



2012 • 2013 GENERAL CATALOG

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021

805.378.1400 | Fax: 805.378.1499

www.moorparkcollege.edu

Messages From the Presidents



Welcome to Moorpark College!

Moorpark College opened in fall 1967 with 2,500 students and 50 employees.

Today, Moorpark College has more than 15,000 students and more than 400 faculty and staff.

Thanks to the foundation laid by the founders and

the dedication of everyone at the College to teaching and learning, our students are highly successful in transfer, well-prepared to enter careers, and are engaged in life and work of their communities.

I welcome you to our community of learners, and wish you every success in achieving your educational goals at Moorpark College.

*Pam Eddinger, PhD
President*

A college education lasts a lifetime, and Moorpark College is an excellent place to start. Moorpark's faculty have developed and nurtured programs from the Exotic Animal Training and Management program to our nationally recognized Forensics team; from our Health and Science programs to our Visual and Performing Arts programs and a phenomenal array of Behavioral and Social Science courses.



It's the work of both students and faculty that make these programs special.

Welcome to Moorpark College.

Riley Dwyer

Academic Senate President

Moorpark College Foundation

The Moorpark College Foundation was formed in 1980 and is a nonprofit, tax-exempt auxiliary organization which accepts and solicits gifts, donations, trusts, and bequests for college related use. It provides tax deductible advantages to the donor. It also provides a method for the college to interact with businesses, government, and other nonprofit agencies in the broader Southern California community.

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

For more information, call (805) 378-1431. Write Moorpark College Foundation, 7075 Campus Road, Moorpark, CA 93021. The Foundation is a 501(c)(3) nonprofit corporation recognized by the Internal Revenue Service. Website: www.moorparkcollege.

HISTORY OF MOORPARK COLLEGE

History of Moorpark College

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 Boedecker, 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, students were first able to access their academic records and register for classes online at: 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 provided \$356 million in construction financing for the Ventura County Community Colleges, of which \$104 million was used to renovate/expand Moorpark College.

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 opened in January of 2007.

February 2007 marked the beginning of an endangered butterfly species captive rearing program at America's Teaching Zoo. The Palos Verdes blue butterfly's primary rearing site is in San Pedro on government land.

In 1997, graphics professor Ted Phillips created a 30th anniversary logo that featured cypress trees and the fountain. In 1998, college officials adopted this logo for business cards and stationary. In 2006, the college chose Ventura-based BBM&D to update the seal as well as design a new logo that can be used on stationary, on all printed outreach materials and on the web. In May 2007, the college unveiled the new seal in preparation for adoption of a whole new logo. The new logo was adopted at the start of the college's 40th year in August 2007. The college uses the seal for ceremonial purposes and official transcript documents and the logo for all corporate identity and marketing projects.

The old library was renamed Fountain Hall and opened for classes in Fall 2007.

In July 2008, Dr. Pam Eddinger became Moorpark's ninth president, replacing Dr. Conrad who retired. Fall 2008 enrollment swelled to 15,800 and construction began on the Health Sciences Center, the Academic Center, and the Exotic Animal Training and Management (EATM) Building, all of which are now open for instruction.

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 first in the state for transfer to the University of California and California

IMPORTANT CAMPUS PHONE NUMBERS

MAIN CAMPUS NUMBER	(805) 378-1400
America's Teaching Zoo	378-1441
Athletic Events	378-1457
Bookstore	378-1436
Career Transfer Center.....	378-1536
Child Development Center.....	378-1401
Counseling	378-1428
EOPS	378-1464
Facilities, Maintenance & Operations	378-1454
Facility Rentals	378-1400 x1856
Financial Aid.....	378-1462
Help Desk, IT	378-1400 x1735
International Students.....	378-1414
Library	378-1450
Performing Arts Box Office.....	378-1485
Police, Campus.....	378-1455
Records & Registration.....	378-1429
Scholarships.....	378-1418
Student Activities	378-1434
Student Business Office.....	378-1437
Student Employment.....	378-1536
Student Health Services.....	378-1413

ADMINISTRATIVE OFFICES

President.....	378-1407
Executive Vice President of Student Learning.....	378-1403
Vice President of Business Services	378-1412



STUDENT LEARNING DIVISIONS/DEPARTMENTS

Call 378-1400 and enter the extension to reach a Department Chair or Coordinator

DEAN LISA MILLER - Mathematics and Physical Sciences
AC-232 - (805) 378-1572

Chemistry/Earth Sciences

Dept. Chair, Robert Keil, x1765

- Chemistry • Environmental Science
- Geo Info Systems • Geography

Computer Science/CNSE

Dept. Chair, Martin Chetlun, x1890

- Computer Science • Comp Net Sys Engineering

Mathematics

Dept. Chair, Christine Cole, x1787

Physics/Astronomy

Dept. Chair, Clint Harper, x1488

- Astronomy • Engineering • Physical Science • Physics

Distance Education

DEAN KIM HOFFMANS - Life and Health Sciences
EATM-212 - (805) 378-1459

Life Sciences

Dept. Chair, Norman Marten, x1657

- Anatomy • Anatomy/Physiology • Anthropology
- Biology • Biotechnology • Botany
- Microbiology • Physiology • Zoology

Health Sciences

Coordinator, Carol Higashida, x1433

- Health Sciences • Nursing
- Nutrition • Radiologic Technology

EATM

Dept. Chair, Brenda Woodhouse, x1744

- Animal Science • Exotic Animal Management

Evening Attendant - Paul Mattson, x 1406

High School @ Moorpark College

Principal/Counselor, Pat Birkhead, x1444

STUDENT LEARNING DIVISIONS/DEPARTMENTS

Call 378-1400 and enter the extension to reach a Department Chair or Coordinator

DEAN LORI BENNETT - Applied and Social Sciences HSS-217 - (805) 378-1445

Kinesiology/HED/Athletics - Dept. Chair, Del Parker, x1481
• Exercise Science • Kinesiology • Health Education

Behavioral Sciences - Dept. Chair, Cynthia Barnett, x1609
• Criminal Justice • Psychology • Sociology

History/Institutions - Dept. Chair, Ranford Hopkins, x1702
• Economics • History • Political Science • Philosophy

Accounting/Business - Dept. Chair, Tim Weaver, x1893
• Accounting • Business

DEAN PATRICIA EWINS - Performing Arts and Student Life PAC-141 - (805) 378-1408

Theatre Arts/Communications -

Dept. Chair, Rolland Petrello, x1546

- Theatre Arts
- Comm Studies

Music/Dance - Dept. Chair, James Song, Music, x1495
Asst. Dept. Chair, Robert Salas, Dance, x1458
• Music • Dance

Student Life - Dept. Chair, Corey Wendt, x1514
• Counseling & Counseling Classes • Articulation
• Career Transfer Center
• Work Experience Classes & Internship

ACCESS - Coordinator, Sherry D'Attile, x1461
• Learning Skills Classes • Disability Services

EOPS/CARE - Coordinator, Cesar Flores, x1464

Health Center - Coordinator, Sharon Manakas, x1413

Student Activities - Specialist, Sharon Miller, x1434

CalWORKs - x1889

Student Conduct & Grievances

DEAN INAJANE NICKLAS - Language and Learning Resources

LLR-314 - (805) 378-1443

English/ESL/Humanities - Dept. Chair, Sydney Sims, x1732
• English • English as a Second Language • Humanities

Computer Information Systems -

Dept. Chair, Mary Mills, x1687

World Languages - Dept. Chair, Helga Winkler, x1779
• Chinese • French • German • Italian
• Japanese • Spanish

Library - Dept. Chair, Faten Habib, x1506

Teaching and Learning Center TLC -

Faculties, Kathryn Adams & Brendan Purdy, x1556
• College (TLC Courses) • Math and Writing Center

Learning Communities

DEAN JULIUS SOKENU - Art, Media, Education, and Enrollment Services

AA-101 - (805) 378-1448

Visual & Applied Arts - Dept. Chair, Lydia Etman, x1601
• Art • Drafting • Film Studies • Film/TV Media

Digital Media Arts - Dept. Chair, Joanna Miller, x1618
• Graphics • Journalism • Multimedia • Photography

Early Childhood Development -

Dept. Chair, Cynthia Barnett, x1609
• Education • Child Development • Professional
Development

Matriculation -

Matriculation Specialist, Maureen Rauchfuss, x1531

Admissions & Records - Registrar, Kathy Colburn, x1415

Child Development Center - Supervisor, Bonnie Baruch, x1401

Student Outreach - Outreach Specialist, Richard Torres, x1874

ACCREDITATION

Moorpark College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Moorpark College has made every reasonable effort to ensure that the information provided in this general Catalog is accurate and current. However, this document should not be considered an irrevocable contract between the student and Moorpark College. The content is subject to change. The College reserves the right to make additions, revisions, or deletions as may be necessary due to changes in governmental regulations, district policy, or college policy, procedures, or curriculum. The College will make every reasonable effort to inform students of significant changes that occur after publication of this document.

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VCCCD VISION, VALUES, AND MISSION

District Vision Statement

The Ventura County Community College District will become the leader in the development of high quality, innovative educational programs and services. Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

District Values Statement

We base our actions on what will best serve students and the community.

We maintain high standards in our constant pursuit of excellence.

We recognize and celebrate creativity, innovation, and entrepreneurship.

We demonstrate integrity and honesty in action and word.

We communicate openly and respectfully to students, colleagues and members of the public.

We hire and retain personnel who reflect the diversity of the communities we serve.

We promote inclusiveness, and openness to differing viewpoints.

We use data, research and open discussion to drive our plans and decisions.

We demonstrate responsible stewardship for our human, financial, physical and environmental resources.

We seek and maintain long-term partnerships with the communities we serve.

District Mission Statement

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing,

VCCCD Board of Trustees

Mr. Stephen P. Blum, Esq., Chair

Ms. Dianne McKay, Trustee

Dr. Larry O. Miller, Trustee

Mr. Bernardo M. Perez, Trustee

Mr. Arturo D. Hernández, Vice-Chair

Arthur "AJ" Valenzuela, Jr., Student Trustee

District Administrators

Dr. Jamillah Moore, Chancellor

Ms. Susan Johnson, Vice Chancellor,
Business & Administrative Services

Ms. Patricia Parham, Vice Chancellor,
Human Resources

College Presidents

President, Moorpark College, **Dr. Pam Eddinger**

President, Oxnard College, **Dr. Richard Durán**

President, Ventura College, **Dr. Robin Calote**



Back row, left to right: **Mr. Stephen P. Blum, Esq.**, Chair; **Mr. Arturo D. Hernández**, Trustee Vice-Chair
Front row, left to right: **Ms. Dianne McKay**, Trustee; **Dr. Larry O. Miller**, Trustee; **Mr. Bernardo M. Perez**, Trustee

COLLEGE VISION, MISSION, AND VALUES

Vision

Moorpark College provides high quality learning experiences for academic, professional, and personal growth.

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.

Values Statement

As we implement our mission on campus, within the district, and in our community, we value:

Discovery: inquisitive and critical thinking for life.

Community: shared investigation and exploration of knowledge.

Responsibility: commitment to the well-being of self and others.

Creativity: aesthetic and practical innovation and expression.

Collegiality: inclusive and respectful interactions.

Dialogue: open and productive discourse in evidence-based decision-making.

Trust: transparency and cooperation in all collaborations.

Citizenship: participation in a local and global society.

Compassion: stewardship of humanity and the environment.



INSTITUTIONAL STUDENT LEARNING OUTCOMES AND CORE COMPETENCIES

Institutional Student Learning Outcomes

Through their experience at Moorpark College, students will have expanded their:

Awareness.

- Be aware of the diversity of human experience, the role of the natural environment, and the relationship between the two.

Critical thinking.

- Gather, evaluate, analyze, and synthesize information.

Communication skills.

- Attend to and clearly express ideas in written, spoken, numerical, and artistic forms.

Ability to create.

- Act purposefully in combining awareness, critical thinking, and communication skills with personal responsibility in order to originate, innovate, or build upon ideas.

Moorpark College Core Competencies

Language and Information Literacy

Students will:

- engage in academic inquiry (e.g., research, thesis, learning needs) and apply successful learning strategies;
- utilize critical thinking skills through reading, writing and oral/productive communication;
- access, evaluate, and incorporate information effectively;
- analyze cultural and artistic productions and respond to them with informed appreciation;
- communicate effectively, using all modalities of language.

Quantitative Literacy

Students will:

- utilize analytical skills and logical, deductive reasoning;
- critically think and communicate in both a natural and formal language.

Literacy of the Sciences

Students will:

- describe or apply the process of scientific inquiry;
- apply scientific reasoning and analysis to solve discipline specific problems;
- apply scientific thinking by critically evaluating real world problems/ scenarios;
- utilize scientific terminology in communicating results and evidence gathered through scientific literature, observations, and experimentation.

Multicultural Literacy and Civic Engagement

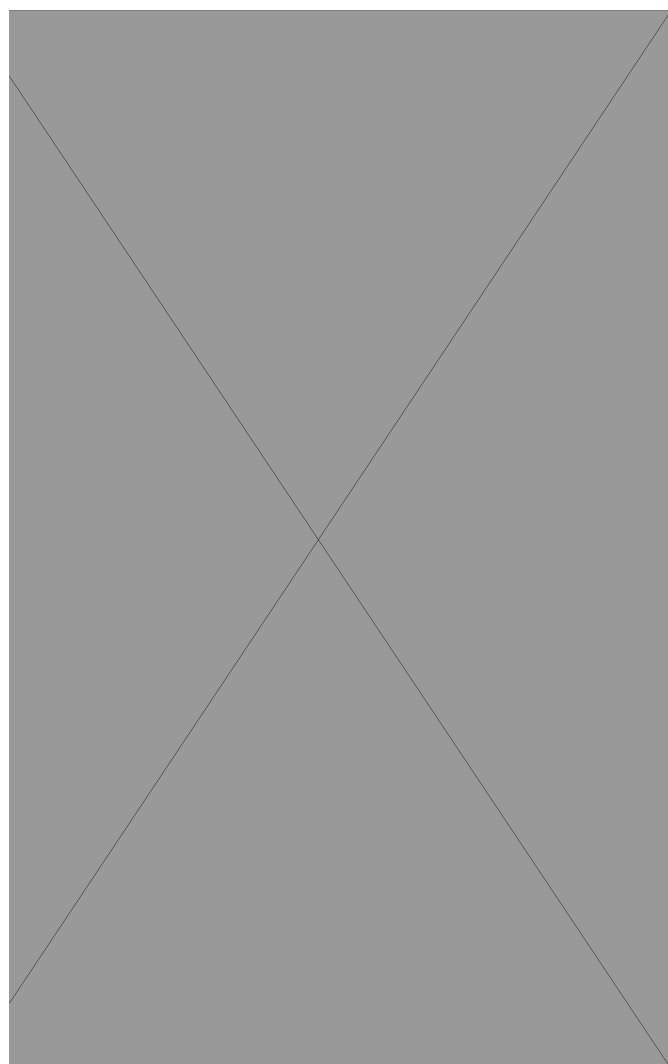
Students will:

- develop awareness and understanding of the historical and present context of how various identities impact the individual and social system at large;
- develop knowledge of the interaction between beliefs, experiences, and perceptions;
- analyze cross-cultural patterns and styles of communication that help us support and understand our global society;
- identify and discuss differences and conflicts to promote multi-cultural literacy and civic engagement;
- develop strategies to influence attitudes and public policy;
- critically analyze the political, psychological, social, economic, and intellectual patterns of behavior.

Literacy in the Arts

Students will:

- explore a variety of mediums and develop an appreciation of artistic human expression through critical analysis, creativity, and/or the application of learned skills.



CAMPUS PROFILE

Moorpark College Student Profile

Full/Part-Time Status:

Full-Time Students	6,600
Part-Time Students	9,385

Student Gender:

Female	8,111 (53%)
Male	7,263 (47%)
Unreported	11 (<1%)
TOTAL	15,385

Student Age:

19 and younger	39%
20-24	36%
25-29	10%
30-34	4%
35 and over	11%

Student Ethnicity:

Asian/Filipino/Pacific Islander	10%
Black	3%
Hispanic	22%
Native American	1%
White	57%
Other	7%

International Student: Enrollment.....112*

2010 Associate Degrees Awarded	1,288
2010 Certificates Awarded	172

2010 Transfer Data

University of California	312
California State University	1,018
In-State Private Colleges	Unavailable
Out-of-State Four-Year Universities	Unavailable

2010 Financial Aid

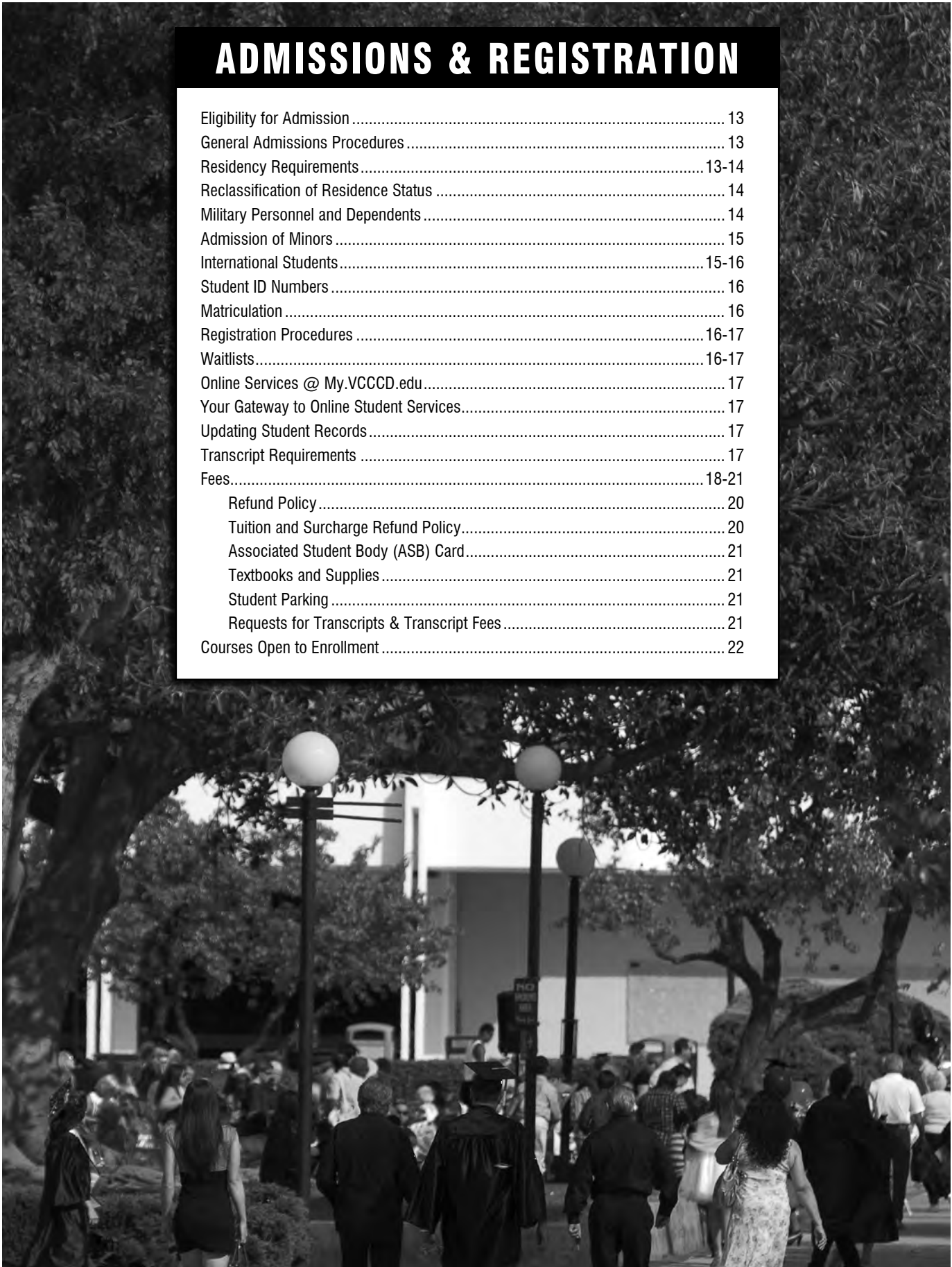
Total Financial Aid Awarded	\$6,094,875
Total Scholarships Awarded	\$275,957

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



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ADMISSIONS AND REGISTRATION

Eligibility for Admission

The right of any person to attend any college in the Ventura County Community College District is conditioned by certain admission and residency qualifications as provided by state and federal law.

Admission to the colleges of the Ventura County Community College District is open to any California resident who is a high school graduate, or who possesses a high school certificate of proficiency or GED, or who is 18 years of age or older and capable of benefitting from instruction offered. Admission is also open to any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Persons who are attending an accredited public or private K-12 school may be eligible for admission under special admission provisions noted elsewhere in this catalog. Persons who are attending a non-accredited K-12 school or home school may petition for admission under special admission provisions noted elsewhere in this catalog. Special admission provisions apply to minors, and to persons 18 years of age and older if they are still attending a K-12 educational institution as defined above.

Persons entering any of the public community colleges of California are subject to the residency requirements as determined by the state of California. Persons whose legal residence is determined to be in another state (nonresidents) or in a foreign country (International students) may be admitted under conditions stipulated by the governing board on payment of specified tuition and fees. Additional information regarding residency requirements may be found under the "Residency" section in this Catalog, at the College website or by contacting the campus Records Office.

The right of a student to attend any community college in this District is conditioned by certain admission and residency qualifications as provided by law.

Further information is listed under the Residency Requirements section in this catalog.

General Admission Procedures

Students new to the Ventura County Community College District must complete an application for admission. The application for admission is available online at www.moorparkcollege.edu/apply. Printed copies of the application for admission can be downloaded from the College website. Consult the college website for application dates and deadlines. An admission application must be on file before students can register. There is no cost to apply.

A student who has not attended one of the VCCCD colleges in the last 3 years must reapply for admission at the college website

provided above. Students will be prevented from registering and accessing the MyVCCCD student portal until an application for admission has been submitted.

Applications for admission to the colleges of the Ventura County Community College District are submitted under penalty of perjury, whether submitted online or in written form. Falsification of information provided therein may result in disciplinary measures up to and including dismissal, termination of eligibility for programs and/or services as appropriate, and/or the retroactive assessment of nonresident tuition charges if warranted. Falsification of information that results in fraud or other crimes may result in legal penalties.

Residency Requirements

The determination of legal California residence is a complex matter. Students will be required to present various kinds of documentation for purposes of the final determination. All questions as to legal residence and the exceptions allowed under California law shall be directed to the Records Office. The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence determination is based on state and federal law, and is subject to change without prior notification.

California Residents

To qualify as a California resident, a student must have legally resided in California for one year and one day prior to the beginning of the semester he or she is planning to attend and must have taken actions that express intent to establish California residence.

Students who have lived in California for more than one year but less than two years will be asked to show proof of legal California residence. The burden of proof lies with the student, who must present documentation of both physical presence in the state for at least one year and one day, and intent to establish permanent California residence. Failure to present such proofs will result in a non-resident classification for admission and tuition purposes. A list of acceptable proof documents is available from Records Office.

Students who are former residents of California and have been absent from the State, but who attended a California high school for three years and graduated from a California high school may be eligible for exemption from the requirement to pay non-resident tuition fees while they reestablish their legal residence in the State.

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more

years, and;

- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation

Non-citizens holding immigrant and non-immigrant visas (other than F1 or M1) may be eligible for residency status upon presentation of their visa at the Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification.

Nonresidents

A nonresident is a student who has not lived in California continuously for one year and one day prior to the beginning of the semester he or she is planning to attend, or who is unable to present proof of intent to establish permanent California residency, or who is not eligible to establish residency (see International Students). Students classified as nonresidents shall pay non-resident tuition fees in addition to mandatory enrollment and health fees. Conduct inconsistent with a claim for California residence includes but is not limited to:

- being an actively registered voter in another state
- petitioning for divorce as a resident of another state
- attending an out-of-state educational institution as a resident of that state
- declaring nonresident status for California state income tax purposes
- maintaining a valid driver's license or vehicle

Legal intent to establish residency in California requires that the student take actions that carry an expression of intent to make California their primary and permanent state of residence. Intent can be manifested in many ways, including but not limited to filing California taxes as a resident, being a registered California voter, registering vehicles in California, buying residential property in California (and living here).

Request for Reclassification may be denied if the student:

- is in California solely for educational purposes.
- possesses a driver's license or vehicle registration or voter registration or selective service registration from a state other than California; such items constitute maintaining residence in another state.
- is claimed as a dependent on out-of-state tax returns (e.g., by parents living in another state). Other regulations and restrictions apply that may affect the determination of residence status. Questions should be referred to the Records Office.

Non-citizens without lawful immigration status shall be classified as a non-residents but may be exempted from payment of non-resident tuition pursuant to AB 540 provided they submit verifiable documentation to certify that they meets the following criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

Military Personnel and Dependents

Military personnel who are stationed in California on active duty are exempt from the requirement to pay nonresident tuition for the duration of their active duty assignment to California. Eligibility for the exemption does not mean the individual is classified as a California resident. Persons eligible for the exemption may not be eligible for certain types of financial aid or assistance. Spouses and dependents of military personnel who meet the above description are also exempt from the requirement to pay nonresident tuition. Eligibility for the exemption does not mean an individual is classified as a resident.



types of financial aid or assistance. The exemption applies only to dependents whose sponsor is assigned to California on active duty. The exemption may not apply to any military personnel or dependant who already possesses a bachelor's degree or higher.

Reclassification of Residence Status

Students who are admitted as nonresidents must petition for reclassification to California resident status. The petition process includes the completion of a Residence Reclassification Request form and the submission of acceptable documentation to support a claim that the student has met the requirements for physical presence and intent to establish legal residence in California. The physical presence requirement is one year of living in California. Students must show proof that California has been their primary state of residence, excluding vacations, for one year and one day prior to the beginning of the term for which reclassification is requested.

Admission of Minors

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Enrollment fees are waived for Special Admission students who are enrolled in 11 units or less. All other fees apply.

Once a student has applied for admission, and in order to qualify and register for Special Admission, all students must present the following for each semester they register:

- Written permission of a parent or guardian and written permission of their high school principal or counselor on the Special Admission form. In addition, students below the 11th grade must also have the written consent of the college instructor whose class they wish to attend and are not permitted to enroll until the semester begins.
- A Memorandum of Understanding signed by a parent/guardian and student.
- A current transcript or report card. Transcripts are used to confirm grade level and for clearance of enforced prerequisites.
- Home-schooled students must present the completed Private School Affidavit. For more information, visit www.cde.ca.gov/sp/ps

All Special Admission forms are available online at the college website, at area high schools and at the college Records Office.

Detailed information on prerequisites clearance is available on-line and in this catalog.

Important Note: Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their college transcripts and/or college records. For more information, please refer to "Privacy Rights Regarding Student Records" in this catalog.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

International Students Admission

This school is authorized under Federal law to enroll nonimmigrant students. International students (F1 visas) and persons who hold nonimmigrant visas including but not limited to visa types B(special restriction applies), C, D, H1, H2, H3, H4, J, O, P, Q1, TN, TD, TWOV, U, are citizens and residents of another country. Eligibility for admission is determined by the type and current status of the visa. If eligible for admission, students present in the United States under these visa types are classified as International Students and are required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance. Contact the International Student Program (within the office of Outreach and Admissions) for more information. Students who hold certain types of nonimmigrant visas approved by the United States Citizenship and Immigration Services may be eligible for admission as well as residence classification for tuition purposes.

Proof of current visa status must be submitted to determine this eligibility. Contact the International Student Office or Records Office, or see the International Students Program section for more information.

International Student Admission Requirements and Procedures (F-1 Visa student only)

An international student is anyone enrolled in 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 contact the Records Office to determine their eligibility for admission to the college, or contact the International Student Program.

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

- International Student Application form for Moorpark College
- Personal letter (in English) describing education

background, special interests, and reason for applying to Moorpark College

- Proof of TOEFL with a score of 450 (PBT); 133 (CBT); 45 (IBT) or higher; or other acceptable evidence of proficiency in the English language as approved by the International Student Program.
- Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be translated to English in English and submitted.
- A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to "Moorpark College".
- An official bank statement or affidavit of support from a sponsor, to showing proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$21,000 based on the geographical area of the college. If bank statement is provided from a sponsor other than the student or their parents, they must also provide a notarized Financial Certification (form is available from the International Student Program).
- A personal letter of reference from a school instructor, administrator or an employer.

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

- Take appropriate assessment tests at Moorpark College.
- Attend an orientation session for new international students, including academic counseling
- Attend in-person, an individual appointment with the International Student Office staff.

Prior to attendance in classes, international students must provide the following items to the International Student Office:

- 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.
- Proof of major medical insurance coverage meeting minimum school requirements. Appropriate insurance may be purchased through the International Student Office on campus.
- Passport, visa, I-94 card and any previous I20s issued by other schools, so copies can be made and filed.

Limitations on International Student 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.

Permission to Work (F-1 visa only): According to immigration policy, International students may work 20 hours a week, on-campus only, during their first nine months of study. After the first nine months of study, foreign students may request permission to work off-campus. Contact the International Students Office for information, (805) 378-1414.

Student ID Numbers

Student ID numbers (also called 900 numbers) are assigned to replace social security numbers as the student's primary identifier. The assigned ID number will appear once you log into your MyVCCCD account. It will also appear on printed mailers and notices from the College and on faculty attendance, drop, and grade rosters.

Your social security number will still be collected for such purposes as statistical reporting, financial aid, and Hope Scholarship Tax Credit reporting, and it will appear on your official transcript.

Students are strongly encouraged to use only their Student ID numbers in all College related business as it provides them with additional security and confidentiality.

Moorpark College Matriculation

The primary goal of Matriculation is to assist all students in attaining academic success. It is a partnership which results in an agreement between the College and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, who work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

The following matriculation activities should be completed before registration:

- an online and/or In-person orientation,
- assessment testing for math and English prerequisite clearance and course placement recommendations, and
- counseling advisement.

Additional requirements and exceptions apply. Consult the Appendices at the end of this catalog for full policy and procedures regarding Matriculation Services

Registration Procedures

Register online through the student portal (my.vcccd.edu) for the earliest and best opportunity to enroll in classes. Registration appointments are posted approximately one week before registration begins. Registration calendars may be viewed through the portal or the college website.

Registration appointments are determined by student status as a continuing, returning or new student; and for continuing students, by the total number of degree applicable completed and in-progress units within the VCCCD. The calculation of total units includes units earned only at colleges within the Ventura County Community College District.

More information on Enrollment Priorities as approved by the Board of Trustees may be found in the Appendices of this catalog.

Students who are eligible for services through the EOPS, EAC / ACCESS (DSP&S), CalWorks and foster Youth or former foster youth (through age 24) programs, or who are military veterans, are eligible for advanced priority registration one week before the continuing student registration begins.

Special admission students who are concurrently enrolled in K-12 schools must register in person on the dates specified each term in the registration calendar.

Late Registration and Program Adjustment begins on the first day of the semester or summer session, and on the first day of instruction in short-term classes.

Registration into a closed class/Waitlists may be accomplished through the use of waitlist options or add authorization codes. The waitlist option is available for most full semester classes through the end of the first week of the semester. Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ.

Waitlisted students are captured in chronological order based on the date they register for the waitlist, and are automatically registered into open seats in that order. Email notification is sent confirming the registration. Students who have not received a confirming email by the day of the first class meeting must attend class for further direction from the instructor.

Important details about Waitlists:

- All co-requisites or prerequisites must be met before a student will be placed on a waitlist. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in or obtained counselor approval for prerequisite clearance.
- The waitlist course cannot cause any time conflicts with a student's existing class schedule, or with other courses for which the student may be on the waitlist.
- Students may not exceed the maximum allowable number of units including the waitlisted course (19.5). Requests for unit overload must be approved by a counselor and filed with the Records Office.
- Students may not exceed the maximum allowable number of repeats for any class.
- Students will be informed if the waitlist is full.
- Fees will be assessed when a student is moved from the waitlist and registered in the class.
- If students wish to remove themselves from a waitlist they may do so by activating the drop code function on their MyVCCCD account.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.

Online Services @ My.VCCCD.edu

Your Gateway to Online Student Services

MyVCCCD is the gateway to online services, providing college and district information for current students. New applicants and reapplying

returning students will be provided a link to the portal setup in their acceptance email from the college.

MyVCCCD provides access to the following online services and features:

- Registration appointments and calendars
- Registration, add and drop classes
- Pay fees, purchase parking permits and ASB cards
- Sign up for payment plan
- Track and manage financial aid awards
- Check progress toward a degree, certificate or transfer requirements
- Access online classes
- View / Print Schedule
 - View/Print Unofficial transcript
 - Print official enrollment verification
- Search for classes using the "searchable" schedule of classes (find drop deadlines, prerequisites, more!)
- Update personal information (address, phone, emergency contact numbers, major, program of study, educational goal)
- Forward college email to a personal email account
- Change password

Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided and through the VCCCD e-mail account given to all students, via phone call or text message to either the contact information or emergency numbers on file in the student's records, or through the MyVCCCD Student Portal. It is important that address, phone, and alternate e-mail address updates or corrections be recorded in student academic records. Students may update this information at any time by logging into the MyVCCCD Student Portal and selecting Personal Information. Name changes must be filed in-person at Admissions and Records Office on campus, and they require that the student present a picture ID (driver's license or California ID card), and at least one other piece of identification bearing the new name. Name changes cannot be completed online

Transcript Requirements

All new, continuing and returning students are encouraged to submit official transcripts from all high schools, colleges and universities they have attended. *EXCEPTION: Students do not need to submit transcripts from Ventura and Oxnard Colleges.*

The transcripts should be directed to: Moorpark College Registration and Records Office, 7075 Campus Road, Moorpark, CA 93021.

Students are encouraged to have their transcripts submitted to Moorpark College before enrolling for their first semester, to prevent delays in processing their registration.

All transcripts submitted become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

Transcripts are **required** for verification that students have met degree, certificate, or prerequisite requirements with courses from other schools. Special programs with special requirements such as nursing, athletics and financial aid may require a student to file all high school and college transcripts to verify eligibility.

The College is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external transcripts are destroyed.

Acceptance of Transfer Coursework

FROM REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES:

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Moorpark College. Exceptions may apply, see a counselor.

All transcripts submitted become the property of the College, and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized College personnel only.

FROM OTHER ACCREDITED INSTITUTIONS:

Coursework presented on official transcripts from nationally or professionally accredited colleges and universities may be eligible for lower division credit from Moorpark College based on an approved Petition for Variance, recommendations for lower division baccalaureate credit by the American Council on Education, or other evaluative alternatives utilized by College counselors.

All transfer coursework is evaluated based upon the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

FROM FOREIGN COLLEGES AND UNIVERSITIES:

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Contact the Moorpark College International Student Office or Admissions and Records Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified agency and request that the agency forward the official evaluation to the College. Completed coursework will be considered for lower division unit credit only. However, foreign coursework cannot be applied to IGETC (except Area 6) unless the foreign institution has U.S. regional accreditation; and, international or foreign coursework cannot be used in CSU GE certification. The individual CSU campus may opt to give students credit for foreign coursework, but community colleges do not have that prerogative. Requests for equivalent Moorpark College course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

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

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of higher education. Students must submit an official transcript of military course work to the Admissions and Records Office for evaluation. Contact the Admissions and Records Office for more information.

Fees:

ENROLLMENT FEES ARE SET BY THE STATE, 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. ALL FEES MUST BE PAID IMMEDIATELY (OR COMMITTED TO BE PAID) TO COMPLETE A STUDENT'S REGISTRATION. IF THE REGISTRATION PROCESS IS NOT COMPLETED, THE STUDENT WILL NOT BE ENROLLED IN CLASSES.

Enrollment Fee:.....	\$46.00 per unit
	23.00 per 1/2 unit
	11.50 per 1/4 unit
Health Fee (mandatory).....	\$19.00 fall/spring
	16.00 summer

This health fee enables the College to provide you with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions. See Health Fees section located on next page for more information. Waiver forms are available at the Admissions and Records Office.

Nonresident Tuition: Non-California resident and International students	\$250.00 per unit
International and Nonresident Domestic Student Surcharge	\$14.00 per unit
International Student Application Processing fee	\$50.00
Materials Fees	see Instructional Material Fee
Remote nonrefundable registration fee	\$2.00 per sem (Fee charged to any student using online registration)
Student Center Fee	\$1.00 per unit (maximum of \$10 per fiscal year)
Student Representation Fee (optional)	\$1.00 per term This student representation 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 Student Business Office.
Credit by Exam Fee	\$46.00 per unit
Audit Fee (non-refundable):	
Students enrolled in 10 or more credit units	no charge
Students enrolled in fewer than 10 credit units	\$15.00 per unit
<i>Note: auditing students also pay the health fee.</i>	
ASB card (optional)	\$6.00 per sem
<i>Note: year ends last day of summer session.</i> \$10.00 per year	

Students who owe outstanding fees may not register until their fees are paid and cleared from the computer.

Fees / Obligations / Holds

CALIFORNIA RESIDENTS: California residents must pay the mandated enrollment fee. California residents meeting certain criteria may be eligible for a Board of Governor’s Fee Waiver (BOGW) or other financial aid. Contact the Financial Aid Office.

NON-CALIFORNIA RESIDENTS: Non-California residents must pay nonresident tuition and the nonresident student surcharge, plus the enrollment fee, health fee, student center fee, and applicable material fees. You are a nonresident if you have lived in California for less than one year and one day prior to the first day of the semester, or you are unable to present sufficient documentation to prove that you have established California residency. See this Catalog for Residency information.

INTERNATIONAL STUDENTS: International students must pay enrollment fees, health fee, nonresident tuition, student center fee and applicable materials fees, the International student surcharge and an application processing fee of \$50 that covers the cost of federally

mandated documentation. The surcharge and the application processing may be waived if the student meets one of the following exemptions as listed pursuant to Education Code §76141 and §76142:

- **Student must demonstrate economic hardship or**
- **Student must be a victim of persecution in the country in which the student is a resident.**

Instructional Materials Fee (Optional Fee):

Instructional material fees for certain selected credit or noncredit courses may be required at the time of registration, or the materials may be purchased on your own. If an Instructional Materials Fee is required, the amount of the fee is listed beneath the course title in the schedule of classes. Authority for the charge is granted under VCCCD Board

Policy 5030. These instructional or other materials include, but are not limited to, textbooks, tools, equipment and clothing if:

- 1.) the instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or
- 2.) the instructional and other materials are used in the production of an “end product” that has continuing value to the student outside the classroom setting. See course schedule for instructional material fee costs.

Payment of Fees

All fees must be paid immediately (or committed to be paid) to complete a student’s registration. If the registration process is not completed, the student will not be enrolled in classes.

Students must:

- pay all fees (including any past term fees), or
- enroll in a payment plan, or
- have been awarded financial aid, or
- have a Ventura Promise award, or
- be sponsored by a third party agency (veterans, etc.).

Health Fees

This fee enables the College to provide you with a variety of health care services. In accordance with the California Education Code and Board policy, students are required to pay the health fee, regardless of the units taken, unless they meet one of the exemptions listed:

- students who depend exclusively upon prayer for



healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. Documentary evidence of such an affiliation is required.

- students who are attending a community college under an approved apprenticeship training program (see Education Code §76355).

Student Center Fee

Students of Moorpark College enacted a Student Center fee of \$1.00 per unit, up to a maximum of \$10.00 per student per fiscal year (July 1 to June 30), for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center. The money collected may only be used for this purpose. The fee shall not be charged to: a student enrolled in noncredit courses; a student who is a recipient of benefits under Aid to Families with Dependent Children (AFDC) program; a student on the Supplemental Security Income/State Supplementary Program (SSI/SSP); or a student on a General Assistance Program.

Transcript Fee

Official transcripts may be sent upon receipt of a signed written request. Students receive two non-rush transcripts free of charge. Students must show picture ID to receive transcripts.

Note: Transcripts cannot be released if a student has unpaid fees or obligations.

Costs: \$3.00 per non-rush transcript, processing time 10 -20 days
\$5.00 per rush transcript, processing time 3 – 5 days

Payment methods include cash, check, Visa, MasterCard, American Express and Discover cards. Contact the Student Business Office for credit card payments.

Additional information regarding requesting and sending transcripts may be found under the Requests for Transcript heading or on the College website.

Refund Policy

Enrollment Fee Refund Policy (Resident Students):

- Student must drop classes by the credit refund deadline as stated in the Academic/Registration Calendar to qualify for a credit or refund of enrollment fees
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office.
- Enrollment fee refunds are subject, once a semester, to

the withholding of a \$10 Administrative Fee.

- Resident students who drop a class or classes by the appropriate date may request a refund of the full enrollment fees paid for that class or classes, less the administrative fee; and the Health Center fee, any Instructional Materials fees, and the Student Center fee as set out in this policy.

The following schedule of refunds will be in effect for resident students who drop a class or classes or withdraw from college:

Full-semester Length Classes

- In first and second week 100% enrollment fee refund

Short-term Classes and Summer Session

- Withdraw within 10% of class sessions 100% enrollment fee refund

No refunds are authorized thereafter.

Tuition and Surcharge Refund Policy (Nonresident / International Students)

- Student must drop classes by the deadline set forth below to qualify for a credit or refund of tuition and surcharge.
- Application for refunds must be made to the Student Business Office after the class or classes have been dropped.
- Credits/refunds will NOT be authorized for drops or withdrawals occurring after the deadline date.
- Refund checks will be mailed by the VCCCD District Office after the application is received and processed at the Student Business Office.
- Enrollment fee or tuition and surcharge refunds are subject, once a semester, to the withholding of a \$10 Administrative Fee.
- Nonresident and International students who drop a class or classes prior to the date listed below may request a refund of their tuition and surcharge fees; and the Health Center fee, any Instructional Materials fees, and the Student Center fee as set out in this policy.

The following schedule of refunds will be in effect for nonresident/International students who drop a class or classes or withdraw from college:

Full-semester Length Classes

- In first and second week 100% tuition/surcharge refund
- In third and fourth week 50% tuition/surcharge refund

Short-term Classes and Summer Session

- Withdraw within 10% of class sessions 100% tuition/surcharge refund
- Withdraw within 20% of class sessions 50% tuition/surcharge refund

No refunds are authorized thereafter.

Other Refund Policy Fees

Audit Fees: are not refundable

Health Center Fee: is only refunded if all classes are dropped for the semester/session within the deadline, regardless of the residency status of the student.

Instructional Materials Fees: are refunded in full when a class requiring the fees is dropped within the stated deadline.

Non-mandatory Fees: are refunded in full when requested within the stated deadline.

Parking Fee: to qualify for a refund of parking fees, whether classes are dropped or not, return the original parking permit to the Student Business Office by the deadline.

Remote Registration Fee: there is no refund for the remote registration fee.

Student Center Fee: refunds may include a pro-rated refund of the Student Center fee. If all classes are dropped, a student may be entitled to a full refund of the Student Center fee, depending on enrollment in prior semesters for the academic year.

Instructional Materials Fee - Optional Fee

Instructional materials fees for certain selected credit or noncredit courses may be required at the time of registration, or the materials may be purchased on your own. If an instructional materials fee is required, the amount of the fee is listed beneath the course title in the Schedule of Classes. Every effort will be made to identify in the Schedule of Classes those courses which may require materials fees. Authority for the charge is granted under Ventura County Community College District Board Policy 5030. These instructional and other materials include but are not limited to textbooks, tools, equipment and clothing if: (1) The instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or (2) The instructional and other materials are used in the production of an "end product" that has continuing value to the student outside the classroom setting.

A list of all instructional and other materials required in a course will be made available for students no later than the first class meeting each term. The list also will be available in the Division Office and the Bookstore. Fees charged by the College are subject to change at the discretion of the Governing Board.

Associated Student Body (ASB) Card

\$10 per semester, \$15 for the school year, ending at the completion of the summer session. Purchase of an ASB card entitles students to free admission to home conference athletic events, and reduced rates to dramas, plays, various associated student-sponsored events, and discounts from local merchants.

Textbooks and Supplies

By state law, the College is prohibited from furnishing free textbooks or supplies to students. These items may be purchased in the College Bookstore. *Save Your Receipts! No Refunds After Late Registration!*

Nonmandatory Fees

Nonmandatory fees are the same whether the student takes day or evening classes, is full time or part time, and has resident, nonresident or international residency. Fees are paid at the Student Business Office.

Student Parking

- Parking permits are required when classes are in session for all vehicles including those with handicapped parking permits and for those attending athletic, theater, dance, music, and other college events.
- Daily parking permits may be purchased for \$2 from parking lot permit dispensers.

- All vehicles must park within a marked stall (CVC 21113a)
- Head-in parking required in all diagonal stalls on campus.
- Ventura County Community College District is not responsible for any theft or loss of property while utilizing parking facilities.
- Students with a Department of Motor Vehicles disabled person's plate or placard, or with a current disabled parking decal issued by the Educational Assistance Center (EAC), may park in marked disabled stalls on campus. Drivers with disabilities are subject to the same parking fees as nondisabled drivers. Disabled parking decals may be obtained at the EAC.
- Unauthorized vehicles parked in designated handicapped spaces not displaying distinguishing placards or license plates for physically disabled persons may be towed away at owner's expense. Towed vehicles may be reclaimed by contacting the Campus Police office in building BCS or by calling 805-654-6486. (CVC 22652)

Parking Fees: All students parking a vehicle on the campus must pay the parking fees listed below, regardless of the number of units for which they are enrolled.

There will be a strict enforcement of parking regulations requiring students to have parking permits the first day of the term; there is not a "grace period" for obtaining your permit. Semester permits are purchased online through the student web portal: MyVCCCD. Permits will be delivered by mail to the address provided at the time of purchase.

Parking fees are subject to change at the discretion of the Governing Board.

Automobile:	
regular sem. / summer sem.....	\$50 / \$25
BOGW students:	
regular sem. / summer sem.....	\$30 / \$25
Motorcycle:	
regular sem. / summer sem.....	\$30 / \$25
Single Day.....	\$2

Purchasing Semester Permits: Semester permits are purchased on-line through the student web portal: MYVCCCD. Permits will be delivered by mail to the address provided at the time of purchase. Day use passes are \$2 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, H, M and PA. Student semester parking permits are valid only in student lots and can be used on all three campuses. Parking is strictly enforced Monday through Thursday, 7:00am to 12:00am, and Friday, 7:00am to 5:00pm. Auto permits are static vinyl and must be affixed to the inside lower-left corner of the front windshield. Motorcycle permits are adhesive and must be affixed to the front fork of the motorcycle.

Financial Aid Students: Students who receive financial assistance pursuant to any of the programs described in subsection of Education

Code §72252(g) shall be exempt from parking fees in excess of thirty dollars (\$30) per semester for one vehicle.

Requests for Transcripts & Transcript Fees

Two official non-rush transcripts are furnished to each student free of charge. A \$3.00 per copy fee is charged for each additional transcript requested thereafter. 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 and date of birth. Rush transcript (3-5 working days) service is available upon receipt of a signed student request and payment of the \$5.00 per copy rush transcript processing fee. No cost unofficial transcripts can be printed at My.vcccd.edu. Unofficial transcripts are available for \$1.00 from the Records Office.

IMPORTANT NOTE: *Transcripts cannot be released if a student has any outstanding fees and/or obligations due the District. Students must present picture ID to receive transcripts.*

Under the Family Educational Rights and Privacy Act, once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, please refer to "Privacy Rights Regarding Student Records" in this catalog.

Educational Work Load

A student's educational work load generally consists of fifteen (15)

units of work per semester in order to make normal progress towards the AA/AS degree and/or transfer requirements.

Students desiring to take an overload of more than 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 appropriate Dean in addition to the counselor's approval.

Full-Time Student - A student is defined as full-time if carrying 12 or more units in a regular Fall or Spring semester or 4 units in a summer session.

Unit Requirements for Benefits and Activities

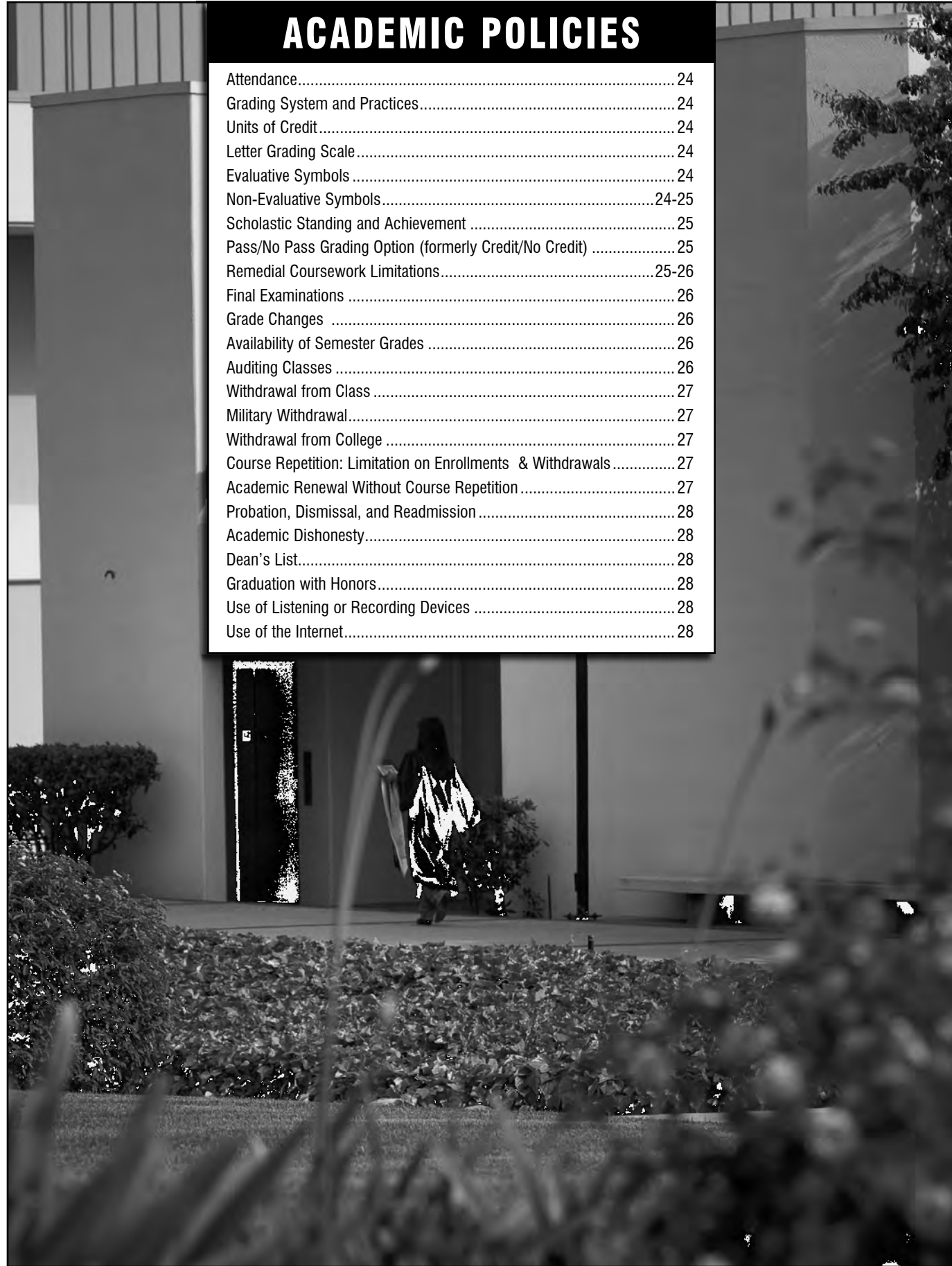
To qualify for certain benefits and activities, minimum unit requirements must be maintained, as follows:

- **Veteran and war orphan benefits under GI Bill:** 12 or more units completed by end of semester, full subsistence; 9-11 units, three-quarters subsistence; 6-8 units, one-half subsistence.
- **Automobile insurance discounts and dependent medical insurance:** 12 units
- **Financial Aid**
Student Loan deferments:
 Half-time required 6 units or greater
Financial Aid Enrollment status:
 Full-time..... 12 units or greater
 Three quarter time..... 9 -11.5 units



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ACADEMIC POLICIES

Attendance

All students admitted to the colleges of the Ventura County Community College District are expected to attend classes regularly, both because continuity of attendance is necessary to both individual and group progress in any class, and because financial support of the college is dependent upon student attendance. Absence for any reason does not relieve the student from the responsibility of completing all class requirements.

It is also the responsibility of students, at the beginning of the semester, to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may drop such student from the class and record a grade in accordance with the policy for dropping a course.

Grading System and Practices

Work in all courses acceptable in fulfillment of the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate level work shall be graded in accordance with the provisions adopted by the District Board of Trustees.

Units of Credit

The Carnegie unit formula applies to all credit courses offered by the College, whether or not applicable to the associate degree. "One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system."

The colleges of the Ventura County Community College District bases its semester unit on one lecture class period of 50 minutes each week of a minimum 16-week semester. For practical purposes, the following terms are synonymous: unit, semester unit, semester hours, credit, credit hour.

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

Letter Grading Scale

Grades from a grading scale shall be averaged on the basis of the point equivalence to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall

receive no point, using the following evaluative symbols:

Evaluative Symbols

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 point per semester unit)

P – Pass, At least satisfactory (units awarded not counted in GPA. Replaced CR effective Fall 2009)

NP – No Pass, Less than satisfactory, or failing (units not counted in GPA. Replaced NC effective Fall 2009)

CRE – Credit by Exam (units awarded not counted in GPA)

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

Non-Evaluative Symbols

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD," "W," and "MW" 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 averages.

IP – In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade symbol in accordance with the

academic record symbols to be recorded on the student's permanent record for the course.

RD - Report Delayed

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

WITHDRAWAL: A student may withdraw from a class through the last day of the first seventy-five percent (75%) of a class (see calendar in Schedule of Classes). 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 a student who withdraws during the first four weeks or thirty percent (30%) of a term, whichever is less.

Withdrawal between the end of the fourth week and the last day of the fourteenth week of instruction for full-semester classes or through seventy-five percent (75%) of a class less than a semester in length shall be recorded as W on the student's record.

LIMITATIONS ON WITHDRAWAL EXIST. See section on "Withdrawal from Class" in this catalog.

MILITARY WITHDRAWAL: This option is intended to accommodate students who are recalled to active military duty at any time during a semester. A student may petition for military withdrawal by submitting a written request and copy of military orders to the Admissions and Records Office. Military withdrawal will result in a W notation on the transcript unless the drop occurs within the first 30% of class meetings. The notation will not be counted in evaluation of satisfactory progress for purposes of determining academic standing, probation or dismissal.

Scholastic Standing and Achievement

Scholastic standing is based on a student's work measured quantitatively in semester units and qualitatively in letter grades. This relationship is expressed as a numerical grade point average.

To illustrate the calculation of a grade point average, a student who earns a grade of A in three units, B in three units, C in three units, D in three units, F in two units, and CR in two units, would have a grade point average of 2.14. The computation is shown below.

3 units A x 4	=	12 grade points
3 units B x 3	=	9 grade points
3 units C x 2	=	6 grade points
3 units D x 1	=	3 grade points
2 units F x 0	=	0 grade point
2 units CR x 0	=	0 grade point
<hr/>		
14 graded units		30 grade points
(+ 2 CR)		
30 ÷ 14	=	2.14 grade point average

In calculating a student's degree-applicable grade point average, grades earned in nondegree courses shall not be included.

Pass/No Pass Grading Option (formerly Credit/No Credit)

Pass/No Pass replace Credit/No Credit effective Fall 2009.

Colleges of the Ventura County Community College District may offer courses in two pass/no pass ("P"/"NP") options: (1) courses which are offered on a pass/no pass basis only, and (2) courses in which students may elect the pass/no pass option.

The first category includes those courses in which all students in the course are evaluated on a pass/no pass ("P"/"NP") basis. This "P"/"NP" grading option shall be used to the exclusion of all other grades in courses for which there is a single satisfactory standard of performance and for which unit credit is assigned. Credit shall be assigned for meeting that standard, no credit for failure to do so.

The second category of Pass/No Pass options is comprised of courses designated by the college wherein each student may elect by no later than the end of the first 30 percent of the term or length of the class whether the basis of evaluation is to be Pass/No Pass or a letter grade. Once the 30 percent deadline has passed, the request cannot be withdrawn. It is the student's responsibility to file appropriate form by the 30% deadline; otherwise a letter grade will be assigned.

The petition for this purpose, "Request for Pass/No Pass Grade" is available online at the college website and through the MyVCCCD student portal (see "college downloadable forms"). All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

A student may apply a maximum of 20 units of credit earned under the pass/no pass option to an A.A. or A.S. degree or Certificate of Achievement. Pass ("P") 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 Pass/No Pass basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a pass/no pass basis, especially for general education major requirements; therefore, units of "Pass" should not be used to satisfy major requirements for AA, AS degrees or transfer.

Remedial Coursework Limitations

The colleges of the Ventura County Community College District (VCCCD) offer courses which are defined as remedial. "Remedial coursework" refers to nondegree-applicable basic skills courses in reading, writing, computation, learning skills, study skills and English as a Second Language which are designated by the college district as not applicable to the Associate Degree.

Students enrolled in remedial courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined under other academic policies. However, the units earned in these remedial courses do not apply toward proficiency

awards, certificates of achievement, or associate degrees.

No students shall receive more than 30 semester units of credit for remedial coursework. This limitation of 30 units applies to all remedial coursework completed at any of the campuses of the college district (Moorpark, Oxnard and Ventura Colleges). It does not apply to remedial coursework completed at colleges outside the District. Students transferring from other educational institutions outside VCCCD shall be permitted to begin with a "clean slate" with regard to the remedial limitation. The 30-unit limit applies to all remedial coursework attempted; however, in the event that some of these 30 units are substandard and a student successfully repeats one or more courses in which substandard grades were earned, then the 30-unit limit would be modified by the application of the Course Repetition Policy.

Students who exhaust the unit limitation shall be referred to appropriate adult non-credit educational services provided by adult schools or other appropriate local providers with which the colleges have an established referral agreement. Such a student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework. Procedures relating to dismissal and reinstatement are specified in the College Catalog under policies governing Probation, Dismissal and Readmission. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

The following students are exempted from the limitation on remedial coursework: students enrolled in one or more courses of English as a Second Language and/or students identified by one of the colleges as having a learning disability.

Any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses may qualify for a waiver of the unit limitation. Petitions for waiver can only be given for specified periods of time or for a specified number of units. The petition for this purpose, the Student Educational Plan, is available in the Counseling Office.

The Office of Student Learning shall maintain a list for each academic year of remedial courses limited by this policy. Students should be aware that this policy applies to all students enrolled in remedial coursework. Students receiving financial aid may have more restrictive limitations due to federal regulations.

The federal rules specify a limitation of one year regardless of units, do not exempt learning skills, and do not provide for a waiver.

Final Examinations

Final examinations are given at the end of each semester. Students are required to take examinations for the classes in which they are enrolled. No examinations are administered prior to the regular schedule for examinations.

Grade Changes

Grades are determined and assigned as a result of academic assessment made by the instructor of record of a course. Determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to,

inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to California Education Code §76232, or by a compliant alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Grade change petitions must be submitted by the instructor of record or appropriate substitute, or by the Executive Vice President.

Procedure requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor of record is not available, or where the district determines that there is a possibility of gross misconduct by the original instructor, provisions shall be made to allow another faculty member to substitute for the instructor of record.

Grade changes shall be requested by the student no more than three (3) years after the term in which the grade was awarded. Exceptions to the time limit may be made if it is determined that the grade was awarded as a result of mistake, fraud, bad faith or incompetence by the instructor. Students may be required to provide documentation to support the requested grade change that may include but is not limited to graded assignments and tests from the class in question or substantiation of verifiable extenuating circumstances.

In the case of fraud, bad faith, or incompetence, the final determination concerning the removal or change of grade will be made by the Executive Vice President. In all cases, where means exist and when at all possible, the instructor who first awarded the grade will be given notice of the change.

Pass/No Pass (P/NP), Credit/No Credit (C/NC) and Credit-by-Exam (CRE) grade designations, once applied to the transcript, cannot be changed to a letter grade.

When grade changes are 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.

Availability of Semester Grades

Grades for each semester are generally available within 24 hours of each instructor submitting his/her grades. Students may access their grades through their portal at my.vcccd.edu. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations

Auditing Classes

Auditing enables a student to attend a class without taking exams, receiving a grade or earning unit credit. Students enrolled in ten units or more in Fall or Spring (or three or more unit in Summer) may, with instructor consent, be allowed to audit one lecture class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one lecture class per term for a non-refundable fee of fifteen dollars (\$15.00) per unit per semester. Audit students must also pay the health fee. Audit fees are nonrefundable. All fees are subject to change. Priority in class enrollment shall be given to students desiring to take the courses for credit toward a certificate,

degree or transfer certification.

Petitions to Audit are accepted on or after the last two days of program adjustment as specified in the registration calendar. Laboratory and activity classes are not normally eligible for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course, nor are they permitted to challenge the course at a later date. Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course by exam 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 for all other students as stated in this Catalog. The Petition to Audit is available at the office of Registration and Records.

Withdrawal from Class

It is a student's responsibility to withdraw from a class when the withdrawal is voluntary and desired on the part of the student. Withdrawals must be initiated by the student, and processed online through their portal (my.vcccd.edu), by mail, via fax, or in person at the Records Office. Mailed and faxed withdrawal requests must be accompanied by a legible copy of the student's picture ID. Deadlines apply, and students should consult the registration calendar to determine if a class can be dropped.

Students who withdraw by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class will not receive a notation on their permanent academic record.

Students who withdraw after the third week of a full-semester length class or 16% of a short term class shall receive a W on their permanent academic records. W grades will be counted as one of the three enrollment attempts that students are allowed in order to achieve a standard (passing) grade of C/P or better in a course (see Course Repetition in this section). They will also be counted in the calculation of a student's academic progress to determine academic standing (e.g. good standing, probation or dismissal).

Withdrawal from a class after the fourteenth week or seventy-five percent (75%) deadline may be considered if a student provides documentation of verifiable extenuating circumstances. For purposes of this section, extenuating circumstances are generally defined as cases of accident, illness or other circumstances beyond the student's control. The petition for this purpose, Petition to Change a Grade to W, may be downloaded through the College website, and must be accompanied by supporting documentation.

Students who, due to a severe illness or injury are unable to attend classes for a substantial length of time, should contact the Records Office regarding their eligibility for medical withdrawal. Verifiable documentation of circumstances will be required.

EXCEPTION: A graded course that has been used to satisfy degree, certificate or transfer requirements will not be changed to a W.

The W grade does not impact grade point average, but shall be counted as an enrollment attempt when determining whether a student may repeat a course, and as a factor in determining a student's academic standing. Excessive Ws will result in a student being placed on

progress probation. Consult the appendices at the end of this catalog for full information regarding Probation, Dismissal and Readmission.

Military Withdrawal

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student's return to college.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. MW grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.

Withdrawal from College

It is the student's responsibility to formally withdraw from all classes, if he or she withdraws from college. A student who withdraws after the end of the first thirty percent (30%) of a class shall have an entry made on his or her permanent record in accordance with the regulations specified in the withdrawal from class policy

Course Repetition: Limitation on Enrollments & Withdrawals

Consult the Appendices of this catalog for full policy and procedure information regarding course repetition.

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances. Students are permitted a total of three enrollment attempts to achieve a standard grade (defined as a passing grade of A, B, C, P or CR). This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, the course may not be taken again under this section. However, repetition may be allowable under special circumstances as defined in the appendices.

An enrollment attempt is defined as any enrollment in a course that results in an evaluative (A, B, C, D, F, P, NP, CR, NC) or

non-evaluative (W) grade. All of these grades are counted as enrollment attempts when determining a student's eligibility to repeat a course.

Withdrawals may not exceed three (3) times in the same class. Students who have withdrawn from the same class the maximum number of times will be required to petition for a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W.

Petitions for Course Repetition are available in the Counseling Office.

Academic Renewal Without Course Repetition

Students may petition only one time 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.

Consult the Appendices of this catalog for full policy and procedure information regarding academic renewal.

Probation, Dismissal, and Readmission

Consult the appendices at the end of this catalog for full policy and procedures for Probation, Dismissal and Readmission practices.

Probation, dismissal, and readmission policies and procedures are designed to assist students in making progress toward realistic academic, career, and personal goals. Students who choose to enroll should be encouraged to take advantage of the opportunity to realize their full potential. Limitations regarding programs, courses, and unit loads are consistent with the philosophy of providing an opportunity to succeed.

The entire statement of the policy adopted by the District Board of Trustees on Probation, Dismissal, and Readmission of Students appears in the Appendices section of this catalog.

Academic Dishonesty

Moorpark College takes academic honesty very seriously. Instructors, accordingly, have the responsibility and authority for dealing with instances of cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using "cheat sheets," using unauthorized technology, copying off another's test, or turning in someone else's work as his/her own. Instructors have the responsibility to report instances of plagiarism or cheating to the Dean of Student Life. Academic dishonesty, in any form, is a violation of the Moorpark College Student Code of Conduct as outlined in the Student Rights and Responsibilities section and, as such, is subject to investigation, charges of misconduct, and disciplinary consequences.

Credit By Examination

Students may petition to receive credit by exam for external test scores such as the College Board (AP), CLEP and International Baccalaureate exams; by taking a locally administered exam (also referred to as "challenging a course"), or through an articulation agreement between the student's high school and this college.

All petitions for credit by exam must be initiated with a college

counselor. A fee of \$46.00 per unit is charged for all credit awarded through the credit by exam process, except that no fee is charged for credit awarded through a High School to College articulation program.

Consult Section 8 of this catalog for complete information, policy and procedures for requesting credit by exam.

Dean's List

Special recognition is accorded students who complete a program of twelve or more units of letter-graded coursework with a 3.50 grade point or higher during a semester. Pass/No Pass units are not considered in the twelve-unit requirement. These students are placed on the Dean's List and accorded appropriate recognition, including a letter of commendation for academic distinction.

Graduation with Honors

The honors designation is placed in the commencement program of the graduate who has achieved an overall grade point average (GPA) of 3.5.

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 instructor and school administration. Any student who has need to use electronic aids must secure the consent of the instructor. Students who need to use recording devices as an authorized disability accommodation must receive verification through campus Accessibility Coordination Center & Educational Support Services (ACCESS) and must provide this verification to the instructor prior to use.

Use of the Internet

PURPOSE OF THE INTERNET: The Internet access provided by Moorpark College is to be used to support the instructional process of students who are actively enrolled in a designated course. Non-educational, recreational and commercial uses of the Internet are prohibited on the Moorpark College network.

RULES FOR USING THE INTERNET: Each student is responsible for ensuring that he or she uses the College provided Internet access in an effective, efficient, ethical and lawful manner. To this end, students must comply with the following rules:

1. Observe with the guidelines for acceptable use of networks or services.
2. Only attempt to gain access to resources for which he or she has authorization. Moorpark College will not assume financial responsibility for unauthorized Internet-related expenditures.
3. Do not make harassing or defamatory remarks using the Internet.
4. Do not create a personal link to any Moorpark College page, and do not represent Moorpark College on any personal page.
5. Do not install any software.
6. Do not use any unapproved software.
7. Do not violate any federal or state law, including copyright laws.
8. Download data from the Internet onto personal data storage units—any data found on a College-owned hard drive will be deleted.

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STUDENT & INSTRUCTIONAL SUPPORT SERVICES

Student and Instructional Support Services provide holistic development throughout the college experience in intellectual, social, emotional, and physical domains.

Accessibility Coordination Center & Educational Support Services (ACCESS)

Moorpark College provides support services for all eligible students with disability-related 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. By registering with ACCESS, students are assured of accessibility to the Moorpark College curriculum and facilities.

Students will:

- become knowledgeable about the purpose of ACCESS, the accommodations and services available, and how to obtain these services.
- have equal access to academic and extra-curricular activities.
- increase self-knowledge to promote greater independence and self-advocacy.
- gain knowledge of their disabilities and legal rights as equal members of society.
- increase confidence in their ability to achieve success.

The ACCESS Center is located in the LMC. For more information, contact ACCESS by phone (805) 378-1461, TDD (805) 378-1461 or fax (805) 378-1594.

Appropriate Accommodations

Elevators, ramps, handrails, and automatic doors assure physical accessibility to all buildings. Reasonable and appropriate academic accommodations ensure equal accessibility to the college curriculum and programs for all students. 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.

Through ACCESS, Learning Skills classes for personal and scholastic development such as writing, reading, math, and study strategies, are offered to assist students needing additional basic skills preparation for college-level coursework. Although designed for students with disabilities, these courses are available to all Moorpark College students.

Assistive hardware devices, software, and specialized training are available. These include speech recognition dictation, screen enlargement, print magnification, screen reader, and scan and read (text to speech) systems.

Services available through ACCESS:

- Academic and Career Advisement
- Alternate Media Formats
- ASL Interpreters
- Assistive Equipment

- Classroom Accommodations
- Computer Access and Training
- Electronic Text
- Note Taking Assistance
- Readers and Scribes
- Real-time Captioning
- Registration Assistance
- Specialized Learning Skills Courses
- Testing Accommodations

Athletics

Moorpark College offers a wide variety of programs for men and women interested in competing at an intercollegiate level. The Raiders field the following teams for women: basketball, cross country, golf, soccer, softball, track and field, and volleyball. Men's teams are basketball, football, golf, soccer, and volleyball. The athletic teams compete in the Western State Conference, one of the finest conferences in California.

Every sport enjoys equal status at Moorpark College. This philosophy is clearly demonstrated by the College's successes in the Western State Conference Athletic Supremacy race, which awards the conference's best overall athletic program. Moorpark has been a consistent contender in this competition with outstanding performances in all sports. The Athletic Department prides itself on outstanding classroom success of its student athletes. In the last seven years, the female Pepsi Scholar Athlete of the Year (top state award given from 25,000 participants) has been TWICE from Moorpark College. Several teams have won Scholar Team awards as well.

To compete in intercollegiate athletics, students must meet the eligibility requirements of the California Community College Athletic Association (CCCAA). First time participants must be actively enrolled in 12 units of study, 9 of which must be part of the student's educational plan. Second year participants must have passed 24 units with a minimum grade point average of 2.0. All teams require an advanced degree of skill. Student athletes must be willing to devote extra time to traveling to contests and practice.

Watch Moorpark College's Raider teams in action. For game schedules call (805) 378-1457 or go online at www.moorparkcollegeathletics.com.

CaWORKS

CaWORKS is a government-funded program which provides support for college students receiving TANF (public assistance) who are studying for a vocational certificate or a degree in a variety of high demand occupational fields. It stands for "California Work Opportunity and Responsibility to Kids."

Students will increase skills by completing an educational program that enables them to be successful in Welfare-to-Work program.

Some of the services the CaWORKS program provides are:

- academic and career counseling
- coordination and advocacy with your county welfare department
- help with college costs
- employment services

CalWORKS Eligibility Criteria

Eligibility is determined by contacting your local Human Services Agency. Requirements for CalWORKS:

- parent of minor children
- limited income
- commitment to a welfare to work program that combines 32 hours a week of school, work or other approved activities

For additional information about CalWORKs at Moorpark College, call (805) 376-1400 ext. 1889 or visit the website at http://www.moorparkcollege.edu/apply_and_enroll/calworks/index.shtml.

Career Transfer Center

The Moorpark College Career Transfer Center offers life planning assistance to all students whether one is updating job skills, pursuing a certificate or associates degree, or planning to transfer to a four-year college. This one-stop center is a valuable resource to students at each stage of education and career development and can assist students to make a smooth and successful transition to the next step. Stop by frequently to explore a range of college and career options, participate in employer and university events, and to determine a realistic pathway to achieving your career and educational goals.

Students will:

- increase self-knowledge.
- identify transfer and career options through use of resources and services.
- identify and meet major and/or career goals.
- prepare for successful transition to a transfer university and/or career.

Services include:

- assistance in identifying a major or career direction.
- access to Career and College Exploration software available for planning your future.
- Career Exploration workshops and courses.
- Job Skills resources, workshops, and courses.
- Internship courses and connections between college and career.
- Transfer Preparation workshops.
- scheduling and coordination of all four-year University representatives and employer visits.
- assistance with job application, resume, and interview procedures for current jobs as well as future jobs.
- assistance with university admissions and the transfer process.
- coordination of guaranteed transfer agreements with participating universities.

- Career and Transfer reference materials including catalogs, books, videos, and DVDs.
- events such as Transfer Day (fall), Job Shadow Day (spring), Job and Career Expo (spring), and Transfer Recognition event (spring), Working Adult College Night (varies).
- posting of job and internship opportunities from local employers and the community.
- collaboration with local employers and the community for assessing work place needs, and posting of job and internship opportunities.
- monthly publication of a Career Transfer calendar that indicates planned activities, university representative and employer visits, and important deadlines.

Whether a student is undecided about their future career or educational goals or knows exactly what they hope to gain from their Moorpark College experience, the one-stop Moorpark College Career Transfer Center has something to offer.

The Career Transfer Center is located in Fountain Hall. For more information or to verify hours and location, call (805)378-1536, email mccareer@vcccd.edu or visit our websites at http://www.moorparkcollege.edu/services_for_students/career_services/lifeplanninguntitled.shtml or http://www.moorparkcollege.edu/services_for_students/transfer_center/index.shtml.

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 Career Transfer Center. This system reports how course credits earned at one California public 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 to public universities in California. Questions about ASSIST or how it works can be answered in the Career Transfer Center. ASSIST can be accessed online at www.assist.org.

Child Development Center

The Child Development Center offers an exemplary early care and education experience for children aged 2 through 5 years. The program is accredited by the National Association for the Education of Young Children, and offers experiences to enhance children's intellectual, social, emotional, and physical development. Affiliated with the college Child Development Department, the Center serves as a practicum and observation site for members of the Moorpark College community. Half-day morning and afternoon program options are available for student, staff, and community families, as well as a Parent-Toddler program for 18- to 30-month-olds. Phone the Center at (805) 378-1401 or visit www.moorparkcollege.edu/cdc.

Counseling Services

Getting an education is not a "do-it-yourself" project. Counselors are available to help students progress through college and meet their goals in the most effective and efficient way for each individual. Counseling services are available to Moorpark College students online as well as on a day and evening basis. Through a coordinated guidance program,

counselors assist students with academic planning as well as career and personal matters. Although any counselor can help any student, most counselors have particular expertise in specific majors. Students are encouraged to develop a working relationship with an individual counselor. Consistent counselor contact and follow-up is essential for maximum educational success. For more specific information visit http://www.moorparkcollege.edu/services_for_students/counseling/index.shtml.

Students will:

- work in coordination with a counselor, at appropriate times throughout their educational cycle at Moorpark College to:
 - set initial educational/career/exploration goal and Develop an Ed Plan prior to the completion of 15 credit units.
 - use their Ed Plan to select appropriate classes for each semester.
 - prior to the completion of 45 credit units, meet with a counselor to explore options and/or review and/or revise Ed Plan as needed to adapt to developing educational and career goals.
 - access Student Services appropriate to their specific needs at each stage of educational development.

Academic Counseling

Accurate information about program requirements and course prerequisites is essential for planning any course of study. Since they stay aware of changes that may affect completion of majors, general education and/or transfer requirements, counselors serve as valuable resource in helping students select appropriate classes. Counselors can help students select the best combination of courses to meet the lower division transfer requirements for specific transfer institutions. Meeting regularly with a counselor helps ensure the most efficient progress toward achieving an Associate Degree, Certificate of Achievement, transfer or other educational goal.

If a student has not selected a major field of study, they are especially encouraged to meet with a counselor to develop an educational plan that will assist them to explore educational options while selecting classes that will be the most versatile as they discover their interests.

Students may arrange for academic counseling by making an appointment at the Counseling Office in the Administration Building or by calling (805) 378-1428. Although most planning will require a specific appointment, there is often a counselor or counselor assistant available to help those students who stop by for quick questions. Check the website for hours of service.

