking. Involves research and one-on-one interactive training. Requires participation in interscholastic competition or community speaker's bureau. Applies to Associate Degree. Transfer credit: CSU

**SPCH M12 -- 3 Units  
Intercultural Communications**

Prerequisite: None Class Hours: 3 lecture  
 Introduction to intercultural communication principles and processes; provides for the development of a more global communication perspective and greater appreciation of other cultures through increased awareness of and sensitivity to different cultural viewpoints influenced by variables including language, verbal/nonverbal communication, cultural values, perception, inferences, expectations and media impact. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4C.

**SPCH M16 -- 3 Units  
Readers' Theatre**

Prerequisites: None Class Hours: 3 lecture  
 A unique blend of speech and acting. Studies the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of performance. In groups, students will create, stage, and perform a reader's theatre incorporating each of the major genres of literature. (Same course as THA M16) Applies to Associate Degree. Transfer credit: CSU; UC

**SPCH M22A/B -- 1 to 3 Units  
Independent Studies in Speech**

Prerequisites: A previous course in speech Class Hours: 1 to 3 as arranged  
 Allows an independent project (approved by instructor and dean) to expand knowledge of speech through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of six (6) units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**SPCH M25 -- 3 Units  
Introduction to Rhetorical Criticism**

Prerequisites: ENGL M01A Class Hours: 3 lecture  
 Studies the principles of reasoning and rhetoric and their application to the analysis and evaluation of public discourse. Examines both the technique and the substance of discourse by exploring rhetorical strategies, quality of argument, quality of support for claims, use of language, fallacies, as well as the demands placed on the speaker by the audience. Also emphasizes the integration of critical thinking principles with techniques of effective written and spoken discourse. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 1B

**SPCH M26 -- 3 Units  
Rhetoric of Popular Culture**

Prerequisites: None Recommended Preparation: ENGL M01A  
 Class Hours: 3 lecture  
 Studies U.S. popular culture. Examines the role of popular culture in the U.S. as a mediator of cultural values and attitudes. Specifically evaluates popular cultural in advertising, film, television, sports, and politics. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3B

**SPCH M56 -- 3 Units  
Business and Professional Speech**

Prerequisite: None Class Hours: 3 lecture  
 Focuses on effective speaking skill needed in leadership positions, including an awareness of presentation techniques, group dynamics, argumentation and persuasion strategies, organizational structure, and interpersonal situations in the business environment. Builds on individual needs and interests. (Same course as BUS M56.) Applies to Associate Degree. Transfer credit: CSU

**SPCH M80 -- 1 to 4 Units  
Internship in Speech**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.  
 Class Hours: 3 to 33 work experience hours as arranged  
 Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Study Skills**

See Courses in College Strategies, Counseling, Essential Skills, and Learning Skills. Visit The Learning Center (TLC) in the Library

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**Television**

See Courses in Radio/Television

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**Theatre Arts**

Theatre Arts is a complex discipline that offers theoretical training and hands-on experience for students interested in careers in acting, directing, play writing, as well as light, set, sound, costume and makeup design, and technical theatre. Theatre Arts also helps all students enrich their appreciation of varying forms of art and enhances their abilities in communication and self-expression.

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**Dean**

Patricia Ewins, Phone (805) 378-1512

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**Full-time Faculty**

Katherine Lewis, John Loprieno

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**Counselor**

Denice Avila

## Degree and Certificate Options in Theatre Arts

### Associate Degree in Acting

Certificate in Acting (more than 18 units)

To earn a Certificate and/or an Associate in Arts Degree with a major in Acting, students complete 33 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
THA M01..... Intro to the Theatre .....	3.0
THA M02A..... Beginning Acting.....	3.5
THA M02B..... Intermediate Acting.....	3.5
THA M02C..... Advanced Acting I.....	3.5
THA M03..... Voice and Diction.....	3.0
THA M04..... History of the Theatre.....	3.0
THA M10..... Production and Performance.....	3.0
THA M18..... Auditioning Techniques .....	1.5
THA M20..... Stagecrafts.....	3.0
THA M24A..... Theatrical Costume and Makeup I.....	3.0
THA M02D..... Advanced Acting II.....	3.5
OR	
THA M09..... Acting for Film and TV.....	3.0
THA M14..... Improvisational Comedy.....	1.5
OR	
THA M17..... Free Dance/Improvisation I.....	1.5
<b>Total.....</b>	<b>34.5 or 35.0</b>

See General Education Degree Requirements and Transfer Information.

### Associate Degree in Directing

#### Certificate in Directing (more than 18 units)

To earn a Certificate and/or an Associate in Arts Degree with a major in Directing, students complete 33 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
THA M01..... Intro to the Theatre .....	3.0
THA M02A..... Beginning Acting.....	3.0
THA M04..... History of the Theatre.....	3.0
THA M10..... Production/Performance (taken twice).....	3.0/3.0
THA M15A..... Beginning Stage Direction .....	3.0
THA M15B..... Intermediate Stage Direction .....	3.0
THA M20..... Stagecrafts.....	3.0
THA M21A..... Play Writing .....	3.0
THA M23A..... Lighting Design I.....	3.0
THA M25A..... Scenic Design I.....	3.0
<b>Total .....</b>	<b>33.0</b>

See General Education Degree Requirements and Transfer Information.

### Associate Degree in Technical Theatre

#### Certificate in Technical Theatre (more than 18 units)

To earn a Certificate and/or an Associate in Arts Degree with a major in Technical Theatre, students complete 33 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses.....	Units
THA M01..... Intro to the Theatre .....	3.0
THA M04..... History of Theatre .....	3.0
THA M07A..... Audio Production.....	3.0
THA M11..... Theatre Production: Technical (2 x) .....	3.0/3.0
THA M20..... Stagecrafts.....	3.0

THA M23A..... Lighting Design I.....	3.0
THA M24A..... Theatrical Costume & Makeup I.....	3.0
THA M25A..... Scenic Design I.....	3.0
Any two of the following for 6.0 units:	
THA M23B..... Lighting Design	
THA M24B..... Theatrical Costume and Makeup II	
THA M25B..... Scenic Design II	
THA M26..... Scene Painting/Rendering	
<b>Total.....</b>	<b>33.0</b>

See General Education Degree Requirements and Transfer Information.

## Theatre Arts Courses

### THA M01 -- 3 Units

#### Introduction to Theatre

Prerequisite: None Class Hours: 3 lecture  
 Introduces theatre as an art form, emphasizing appreciation of its historical roots and its cultural significance. Develops critical thinking and writing skills pertinent to the analysis of dramatic performances. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC: AREA 3A. CAN: DRAM 18

### THA M02A -- 3.5 Units

#### Beginning Acting

Prerequisites: None Class Hours: 2 lecture, 4.5 lab  
 Introduces the art of acting, emphasizing exercises that develop individual insight, technique, and concentration. Focuses on improvisation. Includes some scene work. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 8

### THA M02B -- 3.5 Units

#### Intermediate Acting

Prerequisites: THA M02A or equivalent level of skill  
 Class Hours: 2 lecture, 4.5 lab  
 Introduces more intermediate acting techniques, emphasizing characterization through exercises in pantomime and improvisation. Includes practical experience with scenes from plays and work with stage movement. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 22

### THA M02C -- 3.5 Units

#### Advanced Acting I

Prerequisites: THA M02B or equivalent level of skill  
 Class Hours: 2 lecture, 4.5 lab  
 Introduces advanced acting techniques and characterization, refining timing, sense memory, and vocal styles. Requires performance in a variety of scenes from plays. Continues work with stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

### THA M02D -- 3.5 Units

#### Advanced Acting II

Prerequisites: THA M02C or equivalent level of skill  
 Class Hours: 2 lecture, 4.5 lab  
 Further expands characterization, emphasizing timing, vocal styles and sense memory. Requires performance in a variety of scenes from plays. Applies to Associate Degree. Transfer credit: CSU; UC

### THA M03 -- 3 Units

#### Voice and Diction

Prerequisites: None Class Hours: 3 lecture  
 Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as RT M08 and SPCH M03) Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 6

### **THA M04 -- 3 Units** **History of the Theatre**

Prerequisites: None                      Class Hours: 3 lecture  
Traces the development of the theatre from its earliest inception to the present.  
Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3A