Career Counseling

Students are encouraged to use the resources in the Career Transfer Center, located in Fountain Hall, for computerized career assessments

as well as for research on local, state, and national job markets. See the Career Transfer Center section for more information.

Personal Counseling

Life continues to happen while you are going to College. When other life issues impact education, counselors can also assist with non-academic concerns. You can make a "Personal Counseling" appointment with the Counseling Office. Call (805) 378-1428 or make an appointment for psychological counseling at Student Health Services at (805) 378-1413.

Extended Opportunity Program and Services (EOPS)

Moorpark College has an EOPS program that offers two basic types of assistance to students from low-income families:

- financial assistance in the form of grants and loans, including summer grants.
- educational support services.

The EOPS Program is dedicated to the program goals of motivating economically- and socially-disadvantaged students to pursue higher education at Moorpark College. EOPS support services assists students in maximizing usage of its support services and in transferring to a four-year college or university.

Cooperative Agencies Resources for Education (CARE)

CARE provides a cooperative effort under the umbrella of EOPS involving the State Employment Development Department, State Department of Social Services, local county Human Services Agencies, and the Chancellor's Office of the California Community Colleges. CARE provides special support targeted specifically for Welfare recipients. The program provides services to EOPS eligible, single heads of households, with one child under the age of 14 that is receiving cash aid. CalWORKS students that meet CARE criteria may also be eligible for services.

EOPS/CARE students will:

- understand the range of EOPS services available for non-traditional, low-income students.
- understand the requirements to attend college.
- utilize to the college's educational resources, and financial aid.
- utilize specialized counseling and guidance to ensure successful completion.
- be empowered with information to make informed decisions on educational, career and life goals.
- receive academic assessment and referrals to enhance their college success.

EOPS/CARE Support Services

- Academic/Personal Counseling
- Tutoring and/or Tutoring Referrals

- Health Services Referrals
- Educational Plans
- Transfer Assistance
- Early Registration
- EOPS/CARE Grants
- Book/Photo ID/Parking Vouchers
- Open Computer Lab
- Calculators and Recorders

EOPS/CARE Eligibility Criteria

- be a California resident,
- be a full-time student (12 units),
- have completed no more than 70 units of college course work,
- 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). To be eligible to receive a BOGW, a student must be receiving TANF/CalWORKS (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 2011, including taxable and nontaxable income, cannot exceed \$16,335 for a family of 1; \$22,065 for a family of 2; \$27,795 for a family of 3; or \$33,525 for a family of 4. Families larger than 4, add \$5,610 for each additional dependent (effective July 1, 2012).
- meet at least one of the following EOPS educational conditions:
 - non-high school graduate
 - high School G.P.A. below 2.5
 - been previously enrolled in remedial courses
 - not eligible to enroll in MATH M01
 - not eligible to enroll in ENGL M02
 - first generation college student

EOPS Application Procedure

- Apply for a Board of Governor's Fee Waiver (BOGW) and/or Free Application for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center.
- Apply for the EOPS Program by filling out the EOPS application, the EOPS supplemental form, and student mutual contract.
- Make an appointment to see an EOPS Counselor/Peer Advisor and bring official college transcripts from prior

colleges, if not on file in counseling office.

Maintaining Eligibility

In order to remain eligible for the EOPS program, each EOPS student must be making acceptable progress towards a goal, certificate, or degree as determined by the college, with an average of a 2.0 GPA or better for each semester. Each EOPS/CARE student is required to meet three times per semester with his or her EOPS/CARE Counselor for academic advisement and planning and must attend a mandatory orientation each semester.

For further information about EOPS/CARE program or its other services, call (805) 378-1464 or visit http://www.moorparkcollege.edu/services_for_students/extended_opportunity_program_and_services/index.shtml.

Financial Aid

The Financial Aid Office at Moorpark College participates in a variety of Federal and State financial aid programs designed to assist undergraduate students in meeting college costs. To be considered for these programs, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. For current information and guidelines, please contact our office or refer to our financial aid website.

Students will:

- expedite their financial aid process by utilizing the financial aid channel via MyVCCCD portal to submit their Title IV authorizations and SAP Policy acknowledgement.
- expedite their financial aid status by utilizing the financial aid channel via MyVCCCD portal.
- better understand the satisfactory academic progress standards and how "warning" affects ability to receive financial aid.
- better understand the satisfactory academic progress standards and how to file an appeal to receive financial aid.
- better understand Higher One financial aid disbursements and how to contact Higher One.

For more information about Financial Aid, call (805) 378-1462 or visit http://www.moorparkcollege.edu/services_for_students/financial_aid/index.shtml.

For Financial Aid programs, see Appendix IX.

Library and Learning Resources

The Library and Learning Resources include the Library, Teaching and Learning Center, and Computer Labs, all of which support students in becoming information literate and self-reliant learners.

Library

The Moorpark College Library occupies the second and third floors of the centrally-located Library Learning Resources building (LLR). The collection and facilities are designed to meet the curriculum needs of the college community. Faculty librarians are available to help students become information literate, providing one-on-one assistance with research projects and also class instruction in the

use of library resources.

Students will:

- be able to use information effectively and efficiently.
- be able to identify their research needs.
- be able to critically evaluate information resources.
- be able to access print and electronic resources.
- be able to use multiple modes of access to resources.
- be able to properly cite their sources according to an accepted documentation style.

Hours and Website: The library is open weekdays and evenings. Please call the Circulation Desk at (805) 378-1450 to verify current hours or consult the library's website at: http://www.moorparkcollege.edu/services_for_students/library/index.shtml.

The Collection

The library collection includes approximately 77,000 books and more than 270 periodical subscriptions. The collection also includes more than 50 electronic resources, microfilm, CDs, and DVDs. Library materials can be located by using the library's online catalog, which is available on the Internet and can be accessed via the library's website by selecting the link "Search Catalog."

Electronic resources, including newspaper and magazine articles, as well as scholarly journal articles, e-books, and literary criticism are available from the library's website from on campus computers and through the MyVCCCD page from off-campus.

Library 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 also provide instruction sessions to classes at the instructor's request. For more information, please call the Reference Desk at (805) 378-1472.

Checkout privileges: The library is open to everyone; however, in order to borrow materials, you must be a registered Moorpark College student. Library cards are free and issued at the Circulation Desk upon presentation of picture identification and verification of current enrollment. Students are asked to have no more than five items checked out at one time with 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. Use of the computers is free, but there is a \$0.10 per page charge for printing. Copy cards are used to pay for printing; they may be purchased either on the 1st floor or in the Copiers room on the 2nd floor of the LLR building. These cards may be used in the copy machines and in the network printers. Wireless Internet access (Wi-Fi) is available in the LLR building; instructions for connecting to the network are available at the Reference Desk.

Study areas: Tables, individual study carrels, and group study rooms are available on the second floor of the LLR building. Selected carrels and study rooms are equipped with video monitors and DVD/VHS

players for viewing audiovisual resources. Headphones are available and may be checked out at the Circulation Desk.

Photocopies: Photocopiers are available on the second floor of the LLR building. Copies are \$0.15 per page and may be transacted using cash or copy cards.

Reserve materials: Instructors sometimes put textbooks and other materials "on reserve" in the library. These materials may be checked out for a limited period of time. Reserve materials may be requested by discipline and/or the instructor's last name at the Circulation Desk.

Interlibrary Loan: Should the library not have adequate resources for a student's research project, the library may borrow needed materials from other institutions. This interlibrary loan service is available to library card holders. If you wish to use interlibrary loan, please consult a reference librarian.

Learning Resources

The Teaching and Learning Center (TLC) at Moorpark College provides academic support to students and professional support for instructors in order to improve student success and retention.

Location: 3rd floor of Library Learning Resources building

Website: <http://www.moorparkcollege.edu/tlc>

Phone: (805) 378-1556

Students who use the Teaching and Learning Center will be able to apply learning strategies and basic skills to succeed in college. The Learning Resources enable students to:

- assess their learning needs and create individualized learning plans;
- use resources to develop the college skills and/or achieve the goals of their learning plans;
- acquire skills that develop life-long learning habits; and
- apply learning strategies and basic skills to independently succeed in college.

TLC Academic Support Services

Tutoring is available across the curriculum for Math and Writing. To receive tutoring, currently registered students need to enroll in COL M05 (Supervised Tutoring Across the Curriculum), a zero (0) unit course, free to Moorpark College students.

Math Center

The Math Center is the area of the Teaching and Learning Center that specializes in Math tutoring for all levels of mathematics. Special care is taken to help those students in the Basic Skills level math classes (i.e., Math M09, M01/AB, M03/AB, and M04). Math Center faculty and tutors guide students in developing the mathematic, analytical, and quantitative skills they need for college courses and future careers. Schedules of workshops and study sessions are available at the Math Center or online on the Math Center webpage: <http://>

www.moorparkcollege.edu/departments/academic/mathematics/math_center/.

All Math Center services and resources are free to enrolled Moorpark College students and include:

- drop-in tutoring for all levels of mathematics courses;
- tutoring by appointment for all levels of mathematics and some sciences by special arrangement;
- appointment-based group tutoring for students enrolled in MATH M09, MATH M01, and MATH M03 (at least three students per group);
- workshops and study sessions;
- print, media, Internet and software resources.

In support of the aims of Mathematics and Science students at Moorpark College, the Math Center prepares students to:

- think critically, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.
- identify their individual mathematics strengths and weaknesses.
- use the resources to support their acquisition of the skills necessary to succeed in college level mathematics and science.
- apply problem solving skills to mathematics and science both in and outside of the classroom.
- learn to efficiently verify an answer to a problem and determine if the answer is reasonable in the given context.

Writing Center

The Writing Center is the division of the Teaching and Learning Center that specializes in English grammar, conversation, study skills, and writing and reading skills for all levels and across the curriculum. Writing Center faculty and tutors assist and guide students in developing the written communication skills they need for all courses and for a future career. The Writing Center offers tutoring by qualified student tutors or by faculty in the following formats: one-on-one, small group, classroom instruction, and supplemental instruction (weekly review/concept driven sessions for some courses). Appointments are required and can be made through the online appointment scheduling system linked to the Writing Center website www.moorparkcollege.edu/writingcenter. Tutoring sessions are 45 minutes. Online tutoring must be arranged in advance by contacting kadams@vcccd.edu.

All services are free to Moorpark College students and include:

- assignment consultations
- individual tutoring
- online tutoring
- workshops
- instructional resources: software/online accessible instructional software, print materials, and Directed Learning Activities
- development of Individualized Academic Achievement Plans
- poetry readings, guest writers, and special events (posted at http://www.moorparkcollege.edu/services_for_

students/learning_center/Writing_Center/index.shtml)

For complete information on the Writing Center, including up-to-date hours, workshop calendars, and resources, visit <http://www.moorparkcollege.edu/writingcenter>.

College Courses (listed under “College” in the Catalog)

Students may enroll in credit based courses to improve learning skills, to acquire tutoring and peer-mentoring skills, or to develop leadership potential.

- **College Strategies (COL M01):** students learn how to maximize their academic experience and achieve learning success. This course is sometimes offered in a Learning Community format where it is integrated into another general education course. Another strategy for college success is to take advantage of the tutoring offered by TLC through COL M05 (Supervised Tutoring across the Curriculum).
- **College Individual and Group Tutoring (COL M02 and COL M03) course sequence:** prepares students to become tutors in the Teaching and Learning Center. Students discover the learning and leadership theories that are at the core of becoming a peer tutor and educator, and how to apply learning theories to individual tutoring (COL M02) and group tutoring (COL M03). Students who are enrolled in or who have completed COL M02 or M03, and who meet the standards of The Teaching and Learning Center, may apply for positions as tutors.

Computer Labs

Over 130 computers are available to currently enrolled students in the Open Access Lab on the 1st floor of the LLR building, and additional computers are available on the 2nd and 3rd floors and in Fountain Hall. These labs are open to any enrolled student, and they offer Internet access, printing, scanning, office software, and some specialized, course-specific software. Some departments also offer specialized computer labs for their students. When computers are in high demand, academic use takes precedence over personal use. Assistive Technology is available for students with special needs. More information is available from the Access Office at (805) 378-1461.

- **Use of the Internet While on Campus** - Wired and wireless Internet access is provided by the college 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 district policy AP 3720-A on Computer and Network Use. Details are available at: http://www.vcccd.edu/departments/information_technology/agreement.shtml.
- **Privacy on the Internet** - Be aware that any electronic mail sent or received over the Internet is not truly private. Moorpark College reserves the right to monitor and access any information sent or received via 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 Moorpark College does not assume any responsibility for the contents of any of these outside networks.

Language Lab

The Language Lab (LLR-305) is a multimedia classroom where students enrolled in courses in the English and World Languages engage in computer-assisted language learning. Walk-in students may use the

facility when classes are present with permission of the instructor.

Outreach and Admissions

The Office of Outreach and Admission at Moorpark College facilitates enrollment and works with the local community, international students and scholars, as well as other educational institutions to inform the public of the many educational opportunities available at Moorpark College. Outreach and Admissions is located in Fountain Hall Room 113. For more information contact (805) 378-1409 or (805) 378-1531.

Students will:

- obtain information needed to make an informed decision about enrolling at Moorpark College.
- have knowledge of Moorpark College and its services and programs.
- be able to obtain personalized tours and outreach events relevant to their needs.
- understand their academic standing and use resources as appropriate.
- understand unique enrollment requirements applicable to them, and will remain in compliance.
- understand unique federal regulations applicable to them; will successfully matriculate, and remain so throughout their education.

Student and Campus Activities

Students achieve success more consistently if they feel a connection to the campus where they attend classes. These friendships and activities contribute to each student's future success. From Student Government to a variety of interest-based clubs, Moorpark College offers students various ways to be involved on campus.

Student Activities

The Student Activities office encourages student life on campus by overseeing the Associated Students and student organizations in addition to hosting and sponsoring campus events. These extracurricular activities allow students to learn leadership, civic responsibility, and diversity. All students have the opportunity to get involved in campus life by participating in student organizations, student government, being a student representative on college committees or attending campus activities. Students who get involved in campus life will discover their own individual uniqueness and potential through practical applications of critical thinking, civic responsibility, and leadership. Learn how to get involved by stopping in the Student Activities office inside the Campus Center.

Students will:

- participate in student activities.
- learn self-advocacy and civic responsibility.
- participate in campus governance and participate in governance at local, state, federal levels.
- connect to the campus community through student organization involvement.
- enhance their quality of life and enjoy experiences on campus through academic, career, and personal development.

- have an opportunity to earn Leadership credit units through the college Internship program.

Associated Students

Every registered student at Moorpark College is a member of the Associated Students. Each spring semester the Moorpark College student body elects the Associated Students Board of Directors which consists of ten elected student positions. This elected student board represents Moorpark College students on campus, district, and statewide participatory committees. Our mission is to give Moorpark College students a voice for their ideas and concerns. We provide leadership opportunities and encouragement for students to get involved on campus through student organizations, campus events and extracurricular activities. We inspire our students towards critical thinking, civic responsibility, advocacy and leadership. The Associated Students Board of Directors fund campus events that are sponsored by student organizations and the college to develop student life on campus beyond the classroom. The Associated Students Office is located inside the Campus Center room 152.

Student Organizations

There are over 30 student organizations to choose from at Moorpark College. These organizations make up the Inter-Club Council, which is designed to encourage students to get involved in campus life beyond the classroom. Some of the existing organizations include the Business Students Association, Creative Writing Club, Drama Club, Engineering Club, Honors Club, the Knitting Club, Phi Theta Kappa Honor Society, and the Veterans Student Association. These organizations host a variety of campus activities throughout the year. For more information about student organizations or how to start a student organization stop by the Associates Students Office, room 152 in the Campus Center.

Campus Activities

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) 529-9666 or go online at www.vcas.org.

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 online at http://www.moorparkcollege.edu/current_students/teaching_zoo/index.shtml.

Forensics Team (Speech and Debate)

Moorpark College Forensics proudly owns the top record of any team in America at the National Championships. Forensics 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 the Communication Studies Department.

Multicultural Day

Multicultural Day is organized as a creative and experiential day of teaching and learning. The goal of the alternative day of instruction is to enhance the college mission of preparing students who appreciate the value of diversity, knowledge, and understanding of cultures, local and worldwide. Instruction features insightful guest lectures, breathtaking performances, amazing exhibits, thought-provoking presentations, exciting demonstrations, energetic panel discussions, innovative storytelling, inspiring music, rhythmic dance, dramatic theater, and experiential exercises.

One Campus One Book (OCOB)

The OCOB program invites all Moorpark College faculty, staff, students, and community members to participate in this campus-wide program that encourages reading, thinking, and the exchange of meaningful ideas while fostering a sense of community. The overall goal of this program is to encourage a sense of community among students, staff, faculty, and community members by the shared experience of reading and the discussion of important ideas generated by a common book.

Performing Arts (Dance, Music, and Theatre)

Performance opportunities for students abound at Moorpark College! Among the many outstanding musical groups performing regularly are the Symphony Orchestra, Community Orchestra, Wind Ensemble, Choral Ensembles, Jazz Ensembles, Opera Workshop, and various Chamber Ensembles.

The Moorpark College Dance Department offers a wide variety of classes and levels to suit the needs of our dance students in their educational and career pathways. We offer courses in technique, theory, history, and composition. In addition to coursework, we have a variety of performance venues each semester to offer our students. We offer a main stage production (Speaking Movement in the Fall and Motion Flux in the Spring), the "Evening of Dance" series at the end of each semester, a joint production with the Music and Theatre Departments, the student-produced Summer dance concert "Undressed" and for the advanced dancer, the Moorpark College Modern Touring Ensemble.

Students interested in Theatre Arts are offered a wide variety of classes, performance opportunities, and technical experience in our two state-of-the-art theaters. The ambitious Theatre Arts 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, radio production, and venue management.

These organizations and groups are active throughout the academic year with over thirty productions a year in Dance, Music, and Theatre extending into the summer. For the most up-to-date scheduling information check out the website or call the Performing Arts Box Office at (805) 378-1485. Purchase tickets online at http://www.moorparkcollege.edu/current_students/performing_arts/index.shtml.

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 news publication of the Journalism program at Moorpark College that is produced continuously online throughout Fall and Spring, with culminating print editions at the end of each semester. Written, edited, photographed, video-captured, and produced entirely by students, the StudentVoiceOnline.com provides factual and fair accounts of news, features, and sports for and about the students, faculty, and staff of Moorpark College. In addition to providing traditional text stories with news and feature photos and illustrations, the Student Voice also provides photo galleries and essays, multimedia slideshows with audio, video stories, and more. Students in this program are enrolled in JOUR M10A or M10B and work under the guidance of the instructor and Student News Media Advisor. Students also benefit from the support and input provided by the Student Voice Advisory Board, a group of committed media professionals who lend their time and expertise to ensure the program is preparing students with vital, relevant, and employable knowledge and foundational skills for careers in the media and dozens of related fields. For more information, check out www.facebook.com/StudentVoiceOnline, www.moorparkcollege.edu/departments/academic/journalism.shtml, or email JoannaMiller@vcccd.edu.
- ***Moorpark Review*** is the campus creative arts journal, publishing original student writing and art work each spring. To join the staff, take ENGL M47 and ENGL M47L. For more information, including how to submit materials, visit the English department website.
- ***Student Essay Anthology (SEA Magazine)*** publishes faculty-nominated student essays. The essays represent all levels of English classes and serve as models of the best student writing on campus. Final selections are chosen and edited by students in ENGL M47 and ENGL M47L. For more information, visit the English Department website or contact the faculty advisors, Hart Schulz (hschulz@vcccd.edu) or Tracy Tennenhouse (ttennenhouse@vcccd.edu). Copies are available for purchase in the college bookstore. Essays published in the SEA are also considered for the Student Writing Awards.

The Read and Poetry Workshop

- ***The Read*** is a poetry reading featuring guest poets, faculty poets, Moorpark College Alumni, and Moorpark students. Performances of The Read, unless otherwise stated, take place on the 3rd floor of the Library Learning Resources building on the third Wednesday of each month at 5:30pm.
- ***Poetry Workshop*** (check out their newsletter!) occurs before each performance of The Read, on alternate Wednesdays, and is open to the public. For further information, contact Wade Bradford (wbradford@vcccd.edu).

Year of...

As an institution of higher education, Moorpark College strives to be a place of new ideas and experiences for students, faculty, and staff both within and outside the classroom. Toward this goal, each academic year is dedicated to a year of lessons, activities, and action around a central theme such as religion, environment, service, and conflict resolution. These themes are aligned with other activities such as **One Campus One Book** to create a campus-wide learning community.

Student Health Center

Student Health Services, located in the Administration Building, is dedicated to helping each student realize and maintain the highest

degree of health possible. The student health fee gives students full access to physicians, nurse practitioners, registered nurses, and other specialized services. Illness assessment and treatment, health counseling and referral, various health screenings, and immunizations are provided. Confidential and non-punitive help is available as well for health problems resulting from drug use and other addictive behaviors. A nominal fee is required for all lab work and medications. For more information, call (805) 378-1413 or visit our website http://www.moorparkcollege.edu/services_for_students/health_center/index.shtml.

Students will:

- participate in activities to improve physical and emotional well being and prevent disease.
- identify correlation between emotional and physical health and their academic, personal, and career success.
- advocate for their own well being.
- utilize on and off campus resources to support health needs.

Psychological 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 Student Health Services where a professional mental health counselor will be able to assist you. Counseling is short-term and may result in referrals

to community resources.

Optional Health Insurance

Optional Health Insurance and Optional Dental Insurance applications are accessible either on our website or at our Student Health Services location.

Campus-Related Accidents

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 Student Health Services. All student accident reports and insurance claims are processed through Health Services. Student Health Services will help students complete accident report, insurance claims, and will answer any questions.

Veterans

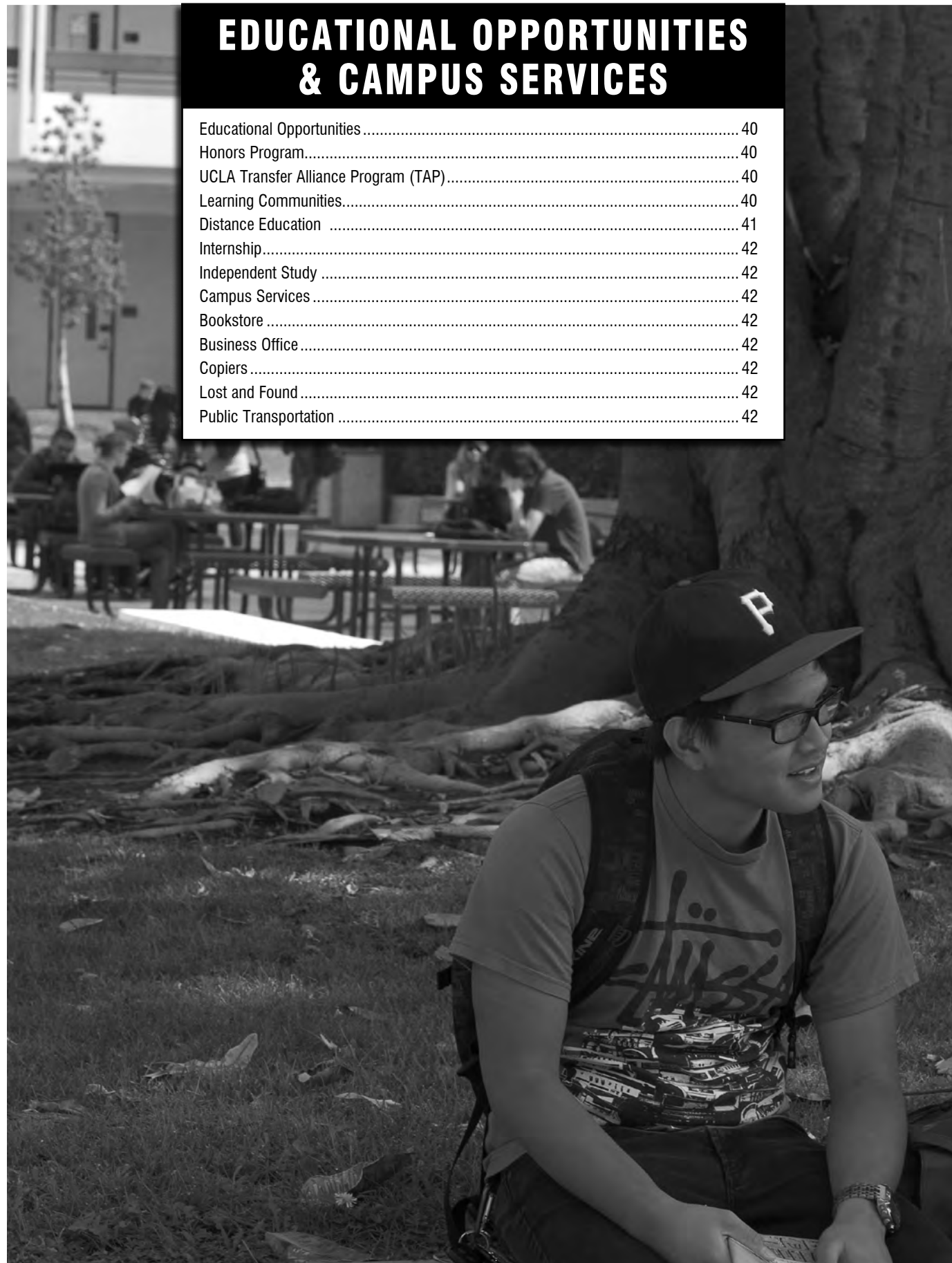
Moorpark College offers courses approved for Veterans Administration (V.A.) benefits under Chapters 30, 31, 32, 33, 35, and 1606/1607 under Title 38 of the U.S. Code. In order to use specific services, all veterans and eligible dependents are required to have counseling before enrolling. They are also responsible for notifying the V.A. Certifying Official of any changes in their academic program, in their marital or dependent status, or in their address. Enrollment can only be certified to the V.A. when a student has completed the following:

- Filed with Registration & Records official transcripts of all previous work taken at colleges or universities, including military education (SMART transcripts).
- Filed with the Records Affairs Office a DD 214 form and other



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Educational Opportunities

To meet the varying needs of students, courses are offered in different scheduling patterns and alternative forms of delivery. Most are 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 14 weeks; these options approximate public-school and four-year school calendars. Other courses can be completed in shorter time frames, including first eight weeks, last eight weeks and one or two day seminars. Courses are available mornings, afternoons and evenings Monday through Friday, as well as on weekends. Most courses are offered on campus but courses are also available through distance education (online and partially online) 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 online Schedule of Classes. These schedules are available at www.moorparkcollege.edu. Each course entry notes the length of the course, when it meets, and where. The special enrollment and refund deadlines for all classes are available by clicking on the Course Record Number (CRN) for each specific course. The length of each specific course determines the deadlines (enrollment, drop, refund, etc.). Up-to-date information is available online by clicking on the Course Record Number (CRN) in the online schedule.



Honors Program

The Honors Program aims:

- to provide a learning experience that encourages independent and creative thought;
- to promote critical reading, writing and thinking as necessary tools for continued academic success; and
- to prepare students for transfer to four-year institutions.

The Honors Program offers a series of intellectually challenging courses in different disciplines that invites students to explore topics in depth, often by working in a seminar-type class with other motivated students. In addition, Honors students benefit from more one-on-one interactions from instructors and counselors. 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, making at least one formal scholarly presentation before a body of their peers, attending two extracurricular activities per year and earning a GPA of 3.25 in all honors courses as well as an overall GPA of 3.25. Students requiring Honors certification for transfer must have earned a 3.25 GPA by the time of certification and completed a minimum of two semesters in the program. Entrance into the Honors Program is based on a high school GPA of 3.25 or college GPA of 3.0 with 12 units of transferable college-level courses.

Rewards of the Honors Program are many including priority transfer admission to several universities: California Lutheran University, UC Berkeley, UC Riverside, UCLA, CSU Fullerton, CSU San Diego, La Sierra University, Chapman University, Mills College, Occidental College, Pitzer College, University of San Diego, and Whitman College. For more information about the Moorpark College Honors Program, refer to the Moorpark College website.

UCLA Transfer Alliance Program (TAP)

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

Learning Communities

Moorpark College learning communities combine two or more courses together under a theme or topic, supporting the idea that student learning is enhanced when it is collaborative, interdisciplinary, connected to the world outside of school, and encouraged by strong peer, faculty, and student service support. Students can refer to the learning community website or schedule of classes for learning community courses that will be offered each semester: http://www.moorparkcollege.edu/departments/academic/english/learning_communities.shtml.

Distance Education

Distance Education is a course delivery method in which students do not have to be physically present in the same location as the instructor or other students for all or part of the course. Course content is delivered through the Internet. Students and instructors communicate with each other using online technologies. Attendance is required at all scheduled on-campus meetings, including orientations and examinations. In addition to providing critical information for participating in and passing a course, orientations provide an opportunity to meet the instructor. Examinations may be proctored; however, it is the student's responsibility to contact the instructor to arrange mutually acceptable proctoring facilities and times.

In order to access their courses in the Library's open computer lab, students must bring their own headphones for courses with video and audio components. Current Library Learning Resources hours are posted at www.moorparkcollege.edu/library.

In the online Schedule of Classes there is a course note attached to the CRN. Students should check the note by clicking on the CRN number for the dates of orientations and examinations. The instructor's contact information will also be listed. Prior to starting a distance education course, students should check the settings on their computers. A start-up guide is available at http://www.moorparkcollege.edu/services_for_students/distance_education/students/index.shtml. Approximately one week before the class starts, students can log into the course through MyVCCCD. Once you have logged into the class, you should read the course syllabus and any welcome information the instructor has posted. Instructors may also send information to students through the student's my.vcccd.edu e-mail. Students should check their @my.vcccd.edu e-mail regularly. Instructors can view which students have logged into the course and may drop any student who does not log in during the first week of the class. Trouble shooting instructions are available at www.moorparkcollege.edu.

Moorpark College offers three types of Distance Education courses:



Online classes – the course is conducted through the Internet using a Learning Management System (Desire2Learn), with regular weekly content posted by the instructor, including weekly assignments and discussions. Some online courses require an orientation meeting scheduled on campus.



Online with onsite testing classes – as in an online class the course is conducted through the Internet; however, course examinations are scheduled to occur on campus. Attendance at examinations is required. Photo identification may be required on the day of the examination.



Hybrid classes – a portion of the class instruction, assignments, assessments and communication is conducted online, and the rest is conducted during regularly scheduled classroom meetings. The schedule will indicate that a certain number of hours per week are arranged, while the rest of the hours have listed days, times, and a room on campus.

For online and hybrid classes, access to a computer with an Internet connection, a Moorpark College email address, accessed through MyVCCCD (my.vcccd.edu), and familiarity with computer applications, including word processing and email are required. Computers are available for student use in the Library Learning Resources open computer lab. Highspeed DSL or cable Internet access is highly recommended. System requirements for accessing Desire2Learn classes include the following:

	MINIMUM REQUIREMENTS*	RECOMMENDED*
Operating System	Windows 98, 98SE, ME, 2000, 2003, XP, Vista, 7 Mac OS X	Windows 7
Video	SVGA monitor Minimum resolution of 800 x 600	Resolution of 1024 x 768 or greater
Internet speed	56K modem	Cable modem, DSL
Sun Java Runtime Environment (JRE)	JRE v1.4.2.x, 1.5.x, 1.6.x	JRE 1.6 update 22
Browser	Firefox 3.0 or higher Safari 3.1 or higher (Mac only) Internet Explorer 7 or higher	Internet Explorer 8 or higher Firefox 3.5 or higher (PC) Firefox 3.0 or higher (MAC)
Java script	Enabled	Enabled
Cookies	Enabled	Enabled

* Requirements and recommendations subject to change due to developments in technology.

moorparkcollege.edu/dehelp, or students can contact the help desk at (805) 652-7777.

Internship

Internship courses provide students with the opportunity to earn graded college credit by working in a volunteer or paid internship position that is related to their career goal and/or major. Students receive one unit of credit for each 60 hours of unpaid or 75 hours of paid work, and may enroll each semester in up to 4 units. The student may be able to accumulate up to 16 units by taking the Internship courses multiple times. The student must 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 Transfer Center. The Career Transfer Center is located in Fountain Hall. Call (805) 378-1536, email mccareer@vcccd.edu, or visit our website under Services for Students at www.moorparkcollege.edu for more information. Course descriptions are listed in the "List of Courses" section in the Catalog under each discipline that offers an internship.

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 at least one 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.

Campus Services

Campus Services provides the "nuts and bolts" services you need to get the job done.

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 during the year, 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: 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 building) or online. Such transactions include paying fees, picking up parking permits, childcare fees, purchase of bus passes. For official business, students often need to show a Driver's License (or other acceptable picture ID and must know student ID-social security number will not accepted). Students can report any problems with vending, game machines, copy machines, or parking machines. 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.

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, G1.

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. Student bus passes may be purchased at the Business Office, phone: (805) 378-1437. Bus

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PLANNING YOUR EDUCATION

Programs: Awards, Certificates, and Degrees

Counseling Services

Patricia Ewins

Dean of Student Learning

Performing Arts & Student Life

(805) 378-1408

Instructional Program

Counseling (COUN)

Full-time Counseling Faculty

Corey Wendt (Department Chair)

Traci Allen

Denice Avila

Lydia Basmajian

Chuck Brinkman IV

Anitra Evans

Cesar Flores (EOP&S)

Judi Gould

Pam Kennedy-Luna

Letrisha Mai (Articulation Officer)

Gloria Miranda (EOP&S)

Giselle Ramirez

Danita Redd

Make Educational Choices to Support Your Goals.

Why are you attending Moorpark College?

We all have unique interests and goals. You may be attending Moorpark College for any number of reasons. Moorpark College offers courses in an array of disciplines that can prepare you for skilled trades, specialized careers, job advancement, and transfer to a four-year college or university to further your education. Your goals should have a direct influence on the courses and programs you choose to complete while at Moorpark College. It is important to keep your goals in mind at all times when selecting classes and programs and to remain informed about requirements specific to your goals.

Planning is Critical

You may already know what you want to accomplish while enrolled at Moorpark College or you may be unaware of your options and what is necessary to reach your goals. Counseling at Moorpark College is available to help you identify your goals and to create an educational plan that will help you achieve those goals. Counselors can also assist undecided students in clarifying what their goals are. It is to the student's advantage to develop an Educational Plan as soon as possible. Schedule a counseling appointment to start exploring the possibilities.

Proof of Your Success

Moorpark College offers three distinct types of awards showing educational achievement. If you are hoping to apply skills and knowledge to the job market once you are finished at Moorpark College, having proof of your accomplishments can be an asset.

- **Proficiency Awards** show that you have successfully completed one or more courses in a targeted career or skills area.
- **Certificates of Achievement** require concentrated study in a specific skill or knowledge area.
- **Associate degrees** are awards that are broader in scope than certificates because they require coursework in an array of disciplines to broaden your learning experience and strengthen your critical thinking skills. This is referred to as **General Education**. See a counselor to help determine which pattern you should follow.

What do you want to accomplish at Moorpark College?

- Prepare to transfer to a four-year college or university to earn a Bachelor's degree.
- Earn an Associate degree in a specific major or in General Studies with an area of emphasis.
- Gain skills for a job placement or advancement through a Certificate of Achievement or Proficiency Award.
- Improve basic skills in reading, writing, and mathematics.



Choose an Educational Goal

Which Educational Program is the Right Fit For You?

The information below shows the different opportunities available at Moorpark College to prepare you for your chosen career and the type of recognition you will receive for completing these programs. Schedule an appointment with a counselor to help you choose your specific educational goals. A list of all courses, awards and degrees offered at Moorpark College can be found on page 92.

Take a Proficiency Award to work

Proficiency Awards are given to students who have satisfactorily completed a course or a sequence of courses designed to lead them to specific types of employment or to updating their skills. These awards are not memorialized on student transcripts. See page 47 for a complete list of requirements for earning a Proficiency Award.



Take a Certificate of Achievement to work

Certificates of Achievement require concentrated study in specific skill or knowledge areas. Certificates require more units and generally prove more depth than a proficiency award. Completion of a Certificate of Achievement makes a student eligible to participate in the spring graduation ceremony and is reflected on the student's transcript. See page 47 for a complete list of requirements for earning a Certificate of Achievement.



Take an Associate Degree to Work

In this economy, it is advantageous to have a college degree. Most Associate Degree majors at the College are applicable to the local job market. An Associate Degree requires the completion of 60 units including courses in general education and courses in the chosen major. Moorpark College also offers a General Studies Degree that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 48 for a complete list of requirements for earning an Associate Degree.



Transfer to Complete your Bachelor's Degree

Moorpark College offers students the opportunity to complete their Associate Degree while completing courses that are required for transfer and apply toward their Bachelor's Degree. The General Studies Degrees, Pattern II and Pattern III allow students to complete the general education pattern recommended for their particular university and/or field of study, whether that is a UC, CSU, Independent or out-of-state institution. The Associate for Transfer Degrees (AA- T and AS-T) offer guaranteed admission to a CSU campus and prepares students to transfer to the CSU with junior status, having completed their lower-division general education as well as their lower division major preparation for admission.



CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

COURSES = C

ASSOCIATE DEGREE = AA/AS

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.

ASSOC. DEGREE FOR TRANSFER = AA/S-T

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

CERTIFICATE = COA

Awarded to students who have successfully completed 18-36 units in an occupational curriculum.

PROFICIENCY AWARD = PA

Awarded to students who have successfully completed a course or series of courses in an occupational curriculum.

CURRICULUM	C	AA/AS	AA/S-T	COA	PA
ACCOUNTING	X				
ANTHROPOLOGY	X	X			
• ARCHAEOLOGY		X			
ART	X	X			
ASTRONOMY	X				
BIOLOGICAL SCIENCES		X			
• ANATOMY	X				
• ANATOMY/PHYSIOLOGY	X				
• BIOLOGY	X				
• BOTANY	X				
• MICROBIOLOGY	X				
• PHYSIOLOGY	X				
• ZOOLOGY	X				
BIOTECHNOLOGY	X	X		X	
• BIOTECHNOLOGY - MANUFACTURING OPERATORS				X	
BUSINESS	X	X			
• ACCOUNTING PRINCIPLES					X
• SALES/MARKETING				X	
CHEMISTRY	X	X			
CHICANO STUDIES	X				
CHILD DEVELOPMENT	X	X		X	
• ASSOCIATE TEACHER			X	X	
CHINESE	X				
COLLEGE STRATEGIES	X				
COMMUNICATION STUDIES	X	X			
COMPUTER INFORMATION SYSTEMS	X				
COMPUTER NETWORK SYSTEMS ENGINEERING	X	X		X	
• ADVANCED NETWORK SPECIALIST				X	
• BASIC NETWORK SPECIALIST					X
• CISCO SYSTEM NETWORK ASSOCIATE					X
• WINDOWS ADMINISTRATION					X
• WINDOWS ENGINEERING				X	
COMPUTER SCIENCE	X				
COUNSELING	X				
CRIMINAL JUSTICE/ ADMINISTRATION OF JUSTICE	X		X	X	
CSU GENERAL EDUCATION - BREADTH				X	
DANCE	X	X			

CURRICULUM	C	AA/AS	AA/S-T	COA	PA
DRAFTING	X				
• DRAFTING TECHNOLOGY CAD ARCHITECTURAL				X	
• DRAFTING TECHNOLOGY CAD: CIVIL ENGINEERING				X	
• CAD					X
ECONOMICS	X				
EDUCATION	X				
ENGINEERING	X	X			
ENGLISH	X				
ENGLISH AS A SECOND LANGUAGE	X				
ENVIRONMENTAL SCIENCE	X	X			
ENVIRONMENTAL STUDIES		X			
ENVIRONMENTAL TECHNOLOGY		X			
• PHOTOVOLTAIC TECHNOLOGY					X
EXOTIC ANIMAL TRAINING MANAGEMENT	X	X		X	
FILM STUDIES	X				
FILM TELEVISION MEDIA	X	X			
• EDITING				X	
• FILM PRODUCTION				X	
• ON-AIR PERFORMANCE				X	
• TELEVISION PRODUCTION				X	
FRENCH	X				
GENERAL STUDIES: ARTS & HUMANITIES (PATERNS 2/3)		X			
GENERAL STUDIES: HUMANITIES (PATTERN 1)		X			
GENERAL STUDIES: LIBERAL STUDIES (PATERNS 2/3)		X			
GENERAL STUDIES: NATURAL SCIENCES (PATTERN 1)		X			
GENERAL STUDIES: NATURAL SCIENCE OR MATHEMATICS (PATERNS 2/3)		X			
GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERN 1)		X			
GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATERNS 2/3)		X			
GEOGRAPHIC INFORMATION SYSTEMS	X				
GEOGRAPHY	X	X			
GEOLOGY	X	X			
GERMAN	X				
GRAPHICS	X				
• GRAPHIC DESIGN		X		X	

CURRICULUM	C	AA/AS	AA/S-T	COA	PA
HEALTH EDUCATION	X				
HEALTH SCIENCES	X				
HISTORY	X		X		
HUMANITIES	X				
IGETC				X	
ITALIAN	X				
JAPANESE	X				
JOURNALISM	X	X			
KINESIOLOGY	X		X		
• EXERCISE SCIENCE: FITNESS SPECIALIST		X		X	
LEARNING SKILLS	X				
MATHEMATICS	X	X			
MULTIMEDIA	X	X		X	
MUSIC	X				
• INSTRUMENTAL MUSIC SPECIALIZATION		X			
• KEYBOARD MUSIC SPECIALIZATION		X			
• MUSIC THEORY AND COMPOSITION		X			
• VOCAL MUSIC SPECIALIZATION		X			
NURSING SCIENCE	X				
• NURSING (REGISTERED)		X			
NUTRITIONAL SCIENCE	X				
PHOTOGRAPHY	X	X		X	
• COMMERCIAL PHOTOGRAPHY	X				
PHYSICAL SCIENCE	X				
PHYSICS	X	X			
• ASTROPHYSICS		X			
POLITICAL SCIENCE	X		X		
PROFESSIONAL DEVELOPMENT	X				
PSYCHOLOGY	X		X		
RADIOLOGIC TECHNOLOGY	X	X			
• NUCLEAR MEDICINE				X	
SOCIOLOGY	X		X		
SPANISH	X	X			
THEATRE ARTS	X				
• ACTING		X		X	
• DIRECTING		X		X	
• TECHNICAL THEATRE		X			
WORK EXPERIENCE AND INTERNSHIPS	X				

Education Pathways 2012-2013

Earn a Proficiency Award or a Certificate of Achievement

Earn a Proficiency Award



A Proficiency Award may be given to a student upon successful completion of a course or series of courses as designated in the College Catalog.

1. **Select a Proficiency Award** from the College Catalog and complete all course requirements specified.
2. **Complete all applicable coursework** used for the Proficiency Award with a grade of "C" or better or a "P" in each course.
3. **Apply for your award** in the Counseling Office.

Note: Proficiency awards cannot be memorialized on a student transcript.

Proficiency Awards Available:

Business - Accounting Principles
CNSE - Basic Network Specialist; CISCO System Network Associate, Windows Administration
Drafting - CAD
Environmental Technology - Photovoltaic Technology

Earn a Certificate of Achievement



Certificates of Achievement are designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

1. **Select a Certificate of Achievement** from the College Catalog and complete all course requirements specified. For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the California Community College Chancellor's Office and that consists of 18 or more semester units of degree-applicable credit coursework. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework). Oxnard College currently does not offer any Certificates of fewer than 18 semester units.

2. **Earn a cumulative grade point average of not less than 2.0** in all degree-applicable college and university coursework attempted.

3. **Courses used for the Certificate of Achievement** must be completed with a grade of "C" or better or a "P" in each course.

Note: Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

4. **Complete at least 12 semester units in residence** at the college granting the certificate.

5. **Apply for your Certificate.** The Certificate of Achievement is not automatically awarded when you complete the requirements. File an application for the Certificate of Achievement in the Counseling Office during the same semester in which you plan to finish the requirements.

Certificates of Achievement Available:

Biotechnology; Biotechnology Manufacturing Operators
Business-Sales & Marketing
CSU GE-Breadth
Child Development (CD); CD-Associate Teacher
CNSE-Advanced Network Specialist; CNSE-Basic Network Specialist, CNSE-Windows Engineering
Criminal Justice
Drafting Technology/CAD: Architectural; Drafting Technology/CAD Civil Engineering; Drafting: CAD
Exercise Science-Fitness Specialist
Exotic Animal Training Management (EATM)
FTVM-Editing, FTVM-Film Production, FTVM-On Air Performance, FTVM-TV Production
Graphic Design
IGETC
MM: Multimedia Design
Photography
THA - Technical Theatre, THA-Acting, THA-Directing

Earn an Associate Degree

An Associate degree is an undergraduate academic degree consisting of a minimum of 60 degree-applicable semester units including general education requirements, major or emphasis requirements, and electives. Associate degrees may be earned in career technical areas or in the arts, mathematics, sciences, and humanities.

1. Choose from these three options and complete required **General Education and Major/Area of Emphasis** (18 units minimum):
 - A.A. or A.S. in a specific major. See page 54.
 - A.A. in General Studies, Patterns I, II, or III. See pages 55-56
 - AA-T or AS-T in a specific major. See page 57.
2. Complete a total of 60 degree-applicable semester units (General Studies Patterns II and III and all AA-T/AS-T degrees require all 60 units to be transferable units)
3. Earn a grade of "C" or better (or Pass) in every course in the major or area of emphasis selected.

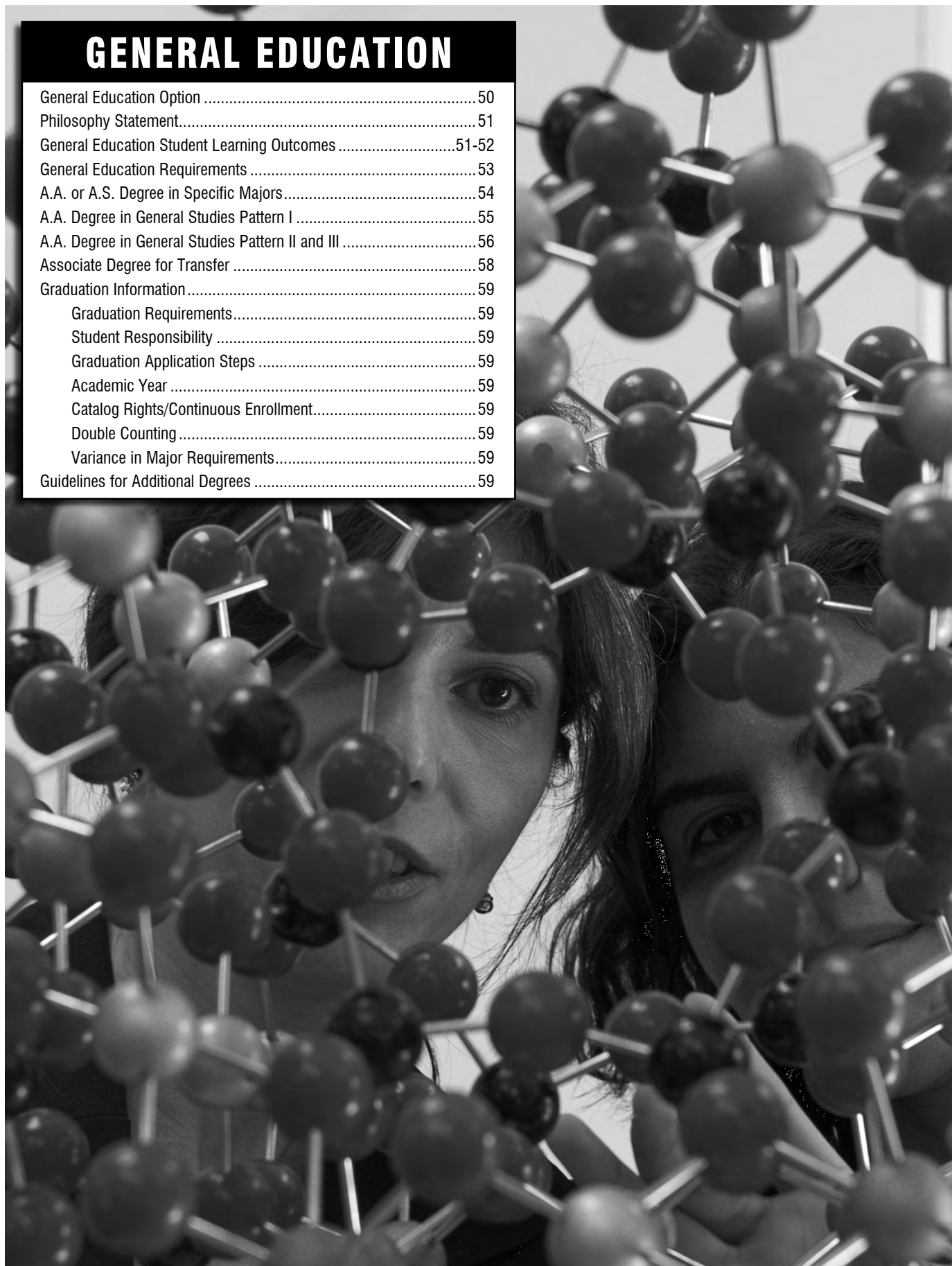
Note: Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.
4. Earn a cumulative grade point average of not less than 2.0 for all degree-applicable college and university work attempted.
5. **Competency:** Demonstrate competency in reading, written expression, and mathematics.
 - a. **Reading** – minimum competency in reading is satisfied by completion of the requirements for the associate degree.
 - b. **Written Expression** – Minimum competency in written expression is satisfied by one of following:
 1. Successful completion (A, B, C, or P) of a college English Composition course at the freshmen composition level, or
 2. Successful completion (A, B, C, or P) of an equivalent English Composition course from a regionally accredited institution; or
 3. A score of 3 or higher on the Advanced Placement (AP) Language and Composition; or
 4. A score of 3 or higher on the Advanced Placement (AP) Literature and Composition; or
 5. A score of 5 or higher on the International Baccalaureate (IB) English HL exam; or
 6. A score of 50 or higher on the College Level Examination Program (C.L.E.P) exam.
 - c. **Mathematics-** Minimum competency in mathematics is satisfied by one of the following:
 - Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
 - Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
 - Successful completion (A, B, C, or P) of a course offered by a different department with an enforced prerequisite of Intermediate Algebra or higher; or
 - A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
 - A score of 3 or higher on the AP Statistics exam; or
 - A score of 4 or higher on the IB Mathematics HL exam; or
 - A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or
 - Successful passing of the VCCCD math competency exam; or
 - Successful completion (A, B, C, or P) of any course offered by the college's math department, or approved by the math department if offered by another department, which includes demonstrated ability in all of the following:
 - Simplify rational expressions and solve rational equations
 - Solve problems and applications involving systems of equations in three variables
 - Graph systems of inequalities in two variables
 - Simplify expressions involving positive, negative, and rational exponents
 - Perform mathematical operations on radical expressions and solve radical equations
 - Solve quadratic equations and their applications using multiple methods
 - Graph and evaluate elementary functions. Use definitions, domain and range, algebra and composition of functions on related applications.
 - Solve elementary exponential and logarithmic equations and related applications.
6. **Residency:** Completion of at least 12 semester units in residence at the college granting the degree. 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.



Reference: AP 4100 - Last reviewed and approved by the Board in May, 2012.

GENERAL EDUCATION

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GENERAL EDUCATION OPTIONS

General Education is one of the required components of all Associate (and Baccalaureate) degrees. At Moorpark College, there are 4 different General Education patterns available. The major and/or transfer path a student is pursuing will dictate the choices available to the student.

1. Moorpark College General Education (page 53)

Moorpark College's General Education plan is based on Title 5 requirements in the California Educational Code and District policy.

Majors at Moorpark College requiring students to complete Moorpark College's GE plan include:

- AA in General Studies Pattern I
- AA and AS Degrees in Specific Majors (from Anthropology through Theatre Arts)

2. CSU GE-Breadth (page 67)

Certified Completion of the CSU GE-Breadth pattern will fulfill the lower-division general education requirements of all CSU campuses in most majors. Note: There are some majors or colleges within CSU campuses for which CSU GE-Breadth is not the appropriate preparation. Refer to your intended campus and major on assist.org for guidance.

Majors at Moorpark College for which the CSU GE-Breadth is an option include:

- General Studies Pattern III
- AS-T in Administration of Justice
- AS-T in Early Childhood Education (Child Development)
- AA-T in Kinesiology
- AA-T in History
- AA-T in Political Science
- AA-T in Psychology
- AA-T in Sociology

Additional majors are being developed. Please see a counselor for more information

3. IGETC (page 74, 75)

Certified completion of IGETC will fulfill the lower-division general education requirements of all UC campuses in most majors. Note: There are some majors or colleges within UC/CSU campuses for which IGETC is not the appropriate preparation. See IGETC Considerations on page 78 and refer to your intended campus and major on assist.org for guidance.

Majors for which IGETC is an option include:

- General Studies Pattern III
- AS-T in Administration of Justice
- AS-T in Early Childhood Education (Child Development)
- AA-T in Kinesiology
- AA-T in History
- AA-T in Political Science
- AA-T in Psychology
- AA-T in Sociology

Additional majors are being developed. Please see a counselor for more information

4. General Education Pattern of the intended Transfer Institution

(including meeting Minimum Title 5 requirements). Students transferring to a four-year university in high-unit majors or where completion of the CSU GE-Breadth or IGETC is not appropriate or advisable may choose to instead follow the GE pattern of their intended institution. This may include students transferring to private universities, out-of-state universities, or UC/CSU campuses within majors that have their own specific GE requirements.

Major for which this GE plan is an option:

- General Studies Pattern II



Moorpark College General Education Philosophy Statement

An Associate Degree signifies more than an accumulation of units; it signifies the successful completion of a pattern of learning experiences designed to develop certain capabilities and insights that lead to the fulfillment of individual human potential. Therefore, in addition to the Basic Requirements for graduation relating to units, residency, and competency in reading, written expression, and mathematics, students must also satisfy General Education requirements as required by Title 5 of the California Code of Regulations and by Ventura County Community College District Governing Board Policy.

The philosophy underlying “general education” is that no discipline is an isolated endeavor; instead, each relies upon and contributes to a common body of knowledge, ideas, intellectual processes, cultural traditions, and modes of perception. One’s understanding of a specific subject area is greatly enhanced and enriched by knowledge in and experience with other disciplines. Thus, the General Education requirements are designed to introduce students to the variety of means through which people comprehend the modern world and fulfill their potential and, in so doing, serve family, community, and society.

The General Education requirements reflect the conviction that those who receive a degree must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use their knowledge to evaluate and appreciate the physical environment, the culture, and the society in which they live. In addition, they must have a good self-understanding and the capacity to adapt to an ever-changing and global environment through an ongoing intellectual curiosity and commitment to life-long learning.

Upon successful completion of all of the General Education requirements, students will be able to:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities
- Understand and appreciate the role of culture and the arts in society and in one’s personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individual and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners

Moorpark College General Education Student Learning Outcomes

The General Education requirements reflect the conviction that those who receive a degree must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use their knowledge to evaluate and appreciate the physical environment, the culture, and the society in which they live. In addition, they must have a good self-understanding and the capacity to adapt to an ever-changing and global environment through an ongoing intellectual curiosity and commitment to life-long learning. (Title 5; Section 55601)

Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the General Education requirement in Natural Sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific methods, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, or other scientific disciplines.

Upon successful completion of the Natural Science general education requirement, students will:

- * demonstrate an understanding of the way that the sciences describe the universe and the nature of scientific inquiry (scientific paradigms and methods).
- * formulate an appropriate hypothesis to explain provided and/or acquired observations.
- * distinguish between relevant versus irrelevant evidence to evaluate a scientific question.
- * demonstrate an understanding of how theories and scientific findings affect future research, as well as society.

Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in Social and Behavioral Sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and an appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, or related disciplines.

Upon successful completion of the Social and Behavioral Sciences general education requirement, students will demonstrate an understanding of:

- * perspectives, theories, methods, and core concepts within the social sciences or behavioral sciences.
- * major problems and issues in their historical, contemporary, geographical contexts or future implications.
- * the contributions and perspectives of diversity among individuals and/or cultures.

Arts and Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

Upon successful completion of the Arts and Humanities general education requirement, students will:

- * demonstrate an understanding of major concepts, themes, and imagery found in the arts and humanities and recognize the aesthetic qualities and processes that characterize works of the human intellect and imagination throughout time and/or across cultures.
- * develop their intellect, imagination, sensibility, and sensitivity through the study of the arts and humanities.
- * critically analyze or produce cultural or artistic works with informed appreciation.

Language and Rationality

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

English Composition - courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

Upon successful completion of the English Composition general education requirement, students will:

- * produce writing that is focused on a thesis or central idea, and fully developed and supported, and that conforms to the conventions of standard written English.

Communication and Analytical Thinking - courses fulfilling the Communication and Analytical Thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Upon successful completion of the Communication and Analytical Thinking general education requirement, students will:

- * effectively research, develop, and orally present informative and persuasive messages that adapt to the unique demands of their audience and situation.

OR

- * evaluate texts drawing inferences from evidence, distinguishing fact from opinion, assessing reasoning, and effectively communicate their conclusions orally or in writing.
- * apply formal systems of reasoning in solving problems or analyzing arguments.
- * express results or conclusions using a formal language.

Health/Physical Education - Courses in Health and Physical Education should help students develop the understanding and the skills necessary to maintain a healthful life.

Upon successful completion of the Health/Physical Education general education requirement, students, through appropriate physical activity and/or expression, will:

- * demonstrate an understanding of the basic principles and techniques for the restoration, maintenance and development of health, well being, and longevity.

Ethnic/Women's Studies

Courses in Ethnic and Women's Studies should help students develop an awareness of the diverse historical roots and an appreciation of the cultural contributions of minorities and women; lead to an understanding of the causes and consequences of socio-economic inequality based on race, sex or ethnicity; and explore ways of eliminating such inequities.

Upon successful completion of the Ethnic/Women's Studies graduation requirement, students will:

- * analyze major social issues as they vary by race, ethnicity, class, sexual orientation, religion, or gender.
- * analyze how the contributions and perspectives within cultures vary by: including but not limited to race, ethnicity, class, sexual orientation, religion, or gender.



Moorpark College General Education Requirements

Applies to AA in General Studies Pattern I and all AA/AS Degrees in Specific Majors

All Students pursuing the **AA Degree in General Studies, Pattern I**, must complete this General Education plan in its entirety as part of their degree requirements. Students pursuing the AA in General Studies Patterns II and III have their own General Education patterns to complete. Students completing an AA or AS degree in a specific major listed on page 54 (for example: Anthropology or Child Development) must complete areas A-E below (but not F) of this General Education plan. Area F is only required for General Studies majors. A minimum of 60 units is required for the Associate Degree. See page 54-57 for all degree requirements.

A. Natural Sciences (a minimum of 6 semester units with ONE course from section 1-Biological Science & ONE course from section 2-Physical Science)

- 1. BIOLOGICAL SCIENCE:** **ANAT** M01; **ANTH** M01, M01H, M01L; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10, M10L, M16, M17; **BOT** M01, M06; **EATM** M12, M17; **ENSC** M02; **MICR** M01, M03; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01.
- 2. PHYSICAL SCIENCE:** **AST** M01, M01L, M02; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01, M01L, M03; **GEOG** M01, M01L, M05; **GEOL** M02, M02L, M03, M03L, M05, M61; **PHSC** M01, M01L; **PHYS** M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL.

B. Social & Behavioral Sciences (a minimum of 6 semester units with ONE course from section 1- American History/ Institutions and ONE course from section 2-Social & Behavioral Sciences)

- 1. AMERICAN HISTORY/INSTITUTIONS:** **HIST** M03A, M03B, M04, M06, M07A, M07B, M12, M12H, M14, M25, M25H; **POLS** M01, M03, M03H, M05.
- 2. SOCIAL & BEHAVIORAL SCIENCES:** **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M15, M16, M17; **BUS** M04, M30, M42; **CD** M02; **CHST** M02; **CJ** M01, M02; **COMM** M04, M12; **ECON** M01, M02, M02H; **EATM** M09; **FTVM** M01; **GEOG** M02, M03, M03H, M10; **HIST** M01A, M01B, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H; **HUM** M42; **JOUR** M01; **NTS** M07; **PHIL** M03; **POLS** M01, M02, M03, M03H, M04, M05, M06; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M13, M14, M16, M19, M20; **SOC** M01, M01H, M02, M03, M04, M05, M08, M10, M12, M15, M16, M18.

C. Humanities (a minimum of 6 semester units with ONE course from section 1-Fine/Performing Arts and ONE course from section 2-Humanities)

- 1. FINE/PERFORMING ARTS:** **ART** M10, M11, M12, M13, M14, M30, M70, M77, M90; **COMM** M05; **DANC** M01, M03, M10A, M11A, M12A, M14A; **FILM** M10, M15, M25, M26, M31, M32, M51; **GR** M10, M11, M30; **HUM** M02, M07; **MUS** M01, M04, M04H, M08, M09A, M09B, M10, M12, M15, M21; **PHOT** M10, M40; **THA** M01, M02A, M04.
- 2. HUMANITIES:** **ART** M11, M12, M13; **BUS** M42; **CHIN** M01, M02; **COMM** M26; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30, M31, M40; **FILM** M15, M25, M26, M51; **FREN** M01, M02; **GERM** M01, M02; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M01, M02, M07, M10A, M10B, M12, M42; **ITAL** M01, M02; **JAPN** M01, M02; **PHIL** M01, M01H, M02, M02H, M03, M04, M07, M08, M11, M12, M13, M14, M15, M16, M95; **SPAN** M01, M02, M03, M04; **THA** M01.

D. Language & Rationality (a minimum of 6 semester units with ONE course from section 1-English Composition and ONE course from section 2-Communication/Analytical Thinking)

- 1. ENGLISH COMPOSITION:** **BUS** M28; **ENGL** M01A, M01AH; **HUM** M02; **JOUR** M02.
- 2. COMMUNICATION/ANALYTICAL THINKING:** **COMM** M01, M02, M07, M25; **CS** M01, M10A, M10J; **ENGL** M01B, M01BH, M01C, M01CH; **HUM** M02; **JOUR** M02; **MATH** M03, M03B, M04B, M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35; **PHIL** M05, M07, M09.

E. Health/Physical Education:

- 1. HEALTH EDUCATION** (one course): **CD** M23; **HED** M01, M02, M03, M05, M07; **NTS** M01, M05, M07
- 2. PHYSICAL EDUCATION:** Any KIN (formerly PE) activity course (except **KIN** M01, M16, M17, M18) or **DANC** activity course(s) M10A-M55 (except M18, M51, M55, M56) or **THA** M17

F. Ethnic/Women's Studies (A minimum of three units) For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.

ANTH M02, M06, M09; **CD** M05; **CHST** M02; **COMM** M12; **ENGL** M30, M31; **FILM** M51; **GEOG** M02, M03, M03H; **HIST** M03A, M03B, M04, M06, M09, M12, M12H, M14; **HUM** M12; **MUS** M04, M04H; **NTS** M07; **PSY** M14; **SOC** M02, M08, M10.

A.A. or A.S. Degree in Specific Majors

Associate in Arts (A.A) or Associate in Science (A.S.) Degrees in Specific Majors requirements

1. Complete Moorpark College's General Education Requirements (areas A-E) on page53.

- A. Natural Sciences - a minimum of 6 semester units
 - Biological Science - one (1) course
 - Physical Science - one (1) course

- B. Social and Behavioral Sciences - a minimum of 6 semester units
 - American History and Institutions - one (1) course
 - Social and Behavioral Sciences - one (1) course

- C. Humanities -a minimum of 6 semester units
 - Fine or Performing Arts -one (1) course
 - Humanities - one (1) course

- D. Language and Rationality - a minimum of 6 semester units
 - English Composition - one (1) course
 - Communication and Analytical Thinking - one (1) course

- E. Health/Physical Education
 - Health Education – minimum of 2 units
 - Physical Education (Kinesiology) activity or Dance activity - one (1) course



2. Choose and complete a major from the following list with a grade of “C” or better (or P) in each course:

Note: Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.

Anthropology	Archaeology	Art
Astrophysics	Biological Sciences/Biology	Biotechnology
Business	Chemistry	Child Development
Communication Studies	Comp Network System Engr (CNSE)	CNSE-Adv Network Specialist
Dance	Engineering	Environmental Science
Environmental Studies	Environmental Technology	Exercise Science-Fitness Specialist
Exotic Animal Training Management (EATM) Studies	Film Television Media (FTVM)	G e n e r a l
Geography	Geology	Graphic Design
Journalism	Mathematics	Multimedia Design
Music	Nursing Science	Photography
Physics	Radiologic Technology	Spanish
Technical Theatre	Theatre Arts: Acting	Theatre Arts: Directing

3. Complete a total of 60 degree-applicable semester units (including General Education and major)

4. Complete graduation requirements in competency in Math and English

5. Complete scholarship requirements (2.0 minimum cumulative degree-applicable GPA)

6. Complete requirements in residency

7. Apply for the A.A. or A.S. degree in the Counseling Office. All of your official transcripts and test scores (such as AP, IB, or CLEP) must

A.A. Degree in General Studies Pattern I

General Studies (A.A) Pattern I

This pattern provides an opportunity to earn an Associate in Arts in General Studies. This degree covers a broad area of study and is intended for students who may not be planning to transfer to a four-year university or who may need to explore possibilities before committing themselves to a major. Students are required to:

1. Complete Moorpark College's General Education requirements to include areas A-F (page 53)
2. Choose an area of emphasis from one of three categories listed below:
 - Natural Sciences Emphasis
 - Social and Behavioral Sciences Emphasis
 - Arts and Humanities Emphasis
3. Complete a minimum of **18 units in the chosen area of emphasis** with a grade of "C" or better (or a "P") in each of the courses selected within the chosen area. (**Note:** Universities have limitations on the number of units that can be taken Pass/No Pass and therefore it is strongly recommended that students take all major coursework for a letter grade.) **Complete a minimum of 6 of the 18 units within a single discipline.** Courses in the area of emphasis may also be used to fulfill general education requirements but the units may count only once.
4. Complete a minimum of 60 degree-applicable units.
5. Complete the college's other graduation requirements in competency (Math and English), scholarship, and residency.
6. Apply for the A.A. degree in the Counseling Office

NOTE: Students planning to transfer to a four-year university are advised that this curriculum may not adequately prepare them for transfer. General Studies Patterns II and III are designed for transfer students

Areas of Emphasis

Natural Science Emphasis

The courses that fulfill the **Natural Sciences** area of emphasis will examine the physical universe, its' life forms and natural phenomena. The courses are designed to develop students' appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities.

ANAT M01, **ANTH** M01, M01H; **AST** M01, M01L, M02; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10, M10L, M16, M17; **BOT** M01, M06; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **EATM** M12, M17; **ENSC** M01, M01L, M02, M03; **GEOG** M01, M01L, M05; **GEOL** M02, M02L, M03, M03L, M05, M61; **MICR** M01, M03; **PHSO** M01; **PHSC** M01, M01L; **PHYS** M01, M01L, M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL; **PSY** M02, M02H; **ZOO** M01.

Social and Behavioral Sciences Emphasis

The courses that fulfill the Social and Behavioral Sciences area of emphasis will examine people as members of society. The courses are designed to develop students' awareness of the method of inquiry used by the social and behavioral sciences; to stimulate critical thinking about the ways people respond to their societies; and to promote appreciation of how societies and social subgroups operate

ANTH M02, M03, M06, M07, M08, M09, M11, M13, M15, M16, M17; **BUS** M04, M30, M42; **CD** M02; **CHST** M02; **CJ** M01, M02; **COMM** M04, M12; **EATM** M09; **ECON** M01, M02, M02H; **FILM** M51; **FTVM** M01; **GEOG** M02, M03, M03H, M10; **HIST** M01A, M01B, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H; **HUM** M42; **JOUR** M01; **NTS** M07; **PHIL** M03; **POLS** M01, M02, M03, M03H, M04, M05, M06; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M13, M14, M16, M19, M20; **SOC** M01, M01H, M02, M03, M04, M05, M08, M10, M12, M15, M16, M18.

Arts and Humanities Emphasis

The courses that fulfill the Arts and Humanities area of emphasis will examine the cultural activities and artistic expressions of human beings. The courses are designed to develop students' awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and to develop students' aesthetic understanding and ability to make value judgments.

ART M10, M11, M12, M13, M14, M30, M70, M77, M90; **BUS** M42; **CHIN** M01, M02; **COMM** M05, M26; **DANC** M01, M03, M10A, M11A, M12A, M14A; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30, M31, M40; **FILM** M10, M15, M25, M26, M31, M32, M51; **FREN** M01, M02; **GERM** M01, M02; **GR** M10, M11, M30; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M01, M02, M07, M10A, M10B, M12, M42; **ITAL** M01, M02; **JAPN** M01, M02; **MUS** M01, M04, M04H, M08, M09A, M09B, M10, M12, M15, M21; **PHIL** M01, M01H, M02, M02H, M03, M04, M07, M08, M11, M12, M13, M14, M15, M16, M17, M95; **PHOT** M10, M40; **SPAN** M01, M02, M03, M04; **THA** M01, M02A, M04.

A.A. Degree in General Studies Pattern II and III

General Studies Pattern II

This pattern is intended for students who are planning to transfer to a four-year university in high-unit majors or where completion of CSU GE-Breadth or IGETC is not appropriate or advisable. See www.assist.org for guidance. Independent or out-of-state universities may also fall in this category.

1. Select and complete courses from the general education of a transfer institution to include, at a minimum, the following Title 5 requirements:

- Natural Sciences (3 units)
- Social and Behavioral Sciences (3 units)
- Arts and Humanities (3 units)
- Language and Rationality – English Composition (3 units)
- Communication and Analytical Thinking (3 units)

General Studies Pattern III

This pattern is intended for students who are planning to transfer to a California public four-year university (UC or CSU) and plan to use the CSU GE or IGETC** to fulfill their lower division general education.

1. Complete CSU GE-Breadth (page 67) or IGETC (page 74)

NOTE: *Students who complete CSU GE-Breadth or IGETC need to apply for GE certification in the Transfer Center or Counseling Office and may also apply for a Certificate of Achievement.*

2. Complete local graduation requirements to include:

- **Health Education** (minimum of 2 units): **CD** M23, **HED** M01, M02, M03, M05, M07; **NTS** M01, M05, M07
- **Physical Education:** Any **KIN** (except **KIN** M01, M16, M17, M18) or **DANC** activity course M10A - M55 (except M18, M51, M55, M56) or **THA** M17
- **Women's Studies/Ethnic Studies:** (one course) **ANTH** M02, M06, M09; **CD** M05; **CHST** M02; **COMM** M12; **ENGL** M30, M31; **FILM** M51; **GEOG** M02, M03, M03H; **HIST** M03A, M03B, M04, M09, M09, M12, M12H, M14; **HUM** M12; **MUS** M04, M04H; **NTS** M07; **PSY** M14; **SOC** M02, M08, M10.



3. Choose an area of emphasis from one of four categories listed below.

- Complete a minimum of **18 units in the chosen area of emphasis** with a grade of C or better (or a "P") in each of the courses selected.
- Of the 18 units, **6 must be within a single discipline**. It is recommended that student selects courses that fulfill major preparation requirements for the chosen transfer institution. CSU and UC articulation can be found on www.assist.org. Schedule an appointment with a Moorpark counselor for assistance.

Natural Sciences or Mathematics Emphasis

ANAT M01, **ANTH** M01, M01L; **AST** M01, M01L, M02; **BIOL** M02A, M02B; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01, M01L, M02; **GEOL** M02, M02L, M03, M03L, M04; **MATH** M05, M06, M07, M15, M15H, M16A, M16B, M25A, M25AH, M25B, M25C, M31, M35; **MICR** M01; **PHSO** M01; **PHYS** M01A, M10A, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL.

Social and Behavioral Sciences Emphasis

ANTH M02, M03; **CHST** M02; **ECON** M01, M02, M02H; **GEOG** M01, M02, M03, M03H, M05; **GIS** M01; **HIST** M01A, M01B, M07A, M07B, M20A, M20B; **MATH** M15, M15H, M16A, M25A, M25AH; **POLS** M01, M03, M03H, M04; **PSY** M01, M01H, M02, M02H, M06, M07, M16; **SOC** M01, M01H, M02, M03, M15.

Arts and Humanities Emphasis

ARBC M10, M02; **ART** M11, M12, M20, M23, M30, M32, M43; **CHIN** M01, M02; **DANC** M01, M10A, M10B, M10C, M10D, M12A, M12B, M12C, M12D, M14A, M20A; **ENGL** M10A, M13A, M13B, M15A, M15B, M17; **FILM** M10, M25, M26, M51; **FREN** M01, M02, M03; **GERM** M01, M02, M03; **HEB** M01, M02; **ITAL** M01, M02, M03; **JAPN** M01, M02, M03; **LAT** M01; **MUS** M02A, M02AL, M02B, M02C, M02CL, M02D, M02DL, M09A, M09B, M25A, M25B; **PHIL** M01, M01H, M02, M02H, M05, M07, M09, M13, M14; **PHOT** M10, M20, M30, M40; **SL** M01, M02; **SPAN** M01, M02, M03, M04, M41; **THA** M01, M02A, M02B, M02C, M20, M24A.

Liberal Studies Emphasis: Multiple Subject Teaching Credential

Note: Students choosing the Liberal Studies Emphasis should follow CSU GE/Breadth pattern, not IGETC, to satisfy the General Education requirements of this degree. Courses in **BOLD** are highly recommended.

ART M10, M11, M12, **MUS M01**, M08, **THA M01**

BIOL M01

CD M02, **PSY M04**

COMM M01

EDU M02

ENGL M01A or M01AH

ENGL M01B or M01BH, M13A, M13B, M15A, M15B, M30, M31

ENGL M01C, or M01CH, **PHIL M05**, M07

GEOG M02, M03 or M03H

HIST M07A

HIST M20A

MATH M10

PHSC M01 and M01L

POLS M03 or M03H or M05

4. Complete a minimum of **60 transferable units**.

5. Complete competency requirements in **Math and English** (see page -- for options in meeting competencies).

NOTE: Courses used to fulfill the CSU GE-breadth or IGETC requirements in Math and Written Communication or English Composition will fulfill this requirement.

6. Complete requirements in **scholarship** (2.0 minimum cumulative degree-applicable GPA).

7. Complete **residency requirements**. Students must complete at least 12 semester units in residence at Moorpark College in order to receive a degree from Moorpark College. The same policy applies to all colleges in the district: a minimum of 12 semester units must be completed at the college granting the degree.

8. Apply for the degree in the **Counseling Office**.



Associate Degree for Transfer

A Degree with a Guarantee.SM

California Community Colleges are now offering associate degrees for transfer to the California State University (CSU). These may include Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees. These Transfer degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Below is the list of Moorpark College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, go to www.sb1440.org/Counseling.aspx. Students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

At the time of catalog publication, a student may earn an AA-T or AS-T at Moorpark College in the following majors:

- Administration of Justice (AS-T)
- Early Childhood Education (Child Development) AS-T
- History (AA-T)
- Kinesiology (AA-T)
- Political Science (AA-T)
- Psychology (AA-T)
- Sociology (AA-T)

Additional majors are being developed. Please see a counselor for more information.

Requirements

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult the assist.org website and/or with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the **Course and Program Descriptions** section of the catalog. All courses in the major must be completed with a grade of C or better.
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 67 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 74) for more information).
5. Complete requirements in residency. For students in the Ventura County Community College District, a minimum of 12 units must be completed in residency at the college granting the degree.

GRADUATION INFORMATION

Graduation Requirements

As authorized by the California Education Code and Title 5 of the California Administrative Code, the Ventura County Community College District Governing Board confers the Associate in Arts degree, the Associate in Science degree, and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements as listed in the catalog, and who file with the appropriate college office an application for a degree and/or certificates. Graduation requirements for the Associate Degree area listed on page 48 of this catalog. Graduation requirements for Certificates of Achievement are listed on page 47.