### **THA M07A -- 3 Units** **Audio Production**

Prerequisite: None                      Class Hours: 2 lecture, 3 lab  
Provides a basic knowledge of audio equipment used in typical radio, television, multi-media and dramatic productions, including: audio consoles, various digital audio recording equipment and digital audio workstations. Develops skills in announcing, basic writing, disc jockeying, program production and direction, commercial production, interviewing techniques, station operations and live and recorded audio productions for new media and theater. (Same course as RT M07A) Applies to Associate Degree. Transfer credit: CSU

### **THA M09 -- 3 Units** **Acting for Film and TV**

Prerequisites: None                      Class Hours: 2 lecture, 3 lab  
Introduces techniques pertinent to film and television acting, including blocking, movement, rapid line learning, and use of microphones. Includes performance in student-directed films and television shows. May be taken four (4) times for credit. (Same course as RT M09) Applies to Associate Degree. Transfer credit: CSU; UC

### **THA M10 -- 3 Units** **Production and Performance**

Prerequisites: None                      Class Hours: 9 lab  
Provides credit for range of supervised activities relative to Moorpark College Theatre Arts productions. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### **THA M11 -- 3 Units** **Theatre Production: Technical**

Prerequisites: None                      Class Hours: 9 lab  
Provides supervised technical theatre assignments in support of a college production staged for public performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

### **THA M14 -- 1.5 Units** **Improvational Comedy**

Recommended Preparation: THA M02B  
Class Hours: 0.5 lecture, 3 lab  
Provides instruction in improvational and ensemble acting skills as well as the development of solo and group comedic material from improvisation. The course will culminate with a public performance of the material developed in class. Required field trips. May be taken four (4) times for credit. Applies to Associate Degree.

### **THA M15A -- 3 Units** **Beginning Stage Direction**

Prerequisites: THA M01 or THA M02A or THA M20  
Class Hours: 2 lecture, 3 lab  
Introduces art and craft of stage direction, including historical review. Includes practical experience directing scenes by major playwrights. Often coordinates activities with THA M02B/C/D. Applies to Associate Degree. Transfer credit: CSU; UC

### **THA M15B -- 3 Units** **Intermediate Stage Direction**

Prerequisites: THA M15A                      Class Hours: 2 lecture, 3 lab  
Continues study of the art and craft of stage direction, including practical experience through student productions. Coordinates activities with THA M02A/B/C. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAMA 12

### **THA M16 -- 3 Units** **Readers' Theatre**

Prerequisites: None                      Class Hours: 3 lecture  
A unique blend of speech and acting. Studies the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of performance. In groups, students will create, stage, and perform a reader's theatre incorporating each of the major genres of literature. (Same course as SPCH M16) Applies to Associate Degree. Transfer credit: CSU; UC

### **THA M17 -- 1.5 Units** **Free Dance/Improvisation I**

Prerequisites: None  
Recommended Preparation: Concurrent enrollment in a modern dance course  
Class Hours: 1 lecture, 2 lab  
Encourages joy of movement, allowing unique and creative expressions in dance. May be taken four (4) times for credit. (Same course as DANC M20A) Applies to Associate Degree. Transfer credit: CSU; UC

### **THA M18 -- 1.5 Units** **Auditioning Techniques**

Prerequisites: None  
Recommended Preparation: THA M02A or THA M09/RT M09  
Class Hours: 0.5 lecture, 3 lab  
Provides training in various forms of audition for theatre, film, television and television commercials. Exercises in cold reading, and exercises that feature the improvised dramatization of interview situations will be emphasized. Includes instruction in the business aspects of being a working actor: preparing a resume, creating self promotional materials, seeking an agent, interviewing with industry professionals and interacting with other actors in audition situations. Requires field trips. May be taken two (2) times for credit. (Same course as RT M18) Applies to Associate Degree. Transfer Credit: CSU

### **THA M20 -- 3 Units** **Stagecrafts**

Prerequisites: None                      Class Hours: 2 lecture, 3 lab  
Introduces theory and practice of set construction, emphasizing lighting and audio operations, painting, costuming, makeup, and special effects. Provides hands-on practice in all areas of performing arts production. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC CAN: DRAM 12

### **THA M21A -- 3 Units** **Play Writing**

Prerequisites: None  
Recommended Preparation: THA M02A, THA M15A, ENGL M01A  
Class Hours: 3 lecture  
Develops writing skills for the theatre with possible opportunity for production. (Same course as ENGL M25A) Applies to Associate Degree. Transfer credit: CSU

### **THA M21B -- 3 Units** **Play Writing**

Prerequisites: ENGL M25A or THA M21A  
Recommended Preparation: THA M02A, THA M15A, ENGL M01A  
Class Hours: 3 lecture  
Focuses on the development of advanced writing projects for the theatre, with the possible opportunity for production. (Same course as ENGL M25B) Applies to Associate Degree. Transfer credit: CSU

**THA M22A/B -- 1 to 3 Units  
Independent Studies in Theatre**

Prerequisites: A previous course in Theatre Arts

Class Hours: 1 to 3 as arranged

Allows an independent project (approved by instructor and dean) to expand knowledge of theatre arts through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; for UC, determined after admission.

**THA M23A -- 3 Units  
Lighting Design I**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the study of composition, control and instrumentation in theatrical lighting as well as the aesthetics of color, distribution, intensity and movement of light to create mood, time, location, and visibility. Emphasizes hanging, focusing and identifying stage lighting equipment as well as understanding the principles that underlie their design. Includes the basics of electricity. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M23B -- 3 Units  
Lighting Design II**

Prerequisites: THA M23A

Class Hours: 2 lecture, 3 lab

Focuses on the design aspect of stage lighting, developing a complete light plot and working schedule for a full-length play. Emphasizes projections and special effects. Includes practical application of computer software for lighting design and light plots. Provides hands-on experience through work on actual productions. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M24A -- 3 Units  
Theatrical Costume and Makeup I**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the design of period costume, including research on historical dress (appearance, construction, fabric) and application of this research, through analysis, to a particular play. Also introduces the design and application of theatrical makeup. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M24B -- 3 Units  
Theatrical Costum**

Class Hours: 2 lecture, 3 lab

Advanced hands-on training in costume design and construction, prosthetics, three dimensional makeup and mask construction. Applies to Associate Degree. Transfer credit: CSU

**THA M25A -- 3 Units  
Scenic Design I**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces stage scenery as an interpretive and collaborative art. Develops floor plans and drawing techniques, builds models, reviews drafting conventions, and executes painting and rendering techniques that are unique in designing for the stage. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M25B -- 3 Units  
Scenic Design II**

Prerequisites: THA M25A

Class Hours: 2 lecture, 3 lab

Explores advanced elements of scenic design, emphasizing creative and investigative work. Provides practical applications ranging from simplified drawings/paintings to more sophisticated concepts to demonstrate an understanding of design principles. Provides opportunity to design elements for actual productions. Introduces 3-D scenic studio programs, such as Virus Walk Through Pro. Applies to Associate Degree. Transfer credit: CSU, UC

**THA M26 -- 3 Units  
Scene Painting/Rendering**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces special painting techniques to transform scenery in an acting space into an appropriate and visually pleasing dramatic environment. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

**THA M52 -- 3 Units  
Children's Theatre**

Prerequisites: None

Recommended Preparation: DANC M20A or THA M17

Class Hours: 2 lecture, 4 activity

Offers practical experience in the rehearsal and performance of a children's theatre production. Includes both dramatic and movement-based components. May be taken four (4) times for credit. (Same course as DANC M52) Applies to Associate Degree. Transfer credit: CSU

**THA M80 -- 1 to 4 Units  
Internship in Theatre Arts**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline.

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

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**Urban Studies**

The college Urban Studies program has been integrated into Political Science (POLS M05 – Contemporary Urban Issues). This course satisfies Title V Constitution requirement and the California state and local government requirement.

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**Work Experience and  
Internships**

The Moorpark College Career Services Center coordinates the Work Experience and Internship Program, offering students two basic routes for receiving credit for on-the-job learning: General and Occupational Work Experience. These opportunities are provided in compliance with Title V Cooperative Work Experience Education regulations to ensure an effective learning experience for the students involved. The Center helps connect students to work experience opportunities made available through local business and industry, but students can also turn an existing job into a part of the program, if the work experience involves new or expanded learning. Contact the Career Services Center (located in Campus Center) with any questions or to apply: (805) 378-1536.

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**Dean**

Patricia Ewins, Phone (805) 378-1512

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**Basic Definitions and Guidelines**

General Work Experience provides on-the-job learning that develops effective work habits, attitudes, and behaviors that are applicable in most work environments. This emphasis builds on core competencies needed for career success and advancement that were initially identified in the Secretary's Commission on Acquiring Necessary Skills (SCANS) for the workplace and encourages the exploration of establishing an effective career/educational goal. Students sign-up for WEXP M10 to receive credit for their work, earning up to 6 units, with a 3-unit maximum enrollment per semester\*.

Occupational Work Experience connects actual classroom learning to targeted work experience opportunities in a field related to a student's stated educational major or career goal. Typically, students would sign-up for WEXP M20 to receive credit for this occupational work experience. Some programs (Child Development, EATM, Multi-media, for examples) have developed specialized relationships with area businesses, so coordinate Internships under the M80 course designation. These internships are closely related to the completion of department-specified course work and are advised by a faculty member in the discipline. With either option, the student's work experience is matched to identified interests and training needs. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester\*.

**Requirements:** To take advantage of the Work Experience and Internship Program, a student needs to be enrolled in at least seven units each semester, but that total can include the work experience course itself. The type of on-the-job learning being pursued (general, occupational, internship) determines how many total units can be earned in any given semester. Students must complete 60 hours of unpaid work or 75 hours of paid work for every unit earned. Students are matched to appropriate jobs and faculty supervisors through the Career Services Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester\*.

\*An Exception for One Semester: Over the summer (or over any one semester), students can earn more than the maximum units of work experience typically allowed any given semester. This exception requires that the student has completed at least seven units of college credit, is enrolled for the next semester of classes, and is taking no more than one class in addition to the work experience course during the current semester. If those special requirements are met, a student can earn a maximum of 6 units of general work experience or 8 units of occupational work experience in one semester. The same hours of unpaid vs. paid work is required to earn a unit.

**Support Courses:** The primary goal of the Work Experience and Internship Program is to maximize on-the-job learning for participating students. However, to truly be effective in a chosen field, students also need to develop techniques and skills that will help them search for jobs most effectively and to get the jobs they seek. To address these ongoing needs, several short, half-unit courses have been developed focusing on career trends, resume writing, and interviewing strategies.

## Work Experience Courses

### WEXP M10 -- 1 to 6 Units General Work Experience

Prerequisites: None                              Class Hours: 3-25, Other  
Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid jobs that need not be related to student's major or career goals. Both workplace supervisor and faculty advisor provide feedback and/or written evaluations. Requires orientation session, consultations with faculty supervisor, learning objectives that demonstrate new or expanded learning, and term paper or project. TITLE V Regulations: 1) Under the Parallel Plan the student must be taking a minimum of 7 units, which can include the work experience units, and can enroll in 1-3 units per semester; 2) Under the Alternate Plan the student must enroll in no more than one other course and can enroll in up to 6 units for one semester; and 3) The student can earn a maximum of 6 units of General Work Experience. Offered on a credit/no credit basis only. May be taken four (4) times for credit or until a total of 16-work experience units are earned. Applies to Associate Degree. Transfer credit: CSU

### WEXP M20 -- 1 to 8 Units Occupational Work Experience (Internship)

Prerequisites: None  
Corequisites: Enrollment in at least 7 college units, inclusive of this course  
Class Hours: 3 - 33 as arranged  
Provides on-the-job learning related to a career interest or major, under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Requires attending an orientation, developing three evaluated learning objectives, writing a summary report, and maintaining signed verification of worked hours. Also requires meeting at least twice with faculty advisor, who visits the work site, supervises the occupational work experience, and awards a grade. Requires 60 hours unpaid work or 75 hours paid work for each unit earned. May be taken a maximum of 4 times, not to exceed 16 units in combination with any other work experience/internship courses. (Same course as each disciplines M80.) Applies to Associate Degree. Transfer credit CSU, credit limitations. To take this course, contact the Career Services Center: Call (805) 378-1536.

### WEXP M30 -- 0.5 4 Units Service Learning

Prerequisites: None                              Class Hours: 1.5 to 16 Other  
Connects classroom and/or subject content with community service in a hands-on independent project. The individualized service-learning project will be designed to support coursework in a student's field of interest. The student will attend periodic planning and reflection sessions with others doing service-learning projects; complete a reflections journal on the project; and be provided with written evaluations by the instructor and community organization supervisor. Offered on a credit/no credit basis only. May be taken four (4) times for credit. Applies to Associate Degree.

### WEXP M31 -- 0.5 Unit Job and Career Readiness

Prerequisites: None                              Class Hours: 0.5 lecture  
Provides understanding of how to prepare for employment in order to achieve personal job or career goals, such as prioritizing goals, identifying key attributes that employers prize, developing an approach appropriate to goals, and self-management techniques that include building self-confidence, staying motivated, and managing stress. Will develop a professional action plan – a personalized, step-by-step employment preparation strategy. (Formerly WEXP M16) Applies to Associate Degree. Transfer credit: CSU

### WEXP M32 -- 0.5 Unit Work and Career Trends

Prerequisites: None                              Class Hours: 0.5 lecture  
Jobs and careers are changing daily, as new technologies, globalization, and the information economy change how and where we work. This seminar will look at these and other trends and forces, and determine what jobs and job skills are likely to be important in the future. Discussion of what skills to upgrade and learn. Also reviews labor data that anticipates the greatest job growth areas in the next few years. (Formerly WEXP M14) Applies to Associate Degree. Transfer credit: CSU

### WEXP M33 -- 0.5 Unit Job Search Electronically

Prerequisites: None                              Class Hours: 0.5 lecture  
Increasingly, companies are posting job openings and looking for employees online. Explore contemporary job searching techniques, including discovering the most effective job listing sites, how to narrow your search, how to research companies, where to post your resume, and how to submit your application and resume online. (Formerly WEXP M13) Applies to Associate Degree. Transfer credit: CSU

**WEXP M34 -- 0.5 Unit  
Professional Resumes**

Prerequisites: None

Class Hours: 0.5 lecture

Provides resume and cover letter writing information and practice in specific and/or general career areas according to contemporary trends in hiring. Includes functional, chronological, and combination resume styles and resumes for electronic format. Student will develop and write personal resumes and cover letters using different formats. (Formerly WEXP M12) Applies to Associate Degree. Transfer credit: CSU

**WEXP M35 -- 0.5 Unit**

Effective Interviews

Prerequisites: None

Class Hours: 0.5 lecture

Provides job interviewing information and practice in specific and/or general career areas. Includes current interviewing styles, sample questions, legal parameters, and appropriate dress, demeanor, and response. (Formerly WEXP M11) Applies to Associate Degree. Transfer credit: CSU

**WEXP M36 -- 0.5 Unit  
Strategies for Career Success**

Prerequisites: None

Class Hours: 0.5 lecture

Provides information on how to prepare for and achieve employment success, including understanding workplace culture and expectations, understanding and practicing workplace ethics, responding well to critical feedback, managing stress and conflict, and working within a team environment. (Formerly WEXP M15) Applies to Associate Degree. Transfer credit: CSU

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**Zoology**

See Courses in Biological Sciences







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# Campus Services

Moorpark College is a partner in every student's educational pursuit. If students succeed, we succeed. One of our main objectives in this partnership is to provide access to all the rules and regulations regarding course work as well as to all the special services that can help students do the best they can in their classes. To meet this objective, there are many Campus Services available. Moorpark College encourages all students to take advantage of all we have to offer.

## Matriculation

The primary goal of Matriculation is to assist all students in attaining academic success. The college and each individual student work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses. Within the Matriculation process both college and student responsibilities are defined.

### College responsibilities include:

**1. Admissions and Records** – provide an admissions and records process that will enable the college to collect state required information on students.

**2. Assessment** – provide an assessment process using multiple measures to determine students' academic readiness in English, Math, and English as a Second Language. [www.moorparkcollege.edu/access](http://www.moorparkcollege.edu/access)

**3. Orientation** – provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.

[www.moorparkcollege.edu/orient](http://www.moorparkcollege.edu/orient)

**4. Counseling/Advisement** – provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

**5. Follow-up** – establish an Early Alert process to monitor a student's progress and provide assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

*NOTE: Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.*

### Student responsibilities include:

1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in orientation, assessment, advisement groups and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their educational goals.

## Exemption Policy

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- Already have an Associate's or Bachelor's degree
- Are attending Moorpark College for personal enrichment
- Are enrolled only in non-credit community education courses
- Are taking classes only to upgrade job skills
- Are enrolled in apprenticeship or other special vocational education programs
- Are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor.