Student Responsibility

While counselors are available for assistance, the college expects every student to be familiar with graduation requirements and to assume the responsibility for their completion.

Graduation Application Steps

- Students must file a petition for a degree, certificate, and/or proficiency award through the Counseling Office
- District Colleges offer three graduation dates: Summer term, Fall semester, and Spring semester
- Graduation ceremonies are conducted at the end of the Spring semester, refer to the schedule of classes for specific date and time.
- Graduation petition deadline dates are locally announced at each District College.

Academic Year

The Fall semester is the first term of an academic year. The Summer semester, whether one or more sessions, constitutes the last term of an academic year.

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations.

Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) shall constitute enrollment or attendance.

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

Students should be made aware that other governing agencies may impose more restrictive limitations concern the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien

students.

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

Variance in Major Requirements

Occasionally a student may have difficulty in completing exact major requirements as specified in the Moorpark College catalog due to circumstances of class scheduling conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a "Petition for Substitution or Waiver" to seek approval from the appropriate college officials to substitute course(s) in designated major, an area of emphasis, or in general education. The petition forms are available in the Counseling Department.

Guidelines for Additional Degrees

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

1. A student who has earned an associate degree at any regionally accredited institution may earn additional associate degrees.
2. Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree
3. Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.
4. Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis, or area of option for the additional degree(s).
5. A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.



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TRANSFER TO COMPLETE YOUR BACHELOR'S DEGREE

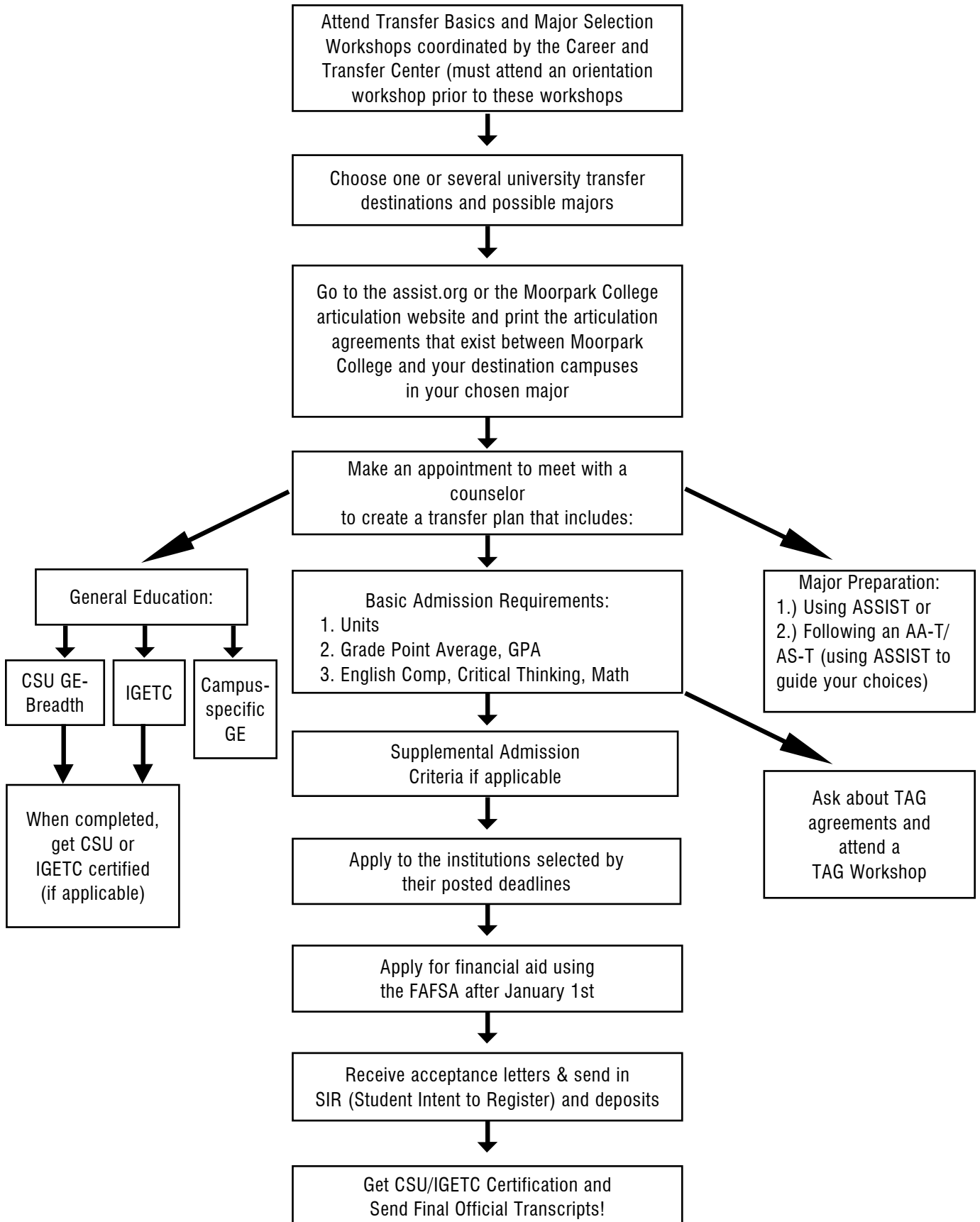
WHAT IS A BACHELOR'S DEGREE?

A Bachelor's degree, sometimes called a baccalaureate degree, generally requires 4-5 years of study at a university. A Bachelor's degree requires completion of both lower and upper division courses.

Community colleges offer lower division courses, providing students the opportunity to complete general education and lower division major or pre-major coursework prior to transferring to a university. Once a student transfers, they will complete mainly upper division coursework in their major at the university. The Bachelor of Arts (BA) and Bachelor of Science (BS) are the common baccalaureate degrees. BA degrees are most often awarded in the arts, humanities, and social sciences. The BS is more likely to be awarded in the sciences, math, engineering and for professional or technical fields of study. However, there are no absolute universal differences between these degrees and policies their award vary from college to college.

- 1) **Explore your major** options at websites such as assist.org, collegeboard.org, mymajors.com, collgeview.com and look at related career prospects at sites like www.bls.gov/oco, and labormarketinfo.edd.ca.gov
- 2) **Explore Transfer Opportunities:**
 - * California State University (CSU): 23 campuses see csumentor.edu and page 64 in this catalog
 - * University of California (UC): 9 campuses see universityofcalifornia.edu and page 69 in this catalog.
 - * Independent/Private Colleges and Universities: see californiacolleges.edu, and college websites.
 - * Out-of-State Colleges and Universities: see collegboard.org, Petersons.com, and college websites.
- 3) **Schedule an appointment** with a counselor in the Counseling Office (805-378-1428) to develop a Transfer plan.
- 4) **Talk to a university representative** either in the Career and Transfer Center, at the university campus, or by phone or email to refine your educational plan and/or get up to date information regarding your major, housing, and campus support services.
- 5) **Schedule a visit** and campus tour by calling the university's admission or outreach/recruitment office.
- 6) **Stay on-track:** Continue to follow your transfer plan, meeting with your counselor each semester to make adjustments as necessary. Updated major requirements can be found at assist.org for the UC and CSU.
- 7) **Apply to the institutions** you selected by their posted deadlines. The UC system accepts fall applications from Nov. 1st –Nov. 30th only. The CSU system accepts fall applications from Oct. 1st through Nov. 30th. Independent and out-of-state colleges have their own deadlines. Check with their admission offices and on their websites.
- 8) **Apply for financial aid** online at fafsa.ed.gov after January 1st and prior to March 2nd to be eligible for the Cal Grant and begin searching for outside scholarship opportunities online (examples: hsf.web.com, vccf.org, fastweb.com) and through community organizations
- 9) **Receive your acceptance letters** (and from some colleges you will also receive your financial aid award offers shortly after). Choose the campus that best suits your needs and commit to that campus by signing a letter of intent and paying any necessary deposits. Notify the other campuses that you will not be attending so that they may make room for other students. Student Intent to Register - SIR - deadline is typically May 1st.
- 10) **Get Certified:** Make an appointment in the Counseling Office to have your IGETC or CSU-GE certified and apply for your Certificate of Achievement in IGETC or CSU-GE. Universities will only consider your lower division GE complete if you have your community college certification completed and sent. Due to impaction, some universities will not admit students without GE certification?
- 11) **Don't Forget to Send Final Official Transcripts** after you have completed all coursework to the university. The importance of this cannot be stressed enough. You may have your admission revoked if you do not provide complete official transcripts by their deadline.

STEPS TO TRANSFER





ASSIST.ORG

The Key to Transferring to the UC and CSU

What is ASSIST?

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web at www.assist.org. 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.

The ASSIST acronym stands for Articulation System Stimulating Interinstitutional Student Transfer

1. Go to www.assist.org. From the homepage, first select the CSU or UC campus you are planning to transfer to from the drop-down menu and the year of the agreement (pick the most current academic year available)

Selected institution and academic year:

California State University, Northridge 11-12

2. Next, select the community college where you are taking or have taken courses in your major

Agreements with Other Campuses:

From: Moorpark College

3. You will be given a choice of selecting an articulation agreement by major or by department. You always want to choose the option "By Major." Once you have selected a major from the drop-down menu, the most current articulation agreement that exists between the two institutions you have selected will appear. This agreement will list all lower-division major preparation courses required by the university and the courses at your community college that will be accepted in fulfillment of these requirements. Available substitutions and additional admission information that applies specifically to that major may also be listed here. For some university courses there will be no articulated courses.

4. If your course doesn't fulfill a requirement in your major, it may still satisfy General Education or at least count as elective units towards admission and graduation requirements. This information may be found on the lists appearing at the bottom of the page.

Moorpark College Courses Applicable for Transfer

- CSU Transferable Courses
- CSU GE-Breadth Certification Courses
- CSU US History, Constitution, and American Ideals Courses
- IGETC for UC and CSU
- UC Transferable Courses
- UC Transfer Admission Eligibility Courses

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM M01, students at Moorpark College can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Below is the list of Moorpark College courses that have been approved by the C-ID program and given a C-ID designation.

<u>MC Course</u>	<u>C-ID Designation</u>
1. ART M11	ARTH 110
2. ART M20	ARTS 100
3. ART M30	ARTS 110
4. CD M02	CDEV 100
5. CD M04 & M04L	CDEV 200
6. CD M11	ECE 120
7. CJ M01	AJ 110
8. CJ M02	AJ 120
9. CJ M04	AJ 124
10. CJ M11	AJ 140
11. CJ M14	AJ 220
12. COMM M01	COMM 110
13. COMM M04	COMM M130
14. COMM M07	COMM 120
15. GEOL M04	GEOL 280
16. MATH M25A/H and M25B	MATH 900S
17. MATH M25C	MATH 230
18. MATH M31	MATH 250
19. MATH M35	MATH 240
20. PSY M01	PSY 110
21. PSY M01H	PSY 110
22. SOC M01	SOC 110
23. SOC M01H	SOC 110
24. SOC M02	SOCI 115
25. SOC M03	SOCI 120
26. SOC M04	SOCI 130
27. SOC M08	SOCI 150
28. SOC M10	SOCI 140
29. SOC M15	SOCI 160

Note: Courses are approved periodically. Students should consult hppt://c-id.net for the most current information.

Transfer to the CSU California State University

The California State University (CSU) is now the largest university system in the country with the most diverse college student population. With its 23 campuses across the state, the CSU offers more than 1,800 bachelor's and master's degree programs in 375 subject areas, as well as teaching credential programs. The CSU provides the majority of the skilled professional workers that are critical to the state's knowledge-based industries such as agriculture, engineering, business, technology, media, and computer science. In addition, the CSU is the state's leading provider of graduates in services that are critical to the state, providing more than 80 percent of the college degrees in criminal justice, education, social work and public administration. Over 427,000 students are enrolled at the CSU each year with more than half of CSU Bachelor's degrees awarded to students who transferred to the CSU from community college. With proper program planning, students can complete lower division preparation at Moorpark College and transfer to the campus of their choice without loss of units. Information on the major transfer fields for which students may prepare at Moorpark College is available in the Counseling Office or Center Transfer Center and on assist.org. Additional CSU information is also available at calstate.edu and csumentor.edu.

California State University System

Abbreviations for these campus names, used elsewhere in the Catalog, follow each campus name in parentheses:

- Cal Poly Pomona (POM)
- Cal Poly San Luis Obispo (SLO)
- California Maritime Academy (MA)
- CSU Bakersfield (BAK)
- CSU Channel Islands (CI)
- CSU Chico (CH)
- CSU Dominguez Hills (DH)
- CSU East Bay (EB)
- CSU Fresno (FRE)
- CSU Fullerton (FUL)
- CSU Long Beach (LB)
- CSU Los Angeles (LA)
- CSU Monterey Bay (MB)
- CSU Northridge (NOR)
- CSU Sacramento (SAC)
- CSU San Bernardino (SB)
- CSU San Marcos (SM)
- CSU Stanislaus (STA)
- Humboldt State (HUM)
- San Diego State (SD)
- San Francisco State (SF)
- San Jose State (SJ)
- Sonoma State (SON)



CSU Minimum Transfer Admission Requirements

A Moorpark College student who is planning to transfer to one of the campuses of the California State University (except the Maritime Academy) can satisfy the minimum admission criteria by meeting the following requirements:

1. LOWER DIVISION TRANSFERS: An applicant who completes fewer than 60 semester (90 quarter) units of college credit is considered a lower division student. Due to enrollment pressures, most CSU campuses do not admit lower-division transfer students.

2. UPPER DIVISION TRANSFERS: To qualify for admission as an upper division transfer, applicants must have met the following requirements:

- Completed 60 or more transferable semester units (or 90 quarter units)
- Completed at least 30 semester (45 quarter) units of general education courses with a grade of "C" or better in each course including all general education requirements in:
 - o Oral Communication (Area A1 of the CSU GE-Breadth)
 - o Written Communication (Area A2 of the CSU GE-Breadth)
 - o Critical Thinking (Area A3 of the CSU GE-Breadth)
 - o Mathematics (Area B4 of the CSU GE-Breadth)
- Have a grade point average of 2.0 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended (i.e. eligible to re-enroll at that college or university)



3. TRANSFERING WITH AN ASSOCIATE IN ARTS/SCIENCE FOR TRANSFER DEGREE

Students who receive a newly designed California Community College associate degree for transfer (SB 1440/STAR Act) are eligible for admission with junior standing into the California State University (CSU) system. A California Community College student who has the Associates in Arts degree for Transfer (AA-T) or the Associate in Science degree for Transfer (AS-T) will be given priority admission consideration to the local CSU into a similar baccalaureate (BA) degree program with a guarantee of junior standing as long as the student meets all prescribed admission requirements. Once admitted, the student will only be required to complete 60 additional prescribed units to qualify for the similar baccalaureate degree.

To obtain an AA-T/AS-T degree, students must:

- Complete 60 semester units or 90 quarter units of coursework that would be eligible for transfer to the California State University, including General Education:
 - IGETC (for CSU) or CSU GE Breadth
- Complete at least 18 units of coursework in a major or area of emphasis as defined by the CCC
- Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework

For up-to-date information on the transfer associate degree, visit <http://www.calstate.edu/transfer/degrees/associatedegreefortransfer.shtml> or visit the Counseling Department.

Note: SB 1440 does not guarantee a student admission for a specified major or campus, but requires the California State University to grant a student priority admission consideration to the local CSU campus and to a program or major that is similar to the transfer AA degree as determined by the California State University.

The best way to apply to the CSU is to go online to the CSUMentor website: www.csumentor.edu. In addition to the online application, CSUMentor has preadmission, financial aid, and admission information as well as campus-specific supplemental information.



Preparing to Transfer to the California State University

Students planning to transfer to one of the California State Universities must keep the following requirements in mind when selecting courses:

1. Completion and certification of General Education (GE) is strongly recommended: The CSU requires completion of 48 units of general education for graduation of which up to 39 units can be transferred and certified by a California Community College. It is strongly recommended that students complete the 39 units of GE-Breadth courses as part of their minimum 60 units requirement for transfer as an upper division student. Certification waives additional lower division general education requirements that otherwise each CSU campus requires. It is important that Students request certification prior to transfer. Certification is not automatic. Students can complete their GE by either of the following:

- A. Complete CSU GE-Breadth (page 67)
- B. Complete IGETC (page 74, 75)

2. American Institutions Requirement: while not a part of GE, it is a graduation requirement at the CSU. The colleges of the VCCCD allow courses used to fulfill the American Institutions requirement to also satisfy requirements in area D of the CSU GE-Breadth or Area 4 of IGETC.

3. Prerequisite courses for the major: Some lower division courses in the student's major must be taken prior to transfer in order for the student to be admitted into a particular major. Some majors may also require concentration courses or additional support courses. For a complete list of major and supporting requirements at your CSU destination campus and their comparable courses at Moorpark College, go to www.assist.org.

4. Supplementary Admission Criteria/Impacted Majors: In the CSU, an undergraduate major or campus is designated as impacted when it receives more eligible applicants than either the campus or the major can accommodate. In such instances, the CSU campuses have been authorized to use supplemental admission criteria to screen applicants to these majors and/or campuses. Students interested in an impacted major or campus must apply for admission during the initial admission application filing period (Oct. 1 - Nov. 30 for fall admission) and should strive to make themselves as competitive as possible, both in course preparation and GPA. Assist.org will provide information about required coursework in impacted majors. For the most up-to-date information on campus impactation and impacted programs, please go to www.calstate.edu/impactioninfo.shtml

5. Transferability of courses: Only courses considered as appropriate for baccalaureate credit are transferable. In the VCCCD, these courses are indicated in their course descriptions by the notation "Transfer credit: CSU."

IMPORTANT NOTE: Final official transcripts from all colleges and universities attended must be submitted prior to CSU enrollment to verify that the student is eligible for admission. CSU campuses may rescind admission, delay admission, or not permit registration or attendance until receipt of final transcripts and admission eligibility has been verified.

*** Reference: The CSU Admissions Handbook 2012-2013; www.calstate.edu**

Note: These admission requirements are subject to change. Students should consult csumentor.edu to receive the most current transfer information.



California State University (CSU) 2012-2013 General Education-Breadth Certification Courses

It is recommended that students planning to transfer to a California State University (CSU) complete their lower division general education prior to transfer by following the CSU GE-Breadth plan below. Counselors can help students select courses that fulfill lower-division major requirements as well as general education. After students complete the CSU GE-Breadth pattern, they must meet with a counselor in the Counseling Office. **Certification is not automatic.** Without this "certification", students may have additional lower-division general education requirements to fulfill after transfer that vary from campus to campus in the CSU. Students who fully complete the CSU GE-Breadth for Moorpark College will also be eligible to apply for a Certificate of Achievement in California State University General Education-Breadth (CSU GE-Breadth). CSU GE is not appropriate for every major/college within the CSU. Check on www.assist.org or your counselor for updated information.

Area A: English Language Communication and Critical Thinking

Complete one course from each group (A1, A2, A3). A total of 9 semester units (12 qtr. units) are required. All courses in Area A must be completed with a grade of "C" or better.

A1: Oral Communication: **COMM** M01, M02

A2: Written Communication: **ENGL** M01A, M01AH

A3: Critical Thinking: **COMM** M07, M25; **ENGL** M01B, M01BH, M01C, M01CH; **PHIL** M05, M07, M09

Area B: Scientific Inquiry and Quantitative Reasoning:

Complete a minimum of 9 semester units (12 qtr. units) with at least one course from each group (B1, B2, B3, B4) to include one laboratory activity course corresponding to selected lecture course. Math requires a grade of "C" or better.

B1: Physical Science: **AST** M01, M02; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01, M03; **GEOG** M01, M05; **GEOL** M02, M03, M05, M61; **PHSC** M01; **PHYS** M01, M10A, M10B, M20A, M20B, M20C

B2: Life Science: **ANAT** M01; **ANTH** M01, M01H; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10, M16, M17; **BOT** M01, M06; **EATM** M12, M17; **ENSC** M02; **MICR** M01, M03; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01

B3: Laboratory Activity: (must correspond with lecture course)

ANAT M01; **ANTH** M01L; **AST** M01L; **BIOL** M01, M02A, M02B, M02C, M03, M05, M09, M10L; **BOT** M01, M06; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01L, M02; **GEOG** M01L; **GEOL** M02L; **MICR** M01, M03; **PHSC** M01L; **PHSO** M01; **PHYS** M01L, M10AL, M10BL, M20AL, M20BL, M20CL; **ZOO** M01.

B4: Mathematics/Quantitative Reasoning (requires a grade of C or better):

MATH M05, M06, M07, M10, M13, M14, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35

Area C: Arts and Humanities: Choose 9 units (12 qtr. units) with at least one course from area C1, one course from C2, and the third course from either C1 or C2.

C1: Arts (Art, Cinema, Dance, Music, Theater): **ART** M10, M11, M12, M13, M14, M30, M70; **COMM** M05; **DANC** M01, M03, M14A, M31; **FILM** M10, M15, M25, M26, M31, M32, M51; **GR** M10, M11; **HUM** M02, M07; **MUS** M01, M04, M04H, M08, M09A, M09B, M10, M21; **PHOT** M10, M40; **THA** M01, M02A, M04.

C2: Humanities (Literature, Philosophy, Languages other than English): **CHIN** M01, M02; **COMM** M26; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M17, M20, M29A, M29B, M30, M31, M40; **FILM** M15, M51; **FREN** M01, M02; **GERM** M01, M02; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M01, M07, M10A, M10B; **ITAL** M01, M02; **JAPN** M01, M02; **PHIL** M01, M01H, M02, M02H, M03, M04, M08, M11, M12, M13, M14, M15, M16, M95; **SPAN** M01, M02, M03, M04.

Area D: Social Sciences: Choose 9 semester units (12 qtr. units) with courses selected from at least two subgroups and from at least two academic disciplines.

D1: Anthropology and Archeology: **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M15, M16; **CHST** M02

D2: Economics: **BUS** M30; **ECON** M01, M02, M02H

D3: Ethnic Studies: **ANTH** M13; **CHST** M02; **COMM** M12; **FILM** M51; **HIST** M03A&, M03B&, M04&, M06&, M14; **PSY** M14

D4: Gender Studies: **FILM** M51; **HIST** M12, M12H, M14; **SOC** M10

D5: Geography: **GEOG** M02, M03, M03H, M10

D6: History: **HIST** M01A, M01B, M03A&, M03B&, M04&, M06&, M07A&, M07B&, M08, M09, M12&, M12H&, M14&, M15, M16, M20A, M20B, M25&, M25H&.

D7: Interdisciplinary Social or Behavioral Science: **BUS** M42; **CD** M02; **COMM** M04, M12; **FTVM** M01; **HUM** M42; **JOUR** M01; **PHIL** M03;

D8: Political Science, Government, and Legal Institutions: CJ M01, M02; POLS M01, M02, M03+, M03H+, M04, M05+, M06.

D9: Psychology : CD M02; EATM M09; PSY M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M13, M14, M16, M19, M20; SOC M04, M05

D10: Sociology and Criminology: PSY, M05, M09, M20; SOC M01, M01H, M02, M03, M04, M05, M08, M10, M12, M15, M16, M17, M18

NOTE: & satisfy U.S. History and American Ideals requirement (US-1)

+ satisfy American, State and Local Government (US 2) and (US-3).

Area E: Life Long Learning & Self-Development: complete 3 semester units (4 qtr. units) with no more than 1.5 unit of physical activity. CD M02, M23; COUN M02; DANC M10A, M11A, M12A, M15A, M16, M20A, M30A; HED M01, M02, M03, M05, M07; KIN M23, M24, M31-M35, M40-M44, M50-M52, M62, M70-M72, M82, M84, M85, M87, M92, M100A, M100B, M101A, M101B, M102A, M102B, M103A, M103B, M105A, M105B, M107A, M107B, M108A, M108B, M130A, M130B, M131A, M131B, M133A, M133B, M134A, M134B, M136A, M136B, M137A, M137B, M147; LS M09; NTS M01, M05, M07; PSY M01, M03, M04, M05, M07, M08, M09, M11, M13, M20; SOC M04, M05, M08.

NOTE:

- Certification is not automatic. Students must request certification after completion of the CSU GE-Breadth.
- Students completing CSU GE Breadth Certification may also apply for a Certificate of Achievement in CSU GE-Breadth. See your counselor.



UC Transfer Information

The University of California System

The University of California (UC) is one of the finest research universities in the world. Its academic offerings span 150 disciplines, with more departments ranked in the top 10 nationally than at any other public or private university. The UC has established 10 campuses throughout the state of California and enrolls more than 220,000 students. All campuses have uniform entrance requirements and certain other features in common. However, each campus is distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which campuses will best satisfy their educational needs. Students are encouraged to discuss with their counselor the particular advantages each campus has to offer. For more information, see universityofcalifornia.edu.

The Campuses of the University of California

- University of California, Berkeley (UCB or Cal)
- University of California, Davis (UCD)
- University of California, Irvine (UCI)
- University of California, Los Angeles (UCLA)
- University of California, Merced (UCM)
- University of California, Riverside (UCR)
- University of California, San Diego (UCSD)
- University of California, San Francisco (Health Sciences) (UCSF)
- University of California, Santa Barbara (UCSB)
- University of California, Santa Cruz (UCSC)



UC Transfer Information

Community college students can become eligible for admission to UC by meeting specific requirements. The requirements described below represent the minimum academic standards students must attain to be eligible for admission to the University. Meeting the minimum requirements does not guarantee admission to the University nor does it guarantee admission to a particular campus. Admission to the campus and program of choice often requires students to meet more demanding standards. (see Transfer Selection by Campus below).

A transfer student, according to the University, is a student who has enrolled in a regular (fall, winter, or spring) session at a college or university following high school. A student who meets this definition cannot disregard his or her college record and apply as a freshman. A student who attends a college summer program immediately after graduating from high school or who has completed college work while in high school is still considered a freshman applicant.

Junior-level Transfer

The vast majority of transfer students come to the University at the junior level from California community colleges. To be eligible for admission as a junior transfer student, a student must fulfill both of the following criteria:

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/No Pass. Note: In order to insure that all units are UC transferable, students should check the Transfer Course Agreement in this catalog and on assist.org to make sure their courses are listed.
2. Complete either:
 - a. IGETC

OR

 - b. the following course pattern requirements, earning a grade of C or better in each course and each course must be worth at least 3 semester units:
 - Two UC transferable college courses (3 semester or 4-5 quarter units each) in English composition.
 - One UC transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning;
 - Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Lower-division Transfer

The University admits some transfer students before they reach junior standing if they have met specific requirements. Refer to the

open/closed major status report at <http://www.universityofcalifornia.edu/admissions/how-to-apply/check-majors/index.html> to see which campuses will accept lower-division transfers for a particular term.

Other Transfers: from four-year or out-of-state two-year institutions or Intercampus transfers

The UC gives highest priority in transfer admission to California community college students. However, each year about 10 percent of all transfers enter UC from a four-year college or university. For admission requirements, visit <http://www.universityofcalifornia.edu/admissions/transfer/requirements/other/index.html>.

Preparation for Transfer

To transfer to the University, a student must take three steps:

1. Meet eligibility for admission (see Admission Requirements listed above).
2. Prepare for upper-division study in the chosen major – transfer students should select a major and take courses that meet major requirements. In most cases, completing at least a portion of the major requirements is essential to gain admission to the major.

Transfer Preparation Paths: The Transfer Preparation Paths, available at <http://www.universityofcalifornia.edu/admissions/transfer/preparation-paths/index.html>, outline the major preparation requirements at each UC campus for the most popular majors. They are particularly useful in helping students identify major-preparation coursework that will prepare them for multiple UC campuses and are intended to be used in conjunction with major preparation information in www.assist.org and with a counselor.

3. Complete an appropriate set of general education course requirements and electives.

Transfer students have two options for fulfilling GE preparation for the UC, depending on the campus and major selected:

- IGETC – accepted by both the UC and CSU, is most helpful for students who know they want to transfer but have not yet decided upon a particular institution, campus or major. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering and many of the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission. See IGETC considerations.

OR

- Campus-specific general education requirements of the college or campus they plan to attend. (see [assist.org](http://www.assist.org))

Transfer Selection by Campus

Many colleges, schools, or majors within the UC system are highly selective. This means that either the number of qualified applicants greatly exceeds the spaces available and/or the minimum GPA in UC transferable courses is expected to be higher than the minimum criteria for admission. Students are advised to make themselves as competitive as possible when applying for admission both in GPA and course preparation.

For more details about each campus's transfer selection criteria, visit these websites:

- **Berkeley**
www.students.berkeley.edu/admissions/transfer.asp
- **Davis**
http://admissions.ucdavis.edu/admission/transfers/tr_selection_process.cfm
- **Irvine**
http://www.admissions.uci.edu/resources/transfer_selection.html
- **Los Angeles**
http://www.admissions.ucla.edu/prospect/Adm_tr/tradms.htm
- **Merced**
<http://transfers.ucmerced.edu/2.asp?uc=1&lvl2=26&contentid=4>
- **Riverside**
<http://my.ucr.edu/admissions/Pages/pathsAdmission.aspx#transfer>
- **San Diego**
<http://www.ucsd.edu/prospective-students/transfers/index.html>
- **Santa Barbara**
http://www.admissions.ucsb.edu/SelectionProcess.asp?selectiontype=prospective_transfer
- **Santa Cruz**
<http://admissions.ucsc.edu/apply/transfer-students/index.html>

TAG (Transfer Admission Guarantee)

Seven UC campuses offer guaranteed admission to California community college students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students receive early review of their academic records, early admission notification, and specific guidance about major preparation and general education coursework. For more information, visit <http://www.universityofcalifornia.edu/admissions/transfer/guarantee/index.html> or/and your counselor in the Counseling Department.

UC Credit Limitations

In order to receive transfer credit, a course must be approved by the UC and be listed on the Transfer Course Agreement (TCA) available in this catalog and on assist.org.

1. The University of California will award graduation credit for up to 70 semester (105 quarter) units of transferable coursework from a community college, meaning those units will be counted toward completion of the Bachelor's degree. Courses in excess of 70 semester units will not receive unit credit, but will receive subject credit and may be used to satisfy University subject requirements.
2. The UC system allows a maximum of 14 semester units graded Pass/No Pass.
3. Variable topics courses are reviewed after transfer by the enrolling institution and credit is given only after a review of the scope and content of the course and may require recommendations by faculty. This applies to courses in Independent Studies, Special Topics, and Field Work as well. Credit is not guaranteed. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.
4. Internships may be presented for review after transfer but credit for internships rarely transfers to UC.
5. Honors courses: Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of C or better.
6. A maximum of 4 units of physical education activity (including intercollegiate athletics) will count towards degree or transfer unit requirements.
7. A maximum of 8 units of physical education theory courses will count towards degree or transfer unit requirements.
8. English as a Second Language Courses (ESL): A maximum of 8 semester (12 quarter) units will earn transfer credit.

Course Sequences

When requirements are stated as a full-year sequence, students should be encouraged to complete the entire course series before transferring to avoid duplicating coursework. Also, the topics covered in a particular semester or quarter of the sequence at a community college may not be the same as at a UC campus.

Reference: www.universityofcalifornia.edu, 2012

University of California Transfer Course Agreement (UC TCA) 2012-2013

This agreement lists courses transferable for unit credit at all UC campuses. How courses are applied may vary from campus to campus. Students are encouraged to go to www.assist.org and research their intended major. New courses added to the TCA after this catalog was published can also be found on www.assist.org. Courses that fulfill General Education requirements at all UC campuses can be found on the IGETC Certification Plan on page 76 and 77. All students planning to apply to the UC should also consult a counselor in the Counseling Office.

Anatomy: ANAT M01* (*ANAT M01 and ANPH M01 or PHSO M01 combined: Max credit, one course)
Anatomy/Physiology: ANPH M01* (*ANAT M01 and ANPH M01 or PHSO M01 combined: Max credit, one course)
Anthropology: ANTH M01, M01H, M01L, M02, M03, M05*, M06, M07, M08, M09, M10, M11, M12*, M13, M15, M16, M17 (*if repeated, maximum credit, one course)
Art: ART M10, M11, M12, M13, M14, M20, M23, M30, M31, M32, M33, M34, M35, M43, M44, M45, M46, M47, M48, M49, M50, M60C, M60D, M60E, M70, M71, M72, M73, M74, M75*, M77, M78, M79, M90, M91, M92, M93, M98, M99* (*if repeated, maximum credit, one course)
Astronomy: AST M01, M01L, M02
Biology: BIOL M01*, M02A, M02B, M02C, M03, M05, M09, M10, M10L, M11A, M11B, M16, M17, M42 (M01 no credit if taken after M02A)
Biotechnology: BIOT M01A, M01B, M42
Botany: BOT M01, M06
Business: BUS M02A*, M02B*, M02C, M30, M33%, M34%, (*M02A and M02B, %M33 and M34 combined: maximum credit, one course)
Chemistry: CHEM M01A, M01B, M07A, M07B, M11, M12*, M12H*, M13% (*No credit for M12 or M12H if taken after M01A) (% no credit for M13 if taken after M07A, M07B)
Chicano Studies: CHST M02
Child Development: CD M02* (M02 and PSY M07 combined: max credit, one course)
Chinese: CHIN M01, M02
College Strategies: COL M01
Communication Studies: COMM M01, M02, M03A, M03B, M04, M05, M07, M12, M16, M25, M26
Computer Information Systems: CIS M16* (*M16 and CS M01, M10A combined: max credit, 4 units)
Computer Science: CS M01*, M10A*, M10B, M0D, M10J, M10M, M10S, M20, M30, M40, (*M01, M10A and CIS M16 combined: max credit, 4 units)
Criminal Justice: CJ M01, M02, M03, M14
Dance: DANC M01, M03, M10A-D, M11A-D, M12A-D, M13A-D, M14A-D, M15A-B, M16A, M17, M18, M18L, M20A-C, M30A-B, M31, M31L, M32, M33, M40, M43, M51A, M55
Drafting: DRFT M02A*, M02B*, M05A (*DRFT M02A, DRFT M02B, and ENGR M04 combined: maximum credit, one course)

Economics: ECON M01, M02, M02H, M04
Education: EDU M02, M03
Engineering: ENGR M04, M12, M16, M20, M20L (*ENGR M04, DRFT M02A and M02B combined: maximum credit, one course)
English: ENGL M01A, M01AH, M01B, M01BH, M01C, M01CH, M05, M10A, M10B, M13A, M13B, M14, M15A, M15B, M17, M19, M20, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M95
Environmental Studies: ENSC M01, M01L, M02, M03
Film: FILM M10, M15, M25, M26, M31, M32, M41, M51
Film Television Media: FTVM M01, M52A, M53A-B
French: FREN M01*, M02 (*Corresponds to two years of high school study)
Geographic Information Systems: GIS M01
Geography: GEOG M01, M01L, M02, M03, M03H, M05, M10
Geology: GEOL M02, M02L, M03, M03L, M04, M05, M21, M61
Germany: GERM M01*, M02 (*Corresponds to two years of high school study)
Graphics: GR M10, M11, M34, M73, M74
Health Education: HED M01*, M02*, M05, M07* (*HED M01, M02 and M07 combined: max credit, one course)
History: HIST M01A, M01B, M02, M03A, M03B, M04, M06, M07A*, M07B*, M08, M09, M10, M12, M12H, M14, M15, M16, M20A, M20B, M25*, M25H* (* M07A, M07B, M25, and M25H combined: max credit, two courses)
Humanities: HUM M01, M02, M07, M10A, M10B, M12
Italian: ITAL M01*, M02, M03 (*Corresponds to two years of high school study)
Japanese: JAPN M01*, M02, M03 (*Corresponds to two years of high school study)
Journalism: JOUR M01, M02, M03, M08
Kinesiology: KIN M01, M13, M13L, M23*, M24*, M31*, M32*, M33*, M40*-44*, M50*-53*, M62*, M70*-M72*, M82*, M84*, M85*, M87*, M92*, M100A*, M100B*, M101A*, M101B*, M102A*, M102B*, M103A*, M103B*, M105A*, M105B*, M107A*, M107B*, M108A*, M108B*, M130A*, M130B*, M131A*, M131B*, M133A*, M133B*, M134A*, M134B*, M136A*, M136B*, M137A*, M137B*, M147* (*any or all of these courses combined: maximum credit, 4 units)
Learning Skills: LS M03

Mathematics: MATH M05*, M07*, M10, M13, M14, M15, M15H, M16A ^, M16B ^, M21, M25A ^, M25AH ^, M25B ^, M25C ^, M31, M35 (*M05 and M07 combined: maximum credit, one course. ^ M16A, M25A and M25AH combined: maximum credit, one course. M16B and M25B combined: maximum credit, one course)

Microbiology: MICR M01, M03

Multimedia: MM M70

Music: MUS M01*, M02A, M02AL, M02B, M02BL, M02C, M02CL, M02D, M02DL, M03, M04, M04H, M08, M09A, M09B, M10, M12, M13A-D, M15, M16, M18, M19, M20, M21, M23, M25A-D, M30A-G, M32 (*No credit for M01 if taken after M02A)

Nutritional Science: NTS M01*, M07 (*M01 and M03 combined: maximum credit, one course)

Philosophy: PHIL M01, M01H, M02, M02H, M03, M04, M05, M07, M08, M09, M11, M12, M13, M14, M15, M60A, M60B, M95

Photography: PHOT M10, M20, M30, M35, M40

Physical Science: PHSC M01*, M01L (*No credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics)

Physics: PHYS M01*, M01L, M10A ^, M10AL, M10B ^, M10BL, M20A ^, M20AL, M20B ^, M20BL, M20C ^, M20CL (*No credit for M01 if taken after M10A or M20A. ^ M10A, M10B and M20A, M20B, M20C combined: maximum credit, once series. Deduct credit for duplication of topics.

Physiology: PHSO M01* (*M01, ANPH M01 and ANAT M01 combined: maximum credit, one course)

Political Science: POLS M01, M02, M03, M03H, M04, M05, M07, M08

Psychology: PSY M01, M01H, M02, M02H, M03, M04, M05, M06, M07*, M08, M09 ^, M10, M11, M13, M14, M16, M19, M20, M30 ^, (*PSY M07 and CD M02 combined: maximum credit, one course. ^ M09 and M30 combined: maximum credit, one course)

Sociology: SOC M01, M01H, M02, M03, M04, M05, M08, M10, M12, M15*, M16*, M60B (*M15 and M16 combined: maximum credit, one course)

Spanish: SPAN M01*, M02, M03, M04 (*Corresponds to two years of high school study)

Theater Arts: THA M01, M02A-D, M03-B, M04, M09A, M10, M11, M15A-B, M16, M17, M20, M21A-B, M23A-B, M24A-B, M25A-B, M26

Zoology: ZOO M01



IGETC INFORMATION

What is IGETC?

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that prospective transfer students attending California community colleges may complete to satisfy the lower-division breadth/general education requirements at both the University of California and the California State University.

Students with a post-secondary school record who wish to pursue IGETC must meet the definition of California community college transfer applicants. They must:

- Have been enrolled at one or more California community colleges for at least two terms (excluding summer sessions)
- Have attended, immediately before admission to a UC campus, a California community college (excluding summer sessions)
- Must complete at least 30 semester (45 quarter) UC-transferable units at one or more California community colleges

Who May Use IGETC?

Completion of the IGETC will permit a student to transfer from a California Community College to a California State University (CSU) or University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower division general education requirements. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education. Refer to IGETC Considerations (page 78) section of the catalog for more information.

Note: Students transferring to a CSU with a completed IGETC will still need to complete 9 semester units of upper division general education and may be held to other campus specific graduation requirements outside of general education and major coursework

Which type of student should follow IGETC

IGETC is most helpful to students who want to keep their options open - specifically, those who know they want to transfer but haven't yet decided upon a particular institution, campus or major.

Which type of student should not?

Certain students, however, will not be well served by following IGETC. Students who intend to transfer into majors that require extensive lower-division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college screens for to determine eligibility for admission.

Not a requirement, but a consideration

IGETC is not an admission requirement. Completing it does not guarantee admission to the campus or program of choice. However, completing the lower-division breadth/general education requirements - whether through IGETC or the campus-specific requirements - may be considered by the campus in selecting among qualified applicants.

Certification

It is the student's responsibility to request IGETC Certification in the Counseling Office. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university and timely progress to degree completion.

There is no limitation on the number of courses completed at other United States regionally accredited institutions that can be included in the IGETC certification.

Partial IGETC Certification

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. Each UC or CSU campus will inform a student that has submitted a partial certification of IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed. Students may complete the missing course(s) at a California Community College or other U.S. regionally accredited institution approved by the CSU or UC campus of attendance either during the summer or while concurrently enrolled depending on the concurrent enrollment rules at their CSU or UC campus. Note: Deficiencies in IGETC Areas 1 and/or 2 may indicate a student does not meet minimum transfer admission requirements.

Who Certifies the IGETC?

Students who have completed coursework at more than one California Community College (CCC) should have their coursework certified by the last California Community College they attended for a regular term (fall or spring for semester schools; fall, winter, or spring for quarter schools) prior to transfer. If a student requests certification from a California Community College that is not the last school of attendance, it is at the discretion of that community college to certify. IGETC certification will be processed without regard to current enrollment status or number of units accrued at a particular CCC.

Minimum Grade Requirements

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale. Courses in which a student receives a "Pass/Credit" grade may be certified for IGETC if the community college's policy states that a "Pass/Credit" designation is equivalent to a "C" grade or better at the institution where the course was taken.

NOTE: the UC system allows a maximum of 14 semester units graded on a "Pass/No Pass" (Credit/No Credit) basis of the 60 transferable units required for admission. In addition, some UC or CSU campuses may have limitations on Pass/No pass courses that may be used to meet degree requirements.

Minimum Unit Value

A course must have a minimum unit value of 3 semester or 4 quarter units to meet the requirements for IGETC. It is not acceptable to take three 1 unit courses to fulfill a 3 unit requirement because of the lack of depth or rigor.

Exception: 3-quarter unit Math and English courses that satisfy IGETC Area/s 1A or 2 may be applied if they are a part of a sequence, and at least two of the 3-quarter unit sequence courses have each been completed with "C" grade (2.0 on a 4.0 scale) or higher. The course sequence must meet the rigor of IGETC.

CSU U.S. History, Constitution, and American Ideals Requirement

The CSU U.S. History, Constitution, and American Ideals graduation requirement is not part of IGETC. Courses used to satisfy this requirement may also be listed in IGETC Subject Areas 3B and/or 4. CSU campuses have the discretion whether to allow courses used to satisfy the CSU U.S. History, Constitution, and American Ideals graduation requirement to also count in Areas 3B/4.

Coursework from Other Institutions

Coursework completed at another California Community College should be applied to the subject area in which it is listed by the institution where the work was completed. In addition, the course must have been IGETC approved in the area it was taken at the time it was taken. Approval dates can be verified by consulting the website assist.org. Coursework from all other United States regionally accredited institutions should be deemed by the CCC faculty in the discipline or their designee to be comparable to coursework on that community college's approved IGETC course list before it is allowed to fulfill IGETC requirements. The course should then be used in the same subject areas as those for the community college completing the certification. Upper division work may also be used in limited circumstances. See IGETC standards 5.2.2 for criteria.

Foreign Coursework

Foreign coursework may be applied to IGETC if the foreign institution has United States regional accreditation. All other foreign coursework cannot be applied to IGETC with the exception of Area 6, Language Other Than English (LOTE).

Online/Distance Education/Telecourses

California Community Colleges may use online/distance education/telecourses for IGETC provided that the courses have been approved by the CSU and UC during the IGETC review process. Strictly online Oral Communication courses may not be used on IGETC Area 1C (CSU only). Hybrid-delivery courses may meet the area criteria - see IGETC standards 10.1.3a for criteria.

Credit by External Exams

There is no limit on the number of external exams that can be applied to IGETC. Advanced Placement and International Baccalaureate exams can provide IGETC credit as listed on the AP and IB GE charts included in this catalog. CLEP (College Level Examination Program) cannot be used on IGETC. Students who have earned credit from an external exam should not take a comparable college course because transfer credit will not be granted for both. Credit by exam is acceptable provided that a United States regionally accredited college or university transcript specifies the course title, unit value, and grade. A "Credit/Pass" designation is acceptable provided that the institution's policy states that a "Credit/Pass" designation is equivalent to a "C" grade (2.0 grade points on a 4.0 grade scale) or better. The course must be deemed comparable by the CCC faculty in the discipline or its designee as defined in IGETC standards Section 5.2.

Reference: The 2011 IGETC Standards, Policies and Procedures Version 1.3; www.universityofcalifornia.edu



IGETC Certification Plan 2012-2013

For the University of California (UC) and California State University (CSU)

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) with certification will permit a student to transfer to a UC or CSU campus without the need, after transfer, to take additional lower-division general education courses to satisfy campus-specific general education requirements. All courses taken for IGETC must be completed with a grade of "C" or better (or score of 3 or higher on AP tests). Grades of "C-" are not acceptable. Once a student has completed the IGETC, they must make an appointment with a Moorpark College counselor to request certification; it is not automatic. Pre-major course may also be completed prior to transfer and may count towards IGETC, counselors can help students choose appropriate courses for their major and transfer goals. Students wishing to use courses to meet an IGETC requirement must be sure that the course is on the IGETC list during the academic year when it is taken. IGETC is not appropriate preparation for some colleges/majors within the UC/CSU systems. See IGETC Consideration on page 78 and check on www.assist.org for updated information.

- IGETC Certification must be requested prior to transferring. Certification is not automatic, see your counselor.
- Students who fully complete the IGETC for Moorpark College will also be eligible to apply for Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC).

Area 1: ENGLISH COMMUNICATION: Each course must be 3 semester units (4-5 qtr. units).

CSU: complete one course from each group A, B, & C.

UC: complete one course from group A and one course from group B.

A: English Composition: **ENGL** M01A•, M01AH•

B: Critical Thinking - English Composition (must have English Composition as a prerequisite; cannot be met by AP exam credit)
COMM M25; **ENGL** M01B*•, M01BH*•, M01C•, M01CH•; **PHIL** M05

C: Oral Communication (CSU requirement ONLY): **COMM** M01, M02

Area 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: complete one course of at least 3 semester units (4-5 qtr. units)

MATH M05•, M07•, M14, M15•, M15H•, M16A•, M16B•, M21, M25A•, M25AH•, M25B•, M25C•, M31, M35

Area 3: ARTS AND HUMANITIES: complete at least 3 courses of at least 3 semester units each (4-5 qtr. units), with at least one course from Group A and one course from Group B and the third course from either group for at total of 9 semester units (12-15 qtr. units)

Group A: Arts: **ART** M10, M11, M12, M13, M14; **DANC** M01, M03; **FILM** M10, M15, M25, M26, M31, M32, M51; **GR** M10, M11; **HUM** M02, M07*; **MUS** M01•, M04•, M04H•, M08, M09A, M09B; **PHOT** M40; **THA** M01, M04

Group B: Humanities : **CHIN** M02; **COMM** M26; **ENGL** M01B*• or M01BH*•, M13A, M13B, M14, M15A, M15B, M17, M20, M29A, M29B, M30, M31; **FILM** M15, M51; **FREN** M02; **GERM** M02; **HIST** M01A*, M01B*, M15*, M16*, M20A*, M20B*; **HUM** M01, M07*, M10A, M10B; **ITAL** M02; **JAPN** M02; **PHIL** M01•, M01H•, M02•, M02H•, M03, M04, M08, M11, M12, M13, M14, M15, M95; **SPAN** M02, M03, M04.

Area 4: SOCIAL AND BEHAVIORAL SCIENCES: complete at least 3 courses, of at least 3 semester units each (4-5 qtr. units) from at least 2 academic disciplines for a total of 9 semester (12-15 qtr. units) in Area 4

4A - Anthropology and Archaeology: **ANTH** M02, M03, M06, M07, M08, M09, M11 M13*, M15, M16; **CHST** M02

4B - Economics: **BUS** M30; **ECON** M01, M02•, M02H•

4C - Ethnic Studies: **ANTH** M13*; **CHST** M02; **COMM** M12; **HIST** M03A*, M03B*, M04*, M06*, M14*

4D - Gender Studies: **HIST** M12*•, M12H*•; **SOC** M10*

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

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

4G - Interdisciplinary, Social & Behavioral Sciences: **COMM** M04; **FTVM** M01; **JOUR** M01, **PHIL** M03

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

4I - Psychology: **CD** M02; **PSY** M01•, M01H•, M03, M04, M05*, M06, M07, M08, M09*, M10, M11, M13, M14, M16, M19, M20*; **SOC** M04*, M05*, M15*

4J - Sociology & Criminology: **PSY** M05*, M09*, M20*; **SOC** M01•, M01H•, M02, M03, M04*, M05*, M08, M10, M12, M15*, M16, M18.

Area 5: PHYSICAL AND BIOLOGICAL SCIENCES: complete one course from each group; one of which must include a laboratory corresponding to selected lecture course; 7-9 semesters (9-12 quarter units) in Area 5. Each course must be at least 3 semester units (4-5 qtr. units), except separate lab courses.

A: Physical Science: **AST** M01, M02; **CHEM** M01A, M01B, M07A•, M07B•, M11, M12•, M12H•, M13•; **ENSC** M01; **GEOG** M01, M05; **GEOL** M02, M03, M05, M61; **PHSC** M01•; **PHYS** M01•, M10A•, M10B, M20A, M20B, M20C

B: Biological Science: **ANAT** M01•; **ANTH** M01•, M01H•; **BIOL** M01•, M02A, M02B, M02C, M03, M05, M09, M10, M16, M17; **BOT** M01 M06; **ENSC** M02; **MICR** M01, M03; **PHSO** M01•; **PSY** M02•, M02H•; **ZOO** M01

C: Laboratory Science: **ANAT** M01; **ANTH** M01L; **AST** M01L; **BIOL** M01, M02A, M02B, M02C, M03, M05, M10; **BOT** M01, M06; **CHEM** M01A, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01L, M02L; **GEOG** M01L; **GEOL** M02L; **MICR** M01; **PHSC** M01L; **PHSO** M01; **PHYS** M01L, M10AL, M10BL, M20AL, M20BL, M20CL; **ZOO** M01

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.

CHIN M01; **FREN** M01; **GERM** M01; **ITAL** M01; **JAPN** M01; **SPAN** M01

High School _____ Other college course _____ AP Exam _____ Foreign high school _____

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS: 6 units

Not part of the IGETC; may be completed prior to transfer. 6 units - one course from Group 1 and one course from Group 2. May also be used in Area 4 at the discretion of the CSU campus.

GROUP 1: US – 1 (Historical development of American institutions and ideals)

HIST M03A, M03B, M04, M06, M07A, M07B, M12, M12H, M14, M25, M25H

GROUP 2: US - 2 (U.S. Constitution and government) and US-3 (California state and local government)

POLS M03, M03H, M05

NOTES:

• Transfer credit may be limited by either UC or CSU or both. Consult with a counselor for more information.

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



IGETC Considerations

If you have completed substantial coursework from institutions outside the United States, consult a counselor to determine whether you should complete IGETC or the lower-division breadth/general education requirements at the campus you plan to attend. In addition, some transfer students in some colleges or majors must follow a more prescribed lower-division curriculum than IGETC allows. These are described below.

Berkeley: IGETC is acceptable for all majors in the College of Letters and Science. The Haas School of Business and the colleges of Engineering, Environmental Design and Chemistry have extensive, prescribed major prerequisites. In general, IGETC is not appropriate preparation for majors in these colleges. Although IGETC satisfies breadth requirements for most majors in the College of Natural Resources, specific lower-division major requirements must still be satisfied. Be sure to check with the college or visit the ASSIST website for more information.

Davis: IGETC works well for students planning for Bachelor of Arts majors with few units of lower-division preparation. Bachelor of Science degrees and high-unit majors often have many courses of lower-division preparation. In these cases, the UC Davis general education pattern is the best choice.

Irvine: All schools accept IGETC. However, selection by the campus is based on demonstrated academic achievement and preparation for the intended major.

Los Angeles: The Henry Samueli School of Engineering and Applied Science does not accept IGETC.

Merced: The schools of Engineering and Natural Sciences accept IGETC but do not recommend it.

Riverside: The Marlan and Rosemary Bourns College of Engineering accepts completion of IGETC to satisfy the majority of the college's breadth requirements for transfer students. Some additional breadth coursework may be required after enrollment. However, prospective applicants are strongly encouraged to focus instead on preparatory coursework for their desired major, such as mathematics, science and other technical preparatory coursework, rather than on IGETC completion. Strong technical preparation is essential for success in the admissions process and, subsequently, in all coursework at Bourns.

The College of Natural and Agricultural Sciences does not accept IGETC, although courses taken to satisfy IGETC may be applied toward the college's breadth pattern. The College of Humanities, Arts, and Social Science and the School of Business Administration accept IGETC.

San Diego: IGETC is accepted at John Muir, Earl Warren, Thurgood Marshall and Sixth Colleges only. Students completing IGETC are welcomed at Eleanor Roosevelt and Revelle Colleges; however, they must also fulfill the specific general education requirements of those colleges. At UCSD, all majors are available to students in each college, so students who choose IGETC will not be restricted in their choice of major.

Santa Barbara: Transfer students in the College of Letters and Science and the College of Creative Studies may use IGETC to substitute for general education requirements.

Students transferring into the College of Engineering are encouraged to focus on the preparation for their major rather than general education courses, but may also use IGETC to substitute for most general education requirements.

As part of their general education, all students in the College of Engineering are required to complete a depth requirement. Students who wish to satisfy the depth requirement prior to transfer must complete a yearlong sequence in the history of world civilization, history of Western civilization, history of the United States, history of Western philosophy or history of Western art. Students may want to choose courses for IGETC that will concurrently satisfy the depth requirement. Students may also complete the depth requirement with upper-division coursework after transferring.

Please note: Students planning to transfer into a major in engineering, computer science or biological or physical sciences must be careful to complete lower-division major prerequisites to ensure competitiveness and make normal, timely progress through their major.

Santa Cruz: Transfer students intending to pursue any major in the physical and biological sciences or the Jack Baskin School of Engineering should not follow IGETC because it will not provide them with enough lower-division preparation for their majors.

Reference: <http://www.universityofcalifornia.edu/admissions/transfer/requirements/additional-requirements/igetc/index.html>

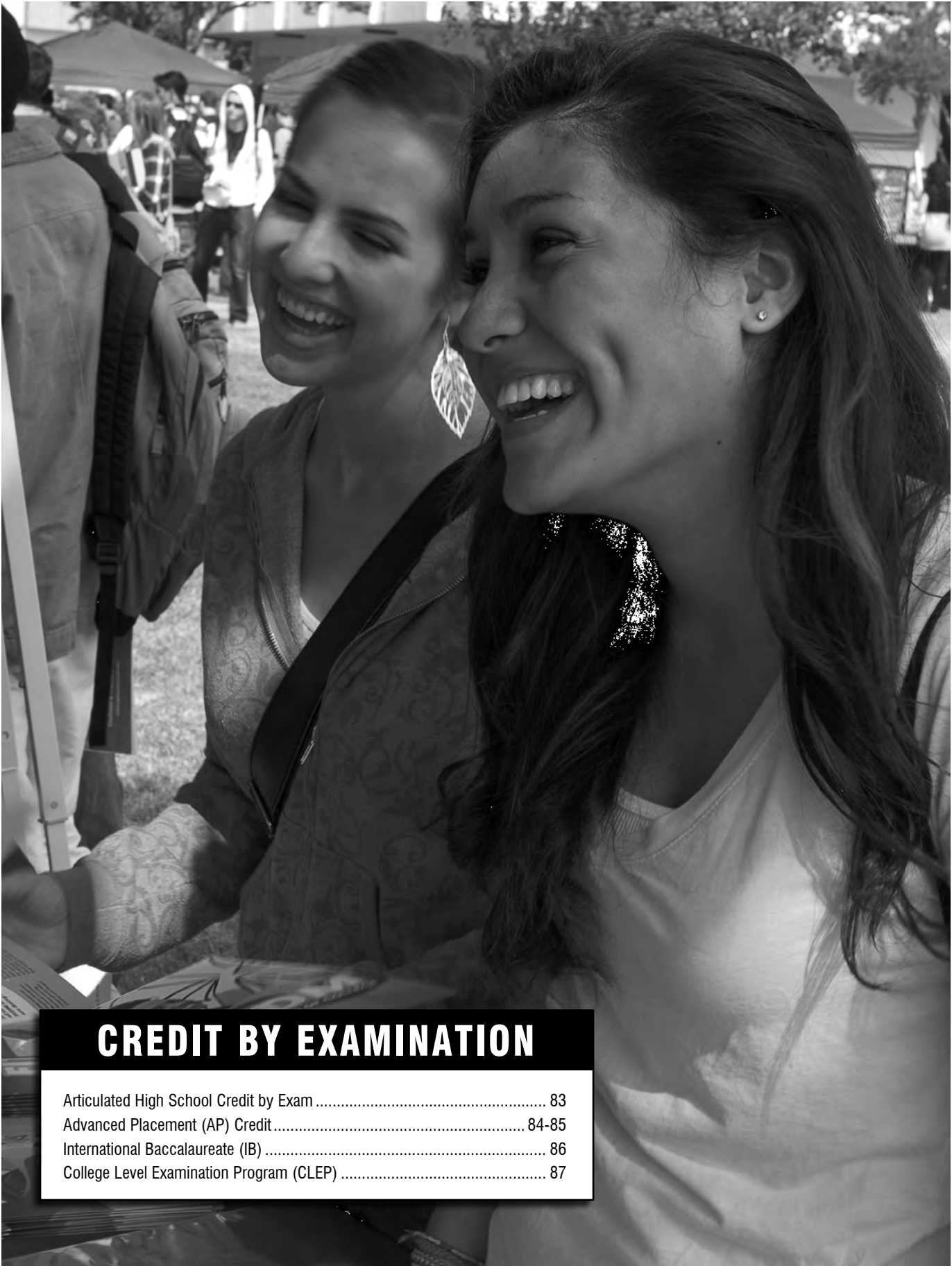
Transfer to an Independent/Private and Out-of-State College

Students who are planning to transfer to an independent/private college or university outside of the UC and CSU system should refer to the catalog and website of that particular school for specific admission and lower division requirements.

California's independent colleges and universities are an excellent choice for many students. There are over 75 nonprofit, independent colleges and universities in the state. The most important criteria for selecting a college or university is how well it fits with your personality, values, and goals. Because every nonprofit, independent college and university has a unique character, there will be at least one that fits your needs. Unlike the University of California or the California State University systems, each California nonprofit,

independent college and university has its own Governing Board. This independence allows for a diverse set of college opportunities in California. Many independent colleges belong to the AICCU (Association of Independent California Colleges and Universities). You can explore these colleges and majors available at www.aiccu.edu and compare and contrast CSU/UC/Independent colleges at www.californiacolleges.edu. For assistance in planning a transfer program to an independent institution or an out-of-state college, students should schedule an appointment with a counselor in the Counseling Department. Articulation agreements for some local universities can be found at www.aiccu.edu.





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CREDIT BY EXAMINATION

AP 4235 Credit by Examination –adopted Dec. 2010. Last revised April 2012

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.

Courses Eligible for Credit by Examination:

- All courses shall be open to credit by examination unless specifically exempted.
- Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of Student Learning maintains a current list of courses excluded from Credit by Examination.

Credit by Examination may be obtained by one of the following methods:

- **Advanced Placement (AP):** Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive 3- to 6 units of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).
- **International Baccalaureate (IB):** Students who complete the IB diploma with a score of 30 or above will receive 20 units of credit. Students completing IB Higher Level examinations with scores of 5, 6 or 7 will receive 6 units of credit for each exam. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.
- **College Level Examination Program (CLEP):** Students who earn scores of 50 or higher on a CLEP exam will receive 3- to 6 units, depending on the exam.
- **College Examinations:** Students receive credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- **High School to College Articulation:** High school students may be granted college credit pursuant to established articulation agreements between the high school and college. Credit will be awarded as “credit by examination”. The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

Cut Scores

- The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in collaboration with the Academic Senates and Consultation Council.

To Receive Credit for AP, IB, and CLEP Examinations:

- The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor.
- Counselors may require additional documentation or information as necessary to determine eligibility for external credit.
- Credit granted for the examinations may be counted as credit toward an associate degree. The faculty at each college of the district will determine how the credit is used to satisfy general education and majors requirements for the associate degree.
- Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU-GE areas as allowed by the applicable standards for each form of transfer general education certification.
- Credit awarded for AP, IB and CLEP examinations shall not impact the student’s GPA.
- Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.
- Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.
- Units (Credits) granted for the AP, IB or CLEP exams will not be subject to the unit limits for credit-by-exam or PASS/NO PASS grading which otherwise apply within the district.

To Receive Credit by Examination for a Locally Administered Test:

- Official transcripts of all previous coursework must be on file with the college before a petition for credit by examination is submitted to a counselor.
- The appropriate petition, a “Petition for Credit by Examination,” will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.
- Petitions must be approved by the division dean and received by the administering instructor no later than 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.

**Determination for Eligibility for Credit by Examination
(locally administered test):**

- The course that the units will apply to must be listed in the college catalog.
- The student must be currently registered and in good standing at the college administering the exam.
- The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

**Credits Recorded for Credit by Examination
(locally administered test):**

- Credit units are assigned for work of such quality as to warrant a letter grade of "C" or better.
- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; no other grade or units will be recorded.
- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) grade, and no record of the attempt for credit by examination will appear on a student's transcript.

Limits of Credit by Examinations (all Methods):

- Students may challenge a given course only once.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Veterans or Social Security benefits.
- Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
- Students should be aware that other colleges may not accept credit by examination for transfer purposes.
- A student should be advised that the use of units granted through Credit by Examination 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.)
- 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, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.
- 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, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.

Articulated High School Credit by Exam

Criteria for Student to Receive VCCCD Credit for Equivalent High School/ROP Course:

Students must complete "Petition for Credit by Examination – High School Career and Technical Education CTE" form, apply online to be a VCCCD student, and create an account in the CATEMA database. A high school student seeking credit by examination will receive non-letter grade credit "CRE" (credit) on their VCCCD transcript when the agreed articulated class requirements are successfully completed. High school articulated credit may only be petitioned at the time that the student is enrolled in the equivalent high school course; credit may not be petitioned retroactively. VCCCD credit will be awarded the same college semester as the petition for one semester classes or the subsequent college semester for year-long classes. Fees and tuition are subject to current Board of Trustees and VCCCD policy.



Advanced Placement (AP) Credit for Moorpark College, CSU GE and IGETC

MC course equivalency approved by MC Curriculum Committee on Jan. 10, 2012

Advanced Placement (AP Exam)	MC Course Equivalent	MC GE Area	MC GE Units Earned	Total MC Units Earned (includes GE units)	CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert.	Total Units Earned Toward Transfer (qtr/sem)
Art History	ART M11	C1 or C2	3	6	C1 or C2	3	6	3A or 3B	3	8/5.3
Studio Art: Drawing	ART M30	C1	3	3	n/a	0	3			8/5.3
Studio Art: 2D	ART M20	C1	3	3	n/a	0	3			8/5.3
Studio Art: 3D	ART M70	C1	3	3	n/a	0	3			
Studio Art Exam Limitation	Max 8 units for all 3 exams							Max 8 units for all 3 exams		
Biology	BIOL M01	A1	4	4	B2+B3	4	6	5B and 5C	4	8/5.3
Calculus AB* (3) Calculus AB (4, 5)	MATH M07 MATH M25A	D2	5	5	B4	3	3	2A	3	4/2.7
Calculus BC* (3) Calculus BC (4, 5)	MATH M25A MATH M25B	D2	5	5	B4	3	6	2A	3	8/5.3
Calculus Exam Limitation	Max credit: one exam				Only one exam may be used for transfer			Max credit: one exam		
Chemistry (3) Chemistry (4, 5)	CHEM M12 CHEM M01A	A2	5	5	B1+B3 (prior F'09) B1+B3 (after F'09)	6 4	6 6	5A and 5C	4	8/5.3
Chinese Lang./Culture *	CHIN M01, M02	C2	3	6	C2	3	6	3B and 6A	3	8/5.3
Computer Science A	CJ M10J	D2	4	4	n/a	n/a	3			
Computer Science AB				4	n/a	n/a	6			8/5.3
CS Exam Limitation	Max 4 units for both exams				Only one exam can be used toward transfer			4/2.7 units max for both exams		
Economics-Macro	ECON M02	B2	3	3	D2	3	3	4B	3	4/2.7
Economics-Micro	ECON M01	B2	3	3	D2	3	3	4B	3	4/2.7
English Lang./Comp.	ENGL M01A	D1	3	6	A2	3	6	1A	3	8/5.3
English Lit/Comp.	ENGL M01A, M01B	D1 and C2 or D2	6	6	A2 + C2	6	6	1A or 3B	3	8/5.3
English Exam Limits	Max 6 units for both exams							8/5.3 units max for both exams		
Environmental Science	ENSC M01, M01L	A2	4	4	B2+B3 (prior F'09) B1 + B3 (after F'09)	4	4	5A and 5C	3	4/2.7
French Lang. *	FREN M01, M02	C2	3	6	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B and 6A	3	8/5.3
French Lit. *	FREN M03, M04	C2	3	6	C2	6 (prior F'09)	6	3B and 6A	3	8/5.3
German Lang *	GERM M01, M02	C2	3	6	C2 C2	6 (prior F'09) 3 (F'09 or after)	6 6	3B and 6A	3	8/5.3
Human Geography	GEOG M02	B2	3	3	D5	3	3	4E		
Govt/Politics: Comparative	POLS M02	B2	3	3	D8	3	3	4H	3	4/2.7
Govt./Politics: U.S.	POLS M03	B1 or B2	3	3	D8 + US-2	3	3	4H + US 2	3	4/2.7
History: European*	HIST M01A, M01B	B2 or C2	3	6	C2 or D6	3	6	3B or F	3	8/5.3
History: US*	HIST M07A, M07B	B1 or C2	3	6	C2 or D6 + US - 1	3	6	3B or 4F + US-1	3	8/5.3

chart continued on next page

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Advanced Placement (AP Exam)	MC Course Equivalent	MC GE Area	MC GE Units Earned	Total MC Units Earned (includes GE units)	CSU GE Breadth Area	CSU GE Units Earned Toward CSU-GE Certification	CSU Min. Semester Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward IGETC Cert.	Total Units Earned Toward Transfer (qtr/sem)
History: World*	HIST M20A, M20B	B2 or C2	3	6	C2 or D6	3	6	3B or 4F	3	8/5.3
Italian Lang./Culture *	ITAL M01, M02	C2	3	6	C2	3	6	3B and 6A	3	8/5.3
Japanese Lang./Culture *	JAPN M01, M02	C2	3	6	C2	3	6	3B and 6A	3	8/5.3
Latin Literature	LAT M01	C2	3	3	C2	3	6	3B and 6A	3	4/2.7
Latin: Vergil		C2	3	3	C2	3	3	3B and 6A	3	4/2.7
Music Theory	MUS M02A, M02AL	C1	3	6	C1	3	6	N/A	N/A	8/5.3
Physics B	PHYS M10A, M10AL	A2	5	5	B1 + B3 B1 + B3	6 (prior F09) 4 (F09 or after)	6 6	5A and 5C	4	8/5.3
Physics C: Elect/Mag	PHYS M20B, M20BL	A2	5	5	B1 + B3	4	4	5A and 5C	3	4/2.7
Physics C: Mechanics	PHYS M20A, M20AL	A2	3	5	B1 + B3	4	4	5A and 5C	3	4/2.7
Physics Exam Limitations	Max 6 units for all exams				Max 4 sem units towards GE and 6 units toward transfer			8/5.3 units max for all 3 exams		
Psychology	PSY M01	B2	3	3	D9	3	3	4I	3	4/2.7
Spanish Language *	SPAN M01, M02	C2	3	6	C2 C2	6 (prior F09) 3 (F09 or after)	6 6	3B + 6A	3	8/5.3
Spanish Literature *	SPAN M03, M04	C2	3	6	C2 C2	6 (prior F09) 3 (F09 or after)	6 6	3B + 6A	3	8/5.3
Statistics	MATH M15	D2	4	4	B4	3	3	2A	3	4/2.7

Rules for use of AP scores on IGETC, CSU GE-Breadth and MC GE:

1. A score of 3, 4, or 5 is required to grant credit for GE certification. An acceptable AP score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.
2. Each AP exam may be applied to one GE area as satisfying one course requirement, with the exception of Language other than English (LOTE). (See Section 10.6.3 of IGETC Standards for more information).
3. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
4. There is no equivalent AP exam for Area 1B - Critical Thinking/Composition requirement.
5. Students earning scores of 3, 4, or 5 in the physical and biological science AP examinations earn credit toward the lecture and meet the laboratory activity requirement.

6. For IGETC-AP exams in Biology, Chemistry or Physics B allow CCC. campuses to apply 4 semester or 5 quarter units to IGETC certification. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification; therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.
7. Actual AP transfer credit awarded for these and other AP exams for admission is determined by the CSU and UC. The UC Policy for AP credit can be found in the publication Quick Reference for Counselors, <http://www.universityofcalifornia.edu/admissions/counselors/ap-credits/>
8. The CSU has a systemwide policy for these and other AP exams for awarding transfer credit for admission. The CSU policy for AP can be found at <http://www.calstate.edu/app/general-ed-transfer.shtml>.

INTERNATIONAL BACCALAUREATE (IB) TEST EQUIVALENCY LIST FOR MC GE

Approved by MC Curriculum Committee on Jan. 10, 2012

International Baccalaureate (IB) Exam	MC GE Category	MC GE Units earned	Total MC Units Earned (includes GE units)	Minimum Passing Score for CSU+	CSU Min. Semester Credit Earned toward transfer	CSU GE Units earned toward CSU GE-Breadth Cert.	CSU GE Area ²	IGETC Area	IGETC Units earned toward Cert.	Total UC Units earned toward Transfer (includes GE units) +
Biology HL	A1	3	6	5	6	3	B2	5B (w/out lab)	3	5.3
Chemistry HL	A2	3	6	5	6	3	B1	5A (w/out lab)	3	5.3
Economics HL	B2	3	6	5	6	3	D2	4B	3	5.3
Geography HL	B2	3	6	5	6	3	D5	4E	3	5.3
History (any region) HL	B2	3	6	5	6	3	C2 or D6	3B or 4F	3	5.3
*Language A1 (any language, except English) HL	C2	3	6					3B and 6A	3	5.3
*Language A2 (any language, except English) HL	C2	3	6					3B and 6A	3	5.3
*Language A1 (any language) HL	C2	3	6	4	6	3	C2	3B	3	5.3
*Language A2 (any language) HL	C2	3	6	4	6	3	C2	3B	3	5.3
*Language B (any language) HL	C2	3	6	4	6	0	n/a	6A	3	5.3
**Mathematics HL	D2	3	6	4	6	3	B4	2	3	5.3
Physics HL	A2	3	6	5	6	3	B1	5A (w/out lab)	3	5.3
Psychology HL	B2	3	6	5	3	3	D9	4I	3	5.3
*Theatre HL	C1	3	6	4	6	3	C1	3A	3	5.3

Note: All units shown on this chart are semester units.

Rules for using International Baccalaureate (IB) credit for IGETC, CSU GE-Breadth and MC GE

1. A minimum score of 5 on these IB subjects is considered a passing score by the VCCCD, CSU, and UC to earn elective units, except where noted.
2. A score of 5, 6 or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification, CSU GE-Breadth certification, or for Moorpark College Associate Degree credit except where noted otherwise.
3. An acceptable IB score equates to either 3 semester/4 quarter units for certification purposes.
4. For transfer purposes, UC will grant 5.3 semester/8 quarter units for each IB exam completed with a score of 5, 6, or 7 on HL exams. For more information about course credit awarded for admission and in majors by individual campuses, visit www.universityofcalifornia.edu/educators/counselors/ib.
5. CSU also grants unit credit for transfer purposes of IB HL exams (see CSU policy www.calstate.edu/app/general_education.shtml). Each campus in the CSU system determines how it will apply external examinations toward credit in the major. Contact the individual campus for more information.
6. Students will not receive credit for Standard Level exams.

7. Students who have earned credit for an IB exam should not take a comparable college course because credit will NOT be granted for both.

Reference: IGETC Standards, Version 1.3 June 9, 2011 (section 7.2)

IB Policies Specific to Moorpark College

1. Students who complete the IB Diploma with a score of 30 or above will receive 20 semester units of credit for Moorpark College.
2. Students completing IB Higher Level exams with scores of 5, 6, or 7 will receive 6 units of credit for each exam. However, a score of 4 or higher on the IB Mathematics HL exam will satisfy Moorpark College's math competency requirement for the associate degree but will not provide general education credit.
3. Students will not receive credit for Standard Level exams.
4. Credits awarded for IB exams shall not impact a student's GPA at Moorpark College.
5. Units granted for IB will not be subject to the unit limits for credit by exam or Pass/No Pass grading which otherwise applies within the district.
6. Credits acquired by exam are not counted in determining the 12 semester hours of credit in residence at Moorpark College required for an Associate Degree.

College Level Examination Program (CLEP)

For Moorpark College and CSU-GE

1. Students who earned a score of 50 or higher on CLEP exam will receive 3-6 units depending on the exam.
2. If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the degree.

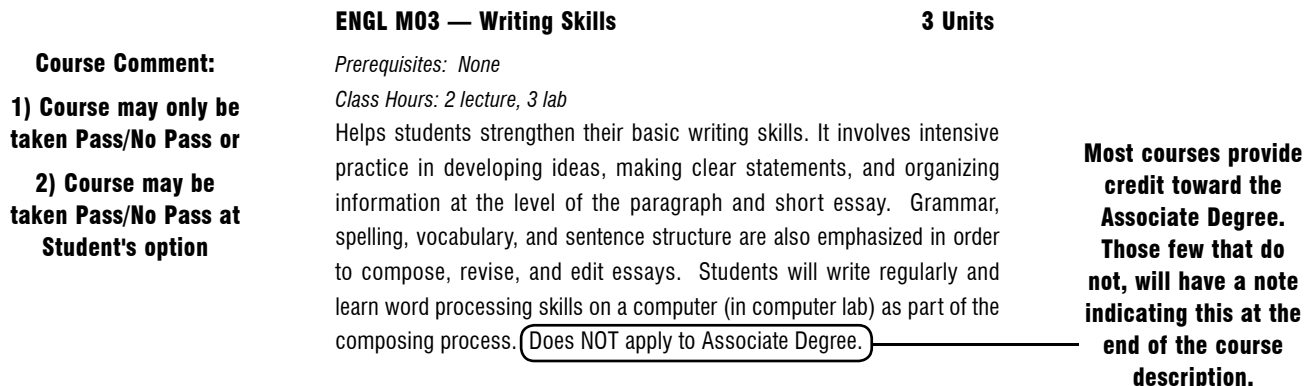
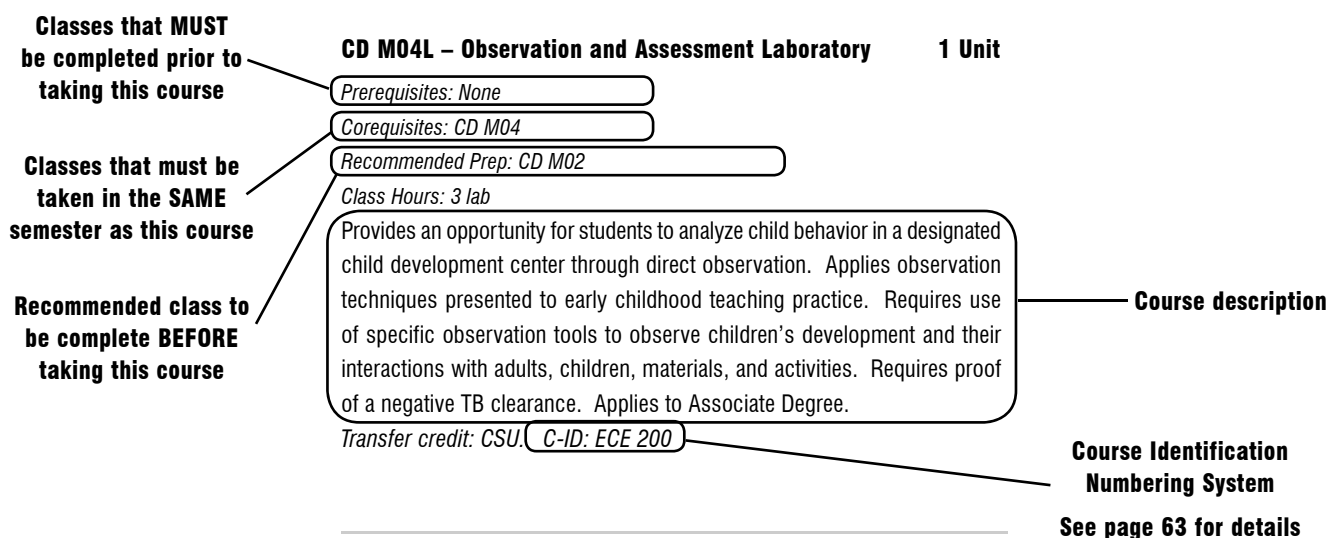
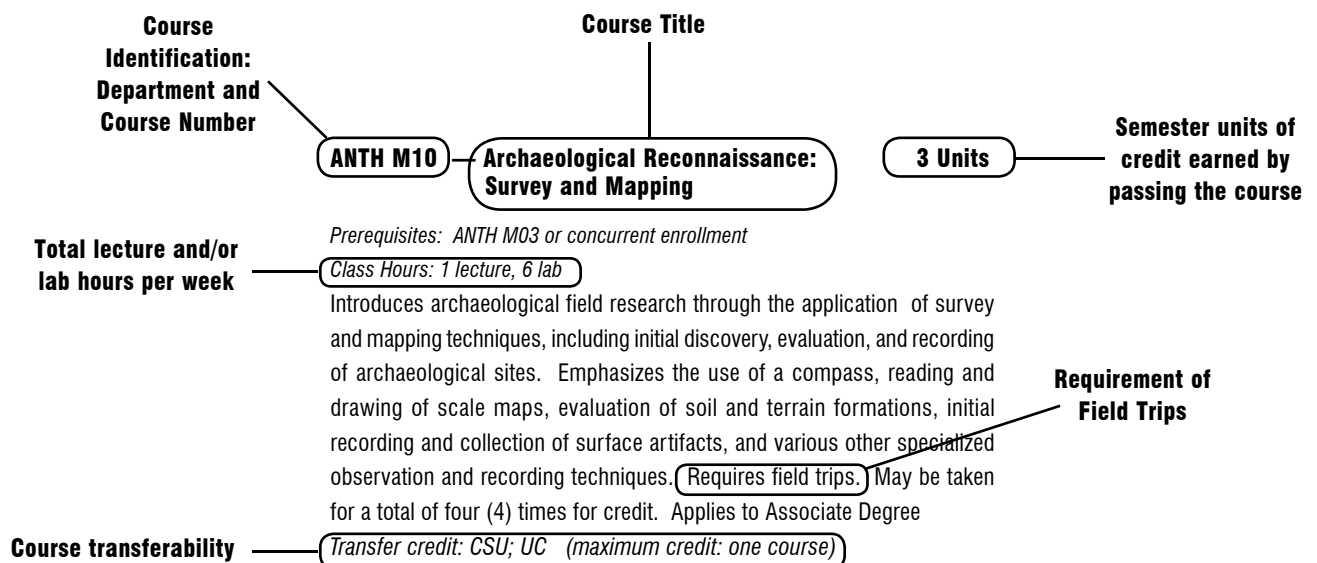
CLEP Exam	Passing Score	MC GE Area	MC GE Units Earned	Total MC Units Earned	CSU GE Breadth and/or American Institutions Area	Semester Credits Toward GE-Breadth	Minimum Semester Credits Earned
American Government	50	B1 or B2	3	3	D8	3	3
American Literature	50	C2	3	3	C2	3	3
Analyzing & Interpreting Literature	50	C2	3	3	C2	3	3
Biology	50	A1	3	3	B2	3	3
Calculus	50	D2	3	3	B4	3	3
Chemistry	50	A2	3	3	B1	3	3
College Algebra	50	D2	3	3	B4	3	3
College Algebra - Trigonometry	50	D2	3	3	B4	3	3
College Mathematics	50	D2	3	3	n/a	0	0
English Composition (no essay)	50	n/a	0	0	n/a	0	0
English Composition (w/essay)	50	n/a	0	0	n/a	0	0
English Literature	50	C2	3	3	C2	3	3
Financial Accounting	50	n/a	0	3	n/a	0	3
French Level I*	50	C2	3	6	n/a	0	6
French Level II*	59	C2	3	6	C2	3	12
Freshman College Composition	50	n/a	0	0	n/a	0	0
German Level I*	50	C2	3	6	n/a	0	6
German Level II*	60	C2	3	6	C2	3	12
History, United States I	50	B1 or B2	3	3	D6 + US-1	3	3
History, United States II	50	B1 or B2	3	3	D6 + US-1	3	3
Human Growth & Development	50	B2	3	3	E	3	3
Humanities	50	C2	3	3	C2	3	3
Info. Systems & Computer Applications	50	n/a	0	3	n/a	0	3
Intro. To Educational Psychology	50	B2	3	3	n/a	0	3
Introductory Business Law	50	n/a	0	3	n/a	0	3
Introductory Psychology	50	B2	3	3	D9	3	3
Introductory Sociology	50	B2	3	3	D0 or D10	3	3
Natural Sciences	50	A1 or A2	3	3	B1 or B2	3	3
Pre-Calculus	50	D2	3	3	B4	3	3
Principles of Accounting	50	n/a	0	3	n/a	0	3
Principles of Macroeconomics	50	B2	3	3	D2	3	3
Principles of Management	50	n/a	0	3	n/a	0	3
Principles of Marketing	50	n/a	0	3	n/a	0	3
Principles of Microeconomics	50	B2	3	3	D2	3	3
Social Sciences and History	50	n/a	0	0	n/a	0	0
Spanish Level I*	50	C2	3	6	n/a	0	6
Spanish Level II*	63	C2	3	6	C2	3	12
Trigonometry	50	D2	3	3	B4	3	3
Western Civilization I	50	B2 or C2	3	3	C2 or D6	3	3
Western Civilization II	50	B2 or C2	3	3	D6	3	3

COURSE INFORMATION

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How to Read the Course Descriptions



COURSE INFORMATION

Offering of Courses as Described in the Catalog

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, area of emphasis, general education, or elective credit requirements for approved degree, certificate, or proficiency programs. The College will make every effort to regularly offer each of the credit courses listed under the Course and Program Descriptions. "Regularly offered" shall mean a frequency of not less than once in two years.

The student who plans to satisfy the requirements for a particular academic goal -- such as a Certificate of Achievement, an Associate Degree, and/or the completion of courses necessary to prepare for transfer into a baccalaureate major -- must carefully plan a program of study to complete all requirements in a timely fashion. The student may consult with appropriate instructional divisions to determine the frequency of course offerings.

Offering of Courses as Listed in the Schedule of Classes

The College reserves the right to cancel any course section scheduled for any term if enrollment is insufficient.

Course Discipline Abbreviations

Courses listed below are offered as a regular part of established curricula or when demand warrants. The current class schedule should be consulted to determine the availability of specific courses.

In the course number designations, the following subject or departmental title abbreviations are used:

ACCT	Accounting	EDU	Education	MUS	Music
ANAT	Anatomy	ENGL	English	NS	Nursing Science
ANPH	Anatomy and Physiology	ENGR	Engineering	NTS	Nutrition
ANTH	Anthropology	ENSC	Environmental Science	PDEV	Professional Development
ART	Art	ESL	English as a Second Language	PHIL	Philosophy
AST	Astronomy	FILM	Film Studies	PHOT	Photography
BIOL	Biology	FREN	French	PHSC	Physical Science
BIOT	Biotechnology	FTVM	Film Television Media	PHSO	Physiology
BOT	Botany	GEOG	Geography	PHTC	Commercial Photography
BUS	Business	GEOL	Geology	PHYS	Physics
CD	Child Development	GERM	German	POLS	Political Science
CHEM	Chemistry	GIS	Geographic Information Systems	PSY	Psychology
CHIN	Chinese	GR	Graphics	RADT	Radiologic Technology
CHST	Chicano Studies	HED	Health Education	RT	Radio Television (see FTVM)
CIS	Computer Information Systems	HIST	History	SOC	Sociology
CJ	Criminal Justice	HS	Health Science	SPAN	Spanish
CNSE	Computer Networking System Engineering	HUM	Humanities	THA	Theatre Arts
COL	College Strategies	ITAL	Italian	WEXP	Work Experience
COMM	Communication Studies	JAPN	Japanese	ZOO	Zoology
COUN	Counseling	JOUR	Journalism		
CS	Computer Science	KIN	Kinesiology		
DANC	Dance	LS	Learning Skills		
DRFT	Drafting	MATH	Mathematics		
EATM	Exotic Animal Training Management	MICR	Microbiology		
ECON	Economics	MM	Multimedia		

For convenience, the course descriptions in this catalog are arranged alphabetically according to subject grouping.

Course Identification

Course identification is comprised of the course discipline name or abbreviated name (prefix) and course number (for example, CJ M01). All course numbers for Moorpark College will have a leading M (for Moorpark) preceding the actual course number. Courses numbered 1 (one) through 9 (nine) will also have a leading zero preceding the actual number. Sometimes an alphabetic character is appended to the course identification (for example, ART M12A).

Courses requiring a year (two semesters) in which to complete the full offering may be designated by number and letter (for example, ACCT M01A-M01B). The A section of the course is usually offered in the fall semester with the B section following in the spring; however, some year-sequence courses begin in the spring semester.

The alphabetical designation in the course identification may also be used to designate the related topics of a year-long course (for example, CHEM M01A-M01B); in this instance, the A course would not be a prerequisite to the B course and/or subsequent courses.

Semester Unit Credit

The semester unit credit of the course is shown by a number(s) following the title of the course. As defined by Title 5, section 55002.5, the semester unit is based on three hours of work study; one lecture hour with two attendant hours of preparation or three hours of laboratory activity requiring special facilities or equipment.

Most courses have fixed units; few have variable units. The unit value of each variable-unit course will be specified in the Schedule of Classes each term. In certain instances, to best serve students in summer term and in evening classes, the hours of instruction in some courses may be reduced and credit reduced proportionately.

Prerequisites, Corequisites and Recommended Preparation

Prerequisites - 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. The prerequisite ensures that students will achieve skills or knowledge necessary for success in a course or program. For example, a course might require completion of an English course (or placement into English at a specific level) before the student may enroll in a Philosophy course that requires high level reading and writing skills. For example, a student enrolling in general biology is likely to have serious difficulty without adequate preparation in intermediate algebra and introduction to chemistry.

Some prerequisites are required by state statute or regulation. Prerequisites on transferable courses are often determined by four-year institutions which may require specific prerequisites in order to award credit for these courses.

Corequisite - a condition of enrollment consisting of a course which a student is required to take simultaneously in order to enroll and succeed in another course. The student acquires the necessary skills, concepts, and/or information in the corequisite

course that supports success in the target course. Since the corequisite course provides skills or knowledge necessary for successful completion of another course, it is highly unlikely that the student can achieve a satisfactory grade in the course for which the corequisite is being established without the skills and knowledge provided in the corequisite course.

Recommended Preparation - a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. While encouraged to do so, students are not required to satisfy recommended preparation guidelines to enroll in a course.

Course prerequisites, corequisites or recommended preparation are specified within course descriptions announced in the Catalog and the Schedule of Classes. Students are expected to have completed the prerequisite course with a satisfactory grade of C or better or P (Pass) and if applicable be enrolled in the corequisite required of all courses in which they enroll.

Course Repetition

A statement following the course description noting the repeat capability of a course will specify the maximum credit permitted for the designated course. The repeat capability will be expressed in maximum units and/or in total times the course may be taken. The absence of a repeat capability statement is always intended to designate a course which may be taken one time only.

Co-designated, Cross-listed, or Same as Courses

The College offers some of its courses as co-designated, cross-listed, or same-as between two or more disciplines. Where this occurs, all aspects of the co-designated courses are identical, except the course identifier (course discipline abbreviation) and possibly the course numbers and/or alpha characters following the discipline abbreviation, which may be identical or may differ. All other aspects are the same (title, units, hours, description, repeat capability, transferability, etc.). These courses are identified in the Course and Program Descriptions section of the Catalog. Courses which are co-designated or cross-referenced are identified by the phrase "Same as . . ."

Courses Offered on a Pass/No Pass Basis Only

By far, most of the courses offered by the college are offered for a letter grade. Students enrolled in these courses have the right to petition to be evaluated on a pass/no pass (P/NP) basis; interested students should consult the Academic Policies section of this Catalog. For courses that are offered exclusively on a P/NP basis (letter grade not possible) are so noted following the course description. All other courses without this notation are offered for a letter grade unless the student successfully petitions otherwise.

Courses Not Applicable For Degree Credit

The majority of courses offered by the College are applicable for degree credit and is noted with "Applies to Associate Degree" following the course description. Courses that are not applicable for degree credit are also noted following the course description with the notation of "Does NOT apply to Associate Degree". Students enrolled in these courses will receive unit credit and will be awarded an academic record symbol on transcripts as defined in the Academic Policies section of this Catalog. However, the units earned in courses will not apply toward Proficiency Awards, Certificates of Achievement, or Associate degrees.

Transfer Course Identification

Courses offered by Moorpark College provide a wide selection of curricula that meet the requirements for most university majors. To assist students in planning their programs of study, all credit courses offered by Moorpark College are classified as follows:

1. No notation of transfer credit following the course description indicates that the course is not designed to transfer to public (and most independent) four-year colleges or universities.
2. The notation of transfer credit after the course description is followed by the abbreviation CSU meaning that the course will transfer to any of the 23 campuses of the California State University (Channel Islands, Northridge, etc.) and/or is followed by the abbreviation UC meaning that the course will transfer to any of the 10 campuses of the University of California (Santa Barbara, UCLA, etc.)
3. The notation of transfer credit is defined to mean that the course is acceptable for unit credit for admissions purposes and for credit towards a baccalaureate degree only. Students interested in the applicability of particular courses for use in satisfaction of major preparation requirements and/or general education requirements are advised to consult the transfer information section of the Catalog and a Moorpark College counselor.
4. The notation of credit limitations following the transfer credit statement indicates that one or more public four-year institutions impose some kind of limitation on the course. In this case, consult your counselor concerning the transferability of the course.

Additional transfer information is available from the Counseling Office or the www.assist.org website.

Field Trips

Field trips are required activities for a number of courses in the College curriculum. For any such courses, it is intended that they be clearly identified in the College Catalog and the Schedule of Classes. For other courses, a field trip or an off-campus activity may be optional for the students enrolled.

According to policy adopted by the College District's governing board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death during, or by reason of, the field trip or excursion.

The College assumes no liability for students' personal property.



COURSES & PROGRAMS

Course and Program Descriptions 93-231



COURSE AND PROGRAM DESCRIPTIONS

ACCOUNTING

See Courses in Business

ADMINISTRATION OF JUSTICE

See Courses in Criminal Justice

ANATOMY

See Courses in Biological Sciences

ANIMAL SCIENCE

See Courses In Exotic Animal Training Management

ANTHROPOLOGY

Program Purpose: Students who complete a biological Anthropology course will examine and assess the place of humans in the natural world. Students who complete a cultural Anthropology course will be able to compare and critique their own cultural assumptions against those of people from other societies.

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

DEAN

Kim Hoffmans, Phone (805) 378-1459

FACULTY

John Baker, Andrew Kinkella, Rachel Messinger

COUNSELORS

Roberta Brodie, Anitra Evans

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 Career Transfer Center located in Fountain Hall (805) 378-1536. See General Education Degree Requirements and Transfer Information.

DEGREE IN ANTHROPOLOGY

To earn an Associate in Arts Degree with a major in Anthropology, students complete 22 specified units, plus General Education Degree Requirements (minimum total is 60 units). These major requirements cover all four core fields of Anthropology as well as topical and area courses of the students' choice, preparing students for success at their transfer institution.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
ANTH M01	Biological Anthropology	3.0
OR		
ANTH M01H	Honors: Biological Anthropology	3.0
ANTH M01L	Biological Anthropology Lab	1.0
ANTH M02	Cultural Anthropology	3.0
ANTH M03	Archaeology	3.0
ANTH M08	Linguistics Anthropology	3.0
Units from List of ELECTIVE COURSES		9.0

TOTAL **22.0**

Elective Courses: Choose 9 Units

ANTH M05	Archaeological Field Methods	3.0
ANTH M06	Introduction to Native American Studies	3.0
ANTH M07	Peoples and Cultures of the World	3.0
ANTH M09	Anthropology of Women	3.0
ANTH M10	Archaeological Reconnaissance: Survey and Mapping	3.0
ANTH M11	The Anthropology of Magic, Witchcraft, and Religion	3.0
ANTH M12	Archaeological Laboratory Procedures	3.0
ANTH M122*	Independent Study - Anthropology	0.5-3.0
ANTH M13	The Chumash and their Neighbors: Indians of California	3.0
ANTH M15	Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16	Mysteries of the Ancient Maya	3.0
ANTH M60R	Anthropological Research Methods	3.0
ANTH M60S	Introductory Archaeological Field Methods Supervision	3.0
ANTH M80	Internship in Anthropology	1.0-4.0
CHST M02	Chicano Culture	3.0

*May be taken for a maximum of 3.0 units to fulfill the requirements of the A.A. Degree.

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Anthropology will be able to:

- demonstrate an understanding of the perspectives, theories, methods, and core concepts of anthropology as a social science and scientific discipline.
- examine and assess the place of humans in the natural world.
- compare and critique their own cultural assumptions to those of people from other societies.

DEGREE IN ARCHAEOLOGY

Requirements for a minimum total of 60 units. These major requirements optimize preparation for upper division course work for advanced degrees in Archaeology offered by four-year institutions. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment with a local archaeological firm, or obtaining a position on an archaeological project either within or outside the United States.

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, and provide opportunities to actively participate in supervised archaeological survey, excavation, and artifact analysis.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
ANTH M01	Biological Anthropology	3.0
OR		
ANTH M01H	Honors: Biological Anthropology	3.0
ANTH M01L	Biological 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: Survey and Mapping	3.0
ANTH M12*	Archaeological Laboratory Procedures	3.0
Units from List of RECOMMENDED COURSES		6.0

TOTAL **25.0**

Recommended Courses: Choose 6 Units

ANTH M06	Introduction to Native American Studies	3.0
ANTH M07	Peoples and Cultures of the World	3.0
ANTH M08	Linguistic Anthropology	3.0
ANTH M09	Anthropology of Women	3.0
ANTH M11	The Anthropology of Magic, Witchcraft, and Religion	3.0
ANTH M13	The Chumash and Their Neighbors: Indians of California	3.0
ANTH M15	Egyptology: Archaeology of the Land of the Pharaohs	3.0
ANTH M16	Mysteries of the Ancient Maya	3.0
ANTH M122	Independent Study – Anthropology	0.5 – 3.0
ANTH M80	Internship in Anthropology	1.0 – 4.0
BIOL M05	Field Biology – A Natural History of California	4.0
GEOL M02	Physical Geology	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0
HIST M06	History of the American Indian	3.0

*Can be repeated as part of chosen 6-units and still count toward total.

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Archaeology will be able to:

- demonstrate an understanding of the perspectives, theories, methods, and core concepts of archaeology as a social science and scientific discipline.
- demonstrate a skill set in archaeological field methods including mapping, excavating, and laboratory analysis that will enable them to be an active member of future archaeological research projects.

ANTHROPOLOGY COURSES

ANTH M01 - BIOLOGICAL ANTHROPOLOGY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the scientific method as used in the study of humans as biological organisms. Focuses on human evolution and diversity, including genetics, evolution, primatology, paleoanthropology, human variation, and biocultural adaptation. Examines how humans relate to other living organisms, and how the tools of science are used to reconstruct the past history of our species. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Students cannot complete both ANTH M01 and ANTH M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M01H – HONORS: BIOLOGICAL ANTHROPOLOGY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the scientific method as used in the study of humans as biological organisms. Focuses on human evolution and diversity, including genetics, evolution, primatology, paleoanthropology, human variation, and biocultural adaptation. Examines how humans relate to other living organisms, and how the tools of science are used to reconstruct the past history of our species. 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 45 contact hours. Students cannot complete both ANTH M01 and ANTH M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M01L – BIOLOGICAL ANTHROPOLOGY LAB

1 UNIT

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

ANTH M02 – CULTURAL ANTHROPOLOGY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Focuses upon concepts and methods for analyzing cultural systems, illustrated with examples drawn largely from non-Western societies. Emphasizes 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

ANTH M03 – ARCHAEOLOGY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the history, goals, and methods of archaeology. Uses examples of archaeological finds from throughout the world to illustrate concepts and techniques common to the process of archaeology. Exposes students to archaeological survey, excavation, and analysis through hands-on, in-class activities that replicate real archaeological excavations. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M05 – ARCHAEOLOGICAL FIELD METHODS**3 Units***Prerequisites: ANTH M03 or concurrent enrollment**Class Hours: 1 lecture, 6 lab*

Introduces practical hands-on archaeology by participating in an ongoing archaeological project. Emphasizes the methods of site excavation, recognition of artifacts while in the ground, recording of archaeological discoveries, archaeological ethics, and primary sorting of archaeological materials. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: one course)

ANTH M06 – INTRODUCTION TO NATIVE AMERICAN STUDIES**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys the origins, development, and attainments of Native Americans within the North America, presented from an anthropological perspective. Assesses the contribution of archaeology to our understanding of concepts, including the peopling of the New World and the growth of complex societies such as those observed at Chaco Canyon, Mesa Verde, Cahokia, and other locations. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M07 – PEOPLES AND CULTURES OF THE WORLD 3 UNITS*Prerequisites: None**Class Hours: 3 lecture*

Considers the differences between and commonalities among several human sociocultural groups. Utilizes a variety of theoretical orientations and topical foci. Employs case studies of individual cultures to discuss these cultures and understand ethnographic methodologies, while utilizing comparisons of these cultures as 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

ANTH M08 – LINGUISTIC ANTHROPOLOGY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the study of language and communication from an anthropological perspective. Examines the basic components of language, including morphology, phonology, syntax, and semantics. Provides an overview of how humans interact and communicate using verbal and nonverbal language and how language both reflects and shapes thoughts, 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

ANTH M09 – ANTHROPOLOGY OF WOMEN**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores women's roles, stereotypes and contributions, past and present, drawing examples from traditional and contemporary world cultures. Examines 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

ANTH M10 – ARCHAEOLOGICAL RECONNAISSANCE: SURVEY AND MAPPING**3 UNITS***Prerequisites: ANTH M03 or concurrent enrollment**Class Hours: 1 lecture, 6 lab*

Introduces archaeological field research through the application of survey and mapping techniques, including initial discovery, evaluation, and recording of archaeological sites. Emphasizes the use of a compass, reading and drawing of scale maps, evaluation of soil and terrain formations, initial recording and collection of surface artifacts, and various other specialized observation and recording techniques. Requires field trips. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: one course)

ANTH M11 – THE ANTHROPOLOGY OF MAGIC, WITCHCRAFT, AND RELIGION**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Provides an introduction to human belief systems around the world and the manners in which anthropology investigates these. Examines the functions and structures of religions, cross-cultural classification of religions, shamanism, religious change, and religious systems in global perspective. Analyzes the historical and social factors that influence the development of religions, and emphasizes the application of cultural relativism when considering other cultures and beliefs. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M12 – ARCHAEOLOGICAL LABORATORY PROCEDURES**3 UNITS***Prerequisites: ANTH M03 or concurrent enrollment**Class Hours: 1 lecture, 6 lab*

Provides hands-on experience working with archaeological collections. Examines the processing, sorting, washing, stabilizing, analysis and final cataloging of an excavation collection. Includes an introduction to federal and state laws concerning archaeological excavation and the requirements for employment with local contract archaeology firms. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit: one course)

ANTH M13– THE CHUMASH AND THEIR NEIGHBORS: INDIANS OF CALIFORNIA**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the aboriginal inhabitants of California. Examines the religion, diet, social structure, and everyday lives of the many different cultures that inhabited the area using both archaeological and anthropological evidence. Emphasizes local tribes such as the Chumash and considers the effects of European contact on modern California Indian tribes. (Formerly ANTH M60C and ANTH M60L.) Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M15– EGYPTOLOGY: ARCHAEOLOGY OF THE LAND OF THE PHAROAH**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys the splendor of ancient Egypt with an emphasis on the contributions of archaeology. Cultivates an understanding of the historical and cultural development of Egypt by studying pyramid construction, pharaohs, religious beliefs, warfare, technology, the Nile, and famous explorers and looters. (Formerly ANTH M60J.) Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M16 – MYSTERIES OF THE ANCIENT MAYA 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explores the ancient Maya civilization of southern Mexico and Central America. Surveys Maya origins, agriculture, art, religion, hieroglyphic writing, material culture, and the history of archaeology in Mesoamerica. Highlights the ancient Maya collapse and investigates repercussions for future societies. (Formerly ANTH M60K.) Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M17 – FORENSIC ANTHROPOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explores the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime. Introduces a basic overview of the field of forensic anthropology, and human osteology. Focuses on the techniques used to make estimations of age, sex, ancestry and stature, recovery techniques, and the analytical techniques and procedures used in the medico-legal framework. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M60A-Z – TOPICS IN ANTHROPOLOGY 1 TO 3 UNITS

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 M60S – INTRODUCTORY ARCHAEOLOGICAL FIELD METHODS SUPERVISION 3 UNITS**

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 a small group of people known as a "Pit Crew." May be taken for a total of four (4) times for credit. Applies to Associate Degree.

ANTH M80 – INTERNSHIP IN ANTHROPOLOGY 1 TO 4 UNITS

Prerequisites: None

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 Career Transfer Center at (805) 378-1536. May be taken a total of 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 – HONORS IN ANTHROPOLOGY: CONTEMPORARY PROBLEMS IN ANTHROPOLOGICAL PERSPECTIVE 3 UNITS

Prerequisites: ANTH M01 and ANTH M02

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 Associate Degree. Transfer credit: CSU

ANTH M122 – INDEPENDENT STUDY - ANTHROPOLOGY 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Anthropology and instructor approval

Class Hours: 1.5 to 9 lab

Allows independent study for students who wish to extend their knowledge of a particular area of anthropology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an anthropology instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly ANTH M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ART

Program Purpose: Students who complete Art courses will develop strong foundation level art practices with a variety of medium and techniques. Courses will stimulate conceptual thinking and critical analysis through direct application and experience, as well as foster an understanding of art within history and culture.

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

Julius Sokenu, Phone (805) 378-1448

FACULTY

Erika Lizée, Christine Marx, Cynthia Minet, Gerardo Zucca

COUNSELORS

Denice Avila, Jodi Dickey

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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 36 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 Modern	3.0
ART M13	History of Art: Modern through Contemporary	3.0
ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M30	Drawing and Composition I	3.0
GR M10	Introduction to Communication Design	3.0
Units from one of the RECOMMENDED OPTIONS		15.0
TOTAL		36.0

Recommended Options:

Choose either 2-D Studio Art Option or 3-D Studio Art Option:
2-D Studio Art Option (15 Units)

ART M31	Drawing and Composition II	3.0
ART M32	Beginning Life Drawing I	3.0
ART M33	Beginning Life Drawing II	3.0
ART M40	Beginning Illustration	3.0
ART M43	Beginning Painting I	3.0
ART M44	Beginning Painting II	3.0
ART M77	Beginning Sculpture I	3.0
ART M79	Figure Sculpture	3.0
ART M90	Beginning Printmaking I	3.0

OR

3-D Studio Art 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 M74	Glaze Design I	3.0
ART M75	Glaze Design II	3.0
ART M77	Beginning Sculpture I	3.0
ART M78	Beginning Sculpture II	3.0
ART M79	Figure Sculpture	3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Art will be able to:

- utilize a variety of artistic mediums and techniques.
- demonstrate conceptual thinking and critical analysis through direct application and experience.
- demonstrate an understanding of art within history and culture.

ART COURSES

ART M10 – ART APPRECIATION

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Studies the major principles and techniques used to create visual art objects in diverse media. Assists students in developing informed perceptions and evaluations of works of art and understanding their historical and cultural contexts. (Formerly ART M02.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M11 – HISTORY OF ART: PREHISTORIC THROUGH GOTHIC

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the history of art from prehistoric times through the Middle Ages, ranging from Ancient to Gothic art, with an emphasis on the Western World. Provides an overview of non-Western cultures that influence Western art. Examines key styles and movements in art history and introduces techniques for producing art. (Formerly ART M01A.) Applies to Associate Degree. Transfer credit: CSU; UC.

C-ID: ARTH 110

ART M12 – HISTORY OF ART: RENAISSANCE THROUGH MODERN

3 UNITS

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

ART M13 – HISTORY OF ART: MODERN THROUGH CONTEMPORARY

3 UNITS

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

ART M14 – HISTORY OF ART: ASIAN

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

The history of the arts 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

ART M20 – TWO-DIMENSIONAL DESIGN

3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Provides foundation level understanding of the elements and principles of two-dimensional design. Teaches design elements and principles in both theory and practical applications through specific weekly two-dimensional projects using a variety of materials. (Formerly ART M04A.) Applies to Associate Degree. Transfer credit: CSU; UC.

C-ID: ARTS 100

ART M22A/B – INDEPENDENT STUDIES IN ART 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ART M23 – THREE-DIMENSIONAL DESIGN 3 UNITS

Prerequisites: None

Recommended Prep: ART M20

Class Hours: 1 lecture, 6 lab

Provides foundation level understanding of the elements and principles of three-dimensional design. Teaches design elements and principles in both theory and practical applications through specific weekly three-dimensional projects using a variety of materials. (Formerly ART M04B and ART M21.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M30 – DRAWING AND COMPOSITION I 3 UNITS

Prerequisites: None

Recommended Prep: ART M20

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.

C-ID: ARTS 110

ART M31 – DRAWING AND COMPOSITION II 3 UNITS

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 – BEGINNING LIFE DRAWING I 3 UNITS

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

ART M33 – BEGINNING LIFE DRAWING II 3 UNITS

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 – ADVANCED LIFE DRAWING I 3 UNITS

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 – ADVANCED LIFE DRAWING II 3 UNITS

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 – BEGINNING ILLUSTRATION 3 UNITS

Prerequisites: 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 GR M40.) Applies to Associate Degree. Transfer credit: CSU

ART M41 – INTERMEDIATE ILLUSTRATION 3 UNITS

Prerequisites: 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 GR M41.) Applies to Associate Degree. Transfer credit: CSU

ART M42 – ADVANCED ILLUSTRATION 3 UNITS

Prerequisites: ART M41

Class Hours: 2 lecture, 3 lab

Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. (Same course as GR M42.) Applies to Associate Degree. Transfer credit: CSU

ART M43 – BEGINNING PAINTING I 3 UNITS

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

ART M44 – BEGINNING PAINTING II 3 UNITS

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 – ADVANCED PAINTING I 3 UNITS

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 – ADVANCED PAINTING II 3 UNITS

Prerequisites: ART M45

Class Hours: 1 lecture, 6 lab

Allows more advanced work with painting concepts and techniques aimed at developing more extensive self-expression. (Formerly ART M16D.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M47 – LANDSCAPE PAINTING I 3 UNITS

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 mediums, such as acrylics, oils, watercolor, and pastels. (Formerly ART M17A.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M48 – LANDSCAPE PAINTING II 3 UNITS

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 – WATER COLOR I 3 UNITS

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 – WATER COLOR II 3 UNITS

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 – TOPICS IN ART 1 TO 3 UNITS

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 M60C – PRINTMAKING STUDIO PRACTICES 1 TO 3 UNITS

Prerequisites: ART M90

Class Hours: 3 to 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 – PRINTMAKING STUDIO PRACTICES 1 TO 3 UNITS

Prerequisites: ART M91

Class Hours: 3 to 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 – PRINTMAKING STUDIO PRACTICES 1 TO 3 UNITS

Prerequisites: ART M92

Class Hours: 3 to 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 – BEGINNING CERAMICS I 3 UNITS

Prerequisites: None

Recommended Prep: ART M21

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

ART M71 – BEGINNING CERAMICS II 3 UNITS

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 – CERAMIC DESIGN I 3 UNITS

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 – CERAMIC DESIGN II 3 UNITS

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 – GLAZE DESIGN I 3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 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 M75 – GLAZE DESIGN II 3 UNITS

Prerequisites: ART M74

Class Hours: 1 lecture, 6 lab

Further investigation into glaze formulations. Practices with formulating new glazes for firing at various temperatures. May be taken a total three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit, one course)

ART M77 – BEGINNING SCULPTURE I 3 UNITS

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 – BEGINNING SCULPTURE II 3 UNITS

Prerequisites: ART M77

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 a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

ART M79 – FIGURE SCULPTURE**3 UNITS***Prerequisites: None**Recommended Prep: ART M23 or ART M32 or ART M77**Class Hours: 1 lecture, 6 lab*

Introduces the basic principles, materials and techniques of sculpting the human figure from live models; materials include clay, wire, and mixed media. Emphasizes structure, proportion, balance, and self-expression in three-dimensional form. Develops awareness of historical and contemporary concerns in figure sculpture. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

ART M80 – INTERNSHIP IN ART**1 TO 4 UNITS***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 Career Transfer Center at (805) 378-1536. May be taken a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

ART M90 – BEGINNING PRINTMAKING I**3 UNITS***Prerequisites: ART M20**Class Hours: 1 lecture, 6 lab*

Introduces print making media, including intaglio (etching, engraving, etc.) but emphasizing relief, holograph and embossed print. (Formerly ART M15A.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M91 – BEGINNING PRINTMAKING II**3 UNITS***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 a total of two (2) times for credit. (Formerly ART M15B.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M92 – ADVANCED PRINTMAKING I**3 UNITS***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 – ADVANCED PRINTMAKING II**3 UNITS***Prerequisites: ART M92**Class Hours: 1 lecture, 6 lab*

Offers advanced work in intaglio with greater exploration of experimental techniques. (Formerly ART M15D.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M96 – AIRBRUSH TECHNIQUES I**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Course covers learning airbrush painting techniques, the basics of airbrush illustration and photo retouching for advertising, commercial and industrial airbrush applications, and personal expression through airbrush and brush painting. (Same course as GR M50.) Applies to Associate Degree. Transfer credit: CSU

ART M97 – AIRBRUSH TECHNIQUES II**3 UNITS***Prerequisites: ART M96**Class Hours: 2 lecture, 3 lab*

This 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 GR M51.) Applies to Associate Degree. Transfer credit: CSU

ART M98 – SILK SCREEN SERIGRAPH I**2 UNITS***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 M98.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M99 – SILK SCREEN SERIGRAPHY II**2 UNITS***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. May be taken a total of three (3) times for credit. Applies to Associate Degree.

ART M110 – GALLERY PRACTICES/PORTFOLIO**1 UNIT***Prerequisites: ART M20 or ART M23 or equivalent level of skill**Corequisites: ART M110L**Class Hours: 1 lecture*

Introduces gallery practices through exhibition selection and design, installation, documentation, and promotion of exhibits in the campus art gallery. Involves the development of a personal portfolio that will be prepare students for transfer and/or professional artistic activity outside the college environment. (Formerly ART M60A). Applies to Associate Degree. Transfer credit: CSU

ART M110L – GALLERY PRACTICES/PORTFOLIO LAB**2 UNITS***Prerequisites: ART M20 or ART M23 or equivalent level of skill**Corequisites: ART M110**Class Hours: 6 lab*

Applies gallery practices through selection, design, installation, documentation, and promotion of exhibits in the campus art gallery. Prepares students for transfer and/or professional artistic activity outside the college environment by requiring the development of visual images for a personal portfolio. Art M110 must be previously completed or taken concurrently. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU



ASTRONOMY

Program Purpose: Students who complete Astronomy courses will be able to identify, compare and contrast physical properties of astronomical objects; visualize the general structure and scale of the universe and our place within it; locate, identify and contrast prominent astronomical objects in the night sky; identify and comprehend the purpose of elementary equations used in astronomy and describe the functions; and use of basic astronomical tools.

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.

DEAN

Lisa Miller, Phone (805) 378-1572

FACULTY

Balazs Becht, Clint Harper, Ron Wallingford

COUNSELORS

Danita Redd

ASTRONOMY COURSES

AST M01 – AN INTRODUCTION TO ASTRONOMY 3 UNITS

Prerequisites: None

Recommended Prep: MATH M01

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

AST M01L – INTRODUCTION TO ASTRONOMY LABORATORY 1 UNIT

Prerequisites: AST M01 or AST M02

Class Hours: 3 lab

Reinforces principles and techniques of astronomy through the use of telescopes, star charts, and other common devices to observe and measure the moon, the planets, and the stars. Applies to Associate Degree. Transfer credit: CSU; UC

AST M02 – SOLAR SYSTEM - NEXT FRONTIER 3 UNITS

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

AST M22A/B – INDEPENDENT STUDY IN ASTRONOMY 0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

AST M80 – INTERNSHIP IN ASTRONOMY 1 TO 4 UNITS

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 Career Transfer Center at (805) 378-1536. May be taken a total of 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

BIOLOGICAL SCIENCES

Program Purpose: Students who complete Biological Science courses will examine and assess the place of various organisms in the natural world. They will understand how evolutionary principles provide a comprehensive model for understanding the origins of living organisms and the changes they undergo. They will be able to interpret statements about the relationships between living organisms, identify the evidence appropriate for discussing these statements, and determining the validity of these statements.

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, and government service.

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

DEAN

Kim Hoffmans, Phone (805) 378-1459

FACULTY

Sandy Bryant, Audrey Chen, Katherine Courtney, Carrie Geisbauer, Maureen Harrigan, Jazmir Hernandez, Jana Johnson, Subhash Karkare, Paul Kores, Norman Marten, Mary Rees, Eric Shargo

COUNSELORS

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 Career Transfer Center located in Fountain Hall, (805) 378-1536.



DEGREES IN BIOLOGICAL SCIENCES

Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Biological Sciences, students complete 36 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:

Required Courses	Units	
BIOL M02A	General Biology I	5.0
BIOL M02B	General Biology II	5.0
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
MATH M16A	Applied Calculus I	3.0
MATH M16B	Applied Calculus II	3.0
PHYS M10A	General Physics I	4.0
PHYS M10AL	General Physics I Lab	1.0
PHYS M10B	General Physics II	4.0
PHYS M10BL	General Physics II Lab	1.0

TOTAL **36.0**

Associate in Science Degree

To earn an Associate in Science Degree with a major in Biological Sciences, students complete 40 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:

Required Courses	Units	
BIOL M02A	General Biology I	5.0
BIOL M02B	General Biology II	5.0
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
MATH M25A	Calculus with Analytic Geometry I	5.0
OR		
MATH M25AH	Honors: Calculus with Analytic Geometry I	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
Units from one of the SEQUENCES		10.0

TOTAL **40.0**

Physics Sequence (Complete all 10 units):

PHYS M20A	Mechanics - 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

OR

Chemistry Sequence (Complete all 10 units):

CHEM M07A	Organic Chemistry I	5.0
CHEM M07B	Organic Chemistry II	5.0

ANATOMY COURSES

ANAT M01 – HUMAN ANATOMY **4 UNITS**

Prerequisites: BIOL M01 (or concurrent enrollment) or BIOL M02A (or concurrent enrollment)

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. Teaches, in laboratory, students to distinguish tissue types through histological specimens, and study the three-dimensional relationship of body structures through required non-human mammalian dissection. Presents demonstrations on human cadavers to afford students a working knowledge of the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC

ANAT M22A/B – INDEPENDENT STUDIES IN ANATOMY **0.5 TO 3 UNITS**

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ANATOMY/PHYSIOLOGY COURSES

ANPH M01 – HUMAN ANATOMY AND PHYSIOLOGY **6 UNITS**

Prerequisites: BIOL M01 or BIOL M02A

Class Hours: 4 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 lab, students will examine the structure/function relationship through the required dissection of a cat. A human cadaver is used to demonstrate the principles in the human body. Applies to Associate Degree. Transfer credit: CSU; UC

BIOLOGY COURSES

BIOL M01 – INTRODUCTION TO BIOLOGY 4 UNITS

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. 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. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after BIOL M02A)

BIOL M02A – GENERAL BIOLOGY I 5 UNITS

Prerequisites: MATH M03, MATH M03B, MATH M04B or 2 years of high school algebra or equivalent, and 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 – GENERAL BIOLOGY II 5 UNITS

Prerequisites: BIOL M02A

Class Hours: 4 lecture, 3 lab

Second semester of general biology for majors. Covers the diversity and functioning 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

BIOL M02C – GENETICS AND MOLECULAR BIOLOGY 5 UNITS

Prerequisites: BIOL M02A and CHEM M07A

Corequisites: CHEM M07A

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. 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

BIOL M03 – MARINE LIFE AND ITS ENVIRONMENT 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Survey of marine life from microbiota through macroscopic algae and animals, including both invertebrate and vertebrate. Applies basic ecological principles to various marine ecosystems, both inshore and offshore, with an emphasis on the integration of biotic communities with the abiotic environment. Considers human impact on and uses of marine environments. Requires field trips to various marine venues as determined by instructor. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M05 – FIELD BIOLOGY – A NATURAL HISTORY OF CALIFORNIA

4 UNITS

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; UC

BIOL M09 – INFECTIOUS DISEASES: TRANSMISSION, CONTROL, AND IMPACT ON SOCIETY 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Introduces the student to the biology of infectious diseases. Explores the diversity of disease-causing microbes, and examines disease transmission, pathogenesis, and the ecological conditions necessary for infection. Investigates the host-parasite relationship and the role of the immune system in disease recovery. Reviews individual choices and behaviors that can deter transmission of disease-causing pathogens. This course does NOT meet the prerequisite micro requirement for the nursing program. (Same course as MICRO M03.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M10 – DNA BIOLOGY: GENETIC ENGINEERING AND SOCIETY 3 UNITS

Prerequisites: None

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

BIOL M10L – DNA BIOLOGY LABORATORY 1 UNIT

Prerequisites: None

Corequisites: 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

BIOL M11A – INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY I 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Examines the role of molecular biology in the manufacturing of commercial pharmaceutical and agricultural products. Introduces students to basic biotechnology laboratory skills, including documentation, safety, and solution and buffer preparation. Develops student proficiency in aseptic technique, spectrophotometry, and electrophoresis. (Same course as BIOT M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M11B – INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY II 4 UNITS

Prerequisites: BIOL M11A or BIOT M01A

Class Hours: 2 lecture, 6 lab

Expands concepts and techniques introduced in BIOL M11A. Introduces modern molecular and biochemical techniques including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Explores the production and purification of recombinant proteins using biochemical techniques such as immunochemistry and chromatography. Applies this knowledge in the manufacturing of commercial pharmaceutical or agricultural products. (Same course as BIOT M01B.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M12A – ENVIRONMENTAL CONTROL AND PROCESS SUPPORT 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing of biopharmaceuticals. Presents an overview of the manufacturing process and introduces environmental control and process support with a focus on Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP), clean room procedure, monitoring techniques, and required documentation. (Same course as BIOT M02A.) Applies to Associate Degree. Transfer credit: CSU

BIOL M12B – MANUFACTURING: QUALITY CONTROL AND VALIDATION 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Provides skills training in Industrial Biotechnology with emphasis on manufacturing of pharmaceuticals. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation assays, systems evaluations, process testing and reporting. (Same course as BIOT M02B.) Applies to Associate Degree. Transfer credit: CSU

BIOL M12C – MANUFACTURING: CELL CULTURE AND MICROBIAL FERMENTATION 3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces cell culture and microbial fermentation. Focuses on bacterial techniques, microbial assessment, mammalian cell culture, bioreactor fermentation, and media preparation. Compares small and large industrial scale cell culture. (Same course as BIOT M02C.) Applies to Associate Degree. Transfer credit: CSU

BIOL M12D – BIOPROCESSING: RECOVERY AND PURIFICATION 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and identity assays. Reviews skills necessary for a successful job search in the field of Biotechnology. (Same course as BIOT M02D.) Applies to Associate Degree. Transfer credit: CSU

BIOL M12E – BUSINESS PRACTICES AND GOVERNMENTAL REGULATION 2 UNITS

Prerequisites: None

Class Hours: 2 lecture

Provides skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Examines manufacturing from the perspective of company operations, including general building design, logistics, and bioethics. Focuses on business practices and governmental regulations. (Same course as BIOT M02E.) Applies to Associate Degree. Transfer credit: CSU

BIOL M14 – NATURAL HISTORY OF VENTURA COUNTY 3 UNITS

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.

BIOL M16 – HUMAN BIOLOGY 3 UNITS

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. Explores 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. Emphasizes acquisition of knowledge needed to make intelligent decisions on bioethical issues that face society. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M17 – HEREDITY, EVOLUTION, AND SOCIETY 3 UNITS

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. Analyzes 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

BIOL M22A/B – INDEPENDENT STUDY IN BIOLOGY 0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

BIOL M42 – CONTEMPORARY ISSUES IN CELL BIOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines contemporary issues in Biology and Biotechnology with an emphasis on cell biology. Introduces the fundamental characteristics of cells, including structures and functions, developmental biology, cellular reproduction, and differentiation as well as molecular biology, protein biochemistry, and genetic engineering. Focuses on regenerative medicine including basic concepts of stem cell biology and ethical concerns surrounding stem cell technology both from individual and social points of view. Presents legal and regulatory aspects of stem cell biology and an overview of the potential contributions of stem cells to society and medicine. Examines the impact on society of recent discoveries and advances in cell biology. (Same course as BIOT M42.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M50A – BRIDGE TO BIOTECHNOLOGY 0.5 UNIT

Prerequisites: None

Class Hours: 1.5 lab

Designed as a bridge for entry-level and high school students who are interested in the field of biotechnology. Students will develop practical, hands-on experience with laboratory techniques used in the field of biotechnology. The specific techniques will vary depending on the current state of technology. Applies to Associate Degree.

BIOL M80 – INTERNSHIP IN BIOLOGY 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

BOTANY COURSES

BOT M01 – INTRODUCTION TO BOTANY 5 UNITS

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, metabolism, 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

BOT M06 – PLANTS AND SOCIETY 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

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

BOT M22A/B – INDEPENDENT STUDIES IN BOTANY

0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

MICROBIOLOGY COURSES

MICR M01 – GENERAL MICROBIOLOGY 5 UNITS

Prerequisites: BIOL M02A or (BIOL M01 and PHSO M01) and CHEM M01A (or CHEM M12 or CHEM M12H or CHEM M11) or high school chemistry

Class Hours: 3 lecture, 6 lab

Emphasizes microbiological principles and lab techniques related to the morphology, metabolism, genetics, classification, and ecology of bacteria. Characterizes viruses and eukaryotic microorganisms. Focuses on content on human disease includes characteristics of pathogens, immunology, and epidemiology. Practice laboratory exercises include aseptic technique, staining, the determination of bacterial growth conditions and requirements, and the identification of an unknown bacterium. Applies microbiology in clinical applications as well as the examination of the bacteriology of water, soil, and food. Applies to Associate Degree. Transfer credit: CSU; UC

MICR M03 – INFECTIOUS DISEASES: TRANSMISSION, CONTROL, AND IMPACT ON SOCIETY 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Introduces the student to the biology of infectious diseases. Explores the diversity of disease-causing microbes, and examines disease transmission, pathogenesis, and the ecological conditions necessary for infection. Investigates the host-parasite relationship and the role of the immune system in disease recovery. Reviews individual choices and behaviors that can deter transmission of disease-causing pathogens. This course does NOT meet the prerequisite micro requirement for the nursing program. (Same course as BIOL M09.) Applies to Associate Degree. Transfer credit: CSU; UC

MICR M22A/B – INDEPENDENT STUDIES IN MICROBIOLOGY 0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)



PHYSIOLOGY COURSES

PHSO M01 – HUMAN PHYSIOLOGY

4 UNITS

Prerequisites: CHEM M01A or CHEM M11 or CHEM M12 or CHEM M12H and ANAT M01

Class Hours: 3lecture, 3 lab

Covers the basic functioning of human anatomical systems. Surveys basic biochemical and biophysical principles inherent to the functioning of the various organ systems and integrates this knowledge into an understanding of the functioning of the organism as a whole. Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M01 combined with ANPH M01: maximum credit, one course)

PHSO M22A/B – INDEPENDENT STUDIES IN PHYSIOLOGY

0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ZOOLOGY COURSES

ZOO M01 – INTRODUCTION TO ZOOLOGY

5 UNITS

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

ZOO M22A/B – INDEPENDENT STUDIES IN ZOOLOGY

0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

BOTANY

See Courses in Biological Sciences

BIOTECHNOLOGY

Program Purpose: Students who complete a biotechnology course will be able to understand and explain the operations that take place in an industrial biotechnology setting, perform many of these operations, and assess and critique the extent to which they are meeting or exceeding the standards appropriate to these activities.

Biotechnology is a rapidly growing industry with projections for continued growth and exciting opportunities for employment. The Biotechnology program is one of several in the State with a comprehensive curriculum in biomanufacturing. This program is designed in consultation with members of local industry (Baxter Healthcare Corporation, AMGEN Corporation, and others) to provide the essential technical experiences and training needed for this thriving field. The curriculum balances basic science courses with practical laboratory applications.

DEAN

Kim Hoffmans, Phone (805) 378-1459

FACULTY

Subhash Karkare

COUNSELORS

Danita Redd

DEGREE IN BIOTECHNOLOGY

To earn an Associate in Science Degree with a major in Biotechnology, students complete 48-49 specified units.

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

Required Courses	Units
CHEM M01A*	General Chemistry I 5.0
CHEM M01B*	General Chemistry II 5.0
MATH M15	Introductory Statistics 5.0
OR	
MATH M15H	Honors: Introductory Statistics 5.0
BIOL M02A	General Biology I 5.0
MICR M01	General Microbiology 5.0
BIOT M01A	Introduction to Biotechnology and Molecular Biology I 4.0
OR	
BIOL M11A	Introduction to Biotechnology and Molecular Biology I 4.0
BIOT M01B	Introduction to Biotechnology and Molecular Biology II 4.0
OR	
BIOL M11B	Introduction to Biotechnology and Molecular Biology II 4.0
BIOT M02A	Environmental Control and Process Support 2.0
OR	
BIOL M12A	Environmental Control and Process Support 2.0
BIOT M02B	Manufacturing: Quality Control and Validation Quality 2.0
OR	
BIOL M12B	Manufacturing: Quality Control and Validation Quality 2.0
BIOT M02C	Manufacturing: Cell Culture and Microbial Fermentation 3.0
OR	

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BIOL M12C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
BIOT M02D	Bioprocessing: Recovery and Purification	2.0
OR		
BIOL M12D	Bioprocessing: Recovery and Purification	2.0
BIOT M02E	Business Practices and Governmental Regulation	2.0
OR		
BIOL M12E	Business Practices and Governmental Regulation	2.0
PHSO M01	Human Physiology	4.0
OR		
BIOL M02B	General Biology II	5.0
TOTAL		48.0-49.0*

*Students not planning for university transfer may substitute CHEM M12/M12H/M13 Introductory Chemistry I/II (10 units) for CHEM M01A/M01B (10 units).

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Biotechnology will be able to:

- identify the chronological sequence of steps needed to bring a biotechnology product from discovery to market.
- explain the operations that take place in an industrial biotechnology setting.
- assess and critique the extent to which they are meeting or exceeding the standards appropriate to biotechnology activities.

BIOTECHNOLOGY CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Biotechnology, students complete 44 specified units.

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

Required Courses		Units
CHEM M01A*	General Chemistry I	5.0
CHEM M01B*	General Chemistry II	5.0
MATH M15	Introductory Statistics	5.0
OR		
MATH M15H	Honors: Introductory Statistics	5.0
BIOL M02A	General Biology I	5.0
MICR M01	General Microbiology	5.0
BIOT M01A	Introduction to Biotechnology and Molecular Biology I	4.0
OR		
BIOL M11A	Introduction to Biotechnology and Molecular Biology I	4.0
BIOT M01B	Introduction to Biotechnology and Molecular Biology II	4.0
OR		
BIOL M11B	Introduction to Biotechnology and Molecular Biology II	4.0
BIOT M02A	Environmental Control and Process Support	2.0

OR		
BIOL M12A	Environmental Control and Process Support	2.0
BIOT M02B	Manufacturing: Quality Control and Validation Quality	2.0
OR		
BIOL M12B	Manufacturing: Quality Control and Validation Quality 2.0	2.0
BIOT M02C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
OR		
BIOL M12C	Manufacturing: Cell Culture and Microbial Fermentation	3.0
BIOT M02D	Bioprocessing: Recovery and Purification	2.0
OR		
BIOL M12D	Bioprocessing: Recovery and Purification	2.0
BIOT M02E	Business Practices and Governmental Regulation	2.0
OR		
BIOL M12E	Business Practices and Governmental Regulation	2.0

TOTAL 44.0

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

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Biotechnology will be able to:

- successfully culture cells and purify product produced by such cell cultures.



Manufacturing Operator Certificate of Achievement

To earn a Certificate in Manufacturing, students complete 16-17 specified units that offer fundamental skills often needed for entry level positions in biotechnology manufacturing.

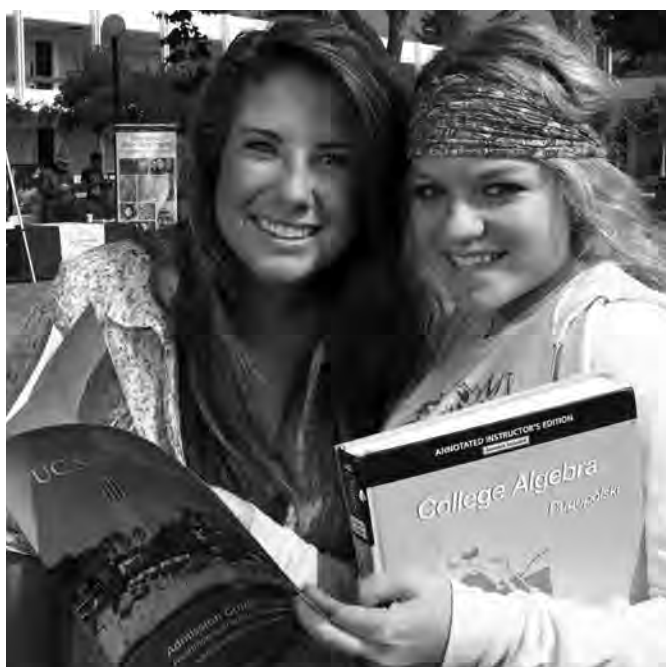
Required Courses	Units
BIOL M02A General Biology I	5.0
OR	
BIOL M01 Introduction to Biology	4.0
BIOT M01A Introduction to Biotechnology and Molecular Biology I	4.0
OR	
BIOL M11A Introduction to Biotechnology and Molecular Biology I	4.0
BIOT M01B Introduction to Biotechnology and Molecular Biology II	4.0
OR	
BIOL M11B Introduction to Biotechnology and Molecular Biology II	4.0
BIOT M02A Environmental Control and Process Support	2.0
OR	
BIOL M12A Environmental Control and Process Support	2.0
BIOT M02B Manufacturing: Quality Control and Validation	2.0
OR	
BIOL M12B Manufacturing: Quality Control and Validation	2.0

TOTAL 16.0-17.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Biotechnology Manufacturing Operators will be able to:

- work successfully in a clean room environment and understand Quality Control and Validation principles.



BIOTECHNOLOGY COURSES

BIOT M01A – INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY I 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Examines the role of molecular biology in the manufacturing of commercial pharmaceutical and agricultural products. Introduces students to basic biotechnology laboratory skills, including documentation, safety, and solution and buffer preparation. Develops student proficiency in aseptic technique, spectrophotometry, and electrophoresis. (Same course as BIOL M11A.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOT M01B – INTRODUCTION TO BIOTECHNOLOGY AND MOLECULAR BIOLOGY II 4 UNITS

Prerequisites: BIOT M01A or BIOL M11A

Class Hours: 2 lecture, 6 lab

Expands concepts and techniques introduced in BIOT M01A. Introduces modern molecular and biochemical techniques including nucleic acid isolation, recombinant DNA techniques, cell transformation, recombinant DNA analysis, nucleic acid hybridization, and DNA sequence analysis. Explores the production and purification of recombinant proteins using biochemical techniques such as immunochemistry and chromatography. Applies this knowledge in the manufacturing of commercial pharmaceutical or agricultural products. (Same course as BIOL M11B.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOT M02A – ENVIRONMENTAL CONTROL AND PROCESS SUPPORT 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing of biopharmaceuticals. Presents an overview of the manufacturing process and introduces environmental control and process support with a focus on Good Laboratory Practices (GLP)/Good Manufacturing Practices (GMP), clean room procedure, monitoring techniques, and required documentation. (Same course as BIOL M12A.) Applies to Associate Degree. Transfer credit: CSU

BIOT M02B – MANUFACTURING: QUALITY CONTROL AND VALIDATION QUALITY 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Provides skills training in Industrial Biotechnology with emphasis on manufacturing of pharmaceuticals. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation assays, systems evaluations, process testing and reporting. (Same course as BIOL M12B.) Applies to Associate Degree. Transfer credit: CSU

BIOT M02C – MANUFACTURING: CELL CULTURE AND MICROBIAL FERMENTATION 3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces cell culture and microbial fermentation. Focuses on bacterial techniques, microbial assessment, mammalian cell culture, bioreactor fermentation, and media preparation. Compares small and large industrial scale cell culture. (Same course as BIOL M12C.) Applies to Associate Degree. Transfer credit: CSU

BIOT M02D – BIOPROCESSING: RECOVERY AND PURIFICATION**2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Introduces bioprocessing, recovery, and purification techniques. Focuses on protein separation and purification, chromatography, large-scale recovery, and identity assays. Reviews skills necessary for a successful job search in the field of Biotechnology. (Same course as BIOL M12D.) Applies to Associate Degree. Transfer credit: CSU

BIOT M02E – BUSINESS PRACTICES AND GOVERNMENTAL REGULATION**2 UNITS***Prerequisites: None**Class Hours: 2 lecture*

Provides skills training in Industrial Biotechnology with emphasis on manufacturing pharmaceuticals. Examines manufacturing from the perspective of company operations, including general building design, logistics, and bioethics. Focuses on business practices and governmental regulations. (Same course as BIOL M12E.) Applies to Associate Degree. Transfer credit: CSU

BIOT M42 – CONTEMPORARY ISSUES IN CELL BIOLOGY 3 UNITS*Prerequisites: None**Class Hours: 3 lecture*

Examines contemporary issues in biology and biotechnology with an emphasis on cell biology. Introduces the fundamental characteristics of cells, including structures and functions, developmental biology, cellular reproduction, and differentiation as well as molecular biology, protein biochemistry, and genetic engineering. Focuses on regenerative medicine including basic concepts of stem cell biology and ethical concerns surrounding stem cell technology both from individual and social points of view. Presents legal and regulatory aspects of stem cell biology and an overview of the potential contributions of stem cells to society and medicine. Examines the impact on society of recent discoveries and advances in cell biology. (Same course as BIOL M42.) Applies to Associate Degree. Transfer credit: CSU; UC

BIOT M50A – BRIDGE TO BIOTECHNOLOGY**0.5 UNIT***Prerequisites: None**Class Hours: 1.5 lab*

Designed as a bridge for entry-level and high school students who are interested in exploring the field of biotechnology. Students will develop practical, hands-on experience with laboratory techniques used in the field of biotechnology. The specific techniques will vary depending on the current state of technology. Applies to Associate Degree.

BIOT M80 – INTERNSHIP IN BIOTECHNOLOGY 1 TO 4 UNITS*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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

BROADCASTING**See courses in Radio/Television****BUSINESS**

Program Purpose: Students/Graduates participating in the Business program will expand their knowledge of business for the purposes of academic transfer, career enhancement, vocational degree, and certificate programs. Students will develop an understanding of the different facets of business and the contribution it makes to the production of goods and services and the standard of living of people. Students will improve their written and oral communication skills, critical thinking skills, and work place skills to enhance their contribution to local, state, and regional economic growth and global competitiveness.

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

DEAN

Lori Bennett, Phone (805) 378-1427

FACULTY

Stephanie Branca, Janice Feingold, Navreet Sumal

COUNSELORS

Denice Avila, Pam Kennedy-Luna

DEGREE IN BUSINESS

To earn an Associate in Science Degree with a major in Business, students complete 26 specified units, plus General Education Degree Requirements (minimum total = 60 units).

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

Required Courses	Units
BUS M02A	Financial Accounting I 3.0
BUS M02B	Financial Accounting II 3.0
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 M39	Business Communication 3.0
OR	
BUS M28	Business English 3.0
CIS M16	Introduction to Information Systems 4.0
Units from List of RECOMMENDED COURSES	6.0

TOTAL**26.0**

Recommended Courses: Select 6 Units

ACCT M02C	Managerial Accounting	3.0
BUS M32	Small Business Management	3.0
BUS M35	Sales Techniques	3.0
BUS M37	Marketing	3.0
BUS M38	Advertising	3.0

Program Student Learning Outcomes

Students completing the Associate in Science Degree in Business will be able to:

- analyze and describe different facets of business and the contribution it makes to the production of goods and services and the standard of living of people.
- demonstrate written and oral communication skills, critical thinking skills and work place skills that will enhance their contribution to local, state and regional economic growth and global competitiveness.

Accounting Principles Proficiency Award

To earn a Proficiency Award in Accounting Principles, students complete 12-13 specified units that provide basic training in accounting for entry-level positions in accounting, transfer to a baccalaureate program in accounting, or basic accounting knowledge needed for advancement into various management positions.

Required Courses	Units	
BUS M02A	Financial Accounting I	3.0
BUS M02B	Financial Accounting II	3.0
BUS M02C	Managerial Accounting	3.0
BUS M08	Accounting with QuickBooks	3.0
OR		
CIS M16	Introduction to Information Systems	4.0

TOTAL **12.0 -13.0**

Program Student Learning Outcomes

Students completing the Proficiency Award in Accounting Principles will be able to:

- prepare income statements, statements of owner's equity, and balance sheets.

Sales and Marketing Certificate of Achievement

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

Required Courses	Units	
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 M42	Business and Society	3.0
OR		

BUS M54	Organizational Behavior	3.0
CIS M16	Introduction to Information Systems	4.0
OR		
CIS M28	Microsoft Office	3.0

TOTAL **27.0-28.0**

ACCOUNTING COURSES

ACCT M01A – ACCOUNTING PROCEDURES I **3 UNITS**

Prerequisites: None

Recommended Prep: Elementary Algebra and 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. (Formerly BUS M01A.) Applies to Associate Degree.

ACCT M01B – ACCOUNTING PROCEDURES II **3 UNITS**

Prerequisites: ACCT 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. (Formerly BUS M01B.) Applies to Associate Degree.

ACCT M02A – FINANCIAL ACCOUNTING I **3 UNITS**

Prerequisites: None

Recommended Prep: ACCT M01A, BUS M30, ENGL M02, and MATH M01

Class Hours: 3 lecture

Examines financial accounting from both the user and preparer perspective, 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. (Formerly BUS M02A.) Applies to Associate Degree. Transfer credit: CSU; UC (ACCT M02A combined with ACCT M02B: maximum credit, one course)

ACCT M02B – FINANCIAL ACCOUNTING II **3 UNITS**

Prerequisites: ACCT 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. ACCT M02B and M02C may be taken concurrently. (Formerly BUS M02B.) Applies to Associate Degree. Transfer credit: CSU; UC (ACCT M02B combined with ACCT M02A: maximum credit, one course)

ACCT M02C – MANAGERIAL ACCOUNTING 3 UNITS

Prerequisites: ACCT M02A and ACCT M02B

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. ACCT M02B may be taken concurrently. (Formerly BUS M02C.) Applies to Associate Degree. Transfer credit: CSU; UC

BUSINESS COURSES**BUS M04 – PERSONAL FINANCE 3 UNITS**

Prerequisites: None

Recommended Prep: 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 M08 – ACCOUNTING WITH QUICKBOOKS 3 UNITS

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 M20 – BUSINESS AND PROFESSIONAL SPEECH 3 UNITS

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 COMM M20.) (Formerly BUS M56.) Applies to Associate Degree. Transfer credit: CSU

BUS M22A/B – INDEPENDENT STUDIES IN BUSINESS 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

BUS M28 – BUSINESS ENGLISH 3 UNITS

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 – INTRODUCTION TO BUSINESS AND ECONOMICS 3 UNITS

Prerequisites: None

Recommended Prep: 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. Applies to Associate Degree. Transfer credit: CSU; UC

BUS M31 – INTRODUCTION TO MANAGEMENT 3 UNITS

Prerequisites: None

Recommended Prep: BUS M30 or 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 – SMALL BUSINESS MANAGEMENT 3 UNITS

Prerequisites: None

Recommended Prep: BUS M30 or 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. Applies to Associate Degree. Transfer credit: CSU

BUS M33 – BUSINESS LAW 3 UNITS

Prerequisites: None

Recommended Prep: 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)

BUS M34 – LEGAL ENVIRONMENT OF BUSINESS 3 UNITS

Prerequisites: None

Recommended Prep: 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)

BUS M35 – SALES TECHNIQUES 3 UNITS

Prerequisites: None

Recommended Prep: BUS M30 or 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 – MARKETING**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30 or 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 – ADVERTISING**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30 or 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 – BUSINESS COMMUNICATIONS**3 UNITS***Prerequisites: None**Recommended Prep: BUS M28 or ENGL M02 or ENGL M01 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 M42 – BUSINESS AND SOCIETY**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30 or 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 course as HUM M42.) Applies to Associate Degree. Transfer credit: CSU

BUS M51 – HUMAN RESOURCES MANAGEMENT**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30 or ECON 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 – ORGANIZATIONAL BEHAVIOR**3 UNITS***Prerequisites: None**Recommended Prep: 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 M80 – INTERNSHIP IN BUSINESS**1 TO 4 UNITS***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 Career Transfer Center, (805) 378-1536. May be taken for total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

CAREER DEVELOPMENT**See Courses in Counseling and Work Experience***Visit the Career Transfer Center in Fountain Hall.***CHEMISTRY**

Program Purpose: Students participating in the General, Organic, and Biological Chemistry program will use the process of scientific inquiry to qualitatively and quantitatively solve chemistry problems by gathering evidential information, analyzing data, forming appropriate conclusions, and communicating these results through written and oral expressions.

The Chemistry Department offers the opportunity for students to excel by providing the latest information and technology in both the lecture and laboratory settings. A comprehensive set of undergraduate courses fulfill the general education and transfer requirements of students through onsite as well as hybrid (online/onsite) offerings. Students may obtain an AS in chemistry; major requirements optimize preparation for advanced degrees in chemistry at four-year institutions. A background in chemistry is essential for many high-paying, challenging careers. Opportunities await the chemist in such fields as medicine and pharmaceuticals, metals and polymers, petroleum, electrochemistry, nanotechnology, forensics, aerospace, paper, food technology, business, and education.

DEAN

Lisa Miller, Phone (805) 378-1572

FACULTY

Vincent Crisostomo, Deanna Franke, Steve Joiner, Robert Keil

COUNSELORS

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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN CHEMISTRY

To earn an Associate in Science Degree with a major in Chemistry, students complete 40 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. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment. For specific transfer institution requirements, students are encouraged to schedule an appointment with a counselor.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
CHEM M07A	Organic Chemistry I	5.0
CHEM M07B	Organic Chemistry II	5.0
MATH M25A	Calculus with Analytic Geometry I	5.0
OR		
MATH M25AH	Honors: Calculus with Analytic Geometry I	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
PHYS M20A	Mechanics – Solids/Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
TOTAL		40.0

Program Student Learning Outcomes

Students completing the Associate in Science Degree in Chemistry will be able to:

- use the process of scientific inquiry to qualitatively and quantitatively solve chemistry problems by gathering evidential information, analyzing data, forming appropriate conclusions, and communicating these results through written and oral expressions.
- demonstrate a mastery of organic chemistry material at a level equal to or greater than the national average as determined by the nationally standardized Organic Chemistry exam developed by the American Chemical Society (ACS) at the completion of the capstone class ChemM07B, Organic Chemistry.

CHEMISTRY COURSES

CHEM M01A – GENERAL CHEMISTRY I 5 UNITS

Prerequisites: CHEM M12 or CHEM 12H or CHEM M11 and MATH M03 or equivalent college course

Class Hours: 4 lecture, 3 lab

Studies atomic theory and stoichiometry; nomenclature and chemical reactions; thermochemistry; quantum theory and the electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; and solutions. Laboratory activities address spectroscopy; distillations; quantitative, qualitative and statistical analyses; titrations; thermochemistry; gravimetric and volumetric analyses; and colligative properties. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M01B – GENERAL CHEMISTRY II 5 UNITS

Prerequisites: CHEM M01A and MATH M05 or equivalent college course

Class Hours: 4 lecture, 3 lab

Studies of chemical kinetics; phase equilibria; equilibria in gases and solutions; acids and bases; solubility and complex ions; thermodynamics; electrochemistry; qualitative and quantitative chemical analyses; and an overview of nuclear chemistry, coordination chemistry, and organic chemistry. Laboratory activities address chemical kinetics; equilibria; thermodynamics; spontaneous oxidation-reduction reactions and electrolysis; selective precipitation; titrations; and exposure to ultraviolet, infrared, and nuclear magnetic resonance. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M07A – ORGANIC CHEMISTRY I 5 UNITS

Prerequisites: CHEM M01B or equivalent college course

Class Hours: 3 lecture, 6 lab

Emphasizes molecular structure, chemical and physical properties, and the preparation and reactivities 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 a full year of organic chemistry. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M07B – ORGANIC CHEMISTRY II 5 UNITS

Prerequisites: CHEM M07A or equivalent college course

Class Hours: 3 lecture, 6 lab

Continues the study of the functional groups such as carboxylic acids and their derivatives; other carbonyl-containing compounds, amines, and aromatics. Emphasizes reaction mechanisms, 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

CHEM M11 – FOUNDATIONS OF GENERAL, ORGANIC, AND BIOCHEMISTRY 5 UNITS

Prerequisites: MATH M01 or equivalent

Class Hours: 4 lecture, 3 lab

Covers general, organic, and biological chemistry with an emphasis placed on medical applications; designed for students who are allied health science majors. Explores topics in general chemistry such as the modern view of the atom, molecules, chemical compounds, reactions, and calculations. Includes topics in organic and biochemistry such as hydrocarbons, alcohols, aldehydes and ketones, amines, carboxylic acids and their derivatives, carbohydrates, lipids, proteins, and nucleic acids. This course is not intended for students planning to take Chemistry M01A. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M12 – INTRODUCTORY CHEMISTRY I 5 UNITS

Prerequisites: MATH M01 or equivalent

Class Hours: 4 lecture, 3 lab

Introduces basic principles of chemistry with reference to measurement, chemical nature of matter and energy, and atomic theory. Also presents the chemical concepts of elements and compounds, the periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Students cannot complete both CHEM M12 and CHEM M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (no credit will be given for CHEM M12 or CHEM M12H if taken after CHEM M01A)

CHEM M12H – HONORS: INTRODUCTORY CHEMISTRY I 5 UNITS

Prerequisites: MATH M01 or equivalent

Class Hours: 4 lecture, 3 lab

Introduces basic principles of chemistry with reference to measurement, chemical nature of matter and energy, and atomic theory. Also presents the chemical concepts of elements and compounds, the periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both CHEM M12 and CHEM M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (no credit will be given for CHEM M12 or CHEM M12H if taken after CHEM M01A)

CHEM M13 – INTRODUCTORY CHEMISTRY II 5 UNITS

Prerequisites: CHEM M11 or CHEM M12 or CHEM M12H or equivalent college course

Class Hours: 4 lecture, 3 lab

Introduces fundamental concepts of general chemistry including kinetics, equilibria, pH, thermodynamics, electrochemistry, and nuclear chemistry. Covers topics in organic and biochemistry including structure, nomenclature, and reactions of organic compounds and metabolism of carbohydrates, lipids, proteins, enzymes, and nucleic acids. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after CHEM M07A/CHEM M07B)

CHEM M22A/B – INDEPENDENT STUDIES IN CHEMISTRY**0.5 TO 3 UNITS**

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

CHEM M80 – INTERNSHIP IN CHEMISTRY 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

CHILD DEVELOPMENT

Program Purpose: Students who complete Child Development courses will be able to apply concepts of child growth and development from conception through adolescence within the family and cultural context. Students who complete the Child Development program will develop both the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields.

CHILD DEVELOPMENT CAREER PATHWAYS

MC Certificate/Degree	CA Child Development Permit Title	MC Child Development Requirements	CA State-Required Experience or Permit Award ¹
	Assistant	6 units of any Early Childhood Education (ECE) or Child Development courses	None
Child Development Associate Teacher Certificate	Associate Teacher	12 units of ECE/CD • Core Courses ²	50 days of 3+ hours per day within 2 years
Child Development Certificate	Teacher	24 units of ECE/CD Certificate • plus 16 General Education (GE) units ³	175 days of 3+ hours per day within 4 years
	Master Teacher	24 units of ECE/CD Certificate • plus 16 General Education (GE) units ³ • plus 6 units of specialization ⁴ • plus 2 units of adult supervision (CD M26)	350 days of 3+ hours per day within 4 years
AS/AS-T in Child Development	Site Supervisor	AS/AS-T • plus 6 units in administration (CD M24 and CD M25) • plus 2 units in adult supervision (CD M26)	350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults
AS-T in Child Development	Program Director	Site Supervisor requirements (above) plus transfer to 4-year institution to obtain BA/BS	Site Supervisor status and one (1) program year of Site Supervisor experience Notes:

see notes on next page

DEAN

Julius Sokenu, Phone (805) 378-1445

FACULTY

Kristi Almeida-Bowin, Cynthia Sheaks-McGowan

COUNSELORS

Roberta Brodie, Jodi Dickey, Corey Wendt

CHILD DEVELOPMENT CAREER PATHWAYS

The Child Development department offers coursework applicable to a variety of careers in education, training, and public service. For students wishing to enter the field of Early Childhood Education, attainment of a Child Development Certificate of Achievement or Degree is a gateway to entering the early childhood career ladder/permit structure developed by the California Commission on Teacher Credentialing. The table below outlines certificate and degree alignment with the California Child Development Permit structure, as well as educational and work experience requirements needed to obtain a California Child Development permit. For additional information on the early childhood career ladder and both Title 5 and Title 22 employment requirements, please contact the Child Development department.

NOTES (refer to chart on previous page):

- 1. Child development work experience** can be gained through Student Teaching Practicum (CD M12L) and Internship (CD M80) courses. A current TB clearance is required for students to participate in practicum and internship courses, and is a requirement for employment in any licensed day care and development setting.
- 2. Core ECE/CD courses include:**
 CD M02 - Human Development
 CD M03 - Child, Family and Community
List A: Select and complete one course (3-4 units) listed below
 CD M04 & CD M04L, CD M11, CD M14, or CD M15
List B: Select and complete one course (3-4 units) listed below
 CD M05, CD M06, CD M07, CD M08, CD M09, CD M10, CD M12 & CD M12L, or CD M04 & CD M04L or CD M11, if not used in List A.
 These core courses are also the 12 units required for entry-level employment in a Title 22 preschool.
- 3. GE courses.** One course in each of four general education categories, which are degree-applicable: English/Language Arts, Math or Science, Social Science, Humanities and/or Fine Arts. Please consult the Counseling department for guidance.
- 4. Specialization units.** Reflects areas of interest selected by the student. Examples include: Art (CD M08 and ART M20), Language and Literacy (CD M06 and CD M10), and Science (CD M09 and PHSC M01).