## Counseling Services

Counseling services are available on a day and evening basis to Moorpark College students. Through a coordinated guidance program, counselors assist students with academic planning and also in career and personal matters. Although any counselor can help any student, students often develop a working relationship with a particular counselor, since consistent contact and follow-up can maximize the counseling efforts. In addition, most counselors have a specified connection to specific majors. For more specific information log on-line at [www.moorparkcollege.edu/counsel](http://www.moorparkcollege.edu/counsel).

## 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 select appropriate classes, since they stay aware of any changes that may affect completion of majors, general education and/or transfer requirements. Counselors can help students select the best combination of courses to meet the lower division transfer requirements at the eventual transfer institution. Meeting regularly with a counselor helps ensure progress toward achieving an Associate Degree or Certificate of Achievement.

If a student has not selected a major field of study, they are encouraged to meet with a counselor to develop an educational plan and to identify a major.

Students may arrange for academic advising by making an appointment at the Counseling Office in the Administration Building or by phoning 378-1428. There is usually a counselor available at the counseling desk to help those students who stop by for immediate help.

## 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 and life planning. In addition, the college library maintains current written and audio-visual materials on local, state, and national job markets.

Students are encouraged to use the career resources in the Transfer/Career Center for computerized career assessments and research. Career Workshops, résumé assistance, and special events are also available. Individualized career counseling is available by appointment. Call: (805) 378-1536.

## Personal Counseling

Getting the maximum benefit out of going to college sometimes involves complications that influence all aspects of life, not just the academic arena. Students are encouraged to come to the counseling area where a professional counselor will be able to assist with any such non-academic concerns.

## Learning Services

Learning Services at Moorpark College are the focal point of campus-wide instructional support efforts. These services are distributed across the campus. The location and phone number for each service is noted below. Moorpark College encourages each student to take full advantage of these instructional support opportunities, since they often can help raise levels of academic success.

## ACCESS

### Accessibility Coordination Center & Educational Support Services

Moorpark College provides support services for all eligible students with special needs. Students with learning disabilities, attention deficit/hyperactivity disorder, psychological disabilities, vision, health, hearing, speech, acquired brain injury, or other documented disabilities, can find the services they require through ACCESS. Through ACCESS, students are assured of complete accessibility to the Moorpark College curriculum and facilities.

The ACCESS Center is located in the building to the right of the Campus Center. For more information, contact ACCESS by phone (805) 378-1461; TDD (805) 378-1461; Fax: (805) 378-1594. The Assistive Computer Technology Lab (ACT-Lab) is located in AA-132, or call (805) 378-1547.

### Appropriate Accommodations

Elevators, ramps, handrails, and automatic doors assure physical accessibility to all buildings. Reasonable and appropriate academic accommodations assure equal accessibility, for all students, to the college curriculum and programs. Moorpark College is fully compliant with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. Students with questions or concerns regarding accessibility can contact ACCESS directly at (805) 378-1461. The Moorpark College ADA/504 Facilitator is the Executive Vice President and can be reached at (805) 378-1403.

For students experiencing difficulty with an academic program, ACCESS has a team of Learning Disability Specialists and technicians that can provide testing to determine eligibility to receive services as a student with a learning disability. Testing results are discussed with the student and accommodations and study strategies are then suggested.

Through ACCESS, Learning Skills Classes in personal and scholastic development, writing, reading, math and study strategies (below collegiate level) are offered to assist students needing additional preparation for college-level coursework. These courses are available to all Moorpark College students.

The ACCESS Assistive Computer Technology Lab (ACT-Lab) provides computer access and instruction for students with special needs. Assistive hardware devices, software, and specialized courses are available. These include speech recognition dictation, screen enlargement, print magnification, screen reader, and scan and read (text to speech) systems. A variety of input devices to accommodate the needs of students with physical limitations are provided.

The ACT-Lab offers a variety of computer classes available to all Moorpark College students as well as individualized computer-aided instruction to help develop skills in reading, critical thinking, vocabulary development, grammar and usage, spelling, and mathematics. Multimedia reference materials and Internet access are available to assist ACCESS students in research.

## Services Available through ACCESS

- ASL Interpreters and Real-time Captioning
- Specialized Tutoring
- Note Taking
- Classroom Accommodations
- Testing Accommodations
- Registration Assistance
- Readers and Scribes
- Accessible Parking
- Alternate Media Formats
- Academic & Career Advisement
- Assistive equipment
- Texts-on-Tape
- Computer Access and Training

## The Language Lab

Moorpark College offers coursework in Spanish, French, German, Hebrew, Italian, English as a Second Language, Sign Language and Japanese. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (LLR 305) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. The Language Lab is equipped with computers that have software for practice in the target language and access to the Internet for extended investigation into language and culture. Help is available from qualified staff members. For more information, call (805) 378-1400, ext. 1671.

## The Learning Center (TLC)

The Learning Center is located on the third floor of the Library/Learning Resources building (LLR-322) and provides academic support services for Moorpark College students.

Academic Support Services are provided in English, ESL, languages, math, science, study skills, and a variety of subjects.

### Services Include:

**Tutoring (Free)** - Individual and group tutoring in a variety of subjects is available to any currently enrolled student. The tutors are well-qualified student peers who have been identified by their professors for their mastery of the course material and have been appropriately trained in tutoring techniques. Drop by LLR 322 for additional information and tutor schedules.

**Academic Resource Help Desk** - Educational CDs, DVDs, VHS tapes are available for checkout. Computer support software is available for student use in The Learning Center or on the Internet. The subjects include English, ESL, languages, math, science, study skills, and a variety of subjects.

**Supplemental Instruction** - This is a special tutoring program where student leaders conduct weekly review sessions for certain academic classes. For additional information on all services please call (805) 378-1556 or stop by LLR 322. TLC is open weekdays, evenings and Saturday. Call for specific hours.

## Library

The Moorpark College Library occupies the second and third floors of the centrally-located Library/Learning Resources building. The collection and facilities are designed to meet the curriculum needs of the college community. Faculty librarians are available to assist students with research projects and to provide instruction in the use of library resources.

**Hours and Website** - The library is open weekdays, evenings and Saturday. Please call the Checkout Desk at 378-1450 to verify current hours. The library's website is available at [library.moorparkcollege.edu](http://library.moorparkcollege.edu).

### The Collection

The library collection includes approximately 72,000 books and more than 300 periodical subscriptions. The collection also includes electronic resources, microfilm, CDs, audiotapes, and videotapes. Library materials can be located by using the library's catalog, which is available on the Internet and can be accessed via the library's website by selecting the button "Search Library Catalog." Electronic resources, including newspaper and magazine articles, as well as scholarly journal articles and literary criticism, are available from the library's website by selecting the button "Electronic Resources." Most electronic articles can be printed or emailed.

### Internet Services

**Reference services** - The library's Reference Desk is staffed by faculty librarians. Students may consult with librarians for assistance and instruction in using library resources. Librarians will also provide instructional sessions to classes at the instructor's request. For more information, please call the Reference Desk at 378-1472.

**Checkout privileges** - The library is open to everyone; however, in order to borrow materials, you must be a registered Moorpark College student or an employee at the College. Free student library cards are issued at the Checkout Desk upon presentation of picture identification. Students are asked to have no more than five items checked out at one time. The loan period for most materials is two weeks. Reference books and periodicals cannot be checked out.

**Computers and printing** - There are computers in the library which students may use to access the Internet and the library's electronic resources. Computers in the library orientation room include Microsoft Office software. Use of the computers is free, but there is a \$0.10 per page charge for printing.

**Study areas** - Tables, individual study carrels, and group study rooms are available on the second and third floors of the Library/Learning Resources building. Selected carrels and study rooms contain television monitors and DVD/VHS players for viewing audiovisual resources. Headphones are available at the Checkout Desk.

**Photocopies** - Photocopiers are available on the second and third floors of the Library/Learning Resource building. Copies are \$0.10 per page and may be transacted using cash, change, or copy cards.

**Reserve materials** - Reserve materials are kept behind the Checkout Desk. Instructors often put materials "on reserve" in the library and designate their use for a limited period of time. Materials may be requested by the Instructor's last name.

**Interlibrary Loan** - Interlibrary loan services are available to library card holders. Should the library not have adequate materials for a student's research, the library may borrow materials from other institutions. If you wish to use interlibrary loan, please consult a reference librarian.