Child Development Permit:

- A Child Development Permit from the California Commission on Teacher Credentialing is required for employment in a Title 5 school. Application for the Child Development Permit at any level is made through the California Commission on Teacher Credentialing or the County Office of Education. Child Development full-time faculty members are available for consultation on coursework and application procedures. Please contact the department.
- All unit requirements listed above are semester units.
- All coursework must be completed with a grade of C or better.
- Permit applicants are required to demonstrate personal and professional fitness through a criminal background check/fingerprint clearance.
- Financial assistance with application and fingerprint processing fees may be available through the Child Development Training Consortium. Further information is available at www.childdevelopment.org.

DEGREE IN CHILD DEVELOPMENT

The Child Development program prepares students for an Associate in Science degree with a major in Child Development and for completion of certificates of achievement. Students may also complete coursework leading to Child Development permits granted by the California Commission on Teacher Credentialing. The Child Development program is designed for students interested in developing a general understanding of child growth and development within the family and cultural context. Through the study of Child Development, students develop both knowledge of subject matter and professional skills that enable them to pursue future academic and vocational goals.

To earn an Associate in Science Degree with a major in Child Development, students complete 24.5 specified units, plus General Education Degree Requirements and/or elective units for a total of 60 units.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
CD M02	Human Development: Infancy through Adolescence	3.0
CD M03	Child, Family and Community	3.0
CD M04	Observation and Assessment	2.0
CD M04L	Observation and Assessment Laboratory	1.0
CD M05	Teaching in a Diverse Society	3.0
CD M11	Principles and Programs: Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
CD M12L	Student Teaching Practicum Lab	1.5
CD M14	Introduction to Curriculum	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0

TOTAL 24.5

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 Career Transfer Center located in the Administration Building, (805) 378-1536.

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Child Development will be able to:

- demonstrate knowledge and professional skills that enable them to work in the Early Education and Family Development fields.
- develop curriculum and assessment plans for children.
- explain physical, cognitive and psychosocial domains in the preschool age child.
- analyze the core components of environmental influences on children and families, including socialization, diverse family structures, family interpersonal relationships, education and mass media influences.

DEGREE IN EARLY CHILDHOOD EDUCATION

The Associate in Science in Early Childhood Education for Transfer (AS-T) is intended for students who plan to transfer and complete a bachelor's degree in Early Childhood Education, or a similar major at a CSU campus. Students completing this AS-T degree are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AS-T in Early Childhood Education may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

The AS-T degree in Early Childhood Education is designed for students interested in studying Child Education for general understanding of child growth and Education within the family and cultural context. Students who complete the Child Development/Early Childhood Education program will develop the knowledge of subject matter and professional skills that enable them to work in the Early Childhood and Family Development fields, or any related professional area.

To earn an Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 24.5 specified major units. All courses in the major must be completed with a grade of C or better (title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education requirements, complete the following:

Required Courses	Units	
CD M02	Human Development: Infancy through Adolescence	3.0
CD M03	Child, Family and Community	3.0
CD M04	Observation and Assessment	2.0
CD M04L	Observation and Assessment Laboratory	1.0
CD M05	Teaching in a Diverse Society	3.0
CD M11	Principles and Programs: Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
CD M12L	Early Childhood Teaching Practicum Lab	1.5
CD M14	Introduction to Curriculum	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0
TOTAL		24.5

Child Development Certificate of Achievement

The Certificate of Achievement in Child Development/Early Childhood Education is designed for students interested in studying Child Development for general understanding of child growth and development within the family and cultural context. Students who complete the Child Development/Early Childhood Education program will develop the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields, or any related professional area. To earn a Preschool Teacher Certificate of Achievement, students complete the 24.5 units of state designated "Core 8" courses of Child Growth and Development; Child, Family, and Community; Principles and Practices; Introduction to Curriculum; Child Nutrition, Health, and Safety; Observation and Assessment; Diversity Issues; and Student Teaching.

Required Courses	Units	
CD M02	Human Development: Infancy through Adolescence	3.0
CD M03	Child, Family and Community	3.0
CD M04	Observation and Assessment	2.0
CD M04L	Observation and Assessment Laboratory	1.0
CD M05	Teaching in a Diverse Society	3.0
CD M11	Principles and Programs: Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
CD M12L	Student Teaching Practicum Lab	1.5
CD M14	Introduction to Curriculum	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0
TOTAL		24.5

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Child Development will be able to:

- demonstrate knowledge and professional skills that enable them to work in the Early Education and Family Development fields.
- develop curriculum and assessment plans for children.
- explain physical, cognitive and psychosocial domains in the preschool age child.
- analyze the core components of environmental influences on children and families, including socialization, diverse family structures, family interpersonal relationships, education and mass media influences.



Child Development Associate Teacher Certificate of Achievement

(less than 18 units)

The Certificate of Achievement in Child Development is designed for students intending to work in Child Development/Early Childhood Education, or a similar field, or for students interested in studying Child Development for general understanding of child growth and development within the family and cultural context. Students who complete the Child Development/Early Childhood Education program will develop the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields, or any related professional area. The Certificate of Achievement for the Associate Teacher demonstrates that a student has met the educational requirements to apply for a Child Development Permit at the Associate Teacher level through the California Commission on Teacher Credentialing. This educational criteria also demonstrates that a student has met minimum educational requirements set by Title 22 licensing regulations for the State of California.

Required Courses		Units
CD M02	Human Development	3.0
CD M03	Child, Family and Community	3.0
	Units from LIST A	3.0
	Units from LIST B	3.0
TOTAL		12.0

List A: Select and complete 3 units from the following:

		Units
CD M04	Observation and Assessment	2.0
AND		
CD M04L	Observation and Assessment Laboratory	1.0
CD M11	Programs: Early Childhood Education	3.0
CD M14	Introduction to Curriculum	3.0
CD M15	Programs: Infants/Toddlers	3.0

List B: Select and complete a minimum of 3 units

		Units
CD M05	Equity Issues in Early Childhood Education	3.0
CD M06	Reading and Writing in Early Childhood Education	3.0
CD M07	Music in Early Childhood Education	3.0
CD M08	Art in Early Childhood Education	3.0
CD M09	Science and Math in Early Childhood Education	3.0
CD M10	Language Arts in Early Childhood Education	3.0
CD M12	Early Childhood Teaching Practicum	2.0
AND		
CD M112L	Student Teaching Practicum Lab	1.5
CD M16	Behavior Management	3.0
CD M23	Health, Safety, and Nutrition for Children	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Child Development: Associate Teacher will be able to:

- explain physical, cognitive and psychosocial domains in the preschool age child.
- analyze the core components of environmental influences on children and families, including socialization, diverse family structures, family interpersonal relationships, education and mass media influences.
- analyze a variety of programs available to pre-school children and employ essential components for a quality program.

CHILD DEVELOPMENT COURSES

CD M02 – HUMAN DEVELOPMENT: INFANCY THROUGH ADOLESCENCE

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive/language, emphasizing interactions between maturational processes and environmental factors. Studies developmental theory and reinforces investigative research methodologies by observing children, evaluating differences, and analyzing characteristics of development at various stages. Applies to Associate Degree. Transfer credit: CSU; UC (CD M02 and PSY M07 combined; maximum credit, one course).

C-ID: CDEV 100

CD M03 – CHILD, FAMILY AND COMMUNITY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Studies the various environmental influences on children and families. Examines such topics as socialization over the lifespan; status of children in society; diverse family structures; family interpersonal relationships; schools and other educational opportunities, and mass media influences. Also studies the influences of age, gender and ability, race, culture, ethnic and socio-economic factors; parenting styles and social challenges related to children and families. Explores 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

CD M04 – OBSERVATION AND ASSESSMENT

2 UNITS

Prerequisites: None

Corequisites: CD M04L

Recommended Prep: CD M02

Class Hours: 2 lecture

Provides a framework to introduce assessment of children in early childhood settings through observation of children at play using understandings about children to inform teaching practice. Explores anecdotal records, rating systems, and multiple assessment strategies are explored. Focuses on the appropriate use of assessment strategies to document growth, play, and learning to join with families in promoting children's success. Uses standards-based assessment is used to inform teaching practice and to ensure developmentally appropriate curriculum. Applies to Associate Degree. Transfer credit: CSU

CD M04L – OBSERVATION AND ASSESSMENT LABORATORY

1 UNIT

Prerequisites: None

Corequisites: CD M04

Recommended Prep: CD M02

Class Hours: 3 lab

Provides an opportunity for students to analyze child behavior in a designated child development center through direct observation. Applies observation techniques presented to early childhood teaching practice. Requires use of specific observation tools to observe children's development and their interactions with adults, children, materials, and activities. Requires proof of a negative TB clearance. Applies to Associate Degree. Transfer credit: CSU

CD M05 – TEACHING IN A DIVERSE SOCIETY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explores personal prejudices and biases through a self-reflection process that addresses principles of equity in the areas of culture, diverse abilities, family life, gender, and socio-economic status. Uses the self-reflection process to better inform teaching practices and/or program development by creating an awareness of the teacher's own understanding of developmentally appropriate practice in integrating anti-bias goals and embracing a celebratory approach to diversity. Identifies culturally responsive and linguistically appropriate anti-bias approaches that support all children in becoming competent members of a diverse society and examines the development of social identities in diverse populations, including theoretical and practical implications affecting young children, families, programs, teaching, education, and schooling. (Formerly CD M36.) Applies to Associate Degree. Transfer credit: CSU

CD M07 – MUSIC IN EARLY CHILDHOOD EDUCATION 3 UNITS

Prerequisites: None

Recommended Prep: CD M02 and CD M14

Class Hours: 3 lecture

Explores theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate materials, and developing, presenting, and evaluating music curriculum for young children. Stresses creative movement, dance, rhythm, and song as essential components of the physical, social, emotional, creative, and cognitive development of young children. Encourages integration and application of music throughout the curriculum and an appreciation of diversity. Applies to Associate Degree. Transfer credit: CSU

CD M08 – ART IN EARLY CHILDHOOD EDUCATION 3 UNITS

Prerequisites: None

Recommended Prep: CD M02 and CD M14

Class Hours: 3 lecture

Presents theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate materials, and developing, presenting, and evaluating art curriculum for young children. Reviews art as an essential component of physical, social, emotional, creative, and cognitive growth. Applies to Associate Degree and CA Child Development Permit. Transfer credit: CSU

CD M09 – SCIENCE AND MATH IN EARLY CHILDHOOD EDUCATION 3 UNITS

Prerequisites: None

Recommended Prep: CD M02 and CD M14

Class Hours: 3 lecture

Presents theoretical foundations and developmentally appropriate practices for designing curriculum in the areas of science and mathematics for use with young children. Examines the creating of supportive environments, selection of appropriate materials, and development, presentation, and evaluation of curriculum. Emphasizes science and math curricula that emerges from the interests of children and is facilitated through the inquiry approach is emphasized. Applies to Associate Degree. Transfer credit: CSU

CD M10 – LANGUAGE ARTS IN EARLY CHILDHOOD EDUCATION 3 UNITS

Prerequisites: None

Recommended Prep: CD M02 and CD M14

Class Hours: 3 lecture

Presents theoretical foundations and developmentally appropriate practices for designing supportive environments, selecting appropriate materials, and developing, presenting, and evaluating curriculum in the Language Arts for young children. Introduces current research in children's development of language and literacy, creativity, and cognition. Applies to Associate Degree. Transfer credit: CSU

CD M11 – PRINCIPLES AND PROGRAMS: EARLY CHILDHOOD EDUCATION 3 UNITS

Prerequisites: None

Recommended Prep: CD M02

Class Hours: 3 lecture

Reviews the historical roots of early childhood programs and the evolution of the practices promoting advocacy and professional ethics. Examines the principles of developmentally appropriate learning environments and constructive adult-child interactions. Develop teaching strategies based on a foundation of relationships and knowledge of child development that support physical, social, emotional, and cognitive development of all children. Applies to Associate Degree. Transfer credit: CSU.

C-ID: ECE 120

CD M12 – STUDENT TEACHING PRACTICUM 2.5 UNITS

Prerequisites: CD M04 and CD M04L

Corequisites: CD M12L

Recommended Prep: CD M02, CD M11, and CD M14

Class Hours: 2.5 lecture

Examines in depth the procedures and practices for teaching young children in a range of settings. Provides opportunities to demonstrate early childhood teaching competencies, make connections between theory and practice, and develop professional behaviors. Students design and evaluate experiences that promote positive development and learning for all young children, and become informed advocates for high quality and appropriate educational practices and policies. Requires proof of a negative TB clearance. All CD courses must be completed with a minimum grade of C in order to meet the requirements for Child Development Permits issued by the California Commission on Teacher Credentialing. Applies to Associate Degree. Transfer credit: CSU

CD M12L – STUDENT TEACHING PRACTICUM LAB 1.5 UNITS

Prerequisites: CD M04 and CD M04L

Corequisites: CD M12

Recommended Prep: CD M02, CD M11, and CD M14

Class Hours: 4.5 lab

Under supervision at a designated Child Development Center, students demonstrate early childhood teaching competencies, make connections between theory and practice, and develop professional behaviors. Requires hands-on application of procedures and practices presented in CD M12. Provides opportunity to implement and evaluate developmentally appropriate experiences that promote positive development and learning for young children. Requires proof of a negative TB clearance. All CD courses must be completed with a minimum grade of C in order to meet the requirements for Child Development Permits issued by the California Commission on Teacher Credentialing. Applies to Associate Degree. Transfer credit: CSU

CD M13 – PRACTICUM 3 - PRESCHOOL 3 UNITS

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. (Formerly CD M39B.) Applies to Associate Degree. Transfer credit: CSU

CD M14 – INTRODUCTION TO CURRICULUM**3 UNITS***Prerequisites: None**Recommended Prep: CD M02 and CD M11**Class Hours: 3 lecture*

Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth through age six. Examines a teacher's role in supporting learning and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. Explores content areas including, but not limited to, language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Applies to Associate Degree. Transfer credit: CSU

CD M15 – PROGRAMS: INFANT/TODDLERS**3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture*

Focuses on infant/toddler care and development programs, based on developmentally appropriate guidelines and quality standards. Emphasizes responsive adult/child relationships, caregiving routines, planning curriculum, environmental design, observation, and family relationships. Also addresses children with special needs and diverse cultural backgrounds. Meets CA Title 22 regulations for infant-toddler teachers and program directors. Approved for Continuing Education hours by the California Board of Registered Nursing, provider number CEP2811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU

CD M16 – BEHAVIOR MANAGEMENT**3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture*

Introduces early childhood guidance and discipline through examination of theories, research, and practical application. Recognizes behaviors encountered by teachers and parents and examines techniques to cope and solve these behavior difficulties. Emphasizes communicating effectively with young children of varying ages, promoting self-control, conflict resolution, and problem-solving. Applies to Associate Degree. Transfer credit: CSU

CD M22A/B – INDEPENDENT STUDIES IN CHILD DEVELOPMENT**1 TO 3 UNITS***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. Requires field trips. May be taken for a maximum of six (6) units. Applies to Associate Degree. Transfer credit: CSU

CD M23 – HEALTH, SAFETY, AND NUTRITION FOR CHILDREN**3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture*

Introduces the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety, and nutrition. Identifies key components that ensure physical health, mental health and safety for both children and staff along with the importance of collaboration with families and health professionals. Focuses on integrating the concepts into everyday planning and program development for all children. Applies to Associate Degree. Transfer credit: CSU

CD M24 – ADMINISTRATION IN EARLY CHILDHOOD EDUCATION I**3 UNITS***Prerequisites: CD M02, CD M03, CD M11, and CD M14**Recommended Prep: CD M12**Class Hours: 3 lecture*

Introduces principles and practices of administering a child development program. Emphasizes administrative needs; personnel and staffing parameters; parent/teacher relations and education; licensing requirements; professional development; specific personnel management skills; and communication. Course required by CA Title 22) regulations for Program Director. Applies to Associate Degree. Transfer credit: CSU

CD M25 – ADMINISTRATION IN EARLY CHILDHOOD EDUCATION II**3 UNITS***Prerequisites: CD M02, CD M03, CD M11, and CD M14**Recommended Prep: CD M12**Class Hours: 3 lecture*

Extends skills and resources for leadership and management of programs for children. Examines start-up, licensing requirements, operational and on-going costs, recordkeeping, time management, and legal issues. Explores managerial decision-making, ethics, advocacy, leadership styles, and skills. The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors. Applies to Associate Degree. Transfer credit: CSU

CD M26 – ADULT SUPERVISION AND MENTORING IN EARLY CHILDHOOD EDUCATION**2 UNITS***Prerequisites: CD M02, CD M03, CD M11, and CD M14**Recommended Prep: CD M12**Class Hours: 2 lecture*

Studies the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in early childhood or school-age centers. Emphasizes the role of classroom teachers who function as mentors to guide the teaching team while simultaneously addressing the needs of staff, children, and parents. 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 M60A-Z – TOPICS IN CHILD DEVELOPMENT 0.5 TO 3 UNITS*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 M60K – THE CHILD WITH SPECIAL NEEDS****1 UNIT***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 clearances. Applies to Associate Degree. Transfer credit: CSU

CD M60N – PARENT CONFERENCING**1 UNIT***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 1 lecture*

An introduction to effective conferencing techniques between parents, teachers or caregivers. The course 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 – INTERNSHIP IN CHILD DEVELOPMENT 1 TO 4 UNITS*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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

CHINESE

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, examine and demonstrate cultural knowledge, and use technology to develop language and cultural competence.

CAREER OPPORTUNITIES

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

DEAN

Inajane Nicklas, Phone (805) 378-1443

COUNSELORS

Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Chinese who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

CHINESE COURSES**CHIN M01 – ELEMENTARY CHINESE: MANDARIN I 4 UNITS***Prerequisites: None**Class Hours: 4 lecture*

Introduces the cultures of the Chinese-speaking peoples and the fundamental structures of the Mandarin Chinese language. Emphasizes 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

CHIN M02 – ELEMENTARY CHINESE: MANDARIN II 4 UNITS*Prerequisites: CHIN M01 or two years of high school Chinese or equivalent**Class Hours: 4 lecture*

Continues to study the fundamentals of the culture of the Chinese-speaking peoples and of the structures of the Mandarin Chinese language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

COLLEGE STRATEGIES

Program Purpose: Students who complete college strategies courses will be able to improve learning, peer mentoring, and leadership skills.

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 courses emphasize critical thinking and collaboration skills.

DEAN

Inajane Nicklas, Phone (805) 378-1443

COLLEGE STRATEGIES COURSES**COL M01 – COLLEGE STRATEGIES 3 UNITS***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. Provides opportunity for one-on-one work with faculty. Applies to Associate Degree. Transfer credit: CSU

COL M02 – COLLEGE INDIVIDUAL TUTORING 1 UNIT*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.

COL M02L – INDIVIDUAL TUTORING PRACTICUM 0.5 TO 1 UNIT*Prerequisites: None**Recommended Prep: COL M02**Class Hours: 1 to 3 lab*

A supervised training practicum for students currently or previously enrolled in tutor training courses. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

COL M03 – COLLEGE GROUP TUTORING 1 UNIT*Prerequisites: None**Class Hours: 1 lecture*

An introduction to the theory and practice of group learning in a college tutorial setting. Does NOT apply to Associate Degree.

COL M03L – GROUP TUTORING PRACTICUM 0.5 TO 1 UNIT*Prerequisites: None**Recommended Prep: 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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

COL M04 – COLLEGE LEADERSHIP AND STUDENT MENTORING

1 UNIT

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 – LEADERSHIP AND MENTORING PRACTICUM

0.5 TO 1 UNIT

Prerequisites: None
Recommended Prep: COL M04
Class Hours: 1.5 to 3 lab

A supervised training practicum for students currently or previously enrolled in leadership and mentoring courses. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

COL M05 – SUPERVISED TUTORING ACROSS THE CURRICULUM

0.0 UNIT

Prerequisites: None
Class Hours: 1 to 4 lab

Individual and/or group tutoring designed to assist in reviewing course material and preparing for class assignments and tests. May be taken for a total of four (4) times. Does NOT apply to Associate Degree.

COL M06 – COLLEGE SKILLS FOR SUCCESS

0.5-1.5 UNITS

Prerequisites: None
Class Hours: 1.5 to 4.5 lab

A supervised, individualized, self-paced course of text, video and computerized activities designed to develop and improve a student's reading, writing, math, and/or study skills for college success. Students can choose to focus on improving one or more of the following subjects: reading, writing, math, and/or study skills. May be taken for a total of four (4) times for credit. Applies to Associate Degree.

COMMERCIAL PHOTOGRAPHY

See Courses in Photography

COMMUNICATION STUDIES

(formerly Speech)

Program Purpose: Students who complete Communication Studies classes will be able to organize and convey their ideas in oral, written, and/or performance settings.

Communication and 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 Communication Studies Department offers both theoretical and practical classes. The College's award-winning Forensics Team puts these skills into action each semester.

Communication Studies is specifically focused on the study of human communication within such contexts as interpersonal relationships, small groups, organizations, and cultures. Topics of study vary accordingly and include such areas as language and meaning, nonverbal communication, conflict management, leadership, problem solving, and interviewing. Students examine the role that communication plays in managing their interactions in both personal and professional contexts. While there is some specific communication skill development in the introductory courses, most courses focus on understanding and analyzing the nature of human communication within the given context. Because communication skills are always listed as the most desirable quality that employers are looking for in applicants, the number of possible career paths is almost limitless. Some general areas where Communication Studies graduates are often employed include human relations, personnel, training and development, corporate communication, sales, public relations, management, and event planning. Students also use their Communication Studies degree as a foundation for continued graduate education in such areas as law, public administration, business administration, and even communication studies.

DEAN

Patricia Ewins, Phone (805) 378-1408

FACULTY

August Benassi III, Stephen Doyle, Jill McCall, Rolland Petrello, Neal Stewart

COUNSELORS

Denice Avila

DEGREE IN COMMUNICATION STUDIES

To earn an Associate in Arts Degree with a major in Communications, students complete 18 specified units, plus General Education Degree Requirements, 27.5 units, for a minimum of 60 units.

In addition to General Education degree requirements, complete the following:

Required Courses	Units
COMM M02 Advanced Public Speaking	3.0
COMM M04 Interpersonal Communication	3.0
COMM M05 Oral Interpretation of Literature	3.0
OR	
COMM M16 Readers' Theatre	3.0
COMM M07 Argumentation and Debate	3.0
OR	
COMM M25 Introduction to Rhetorical Criticism	3.0
Units from ELECTIVE COURSES	6.0
TOTAL	18.0

Elective Courses for Major		Units
COMM M05	Oral Interpretation of Literature	3.0
COMM M07	Argumentation and Debate	3.0
COMM M10A	Forensics I	2.0
COMM M10B	Forensics II	2.0
COMM M10C	Forensics III	2.0
COMM M12	Intercultural Communication	3.0
COMM M16	Readers' Theatre	3.0
COMM M20	Business and Professional Speech	3.0
COMM M25	Introduction to Rhetorical Criticism	3.0
COMM M26	Rhetoric of Popular Culture	3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Communication Studies will be able to:

- effectively communicate their ideas through oral performance.
- effectively communicate in interpersonal, group, and intercultural settings.
- critically evaluate messages presented in a variety of contexts.

COMMUNICATION STUDIES COURSES

COMM M01 – INTRODUCTION TO SPEECH 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Prepares 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. Offers practical training in feedback and listening skills. (Formerly SPCH M01.) Applies to Associate Degree. Transfer credit: CSU; UC.

C-ID: COMM 110

COMM M02 – ADVANCED PUBLIC SPEAKING 3 UNITS

Prerequisites: COMM M01

Class Hours: 3 lecture

Provides a further exploration into the principles of public speaking and the analysis of public discourse. Explores practical application of advanced principles of audience adaptation and ethics through the presentation of various types of persuasive speeches and situations. (Formerly SPCH M02.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M03A – VOICE AND DICTION I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as FTVM M53A and THA M03A.) (Formerly COMM M03 and SPCH M03.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M03B – VOICE AND DICTION II 3 UNITS

Prerequisites: COMM M03A or FTVM M53A or THA M03A

Class Hours: 2 lecture, 3 lab

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as FTVM M53B and THA M03B.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M04 – INTERPERSONAL COMMUNICATION 3 UNITS

Prerequisites: 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. Studies factors influencing communication are studied such as language, perception, non-verbal cues, listening, status and roles. Explores problems of communication and conflict resolution. Studies assertiveness and confidence in relating interpersonally through the communication process. Applies to Associate Degree. Transfer credit: CSU; UC.

C-ID: COMM M130

COMM M05 – ORAL INTERPRETATION OF LITERATURE 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Studies the principles of interpretation of literature from each of the major genres (prose, poetry, drama) as well as the techniques of performance. Studies literary craft as well as evaluating, analyzing, and performing selections from each of the major genres of literature. (Formerly SPCH M05.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M07 – ARGUMENTATION AND DEBATE 3 UNITS

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. (Formerly SPCH M07.) Applies to Associate Degree. Transfer credit: CSU; UC.

C-ID: COMM 120

COMM M10A – FORENSICS I 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Provides training and supervised preparation for participating in collegiate competitive and non-competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition either as competitor or critic. Field trips are required. (SPCH M10A-D.) Applies to Associate Degree. Transfer credit: CSU

COMM M10B – FORENSICS II 2 UNITS

Prerequisites: COMM M10A and audition

Class Hours: 1 lecture, 3 lab

Provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition. Field trips required. (Formerly SPCH M10A-D.) Applies to Associate Degree. Transfer credit: CSU

COMM M10C – FORENSICS III 2 UNITS

Prerequisites: COMM M10B and audition

Class Hours: 1 lecture, 3 lab

Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition. Field trips required. (Formerly SPCH M10A-D.) Applies to Associate Degree. Transfer credit: CSU

COMM M10D – FORENSICS IV 2 UNITS

Prerequisites: COMM M10C and audition

Class Hours: 1 lecture, 3 lab

Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking, and oral performance of literature. Requires participation in interscholastic competition as competitors and as critics. Field trips required. (Formerly SPCH M10A-D.) Applies to Associate Degree. Transfer credit: CSU

COMM M12 – INTERCULTURAL COMMUNICATIONS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces intercultural communication principles and processes. Provides for the development of a more global communication perspective and greater appreciation of other cultures. Promotes 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. (Formerly SPCH M12.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M16 – READERS' THEATRE 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Uniquely blends speech and acting, studying the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of group performance. In groups, students will create, stage, and perform a readers' theatre incorporating each of the major genres of literature. (Same course as THA M16.) (Formerly SPCH M16.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M20 – BUSINESS AND PROFESSIONAL SPEECH 3 UNITS

Prerequisites: 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 M20.) (Formerly COMM M56 and SPCH M56.) Applies to Associate Degree. Transfer credit: CSU

COMM M22A/B – INDEPENDENT STUDIES IN SPEECH 1 TO 3 UNITS

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. (Formerly SPCH M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

COMM M25 – INTRODUCTION TO RHETORICAL CRITICISM 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

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. Emphasizes the integration of critical thinking principles with techniques of effective written and spoken discourse. (Formerly SPCH M25.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M26 – RHETORIC OF POPULAR CULTURE 3 UNITS

Prerequisites: None

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 representation of popular cultural in advertising, film, television, sports, and politics. (Formerly SPCH M26.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M80 – INTERNSHIP IN SPEECH 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) (Formerly SPCH M80.) Applies to Associate Degree. Transfer credit: CSU

COMPUTER INFORMATION SYSTEMS

The Associate in Science Degree, Certificate of Achievement, and Proficiency Awards in Computer Information System (CIS) have been discontinued. Students already enrolled in these programs will be allowed to complete their degree or certificate, but they must meet with a counselor as soon as possible to create a plan to do so, and they must maintain continuous enrollment. Effective fall 2012, no new students will be able to declare an Computer Information System as major. CIS M16 will continue to be offered.

DEAN

Inajane Nicklas, Phone (805) 378-1427

FACULTY

Mary Mills

COUNSELORS

Corey Wendt

COMPUTER INFORMATION SYSTEMS COURSES**CIS M16 – INTRODUCTION TO INFORMATION SYSTEMS 4 UNITS**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Covers development and application of information processing systems with emphasis on the microcomputer. Includes an overview of applications of computer programs in solving business problems. Provides hands-on experience with the major microcomputer business applications: word-processing, spreadsheets, and computerized database management. Uses Microsoft Office Suite as the software package. Applies to Associate Degree. Transfer credit: CSU; UC (CIS M16 combined with CS M01 or CS M10A: maximum credit is 4 units)

COMPUTER NETWORK SYSTEMS ENGINEERING

Program Purpose: Students who complete Computer Network Systems Engineering courses will gain a technical understanding of computer networks which will allow these students to work more knowledgeably with their own systems and those of the organizations they are associated with. Students who successfully complete this program will be able to understand and apply knowledge of computer networking systems to understand the technical details of how these systems work, analyze and understand systems, design and implement systems and troubleshoot and solve system problems.

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). The Division Office, (805) 378-1427, would also be able to provide updated information, or you can make an appointment with a counselor by calling (805) 378-1428.

DEAN

Lisa Miller, Phone (805) 378-1572

FACULTY

Edmond Garcia

COUNSELORS

Lynn Hastings, 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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN COMPUTER NETWORK SYSTEMS ENGINEERING

To earn an Associate in Science Degree with a major in Computer Network Systems Engineering, students complete 29.5-35.5 specified units, plus General Education Degree Requirements, and/or electives for a total of 60 units. Students will have a strong foundation in networking and have completed courses aligned with Microsoft, Cisco, and CompTIA. Students will have intermediate level skills for help desk or technical support employment while having completed their A.S. degree.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
CNSE M01	Networking Fundamentals	4.0
CNSE M05	Fundamentals of Computer Networking	4.0
CNSE M13	Internetworking and TCP/IP	4.0
CNSE M18	Cisco System Computer Networking 1 and 2	4.0
CNSE M30	MS Windows Administration	3.0
CNSE M31	MS Windows Network Server	3.0
CNSE M80	Internship in Computer Network Systems Engineering 1.0	
CNSE M82	Introduction to Network Security	1.5
CNSE M06	Fundamentals of IT Essentials	4.0
OR		
CNSE M59	Windows Desktop Support	2.0
Units from List of RECOMMENDED COURSES		3.0 - 7.0
TOTAL		29.5-35.5

Recommended Courses: Select two courses from the following list:

CNSE M19	Cisco System Computer Networking 3 and 4	4.0
CNSE M35	SQL Server Administration	1.5
CNSE M37	Exchange Server Implementation and Administration	1.5
CNSE M39	SQL Server Implementation	1.5
CNSE M42	Windows Server Active Directory Services	3.0
CNSE M43A	MS Windows Network Infrastructure Administration	3.0
CNSE M55	Linux Networking and System Administration	2.0
CNSE M58	My SQL-PHP Web Database Fundamentals	2.0
CNSE M62	Configuring Server Applications Infrastructure	3.0
CNSE M63	Windows Server Enterprise Administrator	3.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Computer Network Systems Engineering will be able to:

- demonstrate a broad view in how to trouble-shoot and support computing enterprises that use Microsoft, CISCO, and CompTIA

CNSE: Basic Network Specialist Proficiency Award

(less than 18 units)

To earn a Basic Network Specialist Proficiency Award, students must complete 13.5-16.0 units in basic networking courses. Students will have basic foundational knowledge in networking and have completed basic courses in either Microsoft, Cisco or CompTIA curriculum. Students will be positioned for an entry-level job at a help desk.

Required Courses: Complete the following		Units
CNSE M01	Networking Fundamentals	4.0
CNSE M05	Fundamentals of Computer Networking	4.0
CNSE M13	Internetworking and TCP/IP	4.0
Units from List of ELECTIVES		1.5-4.0

TOTAL 13.5-16.0

Electives: Select and complete one course (1.5 - 4.0 units) from the following list:

CNSE M18	Cisco System Computer Networking 1 and 2	4.0
CNSE M31	MS Windows Network Server	3.0
CNSE M82	Introduction to Network Security	1.5

Program Student Learning Outcomes

Students completing the Proficiency Award in CNSE Basic Network Specialist will be able to:

- install, configure, and troubleshoot a basic network environment.

CNSE: Cisco System Network Associate Proficiency Award

(less than 18 units)

To earn a Cisco System Network Proficiency Award, students must complete 8 units in the Cisco curriculum. Students will obtain advanced knowledge of Cisco networking technology. Students will be positioned to solve technical issues dealing with Cisco technologies in a medium-sized organization. Completion of these two courses prepares students to take the following two Cisco certification exams: 640-822 Interconnecting Cisco Networking Devices Part 1 and 640-816 Interconnecting Cisco Networking Devices Part 2.

Required Courses		Units
CNSE M18	Cisco System Computer Networking 1 and 2	4.0
CNSE M19	Cisco System Computer Networking 3 and 4	4.0

TOTAL 8.0

NOTE: Courses required for this Proficiency Award must be completed with a grade C or better.

Program Student Learning Outcomes

Students completing the Proficiency Award in Cisco System Network Associate will be able to:

- manage a intermediate size network consisting of routers and switches. This includes address management, device configurations, routing and switching designs, and appropriate network design optimization with appropriate security principles.

CNSE: Windows Engineering Certificate of Achievement

(more than 18 units)

To earn a Windows Engineering Certificate of Achievement, students must complete 16.0-19.0 units in the Microsoft curriculum. Students will obtain advanced knowledge of Microsoft networking technology. Students will be well positioned to solve technical issues dealing with Microsoft technologies in a large enterprise organization. Completion of this certificate program prepares students to take the Microsoft Certified Technology Specialist exams such as 70-432, 70-448, 70-640, 70-662, and 70-680.

Required Courses: Complete the following		Units
CNSE M30	MS Windows Administration	3.0
CNSE M31	MS Windows Network Server	3.0
CNSE M42	Windows Server Active Directory Services	2.5
CNSE M43A	MS Windows Network Infrastructure Administration	3.0
Units from RECOMMENDED COURSES		4.5 - 7.5

TOTAL 16.0-19.0

Select and complete three (3) courses from the following

CNSE M35	SQL Server Administration	1.5
CNSE M37	Exchange Server Implementation and Administration	1.5
CNSE M39	SQL Server Implementation	1.5
CNSE M62	Configuring Server Applications Infrastructure	3.0
CNSE M63	Windows Server Enterprise Administrator	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in CNSE Windows Engineering will be able to:

- trouble-shoot and provide technical support for medium-sized to enterprise Microsoft environments.

CNSE: Windows Administration Proficiency Award

(less than 18 units)

To earn a Windows Administration Proficiency Award, students must complete 14.5 units in Microsoft curriculum. Students will obtain advanced knowledge of Microsoft networking technology. Students will be well positioned to solve technical issues dealing with Microsoft technologies in a medium-sized organization. Completion of this certificate program prepares students to take the Microsoft Certified IT Professional exams such as 70-640, 70-642, 70-643, 70-659, and 70-680.

Required Courses		Units
CNSE M30	MS Windows Administration	3.0
CNSE M31	MS Windows Network Server	3.0
CNSE M42	Windows Server Active Directory Services	2.5
CNSE M43A	MS Windows Network Infrastructure Administration	3.0
CNSE M62	Configuring Server Applications Infrastructure	3.0

TOTAL 14.5

Program Student Learning Outcomes

Students completing the Proficiency Award in CNSE Windows Administration will be able to:

- trouble-shoot and provide technical support for small business to medium-sized Microsoft environments.

CNSE: Advanced Network Specialist Certificate of Achievement

(more than 18 units)

To earn an Advanced Network Specialist Certificate of Achievement, students must complete 32.0-33.5 units in basic and advanced networking courses. Students will have advanced knowledge in networking and have completed multiple courses using Microsoft and Cisco curriculum. Students will be well positioned for an entry-level job in help desk or technical support employment.

Required Courses	Units
CNSE M01 Networking Fundamentals	4.0
CNSE M05 Fundamentals of Computer Networking	4.0
CNSE M13 Internetworking and TCP/IP	4.0
CNSE M18 Cisco System Computer Networking 1 and 2	4.0
CNSE M19 Cisco System Computer Networking 3 and 4	4.0
CNSE M30 MS Windows Administration	3.0
CNSE M31 MS Windows Network Server	3.0
CNSE M55 Linux Networking and System Administration	2.0
CNSE M80 Internship in Computer Network System Engineering	1.0
CNSE M82 Introduction to Network Security	1.5
Units from RECOMMENDED COURSES	1.5-3.0
TOTAL	32.0-33.5

Recommended Courses:

Select one course from the following list:

CNSE M35 SQL Server Administration	1.5
CNSE M37 Exchange Server Implementation and Administration	1.5
CNSE M39 SQL Server Implementation	1.5
CNSE M42 Windows Server Active Directory Services	2.5
CNSE M43A MS Windows Network Infrastructure Administration	3.0
CNSE M58 My SQL-PHP Web Database Fundamentals	2.0
CNSE M59 Windows Desktop Support	2.0
CNSE M62 Configuring Server Applications Infrastructure	3.0
CNSE M63 Windows Server Enterprise Administrator	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in CNSE Advanced Network Specialist will be able to:

- provide high-level, advanced Microsoft support in a medium-sized to enterprise environment.

COMPUTER NETWORK SYSTEMS ENGINEERING COURSES

CNSE M01 – NETWORKING FUNDAMENTALS 4 UNITS

Prerequisites: None

Class Hours: 4 lecture

Provides an overview of the Computer Networking. Covers topics such as network technologies, media and network topologies, protocols, the Open Systems Interconnection (OSI) Layer, security, management tools, networking components, and Local Area Network (LAN) versus Wide Area Network (WAN) environments. Prepares students for the CompTIA.org Network+ certification. (Formerly CNSE M10.) Applies to Associate Degree. Transfer credit: CSU

CNSE M05 – FUNDAMENTALS OF COMPUTER NETWORKING 4 UNITS

Prerequisites: None

Recommended Prep: 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

Introduces, in an in-depth manner, the current networking hardware and software 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 M06 – FUNDAMENTALS OF IT ESSENTIALS 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Provides an in-depth introduction to computer hardware and operating systems. Covers the functionality of hardware and software components and discusses best practices in maintenance and safety. Teaches, through hands on activities and labs, how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. Includes an introduction to networking. Prepares students prepare for Comp TIA's A+ certification and Cisco Certified Network Associate program. Applies to Associate Degree. Transfer credit: CSU

CNSE M13 – INTERNETWORKING AND TCP/IP 4 UNITS

Prerequisites: None

Recommended Prep: CNSE M05 or CNSE M18

Class Hours: 4 lecture

Examines protocols used in Internetworking. Focuses on Transport Control Protocol/Internet Protocol (TCP/IP) versions 4 and 6 protocols. Explores protocol architectures and devices such as switches and routers. Applies tools used in network management including Wireshark Protocol Analysis software. Applies to Associate Degree. Transfer credit: CSU

CNSE M18 – CISCO SYSTEM COMPUTER NETWORKING 1 AND 2**4 UNITS***Prerequisites: None**Recommended Prep: CNSE M05 & CNSE M06**Class Hours: 3 lecture, 3 lab*

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. Cover WANs (Wide Area Networks), Router configuration, Cisco IOS (Internetwork 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. Applies to Associate Degree. Transfer credit: CSU

CNSE M19 – CISCO SYSTEM COMPUTER NETWORKING 3 AND 4**4 UNITS***Prerequisites: CNSE M18 or completion of Cisco 1 and 2 through Cisco Academy**Class Hours: 3 lecture, 3 lab*

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, access control lists (ACLs), and network management. Cover WANs (wide area networks), WANs design, point-to-point protocol (PPP), 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. Applies to Associate Degree. Transfer credit: CSU

CNSE M30 – MS WINDOWS ADMINISTRATION**3 UNITS***Prerequisites: None**Recommended Prep: CNSE M05**Class Hours: 2.5 lecture, 1.5 lab*

Provides an in-depth, hands-on introduction to Microsoft client 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. Prepares students for the current version of the Microsoft certification exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M31 – MS WINDOWS NETWORK SERVER**3 UNITS***Prerequisites: None**Recommended Prep: CNSE M30**Class Hours: 2.5 lecture, 1.5 lab*

Provides an in-depth, hands-on introduction to Microsoft Windows Server technical support. Covers server installation, server environment configuration, management of system policies, file system, partition, and fault tolerance. Also covers protocols configuration, remote access services implementation, internetworking and intranetworking, and troubleshooting. Prepares students for the current version of the Microsoft certification exam. Applies to Associate Degree. Transfer credit: CSU

CNSE M35 – SQL SERVER ADMINISTRATION**1.5 UNITS***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 back up 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 – EXCHANGE SERVER IMPLEMENTATION AND IMPLEMENTATION**1.5 UNITS***Prerequisites: None**Recommended Prep: CNSE M30**Class Hours: 1 lecture, 1.5 lab*

Provides an in-depth, hands-on introduction to the implementation and administration of Microsoft's latest Exchange Server. Topics include recipient objects creating and management; exchange server maintenance; deployment of Outlook; access on MAPI-based clients, and access from Internet-based clients. Also covers public folder creating and management; server backup procedures, server performance monitor, and connected sites link monitors configuration supporting Exchange Server in a single site or multisite 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 – SQL SERVER IMPLEMENTATION**1.5 UNITS***Prerequisites: CNSE M35**Class Hours: 1 lecture, 1.5 lab*

Provides an in-depth, hands-on introduction to implementing the latest Microsoft's Structured Query Language (SQL) Server. Topics include overview of Transact-SQL creating databases, creating database objects, implementing data integrity, planning and creating indexes, maintaining indexes, querying multiple tables, advanced query techniques, 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 MCDDBA Microsoft certification. Applies to Associate Degree. Transfer credit: CSU

CNSE M42 – WINDOWS SERVER ACTIVE DIRECTORY SERVICES**3 UNITS (FALL 2012)
2.5 UNITS (SPRING 2013)***Prerequisites: CNSE M31**Class Hours: 3 lecture, 1 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 – MS WINDOWS NETWORK INFRASTRUCTURE ADMINISTRATION**3 UNITS***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. Prepares students for the most current version of the Microsoft certification exam. (Formerly CNSE M43.) Applies to Associate Degree. Transfer credit: CSU

**CNSE M49 – MICROSOFT SQL SERVER
CLIENT APPLICATION ARCHITECTURE**

1.5 UNITS

Prerequisites: 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 M52 – CISCO SEMESTER 6 -
REMOTE ACCESS NETWORK**

4 UNITS

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 Associate Degree. Transfer credit: CSU

**CNSE M55 – LINUX NETWORKING AND
SYSTEM ADMINISTRATION**

2 UNITS

Prerequisites: None

Recommended Prep: User level experience with any computer system, including use of mouse, menus and 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. Applies to the Associate Degree. Transfer credit: CSU

CNSE M56 – LINUX SYSTEM SECURITY MANAGEMENT

2 UNITS

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 – NETWORK PROGRAMMING WITH PERL

1.5 UNITS

Prerequisites: CNSE M01

Class Hours: 1 lecture, 2 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 – MY SQL-PHP WEB DATABASE
FUNDAMENTALS**

2 UNITS

Prerequisites: None

Recommended Prep: CNSE M30

Class Hours: 1 lecture, 3 lab

Provides an in-depth, hands-on project approach to developing websites using WAMP (Windows, Apache, MySQL, PHP). Explores WAMP server installation, system configuration, user account management, database backup and restoration, and web publishing. Includes, in the programming labs, enhancing PHP code to add, delete and update website data using programming code that manages data stored in MySQL databases. Applies to Associate Degree. Transfer credit: CSU

CNSE M59 – WINDOWS DESKTOP SUPPORT

2 UNITS

Prerequisites: None

Recommended Prep: CNSE M06 and CIS M20

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 Associate Degree. Transfer credit: CSU

CNSE M60A-Z – TOPICS IN COMPUTERS

1 TO 3 UNITS

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 – LEGAL ASPECTS OF
COMPUTER FORENSICS**

1.5 UNITS

Prerequisites: None

Recommended Prep: 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 two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**CNSE M62 – CONFIGURING SERVER
APPLICATIONS INFRASTRUCTURE**

3 UNITS

Prerequisites: None

Recommended Prep: CNSE M31

Class Hours: 2.5 lecture, 1.5 lab

Provides essential skills in the deployment of Microsoft Windows Application Server, file servers, fax and print servers, media servers, Internet Information Server services, Web services and applications, and Terminal Services. Includes configuration of Terminal Services Clients and Terminal Services Gateways, clustering and virtualization of servers and management and monitoring of application servers. Applies to Associate Degree. Transfer credit: CSU

CNSE M63 – WINDOWS SERVER ENTERPRISE ADMINISTRATOR

3 UNITS

Prerequisites: CNSE M31

Recommended Prep: CNSE M42 and CNSE M43A

Class Hours: 2.5 lecture, 1.5 lab

Addresses skills essential to the overall administration of the Information Technology (IT) environment and architecture. Translates business goals into technology decisions, the design of mid-range to long-term strategies, and key decision making and recommendations about the following topics: network infrastructure; directory services, identity management, and authentication; security policies; business continuity (disaster recovery, personnel, equipment, and data); design of IT administrative structure (delegation models); best practices, standards, and service level agreements (SLAs); infrastructure design and global configuration changes. Applies to Associate Degree. Transfer credit: CSU

CNSE M79 – FUNDAMENTALS OF PROJECT MANAGEMENT

2 UNITS

Prerequisites: None

Recommended Prep: One year or greater of professional work experience involving project milestones in the workplace, or completion of 16 or more units in a discipline of study

Class Hours: 1 lecture, 3 lab

Examines foundations of project management, including project integration, scope, cost, quality, human resources, communications, risk and procurement, and the application of interpersonal communication skills. Utilizes various project management software and examines case studies. Applies to Associate Degree. Transfer credit: CSU

CNSE M80 – INTERNSHIP IN COMPUTER SYSTEMS NETWORKING

1 TO 4 UNITS

Prerequisites: Completion 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 develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty advisor feedback and/or written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Career Transfer Center. Requires orientation sessions. Students may receive one credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to four (4) units a semester with a maximum of 16 total units of any type of work experience (including internships in CNSE M80, WEXP M10, and WEXP M20). Applies to Associate Degree. Transfer credit: CSU

CNSE M81 – INTRODUCTION TO CYBERSPACE LAW

1.5 UNITS

Prerequisites: 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 – INTRODUCTION TO NETWORK SECURITY

2 UNITS

Prerequisites: None

Recommended Prep: Proficiency using computers for Internet research

Class Hours: 1 lecture, 3 lab

Provides a comprehensive overview of network security. Covers general security concepts, communication security, infrastructure security, cryptography, and operational/organizational security needs. Prepares students for Computing Technology Industry Association (CompTIA) Security+ certification exam Prepares students for a foundational security exam leading to a security certification. Applies to Associate Degree. Transfer credit: CSU

CNSE M83 – INTRODUCTION TO COMPUTER FORENSICS

1.5 UNITS

Prerequisites: 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 – SECURING CISCO IOS NETWORKS

3 UNITS

Prerequisites: 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 – CISCO FUNDAMENTALS OF PIX FIREWALLS

3 UNITS

Prerequisites: 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 – CISCO SECURE PIX FIREWALLS 1.5 UNITS

Prerequisites: CNSE M15

Recommended Prep: 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 – CISCO SECURE VIRTUAL PRIVATE NETWORK (VPN) 1.5 UNITS

Prerequisites: CNSE M15

Recommended Prep: 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 – CISCO SECURE INTRUSION DETECTION SYSTEM 1.5 UNITS

Prerequisites: CNSE M18

Recommended Prep: CNSE M85

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

Program Purpose: Students who complete Computer Science courses will be able to understand how to think about and work with computer programs, and computers, whether they write programs or use them. Students will also gain knowledge of what programs do and how they do them. Students who successfully complete this program will have "hands-on" experience writing programs in one or more computer languages, begin to understand how to approach problem solving, understand good programming techniques and use symbolic and abstract reasoning.

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

Lisa Miller, Phone (805) 378-1572

FACULTY

Christine Aguilera, Martin Chetlen, Vish Viswanath

COUNSELORS

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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

COMPUTER SCIENCE COURSES

CS M01 – INTRODUCTION TO COMPUTER SCIENCE 4 UNITS

Prerequisites: None

Recommended Prep: 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 M10A – INTRODUCTION TO COMPUTER PROGRAMMING USING STRUCTURED C++ 4 UNITS

Prerequisites: None

Recommended Prep: MATH M06 or MATH M07 and CS M01 and basic computer usage knowledge

Class Hours: 3 lecture, 3 lab

Provides an introduction to computer programming languages. Covers the basic components, syntax, and semantics of the C++ programming language. Introduces basic programming concepts such as algorithms, data and control structures, documentation, structured programming, arrays, and pointers. Applies to Associate Degree. Transfer credit: CSU; UC (CS M01 combined with CIS M16 or CS M10A; maximum credit, 4 units)

CS M10B – OBJECT-ORIENTED PROGRAMMING USING C++ **4 UNITS**

Prerequisites: CS M10A

Class Hours: 3 lecture, 3 lab

Provides an in-depth understanding of the fundamentals of object-oriented programming methodology. Covers 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

CS M10D – PROGRAMMING WITH C# **4 UNITS**

Prerequisites: Expertise with the C++ and/or Java programming languages

Recommended Prep: 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 – INTRODUCTION TO COMPUTER PROGRAMMING USING JAVA **4 UNITS**

Prerequisites: None

Recommended Prep: MATH M06 or MATH M07 and CS M10AI; or 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 – INTERMEDIATE JAVA **3 UNITS**

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 – JAVA SERVLETS PROGRAMMING **3 UNITS**

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 M20 – OBJECT-ORIENTED DATA STRUCTURE AND ALGORITHM DESIGN **4 UNITS**

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 list processing, simulation, and algorithm analysis. More advanced algorithm designs such as greedy algorithms and dynamic processing are also introduced. Applies to Associate Degree. Transfer credit: CSU; UC

CS M30 – INTRODUCTION TO COMPUTER SYSTEMS **4 UNITS**

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

CS M40 – COMPUTER ORGANIZATION **3 UNITS**

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 – FILES AND DATA BASES **3 UNITS**

Prerequisites: None

Recommended Prep: 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 M80 – INTERNSHIP IN COMPUTER SCIENCE **1 TO 4 UNITS**

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

Class Hours: 3 to 16.5 work experience hours

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid internships that are related to the discipline. Involves the development and documentation of learning objectives and the completion of an internship paper, presentation, or project. Includes both workplace supervisor and faculty advisor feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to four (4) units a semester with a maximum of 16 total units of any type of work experience (including internships in CS M80, WEXP M10, and WEXP M20). Applies to Associate Degree. Transfer credit: CSU

CS M122 – INDEPENDENT STUDY - COMPUTER SCIENCE

0.5 TO 3 UNITS

Prerequisites: Completion of one course in Computer Science and instructor approval

Class Hours: 1.5 to 9 lab

Interested students should contact a Computer Science instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of 6 units. (Formerly CS M22A/B). Applies to Associate Degree. Transfer credit: CSU/UC (determined after admission)

COUNSELING

Program Purpose: Counseling Services provides counseling classes that emphasize career development and student success. Also consider courses under College Strategies. Students will work in coordination with a counselor, at appropriate times throughout their education cycle at Moorpark College to:

- Set initial educational/career/exploration goal and develop an Education Plan prior to completion of 15 credit units.
- Use their Education Plan to select appropriate classes for each semester.
- Prior to the completion of 45 credit units, meet with a counselor to explore options and/or review and/or revise the Education Plan as needed to adapt to developing educational and career goals.
- Access Student Services appropriate to their specific needs at each stage of educational development.

DEAN

Patricia Ewins, Phone (805) 378-1408

FACULTY

Traci Allen, Denice Avila, Lydia Basmajian, Chuck Brinkman, Anitra Evans, Cesar Flores (EOPS), Judi Gould, Pam Kennedy-Luna, Letrisha Mai, Gloria Miranda (EOPS), Danita Redd, Corey Wendt

COUNSELING COURSES

COUN M01 – STUDENT SUCCESS

1 UNIT

Prerequisites: None

Class Hours: 1 lecture

Introduces 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. Applies to Associate Degree. Transfer credit: CSU

COUN M02 – CAREER DEVELOPMENT

3 UNITS

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. Completing COUN M02 is the same as completing COUN M02A and M02B. Unit credit may be received for either COUN M02 or COUN M02A and COUN M02B. Applies to Associate Degree. Transfer credit: CSU

COUN M02A – CAREER DEVELOPMENT - CHOOSING A MAJOR AND/OR CAREER

1.5 UNITS

Prerequisites: None

Class Hours: 1.5 lecture

Introduces self-assessment tools to identify college majors and careers 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. Completing COUN M02 is the same as completing COUN M02A and M02B. Unit credit may be received for either COUN M02 or COUN M02A and COUN M02B. Applies to Associate Degree. Transfer credit: CSU

COUN M03 – ORIENTATION TO MOORPARK COLLEGE

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Introduces college services and requirements in order to help students define and achieve their educational goals. Investigates a variety of topics such as: 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. Culminates in the development of an individual Educational Plan. Only offered pass/no-pass. Applies to Associate Degree.

COUN M20 – SELF-PACED CAREER ASSESSMENT

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Introduces online self-assessment tools to identify and prioritize values, interests, skills, and personality attributes in a self-paced format culminating in options for college majors and/or future careers. Includes assignments and activities to strategize next steps congruent with individual goals and objectives. (Formerly COUN M60C.) Applies to Associate Degree. Transfer credit: CSU

CRIMINAL JUSTICE

Program Purpose: Students who complete Criminal Justice courses will utilize the Community Policing philosophy of partnerships to interact with and influence the diverse community that the Criminal Justice system serves. Students completing the Criminal Justice program will acquire the practical knowledge and skills to successfully pass the Criminal Justice Law Enforcement vocational entrance exams and academy programs.

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 courses 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 Criminal Justice rewarding and challenging positions. Students who complete Criminal Justice courses will utilize the Community Policing philosophy of partnerships to interact with and influence the diverse community that the Criminal Justice System serves.

DEAN

Lori Bennett, Phone (805) 378-1445

FACULTY

David Harrington, Leeann Mulville

COUNSELORS

Pam 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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN CRIMINAL JUSTICE/ADMINISTRATION OF JUSTICE

Students completing the Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice), will acquire the practical knowledge and skills to successfully pass the Criminal Justice Law Enforcement vocational entrance exams and academy programs and will be prepared to transfer to the California State University (CSU) system as a Criminal Justice major, or a similar major.

To earn an Associate in Science in Administration of Justice for Transfer, students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18 specified major units. All courses in the major must be completed with a grade of C or better (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

Required Courses	Units
CJ M01 Introduction to Criminal Justice	3.0
CJ M02 Concepts of Criminal Law	3.0
CJ M03 Community Relations	3.0
CJ M05 Principles and Procedures of the Justice System	3.0
Units from List of RECOMMENDED COURSES	6.0

TOTAL 18.0

Recommended Courses. Select two from the following:

CJ M04 Legal Aspects of Evidence	3.0
CJ M06 Criminal Justice Report Writing	3.0
CJ M11 Criminal Investigation	3.0
CJ M14 Juvenile Procedures	3.0
CJ M41 Introduction to Probation, Parole and Corrections	3.0

Program Student Learning Outcomes

Students completing the Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) will be able to:

- demonstrate practical knowledge of the criminal justice system, including but not limited to knowledge of arrest, search, seizure, investigation skills and court and corrections processes.
- attain the academic skills necessary to transfer and complete a four year university degree in Criminal Justice and related fields.

Criminal Justice Certificate of Achievement

(more than 18 units)

Required Courses	Units
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 and Procedures of the Justice System	3.0
CJ M41 Introduction to Probation, Parole and Corrections	3.0
TOTAL	18.0

CRIMINAL JUSTICE COURSES

CJ M01 – INTRODUCTION TO CRIMINAL JUSTICE 3 UNITS

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.

C-ID: AJ 110

CJ M02 – CONCEPTS OF CRIMINAL LAW 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01 and ENGL M01A or ENGL M01AH

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.

C-ID: AJ 120

CJ M03 – COMMUNITY RELATIONS 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01

Class Hours: 3 lecture

Explores the complex interrelationship and role expectations among the various agencies and the public in addressing crime and conflict. Emphasizes the challenges and prospects of administering justice within a diverse multicultural population. Examines the professional image of the criminal justice system and the development of positive relationships between the system and the public. Studies the consensus and conflicting values in culture, religion, and law. Focuses on community policing and its fundamentals. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M04 – LEGAL ASPECTS OF EVIDENCE 3 UNITS

Prerequisites: None

Recommended Prep: 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.

C-ID: AJ 124

CJ M05 – PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

3 UNITS

Prerequisites: None

Recommended Prep: CJ M01 and CJ M02

Class Hours: 3 lecture

Introduces the role and responsibilities of each segment within the criminal justice system: law enforcement, courts, 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 – CRIMINAL JUSTICE REPORT WRITING

3 UNITS

Prerequisites: None

Recommended Prep: 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 – PATROL PROCEDURES

3 UNITS

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 – CRIMINAL INVESTIGATION

3 UNITS

Prerequisites: None

Recommended Prep: 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.

C-ID: AJ 140

CJ M14 – JUVENILE PROCEDURES

3 UNITS

Prerequisites: None

Recommended Prep: 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; UC.

C-ID: AJ 220

CJ M17 – ANATOMY OF A MURDER

3 UNITS

Prerequisites: None

Recommended Prep: CJ M01 or CJ M11

Class Hours: 3 lecture

Examines the historical and contemporary analysis of criminal homicide. Use of case studies to examine the nature and extent of murder, including serial murder and sex crime related murder. Includes victimology, suspect profiling and investigative techniques and procedures for the identification, collection, preservation and presentation of evidence from a homicide crime scene. Applies to Associate Degree. Transfer credit: CSU

CJ M18 – NARCOTICS INVESTIGATION

3 UNITS

Prerequisites: None

Recommended Prep: CJ M01, CJ M04, and 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 – INDEPENDENT STUDIES IN CRIMINAL JUSTICE

1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

CJ M41 – INTRODUCTION TO PROBATION, PAROLE AND CORRECTIONS

3 UNITS

Prerequisites: None

Recommended Prep: 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 – TOPICS IN CRIMINAL JUSTICE

1 TO 3 UNITS

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 – LEGAL ASPECTS OF COMPUTER FORENSICS

1.5 UNITS

Prerequisites: None

Recommended Prep: CJ M02, CJ M05, CJ M11, and CIS M15

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 two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CJ M60B – CRIMINAL JUSTICE EMPLOYMENT ORIENTATION

2 UNITS

Prerequisites: None

Recommended Prep: CJ M01

Class Hours: 1.5 lecture, 1.5 lab

Assists students in identifying areas of training and knowledge necessary to qualify for employment in the criminal justice field. Applies to Associate Degree.

CJ M80 – INTERNSHIP IN CRIMINAL JUSTICE 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

DANCE

Program Purpose: Students who complete Dance courses will develop performing arts appreciation through exploration and analysis of dance practices in various cultural and historical contexts. Dance Activity students will condition the body, develop alignment and postural awareness, and make personal discoveries through expressive practices and performance.

People who study in the various specialties of dance (ballet, modern, jazz, tap and hip hop) 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) 378-1408

FACULTY

Beth Megill, Robert Salas

COUNSELORS

Denice Avila, Jodi Dickey

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Most universities require an audition for level placement in technique.

DEGREE IN DANCE

To earn an Associate in Arts Degree in Dance, students complete 21 units, plus General Education Degree Requirements, for a total of 60 units. This degree program provides training in four areas of technique: ballet, modern, jazz and improvisation. 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.

In addition to General Education degree requirements, complete the following:

Required Courses: 7 units total		Units
DANC M03	Dance History	3.0
DANC M15A	Choreography I - Beginning	2.0
DANC M17	Musical Theater Dance	2.0
OR		
DANC M55	Dance Rehearsal and Performance	2.0
OR		
DANC M56	Performing Dance Ensemble	2.0
Units from RECOMMENDED GROUPS		14.0

TOTAL	21.0
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Recommended Groups: Complete ALL Units as Specified

GROUP A - Complete 4 units from the following:

DANC M10C	Ballet III - Intermediate	2.0
DANC M10D	Ballet IV - Advanced	2.0
DANC M40	Ballet Variations	2.0

GROUP B - Complete 4 units from the following:

DANC M12C	Modern Dance III - Intermediate	2.0
DANC M12D	Modern Dance IV - Advanced	2.0

GROUP C - Complete 4 units from the following:

DANC M11C	Jazz Dance III - Intermediate	2.0
DANC M11D	Jazz Dance IV - Advanced	2.0

GROUP D - Complete 2 units from the following:

DANC M20A	Movement Improvisation I	2.0
DANC M20B	Movement Improvisation II	2.0
DANC M20C	Movement Improvisation III	2.0

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Dance will be able to:

- demonstrate literacy in dance history and appreciation
- demonstrate literacy in dance technique & alignment
- demonstrate literacy in dance theory/analysis/creativity and performance skills

DANCE COURSES

DANC M01 – DANCE APPRECIATION

3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A

Class Hours: 3 lecture

Examines dance through lecture and viewing dance performances both live and on video. Presents the developments of dance within each of the major genres and analyzes the factors which have influenced change in dance historically, culturally, and as an art form. (Formerly DANC M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M03 – DANCE HISTORY**3 UNITS***Prerequisites: None**Recommended Prep: ENGL M01A**Class Hours: 3 lecture*

Introduces, through a sweeping overview of tribal, ethnic, and folk-dance forms, the wide-ranging 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

DANC M10A – BALLET I - FUNDAMENTALS**2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Introduces basic ballet technique and terminology, general principles of alignment, centering and posture as it relates to ballet. Includes exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of port de bras, simple adage and allegro movements. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D and/or DANC M40 (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10B – BALLET II - BEGINNING**2 UNITS***Prerequisites: None**Recommended Prep: DANC M10A**Class Hours: 1 lecture, 3 lab*

Continues to introduce new movements and terminology that are part of the basic ballet technique, both at the barre and in center. Combines basic movements into adage and allegro patterns. Emphasizes increased fluency in technical skills. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D and/or DANC M40 (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10C – BALLET III - INTERMEDIATE**2 UNITS***Prerequisites: DANC M10B or commensurate skills demonstration**Class Hours: 1 lecture, 3 lab*

Continues the study of intermediate ballet technique both at the barre and in center work, with emphasis upon the disciplines of ballet form and the physical abilities necessary to execute movements. Develops an appreciation of ballet as a creative art form. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D and/or DANC M40 (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M10D – BALLET IV - ADVANCED**2 UNITS***Prerequisites: DANC M10C or commensurate skills demonstration**Class Hours: 1 lecture, 3 lab*

Presents analysis and application of kinesthetic principles for advanced ballet to further develop skills, techniques, and physical capabilities. Analyzes and discusses current trends in ballet and applies them in performance. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D and/or DANC M40 (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11A – JAZZ DANCE I - FUNDAMENTALS**2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Introduces basic movement skills of modern jazz technique, emphasizing an understanding and appreciation of jazz as an artistic dance form. Focuses on alignment of the body, strength, flexibility, simple locomotor patterns and stylistic movement. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11B – JAZZ DANCE II - BEGINNING**2 UNITS***Prerequisites: None**Recommended Prep: DANC M11A**Class Hours: 1 lecture, 3 lab*

Further develops jazz dance technique at the beginning level. Continues to develop the student's alignment of the body, strength, flexibility, coordination in locomotor patterns and stylistic movement. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11C – JAZZ DANCE III - INTERMEDIATE**2 UNITS***Prerequisites: DANC M11B or commensurate skills demonstration**Class Hours: 1 lecture, 3 lab*

Further develops jazz dance technique at the intermediate level. Emphasizes style and refinement of technical ability. Stresses more complex patterns and combinations to promote fluency in the dance form. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M11D – JAZZ DANCE IV - ADVANCED**2 UNITS***Prerequisites: DANC M11C or commensurate skills demonstration**Class Hours: 1 lecture, 3 lab*

Further develops jazz dance technique at the advanced level with an emphasis on connectivity, fluency and mastery of the genre. Emphasizes performance style, form, technical ability and choreographic skills at the advanced/pre-professional level. DANC M11A and/or DANC M11B and/or DANC M11C and/or DANC M11D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12A – MODERN DANCE I - FUNDAMENTALS**2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Covers the fundamentals of modern dance techniques based on the teaching of modern dance masters such as Graham, Humphrey, Limon, and Laban. Develops fundamental modern technique, basic locomotor movements, movement dynamics and qualities, elements of modern dance history, evaluation and application of dance composition, and the understanding and appreciation of modern dance as an art form. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12B – MODERN DANCE II - BEGINNING 2 UNITS

Prerequisites: None

Recommended Prep: DANC M12A

Class Hours: 1 lecture, 3 lab

Continues to develop the basic skills in modern dance techniques based on the teaching of modern dance masters such as Graham, Humphrey, Limon, and Laban. Develops beginning modern technique, simple improvisation and composition, the understanding of the principles of alignment and motion, and to experience movement in more complex rhythmic forms. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12C – MODERN DANCE III - INTERMEDIATE 2 UNITS

Prerequisites: DANC M12B or commensurate skills demonstration

Class Hours: 1 lecture, 3 lab

Continues the student of intermediate modern dance techniques with an emphasis on increasing flexibility, strength, and coordination. Studies dance phrases/combinations as they integrate elements of rhythm, design, dynamics and motivation. Develops an appreciation of modern dance as a creative art form. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M12D – MODERN DANCE IV - ADVANCED 2 UNITS

Prerequisites: DANC M12C or commensurate skills demonstration

Class Hours: 1 lecture, 3 lab

Studies modern dance technique and performance at the advanced level with an emphasis on increasing flexibility, strength and coordination. Integrates elements of rhythm, design, dynamics and motivation in classroom phrases/combinations and performance. Develops an appreciation of modern dance as a creative art form. DANC M12A and/or DANC M12B and/or DANC M12C and/or DANC M12D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13A – TAP I - FUNDAMENTALS 1.5 UNITS

Prerequisites: None

Class Hours: 0.5 lecture, 3 lab

Introduces the fundamentals of tap dance technique. Emphasizes the rudiments of tap as the foundation for more advanced practices. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13B – TAP II - BEGINNING 1.5 UNITS

Prerequisites: None

Recommended Prep: DANC M13A

Class Hours: 0.5 lecture, 3 lab

Further develops tap dance technique at the beginning level. Focuses on the development of the motor skills and coordination of the dancers, expanding their tap dance vocabulary and fluency as performers. Integrates elements of style in performance and contextualizes the dance through historical awareness. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13C – TAP III - INTERMEDIATE 1.5 UNITS

Prerequisites: DANC M13B

Recommended Prep: DANC M11A and DANC M11B

Class Hours: 0.5 lecture, 3 lab

Builds upon the basic tap vocabulary and techniques introduced and explored previously in levels I (fundamental) and II (beginning). Musical theory concepts as they apply to the syncopated rhythms of tap dance will provide an opportunity to further develop motor coordination and rhythm. Exploration into the fusion of tap with other dance techniques will also be explored. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13D – TAP IV - ADVANCED 1.5 UNITS

Prerequisites: DANC M13C or commensurate skills demonstration

Recommended Prep: DANC M11C

Class Hours: 0.5 lecture, 3 lab

Further develops tap dance vocabulary and techniques at the advanced level. Presents challenging syncopated rhythms and challenging high-level motor coordination. Integrates the performance of tap tricks including pick ups, pull backs and wings, into complex rhythmic patterns. Emphasizes stylistic elements in various historical contexts. Furthers the development of the individual in choreographing for tap dance. DANC M13A and/or DANC M13B and/or DANC M13C and/or DANC M13D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14A – CHOREOGRAPHY, MODERN DANCE - FUNDAMENTALS 2 UNITS

Prerequisites: DANC M12B

Class Hours: 1 lecture, 3 lab

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. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14B – CHOREOGRAPHY, MODERN DANCE - BEGINNING 2 UNITS

Prerequisites: Intermediate modern dance class

Class Hours: 1 lecture, 3 lab

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. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14C – CHOREOGRAPHY, MODERN DANCE - INTERMEDIATE 2 UNITS

Prerequisites: Intermediate modern dance class

Class Hours: 1 lecture, 3 lab

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. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M14D – CHOREOGRAPHY, MODERN DANCE -
ADVANCED 2 UNITS**

Prerequisites: Advanced dance class or equivalent

Class Hours: 1 lecture, 3 lab

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. DANC M14A and/or DANC M14B and/or DANC M14C and/or DANC M14D (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M15A – CHOREOGRAPHY I: BEGINNING 2 UNITS

Prerequisites: None

Recommended Prep: DANC M10B or DANC M11B or DANC M12B or DANC 55

Class Hours: 1 lecture, 3 lab

Introduces the theory and techniques of dance composition. Focuses on movement generation as enhanced through the analysis of choreographic exercises in space, time, shape and movement dynamics. Emphasis is placed on student application of choreographic concepts through the development of solo and group movement compositions. DANC M15A and/or DANC M15B (either individually or in combination) may be taken for a total of four (4) times for credit. (Formerly DANC M15.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M15B – CHOREOGRAPHY II: INTERMEDIATE 2 UNITS

Prerequisites: DANC M15A

Class Hours: 1 lecture, 3 lab

Further explores the principles of dance composition as an art form through practical and theoretical applications. Explores the concepts of space, time and energy in creating dances. Integrates dance movement technique as a form of expression to communicate literal and non-literal themes. Emphasizes small group choreography as well as improvisations. DANC M15A and/or DANC M15B may be taken for a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M16A – HIP HOP I - FUNDAMENTALS 1.5 UNITS

Prerequisites: None

Class Hours: 1 lecture, 2 lab

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. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M17 – MUSICAL THEATER DANCE 0.5 - 2 UNITS

Prerequisites: None

Recommended Prep: DANC M11A and DANC M11B

Class Hours: 1.5 to 6 lab

Emphasizes 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. Focuses on musical theater dance skills through rehearsal and performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M18 – DANCE SOMATICS/CONDITIONING
FOR DANCE 2 UNITS**

Prerequisites: None

Class Hours: 2 lecture

Presents information pertaining to anatomy, kinesiology, nutrition, basic injury prevention and self-care practices needed for a dancer's best performance. Includes a survey of supplemental training methods often used by dancers to support their performance. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M18L – DANCE SOMATICS
PRACTICES/CONDITIONING LAB 1 UNIT**

Prerequisites: DANC M18 or concurrent enrollment and concurrent enrollment or completion of any dance technique course

Class Hours: 3 lab

Practices fundamental conditioning and repatterning techniques often used to improve dance performance. Introduces topics which may include Yoga, Pilates, Barthelemy Fundamentals, Resistance Training, Foam Rolling, Franklin Imagery or other current conditioning or somatic practices which will support a dancer's training and overall health and fitness. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20A – MOVEMENT IMPROVISATION I 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Introduces the art and practice of improvisational dance. Focuses on movement generation through the study of time, space, shape, effort and body. Stimulates one to discover the joy of movement and to enter into a free environment in which one can explore the unique and creative language of physical expression. DANC M20A and/or DANC M20B and/or DANC M20C (either individually or in combination) may be taken a maximum of four (4) times for credit. (Same course as THA M17.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20B – MOVEMENT IMPROVISATION II 2 UNITS

*Prerequisites: DANC M20A or instructor approval through audition/
demonstration*

Class Hours: 1 lecture, 3 lab

Continues the development of improvisational techniques for performance and composition. Emphasizes solo performance skills in an improvisational setting. DANC M20A and/or DANC M20B and/or DANC M20C (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20C – MOVEMENT IMPROVISATION III 2 UNITS

*Prerequisites: DANC M20B and DANC M12A or DANC M12B or instructor
approval through audition/demonstration*

Recommended Prep: DANC M12C or DANC M12D

Class Hours: 1 lecture, 3 lab

Further develops the development of improvisational movement techniques focusing on performing with a partner or group in a contact improvisation setting. Explores the use of the body, space, shape, effort, and time as it relates to creating improvisational performances using weight sharing and support between two or more people. DANC M20A and/or DANC M20B and/or DANC M20C (either individually or in combination) may be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30A – BALLROOM I 1.5 UNITS

Prerequisites: None

Class Hours: 1 lecture, 2 lab

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. DANC M30A and/or DANC M30B (either individually or in combination) may be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30B – BALLROOM II**1.5 UNITS***Prerequisites: DANC M30A**Class Hours: 1 lecture, 2 lab*

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. DANC M30A and/or DANC M30B (either individually or in combination) may be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M31 – WORLD DANCE CULTURES**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Surveys dance practices around the world. Analyzes similarities and differences between dance practices in reference to geographical zones, societal structures and values, religious practices, historical circumstance and other related art practices within the culture. (Formerly DANC M31A.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M31L – WORLD DANCE FORMS**1 UNIT***Prerequisites: None**Recommended Prep: DANC M31**Class Hours: 3 lab*

Introduces students to the historical and cultural aspects of world dance through training and performance. Includes a survey of different world dance forms or an in-depth look at a selected world dance form. Facilitates a student's cultural awareness and personal expression in a new art form. (Formerly DANC M31A and DANC M31B.) May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M32 – THEORY AND PRACTICE OF SOCIAL DANCE FORMS: SWING DANCE**2 UNITS***Prerequisites: None**Class Hours: 1 lecture, 3 lab*

Reviews American Swing Dance in the 20th century. Introduces movement theory, dance vocabulary, dance courtesy, fundamentals of music as they relate to dance and dance history. Includes vintage or early vernacular dance forms as well as current trends. Applies to Associate Degree. Transfer credit: CSU

DANC M40 – BALLET VARIATIONS**2 UNITS***Prerequisites: None**Recommended Prep: DANC M10C**Class Hours: 1 lecture, 3 lab*

Continues development of technical skills through the practice of ballet repertory. Emphasizes developing artistic expression in Romantic, Classical and Contemporary variations and pas de deux. DANC M10A and/or DANC M10B and/or DANC M10C and/or DANC M10D and/or DANC M40 may be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51 – ELEMENTS OF DANCE PRODUCTION**1 UNITS***Prerequisites: None**Corequisite: DANC M55**Class Hours: 1 lecture*

Introduces the basic elements of dance production and performance: staging, lighting, publicity, make-up, costumes, set design and construction. Culminates in the application of knowledge through participation in a dance production or dance-related event. (Formerly DANC M51A.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51D – DANCE PERFORMANCE/PRODUCTION IV **2 UNITS***Prerequisites: Intermediate dance class**Recommended Prep: Concurrent enrollment in dance class**Class Hours: 1 lecture, 3 lab*

Offers practical experience in the many phases of dance productions, concerts and demonstrations. Focuses on dance performance with some review of choreography and staging. DANC M51A and/or DANC M51B and/or DANC 51C and/or DANC 51D (either individually or in combination) may be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M55 – DANCE REHEARSAL AND PERFORMANCE**0.5 TO 2.0 UNITS***Prerequisites: DANC M51**Class Hours: 1.5 to 6 lab*

Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance, including ballet, modern, tap, hip hop, jazz, and ethnic dance traditions. Culminates in a performance of the works learned in a formal concert environment. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M56 – PERFORMANCE DANCE ENSEMBLE**2 UNITS***Prerequisites: DANC M55**Class Hours: 1 lecture, 3 lab*

Emphasizes performance skills and techniques in preparation for professional applications. Provides opportunities for intermediate to advanced dance students to rehearse and present choreography in a multitude of performance venues on campus or in the community. Includes outreach activities, staging, site specific performances and touring. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

DANC M80 – INTERNSHIP IN DANCE**1 TO 4 UNITS***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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

DANC M122 – INDEPENDENT STUDY - DANCE**0.5 TO 3 UNITS***Prerequisites: Completion of one course in dance and instructor approval**Class Hours: 1.5 to 9 hours as arranged*

Allows independent study for students who wish to expand their knowledge of a particular area of dance through research, study, practice or performance. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a dance instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly DANC M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

DESIGN

**See Courses in Art, Graphics,
and Interior Design**

DRAFTING

Program Purpose: Students who complete Drafting Technology courses will graphically represent an idea/plan that is compliant to appropriate design/construction code.