### Open Access Computer Labs

The Open Access Computer Lab is located in the Library/Learning Resources building. Any enrolled student can work here on projects for class, whether those involve prescribed assignments by each instructor utilizing special software or more generic activities such as conducting internet research or word processing.

Limited Assistive Technology is also available for students with special needs.

### Use of the Internet While on Campus

The access is provided to enable students to complete educational pursuits in conjunction with class assignments and general research.

It is expected that all campus internet users will act in an ethical and lawful manner. All users need to adhere to the following rules:

1. Comply with the guidelines for acceptable use of networks or services which are accessed.
2. Do not attempt to gain access to resources which require specialized authorization. The College will not assume financial responsibility for unauthorized internet-related expenditures.
3. Do not make any harassing, inflammatory or profane remarks using the Internet.
4. Do not create a personal link to any Moorpark College home page, and do not represent the College in any personal pages.
5. Do not install software or use unapproved software.
6. Do not violate any federal or state laws, including copyright laws.
7. When downloading information from the Internet, do not store that data on the hard drive—any data found there will be deleted.

**Privacy on the Internet** - Be aware that any electronic mail sent or received over the Internet is not truly private. The College reserves the right to monitor and access any information sent or received via the college-provided access to the Internet.

**General Responsibility** - Through the Internet, Moorpark College provides access to public and private networks and sites, which furnish electronic mail, information services, bulletin boards, conferences, etc. Be advised that the College does not assume any responsibility for the contents of any of these outside networks.

**The Assistive Computer Technology Lab** - (ACT-Lab, AA-132) uses assistive computer technology to give students with varying physical and learning abilities educational access to computers. For example, special hardware and software provide computer access for blind and deaf students. Special skills development software is also available for students with acquired brain and learning disabilities. Individualized and small class instruction is also provided. For more information, call (805) 378-1547.

### Support Services

#### Child Development Center

The Moorpark College Child Development Center is a nationally accredited developmentally appropriate program with a curriculum designed for children from the ages of 2 years 9 months to 5 years old. This facility is located on campus in the Applied Arts Building (AA-142). The Center provides care for children of registered students, staff/faculty and community. Space is limited. For a fee, schedules may be arranged for a **MINIMUM** of 2 half-day sessions to a maximum of 5 half-day sessions. Arrangements can be made for extended care in the early morning, over lunch time and in the early afternoon. Because space is very limited, students need to complete an application well in advance of each current semester. For more information, call (805) 378-1401.

## 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 EOPS Program is staffed with a coordinator, a counselor, a secretary, a recruiter, and peer advisors, all of whom are dedicated to the program's goals: motivating economically and socially disadvantaged students to pursue higher education at Moorpark College and assisting them in transferring to a four-year college or university.

### EOPS Support Services

- Academic Advisement and Assessment
- Counseling
- Educational Plans
- Early Registration
- Book Vouchers
- Photo ID's
- Tutoring Referrals
- Job Placement Referrals
- Health Services Referrals
- Transfer Assistance
- EOPS Scholarship
- Open Computer Lab
- Calculators and Recorders

### EOPS Eligibility Criteria

1. Be a California resident.
2. Be a full-time student.
3. Have completed no more than 70 units of college course work.
4. Meet EOPS income criteria in one of the following ways:

- **If unemployed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "A"). To be eligible to receive a BOGW "A" waiver, a student, at the time of enrollment, must be a recipient of TANF/CAL WORKS (Temporary Assistance to Needy Families) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance; or have a certificate from the California Department of Veteran Affairs stating eligibility for Deceased/Disabled Veteran's Department Fee Waiver.

- **If employed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "B"). To be eligible to receive a BOGW "B," a student's total family income for last year, including taxable and nontaxable income, cannot exceed \$13,965 for a family of 1; \$18,735 for a family of 2; \$23,505 for a family of 3; or \$28,275 for a family of 4. Families larger than 4, add \$4,770 for each additional dependent.

5. Meet only **one** of the following EOPS educational conditions:
  - Non-high school graduate.
  - High School G.P.A. below 2.50
  - Been previously enrolled in remedial courses
  - Not eligible to enroll in MATH M03
  - Not eligible to enroll in ENGL M02
  - First generation college student
  - Member of an underrepresented group

### EOPS Application Procedure

1. Apply for a Board of Governor's Fee Waiver (BOGW) and/or apply for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center (Student Services Building).
2. Apply for the EOPS Program by filling out the EOPS application and student mutual contract.
3. Make an appointment to see an EOPS counselor.
4. Provide proof of family income. A copy of Federal Income Tax return is required in order to document parent's taxable income. If any income is derived from non-taxable income, a verification form or statement is required.

### Maintaining Eligibility

In order to remain eligible for the EOPS program, each EOPS student must be making normal progress towards a goal, certificate, or degree as determined by the college, with a satisfactory average of a "C" or better for each semester. EACH EOPS STUDENT IS REQUIRED TO MEET THREE TIMES PER SEMESTER WITH HIS/HER EOPS COUNSELOR FOR ACADEMIC ADVISEMENT AND PLANNING.

For further information about the EOPS Program or its other services, such as the CARE academic support services program or EOPS-sponsored campus tours, call (805) 378-1464. [www.moorparkcollege.edu/eops](http://www.moorparkcollege.edu/eops).

## Financial Aid

Moorpark College believes that no student should be denied access to the educational experience because of lack of funds. Financial Aid's basic goal is to make funds available to students in need in an equitable manner, following closely regulated state and federal laws.

### Eligibility

Eligibility for financial aid is determined by a Department of Education-approved 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.

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 1998, emphasizing 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.

For some programs, financial aid eligibility requires a minimum of six (6) units of enrollment each semester. Continued eligibility requires successful completion of contracted units with a cumulative grade point average of 2.0 or above. Refer to the Financial Aid Satisfactory Academic Progress Standard located in the Financial Aid Office. Students interested in applying for financial aid should visit the Financial Aid Office to obtain an application and detailed instructions. For more information or to make an appointment, call (805) 378-1462 or visit the Financial Aid website: [www.moorparkcollege.edu/finaid](http://www.moorparkcollege.edu/finaid).

## Types of Aid Available

### Board of Governor's Fee Waiver (BOGW):

The BOGW waives the enrollment and health fees if you are a California resident. You are eligible to receive a BOGW if you meet one of the following criteria:

BOGW A: Are currently receiving benefits from TANF/CAL WORKS, SSI/SSP, General Assistance.

BOGW B: Meet certain income standards (standards available in the Financial Aid Office or in the Schedule of Classes).

BOGW C: Have applied for financial aid through the FAFSA (Fee Application for Federal Student Aid) and our application shows you have "financial need".

**Federal Pell Grant:** The Pell Grant program is an entitlement program that is based on financial eligibility and enrollment status. Grants range from \$200 - \$4,050 per academic year.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent upon availability of funds and awarded to students with the greatest financial need. Grants range from \$100 - \$600 per academic year.

## Campus Services

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**Federal Work Study (FWS):** FWS is a self-help program that provides part-time employment (on campus). FWS is a campus-based program. Awards are based on need and contingent on availability of funds. Grants range from \$500 - \$3,000 per academic year.

**Federal Family Educational Loan Program:** Loans allow students to defer costs by borrowing money while in school and repaying it with interest. Loans may be need based and non-need based student loans. Mandatory entrance and exit counseling is required. Loans bear a variable interest capped at 8.25 percent on the unpaid balance. No interest is charged 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.

**Parent Loan for Undergraduate Students (PLUS):** Parents of dependent undergraduate students may borrow up to the student's cost of attendance minus any other aid.

**State Cal Grants:** Cal Grants are administered by the California Student Aid Commission.

Cal Grant A: Cal Grant A awards help middle and low-income students with tuition and fees at a four-year college. Students that receive a Cal Grant A but choose to attend a community college first can reserve their award for up to two years until they transfer.

Cal Grant B: Cal Grant B helps low-income students. Awards at the community college are limited to assistance with living expenses, books, supplies, and transportation. Maximum award is \$1551 per academic year.

Cal Grant C: Cal Grant C is awarded to students enrolled in vocational/technical programs not to exceed two years. This award helps with books, tools, and equipment. Maximum award is \$576 per year.

**Return of Title IV Funds:** Federal regulations state that any student who receives a federal GRANT or LOAN (or both) and then WITHDRAWS from all classes will OWE money back to the Federal Student Financial Aid Program.