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 software such as AutoCAD, Revit, Inventor and SolidWorks), 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.

DEAN

Julius Sokenu, Phone (805) 378-1448

COUNSELORS

Corey Wendt

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 Career Transfer Center in Fountain Hall (805) 378-1536. Transfer students interested in specializing in Drafting Technology/CAD who wish to qualify for an Associate Degree could explore Engineering as a possible major.

Drafting Technology/CAD Certificate of Achievement

(more than 18 units)

To earn a Certificate of Achievement in Drafting Technology/CAD, students complete 27 specified units.

Required Courses	Units
DRFT M02A Computer-Aided Drafting I	3.0
DRFT M02B Computer-Aided 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
TOTAL	27.0

Recommended Options:

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

OR

Civil Engineering Option (complete all specified units)

DRFT M06 Building Site Drafting	3.0
DRFT M13 Construction Materials	3.0
GIS M01 Introduction to Mapping and Geographic Information Systems (GIS)	3.0

CAD Proficiency Award

To earn a Certificate in CAD, 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

TOTAL

12.0

NOTE: These courses must be taken in sequential order (one each semester) since after DRFT M01, each is the prerequisites for the next. See General Education Degree Requirements and Transfer Information.

DRAFTING COURSES

DRFT M01 – INTRODUCTION TO DRAFTING 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces drafting and graphic practices to design and engineering students. Includes the use and care of drafting equipment and instruments, lettering, orthographic projection, sketches, working drawings, auxiliary views, sections and dimensioning. Applies to Associate Degree. Transfer credit: CSU

DRFT M02A – COMPUTER-AIDED DRAFTING I 3 UNITS

Prerequisites: DRFT M01 or DRFT M03A or ID M11

Recommended Prep: CIS M17 or prior computer use

Class Hours: 2 lecture, 3 lab

Introduces AutoCAD Computer-Aided Design (CAD) software. Explores CAD drawing and editing concepts, principles, and commands while preparing basic 2-dimensional technical drawings. Applies to Associate Degree. Transfer credit: CSU; UC (DRFT M02A, DRFT M02B, and ENGR M04 combined: maximum one course for transfer UC credit)

DRFT M02B – COMPUTER-AIDED DRAFTING II 3 UNITS

Prerequisites: DRFT M02A

Class Hours: 2 lecture, 3 lab

Provides skill development in the use of 2D and 3D graphical techniques to produce solid design models and drawings. Includes hands-on computer modeling technique and development of working and rendering presentation drawings. Requires basic knowledge of AutoCAD design software. Applies to Associate Degree. Transfer credit: CSU; UC (DRFT M02B, DRFT M02A, and ENGR M04 combined: maximum one course for transfer UC credit)

DRFT M03A – ARCHITECTURAL DRAFTING I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

This course is an introduction to architectural drafting. Students will learn the fundamentals of preparing architectural drawings. Emphasis is on use and care of drafting equipment and instruments, lettering, line work and dimensioning. Students will become familiar with preparing various plan, elevation and sectional views, details, sketches, working drawings, orthographic and isometric drawings. The basic elements of building requirements and codes will be presented. Applies to Associate Degree. Transfer credit: CSU

DRFT M03B – ARCHITECTURAL DRAFTING II 3 UNITS

Prerequisites: DRFT M03A

Class Hours: 2 lecture, 3 lab

This course is an intermediate drafting course. Students will learn how to prepare and interpret architectural drawings and specifications. Emphasis is on light wood frame construction and application of local planning ordinances, uniform building codes and architectural graphic standards. Applies to Associate Degree. Transfer credit: CSU

DRFT M04 – ARCHITECTURAL CAD 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

This course will introduce students to the development of architectural drawings with the use of computer-aided drafting, utilizing three-dimensions for a walk-through effect. Applies to Associate Degree. Transfer credit: CSU

DRFT M05A – MECHANICAL SOLID MODELING I 3 UNITS

Prerequisites: None

Recommended Prep: CIS M17 or equivalent

Class Hours: 2 lecture, 3 lab

Introduces the development of three-dimensional engineering design models using parametric modeling programs such as SolidWorks or Inventor. Addresses the techniques of constructing, editing, and annotating feature-based parametric models. Applies to Associate Degree. Transfer credit: CSU; UC

DRFT M06 – BUILDING SITE DRAFTING 3 UNITS

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 Associate Degree. Transfer credit: CSU

DRFT M08 – ENERGY CONSERVATION CODE 3 UNITS

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 – FUNDAMENTALS OF STRUCTURAL DESIGN 3 UNITS

Prerequisites: None

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 – CONSTRUCTION COST ESTIMATING 3 UNITS

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 Associate Degree. Transfer credit: CSU

DRFT M11 – BUILDING CODES 3 UNITS

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 – CONSTRUCTION MATERIALS 3 UNITS

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 – CONSTRUCTION BLUEPRINT READING 3 UNITS

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 Associate Degree. Transfer credit: CSU

DRFT M20 – 3D MODELING 3 UNITS

Prerequisites: DRFT M02B

Class Hours: 2 lecture, 3 lab

This course introduces students to 3D Studio Max Software. Students will interactively explore 3D modeling and animation with spatial three-dimensional effects in a Windows NT networked environment. Students taking this course will have the opportunity to create, model, and modify a fully mapped and rendered scene complete with lights, cameras, and backgrounds. Students will also create a basic animation. Applies to Associate Degree.

DRFT M21 – TECHNICAL ANIMATION 3 UNITS

Prerequisites: DRFT M20

Class Hours: 2 lecture, 3 lab

This course will continue to develop ability to use 3D Studio MAX while drawing technical animations. Students will learn about advanced materials, environmental effects, the use of motion controllers and track views for editing keyframes, how to link objects together and use their pivot points, use Inverse Kinematics to create character animations, and how to use MAX's special effects such as space warps, ripples, waves, wind, bombs, and so on. Students taking this course will have the opportunity to create an advanced fully mapped and rendered animation complete with lights, cameras, and backgrounds, and plenty of special effects. Applies to Associate Degree.

DRFT M22A/B – INDEPENDENT STUDIES IN DRAFTING 1 TO 3 UNITS

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 six (6) units. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

DRFT M60A-Z – TOPICS IN DRAFTING 1 TO 3 UNITS

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 – TOPICS IN DRAFTING TECHNOLOGY/CAD

0.5 TO 3 UNITS

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 – INTERNSHIP IN DRAFTING TECHNOLOGY/CAD

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

ECONOMICS

Program Purpose: Students who complete Economics courses will apply essential domestic and global economic principles by analyzing the individual economic behavior of consumers, producers, and at the highest level, individual industries. Students will analyze the major debates on taxes and government spending and recognize the implications of economic behavior in business cycles, explaining the interaction of money, banking and the Federal Reserve on the economy.

The major in economics leads to careers in business or government and offers repeated valuable preparation for various professions including economics, finance, business, law and government. The study of Economics provides the opportunity to build a solid foundation for graduate study in many subjects. In this deep and broad discipline, our Moorpark College Economics faculty members focus on two essential objectives in teaching. First, to educate students in basic economic principles so that they can effectively understand public and private issues. Second, to offer fundamental training for those students who wish to use these essential logic and thinking skills of Economics as a tool to advance their careers.

DEAN

Lori Bennett, Phone (805) 378-1445

FACULTY

Rex Edwards, Ray Zhang

COUNSELORS

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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.

ECONOMICS COURSES

ECON M01 – PRINCIPLES OF MICROECONOMICS

3 UNITS

Prerequisites: MATH M03

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. Discusses the structure of industries and the distribution of resources. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M02 – PRINCIPLES OF MACROECONOMICS

3 UNITS

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces macroeconomic issues such as unemployment, inflation, taxation, economic growth, trade balance, the Classical and Keynesian models, government deficits, as well as fiscal and monetary policy. Examines the role of government policy in relation to these issues. Reviews recent economic events such as recession, recovery and boom. Equips students to analyze and evaluate real-life macroeconomic phenomena through deduction of the logical consequences of well-defined assumptions. Students cannot complete both ECON M02 and ECON M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M02H – HONORS: PRINCIPLES OF MACROECONOMICS

3 UNITS

Prerequisites: MATH M03

Class Hours: 3 lecture

Introduces macroeconomic issues such as unemployment, inflation, taxation, economic growth, trade balance, the Classical and Keynesian models, government deficits, as well as fiscal and monetary policy. Examines the role of government policy in relation to these issues. Reviews recent economic events such as recession, recovery and boom. Equips students to analyze and evaluate real-life macroeconomic phenomena through deduction of the logical consequences of well-defined assumptions. Honors work challenges students to be more analytical and innovative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both ECON M02 and ECON M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ECON M80 – INTERNSHIP IN ECONOMICS

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

EDUCATION

Program Purpose: Students who complete Education courses will explore the philosophical and practical implications in the profession of teaching.

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.

DEAN

Julius Sokenu, Phone (805) 378-1448

COUNSELORS

Anitra Evans, 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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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.

EDUCATION COURSES

EDU M02 – INTRODUCTION TO AMERICAN EDUCATION 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Includes such topics as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. A minimum of 45 hours of observation and participation in a multicultural school and community setting is required. Applies to Associate Degree. Transfer credit: CSU; UC

EDU M03 – TEACHING FIELD EXPERIENCE 2 UNITS

Prerequisites: None

Corequisites: EDU M02

Recommended Prep: ENGL M01A or ENGL M01AH

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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

EDU M80 – INTERNSHIP IN EDUCATION 1 TO 8 UNITS

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 experience for students who have completed courses in their major and are ready to apply course material 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 of 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) 378-1536 or the Teacher Training Office at (805) 378-1523. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

EMERGENCY SERVICES

The Emergency Medical Technician program has been discontinued. Students already enrolled in this program will be allowed to complete the program, but they must meet with a counselor as soon as possible to create a plan to do so, and they must maintain continuous enrollment. Effective Fall 2012, no new students will be able to enroll in the Emergency Medical Technician program.

ENGINEERING

Program Purpose: Students who complete Engineering courses will understand the application of engineering principles to the design and manufacturing of products; apply physical laws and equations that relate to engineering to both qualitatively and quantitatively analyze specific problems, and critically evaluate and analyze observations and measurements through the use of accepted engineering methods and report the results in formal papers that conform to the style of modern engineering writing.

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

Lisa Miller, Phone (805) 378-1572

FACULTY

Scarlett Relle

COUNSELORS

Lynn Hastings, Danita Redd, 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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN ENGINEERING

To earn an Associate in Science Degree with a major in Engineering, students complete 45 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:

Required Courses		Units
CHEM M01A	General Chemistry I	5.0
ENGR M04	Engineering and Design/CAD	3.0
ENGR M12	Engineering Materials	3.0
ENGR M16*	Engineering Statics and Strength of Materials	4.0
OR		
ENGR M20	Electrical Engineering Fundamentals	3.0
AND		
ENGR M20L	Electrical Engineering Fundamentals Laboratory	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 and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
PHYS M20C	Wave Motion, Optics and Modern Physics	4.0
PHYS M20CL	Wave Motion, Optics and Modern Physics Laboratory	1.0
TOTAL		45.0

* This degree requires either ENGR M16 or ENGR M20/M20L

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Engineering will be able to:

- apply of engineering principles to the design and manufacturing of products.
- apply physical laws and equations that relate to engineering to both qualitatively and quantitatively analyze specific problems.
- critically evaluate and analyze observations and measurements through the use of accepted engineering methods.
- report results in formal papers that conform to the style of modern engineering writing.

ENGINEERING COURSES

ENGR M04 – ENGINEERING DESIGN/CAD 3 UNITS

Prerequisites: None

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 Associate Degree. Transfer credit: CSU; UC (DRFT M02A, DRFT M02B, and ENGR M04 combined: one course for maximum credit)

ENGR M12 – ENGINEERING MATERIALS 3 UNITS

Prerequisites: PHYS M20A and 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 Associate Degree. Transfer credit: CSU; UC

ENGR M16 – ENGINEERING STATICS AND TRENTH OF MATERIALS 4 UNITS

Prerequisites: PHYS M20A and M20AL

Class Hours: 4 lecture

Examines the relationships which exist between two important branches of mechanics, namely, statics and strength of materials. Applies the principles of statics to the study of forces both external and internal to the body responsible for maintaining a state of equilibrium. Also, uses the principles of strength to investigate the effect of external and internal forces on the stability and deformation of the body. Analyzes two and three-dimensional force systems including frictional and distributed forces, trusses, frames, machines, beams, shafts, and thin-walled vessels. Covers centroids, area moments of inertia, stresses, strains, stress and strain transformation, Mohr's Circle, shear and bending moment diagrams, deformations associated with axial, torsional and flexural loading, statically indeterminate systems, ductile and brittle failure theories, deflection, and the buckling of columns. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M20 – ELECTRICAL ENGINEERING FUNDAMENTALS 3 UNITS

Prerequisites: PHYS M20B

Recommended Prep: MATH M35

Class Hours: 3 lecture

Introduces the theory and analysis of electrical circuits and circuit elements. Topics include DC circuits, AC circuits, circuit theorems, operational amplifiers, energy and power in electric circuits, impedance, phasors, frequency response, and computer aided circuit analysis. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M20L – ELECTRICAL ENGINEERING FUNDAMENTALS LABORATORY 1 UNIT

Prerequisites: PHYS M20BL

Corequisites: ENGR M20

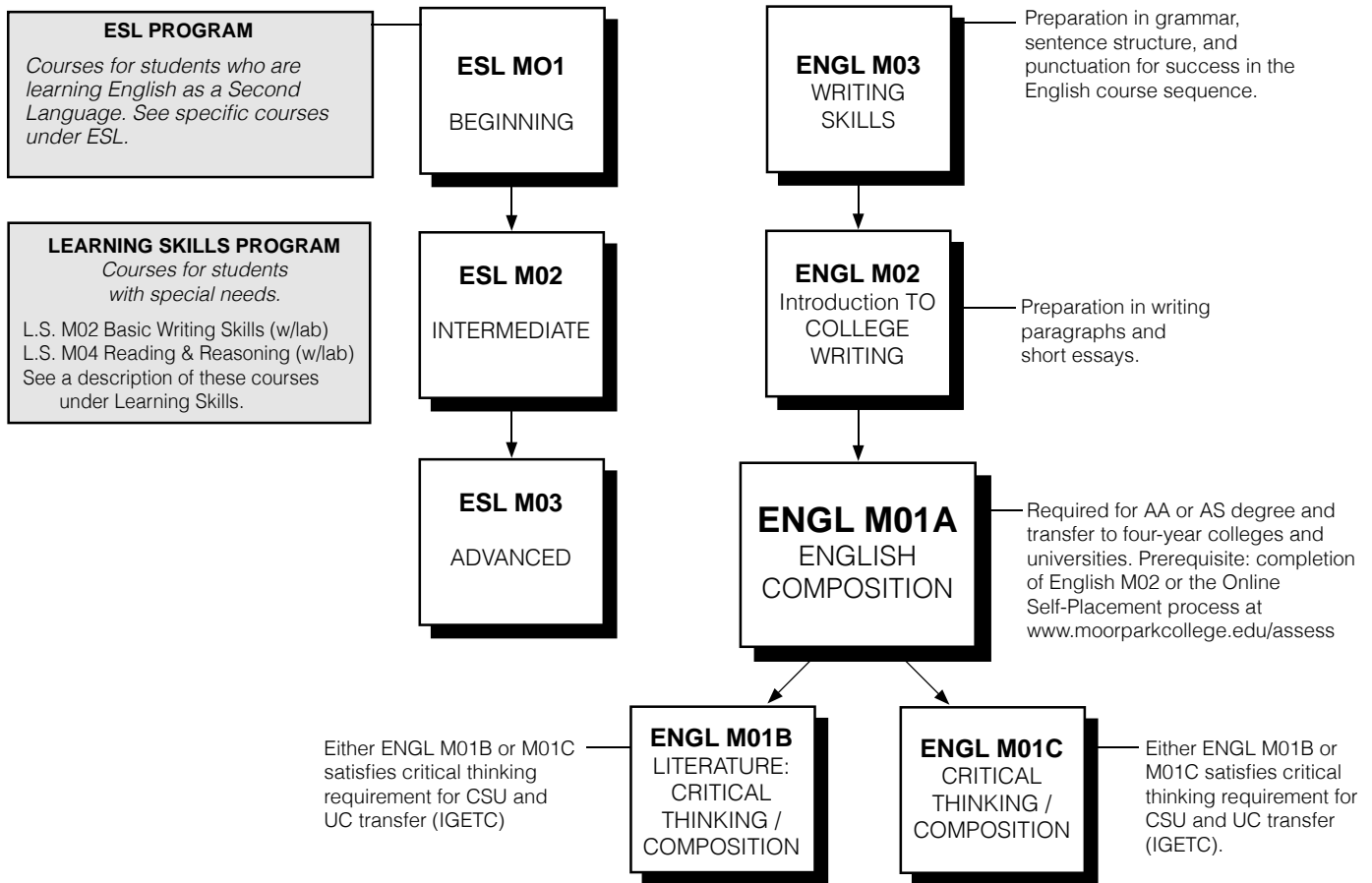
Class Hours: 3 lab

Examines the operation of basic electrical and electronic circuits. The building and trouble shooting of the circuits is practiced. 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

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.

To determine the best starting point in the ESL sequence, read the course descriptions and the frequently asked questions at 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 M10A/B Creative Writing | ENGL M20 Study of Drama |
| ENGL M13A/B Major American Writers I & II | ENGL M29A/B Bible as Literature, Old & New Testaments |
| ENGL M14 Study of Poetry | ENGL M30/31 Masterpieces of World Literature I & II |
| ENGL M15A/B Survey of English Literature I & II | ENGL M40 Children's Literature |
| ENGL M16 Introduction to Fiction | |
| ENGL M17 Shakespeare | |

ENGR M22A/B – INDEPENDENT STUDIES IN ENGINEERING

0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ENGR M80 – INTERNSHIP IN ENGINEERING **1 TO 4 UNITS**

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

ENGLISH

Program Purpose: Students who complete English courses will be able to communicate effectively using appropriate rhetorical strategies; use critical thinking and creative expression in reading, writing, and oral communication; access, evaluate, and incorporate information effectively to accomplish a specific purpose; demonstrate an understanding of genre, concepts, themes, style, and tone in a piece of fiction or nonfiction, appreciate the interaction of content and style, and incorporate insights from criticism into an analysis of the readings; and relate the literature to its historical and cultural milieu and to their own lives.

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 following page.

DEAN

Inajane Nicklas, Phone (805) 378-1443

FACULTY

Kathryn Adams, Jeffrey Baker, David Birchman, Wade Bradford, Sona Dombourian, Elizabeth Gillis-Smith, Jeremy Kaye, Ryan Kenedy, Kara Lybarger-Monson, Jerry Mansfield, Judith Ramos, Hart Schulz, Diane Scrofano, Sydney Sims, Nils Slattum, Tracy Tennenhouse

COUNSELORS

Denice Avila, Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in English who wish to qualify for an Associate Degree could explore Liberal Studies as a possible major.

DECIDING ON YOUR FIRST MOORPARK COLLEGE ENGLISH COURSE

The English Self-Placement Guide 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. Students can complete the assessment process online at moorparkcollege.edu/assess or visit the Counseling office for help making this important decision.

ENGLISH COURSES

ENGL M01A – ENGLISH COMPOSITION **4 UNITS**

Prerequisites: ENGL M02 or completion of the online assessment process

Class Hours: 4 lecture

Emphasizes expository writing that demonstrates the principles of thesis and support, logical organization and development, clear paragraph and sentence construction, control of diction, and command of the conventions of English usage. Includes research and documentation of sources. Develops analytical and interpretive reading skills. Students cannot complete both ENGL M01A and ENGL M01AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01AH – HONORS: ENGLISH COMPOSITION **4 UNITS**

Prerequisites: ENGL M02 with a grade of B or better, or completion of the online assessment process

Class Hours: 4 lecture

Emphasizes expository writing and research, demonstrating principles of thesis and support, rhetorical organization, control 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. Students cannot complete both ENGL M01A and ENGL M01AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01B – LITERATURE: CRITICAL THINKING AND COMPOSITION **3 UNITS**

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops 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 while emphasizing detailed critical analysis. Students cannot complete both ENGL M01B and ENGL M01BH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01BH – HONORS LITERATURE: CRITICAL THINKING AND COMPOSITION **3 UNITS**

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops 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 while emphasizing detailed critical analysis. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both ENGL M01B and ENGL M01BH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01C – CRITICAL THINKING AND COMPOSITION **3 UNITS**

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops advanced skills in critical thinking, reading, and writing. Focuses primarily on the analysis and evaluation of non-fiction works to develop logical reasoning as well as analytical and argumentative writing skills. Students cannot complete both ENGL M01C and ENGL M01CH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01CH – HONORS: CRITICAL THINKING AND COMPOSITION 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops advanced skills in critical thinking, reading, and writing. Focuses primarily on the analysis and evaluation of non-fiction works to develop 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. Students cannot complete both ENGL M01C and ENGL M01CH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M02 – INTRODUCTION TO COLLEGE WRITING 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces college-level writing, focusing on composing clear, organized paragraphs and short essays that demonstrate the 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 in preparation for success in ENGL M01A. Applies to Associate Degree.

ENGL M03 – WRITING SKILLS 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Emphasizes basic writing skills through intensive practice in developing ideas, making clear statements, and organizing information at the level of the paragraph and short essay. Stresses grammar, spelling, vocabulary, and sentence structure in order to compose, revise, and edit essays through regular practice in the computer lab. Does NOT apply to Associate Degree.

ENGL M05 – INTRODUCTION TO SCRIPTWRITING: FILM, TV AND RADIO 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops skills for script analysis and construction for film, television, commercials and radio. Introduces structuring of the story, character development, exposition techniques, and writing in the correct format. (Same course as FTVM M11.) Applies to Associate Degree. Transfer credit: CSU

ENGL M10A – CREATIVE WRITING 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces techniques for effective creative writing through writers' workshop. Examines techniques in fiction and poetry writing, criticism, and revision through the production of original works followed by discussion and analysis. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M10B – ADVANCED CREATIVE WRITING 3 UNITS

Prerequisites: ENGL M10A

Class Hours: 3 lecture

Practices critique and revision of original work in poetry and fiction and stresses writing techniques useful for finding a voice. Introduces advanced study of literary forms, emphasizing prose and poetry through practice, discussion, and analysis with a goal of publication. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M13A – MAJOR AMERICAN WRITERS I 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys American fiction, non-fiction, and poetry from the colonial period to the end of the Civil War. Includes works of Bradstreet, Edwards, Franklin, Poe, Melville, Hawthorne, Emerson, Thoreau, Whitman, Dickinson, Equiano, and Stowe. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M13B – MAJOR AMERICAN WRITERS II 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys American fiction, non-fiction, drama, and poetry from the post-Civil War era to the present. Includes works of Twain, Frost, Hemingway, Eliot, Hughes, Morrison and selected other authors, poets, dramatists, and essayists. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M14 – INTRODUCTION TO POETRY 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces the study of poetry, emphasizing theme, imagery, figurative language, symbolism, rhythm and diction. Includes poetry in English and in translation. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M15A – SURVEY OF ENGLISH LITERATURE I 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys major works of British literature from the Anglo-Saxon period to the 18th century in their literary, historical, and cultural contexts. Includes selected works from Chaucer, Shakespeare, Milton, and other major authors. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M15B – SURVEY OF ENGLISH LITERATURE II 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

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 selected works of major Romantic, Victorian, and 20th century writers. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M16 – INTRODUCTION TO FICTION 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Focuses on the analysis and interpretation of representative short stories and novels. Examines the connection between content and form in fiction, and compares/contrasts the approaches, content, and style among various writers, cultures, and time periods. Applies to Associate Degree. Transfer credit: CSU

ENGL M17 – SHAKESPEARE 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys several plays, including comedies, histories, tragedies, and problem plays. Discusses works of Shakespeare in their social context. Introduces the sonnets. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M20 – STUDY OF DRAMA 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces the study of drama in its historical, cultural, and biographical context. Studies plays ranging from ancient Greek tragedy to modern drama, emphasizing analysis and sound critical judgment. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M29A – THE BIBLE AS LITERATURE (OLD TESTAMENT) 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

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 Associate Degree. Transfer credit: CSU; UC

**ENGL M29B – THE BIBLE AS LITERATURE
(NEW TESTAMENT)**

3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

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 Associate Degree. Transfer credit: CSU; UC

ENGL M30 – MASTERPIECES OF WORLD LITERATURE I

3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys important works of literature from the earliest records to about 1650 CE. Includes works from the Americas, Asia, Europe, and Africa. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M31 – MASTERPIECES OF WORLD LITERATURE II

3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Surveys important works of literature from about 1650 CE to the present. Includes works from the Americas, Asia, Europe, and Africa. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M40 – CHILDREN’S LITERATURE

3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces children’s literature, focusing on discussion and literary analysis of the specific features, historical development, basic genres and kinds of children’s literature (fairy tale, fantasy, picture book, adventure story, and contemporary realistic fiction). 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 Associate Degree. Transfer credit: CSU

ENGL M47 – LITERARY MAGAZINE PUBLICATION

3 UNITS

Prerequisites: None

Corequisites: ENGL M47L

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Focuses on the strategies and techniques of literary magazine production and produces the Moorpark Review, a creative arts magazine, and other student writing projects. Provides experience in reading, evaluating, editing, and producing literary manuscripts for publication in a variety of formats. Applies to Associate Degree. Transfer credit: CSU

ENGL M47L – LITERARY MAGAZINE PUBLICATION LAB

1 UNIT

Prerequisites: ENGL M47 or concurrent enrollment

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 1 lab

Provides practical experience in editing and publication of Moorpark Review, a creative arts magazine, and other types of student writing projects. Editing and producing literary manuscripts for publication in a variety of formats. Applies to Associate Degree. Transfer credit: CSU

ENGL M80 – INTERNSHIP IN ENGLISH

1 TO 4 UNITS

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

Class Hours: 3 to 12 lab

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid jobs that are related to discipline. Includes both workplace supervisor and faculty advisor feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students may receive one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to four (4) units a semester with a maximum of 16 total units of any type of work experience (including Internships in Discipline M80, WEXP M10, and WEXP M20) Applies to Associate Degree. Transfer credit: CSU

ENGL M122 – INDEPENDENT STUDY - ENGLISH

0.5 TO 3 UNITS

Prerequisites: Completion of one course in English and instructor approval

Class Hours: 1.5 to 9 lab

Allows independent study for students who wish to extend their knowledge of a particular area of English through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an English instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly ENGL M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ENGLISH AS A SECOND LANGUAGE

Program Purpose: Students who successfully complete English as a Second Language courses will improve their English listening, speaking, reading, and writing skills to mainstream into college-level courses.

The English as a Second Language program prepares students for transfer-level courses and improves language facility in social and job situations. Being multilingual is an asset in the local and global job market. To explore specific career options, check the software and online resources available in the Career Transfer Center, (805) 378-1536. See course sequence chart on previous page.

DEAN

Inajane Nicklas, Phone (805) 378-1443

FACULTY

Judith Ramos

ENGLISH AS A SECOND LANGUAGE COURSES

ESL M01 – BEGINNING ESL

4 UNITS

Prerequisites: None

Class Hours: 4 lecture, 1 lab

Focuses on listening, speaking, reading, and writing skills of beginning English language learners, using daily activities and topics of general interest. Includes 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 Associate Degree.

ESL M02 – INTERMEDIATE ESL

4 UNITS

Prerequisites: None

Recommended Prep: 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 Associate Degree.

ESL M03 – ADVANCED ESL

4 UNITS

Prerequisites: None

Recommended Prep: 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 Associate Degree.

ENVIRONMENTAL SCIENCE

Program Purpose: Students participating in the Environmental Science program will examine the role and impacts of humans in the ecosystem.

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

DEAN

Lisa Miller, Phone (805) 378-1572

FACULTY

Lori Clark

COUNSELORS

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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN ENVIRONMENTAL STUDIES

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 31 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 provides a well-rounded basic education to prepare students for entry-level positions in business, government, or non-governmental organizations.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
CHEM M12	Introductory Chemistry I	5.0
OR		
CHEM M12H	Honors: Introductory Chemistry I	5.0
ENSC M01	Environmental Science	3.0
ENSC M01L	Environmental Science Lab	1.0
ENSC M02	Environment and Human Interactions	4.0
ENSC M03	Energy Resources and Conservation	3.0
GEOG M01	Physical Geography	3.0
GEOG M01L	Physical Geography Lab	1.0
MATH M15	Introductory Statistics	5.0
OR		
MATH M15H	Honors: Introductory Statistics	5.0
Units from LISTED OPTIONS		6.0

TOTAL	31.0
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Listed Options (choose two Social and Behavioral Sciences from the following):

ECON M01	Principles of Microeconomics	3.0
GEOG M03	World Regional Geography	3.0
OR		
GEOG M03H	Honors: World Regional Geography	3.0
POLS M03	American Government and Politics	3.0
OR		
POLS M03H	Honors: American Government and Politics	3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Environmental Studies will be able to:

- demonstrate an understanding of sustainable development and the interactions between society, economy, and environment.

DEGREE IN ENVIRONMENTAL SCIENCE

To earn an Associate in Science Degree with a major in Environmental Science, students complete 45 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 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 provides students with a knowledge base that will prepare them for work in environmental research, conservation, or consulting.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
BIOL M02A	General Biology I	5.0
BIOL M02B	General Biology II	5.0
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
ENSC M01	Environmental Science	3.0
ENSC M01L	Environmental Science Lab	1.0
ENSC M02	Environment and Human Interactions	4.0
ENSC M03	Energy Resources and Conservation	3.0
MATH M25A	Calculus with Analytic Geometry I.	5.0
OR		

continued on next page

MATH M25AH	Honors: Calculus with Analytic Geometry I.	5.0
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0
Units from LISTED OPTIONS		3.0-4.0

TOTAL **45.0**

Listed Options (choose one of the following):

BIOL M05	Field Biology - A Natural History of California	4.0
GEOG M01	Physical Geography	3.0
GEOL M05	The World Ocean	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Environmental Science will be able to:

- quantify the environmental impact of a societal practice.

DEGREE IN ENVIRONMENTAL TECHNOLOGY

The Associate in Science Degree in Environmental Technology is designed for students who would like to develop the initial skills needed to work as an environmental technician. It is an excellent way to obtain certification for changing careers or to gain initial employment in the field. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment in possible positions such as a field service technician, laboratory technician, remediation technician, or hazardous materials technician. The degree program is designed so that students can transfer to a bachelor degree program in Environmental Science. It is highly recommended that students are comfortable using a computer and have basic word processing skills.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
ENSC M01	Environmental Science	3.0
ENSC M01L	Environmental Science Lab	1.0
ENSC M02	Environment and Human Interactions	4.0
ENSC M03	Energy Resources and Conservation	3.0
ENSC M04	Environmental Regulations	1.5
ENSC M05	Environmental Sampling and Instrumentation	1.5
GEOG M01	Physical Geography	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0
MATH M15	Introductory Statistics	5.0
OR		
MATH M15H	Honors: Introductory Statistics	5.0

TOTAL **25.0**

Also Recommended: Safety and Emergency Response or HAZWOPER 40 hour safety training.

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Environmental Technology will be able to:

- work through the scientific method using observations, experiment design, environmental sampling and analysis to describe how local practices affect the local environment.

Photovoltaic Technology Proficiency Award

The Proficiency Award in Photovoltaic (PV) Technology is designed for students who would like to develop the skills needed to work as solar technicians. It is an excellent way to obtain certification for changing careers or to gain initial employment in the field and suggests an achievement of technical skills that may be helpful in seeking immediate employment as a solar panel installer, inspector, technician, or business development specialist. The proficiency award is designed to prepare students for the North American Board of Certified Energy Practitioners (NABCEP) PV Installer Certification test, an industry standard qualification.

Required Courses

Required Courses		Units
ENSC M03	Energy Resources and Conservation	3.0
ENSC M07	Applied Solar Technology	5.0
ENSC M07L	Applied Solar Technology Lab	1.0
ENSC M122	Independent Study - Environmental Science	2.0

OR

ENSC M80	Internship in Environmental Science	2.0
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TOTAL **11.0**

ENVIRONMENTAL SCIENCE COURSES

ENSC M01 – ENVIRONMENTAL SCIENCE **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Provides students with an understanding of the natural processes operating in the world with the fundamental laws of physics and chemistry controlling these processes. Emphasizes the interrelationships between humans and their environment and the impact of technology on the quality of the global environment. Surveys energy, air, water, and soil pollution and conservation. Presents sustainable development and practices. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M01L – ENVIRONMENTAL SCIENCE LAB **1 UNIT**

Prerequisites: ENSC M01 or concurrent enrollment

Class Hours: 3 lab

Explores environmental processes associated with society including energy production, waste management, and soil and water quality. Emphasizes the scientific method, elements of statistics and sampling, and the completion of a research-based oral presentation. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M02 – ENVIRONMENT AND HUMAN INTERACTIONS **4 UNITS**

Prerequisites: None

Class Hours: 3 lecture, 3 lab

Introduces the biological principles governing ecosystems. Analyzes environmental problems as they relate to world demography and human activities. Covers the topics of: population dynamics, major world biotic communities, the urban environment and environmental health, basic toxicology, and sustainable development. Includes field study of California's major plant communities and the study of the local environment. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M03 – ENERGY RESOURCES AND CONSERVATION 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Offers a quantitative survey of current energy resources and consumption, alternative methods of power production and transportation, and various energy conservation practices. Emphasizes practical application relevant of energy consumption relevant to the current economic and technological setting. Stresses physics of energy use, conversions, and conservation. Applies to Associate Degree. Transfer credit: CSU; UC

ENSC M04 – ENVIRONMENTAL REGULATIONS 1.5 UNITS

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. Applies to Associate Degree. Transfer credit: CSU

ENSC M05 – ENVIRONMENTAL SAMPLING AND INSTRUMENTATION 1.5 UNITS

Prerequisites: None

Recommended Prep: CHEM M12 or CHEM M12H and ENSC M01

Class Hours: 1 lecture, 1.5 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, use of general personal protection equipment, appropriate laboratory analysis, field/lab quality assurance/control, and evaluation of lab data. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

ENSC M07 – APPLIED SOLAR TECHNOLOGY 5 UNITS

Prerequisites: None

Class Hours: 5 lecture

Surveys the fundamentals of solar technology and photovoltaic systems with a focus on design, installation, and maintenance. Emphasizes mechanical and electrical integration, system sizing, array layout, mounting, related electric codes, workplace safety standards, and troubleshooting. Applies to Associate Degree. Transfer credit: CSU

ENSC M07L – APPLIED SOLAR TECHNOLOGY LAB 1 UNIT

Prerequisites: ENSC M07 or concurrent enrollment

Class Hours: 3 lab

Provides hands-on learning of solar technology and photovoltaic systems. Emphasizes design, installation, and maintenance of residential and commercial projects. Requires field trips. Applies to Associate Degree. Transfer credit: CSU

ENSC M80 – INTERNSHIP IN ENVIRONMENTAL SCIENCE 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

ENSC M122 – INDEPENDENT STUDY – ENVIRONMENTAL SCIENCE 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Environmental Science and instructor approval

Class Hours: 0.5 to 3 as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of environmental science through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

EXOTIC ANIMAL TRAINING AND MANAGEMENT

Program Purpose: Students who complete the EATM program will acquire the practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member.

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

Kim Hoffmans, Phone (805) 378-1459

FACULTY

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

COUNSELORS

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/zoo.



QUALIFYING REQUIREMENTS

- 1.*Prerequisites college-level courses for application to the EATM Program are:

Required Courses	Units
Language/Rationality	
ENGL M01A English Composition	4.0
OR	
ENGL M01AH Honors: English Composition	4.0
Math Competency	
MATH M03** Elementary Algebra or higher	5.0
Biological Science	
ZOO M01 General Zoology	5.0
OR	
BIOL M01 Introduction to Biology	4.0
Communication	
COMM M01 Introduction to Speech	3.0
Health Education	
HED M05 First Aid, CPR and AED	3.0

*Prerequisites courses must be completed with a grade of C or better.

**Please note, College Algebra (Moorpark College MATH M05) or higher 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.

- The following documents must be presented or sent to the EATM Program Office in one envelope by January 31.
 - All official, sealed college transcripts documenting successful completion of the Prerequisites coursework with a C or better;
 - Completed EATM program application form.
- 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.

Recommended Courses	Units
Physical Science (Introduction 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 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, lift 50lbs.

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 IN EXOTIC ANIMAL TRAINING MANAGEMENT

EATM classes are only open to students enrolled in the EATM program by the Application and Enrollment Procedure. Students completing the program prerequisites, the general education requirements, and the required courses (69 specified units) receive an Associate in Science Degree in Exotic Animal Training and Management. Students who complete the EATM program will acquire practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member. This program offers preparation for students interested in entering the expanded 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, wildlife rehabilitation centers, and the entertainment field.

In addition to General Education degree requirements, complete the following:

Required Courses	Units
EATM M01A Animal Care and Handling I	1.0
EATM M01AL Animal Care/Handling Lab I	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 Year #1	1.0
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 M08 Wildlife Conservation	3.0
EATM M09 Animal Behavior	3.0
EATM M09L Animal Behavior Lab	0.5
EATM M12 Anatomy/Physiology of Mammals	3.0
EATM M14A Projects I	0.5
EATM M14B Projects II	2.0
EATM M15A Wildlife Education	1.0
EATM M15AL Wildlife Education I Lab	1.0
EATM M15B Wildlife Education II	0.5
EATM M15BL Wildlife Education II Lab	1.0

EATM M15CL Wildlife Education III Lab	2.0 (x2)
EATM M15D Wildlife Education IV	1.0
EATM M15DL Wildlife Education IV Lab	1.0
EATM M17 Animal Diversity	3.5
EATM M18 Animal Health and Safety	2.0
EATM M19 Animal Nutrition	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 M21P Animal Training Practicum	1.0
EATM M23A Elementary Veterinary Care I	3.0
EATM M23AL Elementary Veterinary Care I Laboratory	1.0
EATM M23B Elementary Veterinary Care II	3.0
EATM M24 Avian and Herptile Care	1.0
EATM M26 Primate Behavior	1.0
EATM M26L Primate Behavior Lab	1.0
EATM M27 Animal Ethical and Legal Issues	2.0
EATM M30A Zoo Days I	0.5
EATM M30B Zoo Days II	0.5

TOTAL **69.0**

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Exotic Animal Training and Management will be able to:

- apply practical knowledge and skills to successfully perform scientific observations.
- provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation.
- demonstrate skills in critical thinking and communication, working as a dynamic team member.

Exotic Animal Training Management Certificate of Achievement

(more than 18 units)

EATM classes are only open to students enrolled in the EATM program by the EATM Application and Enrollment Procedure. A Certificate of Achievement is awarded for the successful completion of the program prerequisites and the required core courses and either EATM 15A and 15AL OR EATM 26 and 26L. The Certificate of Achievement is 63 units total. Students who complete the EATM program will acquire the practical knowledge and skills to successfully perform scientific observations, provide appropriate animal husbandry, and apply animal behavior modification to a wide variety of domestic and non-domestic animals to further animal welfare and wildlife conservation. In addition, students will develop skills in critical thinking, communicating effectively, and working as a dynamic team member. 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, wildlife rehabilitation centers, and the entertainment field.

Required Courses:

EATM M01A	Animal Care and Handling I	1.0
EATM M01AL	Animal Care/Handling Lab I	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 Year #1	1.0
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 M08	Wildlife Conservation	3.0
EATM M09	Animal Behavior	3.0
EATM M09L	Animal Behavior Lab	0.5
EATM M12	Anatomy/Physiology of Mammals	3.0
EATM M14A	Projects I	0.5
EATM M14B	Projects II	2.0
EATM M15A	Wildlife Education	1.0
EATM M15AL	Wildlife Education I Lab	1.0
EATM M15B	Wildlife Education II	0.5
EATM M15BL	Wildlife Education II Lab	1.0
EATM M15CL	Wildlife Education III Lab	2.0 (x2)
EATM M17	Animal Diversity	3.5
EATM M18	Animal Health and Safety	2.0
EATM M19	Animal Nutrition	2.0
EATM M21A	Animal Training I	1.0
EATM M21AL	Animal Training I Lab	2.0
EATM M21B	Animal Training II	1.0

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EATM M21BL	Animal Training II Lab	2.0
EATM M23A	Elementary Veterinary Care I	3.0
EATM M23AL	Elementary Veterinary Care I Laboratory	1.0
EATM M23B	Elementary Veterinary Care II	3.0
EATM M30A	Zoo Days I	0.5
EATM M30B	Zoo Days II	0.5
EATM M15D	Wildlife Education IV	1.0
AND		
EATM M15DL	Wildlife Education IV Lab	1.0
OR		
EATM M26	Primate Behavior	1.0
AND		
EATM M26L	Primate Behavior Lab	1.0

TOTAL**63.0****EXOTIC ANIMAL TRAINING AND MANAGEMENT COURSES****EATM M01A – ANIMAL CARE AND HANDLING I 1 UNIT***Prerequisites: Admission to the EATM program**Corequisites: EATM M01AL**Class Hours: 1 lecture*

Introduces concepts of basic zoo keeping practices used in the husbandry of domestic and non-domestic animals. Includes topics such as USDA (U.S. Department of Agriculture) regulations, record keeping, America's Teaching Zoo protocols with an emphasis on safety and sanitation. Applies to Associate Degree.

EATM M01AL – ANIMAL CARE AND HANDLING LAB I 4 UNITS*Prerequisites: Admission to the EATM program**Corequisites: EATM M01A**Class Hours: 12 lab*

Provides the student with the opportunity to apply 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. Applies to Associate Degree.

EATM M01B – ANIMAL CARE AND HANDLING II 1 UNIT*Prerequisites: Admission to the EATM program and EATM M01A**Corequisites: EATM M01BL**Class Hours: 1 lecture*

Instructs students in basic zoo keeping practices used in the husbandry of domestic and non-domestic animals as a continuation of EATM M01A. Includes topics such as restraint, enrichment, enclosure design, and identification methods. Applies to Associate Degree.

EATM M01BL – ANIMAL CARE AND HANDLING LAB II 4 UNITS*Prerequisites: Admission to the EATM program and EATM M01A**Corequisites: EATM M01B**Class Hours: 12 lab*

Provides the student with the opportunity to apply the theory and principles from EATM M01B to the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through "hands-on approach." Applies to Associate Degree.

EATM M02A – ZOO WORK SKILLS FIRST YEAR #1 1 UNIT*Prerequisites: Admission to the EATM program**Corequisites: EATM M01A**Class Hours: 3 lab*

Provides the first year/first semester student an on-campus zoo laboratory for supervised on-the-job zoo keeping work experience and skill practice in animal care and handling. Includes work assignments such as zoo operations team member, holiday and weekend zoo keeping, 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 – ZOO WORK SKILLS FIRST YEAR WI 0.5 UNIT*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. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

EATM M02C – ZOO WORK SKILLS FIRST YEAR #2 1.5 UNITS*Prerequisites: Admission to the EATM program and EATM M02A**Class Hours: 4.5 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. Includes 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 – ZOO WORK SKILLS SECOND YEAR SS 3 UNITS

Prerequisites: Admission to the EATM program and EATM M02C

Class Hours: 9 lab

Provides the second year summer session student an on-campus zoo laboratory for supervised on-the-job intermediate zoo keeping work experience and skill practice in animal care, handling and training. Includes work assignments such as 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 – ZOO WORK SKILLS SECOND YEAR #1 3 UNITS

Prerequisites: Admission to the EATM program and EATM M02D

Class Hours: 9 lab

Provides the second year fall session 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. Includes work assignments such as 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 M02F – ZOO WORK SKILLS SECOND YEAR #2 1.5 UNITS

Prerequisites: Admission to the EATM program and EATM M02E

Class Hours: 4.5 lab

Provides the second year spring session student an on-campus zoo laboratory for supervised on-the-job intermediate zoo keeping work experience and skill practice in animal care, handling and training. Includes work assignments such as 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 M08 – WILDLIFE CONSERVATION 3 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 3 lecture

Assists students in developing awareness, knowledge, skills, and commitment that will result in informed decisions, responsible behavior, and constructive actions concerning wildlife and the environment. Develops awareness and appreciation of wildlife, human values and wildlife, wildlife conservation, cultural and social interaction with wildlife, wildlife issues, and responsible human actions. (Formerly ANSC M08.) Applies to Associate Degree. Transfer credit: CSU

EATM M09 – ANIMAL BEHAVIOR 3 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 3 lecture

Introduces the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. Provides understanding of how to apply the concepts of ethology and behavior modification to the maintenance and training of animals under human care. (Formerly ANSC M04.) Applies to Associate Degree. Transfer credit: CSU

EATM M09L – ANIMAL BEHAVIOR LAB 0.5 UNITS

Prerequisites: Admission to the EATM program

Corequisite: EATM M09

Class Hours: 1.5 lab

Provides students with opportunities to develop skills in behavior modification and observational research. Requires each student to train a rat and conduct observational research on captive animals. (Formerly ANSC M04L.) Applies to Associate Degree. Transfer credit: CSU

EATM M12 – ANATOMY/PHYSIOLOGY OF MAMMALS 3 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 3 lecture

Presents a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of domestic mammals. Discusses anatomy and physiology of non-domestic species. (Formerly ANSC M06.) Applies to Associate Degree. Transfer credit: CSU

EATM M14A – PROJECTS I 0.5 UNITS

Prerequisites: Admission to the EATM program and successful completion of a previous EATM course

Class Hours: 1.5 lab

Provides students with experience at an animal facility such as a zoo, animal training/entertainment or wildlife education site. Introduces student to daily operations at such site. (Formerly EATM M30D.) Applies to Associate Degree.

EATM M14B – PROJECTS II 2 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 6 lab

Provides student with in-depth experience at an animal facility such as a zoo, animal training/entertainment or wildlife education site. Furthers student experience related to daily operations at such site. (Formerly EATM M30D.) Applies to Associate Degree.

EATM M15A – WILDLIFE EDUCATION I 1 UNIT

Prerequisites: Admission to the EATM program

Corequisites: EATM M15AL

Class Hours: 1 lecture

Introduces the student in the use of live animals for educational presentations in zoos and other situations. Focuses on public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Applies to Associate Degree.

EATM M15AL – WILDLIFE EDUCATION I LAB 1 UNIT

Prerequisites: Admission to the EATM program

Corequisites: EATM M08 and 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. Provides students opportunities to perform presentations to both large and small audiences and conduct tours of the teaching zoo. Applies to Associate Degree.

EATM M15B – WILDLIFE EDUCATION II 0.5 UNITS

Prerequisites: Admission to the EATM program and EATM M15A

Corequisites: EATM M15BL

Class Hours: 0.5 lecture

Instructs the student in the use of live animals for educational presentations in zoos and other situations. Covers topics including adapting presentations to different audiences, production techniques, public relations issues, and the use of trained animals for presentations. Applies to Associate Degree.

EATM M15BL – WILDLIFE EDUCATION II LAB 1 UNIT

Prerequisites: EATM M15AL

Corequisites: EATM M15B

Class Hours: 3 lab

Provides students with the opportunity to develop wildlife education skills, including interpretation and animal handling techniques. Focuses on presentation skills before a variety of audiences and conducting tours of the teaching zoo. Applies to Associate Degree.

EATM M15CL – WILDLIFE EDUCATION III LAB 2 UNITS

Prerequisites: Admission to the EATM program, 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. Stresses the performance rehearsing and animal handling in preparation for a public performance. Provides opportunities for students to conduct presentations to a variety of audiences. 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 for a total of two (2) times for credit. (Formerly EATM M16.) Applies to Associate Degree.

EATM M15D – WILDLIFE EDUCATION IV 1 UNIT

Prerequisites: Admission to the EATM program and EATM M15B

Corequisites: 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. Introduces students to the concepts involved with transporting animals to an outside venue. Applies to Associate Degree.

EATM M15DL – WILDLIFE EDUCATION IV LAB 1 UNIT

Prerequisites: Admission to the EATM program and EATM M15CL

Corequisites: EATM M15D

Class Hours: 3 lab

Provides the second year EATM student with the opportunity to develop and implement wildlife education programs for audiences of various ages, cultural orientations and developmental levels. Introduces students to creating educational packets, bio-fact preparations and the transport of animals. (Formerly EATM M46.) Applies to Associate Degree.

EATM M17 – ANIMAL DIVERSITY 3.5 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 3 lecture, 1.5 lab

Surveys invertebrate and vertebrate animals, both terrestrial and marine. Focuses on classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology. (Formerly ANSC M07 and ANSC M07L.) Applies to Associate Degree. Transfer credit: CSU

EATM M18 – ANIMAL HEALTH AND SAFETY 2 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 3 lecture, 1.5 lab

Provides an introduction to the human health and safety issues associated with the keeping of animals in captivity. Addresses the personal safety of the animal caretaker, as well as zoonosis concerns, animal escapes, and natural disasters. Presents the essentials of a preventive medicine program for animals with emphasis on procedures for proper hygiene and sanitation, quarantine, necropsy, and routine medical screening and care, and occupational health programs for personnel. (Formerly ANSC M02.) Applies to Associate Degree.

EATM M19 – ANIMAL NUTRITION 2 UNITS

Prerequisites: EATM M18

Recommended Prep: Basic mathematics (metric units of weight, multiplying and dividing fractions, and decimals)

Class Hours: 2 lecture

Provides the student with a basic understanding of factors relating to the feeding of domestic and non-domestic animals in captivity. Provides the student with a basic understanding of the nutritional needs of animals in captivity and in the wild. (Formerly ANSC M03.) Applies to Associate Degree. Transfer credit: CSU

EATM M21A – ANIMAL TRAINING I 1 UNIT

Prerequisites: Admission to the EATM program, EATM M01B, EATM M09, and EATM M09L

Corequisites: EATM M21AL

Class Hours: 1 lecture

Introduces the student to basic techniques of animal training, including the applying of operant conditioning theory, record keeping, and developing a training plan. Concentrates on the history of animal training, reasons for training animals, factors affecting training success, and shaping of new behaviors. Applies to Associate Degree.

EATM M21AL – ANIMAL TRAINING I LAB 2 UNITS

Prerequisites: Admission to the EATM program, EATM M01BL, and EATM M09L

Corequisites: EATM M21A

Class Hours: 6 lab

Provides the opportunity to develop basic animal training techniques through hands-on work with animals at the teaching zoo. Requires behavioral observations, development of training plans, maintenance of training records, and shaping the behavior of one or more animals. Applies to Associate Degree.

EATM M21B – ANIMAL TRAINING II 1 UNIT

Prerequisites: Admission to the EATM program and EATM M21A

Corequisites: EATM M21BL

Class Hours: 1 lecture

Presents techniques of animal training including husbandry training, training groups of animals, dealing with aggression, and training for film work. Concentrates on protected contact training, desensitization, and etiquette on a movie set. Applies to Associate Degree.

EATM M21BL – ANIMAL TRAINING II LAB 2 UNITS

Prerequisites: Admission to the EATM program and EATM M21AL

Corequisites: EATM M21B

Class Hours: 6 lab

Provides the opportunity to develop the skills needed to train husbandry behaviors through hands-on work with animals at the teaching zoo. Allows students to practice training animals in protected contact settings. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

EATM M21C – ANIMAL TRAINING III 1 UNIT

Prerequisites: EATM M21B

Class Hours: 1 lecture

Presents advanced techniques of animal training and studio animal training. Topics include problem solving, career issues, complex training, and animal behavior management. Applies to Associate Degree.

EATM M21P – ANIMAL TRAINING PRACTICUM 1 UNIT

Prerequisites: EATM M09 and EATM M09L

Class Hours: 3 lab

Provides hands-on experience in the training of animals. Requires students to develop training plans and work cooperatively with co-trainers, addressing training problems as necessary. May be taken for a total of two (2) times for credit. Applies to Associate Degree.

EATM M22A/B – INDEPENDENT STUDIES IN EXOTIC ANIMAL TRAINING AND MANAGEMENT 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU

EATM M23A – ELEMENTARY VETERINARY CARE I 3 UNITS

Prerequisites: Admission to the EATM program, EATM M01B, EATM M19, and EATM M24

Corequisites: EATM M23AL

Class Hours: 3 lecture

Provides the student with a basic understanding of veterinary medicine and veterinary care. Introduces common diseases and methods of diagnosis and treatment with an emphasis on husbandry procedures and disease prevention. Applies to Associate Degree. Transfer credit: CSU

EATM M23AL – ELEMENTARY VETERINARY CARE I LABORATORY 1 UNIT

Prerequisites: EATM M01B, EATM M19, and EATM M24

Corequisites: EATM M23A

Class Hours: 3 lab

Provides the student with basic veterinary care experiences. Introduces methods of diagnosis and treatment to assist veterinary personnel with procedures in basic veterinary care. Applies to Associate Degree. Transfer credit: CSU

EATM M23B – ELEMENTARY VETERINARY CARE II 3 UNITS

Prerequisites: Admission to the EATM program, EATM M23A, and EATM 23AL

Class Hours: 3 lecture

Continues the development of the student's basic understanding of the science of veterinary medicine and veterinary care. Provides the student with an understanding of common diseases and methods of diagnosis and treatment with an emphasis on husbandry procedures and disease prevention. Applies to Associate Degree. Transfer credit: CSU

EATM M23BL – ELEMENTARY VETERINARY PROCEDURES II LABORATORY 1 UNIT

Prerequisites: EATM M23A and EATM M23AL

Corequisites: 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 M24 – AVIAN AND HERPTILE CARE 1 UNIT

Prerequisites: Admission to the EATM program and EATM M12

Class Hours: 1 lecture

Provides a basic introduction to the anatomy, physiology, husbandry, and emergency first aid of birds, reptiles, and amphibians. Identifies how to find a veterinarian specializing in these species. (Formerly ANSC M11 and ANSC M60A.) Applies to Associate Degree.

EATM M26 – PRIMATE BEHAVIOR 1 UNIT

Prerequisites: Admission to the EATM program

Class Hours: 1 lecture

Introduces primate behavior and its application to successful handling and training of non-human primates. (Formerly ANSC M60B.) Applies to Associate Degree.

EATM M26L – PRIMATE BEHAVIOR 1 UNIT

Prerequisites: Admission to the EATM program

Class Hours: 3 lab

Focuses on observation and analysis of primate behavior at America's Teaching Zoo. Includes the application and evaluation of operant conditioning and environmental enrichment techniques specific to non-human primates. (Formerly ANSC M60BL.) Applies to Associate Degree.

EATM M27 – ANIMAL ETHICAL AND LEGAL ISSUES 2 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 1 lecture

Introduces the ethical issues involving animal ownership and use in research, education, food production, exhibition, and as companions. Examines major "animal rights" groups, the legal issues relating to animal care and treatment, and regulatory agencies from the local to international level. (Formerly ANSC M30.) Applies to Associate Degree.

EATM M30A – ZOO DAYS I 0.5 UNIT

Prerequisites: Admission to the EATM program and successful completion of a previous EATM course

Class Hours: 1.5 lab

Provides students a short-term experience in zoo-keeping at the Los Angeles Zoo. Builds skills related to day-to-day interaction with a variety of species. Applies to Associate Degree.

EATM M30B – ZOO DAYS II 0.5 UNIT

Prerequisites: Admission to the EATM program and successful completion of a previous EATM course

Class Hours: 1.5 lab

Continues zoo-keeping training at the Los Angeles Zoo. Develops skills and protocols to enhance public and animal safety. Continue to build skills related to day-to-day interactions with various zoo species. Applies to Associate Degree.

EATM M30C – ZOO DAYS III 0.5 UNIT

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 M60A-Z – TOPICS IN EXOTIC ANIMAL TRAINING AND MANAGEMENT 1 TO 3 UNITS

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 – ANIMAL TRAINING FOR ZOO PROFESSIONALS 1.5 UNITS**

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 – INTERNSHIP IN EXOTIC ANIMAL TRAINING AND MANAGEMENT 1 TO 4 UNITS

Prerequisites: Admission to the EATM program, completion of or concurrent enrollment in one course in the discipline, and EATM M02A

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job learning to develop effective work habits, attitudes, and career awareness in paid or unpaid jobs that are related to discipline. Includes both workplace supervisors and faculty advisor feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Students receiving one unit of credit for each 60 hours of unpaid or 75 hours paid work. May enroll in up to four (4) units a semester with a maximum of 16 total units of any type of work experience (including Internships In Discipline M80, WEXP M10, and WEXP M20). Applies to Associate Degree. Transfer credit: CSU

FILM STUDIES

Program Purpose: Students who complete Film Studies courses will apply theoretical frameworks to critically analyze cinematic arts in cultural context.

The Film Studies Program offers students a broad introduction into the history, theory, and criticism of this popular and collaborative art form. Since film reflects and shapes our culture, the emphasis is on the students' gaining the tools to analyze film in particular as well as media generally.

DEAN

Julius Sokenu, Phone (805) 378-1448

FACULTY

Riley Dwyer

COUNSELORS

Denice Avila

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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

FILM STUDIES COURSES

FILM M10 – INTRODUCTION TO CINEMA 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

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. (Formerly HUM M08.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M15 – INTRODUCTION TO DOCUMENTARY FILM 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Introduces documentary films through an international, historical, social and political perspective. Focus is on analysis of various types of documentary films with a wide range of subject matter. (Formerly HUM M17.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M25 – HISTORY OF INTERNATIONAL CINEMA: EMERGENCE TO WWII 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Surveys international film from its emergence in the 1890s through WWII. Through the examination of narrative, documentary and experimental film, the medium's technical, aesthetic, and theoretical developments with a focus on historical, cultural and economic influences that contributed to the international art form. (Formerly HUM M03.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M26 – HISTORY OF INTERNATIONAL CINEMA: WWII TO THE PRESENT 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

A survey of international cinema from World War II to the present. Through the examination of narrative, documentary and experimental film, the medium's technical, aesthetic, and theoretical development will be investigated. Particular attention will be given to the historical, cultural and economic influences that contributed to the international art form. (Formerly HUM M04.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M31 – CONTEMPORARY AMERICAN FILM 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Analyzes works of contemporary American filmmakers, examining theme and focus, filming techniques, narrative presentations, and selected genres. (Formerly HUM M06.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M32 – CONTEMPORARY WORLD FILM 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Introduces contemporary foreign cinema, to include the examination of genres, themes and styles. Emphasis is placed on cultural, economic, and political influences as artistically determining factors. Film and cultural theories such as national cinemas, colonialism, and orientalism will be introduced. (Formerly HUM M05.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M41 – FILM DIRECTORS 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Provides a focused study on the career of a selected film author (director) and examines his or her body of work in artistic, social, historical, and industrial terms. Recurring themes, motifs, techniques, and aesthetic choices that define a director's particular visual style will be examined. Applies to Associate Degree. Transfer credit: CSU; UC

FILM M51 – IMAGES OF WOMEN IN FILM 3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Examines gender-based representations in film using critical and historical perspectives. Surveys the economic, historical, and social influences upon these representations from early cinema to the present from national to international films. Images of women in film is the focus. The work and achievements of women will be examined as will masculinity and sexuality. Film theories and analytical perspectives will be introduced. (Formerly HUM M18.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM TELEVISION MEDIA

(See Radio/Television for Degree Pattern)

Program Purpose: Students who complete Film/TV/Media courses will be able to transform language and concepts into fictional and non-fictional visualizations, and will be able to promote the critical analysis of mass communications through historical, cultural and business perspectives.

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

Julius Sokenu, Phone (805) 378-1448

FACULTY

Candice Larson

COUNSELORS

Denice Avila

DEGREE IN FILM TELEVISION MEDIA

An Associate in Arts Degree in Film Television Media 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.

To earn an Associate in Arts Degree with a major in Film Television Media, students complete 26-27 specified units.

In addition to General Education degree requirements, complete the following:

Core Courses:	Units	
FTVM M01	Media and Society	3.0
OR		
JOUR M01	Media and Society	3.0
FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
FTVM M20	Introduction to Television Studio	3.0
FTVM M21	Intermediate Television Studio	3.0
FTVM M30	Digital Camera Production/Editing	3.0
FTVM M40	Audio Production	3.0
OR		
THA M07	Audio Production	3.0
Units from RECOMMENDED COURSES		8.0-9.0

TOTAL **26.0-27.0**

Recommended Courses: Select 3 courses (8-9 units) from the following

FILM M10	Introduction to Cinema	3.0
FTVM M23	Broadcast Journalism	2.0
OR		
JOUR M12	Broadcast Journalism	2.0
FILM M25	History of International Cinema: Emergence to World War II	3.0
FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M38	Digital Filmmaking/Production and Post	3.0
FTVM M53A	Voice and Diction I	3.0
OR		
COMM M03A	Voice and Diction I	3.0
OR		
THA M03A	Voice and Diction I	3.0
PHOT M10	Beginning Photography	3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Film Television Media will be able to:

- transform language and concepts into fictional and non-fictional productions.
- critically analyze mass communication media and business models.

Television Production Certificate of Achievement

To earn a Certificate of Achievement in Television Production, students must complete 12 CORE specified units plus an additional 9 units from the listed courses. This program provides instruction helpful to students seeking a career as a production assistant, camera assistant, post production assistant, film or series coordinator, casting assistant, small market news team, or grip.

CORE Courses:		Units
FTVM M20	Introduction to Television Studio	3.0
FTVM M30	Digital Camera Production/Editing	3.0
AND choose one of the following:		
FTVM M01	Media and Society	3.0
JOUR M01	Media and Society	3.0
AND choose one of the following:		
FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
ENGL M05	Introduction to Scriptwriting: Film, TV & Radio	3.0

Plus the following required courses	Units	
FTVM M21	Intermediate Television Studio	3.0
FTVM M70	Digital Editing	1.0
FTVM M70LA	Digital Editing-Avid	1.0
FTVM M90	Film/Television Portfolio	2.0
FTVM M26	Broadcast News Production	2.0
Units from CORE	12.0	

TOTAL **21.0**

Film Production Certificate of Achievement

To earn a Certificate of Achievement in Film Production, students must complete 12 CORE specified units plus an additional 10 units from the listed courses. This program provides instruction helpful to students seeking a career in film production.

CORE Courses:		Units
FTVM M20	Introduction to Television Studio	3.0
FTVM M30	Digital Camera Production/Editing	3.0
AND choose one of the following:		
FTVM M01	Media and Society	3.0
JOUR M01	Media and Society	3.0
AND choose one of the following:		
FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
ENGL M05	Introduction to Scriptwriting: Film, TV & Radio	3.0
Plus the following required courses		
FTVM M37	Digital Filmmaking/Preproduction	3.0
FTVM M38	Digital Filmmaking/Preproduction and Post	3.0
FTVM M70	Digital Editing	1.0
FTVM M70LA	Digital Editing-Avid	1.0
FTVM M90	Film/Television Portfolio	2.0
Units from CORE		12.0
<hr/> TOTAL		22.0

Editing Certificate of Achievement

To earn a Certificate of Achievement in Editing, students must complete 12 CORE specified units plus an additional 8 units from the listed courses. This program provides instruction helpful to students seeking a career in film, television or media editing.

CORE Courses:		Units
FTVM M20	Introduction to Television Studio	3.0
FTVM M30	Digital Camera Production/Editing	3.0
AND choose one of the following:		
FTVM M01	Media and Society	3.0
JOUR M01	Media and Society	3.0
AND choose one of the following:		
FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
ENGL M05	Introduction to Scriptwriting: Film, TV & Radio	3.0
Plus the following required courses		
FTVM M37	Digital Filmmaking/Preproduction	3.0
FTVM M70	Digital Editing	1.0
FTVM M70LA	Digital Editing-Avid	1.0
FTVM M70LB	Digital Editing-Final Cut	1.0
FTVM M90	Film/Television Portfolio	2.0
Units from CORE		12.0
<hr/> TOTAL		20.0

On-Air Performance Certificate

To earn a Certificate of Achievement in On-Air Performance, students must complete 12 CORE specified units plus an additional 11 units from the listed courses. This program provides instruction helpful to students seeking a career in film, television or media acting or voice over work.

CORE Courses:		Units
FTVM M20	Introduction to Television Studio	3.0
FTVM M30	Digital Camera Production/Editing	3.0
AND choose one of the following:		
FTVM M01	Media and Society	3.0
JOUR M01	Media and Society	3.0
AND choose one of the following:		
FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
ENGL M05	Introduction to Scriptwriting: Film, TV & Radio	3.0
Plus the following required courses		
FTVM M52A	Acting for Film and Television I	3.0
OR		
THA M09A	Acting for Film and Television I	3.0
AND choose one of the following:		
FTVM M53A	Voice and Diction I	3.0
COMM M03A	Voice and Diction I	3.0
THA M03A	Voice and Diction I	3.0
AND choose one of the following:		
FTVM M55	Auditioning Techniques	3.0
THA M18	Auditioning Techniques	3.0
AND choose one of the following:		
FTVM M23	Broadcast Journalism	2.0
JOUR M12	Broadcast Journalism	2.0
TOTAL UNITS FROM CORE		12.0
<hr/> TOTAL		23.0

FILM, TELEVISION, MEDIA COURSES

FTVM M01 – MEDIA AND SOCIETY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explores the history, laws, methods and media of mass communications and their impacts on American consumers and society. Examines the ethics and effects of today's mass media. (Formerly RT M01.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M11 – INTRODUCTION TO SCRIPTWRITING: FILM, TV AND RADIO 3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops skills for script analysis and construction for film, television, commercials and radio. Introduces structuring of the story, character development, exposition techniques, and writing in the correct format. (Same course as ENGL M05.) (Formerly RT M05.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M20 – INTRODUCTION TO TELEVISION STUDIO 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces multiple camera production for television and multimedia applications. Provides hands-on practical experiences with basic operational skills and techniques in: directing, switching, scripting, lighting, sound and camera composition and operation. (Formerly RT M02A.) Applies to Associate Degree. Transfer credit: CSU

FTVM M21 – INTERMEDIATE TELEVISION STUDIO 3 UNITS

Prerequisites: FTVM M20

Recommended Prep: FTVM M11 and FTVM M30B

Class Hours: 2 lecture, 3 lab

Provides student with intermediate level instruction and work experience in studio productions. Offers hands-on experience with camera operation, technical directing, lighting design, set design and multi-camera directing. Emphasizes creation of new program formats. (Formerly RT M03A.) Applies to Associate Degree. Transfer credit: CSU

FTVM M23 – BROADCAST JOURNALISM 3 UNITS

Prerequisites: JOUR M02

Class Hours: 1 lecture, 3 lab

Provides practice and application in developing and preparing content for radio, television and on-line media. Develops interviewing and other newsgathering skills, as well as content synthesis with concern for accuracy, balance, fairness and journalistic ethics. Includes writing and editing original copy as well as practice rewriting wire service copy for on-air and on-line use. (Same course as JOUR M12.) (Formerly RT M12.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M26 – BROADCAST NEWS PRODUCTION 3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Provides specialized training in producing news for television and multimedia applications. Emphasizes the use of digital newsgathering equipment, producing newscasts and on-air presentation of completed stories. Provides operational skills and techniques through practical hands-on experiences in: studio directing, location shooting, and editing. Students will crew and create news productions that will air on the Moorpark College website. (Formerly RT M13.) Applies to Associate Degree.

FTVM M30 – DIGITAL CAMERA PRODUCTION/EDITING 3 UNITS

Prerequisites: None

Recommended Prep: FTVM M20

Class Hours: 2 lecture, 3 lab

Introduces knowledge and skills for single camera production as well as aesthetics and techniques in video editing. Emphasizes shooting single camera, audio, lighting, and editing. Requires students to practice beginning field production and pre-production and post-production activities. (Formerly RT M02B, FTVM M30A and FTVM M30B.) Applies to Associate Degree. Transfer credit: CSU

FTVM M34 – PRODUCING AND DIRECTING FOR FILM AND TV 3 UNITS

Prerequisites: FTVM M30B

Class Hours: 2 lecture, 3 lab

Introduces producing and directing for the film and TV camera, including conceptualization of visuals, storyboarding, shot breakdowns, auditioning the actor, staging the actor, staging the camera, art direction, lighting and sound strategies, editing, and on-set procedures and protocols. (Formerly RT M03B.) Applies to Associate Degree. Transfer credit: CSU

FTVM M37 – DIGITAL FILMMAKING/PREPRODUCTION 3 UNITS

Prerequisites: FTVM M30B

Recommended Prep: FTVM M11 and FTVM M70

Class Hours: 2 lecture, 3 lab

Develops advanced skills in producing and writing in the development of narrative storytelling. Includes the application of the principles and techniques of storyboarding, location scouting, budgeting and casting. Requires students to produce and write a short narrative digital film. (Formerly RT M10A.) Applies to Associate Degree. Transfer credit: CSU

FTVM M38 – DIGITAL FILMMAKING/PREPRODUCTION AND POST 3 UNITS

Prerequisites: FTVM M30B

Recommended Prep: FTVM M70

Class Hours: 2 lecture, 3 lab

Promotes advanced skills in directing and shooting in the development of narrative storytelling. Includes the application of the principles and techniques of digital cameras, non-linear editing and aesthetic evaluations. Requires students to shoot and edit a short narrative digital film. (Formerly RT M10B.) Applies to Associate Degree. Transfer credit: CSU

FTVM M40 – AUDIO PRODUCTION 3 UNITS

Prerequisites: 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 production for news media and theater. (Formerly RT M07A.) Applies to Associate Degree. Transfer credit: CSU

FTVM M52A – ACTING FOR FILM AND TELEVISION I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television and as varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09A.) (Formerly RT M09.) Applies to Associate Degree. Transfer credit: CSU; UC



FTVM M52B – ACTING FOR FILM AND TELEVISION II 3 UNITS

Prerequisites: FTVM M52A or THA M09A

Class Hours: 2 lecture, 3 lab

Introduces intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes secondary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09B.) Applies to Associate Degree. Transfer credit: CSU

FTVM M52C – ACTING FOR FILM AND TELEVISION III 3 UNITS

Prerequisites: FTVM M52B or THA M09B

Class Hours: 2 lecture, 3 lab

Develops intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes secondary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09C.) Applies to Associate Degree. Transfer credit: CSU

FTVM M52D – ACTING FOR FILM AND TELEVISION IV 3 UNITS

Prerequisites: FTVM M52C or THA M09C

Class Hours: 2 lecture, 3 lab

Introduces advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertain to film and television versus work on the stage. Emphasizes advanced techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as THA M09D.) Applies to Associate Degree. Transfer credit: CSU

FTVM M53A – VOICE AND DICTION I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03A and THA M03A.) (Formerly RT M08.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M53B – VOICE AND DICTION II 3 UNITS

Prerequisites: COMM M03A or FTVM M53A or THA M03A

Class Hours: 2 lecture, 3 lab

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03B and THA M03B.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M55 – AUDITIONING TECHNIQUES 1.5 UNITS

Prerequisites: None

Recommended Prep: 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. Emphasizes exercises in cold reading and exercises that feature the improvised dramatization of interview situations. 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. (Same course as THA M18.) (Formerly RT M18.) Applies to Associate Degree. Transfer credit: CSU

FTVM M70 – DIGITAL EDITING 1 UNIT

Prerequisites: None

Recommended Prep: FTVM M30B

Class Hours: 1 lecture

Introduces theory and application of film and video editing techniques using digital non-linear editing systems. Includes critical analysis of the editing process, editing complex scenes and creating visual effects. (Formerly RT M04.) Applies to Associate Degree. Transfer credit: CSU

FTVM M70LA – DIGITAL EDITING - AVID 1 UNIT

Prerequisites: FTVM M70 or concurrent enrollment

Recommended Prep: FTVM M30B

Class Hours: 3 lab

Introduces the application of digital non-linear editing systems using AVID software. Includes capturing, audio mixing and visual effects. FTVM M70LA and FTVM M70LB are not sequential. Applies to Associate Degree. Transfer credit: CSU

FTVM M70LB – DIGITAL EDITING – FINAL CUT 1 UNIT

Prerequisites: FTVM M70 or concurrent enrollment

Recommended Prep: FTVM M30B

Class Hours: 3 lab

Introduces the application of digital non-linear editing systems using Final Cut software. Includes capturing, audio mixing and visual effects. FTVM M70LA and FTVM M70LB are not sequential. Applies to Associate Degree. Transfer credit: CSU

FTVM M90 – FILM/TELEVISION PORTFOLIO 2 UNITS

Prerequisites: FTVM M20 or FTVM M30B or FTVM M52A or THA M09A

Recommended Prep: FTVM M21 or FTVM M34 or FTVM M70

Class Hours: 1 lecture, 3 lab

Provides students the opportunity to design and create video projects for entry level positions and for transfer institutions. Includes script development, budgeting, scheduling and production. Requires students to undertake practical assignments. (Formerly RT M17.) Applies to Associate Degree. Transfer credit: CSU

RADIO/TV COURSES**RT M22A/B – INDEPENDENT STUDIES IN RADIO/TELEVISION 1 TO 3 UNITS**

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; UC (determined after admission)

RT M80 – INTERNSHIP IN RADIO/TELEVISION 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

FRENCH

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

CAREER OPPORTUNITIES

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

DEAN

Inajane Nicklas, Phone (805) 378-1443

FACULTY

Perry Bennett

COUNSELORS

Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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 – ELEMENTARY FRENCH I

4 UNITS

Prerequisites: None

Class Hours: 4 lecture

Introduces the cultures of the French-speaking peoples and the fundamental structures of the French language. Emphasizes 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

FREN M02 – ELEMENTARY FRENCH II

4 UNITS

Prerequisites: FREN M01 or 2 years of high school French or equivalent

Class Hours: 4 lecture

Continues to study the fundamentals of the French-speaking peoples and of the structures of the French language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

FREN M03 – INTERMEDIATE FRENCH I

4 UNITS

Prerequisites: FREN M02 or 3 years of high school French or equivalent

Class Hours: 4 lecture

Emphasizes practical competence and communicative skills through the study of French culture and selected readings. Reviews and expands basic grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

FREN M22A/B – INDEPENDENT STUDIES IN FRENCH

1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

FREN M80 – INTERNSHIP IN FRENCH

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

GEOGRAPHIC INFORMATION SYSTEMS

Program Purpose: Students who complete Geographic Information Systems courses will be able to utilize GIS mapping and data management software to store, retrieve, manipulate, analyze and display spatial data.

Geographic Information Systems (GIS) record, store, analyze and display information about the features that make up the earth's surface using computer-based software applications. 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 Transfer Center located in Fountain Hall, (805) 378-1536.

DEAN

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FACULTY

Andrea Ehrgott, Michael Walegur

COUNSELORS

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 support services available in the Career Transfer Center located in Fountain Hall, (805) 378-1536. 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 – INTRODUCTION TO MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces basic cartographic principles including map types, scales, projections, coordinate systems, as well as an introduction to Geographic Information Systems (GIS) technology and software. Provides hands-on experience through the application of GIS technology to solve spatial problems and display geographic data. Applies to Associate Degree. Transfer credit: CSU; UC

GEOGRAPHY

Program Purpose: Students who complete Geography courses will examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. Students will be able to locate features on the surface of the earth, explain why they are located where they are, and describe how places are similar and/or different. Students will also examine human interactions with the environment and describe how physical and cultural landscapes change through time. Students completing physical geography courses will be able to describe the processes that drive earth's climate, create landforms, and govern the distribution of plants and animals. Students completing human geography will analyze and describe cultural phenomenon such as population, development, agriculture, language and religion.

Geography is a dynamic discipline that is concerned with where things are located on the surface of the earth, why they are located where they are, and how places are similar and/or different. Geographers further examine our interactions with the environment and how physical and cultural landscapes change through time. There are two main branches of geography: physical geography, which focuses on the processes that drive earth's climate, create landforms, and govern the distribution of plants and animals; and human geography, which focuses on cultural phenomenon such as population, development, agriculture, language and religion. Geography students are trained to examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. A background in geography is a necessity for careers involving business, economics, planning, education, history, international relations, cartography, conservation, GIS, demography, transportation, tourism and others.