If you are thinking withdrawing or just leaving. . . please, think again. Maybe there are services like tutoring or personal support that will enable you to stay. Perhaps you can stay, but take fewer courses.

If you must withdraw, contact the Financial Aid Office immediately. Remember, it will affect your satisfactory academic progress and may jeopardize future financial aid eligibility at any institution. NO EXCEPTIONS!

### Health Services

The Student Health Center, located in the Administration Building, is dedicated to helping each student realize and maintain the highest degree of physical, social, and emotional health possible. The student health fee gives students full access to a registered nurse daily and during evening hours as well as to specialized health services. The registered nurse provides health counseling and referral, various health screenings, and immunizations. The Self-Care Center provides over the counter medication and self-care information for immediate needs. Confidential and non-punitive help is available as well for health problems resulting from drug-use and other addictive behaviors. For more information than what is provided below, call (805) 378-1413.

### Accidents and Insurance

College-related student accidents need to be reported within 72 hours of occurrence. It is the student's responsibility to report the accident to an instructor, college trainer, or directly to the Student Health Center. All student accident reports and insurance claims are processed through the Health Center. The Student Health Center will help students complete accident report and insurance claims and will answer any questions. Optional Health Insurance and

Optional Dental Insurance applications are available. Ask for details at the Student Health Center (in the Administration Building).

### Scholarships

The Moorpark College Scholarship Office is provided in conjunction with Student Activities. This Office maintains a list of scholarships available for returning and transferring students, providing the necessary application materials. Eligibility for scholarships depends on a number of criteria, including but not limited to scholastic achievement, financial need, and field of study. All students are encouraged to check scholarship opportunities. For more information, call (805) 378-1434.

### Student Services

Moorpark College offers coursework in Spanish, French, German, Hebrew, Italian, Sign Language, Japanese, and English as a Second Language. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (LLR305) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. Additionally, the new computer lab has other software for practice in target language and access to the internet for extended investigation into language and culture. Help is available from qualified staff members. For more information, call (805) 378-1400 ext. 1671,

### Transfer/Career Center: Transfer Services

Moorpark College offers assistance to those students who wish to transfer to four-year colleges and universities as well as to those who need to identify a major.

#### **Transfer Services activities include:**

- Scheduling and coordination of all four-year representatives' visits including Transfer Days;
- Workshops offered throughout the year on a variety of topics related to transfer, careers, and college success;
- Assistance with university admissions and financial aid paperwork; Coordinate guaranteed transfer programs;
- Assistance with reference materials including catalogs, articulation agreements, campus videos, and computerized career information;
- Monthly publication of a campus calendar that indicates planned activities, university representative visits, and important deadlines;
- Clarification of and assistance with guaranteed transfer agreements with CSUN, CSUCI, UC Riverside, UC Santa Cruz, CSU San Bernardino, and UC Davis.

Moorpark College Transfer Services can assist students seeking an advanced degree in a smooth and successful transition to a four-year college or university. The Center can also help students uncertain about their educational plans see the opportunities available through the pursuit of higher education. For more information, call (805) 378-1551. [www.moorparkcollege.edu/transfer](http://www.moorparkcollege.edu/transfer).

#### **ASSIST: A Link to Transfer Information**

ASSIST is a computerized transfer information system that can be accessed online from any computer, including those available for use in the Transfer Center. This system reports how course credits earned at one California college or university can be applied when transferred to another. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer in California. Questions about ASSIST or how it works can be answered in the Transfer Center (Admin. Bldg). Stop by for a virtual tour. ASSIST can be accessed online at [www.assist.org](http://www.assist.org).

## Other Services

### Transfer/Career Center: Career Services

The Transfer/Career Center is located in the Administration Building. Career Services provides computerized career exploration and assessments, helps with developing resumes and cover letters, and posts job and internship opportunities. Stop by to explore a range of career options and to determine a realistic pathway to achieving career goals. Transfer Services is open week days and at least one evening. Appointments are available. Call (805) 378-1536 for more information or to verify hours.

### Bookstore

The Moorpark College Raider Bookstore, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore also stocks a variety of goods and sundries most used by students. Used textbooks, although in limited quantities, can be purchased at significant savings. Students may return books purchased for the semester, provided they follow a clearly specified policy which is well publicized. In addition, there are book buy-back periods offered during Finals, when books in usable condition may be sold back by students. Information regarding the Bookstore's exact hours of operation and book buy-back date may be found on our website: <http://books.moorparkcollege.edu> or call (805) 378-1436.

### Business Office

Any business transaction that students need to complete regarding enrollment and registration of classes takes place through the Business Office (Admin. Bldg.). Such transactions include paying fees, picking up parking permits, childcare fees, purchase of bus passes, and purchase of performing arts tickets. For official business, students often need to show a Driver's License (or other acceptable picture ID). Students can also report any problems with vending, game machines, copy machines, or parking machines. Students can also purchase postage stamps and make change. For further information, call (805) 378-1437.

### Copiers

Coin operated copy machines are available for student use in the Administration Building, Campus Center and the Library. Printing is available for a small fee in the Open Access Computer Labs.

### Food Court

Located in the Campus Center.

### Lost and Found

If an item has been lost (or found), please check with Campus Police. Campus Police serves as the collection point for lost and found items. Students can contact the Campus Police at (805) 378-1455 or drop by the office in the upper Gym parking lot.

### Parking

Parking Permits are required to park on campus. Semester permits can be purchased through the Business Office. Day use passes are \$1 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, M and PA. Even with a student permit, be careful not to park at red curbs, in handicapped spaces or in staff lots. Parking tickets are issued.

## Public Transportation

The VISTA bus service operates throughout the Conejo Valley with daily stops at Moorpark College. This is an affordable and convenient way to travel to and from the campus. Discounted student bus passes may be purchased at the Business Office, phone: (805) 378-1437. Bus schedules are available inside the Campus Center student lounge. To call VISTA directly, call 1-800-438-1112. Website: [www.goventura.org](http://www.goventura.org). Bus fees are subject to change.

## Sale of Wares or Services on Campus

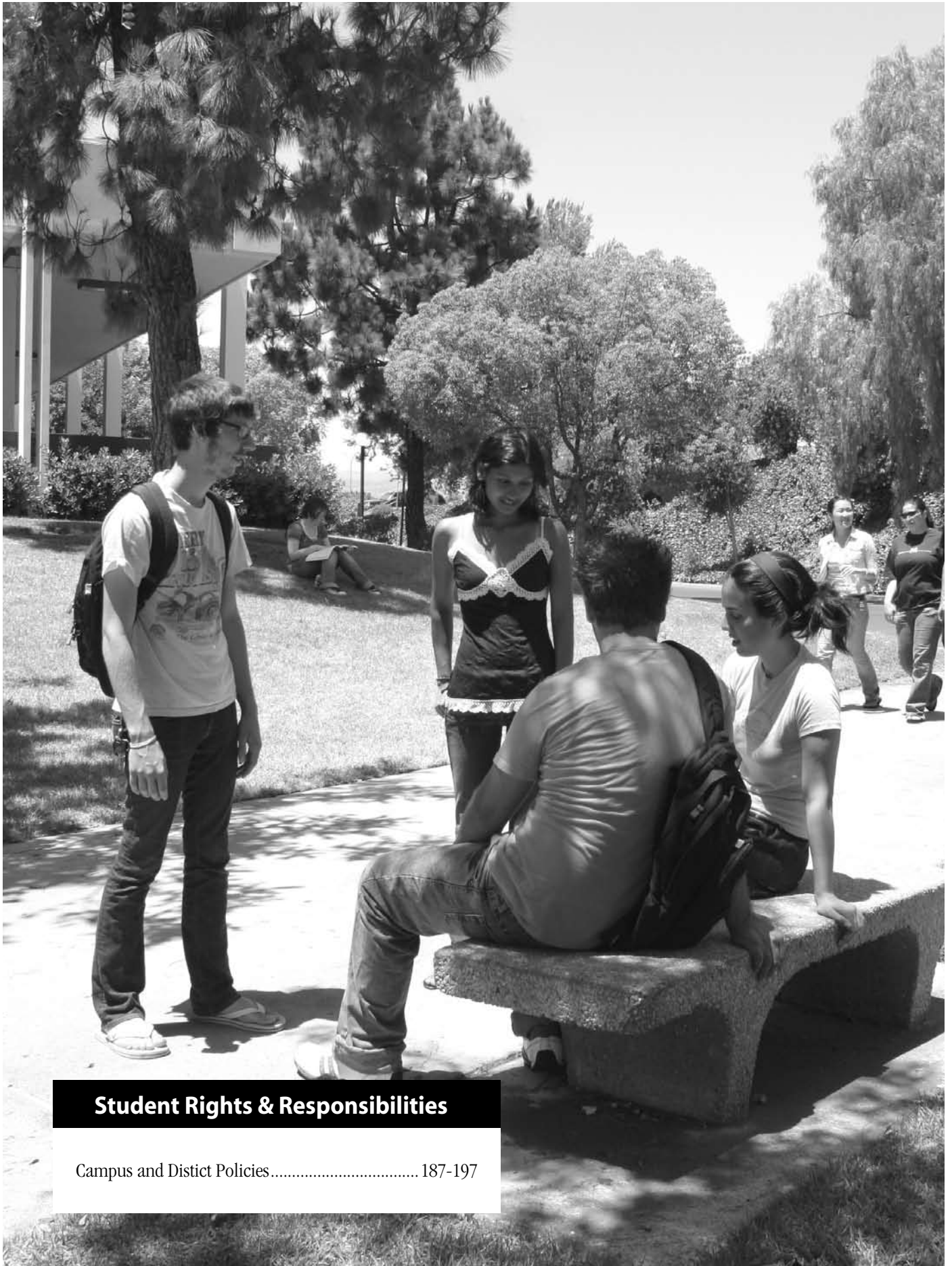
The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the College or the President's designee. This policy applies to all students, staff and citizens. For further information, call Auxiliary Services at (805) 378-1551.