DEAN

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FACULTY

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COUNSELORS

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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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN GEOGRAPHY

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:

Required Courses		Units
GEOG M01	Physical Geography	3.0
GEOG M01L	Physical Geography Lab	1.0
GEOG M02	Cultural Geography	3.0
GEOG M03	World Regional Geography	3.0
GEOG M05	Introduction to Meteorology	3.0
GEOG M10	Geography of California	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems (GIS)	3.0
MATH M15	Introductory Statistics	5.0
TOTAL		24.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Geography will be able to:

- examine the spatial organization of physical features and phenomena and human activities at a variety of spatial scales from local to global.
- locate features on the surface of the earth, explain why they are located where they are, and describe how places are similar and/or different.
- examine human interactions with the environment and describe how physical and cultural landscapes change through time.
- describe the processes that drive earth's climate, create landforms, and govern the distribution of plants and animals.

GEOGRAPHY COURSES

GEOG M01 – PHYSICAL GEOGRAPHY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys 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. Emphasizes understanding of human-induced agents of change within the physical world and human/environmental relationships. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M01L – PHYSICAL GEOGRAPHY LAB

1 UNIT

Prerequisites: GEOG M01 or concurrent enrollment

Class Hours: 3 lab

Introduces students to the physical processes that shape the Earth's surface and the tools used to study these processes. Provides hands-on practice in landscape description, measurement and analysis. May have field trips. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M02 – CULTURAL GEOGRAPHY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the significance and distribution of various cultural elements and the impact of human activities on the natural environment. Takes an issue-based or topical approach to understanding and explaining spatial patterns of the key components of culture such as population, migration, settlement, development, ethnicity, gender, agriculture, geopolitics, land-use, globalization, language and religion. Emphasizes the analysis of current world events. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M03 – WORLD REGIONAL GEOGRAPHY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the world's major regions. Emphasizes physical and cultural characteristics that distinguish the major areas of the world including population, resources, language, ethnicity and religion, economic development, climate and topography. Addresses key issues, current events and global problems. Facilitates students' understanding of world events, living styles and conditions, environments, and conflicts. Students cannot complete both GEOG M03 and GEOG M03H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M03H – HONORS: WORLD REGIONAL GEOGRAPHY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces the world's major regions. Emphasizes physical and cultural characteristics that distinguish the major areas of the world including population, resources, language, ethnicity and religion, economic development, climate and topography. Addresses key issues, current events and global problems. Facilitates students' understanding of world events, living styles and conditions, environments, and conflicts. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Students cannot complete both GEOG M03 and GEOG M03H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M05 – INTRODUCTION TO METEOROLOGY**3 UNITS***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 Associate Degree. Transfer credit: CSU; UC

GEOG M10 – GEOGRAPHY OF CALIFORNIA**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Studies California's diverse bio-physical and human geography. Covers the Golden State's climate, landforms, natural vegetation, and mineral and water resources. Examines the influence the environment has on human geography with respect to ethnic diversity, the Native American past, settlement (urban and rural), population growth, agricultural regions, and the geo-economic challenges of the future. Applies to Associate Degree. Transfer credit: CSU; UC

GEOG M80 – INTERNSHIP IN GEOGRAPHY**1 TO 4 UNITS***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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

GEOG M122 – INDEPENDENT STUDIES - GEOGRAPHY**0.5 TO 3 UNITS***Prerequisites: Completion of one course in Geography and instructor approval**Class Hours: 1.5 to 9 lab*

Allows independent study for students who wish to extend their knowledge of a particular area of geography through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a geography instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units in discipline. (Formerly GEOG M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

GEOLOGY

Program Purpose: Students who complete Geology courses will be able to apply the principles of Earth system science and plate tectonic theory to describe and explain Earth's materials, landscapes, natural hazards, and dynamic history.

This program presents a study of the earth and its physical, chemical and biological forces at work.

CAREER POSSIBILITIES:

A wide variety of job opportunities in both private industry and government service are available to geology graduates. Graduates with Bachelor's degrees will normally begin their work career at entry level positions. Examples of opportunities in private industry include engineering geology (evaluating sites for homes, commercial buildings, highways, etc.), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), hydrogeology (development and quality control of ground water resources), and the discovery and extraction of earth resources such as oil, gas, coal, and metallic and non-metallic resources. Agencies in all levels of government – city, county, state, and federal – employ geologists for regulatory and oversight (inspection and monitoring) activities. Additionally, a degree in geology is excellent background for preparing to teach physical science and earth science at the secondary school level.

DEAN

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FACULTY

Roberta Harma

COUNSELORS

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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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN GEOLOGY

To earn an Associate in Science Degree with a major in Geology, students complete 46 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	5.0
CHEM M01B	General Chemistry II	5.0
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 with Analytic Geometry III	5.0
PHYS M10A/M10AL	General Physics I/Lab	4.0/1.0
OR		
PHYS M20A/M20AL	Mechanics of Solids and Fluids Lab	4.0/1.0
PHYS M10B/M10BL	General Physics II Lab	4.0/1.0
OR		
PHYS M20B/M20BL	Thermodynamics, Electricity and Magnetism/Lab	4.0/1.0
TOTAL		46.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Geology will be able to:

- apply the principles of Earth system science and plate tectonic theory to describe and explain Earth's materials, landscapes, natural hazards, and dynamic history.
- analyze scientific data to make interpretations, propose hypotheses, or analyze existing hypotheses.

GEOLOGY COURSES

GEOL M02 – PHYSICAL GEOLOGY 3 UNITS

Prerequisites: None
Class Hours: 3 lecture

Introduces geologic materials and processes that shape Earth and its environments. Examines global plate tectonic processes and their relationship to earthquakes, volcanoes, mountain building, formation of rocks, minerals and natural resources, and rock structures (folds and faults). Includes a study of mass movements and glacial, river, and coastal processes that form the Earth's landscapes. Emphasizes relationships between humans and geologic processes. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M02L – PHYSICAL GEOLOGY LAB 1 UNIT

Prerequisites: Completion of or concurrent enrollment in GEOL M02
Class Hours: 3 lab

Provides hands-on experience in identifying minerals, fossils, as well as igneous, sedimentary, and metamorphic rocks. Introduces topographic and geologic map interpretation and requires students to practice using remote sensing, aerial photographs, and maps to recognize landforms and geologic structures. Emphasizes laboratory and field observation and scientific analysis of geologic data. Field trips required. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M03 – EARTH HISTORY 3 UNITS

Prerequisites: None
Class Hours: 3 lecture

Examines the geologic history of the earth including changes in the continents, oceans, atmosphere, climate, and life as recorded by fossils. Emphasizes global plate tectonics, changes in paleogeography, and biological evolution. Reviews concepts of geologic dating. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M03L – EARTH HISTORY LAB 1 UNIT

Prerequisites: GEOL M03 or concurrent enrollment
Hours: 3 lab

Provides hands-on experience identifying fossils, minerals, and rocks. Introduces geologic time, relative age relations in rocks, construction of paleogeographic maps, interpretation of geologic maps and cross sections, and fossil evidence of evolutionary trends throughout geologic time. Applies to Associate Degree. Transfer credit: CSU

GEOL M04 – MINERALOGY 4 UNITS

Prerequisites: GEOL M03 or GEOL M02 and GEOL M02L
Recommended Prep: CHEM M01A, CHEM M12, or CHEM M12H
Class Hours: 2 lecture, 6 lab

Introduces basic concepts of mineralogy including crystallography, mineral chemistry, mineral origin, occurrence, and associations. Emphasizes, in the lab component, the identification of minerals in hand specimen and examining field relations of minerals in outcrop. Requires six days of field trips on weekends. Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: GEOL 280

GEOL M05 – THE WORLD OCEAN 3 UNITS

Prerequisites: None
Class Hours: 3 lecture

Introduces the field of oceanography including a study of the features of the ocean floor, how ocean basins are made and destroyed, the chemical and physical aspects of seawater, ocean-atmosphere interactions, ocean circulation, waves, tides, and beaches with emphasis on the Southern California marine environment. Studies interactions between human society, marine life, and the ocean. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M61 – NATURAL DISASTERS 3 UNITS

Prerequisites: None
Class Hours: 3 lecture

Surveys natural phenomena that have extreme environmental effects on the earth: earthquakes, volcanoes, and mass movements; severe weather events such as hurricanes, tornadoes, floods and droughts, tsunamis and storm surges; and the impacts by meteors and comets. Emphasizes effects on human populations and includes strategies to mitigate and avoid disasters. Applies to Associate Degree. Transfer credit: CSU; UC

GEOL M80 – INTERNSHIP IN GEOLOGY 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

GEOL M122 – INDEPENDENT STUDY - GEOLOGY 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Geology and instructor approval

Class Hours: 1.5 to 9 lab

Allows independent study for students who wish to extend their knowledge of a particular area of geology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a geology instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly GEOL M22A/B.) Applies to Associate Degree. Transfer credit: CSU

GERMAN

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

CAREER OPPORTUNITIES

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

DEAN

Inajane Nicklas, Phone (805) 378-1443

FACULTY

Perry Bennett

COUNSELORS

Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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.

GERMAN COURSES

GERM M01 – ELEMENTARY GERMAN I

4 UNITS

Prerequisites: None

Class Hours: 4 lecture

Introduces the cultures of the German-speaking peoples and the fundamental structures of the German language. Emphasizes 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

GERM M02 – ELEMENTARY GERMAN II

4 UNITS

Prerequisites: GERM M01 or 2 years of high school German or equivalent

Class Hours: 4 lecture

Continues to study the fundamentals of the culture of the German-speaking peoples and of the structures of the German language. Introduces adjective endings, the simple past tense and the conditional mood. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

GERM M22A/B – INDEPENDENT STUDIES

IN GERMAN

1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

GERM M80 – INTERNSHIP IN GERMAN

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

GRAPHIC DESIGN

Program Purpose: Students who complete Graphic Design courses will apply design principles, concepts and craft to create innovative messaging and visual solutions, as well as explore the history, criticism and business of communication design.

The Graphic Design program is designed to prepare students for freelance 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, desktop publishing, production art, graphics photography, electronic prepress, offset printing, and bindery operations. Students learn to draw, paint, plan, design think two and three-dimensionally, and satisfy art directors and clients.

DEAN

Julius Sokenu, Phone (805) 378-1448

FACULTY

Svetlana Kasalovic

COUNSELORS

Denice Avila, Jodi Dickey

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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEGREE IN GRAPHIC DESIGN

The Graphic Design program is designed to prepare students for freelance 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, desktop publishing, production art, graphics photography, electronic prepress, offset printing, and bindery operations. Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of design professions. To earn an Associate in Science Degree with a major in Graphic Design, students must complete 33 specified units, the college's General Education requirements and/or elective units for a total of 60 units.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
GR M10	Design and Society...	3.0
GR M11	Design History	3.0
GR M23	Visual Technologies	3.0
OR		
MM M10	Introduction to Digital Media	3.0
GR M26	Digital Illustration	3.0
GR M27	Image Editing	3.0
GR M30	Design I	3.0
GR M31	Design II	3.0
GR M34	Typography	3.0
GR M80	Design Internship	1.0
GR M90	Design Portfolio	2.0
Units from ELECTIVE COURSES		6.0

TOTAL 33.0

Elective Courses: Select and complete two courses (6 units)

ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GR M24	Publishing and Prepress	3.0
GR M25	Publications Design	3.0
GR M32	Design III	3.0
GR M33	Advertising Design	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0
MM M50	Interactive Design	3.0
MM M70	Introduction to Game Design	3.0
PHOT M10	Beginning Photography	3.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Graphic Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.

Graphic Design Certificate of Achievement

(more than 18 units)

The Graphic Design program is designed to prepare students for freelance 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, desktop publishing, production art, graphics photography, electronic prepress, offset printing, and bindery operations. Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of design professions. To earn a Certificate of Achievement in Computer Graphics, students complete the 33 specified units.

Required Courses: Complete 27 units lists below

		Units
GR M10	Design and Society...	3.0
GR M11	Design History	3.0
GR M23	Visual Technologies	3.0
OR		

MM M10	Introduction to Digital Media	3.0
GR M26	Digital Illustration	3.0
GR M27	Image Editing	3.0
GR M30	Design I	3.0
GR M31	Design II	3.0
GR M34	Typography	3.0
GR M80	Design Internship	1.0
GR M90	Design Portfolio	2.0
Units from ELECTIVE COURSES		6.0

TOTAL 33.0

Elective Courses: Select and complete two courses (6 units)

ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40...	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GR M24	Publishing and Prepress	3.0
GR M25	Publications Design	3.0
GR M32	Design III	3.0
GR M33	Advertising Design	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0
MM M50	Interactive Design	3.0
MM M70	Introduction to Game Design	3.0
PHOT M10	Beginning Photography	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Graphic Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.

GRAPHIC DESIGN COURSES

GR M10 – DESIGN AND SOCIETY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines the fundamentals of communication design including design theory, the language and history of design, and contemporary design practices. Emphasizes the basic principles and the human experience in design, including graphic design and advertising, industrial design, environmental design, and electronic arts. Applies to Associate Degree. Transfer credit: CSU; UC

GR M11 – DESIGN HISTORY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines the major issues in twentieth century design and identifies possible future trends. Focuses on the period beginning with the Arts and Crafts movement of the late nineteenth century and continuing through the modern and "post-modern" design movements of the twentieth and twenty-first centuries. Applies to Associate Degree. Transfer credit: CSU; UC

GR M23 – VISUAL TECHNOLOGIES**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces visual technologies, concepts and principles of production used by designers and media artists. Explores software applications as they relate to current methods of design and media arts production. Emphasizes the development of fundamental computer skills and an understanding of the relationship between digital and visual design. Applies to Associate Degree. Transfer credit: CSU

GR M24 – PUBLISHING AND PREPRESS**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Focuses on the process of creating and preparing documents for print and creating press-ready output. Covers such topics as page layout, font and color management, printing processes, papers, bindings and proofing methods. (Formerly GR M24A.) Applies to Associate Degree. Transfer credit: CSU

GR M25 – PUBLICATIONS DESIGN**3 UNITS***Prerequisites: None**Recommended Prep: GR M23 and GR M34**Class Hours: 2 lecture, 3 lab*

Covers the design of multi-page publications, currently using InDesign for both electronic and printed production. Explores the issues and possibilities involved in the design and production of newsletters, catalogs, books and publications. Emphasizes the sequential organization of text and visual material, typographical structures, format and presentation. Applies to Associate Degree. Transfer credit: CSU

GR M26 – DIGITAL ILLUSTRATION**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces the world of two-dimensional and three-dimensional digital illustration. Utilizes raster and vector-based software to create digital illustrations from concepts to completion. Explores mark-making, perspective, color systems and rendering of light and shade. Develops perceptual skills, conceptual strategies, production methods, and narrative composition through projects and critiques. Applies to Associate Degree. Transfer credit: CSU

GR M27 – IMAGE EDITING**3 UNITS***Prerequisites: None**Recommended Prep: GR M23**Class Hours: 2 lecture, 3 lab*

Focuses on image editing, currently using Adobe Photoshop for photography, graphic design, and multimedia. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, color correction, selection techniques, retouching, compositing, special effects, channel calculations, adjustment layers, clipping paths, and output devices. (Same course as PHTC M33.) Applies to Associate Degree. Transfer credit: CSU

GR M30 – DESIGN I**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Provides a solid foundation in the use of the elements of visual language and their relationship to experience, expression, and communication. Requires hands-on experience in creative problem solving including the exploration of rhythm and balance, texture, figure/ground, visual hierarchy, color, time and motion, and other components, through a variety of media. Applies to Associate Degree. Transfer credit: CSU

GR M31 – DESIGN II**3 UNITS***Prerequisites: None**Recommended Prep: GR M30 and GR M23**Class Hours: 2 lecture, 3 lab*

Further basic design skills and develops conceptual and technical abilities to amplify content through form, image, typography, symbolism and experimentation. Emphasizes, through exercises, the different aspects of analytical and inventive design. Applies to Associate Degree. Transfer credit: CSU

GR M32 – DESIGN III**3 UNITS***Prerequisites: None**Recommended Prep: GR M23 or GR M31**Class Hours: 2 lecture, 3 lab*

Teaches more sophisticated methods of research and design thinking, design outcomes and technologies, as they are applied to increasingly complex projects. Evolves and refines the design skills. Applies to Associate Degree. Transfer credit: CSU

GR M33 – ADVERTISING DESIGN**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Examines the importance of research, creating, and application of advertising design in the development of advertising campaigns. Explores creative problem solving, audience, product, and client positioning, marketing, and creative strategies as applied to advertising. Emphasizes creative team interaction, brainstorming techniques, and the performance of detailed research. Applies to Associate Degree. Transfer credit: CSU

GR M34 – TYPOGRAPHY**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces the fundamentals of typography, letterforms, typographic terminology and methods. Explores type families, grid construction, visual hierarchies, and organizations. Employs the type as a visual form and visible language, from the hand lettering to the computer screen. Applies to Associate Degree. Transfer credit: CSU; UC

GR M40 – BEGINNING ILLUSTRATION**3 UNITS***Prerequisites: ART M12A**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. Applies to Associate Degree. Transfer credit: CSU

GR M41 – INTERMEDIATE ILLUSTRATION**3 UNITS***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. Applies to Associate Degree. Transfer credit: CSU

GR M42 – ADVANCED ILLUSTRATION**3 UNITS***Prerequisites: ART M41 or GR M41**Class Hours: 2 lecture, 3 lab*

Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. Applies to Associate Degree. Transfer credit: CSU

GR M50 – AIRBRUSH TECHNIQUES I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Course covers learning airbrush painting techniques, the basics of airbrush illustration and photo retouching for advertising, commercial and industrial airbrush applications, and personal expression through airbrush and brush painting. Applies to Associate Degree. Transfer credit: CSU

GR M51 – AIRBRUSH TECHNIQUES II 3 UNITS

Prerequisites: GR M50

Class Hours: 2 lecture, 3 lab

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.” Applies to Associate Degree. Transfer credit: CSU

GR M52 – AIRBRUSH PAINTING 3 UNITS

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 – TOPICS IN GRAPHICS 1 TO 3 UNITS

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 – AIRBRUSH PRACTICE 1 UNIT

Prerequisites: 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 for a total of four (4) times for credit. Applies to Associate Degree.

GR M60B – COMPUTER GRAPHICS PRACTICE 1 TO 3 UNITS

Prerequisites: GR M30 and GR M31 or GR M32

Class Hours: 3 to 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 for a total of four (4) times for credit. Applies to Associate Degree.

GR M60G – CREATING BACKGROUND SCENES FOR ANIMATION 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

This course provides instruction in the use of special techniques and color to produce final background scenes with a variety of conceptual subjects, effects, and media. Background scenes will be rendered for use in special effects for TV, movies and for commercials. Applies to Associate Degree.

GR M70 – REPRODUCTION PROCESS 2 UNITS

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 M73 – SILK SCREEN SERIGRAPHY I 3 UNITS

Prerequisites: None

Recommended Prep: ART M20

Class Hours: 1 lecture, 6 lab

Introduces serigraphy 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. Provides group and individual critiques. (Same course as ART M98.) (Formerly ART M14A.) Applies to Associate Degree. Transfer credit: CSU; UC

GR M74 – SILK SCREEN SERIGRAPHY II 3 UNITS

Prerequisites: GR M73 or ART M98

Class Hours: 1 lecture, 6 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 serigraphy printing; basic line photography and contact printing; and single and multi-color printing and posterization techniques. Explores special printing on various surfaces. May be taken for a total of two (2) times for credit. (Same course as ART M99.) (Formerly ART M14A.) Applies to Associate Degree. Transfer credit: CSU; UC

GR M80 – DESIGN INTERNSHIP 1 TO 4 UNITS

Prerequisites: None

Recommended Prep: GR M23

Class Hours: 3 to 33 work experience hours as arranged

Provides on-the-job training to develop effective work habits, attitudes, and career awareness in paid or unpaid jobs that are related to design. Includes both workplace supervisor and faculty advisor feedback and/or written evaluations. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

GR M90 – DESIGN PORTFOLIO 2 UNITS

Prerequisites: GR M31 and design software proficiency

Class Hours: 1 lecture, 3 lab

Provides students the opportunity to create new projects and refine existing projects for entry level positions and for transfer institutions. Requires completed projects which meet the professional standards. May be taken a maximum of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU



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.

DEAN

Lori Bennett, Phone (805) 378-1427

FACULTY

James Bittner, Stephen Burkhart, Traycie Kephart, Jeff Kreil, Remy McCarthy

COUNSELORS

Traci Allen

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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.

HEALTH EDUCATION COURSES

HED M01 – HEALTH AND SOCIETY

2 UNITS

Prerequisites: None

Class Hours: 2 lecture

Focuses on the nature and function of health in our society and emphasizes major health concepts designed to contribute to the students' understanding of healthy living. Includes: personal fitness, nutrition, mental health, personal relationships, harmful substances, environmental health, communicable diseases, chronic and degenerative diseases, 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 – WOMEN'S HEALTH

2 UNITS

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 M01, M02, and M07 combined: maximum credit, one course)

HED M03 – NUTRITION, FITNESS AND STRESS MANAGEMENT

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

This course is an integrated approach to health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Concepts will be applied to specific topics of current concern such as maintaining healthy weight, prevention of heart disease and stress management. Skills for incorporating healthful habits and techniques into ones' daily life will be stressed. Applies to Associate Degree. Transfer credit: CSU

HED M05 – FIRST AID, CPR AND AED

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the background knowledge and practical skills necessary for rendering assistance in emergency and sudden illness First Aid situations. Successful course completion qualifies students for American Red Cross Standard First Aid, Adult CPR and AED, and Child and Infant CPR Certifications. Applies to Associate Degree. Transfer credit: CSU; UC

HED M07 – PERSONAL HEALTH

3 UNITS

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 M01, M02, and M07 combined: maximum credit, one course)

HED M22A/B – INDEPENDENT STUDIES IN HEALTH EDUCATION

1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU

HED M80 – INTERNSHIP IN HEALTH EDUCATION

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

HEALTH SCIENCES

Program Purpose: Students who complete Health Sciences courses will acquire basic skills necessary to succeed in medical programs, such as Nursing, Emergency Medical Technician, Radiologic Technology, and Health Information Management.

A Health Science career represents excellent employment opportunities in the ever expanding fields of health services and research.

DEAN

Kim Hoffmans, Phone (805) 378-1459

HEALTH SCIENCES COORDINATOR

Carol Higashida, Phone (805) 378-1433

FACULTY

Guadalupe Aldana, Linda Loiselle, Carol Velas

COUNSELORS

Nursing: Lydia Basmajian

Transfer Majors: Lydia Basmajian, Danita Redd

PRE-PROFESSIONAL PROGRAMS

Dental, Medical, Physical Therapy or 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 (H)/B recommended); PHYS M10A/ M10AL, M10B/M10BL. For veterinary school the requirements are: BIOL M02A; CHEM M01A, M01B; ENGL M01A, M01AH, M01B, M01BH; MATH M15, MATH M15H; 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 M15 – PHARMACOLOGY

3 UNITS

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. The course may be repeated to monitor constantly changing pharmaceutical approaches and resultant practical implications. 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 – BASIC SKILLS FOR THE NURSE

0.5 UNIT

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 – BASIC SKILLS FOR THE RADIOLOGIC TECHNOLOGIST

0.5 UNIT

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 – HEALTH CARE ETHICS

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduction to theoretical and applied ethics as it relates to problems in medicine, health care and the human life sciences. Includes an examination of foundational moral principles and the main moral theories. Also provides an introduction to ethics in general, a foundation for understanding legal implications in health care, and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same course as PHIL M17.) Applies to Associate Degree. Transfer credit: CSU

HS M19 – MEDICAL TERMINOLOGY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Prepares participants for a career in the health care industry to understand and communicate medical information. Teaches the language of medicine, focusing on the building of medical terminology through the use of work components. Participants will acquire basic words, prefixes, and suffixes upon which medical words are built. The course will assist the student in learning medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations will be covered. Applies to Associate Degree. Transfer credit: CSU

HS M23 – PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS

3 UNITS

Prerequisites: None

Recommended Prep: HS M19

Class Hours: 3 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 M25 – BASIC PATHOPHYSIOLOGY

4 UNITS

Prerequisites: None

Recommended Prep: ANAT M01 and PHSO M01

Class Hours: 4 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. Applies to Associate Degree. Transfer credit: CSU

HS M26 – LEGAL ASPECTS OF HEALTH CARE 2 UNITS

Prerequisites: None

Class Hours: 2 lecture

Legal issues pertaining to health care, health information, and the health record as a legal document. Includes patient privacy and confidentiality, patient rights, release of information, informed consents, advance directives, compliance, fraud and abuse, HIPPA and E-Health. Applies to Associate Degree. Transfer credit: CSU

HS M30 – BASIC CARDIAC DYSRHYTHMIA INTERPRETATION 1.5 UNITS

Prerequisites: 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 M35 – HOLISTIC HEALTHCARE PRACTICES 1.5 UNITS

Prerequisites: None

Class Hours: 1.5 lecture

Explores health care practices which compliment the Western/allopathic mode of health care. Content includes relaxation therapy, meditation, guided imagery, therapeutic touch and other energy healing modalities, nutrition, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver and all health care professionals. Provider approved by the California Board of Registered Nursing. Provider Number CEP 2811 for 24 contact hours. Applies to Associate Degree. Transfer credit: CSU

HS M80 – INTERNSHIP IN HEALTH SCIENCES 1 TO 4 UNITS

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

Class Hours: 3 to 33 work experience hours as arranged

Extends 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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

HISTORY

Program Purpose: Students who complete History courses will use critical thinking skills in understanding and analyzing the past and how historical events, issues and human activity over time has changed our world today. Understanding the past will allow students to positively engage and contribute to society as informed citizens.

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians study 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

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FACULTY

Nenagh Brown, Patricia Colman, Cecile Copsey, Hugo Hernandez, Ranford Hopkins, Susan Kinkella

COUNSELORS

Anitra Evans, 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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in History who wish to qualify for an Associate in Arts Degree could explore General Studies as a possible major.

DEGREE IN HISTORY

The Associate in Arts in History for Transfer (AA-T in History) is intended for students who plan to transfer and complete a bachelor's degree in History, or a similar major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in History degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts in History for Transfer students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18 specified major units. All courses in the major must be completed with a grade of C or better.
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

Required Core Courses (6 units)		Units
HIST M07A	Social and Political History of the United States I	3.0
HIST M07B	Social and Political History of the United States II	3.0
Units from LIST A		6.0
Units from LIST B		6.0

TOTAL 18.0**List A: Select and complete two courses (6 units)**

HIST M01A	Western Civilization I	3.0
AND		
HIST M01B	Western Civilization II	3.0
OR		
HIST M20A	World History I	3.0
AND		
HIST M20B	World History II	3.0

List B: Select and complete one course from each of the following groups (6 units)

Group 1: Diversity

HIST M03A	African American History to 1877	3.0
HIST M03B	African American History Since 1877	3.0
HIST M04	History of Mexican Americans in the United States	3.0
HIST M06	History of the American Indian	3.0
HIST M14	Race and Gender in American History	3.0
HIST M15	Asian Civilization I	3.0
HIST M16	Asian Civilization II	3.0
HIST M20A or HIST M20B	(if not used in List A)	3.0

Group 2: History

HIST M08	History of California	3.0
HIST M09	Latin American History	3.0
HIST M12	History of American Women	3.0
HIST M12H	Honors: History of American Women	3.0
Any listed History course from List A and List B (if not used)		3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Transfer Degree in History will be able to:

- analyze how historical events, issues and human activity over time has shaped our world today.
- positively engage and contribute to society as informed citizens.

HISTORY COURSES

HIST M01A – WESTERN CIVILIZATION I 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Analyzes important events and developments in Western Civilization from prehistory through the sixteenth century. Evaluates ideas, institutions, and contributions to include political, social, and economic achievements within the Western world. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M01B – WESTERN CIVILIZATION II 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Analyzes important events and developments in Western Civilization from the seventeenth century to modern times. Evaluates ideas and institutions as well as political, economic and social structures. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M03A – AFRICAN AMERICAN HISTORY TO 1877 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys United State history with an emphasis on the African American experience from the 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 and development of the United States. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M03B – AFRICAN AMERICAN HISTORY SINCE 1877 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys 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 and development of the United States. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M04 – HISTORY OF MEXICAN AMERICANS IN THE UNITED STATES 3 UNITS

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. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M06 – HISTORY OF THE AMERICAN INDIAN 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the history of the indigenous people of North America and Meso-America from the pre-Colonial era to the present. Emphasizes American Indian and Euro-American interaction, U.S. policy development and the roles played by American Indians to ensure their survival and cultural integrity into the 21st century. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M07A – SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES I 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the creation and development of American Society to 1865, analyzing impact of individuals and groups. Explores the 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. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A, M07B, M25, and M25H combined; maximum credit: two courses)

HIST M07B – SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES II 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the social and political development of the United States since 1865, emphasizing the effects on contemporary Americans. Explores individual and group contributions surrounding the issues as westward expansion, industrial development, immigration and the development of modern American society. Examines the major social and political reform movements since 1865 and the United States' role as a major world power. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A, M07B, M25, and M25H combined; maximum credit: two courses)

HIST M08 – HISTORY OF CALIFORNIA 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the political and social development of California from early Native California cultures to the present. Compares the success and failures of movements for change, such as the establishment of national parks. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M09 – LATIN AMERICAN HISTORY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Provides a comprehensive survey of Latin American history focusing on the development of cultural, economic, and political factors in the various Latin American nations. Emphasizes contemporary United States-Latin American relations. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M12 – HISTORY OF AMERICAN WOMEN 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys United States history from the pre-colonial era to the present with emphasis on the history of American women. Examines the changing roles and contributions of American women in the context of the social, political and economic history of the United States. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Students cannot complete both HIST M12 and HIST M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M12H – HONORS: HISTORY OF AMERICAN WOMEN 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys United States history from the pre-colonial era to the present with emphasis on the history of American women. Examines the changing roles and contributions of American women in the context of the social, political and economic history of the United States. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Students cannot complete both HIST M12 and HIST M12H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M14 – RACE AND GENDER IN AMERICAN HISTORY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys the experience of Native American, Mexican American, Asian American, African American men and women from the beginnings of American history, focusing on their accomplishments and obstacles. Analyzes relevant historical documents, films, and literature. Satisfies US-1 (historical development of American institutions and ideals) requirement of CSU Title V. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M15 – ASIAN CIVILIZATION I 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Provides a broad overview of those societies and individuals that have provided key contributions to the development of Monsoon Asia. Covers the period from the earliest written records to 1600 CE, including selected topics from the Ancient, Classical, Post-Classical, and Early Modern periods. Emphasizes India and China but all areas of Monsoon Asia are introduced, including Japan. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M16 – ASIAN CIVILIZATION II 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Provides a broad overview of those societies and individuals that have provided key contributions to the development of Monsoon Asia. Covers the period from the arrival of the West to the present (c. 1600 – 2000 CE), including selected topics from the Late Traditional Period, the Era of Imperialism and the Modern Period. Emphasizes China, India and Japan but all areas of Monsoon Asia are introduced. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M20A – WORLD HISTORY I 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the world's major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1500. Covers each civilization's religions and cultural achievements, as well as its political, economic and social structures. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M20B – WORLD HISTORY II 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the world's major civilizations of Asia, Europe, Africa and the Americas from 1500 to the present day. Surveys historical themes that are found in the world's political, economic, social, religious and cultural structures from the Early Modern Period, the Era of Western Hegemony and the Modern Era. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M25 – HISTORY OF THE UNITED STATES 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

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. Satisfies US-1 (historical development of American institutions and ideals) requirements of Title V. Students cannot complete both HIST M25 and HIST M25H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A, M07B, M25, and M25H combined; maximum credit: two courses)

HIST M25H – HONORS: HISTORY OF THE UNITED STATES 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

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. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Satisfies US-1 (historical development of American institutions and ideals) requirements of Title V. Students cannot complete both HIST M25 and HIST M25H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (HIST M07A, M07B, M25, and M25H combined; maximum credit: two courses)

HIST M60A-Z – TOPICS IN HISTORY**1 TO 3 UNITS***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 M60H – HISTORY OF JEWISH PEOPLE****3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

This course traces great ages and ideas of the Jewish people with a view to providing insight into the character and nature of contemporary Jewish experience. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60T – HISTORIC SITE EVALUATION**3 UNITS***Prerequisites: A previous or concurrent course in History**Class Hours: 3 lecture*

This course is a study of the evolution and techniques of the historic preservation movement in the United States. It will examine historic site evaluation and interpretation. It includes on-site study of Federal, State, and local historic sites, buildings, museums, parks, etc. Applies to Associate Degree. Transfer credit: CSU

HIST M80 – INTERNSHIP IN HISTORY**1 TO 4 UNITS***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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

HIST M122 – INDEPENDENT STUDIES - HISTORY 0.5 TO 3 UNITS*Prerequisites: Completion of one course in History and instructor approval**Class Hours: 1.5 to 9 lab*

Allows independent study for students who wish to extend their knowledge of a particular area of history through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a history instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly HIST M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

HUMANITIES

Program Purpose: Students who complete Humanities courses will demonstrate an awareness of the ways people throughout time and across cultures have developed cultural, moral/ethical, and artistic creations in response to their world; critically analyze cultural and artistic productions in their original context; and respond to these cultural creations with informed appreciation.

Humanities, broadly defined, is the study of the cultural activities and artistic expressions of human beings. Humanities courses may introduce students to art, literature, architecture, music, dance, philosophy, morality, religion, the sciences, gender and ethnicity, pop culture, and related fields. To explore specific career options, check the software and online resources available in the Career Transfer Center located in Fountain Hall, (805) 378-1536.

DEAN

Inajane Nicklas (805) 378-1443

FACULTY

Perry Bennett, Nils Slattum, Tracy Tennenhouse

COUNSELORS

Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Humanities who wish to qualify for an Associate in Arts Degree could explore Liberal Studies or Social Science as a possible major.

HUMANITIES COURSES**HUM M01 – THE INDIVIDUAL AND SOCIETY****6 UNITS***Prerequisites: None**Class Hours: 6 lecture*

Analyzes history, philosophy, and social issues through accomplishments of people who have shaped civilization and its institutions. Explores individual and collective responsibility to preserve and improve society. Places special emphasis on developing writing skills. This is an interdisciplinary course that is team-taught by instructors from different disciplines. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M02 – THE INDIVIDUAL AND THE ARTS**6 UNITS***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. Will place special emphasis on improving writing skills. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M07 – HUMANITIES THROUGH THE ARTS**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the humanities as seen through various art forms: music, literature, painting, sculpture, photography, architecture, and film, from the perspective of the humanities. Emphasizes the history, techniques, meaning, and evaluation of individual works art. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M10A – ETHICS, CULTURE AND THE ARTS: THE ROOTS OF THE HUMANITIES**3 UNITS***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

**HUM M10B – ETHICS, CULTURE AND THE ARTS:
HUMANITIES AND THE MODERN WORLD 3 UNITS**

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

HUM M12 – SPANISH CIVILIZATION 3 UNITS

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 M22A/B – INDEPENDENT STUDIES
IN HUMANITIES 1 TO 3 UNITS**

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

HUM M42 – BUSINESS AND SOCIETY 3 UNITS

Prerequisites: None
Recommended Prep: BUS 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 – TOPICS IN THE HUMANITIES 1 TO 6 UNITS

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 – THE VIETNAM WAR 3 UNITS

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. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M80 – INTERNSHIP IN HUMANITIES 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

INTERIOR DESIGN

The Certificate of Achievement in Interior Design has been discontinued. Students already enrolled in this program will be allowed to complete the certificate, but they must meet with a counselor as soon as possible to create a plan to do so, and they must maintain continuous enrollment. Effective Fall 2012, no new students will be able to declare an Interior Design major. ID M14 and ID M15 will continue to be offered until Spring 2013.

DEAN

Julius Sokenu, Phone (805) 378- 1448

COUNSELORS

Denice Avila

INTERIOR DESIGN COURSES

ID M14 – INTERMEDIATE INTERIOR DESIGN 3 UNITS

Prerequisites: None
Recommended Prep: ID M11, ID M12, SPCH M01, and ART M04A
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. Applies to Associate Degree. Transfer credit: CSU

ID M15 – SPACE PLANNING 3 UNITS

Prerequisites: None
Recommended Prep: ID M11 and DRFT M03A
Class Hours: 3 lecture

An 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. Applies to Associate Degree. Transfer credit: CSU

INTERNSHIPS

See Courses in Work Experience

Visit the Career Transfer Center located in Fountain Hall, (805) 378-1536.

ITALIAN

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

CAREER OPPORTUNITIES

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

DEAN

Inajane Nicklas, Phone (805) 378-1443

COUNSELORS

Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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 – ELEMENTARY ITALIAN I

4 UNITS

Prerequisites: None

Class Hours: 4 lecture

Introduces the culture of the Italian-speaking world and the fundamental structures of the Italian language. Emphasizes 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

ITAL M02 – ELEMENTARY ITALIAN II

4 UNITS

Prerequisites: ITAL M01 or 2 years of high school Italian or equivalent

Class Hours: 4 lecture

Continues to study the culture of the Italian-speaking world and the fundamental structures of the Italian language. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

ITAL M22A/B – INDEPENDENT STUDIES IN ITALIAN 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ITAL M80 – INTERNSHIP IN ITALIAN

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

JAPANESE

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

CAREER OPPORTUNITIES

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

DEAN

Inajane Nicklas, Phone (805) 378-1443

COUNSELORS

Anitra Evans

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. 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.

JAPANESE COURSES

JAPN M01 – ELEMENTARY JAPANESE I

4 UNITS

Prerequisites: None

Class Hours: 4 lecture

Introduces the culture of Japan and the fundamental structures of the Japanese language. Emphasizes 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

JAPN M02 – ELEMENTARY JAPANESE II

4 UNITS

Prerequisites: JAPN M01 or two years of high school Japanese or equivalent

Class Hours: 4 lecture

Explores further the culture of Japan and more complex structures of the Japanese language. Emphasizes 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

**JAPN M22A/B – INDEPENDENT STUDIES
IN JAPANESE**

1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

JAPN M80 – INTERNSHIP IN JAPANESE

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

JOURNALISM

Program Purpose: Students who complete Journalism courses will be able to critically analyze mass media in the context of culture and ethics. Journalism majors will also be able to report and factually represent events and trends in society through publication in multiple platforms using skills necessary in today's media companies.

The Journalism major program has a twofold purpose: to provide preparation for careers in newspaper and magazine editorial work, television and radio news and public relations, and to provide a study of the media of mass communications.

DEAN

Julius Sokenu, Phone (805) 378-1448

FACULTY

Joanna Miller

COUNSELORS

Denice Avila, Roberta Brodie

DEGREE 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 Reporting and Writing for the Media	3.0
JOUR M03 Advanced Media Reporting and Presentation	3.0
Units from One of the RECOMMENDED OPTIONS	18.0-21.0
Total	27.0-30.0

Recommended Options (Complete 18-21 units):

JOUR M08	Basic Photo Journalism	3.0
JOUR M10A	Student News Media Staff	3.0
JOUR M14	Introduction to Public Relations	3.0
BUS M38	Advertising	3.0
FTVM M11	Introduction to Scriptwriting: Film, TV and Radio	3.0
FTVM M23	Broadcast Journalism	3.0
FTVM M30	Digital Camera Production/Editing	3.0
FTVM M40	Audio Production	3.0
FTVM M53B	Voice and Diction II	3.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Journalism will be able to:

- apply critical reasoning and analysis to issues of ethics and accuracy in the mass media today to create journalistic articles for publication.

JOURNALISM COURSES

JOUR M01 – MEDIA AND SOCIETY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explores the history, laws, methods and media of mass communications and their impacts on American consumers and society. Examines the ethics and effects of today's mass media. (Same course as FTVM M01.) Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M02 – REPORTING AND WRITING FOR THE MEDIA

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces reporting and writing for media, including print, online and broadcast. Focuses on fundamentals of reporting, writing and critical thinking skills, with emphasis on accuracy, balance, ethics and awareness of media law. Teaches skills needed to conceive, plan, report and write news and feature stories for print, online and broadcast, and coordinate stories with photographs or other multimedia illustrations. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M03 – ADVANCED MEDIA REPORTING AND PRESENTATION

3 UNITS

Prerequisites: JOUR M02

Class Hours: 3 lecture

Emphasizes essential reporting, writing and critical thinking skills at an advanced level. Covers information and teaches skills needed to conceive, plan, report, write, shoot and present in-depth news and feature stories for print, online and broadcast, coordinate stories with photographs or other multimedia illustrations. Strong focus on accuracy, balance and ethics. Examines media law. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M04 – MAGAZINE ARTICLE WRITING

3 UNITS

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 – BASIC PHOTOJOURNALISM 3 UNITS

Prerequisites: PHOT M10 or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces aspects of film and digital photography applicable to documentary, multimedia, film, mass communication, broadcast, and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers, book illustrations, and multimedia presentations. Stresses storytelling, and light techniques, and explores philosophical, historical, and ethical issues in the field of photojournalism. (Same course as PHTC M35.) Applies to Associate Degree. Transfer credit: CSU

JOUR M09 – COPY EDITING AND MAKEUP 3 UNITS

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 – STUDENT NEWS MEDIA STAFF 3 UNITS

Prerequisites: None

Recommended Prep: JOUR M02

Class Hours: 2 lecture, 3 lab

Uses knowledge of journalistic fundamentals and ethics in writing, photography, videography and multimedia to create, write and produce stories and images for print, web and broadcast for publication in the student news media. Applies to Associate Degree. Transfer credit: CSU

JOUR M10B – STUDENT NEWS MEDIA STAFF EDITING 4 UNITS

Prerequisites: None

Class Hours: 2 lecture, 6 lab

Develops the ability to conceive, plan, report, edit, design and produce student news media online, in print, and when available, broadcast. Provides opportunities for student staff editors to plan sections including text, photos, graphics and multimedia packages for publication in student news media. Allows students to assign, write, shoot, and coordinate stories, photos, video and other graphic elements; as well as critically evaluate and edit all content, and work directly with student writers and advisor. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

JOUR M12 – BROADCAST JOURNALISM 3 UNITS

Prerequisites: None

Recommended Prep: JOUR M02 or concurrent enrollment in RT M13/JOUR M13

Class Hours: 2 lecture, 3 lab

Provides practice and application in developing and preparing content for radio, television and online. Develops interviewing and other newsgathering skills, as well as content synthesis with concern for accuracy, balance, fairness and journalistic ethics. Includes writing and editing original copy as well as practice rewriting wire service copy for on-air and online use. (Same course as FTVM M23.) (Formerly RT M12.) Applies to Associate Degree. Transfer credit: CSU

JOUR M14 – INTRODUCTION TO PUBLIC RELATIONS 3 UNITS

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 M15 – DIGITAL STORYTELLING 3 UNITS

Prerequisites: None

Recommended Prep: JOUR M02 or FTVM M30A

Class Hours: 2 lecture, 3 lab

Emphasizes skills in critical thinking, reporting, writing, and producing video and audio story packages for online media. Cultivates skills in interviewing, sourcing and information gathering using photographic, audio and video recording equipment. Develops skills in storyboarding to conceive and refine projects, scriptwriting and story assembling using digital editing software for video and audio. Focuses on accuracy, balance and ethics. Field reporting: students report, interview and research in the field. Students who are unable to negotiate some assignments should contact instructor for personalized arrangements for interviews on campus or near student's residence. Applies to Associate Degree. Transfer credit: CSU

JOUR M22A/B – INDEPENDENT STUDIES IN JOURNALISM 1 TO 3 UNITS

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; UC (determined after admission)

JOUR M30 – DIGITAL CAMERA PRODUCTION/EDITING I 1.5 UNITS

Prerequisites: None

Recommended Prep: FTVM M20

Class Hours: 1 lecture, 1.5 lab

Introduces knowledge and skills for single camera production as well as aesthetics and technical techniques in video editing. Emphasizes shooting single camera, audio, lighting, and editing. Beginning field production, pre- and post-production activities will be required of students. (Same course as FTVM M30A.) Applies to Associate Degree. Transfer credit: CSU

JOUR M80 – INTERNSHIP IN JOURNALISM 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

KINESIOLOGY

Program Purpose: Students who complete Kinesiology courses will improve their fitness skills, demonstrating positive attitudes and healthy lifestyles. Students who participate in Intercollegiate Athletics will develop their optimal athletic potential and skills in teamwork.

The Kinesiology Program is designed to prepare students for transfer to bachelor degree programs in Kinesiology, Exercise Science, Physical Education, Physical Therapy, Athletic Training, Coaching, and Fitness Management. Interested students may also pursue a career as personal trainers. Kinesiology classes offer students an opportunity to enrich their education with emphasis on improved individual physical well-being as well as professional career options.

DEAN

Lori Bennett, Phone (805) 378-1427

FACULTY

Stephen Burkhart, Howard Davis, Traycie Kephart, Jeffery Kreil, Remy McCarthy, Sherry Ruter, Willard Thurston

COUNSELORS

Traci Allen

DEGREE IN KINESIOLOGY

The AA-T in Kinesiology is intended for students who plan to complete a bachelor's degree in Kinesiology, or a similar major at a CSU campus. Students completing this degree, Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Kinesiology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 21-24 specified major units. All courses in the major must be completed with a grade of C or better (title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

Required Courses: 14 Units		Units
KIN M01	Introduction to Kinesiology	3.0
ANAT M01	Human Anatomy	4.0
PHSO M01	Human Physiology	4.0

Movement-Based Courses: Select a minimum of one (1) course from any three (3) of the following areas for a maximum of three units: 3.0

One TEAM course: KIN M82, M84, M85, M87
or Intercollegiate course: KIN M100-M137

One INDIVIDUAL course: KIN M70, M71, or M72

One FITNESS course: KIN M23, M24, M31, M32, M33, M34, M35, M40, M41, M42, M43, M44, M50, M51, M52, or M53

DANCE: DANC M10A-D, M11A-D, or M12A-D

Units from ELECTIVE COURSES **7.0-9.0**

TOTAL minimum units required in major area **21.0-23.0**

Elective Courses: Select 7.0-10.0 units from the following:

		Units
MATH M15	Introductory Statistics	4.0-5.0
OR		
MATH M15H	Honors: Introductory Statistics	4.0-5.0
CHEM M01A	General Chemistry I	5.0
OR		
CHEM M11	Foundations of General, Organic, and Biochemistry	5.0
PHYS M10A	General Physics I	4.0
OR		
PHYS M20A	Mechanics of Solids and Fluids	4.0
HED M05	First Aid, CPR, and AED	3.0

NOTES: KIN M13: Care and Prevention of Athletic Injuries should be selected for students transferring to athletic training programs. KIN M18: Foundation of Fitness is a recommended preparation for students transferring to Exercise Science programs.

DEGREE IN EXERCISE SCIENCE

To earn an Associate in Science Degree in Exercise Science, students complete 18 or more specified units, plus General Education Degree Requirements.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
KIN M16	Personal Training Principles	3.0
KIN M17	Teaching Group Fitness	3.0
KIN M18	Foundations of Fitness	3.0
HED M05	First Aid, CPR and AED	3.0
Units from RECOMMENDED COURSES		6.0

TOTAL minimum units required in major area **18.0**

Recommended Courses		Units
ANAT M01*	Human Anatomy	4.0
BIOL M01*	Introduction to Biology	4.0
HED M03	Nutrition, Fitness & Stress Management	3.0
KIN M13	Prevention and Care of Athletic Injuries	3.0
PE M80	Internship in Physical Education	1.0-4.0
PHSO M01*	Human Physiology	5.0
TOTAL		18.0

* Students planning on transferring to a university should select ANAT M01, BIOL M01, or PHSO M01

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Exercise Science: Fitness Specialist will be able to:

- apply the science of kinesiology to understand, appreciate and achieve the maximum benefits provided by physical movement for developing an individual's health and wellness.
- understand and demonstrate to others the core components of personal training.
- understand and demonstrate to others the core components to foundations of group fitness.

Exercise Science: Fitness Specialist Certificate of Achievement

To earn an Certificate of Achievement in Exercise Science: Fitness Specialist, students complete 18 or more specified units.

Required Courses		Units
KIN M16	Personal Training Principles	3.0
KIN M17	Teaching Group Fitness	3.0
KIN M18	Foundations of Fitness	3.0
HED M05	First Aid, CPR and AED	3.0
Units from RECOMMENDED COURSES		6.0
TOTAL minimum units required in major area		18.0

Recommended Courses		Units
ANAT M01	Human Anatomy	4.0
BIOL M01	Introduction to Biology	4.0
HED M03	Nutrition, Fitness & Stress Management	3.0
KIN M13	Prevention and Care of Athletic Injuries	3.0
PE M80	Internship in Physical Education	1.0-4.0
PHSO M01	Human Physiology	5.0
TOTAL		18.0

KINESIOLOGY COURSES

MAJOR COURSES:

KIN M01 – INTRODUCTION TO KINESIOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Presents a general survey of the field of kinesiology. Explores the aims, objectives and contemporary issues in physical education, kinesiology, sports medicine and the fitness industry. (Formerly PE M90.) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M13 – PREVENTION AND CARE OF ATHLETIC INJURIES 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

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. Presents practical situations for responding to the athletically injured. Does NOT fulfill PE/Health requirement for Associate Degree. (Formerly HED M06.) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M13L – PREVENTION AND CARE OF ATHLETIC INJURIES LAB 1 UNIT

Prerequisites: KIN M13 or concurrent enrollment

Class Hours: 3 lab

Introduces basic concepts and skills for the athletic trainer through practical application. Includes topics of: diagnostic techniques, stretching, wrapping/taping, protective devices/bracing, modalities, and therapeutic exercise, among others. Does NOT fulfill PE/Health requirement for Associate Degree. (Formerly HED M06.) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M16 – PERSONAL TRAINING PRINCIPLES 3 UNITS

Prerequisites: None

Recommended Prep: KIN M18

Class Hours: 2 lecture, 3 lab

Introduces exercise physiology, biomechanics, and anatomy as foundational concepts for appropriate exercise programming. Includes learning and applying popular pre-exercise assessments for a variety of populations and abilities. Relates the principles of exercise science and program design to prepare students for successful completion of a personal training certification. (Formerly PE M95.) Applies to Associate Degree. Transfer credit: CSU

KIN M17 – TEACHING GROUP FITNESS 3 UNITS

Prerequisites: None

Recommended Prep: KIN M18

Class Hours: 2 lecture, 3 lab

Introduces exercise science concepts and their use in teaching group exercise. Emphasizes the integration of anatomy and applied kinesiology with teaching principles and techniques for a variety of group exercise formats. Stresses motor learning and effective group leadership, while teaching and monitoring human movement. Provides technical information and practical experience as preparation for group exercise instructor certification. (Formerly PE M96.) Applies to Associate Degree. Transfer credit: CSU

KIN M18 – FOUNDATIONS OF FITNESS**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Provides foundational information for fitness enthusiasts and those interested in pursuing a career as a fitness professional. Introduces muscular, cardiorespiratory, and other physiological systems essential for application to program design and its specificity to training goals. Includes muscular, neural, and skeletal anatomy in relation to proper movement, with the purpose of applying safe and effective exercise program design. Provides preparation for personal trainer certification exam. (Formerly PE M91.) Applies to Associate Degree. Transfer credit: CSU

ACTIVITY COURSES:**KIN M23 – WALKING FOR FITNESS****1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Provides exercise and fitness training through walking with the emphasis on improvements in cardiovascular conditioning and muscle tone. May be taken for a total of (4) four times for credit. (Formerly PE M01A.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M24 – RUNNING FOR FITNESS AND CONDITIONING **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Emphasizes improved physical health and cardiovascular fitness through running and overall conditioning. Includes endurance training with a gradual increase in distance. May be taken for a total of (4) four times for credit. (Formerly PE M03A.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M31 – BODY CONDITIONING/FITNESS LAB **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops and encourages positive lifetime habits with regard to cardiovascular efficiency, muscular strength and endurance, flexibility and body composition through the use of cardiovascular and strength machines along with circuit training and other fitness devices. May be taken for a total of four (4) times for credit. (Formerly PE M02A.) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M32 – BODY CONDITIONING/FREE WEIGHTS **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces muscular conditioning, emphasizing muscular endurance, strength and size improvements. Incorporates the use of a variety of resistance training systems and equipment to enhance flexibility, balance training, coordination, and body composition management. May be taken for a total of (4) four times for credit. (Formerly PE M02B.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M33 – POWER LIFTING/FREE WEIGHTS **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Builds strength, power, and bulk; exercises center on the development of core strength, and multi-joint power lifts. Emphasizes, in the conditioning phase, the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines. May be taken for a total of four (4) times for credit. (Formerly PE M08.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M34 - BODY CONDITIONING BOOT CAMP**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces boot camp style methods for total body conditioning designed to improve cardiovascular and muscle endurance, muscular strength, agility, and flexibility. Provides a wide range of fitness activities with interval training. Includes both indoor and outdoor fast-paced activities over a variety of terrain, and emphasizes functionality that can enhance performance in everyday activities or sports. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M10.) Applies to Associate Degree. Transfer credit: CSU

KIN M35 – CONDITIONING FOR ATHLETIC COMPETITION**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Develops skills and conditioning for prospective athletes who are entering intercollegiate 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. May be taken for a total of (4) four times for credit. (Formerly PE M17.) Applies to Associate Degree. Transfer credit: CSU

KIN M40 – CARDIO STEP AND SCULPT **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a wide variety of movement skills using step platforms and resistance equipment to improve cardiovascular endurance, muscular conditioning, and flexibility. May be taken for a total of four (4) times for credit. (Formerly PE M07.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M41 – AEROBIC MIX **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a wide variety of cardiovascular conditioning formats designed to improve cardiovascular fitness, muscular endurance, flexibility, and overall body conditioning. Implements traditional and contemporary aerobic formats such as hi-lo and non-impact aerobics, global cardio dance, kickboxing, step platforms, cardio ball, circuit training, and other popular body conditioning modalities. Adapts activities to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M12.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M42 – AEROBIC DANCE FITNESS **1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces cardiovascular conditioning with dance-like rhythmic movement blending a variety of contemporary and global dance styles with traditional aerobic fitness practices. Introduces specific styles which may vary and will reflect modern trends from the fitness industry. Adapts activities to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M04.) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M43 – CARDIO KICKBOXING**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces cardiovascular conditioning combining elements of martial arts, boxing, and aerobics to provide overall physical conditioning and toning. Improves cardiovascular and muscular endurance, coordination, and strength. Cardio kickboxing does not involve physical contact between competitors, and may implement use of equipment such as punching bags, jump ropes, and weights. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M15.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M44 – NIA FUSION FITNESS**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the classic Nia technique, a unique fusion form of cardiovascular and muscular conditioning with simple movements from dance, martial arts and healing arts. Develops improved body awareness, coordination, flexibility, cardiovascular and muscular conditioning. Includes stress reduction techniques through movement. Nia is adaptable to all levels of fitness and ability. May be taken for a total of four (4) times for credit. (Formerly PE M39.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M50 – PILATES MAT**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the study and practice of Pilates, a conditioning program based on the teachings of Joseph H. Pilates. Emphasizes activities designed to reduce muscular imbalances and improve body alignment by incorporating strength, flexibility, and relaxation techniques. Focuses on postural symmetry, breath control, abdominal and core strength, and joint mobility and stabilization. May be taken for a total of four (4) times for credit. (Formerly PE M16.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M51 – CORE STABILITY AND STRETCH**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a wide variety of concepts and physical conditioning techniques focusing on core musculature, balance, coordination, and flexibility. Includes movement skills using stability balls, functional integrated resistance exercises, basic yoga, Pilates, and other movement forms that elicit intrinsic and extrinsic core muscle conditioning, improved balance, and flexibility. Enhances posture, back comfort, body awareness, and muscular condition. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M18.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M52 – CORE FITNESS WITH CARDIO**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces a variety of concepts and practices for muscular and cardiovascular conditioning, focusing on the core of the body. Presents movement skills using aerobics, body weight, stability balls, free weights, medicine balls, and other appropriate techniques to enhance core and cardiovascular fitness, and weight management. Activities are adaptable to varied levels of ability and fitness. May be taken for a total of four (4) times for credit. (Formerly PE M40.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M53 – T'AI CHI CH'UAN**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the study and practice of T'ai Chi Ch'uan, an internal martial art designed to increase physical and mental strength by incorporating energy circulation, breathing, and mindfulness. Focuses on stances and movement sequences that improve agility, postural alignment, balance, and relaxation to rejuvenate the body, reduce stress, and improve health. May be taken for a total of four (4) times for credit. (Formerly PE M35.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M62 – ANALYSIS OF SEXUAL ASSAULT/Self-DEFENSE**2.5 UNITS***Prerequisites: None**Class Hours: 2 lecture, 1 lab*

Addresses the issues of personal assault and rape, with practical experience in learning self-defense techniques. Studies the academic literature as well as the physical responses to assault, rape and domestic violence. (Formerly PE M36A.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M70 – BOWLING**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the techniques, etiquette, safety and rules of the sport of bowling. Class is conducted off campus. Student must provide own transportation and bowling expenses. May be taken for a total of four (4) times for credit. (Formerly PE M05.) Applies to Associate Degree. Transfer credit: CSU; UC

KIN M71 – GOLF**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces basic rules, etiquette, fundamental skills, and strategies needed for playing golf. May be taken for a total of four (4) times for credit. (Formerly PE M06A, PE M06C and PE M06D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M72 – TENNIS**1 UNIT***Prerequisites: None**Class Hours: 3 lab*

Introduces the techniques, etiquette, rules and strategies of the game of tennis, including both singles and doubles. May be taken for a total of four (4) times for credit. (Formerly PE M11A, PE M11C, and PE M11D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M80 – KINESIOLOGY INTERNSHIP**1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline**Class Hours: 3 to 12 work experience hours as arranged*

Provides on-the-job experience to develop effective work habits, attitudes, and career awareness in paid or unpaid jobs that are related to discipline. Includes both workplace supervisor and faculty advisor feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation session. Students received one unit of credit for each 60 hours unpaid or 75 hours paid work. May enroll in up to 4 units a semester with a maximum of 16 total units of any type of work experience (including Internships in Discipline M80, WEXP M10, and WEXP M20). Applies to Associate Degree. Transfer credit: CSU

KIN M82 – BASKETBALL 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops basketball offensive and defensive fundamentals and techniques through drills and tournament games. May be taken a total of four (4) times for credit. (Formerly PE M24C.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M84 – SOCCER 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Introduces basic rules, sportsmanship, and fundamental skills, and strategies needed for playing soccer. May be taken for a total of four (4) times for credit. (Formerly PE M27A, PE M27C and PE M27D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M85 – SOFTBALL 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Introduces basic rules, sportsmanship, and fundamental skills, and strategies needed for playing softball. May be taken for a total of four (4) times for credit. (Formerly PE M28A, PE M28C and PE M28D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M87 – VOLLEYBALL 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Introduces the techniques and strategies of power volleyball. May be taken for a total of four (4) times for credit. (Formerly PE M30A.) Applies to Associate Degree. Transfer credit: CSU; UC*

INTERCOLLEGIATE COURSES - MEN'S:**KIN M100A – INTERCOLLEGIATE BASEBALL-MEN 4 UNITS**

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in baseball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M100A and/or KIN M100B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M66.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M100B – INTERCOLLEGIATE BASEBALL-MEN/OFF SEASON 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in baseball. Emphasizes team development and competitive improvement and intensity. KIN M100A and/or KIN M100B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M23D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M101A – INTERCOLLEGIATE BASKETBALL-MEN/FALL 4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M101A and/or KIN M101B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M67.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M101B – INTERCOLLEGIATE BASKETBALL-MEN/SPRING 2.5 UNITS

Prerequisites: None

Class Hours: 0.5 lecture, 6 lab

Requires skill development and participation intensity to be at the highest level. Involves competition against other institutions, including travel. KIN M101A and/or KIN M101B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M24D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M102A – INTERCOLLEGIATE CROSS COUNTRY-MEN 4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M102A and/or KIN M102B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M69.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M102B – INTERCOLLEGIATE CROSS COUNTRY-MEN/OFF SEASON 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. KIN M102A and/or KIN M102B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M29C.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M103A – INTERCOLLEGIATE FOOTBALL-MEN 4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in football. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M103A and/or KIN M103B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M71.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M103B – INTERCOLLEGIATE FOOTBALL-MEN/OFF SEASON 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in football. Emphasizes team development and competitive improvement and intensity. KIN M103A and/or KIN M103B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M25D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M105A – INTERCOLLEGIATE SOCCER-MEN 4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M105A and/or KIN M105B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M64A.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M105B – INTERCOLLEGIATE
SOCCER-MEN OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. KIN M105A and/or KIN M105B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M27D and PE M64B.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M107A – INTERCOLLEGIATE TRACK-MEN

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M107A and/or KIN M107B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M76.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M107B – INTERCOLLEGIATE
TRACK-MEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. KIN M107A and/or KIN M107B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M29D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M108A – INTERCOLLEGIATE VOLLEYBALL-MEN

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M108A and/or KIN M108B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M63A.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M108B – INTERCOLLEGIATE
VOLLEYBALL-MEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. KIN M108A and/or KIN M108B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M30D and PE M63B.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M122 – INDEPENDENT STUDY -
KINESIOLOGY**

0.5 TO 3 UNITS

Prerequisites: Completion of one course in Kinesiology and instructor approval

Class Hours: 1.5 to 9 hours lab as arranged

Allows independent study for students who wish to expand their knowledge of a particular area of kinesiology and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Kinesiology instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly PE M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

INTERCOLLEGIATE COURSES - WOMEN'S:

**KIN M130A – INTERCOLLEGIATE
BASKETBALL-WOMEN/FALL**

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M130A and/or KIN M130B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M68.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M130B – INTERCOLLEGIATE
BASKETBALL-WOMEN/SPRING**

2.5 UNITS

Prerequisites: None

Class Hours: 0.5 lecture, 6 lab

Develops athletic skills and techniques in basketball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M130A and/or KIN M130B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M24C.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M131A – INTERCOLLEGIATE CROSS
COUNTRY-WOMEN**

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M131A and/or KIN M131B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M70.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M131B – INTERCOLLEGIATE CROSS
COUNTRY-WOMEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in cross country. Emphasizes team development and competitive improvement and intensity. KIN M131A and/or KIN M131B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M03B.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M133A – INTERCOLLEGIATE SOCCER-WOMEN

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M133A and/or KIN M133B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M65A.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M133B – INTERCOLLEGIATE
SOCCER-WOMEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in soccer. Emphasizes team development and competitive improvement and intensity. KIN M133A and/or KIN M133B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M65B.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M134A – INTERCOLLEGIATE SOFTBALL-WOMEN

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in softball. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M134A and/or KIN M134B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M73.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M134B – INTERCOLLEGIATE
SOFTBALL-WOMEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in softball. Emphasizes team development and competitive improvement and intensity. KIN M134A and/or KIN M134B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M28D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M136A – INTERCOLLEGIATE TRACK-WOMEN

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions, and travel. KIN M136A and/or KIN M136B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M77.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M136B – INTERCOLLEGIATE
TRACK-WOMEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in track and field. Emphasizes team development and competitive improvement and intensity. KIN M136A and/or KIN M136B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M29D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M137A – INTERCOLLEGIATE VOLLEYBALL-WOMEN

4 UNITS

Prerequisites: None

Class Hours: 1 lecture, 9 lab

Develops participants skills and playing intensity in volleyball to the highest level. Involves competition against other institutions, and travel. KIN M137A and/or KIN M137B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M78.) Applies to Associate Degree. Transfer credit: CSU; UC*

**KIN M137B – INTERCOLLEGIATE
VOLLEYBALL-WOMEN/OFF SEASON**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops athletic skills and techniques in volleyball. Emphasizes team development and competitive improvement and intensity. KIN M137A and/or KIN M137B (either individually or in combination) may be taken a maximum of four (4) times for credit. (Formerly PE M30D.) Applies to Associate Degree. Transfer credit: CSU; UC*

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Sile Bassi, Melanie Masters

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Janet McEnroe

LEARNING SKILLS COURSES

LS M02 – 3 UNITS BASIC WRITING SKILLS

Prerequisites: None

Corequisites: LS M02L

Class Hours: 3 lecture

Develops basic English writing skills including grammar, usage, and correct sentence structure. Enables students to write well-organized paragraphs and short essays. Does NOT apply to Associate Degree.

LS M02L – WRITING SKILLS LABORATORY

0.5 UNIT

Prerequisites: None

Corequisites: LS M02

Class Hours: 1.5 lab

Uses word processing software, 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 pass/no-pass basis only. Does NOT apply to Associate Degree.

LS M03 – STUDY STRATEGIES**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces fundamental principles of study skills. Includes time management, goal setting, memory improvement, reading comprehension and learning strategies. Also includes strategies for note-taking, test-taking, and research. Emphasizes independent critical thinking skills and appropriate use of available resources on the campus and in the community. Instruction designed to meet the educational needs of students with or without disabilities. Applies to Associate Degree. Transfer credit: CSU; UC

LS M04 – READING AND REASONING**3 UNITS***Prerequisites: None**Corequisites: 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. Does NOT apply to Associate Degree.

LS M04L – READING SKILLS LAB**0.5 UNIT***Prerequisites: None**Corequisites: 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. May be taken a maximum of two (2) times for credit. Offered on a credit/no-credit basis only. Does NOT apply to Associate Degree.

LS M07A – BASIC MATH SKILLS I**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces foundational math concepts designed for students with math anxiety, or those who have difficulty understanding and applying mathematical concepts. Includes basic operations 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. Does NOT apply to Associate Degree.

LS M07B – BASIC MATH SKILLS II**3 UNITS***Prerequisites: None**Recommended Prep: LS M07A**Class Hours: 3 lecture*

Introduces foundational math concepts designed for students with math anxiety, or who have difficulty understanding and applying mathematical concepts. Includes 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. Does NOT apply to Associate Degree.

LS M09 – COLLEGE AND CAREER SUCCESS**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces students to strategies for success in achieving college, career, and life goals. Explores interests, values, and personality to increase self-understanding and develop strategies for lifelong learning. Includes self-advocacy, career research, job seeking skills, personal management and communication skills. Instruction is designed to meet the educational needs of students with or without disabilities. Applies to Associate Degree. Transfer credit: CSU

LS M11 – MEMORY IMPROVEMENT STRATEGIES**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces a variety of practical memory techniques and strategies to improve students' ability to organize and remember information for school and general life activities. Does NOT apply to Associate Degree.

LS M13 – STRATEGIES FOR POSITIVE SELF-ESTEEM**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Introduces strategies to help students become self-empowered individuals having positive self-esteem. Includes topics such as letting go of negative past experiences, developing appreciation of self and others, clarifying purpose and vision, setting goals, visualization, affirmations, finding success in college, at work, at home, and in interpersonal relationships. Does NOT apply to Associate Degree.

LS M14 – COMPUTER AND TUTORIAL INSTRUCTION**0.5 TO 1.5 UNITS***Prerequisites: None**Class Hours: 1.5 to 4.5 lab*

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. May be taken for a total of four (4) times for credit. Offered on a pass/no-pass basis only. Does NOT apply to Associate Degree.

LS M16 – SELF-PACED KEYBOARDING**1 TO 2 UNITS***Prerequisites: None**Class Hours: 0.5 to 1 lecture, 1.5 to 3 lab*

The basics of keyboarding (touch typing). Self-paced, individualized assistance for the entry-level learner or to develop speed and accuracy. Includes strategies for using assistive devices to access the computer keyboard if needed. (Same course as ACT M02.) May be taken a total of two (2) times for credit. Applies to Associate Degree.

LS M30 – IDENTIFICATION AND MANAGEMENT OF LEARNING DIFFERENCES**0.5 TO 1.0 UNIT***Prerequisites: None**Class Hours: 0.5 to 1.0 lecture*

Enables students to identify their strengths and weaknesses as learners. Introduces strategies for minimizing the effects of learning weaknesses. Includes an assessment of the student, relevant assignments, audiovisual materials, self-advocacy training, and a student produced individual learning profile. Offered on a pass/no-pass basis only. Does NOT apply to Associate Degree.

MATHEMATICS

Program Purpose: Students who complete Mathematics courses will demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.

The Mathematics degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government. Many areas, such as the physical, biological and social sciences, engineering, economics, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems. See course sequence chart on next page.

DEAN

Lisa Miller, phone (805) 378-1572

FACULTY

Phil Abramoff, Christine Aguilera, Christine Cole, Kahroline di Passero, Marcos Enriquez, Kathryn Fink, Keith Hilmer, Diana Nguyen, Tom Ogimachi, Curtis Paul, Rena Petrello, Brendan Purdy, Mahyad Rahnamaie, Cynthia Reed, Deborah Ritchie, Benjamin Rode, David Weinstein, Grethe Wygant

COUNSELORS

Danita Redd, Corey Wendt

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	Introduction to Computer Programming Using Structured C++	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 Laboratory	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
TOTAL		35.0

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Mathematics will be able to:

- Calculate a limit, derivative and integral of vector-valued functions.
- Partially differentiate multi-variable functions.
- Integrate multi-variable functions, or apply Green's, Divergence, or Stoke's Theorems to vector fields.

MATHEMATICS COURSES

MATH M01 – ELEMENTARY ALGEBRA

5 UNITS

Prerequisites: MATH M09 or MATH M09A and MATH M09B and MATH M09C or 1 year of high school pre-algebra with grade of C or better

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, and equations. Also covers square roots and radical expressions, quadratic equations and the quadratic formula. MATH M01 is equivalent to MATH M01A and MATH M01B. Unit credit may be received for either MATH M01 or MATH M01A and MATH M01B, but not both. Students receiving credit in MATH M01 will not receive credit for MATH M04A. Applies to Associate Degree.

MATH M01A – ELEMENTARY ALGEBRA PART A

3 UNITS

Prerequisites: MATH M09 or MATH M09A and MATH M09B and MATH M09C or 1 year of high school pre-algebra with grade of C or better

Class Hours: 3 lecture

Briefly reviews arithmetic, including integers, fractions, and decimals. Covers linear equations and inequalities, graphing, and systems of linear equations. This course is the first part of a two-semester course sequence: MATH M01A and MATH M01B. Completion of both courses is equivalent to MATH M01. Unit credit may be received for either MATH M01 or MATH M01A and MATH M01B, but not both. Students receiving credit in MATH M01A and MATH M01B will not receive credit for MATH M04A. Applies to Associate Degree.

MATH M01B – ELEMENTARY ALGEBRA PART B

3 UNITS

Recommended Prep: MATH M01A

Class Hours: 3 lecture

Covers polynomials, rational expressions, and integer exponents. Also includes square roots and radical expressions, and quadratic equations and the quadratic formula. This course is the second part of a two-semester course sequence: MATH M01A and MATH M01B. Completion of both courses is equivalent to MATH M01. Unit credit may be received for either MATH M01 or MATH M01A and MATH M01B, not both. Students receiving credit in MATH M01A and MATH M01B will not receive credit for MATH M04A. Applies to Associate Degree.

MATH M02 – FUNDAMENTALS OF GEOMETRY

3 UNITS

Prerequisites: MATH M01

Recommended Prep: 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 to Associate Degree.

Sequence of Mathematics Courses

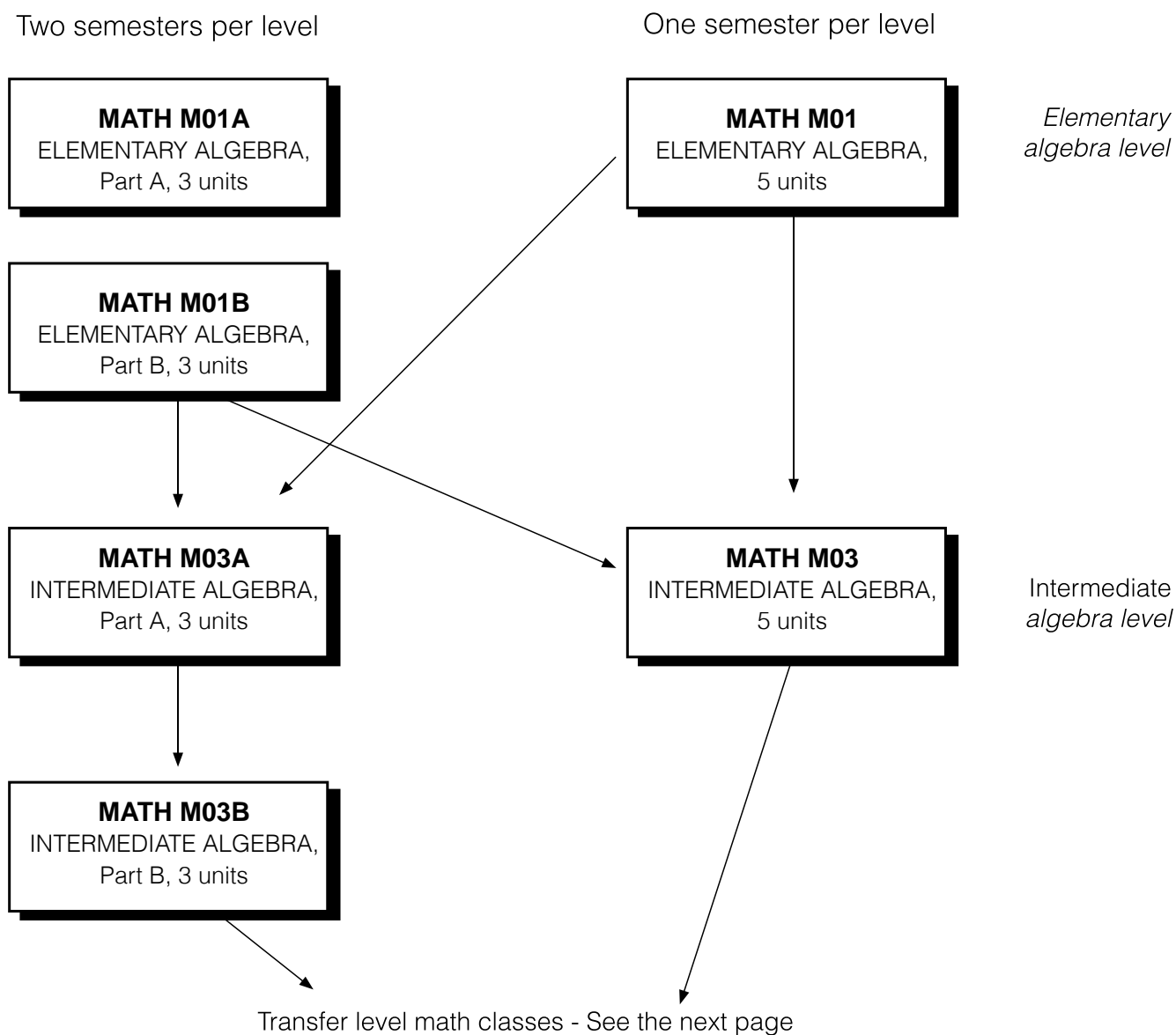
Where do I begin?

**Meet with a counselor
Call 805-378-1428 for an appointment.**

Associates Degree and Non-transferable Courses

Math M03 Intermediate Algebra is required to earn an AA or AS degree.