## Housing

The Student Activities Office maintains the housing bulletin board in the Campus Center lobby, listing rooms for rent in the surrounding communities for Moorpark College students. If you would like to place an ad, for free, on this bulletin board, please FAX your ad to (805) 378-1563 or mail it to :

Moorpark College/Student Activities Housing Bulletin Board  
7075 Campus Road, Moorpark, CA 93021  
*The ad will be posted for 30 days.*





**Student Rights & Responsibilities**

Campus and District Policies..... 187-197



# Student Rights and Responsibilities

## Student's Right to Know

Moorpark College endorses and supports Public Law 101-524, the Student Right-to-Know and Campus Security Act as amended by Public Law 102026. The College makes available to any interested person, upon request, information on policies regarding the use of campus facilities, as well as the reporting of criminal actions and/or emergencies that have occurred on campus. This information can be obtained from the Campus Police (Office in Lot G1; 805-378-1455). The entire text of this Act is available upon request from the Office of Student Learning in the Administration Building.

## Privacy Rights Governing Student Records

The colleges in the Ventura County Community College 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 re-view 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 ensure 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. Students may request copies of records for review. A fee of \$3 will be charged.

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.

## *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 re-ceived, the most recent previous public and private school attended by the student.

Students may indicate that directory information shall not be released by providing written notification to 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.

## Statement of Nondiscrimination

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. Eva Conrad, Moorpark College's Title IX Facilitator, can be reached at (805) 378-1403. The Title 504 Coordinator, is the Executive Vice President and can be reached at (805) 378-1403.

## *Maintaining an Environment of Mutual Respect*

Moorpark College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal educational opportunities noted above. The College actively seeks to educate staff members and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation or physical or mental ability. A more detailed review of expected respectful behavior is provided in the Student Conduct Code.



## Student Rights and Responsibilities

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To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Moorpark College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of Student Learning at (805) 378-1403.

### ***Equal Opportunity Act***

The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Diversity. Inquiries regarding related laws and regulations, and the corresponding Board policies may be directed to the District Diversity Facilitator – c/o District Office, 255 W. Stanley Avenue, Suite 150, Ventura, California 93001, phone: (805) 652-5500.

## **Sexual Harassment Complaint Procedure**

### ***I. Introduction***

It is the Policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited, regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any student or employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

### ***II. Complaint Procedure***

Any student, employee, job applicant, or contractor who believes he/she has been harassed should direct his/her concerns to either of the following:

- The Office of Student Learning: (805) 378-1402.
- Vice Chancellor of Human Resources, Ventura County Community College District: (805) 384-8308.

Anyone who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place may direct the complaint or complainant to either Sexual Harassment Intake Facilitators at Moorpark College or to the Vice Chancellor of Human Resources at the District Office.

### ***III. Investigative Procedure***

The Sexual Harassment Intake Facilitator or Vice Chancellor of Human Resources will initiate a sexual harassment investigation that shall include, but may not be limited to:

- Interviews with 1) the complainant; 2) the alleged harasser; and 3) any other persons the investigator has reason to believe have relevant knowledge concerning the complaint.
- Review of the factual information gathered during the investigation to determine whether the alleged conduct occurred and whether such conduct constitutes harassment under this policy, based on the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incident(s) occurred.
- Using the District Reporting Form as a guide, the Intake Facilitator will prepare a written report setting forth the results of the investigation. The findings shall be reported to the Vice Chancellor of Human Resources.
- Final disposition shall be reported back to the complainant and the alleged harasser in a timely manner and will also be filed with the State Chancellor's office in Sacramento.

### ***IV. Remedial Action***

- If it has been determined that a violation of this policy has occurred, prompt and effective corrective action shall be taken.
- Reasonable steps shall be taken to protect the complainant from further harassment and/or retaliation.

### ***V. The Definition of Sexual Harassment***

Sexual Harassment has been defined by the Equal Employment Opportunity Commission Guidelines (29 C.F.R. 1604.11) and the California Education Code (212.5), and includes unwelcome sexual advances, requests for sexual favors, or any other visual, telecommunications, verbal or physical conduct of a sexual nature made by someone from or in a work or education setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include but are not limited to:

- Verbal: repeated sexual innuendoes or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement, such as blocking; or assault.

### **VI. Additional State and Federal Procedures**

In addition to the District's procedure for reporting sexual or other prohibited types of 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.

#### **Department of Fair Employment and Housing**

1-800-884-1684.

#### **Equal Employment Opportunity Commission**

(213) 894-1000.

#### **Chancellor's Office of the California Community Colleges**

(916) 445-8752.

#### **California Department of Education**

(916) 657-2451.

#### **Department of Education**

(415) 556-4275.

If you feel you are a victim of sexual harassment, please report the incident immediately. Keep records to track dates, places, times, witnesses, and the nature of the harassment.

### **A FINAL PRECAUTION**

Consensual sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed unwise. Although such relationships may be appropriate in other settings, they are not appropriate when they occur between members of the teaching staff and students or between a supervisor and an employee.

## **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.

## Student Rights and Responsibilities

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### **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 Auxiliary Services a reasonable time in advance of the event to arrange a schedule. 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. Specific stipulations have been established by the Moorpark College Academic Senate.

F. Tables

1. Student organization and groups cited may maintain a table in the following areas: Foyer of the campus center, patios of the campus center or 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.

## 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 complain-ing 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 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 informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Governing Board rules and policies.

1. A college Grievance Committee shall be established by the College President at the opening of each academic year. This committee shall be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only. A formal grievance must be filed with the 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) 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.

### 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 District'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.

## Student Rights and Responsibilities

### 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.

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 to provide follow-up services as 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 she/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 she/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 Center, ext 1413; Extended Campus Office, ext 1406.

### ***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.

### ***VIII. Procedures to Guarantee 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 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 for 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 she/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 receiving a grade of, "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.

## Student Rights and Responsibilities

### 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. 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 or 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 switch-blade longer than two inches, any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item used to threaten bodily harm.

#### **Student Conduct: Disciplinary Action**

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. WARNING\* -- Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. REPRIMAND\* -- Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.  
*\*Note: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.*
3. DISCIPLINARY PROBATION -- Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.
4. RESTITUTION -- Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
5. SUMMARY SUSPENSION -- A summary suspension is for the purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, 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's decision, the Executive Vice President, Student Learning shall arrange for the meeting of the Student Conduct Hearing Committee, following the pro-cedures 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's 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.





## Student Rights and Responsibilities

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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. 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.

### 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**

Drug and alcohol use produces a range of negative effects, ranging from decreased performance and poor judgment to serious conditions, including damage to the development of an unborn fetus. Physical and psychological addiction to these substances is a very real risk. For more specific information, visit the Student Health Center (Admin. Bldg., 805-378-1413) to pick up a wealth of pamphlets, or to make an appointment with a health professional.

If you or someone you know has a problem with drug or alcohol use, confidential and non-punitive help is available through the Student Health Center (Admin. Bldg., 805-378-1413), including referrals to the College Psychologist and/or to community resources. Moorpark College can provide the information and assistance needed to help students make healthy, positive decisions.

#### **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.

Moorpark College is committed to being a drug-free campus. Remember confidential and non-punitive help is also available in the Student Health Center.

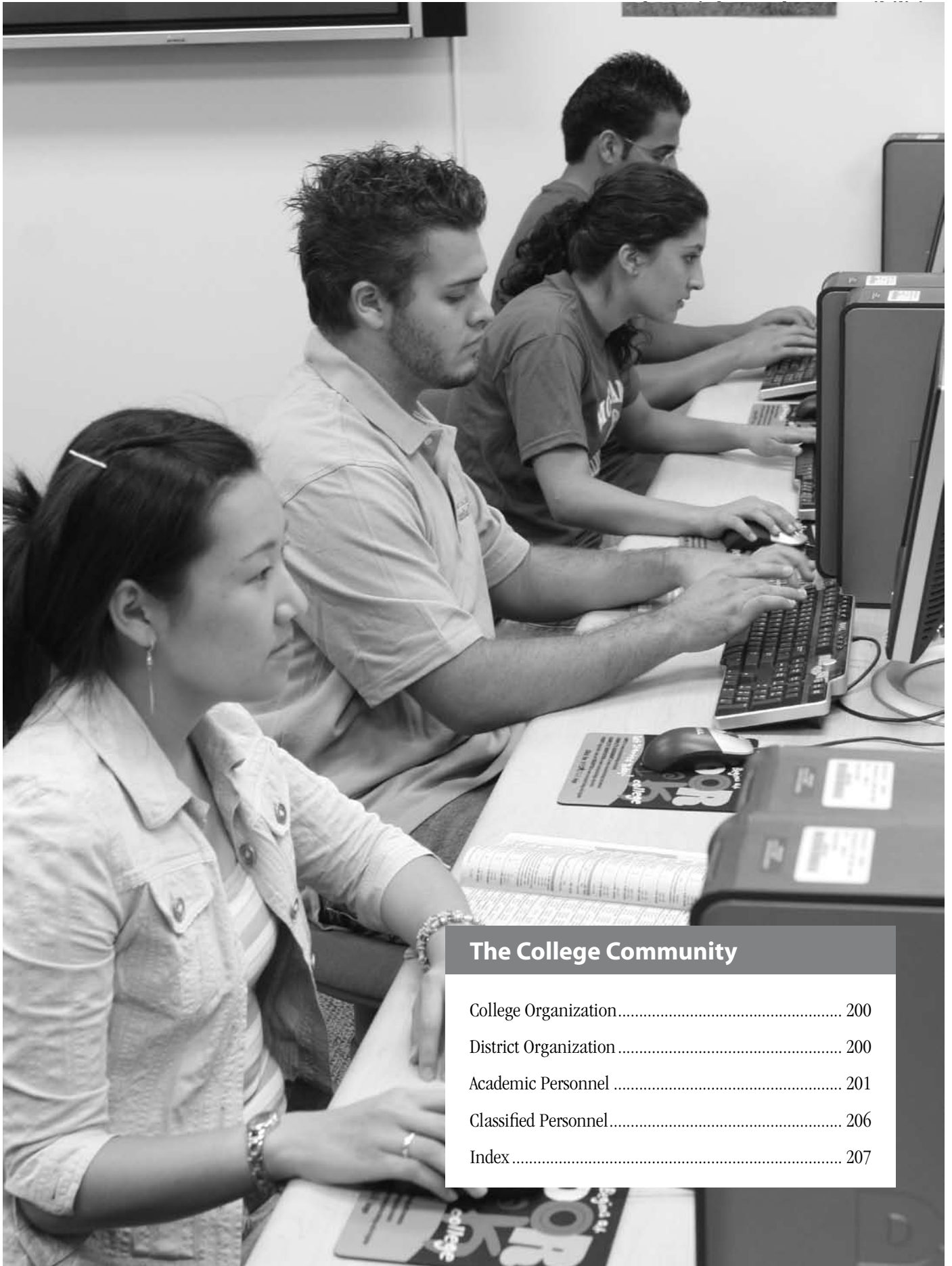
### VCCCD Smoking Policy

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

### Moorpark College Smoking Policy

- A. In the interest of the health and welfare of students, employees and the public, smoking is not permitted anywhere on the Moorpark College campus, except in parking lots only. Smoking is not allowed in college-owned vehicles.
- B. Smoking shall be allowed only in the specific areas described as follows:

ALL PARKING LOT AREAS ONLY. (Must be in compliance with AB846, CA State Law - 20' Rule)
- C. All smoking in and on Moorpark College facilities is expressly prohibited.
- D. Violators shall be subject to appropriate disciplinary action – SEE STUDENT CONDUCT CODE
- E. Questions regarding this policy shall be directed to the President or his/her designee.



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## **The College Community**

Moorpark College faculty and staff are committed to providing quality instruction and service to each and every Moorpark College student. Our primary goal is to help students achieve their educational goals. Although not everyone who works at the College is listed on these pages, nearly every office is noted. Call the general campus number (805.378-1400) with any questions or visit the College webpage: [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

**Academic Freedom** The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his or her subject, but should be careful not to introduce into the teaching controversial matter which has no relation to the subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When a teacher speaks or writes as a citizen, he or she should be free from institutional Censorship or discipline, but this special position in the community imposes special obligations. As a person of learning and an educational officer, a teacher should remember that the public may judge the teaching profession and the institution by his or her utterances. Hence a teacher should at all times be accurate, should exercise appropriate restraint, should respect others' opinions, and should make every effort to indicate that he or she is not an institutional spokesman.



**District Organization**

Ventura County Community College District  
 255 W. Stanley Avenue, Suite 150, Ventura, California 93001  
 Phone: (805) 652-5500. Website: www.vcccd.edu

Moorpark College is one of three colleges within the Ventura County Community College District. Together, Moorpark, Oxnard, and Ventura Colleges address the educational needs of the County, balancing curriculum and services to best maximize the District’s resources.

**Governing Board**

Mary Anne Rooney..... Chair  
 Larry O. Miller..... Vice-Chair  
 Cheryl Heitmann .....Trustee  
 Arturo D. Hernández.....Trustee  
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**Chancellor**

James Mezneck ..... Chancellor/Secretary to the Board

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**Office of President**

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 Executive Vice President, Student Learning..... Pam Y. Eddinger  
 Vice President, Business Services ..... Ray Di Guilio

**Deans of Student Learning**

Victoria Bortolussi  
 Patricia Ewins, Management Intern  
 Tim McGrath  
 Inajane Nicklas  
 Al Nordquist  
 Brenda Shubert

**Directors**

Auxiliary Services ..... David Leyba  
 Maintenance and Operations.....John Sinutko

**Human Resources**

Gwen Chater, District Service Center

**Department Chairs & Coordinators**

ACCESS (Disabled Student Services) ..... Sherry D’Attile, Interim  
 Athletics.....Howard Davis  
 Behavioral Sciences ..... Cynthia Barnett  
 Business..... Lori Bennett  
 Chemistry/Environmental/Earth Sciences ..... Deanna Franke  
 Child Dev./Criminal Justice/Interior Design..... Linda Cravens  
 CS/CNSE.....Martin Chetlen  
 Counseling..... Charles Brinkman  
 EATM ..... Brenda Woodhouse  
 English/Humanities ..... Sydney Sims  
 Extended Opportunity Program Services ..... Paul K. Pagson  
 Health Science ..... Kim Hoffmans  
 High School at Moorpark College ..... Dan Arteburn

History and Institutions..... Ranford Hopkins  
 Library Sciences ..... Faten Habib  
 Life Sciences..... Marie Panec  
 Mathematics ..... David Kay  
 Modern Languages and ESL..... Helga Winkler  
 Music/Dance ..... Dolly Kessner  
 Physics/Astronomy/Engineering..... Balazs Becht  
 Physical Education ..... William Thurston  
 Student Health Services ..... Sharon L. Manakas  
 Theatre Arts/Speech ..... Charlene Arnold  
 Visual and Communication Arts ..... Candice Larson

**Accreditation**

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 Post-secondary Accreditation and the U.S. Department of Education.

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# Academic Personnel

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