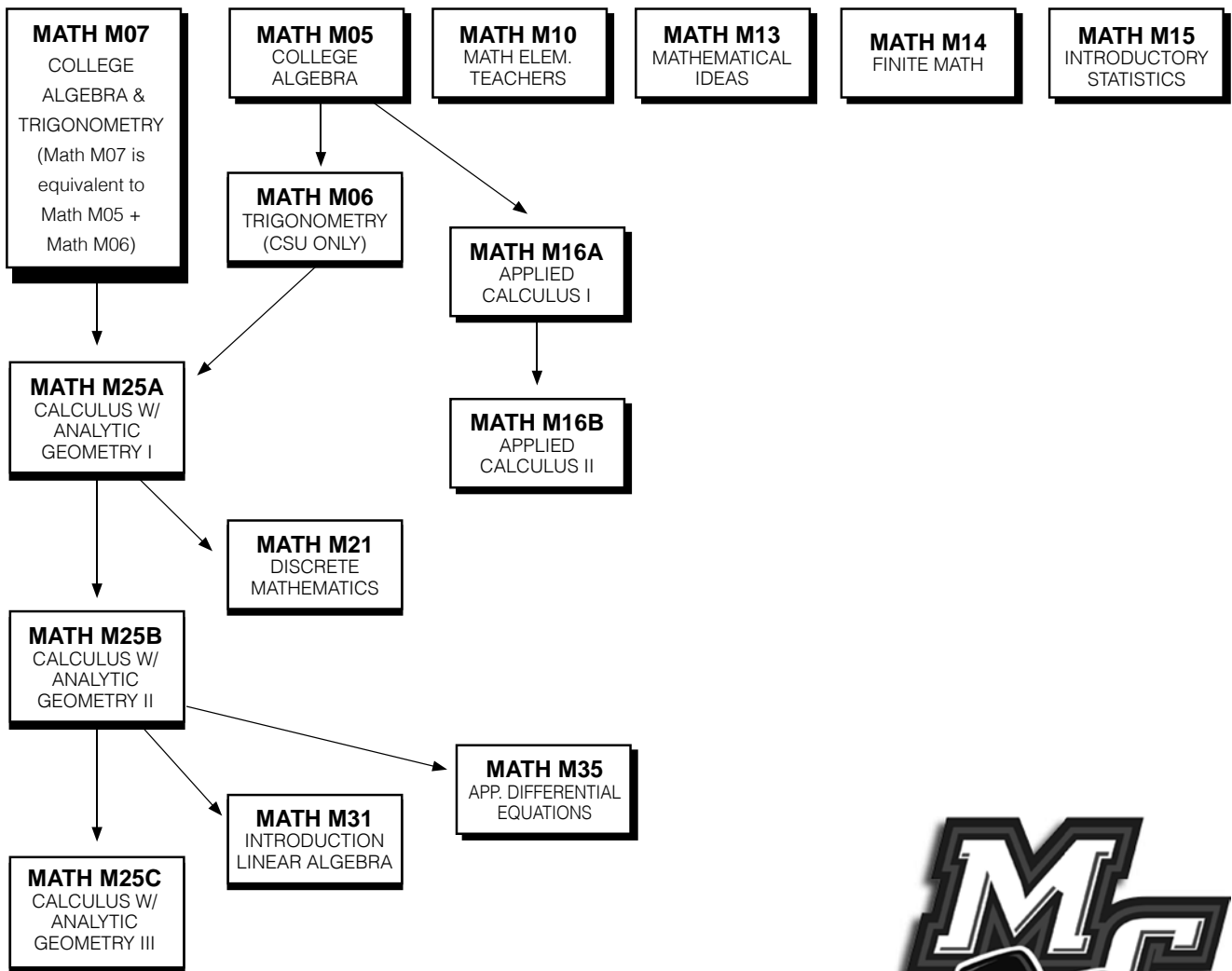
Students can prepare for transfer level math classes by taking the following courses:
(For math course below pre-algebra, see the Learning Skills section of the catalog)



Transferable Math Courses

All transferable math courses have prerequisites. Students cannot enroll in transferable courses unless they have a C or better in the prerequisite course. Please see the previous page for non-transferable courses which are the prerequisites.

Because different universities and majors require different math preparation, students should consult with a counselor to ensure they select the course that will best prepare them for the program they wish to transfer to.



MATH M03 – INTERMEDIATE ALGEBRA 5 UNITS

Prerequisites: MATH M01 or MATH M01B or MATH M04A or 1 year of high school beginning algebra with grade of C or better

Class Hours: 5 lecture

Reviews linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of three linear equations, rational functions, complex fractions, rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, composition and inverse functions, exponential and logarithmic functions, and introduces the conic sections. MATH M03 is equivalent to MATH M03A and MATH M03B. Unit credit may be received for either MATH M03 or MATH M03A and MATH M03B, but not both. Students receiving credit in MATH M03 will not receive credit for MATH M04B. Applies to Associate Degree.

MATH M03A – INTERMEDIATE ALGEBRA PART A 3 UNITS

Prerequisites: MATH M01 or MATH M01B or MATH M04A or 1 year of high school beginning algebra with grade of C or better

Class Hours: 3 lecture

Reviews linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of three linear equations, rational functions, complex fractions, and applications. This course is the first part of a two-semester course sequence: MATH M03A and MATH M03B. Completion of both courses is equivalent to MATH M03. Unit credit may be received for either MATH M03 or MATH M03A or MATH M03B, but not both. Students receiving credit in MATH M03A and MATH M03B will not receive credit for MATH M04B. Applies to Associate Degree.

MATH M03B – INTERMEDIATE ALGEBRA PART B 3 UNITS

Prerequisites: MATH M03A

Class Hours: 3 lecture

Covers rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, and composition and inverse functions. Also includes exponential and logarithmic functions, and introduces the conic sections. This course is the second part of a two-semester course sequence: MATH M03A and MATH M03B. Completion of both courses is equivalent to MATH M03. Unit credit may be received for either MATH M03 (or MATH M03A and MATH M03B), but not both. Students receiving credit in MATH M03A and MATH M03B will not receive credit for MATH M04B. Applies to Associate Degree.

MATH M04A – ELEMENTARY AND INTERMEDIATE ALGEBRA PART A 5 UNITS

Prerequisites: MATH M09 or MATH M09A, MATH M09B, and MATH M09C or 1 year of high school pre-algebra with a grade of C or better

Class Hours: 5 lecture

Reviews integer and fraction computations. Covers linear equations and inequalities, graphing, linear functions, systems of two and three linear equations, integer exponents, polynomials, factoring, rational expressions and equations. Covers concepts at a combined elementary and intermediate algebra level. The first part of a two-semester course sequence: MATH M04A and MATH M04B. Students receiving credit in both MATH M04A and MATH M04B will not receive credit for MATH M01 nor MATH M01A-M01B. Applies to Associate Degree.

MATH M04B – ELEMENTARY AND INTERMEDIATE ALGEBRA PART B 5 UNITS

Prerequisites: MATH M04A

Class Hours: 5 lecture

Covers square roots, rational exponents and radicals, quadratic equations and inequalities, rational expressions and equations, complex numbers, quadratic functions and graphs, inverse functions, exponential and logarithmic functions, conic sections and matrices and determinants. The second part of a two-semester course. A passing grade in both MATH M04A and MATH M04B must be obtained in order to receive unit credit for Elementary and Intermediate Algebra. Students receiving credit in both MATH M04A and MATH M04B will not receive credit for MATH M01 or MATH M03. Applies to Associate Degree.

MATH M05 – COLLEGE ALGEBRA 3 UNITS

Prerequisites: MATH M03 or MATH M03B or MATH M04B

Class Hours: 3 lecture

Covers quadratic equations, non-linear inequalities, absolute value equations and inequalities, complex numbers, functions, polynomial functions, rational functions, exponential functions, logarithmic functions, systems of equations and inequalities, sequences and series, the binomial theorem, matrices, and determinants. Completing MATH M05 and MATH M06 is equivalent to completing MATH M07. Applies to Associate Degree. Transfer credit: CSU; UC (Students completing MATH M05, M06, and M07 receive maximum credit of 6 units for MC and CSU; MATH M05 and M07 combined is maximum credit, one course for UC)

MATH M06 – TRIGONOMETRY 3 UNITS

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

MATH M07 – COLLEGE ALGEBRA AND TRIGONOMETRY 5 UNITS

Prerequisites: MATH M03 or MATH M03B or MATH M04B

Class Hours: 5 lecture

Integrates college algebra and trigonometry. 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, and analytical trigonometry. Recommended for students planning to enter the MATH M25A/B/C sequence. Completing MATH M07 is equivalent to completing both MATH M05 and MATH M06. Applies to Associate Degree. Transfer credit: CSU; UC (Students taking MATH M05, M06, M07 receive maximum credit of 6 units for MC and CSU; MATH M07 and MATH M05 combined is maximum credit, one course for UC)

MATH M09 – PRE-ALGEBRA 3 UNITS

Prerequisites: None

Recommended Prep: Competence with whole number arithmetic (addition, subtraction, multiplication, and division of whole numbers)

Class Hours: 3 lecture

Prepares students for algebra. Emphasizes basic arithmetic operations on fractions, decimals, and signed numbers. Provides drills to reinforce operations. Focuses on problem solving and practical applications on topics such as percent, proportion, and measurement. Includes an introduction to basic algebra. Completing Math M09 is the same as completing Math M09A, M09B, and M09C. Taking Math M09 and Math M09A, M09B, M09C receives a maximum credit of 3 units. Does NOT apply to Associate Degree.

MATH M09A – PRE-ALGEBRA A 1 UNIT*Prerequisites: None**Class Hours: 3 lab*

Prepares students for algebra. Emphasizes basic arithmetic operations on whole numbers and signed numbers. Provides drills to reinforce operations. Completing Math M09 is the same as completing Math M09A, M09B, and M09C. Taking Math M09 and Math M09A, M09B, M09C receives a maximum credit of 3 units. Does NOT apply to Associate Degree.

MATH M09B – PRE-ALGEBRA B 1 UNIT*Prerequisites: None**Recommended Prep: MATH M09A**Class Hours: 3 lab*

Prepares students for algebra. Emphasizes basic arithmetic operations on fractions and decimals. Includes problem solving and practical applications. Completing Math M09 is the same as completing Math M09A, M09B, and M09C. Taking Math M09 and Math M09A, M09B, M09C receives a maximum credit of 3 units. Does NOT apply to Associate Degree.

MATH M09C – PRE-ALGEBRA C 1 UNIT*Prerequisites: None**Recommended Prep: MATH M09A and MATH M09B**Class Hours: 3 lab*

Prepares students for algebra. Focuses on problem solving and practical applications on topics such as percent, proportion, and measurement. Includes an introduction to basic algebra. Completing Math M09 is the same as completing Math M09A, M09B, and M09C. Taking Math M09 and Math M09A, M09B, M09C receives a maximum credit of 3 units. Does NOT apply to Associate Degree.

MATH M10 – MATHEMATICS FOR ELEMENTARY TEACHERS 3 UNITS*Prerequisites: MATH M03 or MATH M03B or MATH M04B**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. Not recommended for majors in physical sciences or mathematics. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M13 – MATHEMATICAL IDEAS 3 UNITS*Prerequisites: MATH M03 or MATH M03B or MATH M04B**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

MATH M14 – FINITE MATHEMATICS 3 UNITS*Prerequisites: MATH M03 or MATH M03B or MATH M04B**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

**MATH M15 – INTRODUCTORY STATISTICS 5 UNITS (FALL 2012)
4 UNITS (SPRING 2013)***Prerequisites: MATH M03, MATH M03B, or MATH M04B**Class Hours: 5 lecture (Fall 2012); 4 lecture (Spring 2013)*

Explores the 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. Students cannot complete both MATH M15 and MATH M15H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

**MATH M15H – HONORS: INTRODUCTORY STATISTICS 5 UNITS (FALL 2012)
4 UNITS (SPRING 2013)***Prerequisites: MATH M03, MATH M03B, or MATH M04B**Class Hours: 5 lecture (Fall 2012); 4 lecture (Spring 2013)*

Explores the 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. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Students cannot complete both MATH M15 and MATH M15H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M16A – APPLIED CALCULUS I 3 UNITS*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)

MATH M16B – APPLIED CALCULUS II 3 UNITS*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)

MATH M21 – DISCRETE MATHEMATICS 3 UNITS*Prerequisites: MATH M25A**Recommended Prep: 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. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M22A/B – INDEPENDENT STUDIES IN MATHEMATICS 0.5 TO 3 UNITS*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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

MATH M25A – CALCULUS WITH ANALYTIC GEOMETRY I **5 UNITS**

Prerequisites: MATH M05 and MATH M06 or MATH M07
Class Hours: 5 lecture

Covers limits, continuity, differentiation and integration of algebraic functions, and differentiation and integration of transcendental functions with applications. Students cannot complete both MATH M25A and MATH M25AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A and M25AH combined: maximum one course for transfer credit). C-ID: MATH 900S

MATH M25AH – HONORS: CALCULUS WITH ANALYTIC GEOMETRY I **5 UNITS**

Prerequisites: MATH M05 and MATH M06 or MATH M07
Recommended Prep: MATH M02
Class Hours: 5 lecture

Covers limits, continuity, differentiation, differentiation and integration of transcendental functions 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. Students cannot complete both MATH M25A and MATH M25AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, M25A and M25AH combined: maximum one course for transfer credit). C-ID: MATH 900S

MATH M25B – CALCULUS WITH ANALYTIC GEOMETRY II **5 UNITS**

Prerequisites: MATH M25A or MATH M25AH or MATH M16B
Class Hours: 5 lecture

Reviews integration. Covers area, volume, arc length, surface area, centers of mass, physics applications, techniques of integration, improper integrals, sequences, series, Taylor's Theorem, parametric equations, polar coordinates, and conic sections with translations. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M25B and MATH M16B combined: maximum credit, one course). C-ID: MATH 900S

MATH M25C – CALCULUS WITH ANALYTIC GEOMETRY III **5 UNITS**

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. C-ID: MATH 230

MATH M31 – INTRODUCTION TO LINEAR ALGEBRA **3 UNITS**

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. C-ID: MATH 250

MATH M35 – APPLIED DIFFERENTIAL EQUATIONS **3 UNITS**

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. C-ID: MATH 240

MICROBIOLOGY

See Courses in Biological Sciences

MULTICULTURAL - CHICANO STUDIES

Program Purpose: Students who complete Chicano Studies courses will examine Chicano ethnic experiences in America from historical, social, cultural, and political perspectives and will better understand the rich heritage of the American Southwest.

This curriculum examines Chicano ethnic experiences in America from historical, social, cultural, and political perspectives. Chicano Studies enables students to better understand the rich heritage of the American Southwest as well as provide a baseline for further study of other ethnic groups.

DEAN

Lori Bennett, Phone (805) 378-1445

COUNSELORS

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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Chicano Studies who wish to qualify for an Associate in Arts Degree could explore General Studies as a possible major. See General Education Degree Requirements and Transfer Information.

CHICANO STUDIES COURSES

CHST M02 – CHICANO CULTURE **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Focuses on the social and cultural heritage of the Chicano from the pre-Columbian era to the present. Emphasizes the cultural contributions of Chicanos in the arts, literature, and oral history. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

CHST M80 – INTERNSHIP IN CHICANO STUDIES 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

CHST M122 – INDEPENDENT STUDIES - CHICANO STUDIES 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Chicano Studies and instructor approval

Class Hours: 1.5 to 9 lab

Allows independent study for students who wish to extend their knowledge of a particular area of Chicano studies through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Chicano studies instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly CHST M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

MULTIMEDIA

Program Purpose: Students who complete Multimedia courses will transform text and images into compelling messaging and visual storytelling through the most effective media available, from motion graphics and interactive communication to spatial applications such as environmental graphics, way-finding systems, 3D commercial graphics and branded environments, as well as explore the history, criticism and business of 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

Julius Sokenu, Phone (805) 378-1448

FACULTY

Svetlana Kasalovic, Timothy Samoff

COUNSELORS

Denice Avila, Jodi Dickey

DEGREE IN MULTIMEDIA DESIGN

The Multimedia program is an interdisciplinary program that will connect students with a wide range of disciplines including art, graphic and interactive design, programming, performing arts, music, and business. Students explore creative, technical, critical, and design-based solutions to real world issues in order to meet the rigors of a dynamically evolving array of multimedia. To earn an Associate in Science Degree with a major in Multimedia, students complete 30-31 specified units, the college's General Education requirements and/or elective units for a total of 60 units.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
MM M10	Introduction to Digital Media	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0
MM M50	Interactive Design	3.0
MM M80	Internship in Multimedia	1.0 – 2.0
MM M90	Multimedia Portfolio	2.0
GR M10	Design and Society	3.0
GR M30	Design I	3.0
Units from ELECTIVE COURSES		6.0

TOTAL	30.0-31.0
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Elective Courses (choose 6 units)

ART M30	Drawing and Composition I	3.0
ART M32	Beginning Life Drawing I	3.0
ART M40	Beginning Illustration	3.0
FILM M10	Introduction to Cinema	3.0
GR M11	Design History	3.0
GR M26	Digital Illustration	3.0
GR M27	Electronic and Digital Photography	3.0
GR M34	Typography	2.0
MM M70	Introduction to Game Design	3.0
MM M75	Game Prototyping	3.0
PHOT M10	Beginning Photography	3.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Multimedia Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.

MULTIMEDIA: MULTIMEDIA DESIGN CERTIFICATE OF ACHIEVEMENT

(More than 18 units)

The Multimedia program is an interdisciplinary program that will connect students with a wide range of disciplines including art, graphic and interactive design, programming, performing arts, music and business. Students explore creative, technical, critical, and design-based solutions to real work issues in order to meet the rigors of a dynamically evolving array of multimedia. To earn a Certificate of Achievement in Multimedia Design, students complete 30-31 specified units.

Required Courses		Units
MM M10	Introduction to Digital Media	3.0
MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0
MM M50	Interactive Design	3.0
MM M80	Internship in Multimedia	1.0-2.0
MM M90	Multimedia Portfolio	2.0
GR M10	Design and Society	3.0
GR M30	Design I	3.0
Units from ELECTIVE COURSES		6.0

TOTAL	30.0-31.0
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Elective Courses (choose 6 units)	Units
ART M30	Drawing and Composition I 3.0
ART M32	Beginning Life Drawing I 3.0
ART M40	Beginning Illustration 3.0
FILM M10	Introduction to Cinema 3.0
GR M11	Design History 3.0
GR M26	Digital Illustration 3.0
GR M27	Electronic and Digital Photography 3.0
GR M34	Typography 2.0
MM M70	Introduction to Game Design 3.0
MM M75	Game Prototyping 3.0
PHOT M10	Beginning Photography 3.0

MULTIMEDIA COURSES

MM M10 – INTRODUCTION TO DIGITAL MEDIA 3 UNITS

Prerequisites: None

Recommended Prep: Eligibility for ENGL M01A

Class Hours: 2 lecture, 3 lab

Introduces visual technologies, concepts and principles of design and production used by designers and media artists. Explores software applications as they relate to current methods of design and media arts production for print, screen, animation, interactivity, and 3D design. Investigates the historical and conceptual relationship between art, media, and technology. Applies to Associate Degree. Transfer credit: CSU

MM M20 – WEB DESIGN 3 UNITS

Prerequisites: MM M10

Class Hours: 2 lecture, 3 lab

Introduces web design fundamentals, including information architecture, interface design, usability, color theory, web graphics, file formats, and hosting. Uses still images, simple animation, type, video and sound, and basic interactivity in the design process. Applies to Associate Degree. Transfer credit: CSU

MM M30 – MOTION GRAPHICS 3 UNITS

Prerequisites: MM M10

Class Hours: 2 lecture, 3 lab

Introduces motion graphics fundamentals, including the use of typography, illustration, and other multimedia elements in time-based sequence. Explores ideation, conceptualization, storytelling, storyboarding, keyframing, editing, animation, imagemaking, typography, and production to create finished motion pieces, including film and broadcast titles, television and web-based ads, trailers, and music videos. (Formerly MM M03.) Applies to Associate Degree. Transfer credit: CSU

MM M40 – 3D FUNDAMENTALS 3 UNITS

Prerequisites: None

Recommended Prep: MM M10

Class Hours: 2 lecture, 3 lab

Introduces the fundamental concepts and tools used in the creation of 3D digital animation, including modeling, character rigging, animation, shading, lighting, and rendering. Requires students to create character animation, construct set designs, and complete an independent animated project. Emphasizes the conceptual issues and strategies in project development, as well as a working knowledge of the software. Currently uses 3ds Max. (Formerly MM M04.) Applies to Associate Degree. Transfer credit: CSU

MM M50 – INTERACTIVE DESIGN 3 UNITS

Prerequisites: MM M10

Recommended Prep: MM M20

Class Hours: 2 lecture, 3 lab

Introduces interactive authoring techniques and technologies, project workflow, information design, interactive navigation, and production methodologies. Develops basic projects for delivery on various interaction mediums from the web to mobile devices to stand-alone applications. Applies to Associate Degree. Transfer credit: CSU

MM M70 – INTRODUCTION TO GAME DESIGN 3 UNITS

Prerequisites: MM M10

Class Hours: 2 lecture, 3 lab

Introduces students to game design and development terminology, principles, tools, and techniques. Explores the gameplay, game design production processes, game pitches, game design documents, game story development, game character design and development, and character concept art production. Examines the history and theories of game design and explores a variety of game genres and software applications that are used in the creation of digital media. Uses game development tools to create a game, including the gameplay, story, interface, and visual design. Applies to Associate Degree. Transfer credit: CSU

MM M75 – GAME PROTOTYPING 3 UNITS

Prerequisites: MM M70

Recommended Prep: MM M50

Class Hours: 2 lecture, 3 lab

Explores game prototyping through the hands-on projects using rapid prototyping techniques. Introduces analog prototyping, wireframing and User Interface design, game play theory and mechanics, game concept development, and 2D and 3D game prototyping. Applies to Associate Degree. Transfer credit: CSU

MM M80 – INTERNSHIP IN MULTIMEDIA 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

MM M90 – MULTIMEDIA PORTFOLIO 2 UNITS

Prerequisites: MM M10 or MM M20

Recommended Prep: Minimum of five design, and/or multimedia projects from previous classes ready to be refined for portfolio

Class Hours: 1 lecture, 3 lab

Provides students the opportunity to create and refine projects to meet the professional standards. Integrates projects into a portfolio which will meet the needs of entry-level positions and transfer institutions. (Formerly MM M06.) Applies to Associate Degree. Transfer credit: CSU

MUSIC

Program Purpose: Students who complete academic or skills based Music courses will develop a cultural understanding of artistic human expression through musical appreciation and development of performance skills.

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) 378-1408

FACULTY

Nathan Bowen, Orbie Ingersoll, Vail Keck, James Song

COUNSELORS

Denice Avila, Jodi Dickey

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:

Required Courses	Units
MUS M02A Theory I - Diatonic Harmony	3.0
MUS M02AL Musicianship I	2.0
MUS M02B Theory II - Chromatic Harmony	3.0
MUS M02BL Musicianship II	2.0
MUS M02C Theory III - Musical Analysis	3.0
MUS M02CL Musicianship III	2.0
MUS M02D Theory IV - Counterpoint	3.0
MUS M02DL Musicianship IV	2.0
MUS M25C Class Piano – Intermediate I	2.0
MUS M25D Class Piano – Intermediate II	2.0
MUS M29 Repertoire Class	1.0
MUS M30A Applied Music - Woodwind	1.0
MUS M30G Applied Music – Voice	1.0
Units from One of the RECOMMENDED OPTIONS	10.0-12.0
TOTAL (minimum)	37.0-39.0

Recommended Options: Choose one of the following

Instrumental Music Specialization (complete specified units)

MUS M15 Moorpark Community Orchestra	1.0-2.0
MUS M18 Studio Jazz Ensemble	2.0
MUS M19 Chamber Ensembles	2.0
MUS M21 Wind Ensemble	2.0

Two units (minimum) from the following:

MUS M14 Moorpark Symphony Orchestra	2.0
MUS M25A Class Piano – Beginning I	2.0
MUS M25B Class Piano- Beginning II	2.0

OR

Keyboard Music Specialization (complete specified units)

MUS M25A Class Piano – Beginning I	2.0
MUS M25B Class Piano – Beginning II	2.0
One ensemble course each semester for 4 semesters	8.0
MUS M19 Chamber Ensembles	2.0
MUS M20 Piano Ensemble	2.0

OR

Music Theory and Composition Specialization (complete specified units)

One ensemble course each semester for 4 semesters	8.0
Ensemble choice based on student's specialization	2.0
Two units (minimum) from the following	
MUS M14 Moorpark Symphony Orchestra	2.0
MUS M25A Class Piano – Beginning I	2.0
MUS M25B Class Piano – Beginning II	2.0

OR

Vocal Music Specialization (complete specified units)

One ensemble course each semester for 4 semesters	8.0
MUS M10 Concert Choir	2.0
MUS M16 Opera Theatre	2.0
Two units (minimum) from the following	
MUS M13A Fundamentals of Vocal Technique I	2.0
MUS M13B Fundamentals of Vocal Technique II	2.0
MUS M13C Advanced Vocal Development I	2.0
MUS M13D Advanced Vocal Development II	2.0
MUS M25A Class Piano – Beginning I	2.0
MUS M25B Class Piano – Beginning II	2.0

MUSIC COURSES

MUS M01 – FUNDAMENTALS OF MUSIC 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces music theory, notation, intervals, scales, triads, sight singing, and dictation. This course is designed for the student with little or no prior experience in music. For music majors and minors to fulfill the Prerequisites for MUS M02A. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after MUS M02A)

MUS M02A – THEORY I - DIATONIC HARMONY 3 UNITS

Prerequisites: MUS M01

Corequisites: MUS M02AL

Class Hours: 3 lecture

Studies 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

MUS M02AL – MUSICIANSHIP I 2 UNITS

Prerequisites: None

Corequisites: 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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02B – THEORY II - CHROMATIC HARMONY 3 UNITS

Prerequisites: MUS M02A and MUS M02AL

Corequisites: 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

MUS M02BL – MUSICIANSHIP II 2 UNITS

Prerequisites: MUS M02A and MUS M02AL

Corequisites: MUS M02B

Class Hours: 1 lecture, 3 lab

Develops aural skills introduced in MUS M02AL: 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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02C – THEORY III - MUSICAL ANALYSIS 3 UNITS

Prerequisites: MUS M02B and MUS M02BL

Corequisites: MUS M02CL

Class Hours: 3 lecture

Examination of complex harmonic problems and musical form while surveying musical literature from the Baroque to the early 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02CL – MUSICIANSHIP III 2 UNITS

Prerequisites: MUS M02B and MUS M02BL

Corequisites: MUS M02C

Class Hours: 1 lecture, 3 lab

Develops aural skills introduced in MUS M02BL: emphasizes individualized work in Music Learning Center. Includes complex drill in all areas of musicianship including keyboard harmony. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02D – THEORY IV - COUNTERPOINT 3 UNITS

Prerequisites: MUS M02B and MUS M02BL

Corequisites: MUS M02DL

Class Hours: 3 lecture

Introduces analysis and composition of 18th century contrapuntal forms in the style of J.S. Bach through the modified 16th century species approach. Requires composition of a two-part invention and a three-part fugue. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02DL – MUSICIANSHIP IV 2 UNITS

Prerequisites: MUS M02B and MUS M02BL

Corequisites: MUS M02D

Class Hours: 1 lecture, 3 lab

Emphasizes individual work in the Music Learning Center to strengthen weaker areas of aural skills. Focuses on two-voice melodic dictation, speed drill of intervals, dictation of the soprano and bass factors of a harmonic progression, and keyboard harmony. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M03 – INTRODUCTION TO MUSIC TECHNOLOGY 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the concepts, techniques, terminology and uses of music technology; also addresses ethical, aesthetic, economic, and social problems in technology applications. Lab components address usage of current hardware and software for music notation, sequencing, synthesis, digital audio, and music performance and practice. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M04 – SURVEY OF WORLD MUSIC 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys selected world music traditions, examining style, performance practice, and cultural context. The course provides students an appreciation of the range and diversity of musical expression in a variety of world cultures, Western and Non-Western. Requires field trips and concert attendance. Students cannot complete both MUS M04 and MUS M04H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M04H – HONORS: SURVEY OF WORLD MUSIC 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Honors work in examining selected world music traditions, with a focus on style, performance practice, and cultural context. The course provides honors students an appreciation of the range and diversity of musical expression in a variety of world cultures, Western and Non-Western. 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. Students cannot complete both MUS M04 and MUS M04H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M08 – MUSIC APPRECIATION 3 UNITS

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

MUS M09A – MUSIC HISTORY I 3 UNITS

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

MUS M09B – MUSIC HISTORY II 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Studies in 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 of composers representing these various stylistic eras. Requires listening and analysis outside of classroom. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M10 – CONCERT CHOIR 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

This is a singing organization for both music majors and non-music majors, which learns and performs choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern periods. Performances include on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M12 – VOCAL ENSEMBLE 2 UNITS

Prerequisites: Audition

Class Hours: 1 lecture, 3 lab

A selected group of singers who study and perform suitable choral music from all periods. In the Spring semester, the ensemble specializes in the performance of renaissance music including English and Italian madrigals, French chansons, German Liede, and sacred motets. The ensemble, known as Renaissance Singers, appears in English Tudor costumes, make numerous appearances at concerts and other community events. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13A – FUNDAMENTALS OF VOCAL TECHNIQUE I 2 UNITS

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 – FUNDAMENTALS OF VOCAL TECHNIQUE II 2 UNITS

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 – ADVANCED VOCAL DEVELOPMENT I 2 UNITS

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 – ADVANCED VOCAL DEVELOPMENT II 2 UNITS

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 M15 – MOORPARK COMMUNITY ORCHESTRA 1 TO 2 UNITS

Prerequisites: Ability to play an orchestral instrument and to read music notation

Class Hours: 0.5 to 1 lecture, 1.5 to 3 lab

Provides a venue in which developing orchestral instrumentalists can rehearse and perform. Focuses on basic orchestral skills while developing proper ensemble techniques. Successful completion could lead to an audition with the Moorpark Symphony Orchestra. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M16 – OPERA THEATRE 2 UNITS

Prerequisites: MUS M13C

Class Hours: 1 lecture, 3 lab

The study of song literature taken from the musical theatre. This course will enable students to study and perform opera and musical plays in excerpt or as a complete production. Class is designed for singers with proven ability with interest in drama. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M18 – STUDIO JAZZ ENSEMBLE 2 UNITS

Prerequisites: 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 – CHAMBER ENSEMBLES 2 UNITS

Prerequisites: None

Recommended Prep: Ability to play a musical instrument and to read music notation

Class Hours: 1 lecture, 3 lab

Within a chamber ensemble setting, students will study, rehearse, and perform chamber music literature from the Renaissance to the 20th Century. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M20 – PIANO ENSEMBLE 2 UNITS

Prerequisites: MUS M25A

Class Hours: 1 lecture, 3 lab

Students rehearse and perform piano literature composed for 1-piano/4-hands, 2-pianos/4-hands, and 2-pianos/8 hands. Perform in class as well as in public concert. Designed for piano majors and other students beyond elementary piano level. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M21 – WIND ENSEMBLE 2 UNITS

Prerequisites: Ability to perform on a standard band instrument

Class Hours: 1 lecture, 3 lab

The Wind Ensemble is designed to provide a setting for wind and percussion instrumentalists who aspire to focus on standard wind ensemble and symphonic band repertoire through rehearsals and public performances. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M22A/B – INDEPENDENT STUDIES IN MUSIC 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

MUS M23 - MOORPARK SYMPHONY ORCHESTRA 1 TO 2 UNITS

Prerequisites: MUS M15

Class Hours: 0.5 to 1 lecture, 1.5 to 3 lab

Provides a venue in which intermediate and advanced orchestral instrumentalists can rehearse and perform. Focuses on orchestral performance practices covering wide stylistic eras from Baroque to the modern. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M25A – CLASS PIANO - BEGINNING I 2 UNITS

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

MUS M25B – CLASS PIANO - BEGINNING II 2 UNITS

Prerequisites: 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

MUS M25C – CLASS PIANO - INTERMEDIATE I 2 UNITS

Prerequisites: MUS M25B

Class Hours: 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of expressive piano playing at the early-intermediate level, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of the didactic works of the major important composers at the early-intermediate level, with emphasis on historically accurate interpretation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M25D – CLASS PIANO - INTERMEDIATE II 2 UNITS

Prerequisites: MUS M25C

Class Hours: 1 lecture, 3 lab

Provides further development of greater independence of hands and reinforces the fundamentals of piano playing at the later-intermediate level, including music reading, technique, improvisation, scales, and chords. Includes an overview and study of the didactic works of the major important composers at the later-intermediate level, with emphasis on historically accurate interpretation. Applies to Associate Degree. Transfer credit: CSU; UC

**MUS M30A-G – APPLIED MUSIC -WOODWIND/BRASS/
STRINGS/PIANO/CLASSICAL GUITAR/PERCUSSION/VOICE 1 UNIT**

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

Corequisites:

Repertoire Class: MUS M29

Music Theory: MUS M02A/M02AL or MUS M02B/M02BL or MUS M02C/M02CL or MUS M02D/M02DL

Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21

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 for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M32 – CLASS GUITAR 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Introduces basic skills required to play and read simple melodies, scales, arpeggios and chords on classical and acoustic guitars. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M50 – PERFORMING ARTS MANAGEMENT 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the marketing, promotion and sales of theatrical, music, dance and all other performance events. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the “front of the house.” The practical lab component requires participation in various management and services activities throughout a Performing Arts Center. Applies to Associate Degree. Transfer credit: CSU

MUS M80 – INTERNSHIP IN MUSIC 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

NUCLEAR MEDICINE

See Courses in Radiologic Technology

NURSING SCIENCE

Program Purpose: Students who complete the Nursing Science program will acquire the knowledge and five critical competencies of safety/technical skills, nursing process, communication skills, responsibility/accountability, and organization/prioritization skills essential to the function of registered nurses in the direct care of patients.

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge and skills basic to the function of registered nurses in the direct care of patients. The nursing program is approved by the California State Board of Registered Nursing (BRN) and accredited by the National League of Nursing Accrediting Commission (NLNAC). Contact information for BRN: P.O. Box 944210, Sacramento, California 94244-2100 (www.rn.ca.gov). Contact information for NLNAC: 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326.

DEAN

Kim Hoffmans, Phone (805) 378-1459

HEALTH SCIENCES COORDINATOR/NURSING DIRECTOR

Carol Higashida, Phone (805) 378-1433

FACULTY

Linda Loiselle, Jamee Maxey, Argelia Morales-Clifford, Olga Myshina, Dalila Sankaran, Carol Velas, Christina Lee

COUNSELORS

Lydia Basmajian

APPLICATION PROCEDURE

The application period for receipt by the Health Sciences Department of all applicant information and official transcripts is August 1 to August 31, and January 3 to January 31. Applications are available online, please refer to the Moorpark College Nursing website at <http://www.moorparkcollege.edu/departments/academic/nursing/idex.shtml>.

Moorpark College has adopted a multi-criteria selection process for admission combined with a random selection process, due to changes in legislation and the Education Code (Section 78261.5). The multi-criteria selection process will be utilized to select the most qualified candidates for admission. In addition, all applicants meeting the minimum requirements based on a Prerequisites system and an assessment/readiness test; recommended by California Chancellor's Office, to determine program remediation and admission; will have the opportunity to be randomly selected for admission. The Prerequisites system is 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 Success Score. In addition, all students must take the assessment/readiness test. Students who have met the success score requirement and a passing score established for the assessment/readiness test will be eligible for program enrollment. Students who do not meet the minimum scores on either the Success Score or the assessment/readiness test will be required to complete remediation courses with a grade of C or better prior to admission into the program.

ENROLLMENT PROCESS

- Upon meeting the qualifying requirements (Step 1) and the Prerequisites Courses (Step 2) with a C or better and an overall GPA of 2.5 or better, students may submit an application to the Health Sciences Department from August 1 to August 31 or January 3 to January 31 of each year. All official College and High School transcripts and supporting documentation, if applicable must be submitted with the application.
- Applicants may submit scores from the Test of Essential Academic Skills V (TEAS V) taken up to 12 months prior to application. If the TEAS V has not been taken, then only qualified applicants will be invited by e-mail to take the TEAS V exam.
- The multi-criteria selection process will be utilized to select the most qualified candidates for admission. In addition, all applicants meeting the minimum requirements have the opportunity to be randomly selected for admission. There is no waitlist. If an applicant has not been selected for admission within two years of application the applicant will need to reapply.
- There will be alternates selected for each admission class to serve on standby for admission. If not admitted, these alternates will be first admissions into the next class.
- The Health Sciences 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.
- A student who is accepted to the nursing program may defer entry one time for up to one year due to extenuating circumstances. Incomplete required remediation, a positive background or drug screen, or missing TEAS test scores are not considered to be extenuating circumstances, and deferral is not allowed for these reasons. All deferral requests must be in writing addressed to the Health Sciences Coordinator and the decision to grant deferral is made by the Admissions Committee.

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) Overall GPA of 2.5 or better in all college course work

STEP 2:

Required Prerequisite Courses for Application to ADN Program (all courses must be completed with a "C" or better:

	Units
ENGL M01A English Composition	4.0
OR	
ENGL M01AH Honors: English Composition	4.0
MATH M03* Intermediate Algebra or above (MATH M15 may be required for transfer)	5.0
ANAT M01* Human Anatomy	4.0
AND	
PHSO M01* Human Physiology	4.0
MICR M01* General Microbiology	5.0
HS M16N** Basic Skills for the Nurse or Current CNA	0.5

*MATH M03, ANAT M01, PHSO M01, and MICR M01 must be taken within five years of application date.

**HS M16N may be completed after application to the program, but must be completed before entrance into NS M01.

STEP 3:

Required General Education (GE) courses for associate degree and licensure

These courses must be taken prior to the last 2 semesters of the ADN Program (GE courses required for licensure must be completed with a "C" or better). These courses are necessary to be eligible to take the Licensing Examination (NCLEX) to become an RN.

	Units
PSY M01 Introduction to Psychology	3.0
OR	
PSY M01H Honors: Introduction to Psychology	3.0
COMM M01 Introduction to Speech	3.0
SOC M01 Introduction to Sociology	3.0
OR	
SOC M01H Honors: Introduction to Sociology	3.0
OR	
ANTH M02 Cultural Anthropology	3.0

Physical Science

CHEM M11 (recommended for transfer to CSUCI BSN) Foundations of General, Organic, and Biochemistry	3.0-5.0
American History/ Institutions U.S. History or Political Science	3.0
Fine or Performing Arts - Course of Choice	3.0
Humanities - Course of Choice	3.0
Kinesiology - Course of choice	1.0

Required Courses		Unit
NS M01	Beginning Nursing Science	4.0
NS M01L	Beginning Clinical Nursing Science Lab I	4.5
NS M02	Intermediate Nursing Science I	5.0
NS M02L	Intermediate Nursing Science Lab I	4.5
NS M03	Intermediate Nursing Science II	5.0
NS M03L	Intermediate 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**

Recommended Courses		Units
NS M11	Nursing Skills Laboratory I	1.0
NS M12	Nursing Skills Laboratory II	1.0
NS M13	Nursing Skills Laboratory III	1.0
NS M14	Nursing Skills Laboratory IV	1.0

TOTAL **4.0**

PROGRAM REQUIREMENTS

Admission is dependent on clearance of: Health Appraisal, Background Check, and Drug Screen:

- 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, Rubeola, Hepatitis B, Varicella, and 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 at clinical sites.
- Current Cardiopulmonary Resuscitation (CPR) for Health Care Provider by the American Heart Association.
- Fire Safety Card (Los Angeles County).
- Criminal background check and drug screening fee paid by student and completed by an agency approved through the Health Sciences Department before placement into a clinical site. As this is a requirement of affiliating hospitals, the Health Sciences Department is unable to place students in clinical settings if they have a positive criminal background check or drug screen (must have a clearance of seven years). 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).

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 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.

TECHNOLOGY/COMPUTER EXPECTATIONS

Medicine, Health Care, and Nursing are highly technical fields requiring technology/computer skills. It is highly recommended that students are comfortable using a computer, have basic word processing, email and internet navigations skills, and be familiar with chat rooms.

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, 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 Sciences 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		Units
PHSO M01	Human Physiology	4.0
MICR M01	General Microbiology	5.0
Nursing Courses		Units
NS M03	Intermediate Nursing Science II	5.0
NS M03L	Intermediate Nursing Science Clinical Lab II	5.0
NS M04	Advanced Nursing Science	4.0
NS M04L	Advanced Nursing Science Lab	5.0

TOTAL **28.0**

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/1B, M11; ENGL M01A, M01AH; MATH M15; MICR M01; NTS M01; PHIL M07; PHYS M10A/10AL, M10B/10BL; PSY M01, 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).

NURSING SCIENCE COURSES

NS M01 – BEGINNING NURSING SCIENCE

4 UNITS

Prerequisites: Admission to Nursing Program and completion of Nursing Program prerequisites

Corequisites: 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 the nurse as provider, manager, and contributor to the profession. Emphasizes nursing values: caring, integrity, ethical practice, diversity, education, service and quality. Utilizes the concepts of Orem's Self-Care model and focuses on assessment, identifying the client's universal self-care requisites: air, water, food, elimination, activity, social, safety, and normalcy in the adult and elder. Covers assessment of the integumentary, musculoskeletal, respiratory, cardiac, gastrointestinal, genitourinary, and neurological systems, including sleep, comfort, and pain. Addresses nursing actions related to health promotion and treatment of deviations: endocrine, cardiac, and respiratory. Applies to Associate Degree. Transfer credit: CSU

NS M01L – BEGINNING CLINICAL NURSING LAB I

4.5 UNITS

Prerequisites: Admission to the Moorpark College Nursing Program that requires completion of program prerequisites

Corequisites: NS M01

Class Hours: 14 lab

Applies the nursing process to 1-2 selected adult and geriatric patients with nursing actions related to health promotion and deviations in: integumentary, musculoskeletal, genitourinary, gastrointestinal, neurological, endocrine, cardiac, and respiratory systems in the acute and extended care settings. Applies to Associate Degree. Transfer credit: CSU

NS M02 – INTERMEDIATE NURSING SCIENCE I

5 UNITS

Prerequisites: NS M01 and NS M01L

Corequisites: 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, connective tissue, 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. Applies to Associate Degree. Transfer credit: CSU

NS M02L – INTERMEDIATE NURSING LAB I 4.5 UNITS

Prerequisites: NS M01 and NSM01L

Corequisites: 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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M03 – INTERMEDIATE NURSING SCIENCE II 5 UNITS

Prerequisites: NS M02 and NS M02L

Corequisites: 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, neurological, 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. Applies to Associate Degree. Transfer credit: CSU

NS M03L – INTERMEDIATE NURSING SCIENCE CLINICAL LABORATORY II 5 UNITS

Prerequisites: NS M02 and M02L

Corequisites: 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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M04 – ADVANCED NURSING SCIENCE 4 UNITS

Prerequisites: NS M03 and NS M03L

Corequisites: NS M04L

Class Hours: 4 lecture

An advanced course of nursing practice focusing 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. The course is 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. Applies to Associate Degree. Transfer credit: CSU

NS M04L – ADVANCED NURSING SCIENCE CLINICAL NURSING LABORATORY 5 UNITS

Prerequisites: NS M03 and M03L

Corequisites: 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 for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M11 – NURSING SKILLS LABORATORY I 1 UNIT

Prerequisites: None

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 for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M12 – NURSING SKILLS LABORATORY II 1 UNIT

Prerequisites: None

Recommended Prep: NS M01

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 for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M13 – NURSING SKILLS LABORATORY III 1 UNIT

Prerequisites: None

Recommended Prep: NS M02

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 for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M14 – NURSING SKILLS LABORATORY IV 1 UNIT

Prerequisites: None

Recommended Prep: NS M03

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 for a total of three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M15 – ROLE TRANSITIONS: LVN TO RN 1 UNIT

Prerequisites: None

Corequisites: NS M02

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 M16 – STUDY SKILLS FOR NURSING STUDENTS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Provides academic preparation for pre-nursing students. Develops student's learning profile, study skills, communication, time management, test-taking, reading comprehension, and mathematics. Does NOT apply to Associate Degree.

NS M22A/B – INDEPENDENT STUDIES IN NURSING 0.5 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

NS M35 – HOLISTIC HEALTHCARE PRACTICES 1.5 UNITS

Prerequisites: None

Class Hours: 1.5 lecture

Explores health care practices which compliment the Western/allopathic mode of health care. Content includes relaxation therapy, meditation, guided imagery, therapeutic touch and other energy healing modalities, nutrition, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver and all health care professionals. Provider approved by the California Board of Registered Nursing. Provider Number CEP 2811 for 24 contact hours. Applies to Associate Degree. Transfer credit: CSU

NS M49 – NURSING PRACTICUM 2.5 TO 5 UNITS

Prerequisites: Completion of first year of an ADN program

Recommended Prep: NS M03 and NS M03L

Class Hours: 12 to 24 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 pass/no-pass. Applies to Associate Degree. Transfer credit: CSU

NS M50 – GRADUATE NURSE INTERNSHIP 2 TO 5 UNITS

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 for a total of four (4) 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 – TOPICS IN NURSING SCIENCE 1 TO 3 UNITS

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 M60C – LABOR AND DELIVERY ROOM NURSING 2 UNITS

Prerequisites: Nursing students who have completed their Obstetric theory and clinical rotation are eligible

Class Hours: 2 lecture

This course is a program of study for Registered Nurses and Licensed Vocational Nurses interested in advanced nursing practice in Labor and Delivery. The focus will be 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. Applies to Associate Degree.

NS M78 – INTRODUCTION TO OPERATING ROOM NURSING 4 UNITS

Prerequisites: Registered Nurse (CA license), current TB test, malpractice insurance or completion of NS M02A and M02AL or equivalent

Class Hours: 3 lecture, 4 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. The course 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 – INTERMEDIATE OPERATING ROOM NURSING 4 UNITS

Prerequisites: NS M78

Class Hours: 1.5 lecture, 8 lab

This course provides basic competencies in peri-operative nursing in both scrub and circulating roles. The focus on surgical specialties: general, gynecological, neurology, orthopedic, urology, and vascular; including use of laparoscopy, laser and other complex surgical equipment. The course 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

NUTRITIONAL SCIENCE

Program Purpose: Students who complete Nutrition courses will understand their own nutrition and health and strive to be proactive in shaping their own healthy choices.

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

Kim Hoffmans, Phone (805) 378-1459

HEALTH SCIENCES COORDINATOR

Carol Higashida, Phone (805) 378-1433

COUNSELORS

Danita Redd

NUTRITIONAL SCIENCE COURSES

NTS M01 – NUTRITIONAL SCIENCE 3 UNITS

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 combined: maximum credit, one course)

NTS M07 – CULTURAL FOODS 3 UNITS

Prerequisites: None

Recommended Prep: NTS M01 or BIOL M01 or BIOL M02A or PSY M14

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

NTS M20 – SANITATION AND SAFETY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explores basic principles of microbiology, sanitation, safety, equipment selection, and facility layout for a food service operation. Prepares student for National Food Handler Certification examination. Applies to Associate Degree. Transfer credit: CSU

PARENTING

See Courses in Child Development

PERSONAL GROWTH

See Courses in Counseling

PHILOSOPHY

Program Purpose: Students who complete Philosophy courses will apply major philosophical concepts to the complexities of the 21st century. Understanding philosophy will allow students to positively engage and contribute to society as informed citizens.

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

Lori Bennett, Phone (805) 378-1445

FACULTY

Jerry Caplan, Janice Daurio, Victor Fontaine

COUNSELORS

Anitra Evans, Pam Kennedy-Luna

PHILOSOPHY COURSES

PHIL M01 – INTRODUCTION TO PHILOSOPHY 3 UNITS

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. Students cannot complete both PHIL M01 and PHIL M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M01H – HONORS: INTRODUCTION TO PHILOSOPHY 3 UNITS

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. Students cannot complete both PHIL M01 and PHIL M01H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M02 – INTRODUCTION TO ETHICS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Systematically introduces consequentialist, deontological and virtue theories, metaethical theories, and topics such as freedom and responsibility, justice, and moral relativism. Students cannot complete both PHIL M02 and PHIL M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M02H – HONORS: INTRODUCTION TO ETHICS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Honors work in the study of the types and applications of moral theories; systematically introduces consequentialist, deontological and virtue theories, metaethical theories, and topics such as freedom and responsibility, justice, and moral relativism. Honors work challenges student to be analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both PHIL M02 and PHIL M02H courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M03 – SOCIAL AND POLITICAL PHILOSOPHY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Explains the organization of societies, the formation of governments, and the concept of justice, equality, rights and duties, class, and power structures. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M04 – CONTEMPORARY MORAL PROBLEMS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Critically examines the principles and arguments advanced in discussions of current moral issues. Topics include issues such as global warming, war and violence, sexual morality, right of privacy, punishment, nuclear weapons, abortion, euthanasia, stem cell research, and others. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M05 – CRITICAL THINKING AND ANALYTIC WRITING **3 UNITS**

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

PHIL M07– INTRODUCTION TO LOGIC **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Explores deductive and inductive reasoning, definitions, verification, argument forms, and formal and informal fallacies. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M08 – PHILOSOPHY OF RELIGION **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Introduces philosophical issues that arise from reflection on religious beliefs and practices, including the nature of religion, 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

PHIL M09 – INTRODUCTION TO SYMBOLIC LOGIC **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Introduces symbolic logic, including the logic of connectives and quantifiers, truth functional composition, consistency trees, derivations, and quantifications. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M11 – WORLD RELIGIONS: WEST **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Compares the major ideas of western religious traditions, including Judaism, Christianity and Islam. Explores cultural and historical contexts in which these religions arose, and recent forms of these traditions. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M12 – WORLD RELIGIONS: EAST **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Compares the 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 as well as recent forms of these traditions. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M13 – THE CLASSICAL MIND **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Studies ancient and medieval philosophy up to the Renaissance, emphasizing the development of central philosophical themes. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M14 – THE MODERN MIND **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Studies modern philosophy since the Renaissance, emphasizing the development of themes in contemporary philosophy. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M15 – ETHICS IN THE PROFESSIONS **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Analyzes major ethical traditions with a focus on the nature of obligation, right action, responsibility, and altruism, with applications to issues in business and professional life. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M16 – ETHICAL ISSUES IN BIOTECHNOLOGY **3 UNITS**

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

PHIL M17 – HEALTH CARE ETHICS **3 UNITS**

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 health care, and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Same course as HS M17.) Applies to Associate Degree. Transfer credit: CSU

PHIL M22A/B – INDEPENDENT STUDIES IN PHILOSOPHY **1 TO 3 UNITS**

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PHIL M60A-Z – TOPICS IN PHILOSOPHY **0.5 TO 3 UNITS**

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 – PHILOSOPHY OF NONVIOLENCE I **1 UNIT**

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 – TOPICS IN PHILOSOPHY: SEX AND GENDER 1 UNIT

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 Associate Degree. Transfer credit: CSU; UC

PHIL M80 – INTERNSHIP IN PHILOSOPHY 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

PHIL M95 – HONORS: ETHICS AND TECHNOLOGY 3 UNITS

Prerequisites: PHIL M01 or PHIL M02 or PHIL 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

PHOTOGRAPHY

Program Purpose: Students who complete Photography courses will apply technical and aesthetic principles of fine art and/or commercial photography in working with black and white laboratory techniques, in using digital cameras and software, in studio lighting, in evaluating and analyzing photographs, in compositional skills, in the development of a portfolio, in presentation techniques, and in the process of collaboration. Photography majors will be prepared for an entry level position in commercial photography, transfer to a 4-year Fine Arts program, and/or a career related to fine art 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

Julius Sokenu, Phone (805) 378-1448

COUNSELORS

Denice Avila, Jodi Dickey

DEGREE IN PHOTOGRAPHY

To earn an Associate in Science Degree with a major in Photography, students complete 23.5 specified units and complete General Education Degree Requirements for a total of 60 units.

In addition to General Education degree requirements, complete the following:

Required Courses		Units
PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
PHOT M30	Advanced Photography	2.0
PHOT M40	History of Photography	3.0
PHTC M31	Studio Lighting	2.0
PHTC M35	Basic Photojournalism	3.0
PHTC M50	Laboratory Practice in Photography I	1.5
ART M13	History of Art: Modern through Contemporary.	3.0
ART M20	Two-Dimensional Design	3.0

TOTAL	23.5
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Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Photography will be able to:

- create photographic works utilizing appropriate compositional considerations.
- demonstrate competent skills in camera operation, film and digital printing
- evaluate photographs with the same critical skills that are applied to literature and science.
- research and discuss past and present works,
- recognize and analyze the history and social role of photography.

Photography Certificate of Achievement

(less than 18 units)

To earn a Certificate of Achievement in Photography, students complete 17.5 specified units.

Required Courses		Units
PHOT M10	Beginning Photography	3.0
PHOT M20	Intermediate Photography	3.0
PHOT M30	Advanced Photography	2.0
PHTC M31	Studio Lighting	2.0
PHTC M35	Basic Photojournalism	3.0
PHOT M40	History of Photography	3.0
PHTC M50	Laboratory Practice in Photography I	1.5

TOTAL	17.5
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COMMERCIAL PHOTOGRAPHY COURSES

PHTC M31 – STUDIO LIGHTING **2 UNITS**

Prerequisites: PHOT M10 or suitable portfolio

Class Hours: 0.5 lecture, 4.5 lab

Introduces basic studio lighting techniques and principles utilizing artificial light sources as used in commercial and fine art photographic applications. Emphasizes the control and quality of light and the mixing of natural and artificial light. Includes still life, studio and location portraiture, as well as fashion photography. May be taken for a total of two (2) times for credit. (Formerly PHOT M03 and PHOT M31.) Applies to Associate Degree. Transfer credit: CSU

PHTC M33 – IMAGE EDITING **3 UNITS**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Focuses on image editing, currently using Adobe Photoshop for photography, graphic design, and multimedia. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, color correction, selection techniques, retouching, compositing, special effects, channel calculations, adjustment layers, clipping paths, and output devices. (Formerly PHOT M06 and PHOT M33.) Applies to Associate Degree. Transfer credit: CSU

PHTC M35 – BASIC PHOTOJOURNALISM **3 UNITS**

Prerequisites: PHOT M10 or suitable portfolio

Class Hours: 2 lecture, 3 lab

Introduces aspects of film and digital photography applicable to documentary, multimedia, film, mass communication, broadcast, and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers, book illustrations, and multimedia presentations. Stresses storytelling, and light techniques, and explores philosophical, historical, and ethical issues in the field of photojournalism. (Formerly PHOT M35.) Applies to Associate Degree. Transfer credit: CSU; UC

PHTC M50 – LABORATORY PRACTICE IN PHOTOGRAPHY I **1.5 UNITS**

Prerequisites: PHOT M10 or suitable portfolio

Class Hours: 4.5 lab

Provides an opportunity for students who wish additional time in the lab to develop and expand their digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards commercial industry specifications. (Formerly PHOT M60D.) Applies to Associate Degree. Transfer credit: CSU

PHOTOGRAPHY COURSES

PHOT M10 – BEGINNING PHOTOGRAPHY **3 UNITS**

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Focuses on the technical, expressive, and historical aspects of photography including film and digital processes. Encourages the development of personal artistic expression and visual perception through the use of various photographic approaches. Includes lectures and discussions about composition and content, film and digital camera use, lighting and exposure, various processes, and presentation techniques. Explores the historical, social, and personal relationship photography has with everyday life. There is limited availability of loaner cameras. Students should be prepared to provide their own manually adjustable camera and necessary equipment. (Formerly PHOT M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

PHOT M20 – INTERMEDIATE PHOTOGRAPHY **3 UNITS**

Prerequisites: PHOT M10 or suitable portfolio

Class Hours: 2 lecture, 3 lab

Continues the exploration of photography as a creative medium with required technical skills focusing on black and white and color image making. Encourages personal expression through practice and the analysis of historical precedents. Includes such topics as archiving, exposure, color, white balance, contrast control, editing, digital printing, scanning negatives, and fine tuning the camera. Explores in-depth natural and artificial light, including an introduction to studio strobe lighting. Teaches medium format and large format photography techniques. Designed for the student who is serious about photography or who is considering fine art photography or professional photography as a career choice. (Formerly PHOT M01B.) Applies to Associate Degree. Transfer credit: CSU; UC

PHOT M30 – ADVANCED PHOTOGRAPHY **2 UNITS**

Prerequisites: PHOT M10 or suitable portfolio

Class Hours: 0.5 lecture, 4.5 lab

Refines technical and aesthetic understanding in black and white and/or color photography. Includes advanced digital and studio techniques. Emphasis is on creative expression and conceptualization, artificial light technique, and portfolio development. Designed to help intensify the artist's personal statement through major individual projects. May be taken for a total of two (2) times for credit. (Formerly PHOT M04.) Applies to Associate Degree. Transfer credit: CSU; UC

PHOT M40 – HISTORY OF PHOTOGRAPHY **3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Surveys the history of technical developments and aesthetic trends in photography from Daguerre to the present. Explores relationships with history, culture, technology, art, and social values. (Formerly PHOT M02.) Applies to Associate Degree. Transfer credit: CSU; UC

PHOT M60A-Z – TOPICS IN PHOTOGRAPHY **1 TO 3 UNITS**

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 – FIELD STUDIES IN PHOTOGRAPHY **1 UNIT**

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. Applies to Associate Degree.

PHOT M80 – INTERNSHIP IN PHOTOGRAPHY **1 TO 4 UNITS**

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

PHOT M122 – INDEPENDENT STUDIES IN PHOTOGRAPHY

1 TO 3 UNITS

Prerequisites: Completion of one course in Photography and instructor approval
Class Hours: 3 to 9 lab

Allows independent study for students who wish to extend their knowledge of a particular area of photography through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a photography instructor for assistance in developing a contract for learning about a specific topic. May be taken for a maximum of six (6) units. (Formerly PHOT M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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

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FACULTY

Balazs Becht, Clint Harper, Ron Wallingford

COUNSELORS

Danita Redd

PHYSICAL SCIENCE COURSES

PHSC M01 – PRINCIPLES OF PHYSICAL SCIENCE 3 UNITS

Prerequisites: MATH M03 or MATH M03B or MATH M04B

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 level course in Astronomy, Chemistry, Geology or Physics)

PHSC M01L – PRINCIPLES OF PHYSICAL SCIENCE LABORATORY 1 UNIT

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

PHSC M22A/B – INDEPENDENT STUDIES IN PHYSICAL SCIENCE 0.5 TO 3 UNITS

Prerequisites: A previous course in Physical Science

Class Hours: 0.5 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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PHSC M80 – INTERNSHIP IN PHYSICAL SCIENCE 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

PHYSICS

Program Purpose: Students who complete Physics courses will apply fundamental physical laws and equations describing physical phenomena to analyze both quantitatively and qualitatively specific problems in the physical universe, recognize, comprehend, and apply the similar principles in the various disciplines of physics and critically evaluate and analyze observations and measurements through the use of accepted scientific methods and report the results in formal papers that conform to the style of modern scientific writing.

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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COUNSELORS

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DEGREE IN ASTROPHYSICS

To earn an Associate in Science degree with an emphasis in Astrophysics, students complete 47 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:

Required Courses	Units
AST M01*	An Introduction to Astronomy 3.0
AST M01L	An Introduction to Astronomy Laboratory 1.0
CHEM M01A	General Chemistry I 5.0
CHEM M01B	General Chemistry II 5.0
MATH M25A	Calculus with Analytic Geometry I 5.0
OR	
MATH M25AH	Honors: 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/M20BL	Thermodynamics, Electricity and Magnetism/Lab 5.0
PHYS M20C/M20CL	Wave Motion, Optics and Modern Physics/Lab 5.0
Total	47.0

*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 Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Astrophysics will be able to:

- discern between relevant versus irrelevant evidence to evaluate a scientific question.
- formulate an appropriate hypothesis to explain provided and/or acquired observations.
- distinguish between experiments to determine which ones lead to an appropriate conclusion based on provided and/or acquired scientific data.

DEGREE IN PHYSICS

To earn an Associate in Science Degree with a major in Physics, students complete 43-45 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 5.0
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 Laboratory 1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism 4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory 1.0
PHYS M20C	Wave Motion, Optics and Modern Physics 4.0
PHYS M20CL	Wave Motion, Optics and Modern Physics Laboratory 1.0
Units from One of the RECOMMENDED OPTIONS	8.0-10.0
TOTAL	43.0-45.0

Recommended Options: Choose one of the following

Physics Option (complete 8 specified units)

CHEM M01B	General Chemistry II 5.0
MATH M35	Applied Differential Equations 3.0

OR

Applied Physics Option (complete 10 specified units)

CS M01	Introduction to Computer Science 4.0
ENGR M12	Engineering Materials 3.0
MATH M35	Applied Differential Equations 3.0

Program Student Learning Outcomes

Students completing the Associate of Science Degree in Physics will be able to:

- discern between relevant and irrelevant evidence, formulate appropriate hypotheses, and distinguish between experiments to determine which one(s) leads to an appropriate conclusion.
- analyze mechanical systems.
- analyze systems involving thermodynamics and electricity and magnetism.
- analyze problems from Mechanics, E & M, Modern Physics, Optics, and Thermodynamics and will be able to recognize and apply equations to solve the problems.

PHYSICS COURSES

PHYS M01 – DESCRIPTIVE PHYSICS 3 UNITS

Prerequisites: MATH M03 or MATH M03B or MATH M04B

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)

PHYS M01L – DESCRIPTIVE PHYSICS LABORATORY 1 UNIT

Prerequisites: MATH M03 or MATH M03B or MATH M04B

Corequisites: PHYS M01 or concurrent enrollment

Class Hours: 3 lab

Laboratory experiments examine some of the basic phenomena in mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. The use of common, modern laboratory instruments is learned and 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

PHYS M10A – GENERAL PHYSICS I 4 UNITS

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 combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M10AL – GENERAL PHYSICS I LAB 1 UNIT

Prerequisites: MATH M06 or MATH M07

Corequisites: PHYS M10A or concurrent enrollment

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

PHYS M10B – GENERAL PHYSICS II 4 UNITS

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 combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M10BL – GENERAL PHYSICS II LAB 1 UNIT

Prerequisites: PHYS M10A and PHYS M10AL

Corequisites: PHYS M10B or concurrent enrollment

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

PHYS M20A – MECHANICS OF SOLIDS AND FLUIDS 4 UNITS

Prerequisites: MATH M25A

Recommended Prep: PHYS M10A or high school physics and MATH M25B or concurrent enrollment

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 combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M20AL – MECHANICS OF SOLIDS AND FLUIDS LABORATORY 1 UNIT

Prerequisites: MATH M25A

Corequisites: PHYS M20A or concurrent enrollment

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

PHYS M20B – THERMODYNAMICS, ELECTRICITY AND MAGNETISM 4 UNITS

Prerequisites: MATH M25B and PHYS M20A

Recommended Prep: Math M25C or concurrent enrollment

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 combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M20BL – THERMODYNAMICS, ELECTRICITY AND MAGNETISM LABORATORY 1 UNIT

Corequisites: PHYS M20B must be previously 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

PHYS M20C – WAVE MOTION, OPTICS AND MODERN PHYSICS 4 UNITS

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 combined with PHYS M20A/B/C: maximum credit, one series)

PHYS M20CL – WAVE MOTION, OPTICS, AND MODERN PHYSICS LABORATORY

1 UNIT

Prerequisites: PHYS M20B and PHYS 20BL and MATH M25C

Corequisites: PHYS M20C or concurrent enrollment

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 power 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

PHYS M22A/B – INDEPENDENT STUDIES IN PHYSICS

0.5 TO 3 UNITS

Prerequisites: A previous course in Physics

Class Hours: 0.5 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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PHYS M80 – INTERNSHIP IN PHYSICS

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of 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

Program Purpose: Students who complete Political Science courses will acquire a basic understanding of the nuances of the structure of government and will apply primary theories to analyze politics and governance at home and abroad. They will identify and analyze issues that governments face in developing domestic, foreign, and economic policies in relationship to current domestic and global issues.

The discipline of Political Science is the study of how people are governed and how they govern themselves. It examines the process by which scarce resources are allocated to an expanding population with ever-increasing demands. The discipline looks at American politics as an experience in "self-government" and highlights how our system is different from the political systems developed by other countries. The study of Political Science also includes the examination of how diversity impacts American government. The discipline also seeks to understand how nations deal with each other, what kinds of issues are likely to separate them, and how they resolve international conflict. Political Science courses help prepare students for a variety of careers, such as pre-law and various careers in government and non-government settings at the federal, state or local levels.

DEAN

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FACULTY

Lee Ballesterio, Jack Miller, Steven Pfeffer

COUNSELORS

Anitra Evans, 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 Career Transfer Center located in Fountain Hall, (805) 378-1536. Transfer students interested in specializing in Political Science who wish to qualify for an Associate in Arts Degree could explore General Studies as a possible major.

DEGREE IN POLITICAL SCIENCE

The Associate in Arts in Political Science for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Political Science, or a similar major at a CSU campus. Students completing the AA-T degree in Political Science are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Political Science may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts in Political Science for Transfer (AA-T in Political Science) students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18-20 specified major units. All courses in the major must be completed with a grade of C or better (title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education requirements, complete the following:

Required Courses	Units
POLS M03 American Government and Politics	3.0
OR	
POLS M03H Honors: American Government and Politics	3.0
Units from LIST A	9.0 - 11.0
Units from LIST B	6.0
TOTAL	18.0-20.0

List A: Choose 3 courses from the following

POLS M01 Introduction to Politics	3.0
POLS M02 Comparative Politics	3.0
POLS M04 International Relations	3.0
MATH M15 Introductory Statistics	4.0 - 5.0
OR	
MATH M15H Honors: Introductory Statistics	4.0 - 5.0
PSY M06 Introduction to Behavioral Research Methods	3.0

List B: Choose 2 courses from the following

POLS M05	National, State, and Local Politics	3.0
ECON M01	Principles of Microeconomics	3.0
ECON M02	Principles of Macroeconomics	3.0
OR		
ECON M02H	Honors: Principles of Macroeconomics	3.0
HIST M01A	Western Civilization I	3.0
HIST M01B	Western Civilization II	3.0
HIST M07A	Social and Political History of the United States I	3.0
HIST M07B	Social and Political History of the United States II	3.0
HIST M08	History of California	3.0
HIST M09	Latin American History	3.0
HIST M20A	World History I	3.0
HIST M20B	World History II	3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Transfer Degree in Political Science will be able to:

- demonstrate an understanding of the perspectives, theories, methods and core concepts of political science as a social science.
- analyze the nuances of the structure of government
- apply primary theories to analyze politics and governance at home and abroad.
- identify and analyze issues that governments face in developing domestic, foreign, and economic policies in relationship to current domestic and global issues.

POLITICAL SCIENCE COURSES**POLS M01 – INTRODUCTION TO POLITICS 3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Surveys the nature and scope of political science including basic concepts, terms, contending theories, institutions, and subfields in the discipline. Describes the methodology and research techniques employed by political scientists. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M02 – COMPARATIVE POLITICS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines the political institutions, interests, identities, and public policy of various governments. Case studies will include examples taken from Europe, Asia, and the Middle East. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M03 – AMERICAN GOVERNMENT AND POLITICS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Surveys the main characteristics, principles, structures, processes and procedures, and the historical background of the American system of government at the national, California state, and local levels. Explores the contribution of major groups to the development of the United States. Analyzes the electoral process and voting behavior. Students cannot complete both POLS M03 and POLS M03H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M03H – HONORS: AMERICAN GOVERNMENT AND POLITICS**3 UNITS**

Prerequisites: None

Class Hours: 3 lecture

Surveys the main characteristics, principles, structures, processes and procedures, and the historical background of the American system of government at the national, California state, and local levels. Explores the contribution of major groups to the development of the United States. Analyzes the electoral process and voting behavior. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both POLS M03 and POLS M03H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M04 – INTERNATIONAL RELATIONS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines the organization and operation of the international political system with an emphasis on the relationships between theory, important nation states, and the major issues that are presently threatening the peace and prosperity of millions of people worldwide. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M05 – NATIONAL, STATE AND LOCAL POLITICS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines the purpose and evolution of federalism from the founding to modern times. Introduces study of subnational units including the three branches of state government and the structure of local governments. Compares and contrasts the structure of the national government to state and local structures. Considers the challenges and problems that cities face in a federal system. Examines elections at all levels of government in order to determine how electoral systems promote diversity, representation and participation. Satisfies Title V United States Constitution requirement and the California state and local government requirement. (Formerly URBN M01A.) Applies to Associate Degree. Transfer credit: CSU; UC

POLS M06 – INTRODUCTION TO POLITICAL THEORY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines the various approaches to political theory across time, issues, and authors. Analyzes selected political theories and ideologies, relevance of theory to contemporary problems, and new approaches to political thought. Evaluates the contribution of theories towards a comprehensive understanding of political life and political institutions. Applies to Associate Degree. Transfer credit: CSU

POLS M80 – INTERNSHIP IN POLITICAL SCIENCE 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

POLS M122 – INDEPENDENT STUDIES - POLITICAL SCIENCE

1 TO 3 UNITS

Prerequisites: None

Class Hours: 1 to 3 lecture

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 require off-campus activities. May be taken for a maximum of six (6) units. (Formerly POLS M22A and POLS M22B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PROFESSIONAL DEVELOPMENT

Professional Development offers high-quality, short-term, practical courses for workplace development. The Professional Development Program is starting with an Educational Institute, the first in a series of institutes for people who want to further develop in their field.

DEAN

Julius Sokenu, Phone (805) 378-1448

PROFESSIONAL DEVELOPMENT COURSES

PDEV M01 – OUTCOME-BASED CURRICULUM

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Design guidelines, instructional techniques and assessment tools for building an outcome-based curriculum that addresses the question, "What will our students be able to do once they complete the course?" Applies to Associate Degree. Transfer credit: CSU

PDEV M01D – DESIGNING A COURSE: LEARNING MODULES

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Design an outcome-based course by identifying key concepts and issues, necessary skill development and relevant assessment tools. Determine the most effective methods of instruction by matching learning activities to learning outcomes. Critically analyze and evaluate course design for effectiveness. Applies to Associate Degree.

PDEV M02 – COLLABORATIVE LEARNING

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Reviews the theory and implementation of collaborative learning, including how to select, apply, and evaluate collaborative learning techniques to foster multiple levels of learning (comprehension, application, analysis). Applies to Associate Degree. Transfer credit: CSU

PDEV M03 – LEADERSHIP STYLES

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Introduction to leadership styles that enhance effectiveness in the classroom and in the workplace, including interpersonal skills such as listening and empathy, leadership roles such as Coach and Visionary, and applications of leadership styles to varying classroom and work situations. Applies to Associate Degree. Transfer credit: CSU

PDEV M11 – CONFLICT RESOLUTION

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Examine processes for resolving conflict and analyze interpersonal styles of responding to conflict. Practice conflict resolution strategies such as separating the people from the problem, focusing on interests not positions, inventing options for mutual gain, using objective standards for evaluation of the resolution and interpersonal skills such as listening and empathy. Explore conflict roles such as avoiding, accommodating, competing and collaborating. Apply appropriate conflict roles to varying situations. Analyze the importance of critical thinking skills in effective conflict resolution. Applies to Associate Degree. Transfer credit: CSU

PDEV M12 – TEAM BUILDING

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Identify characteristics of an effective team and social styles of team members. Apply characteristics of an effective team to analyze the strengths and weaknesses of an existing team in a case study. Participate in simulation team building exercises to understand team purpose, roles, work assignments, and participant social styles. Develop an action plan to improve the team performance in a case study. Applies to Associate Degree. Transfer credit: CSU

PSYCHOLOGY

Program Purpose: Students who complete Psychology courses will be able to critically examine behavior and be able to discuss the value and use of psychology in contemporary society. Students that major in Psychology will be able to use the scientific method to understand the behavior of individuals and groups in contemporary society.

A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The Associate in Arts in Psychology degree program is designed for students intending to major in any type of psychology at a four-year institution as it provides students with the lower division breadth and depth of the field of psychology and counseling, and service in clinical settings. The program is also for students interested in studying psychology for a general understanding of human behavior useful in any career or life area.

DEAN

Lori Bennett, Phone (805) 378-1445

FACULTY

Julie Campbell, Linda McDill, Sally Ponce-O'Rourke, Elisa Setmire, Margaret Tennant

COUNSELORS

Chuck Brinkman, Anitra Evans, Pam 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 Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

DEGREE IN PSYCHOLOGY

The AA-T in Psychology is intended for students who plan to complete a bachelor's degree in Psychology, or a similar major at a CSU campus. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Psychology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts in Psychology for Transfer (AA-T in Psychology) students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 20 specified major units. All courses in the major must be completed with a grade of C or better (title 5 §55063).
4. Certified completion of the California State University General Education Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

Required Courses	Units
PSY M01 Introduction to Psychology	3.0
OR	
PSY M01H Honors: Introduction to Psychology	3.0
PSY M02 Introduction to Behavioral Neuroscience	3.0
OR	
PSY M02H Honors: Introduction to Behavioral Neuroscience	3.0
PSY M06 Introduction to Behavioral Research Methods	3.0
MATH M15 Introductory Statistics	5.0
OR	
MATH M15H Honors: Introductory Statistics	5.0
Complete 6 units from List A and List B	6.0
TOTAL	20.0

List A: Select one or two courses from the following:Units

PSY M04 Child Psychology	3.0
PSY M05 Social Psychology	3.0
PSY M07 Developmental Psychology (Life Span)	3.0
PSY M08 Abnormal Psychology	3.0
PSY M16 Personality Theories	3.0

List B: If only one course was selected from List A, the student may select one course from the following of transferable psychology courses: Units

PSY M03 Personal Growth and Social Awareness	3.0
PSY M09 Introduction to Gerontology	3.0
PSY M10 Dying and Death	3.0
PSY M11 Psychology of Communication	3.0
PSY M13 Human Sexuality	3.0
PSY M14 Cross-Cultural Psychology	3.0
PSY M19 Cognitive Psychology	3.0
PSY M20 Intimacy, Relationship, and Commitment	3.0
PSY M25 Forensic Psychology	3.0

NOTE: Each of the courses listed in Lists A and B fulfills psychology major transfer preparation at one or more CSUs. Students are advised to consult with a counselor to determine which course or courses will meet their intended CSUs requirements.

Program Student Learning Outcomes

Students completing the Associate of Arts Transfer Degree in Psychology will be able to:

- critically examine behavior.
- discuss the value and use of psychology in contemporary society.

PSYCHOLOGY COURSES

PSY M01 – INTRODUCTION TO PSYCHOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces a broad range of concepts and perspectives of human behavior, including history of psychology, research methodology, biological bases of behavior, principles of learning, memory, cognition and intelligence, personality, stress and health, behavior disorders and treatments, human sexuality, life span development, and social psychology. Students cannot complete both PSY M01 and PSY M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: PSY 110

PSY M01H – HONORS: INTRODUCTION TO PSYCHOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Investigates honors work in a broad range of concepts and perspectives of human behavior, including history of psychology, research methodology, biological bases of behavior, principles of learning, memory, cognition and intelligence, personality, stress and health, behavior disorders and treatments, human sexuality, life span development, and social psychology. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enriched opportunities. Students cannot complete both PSY M01 and PSY M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: PSY 110

PSY M02 – INTRODUCTION TO BEHAVIORAL NEUROSCIENCE 3 UNITS

Prerequisites: 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. Students cannot complete both PSY M02 and PSY M02H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M02H – HONORS: BEHAVIORAL NEUROSCIENCE 3 UNITS

Prerequisites: PSY M01 or PSY M01H

Class Hours: 3 lecture

Investigates honors work in: the principles of inheritance – cell division, human genetics, DNA structure, function and protein synthesis; and neuropsychological bases for brain-behavior concepts involving structure and function of the nervous system neural conduction and synaptic transmission, psychopharmacology, 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. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enriched opportunities. Students cannot complete both PSY M02 and PSY M02H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M03 – PERSONAL GROWTH AND SOCIAL AWARENESS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Provides psychological theory, research, and practical application relevant to personal fulfillment, human relationships, and social functioning. Topics studied are personality development, traditional and changing sex roles, intimate relationships, stress and stress management, personal and social achievement, and normal and abnormal reactions to modern society. Examines typical patterns of personality development with attention given to ways of fostering self-actualization and social contributions, and minimizing deviant behavior. Applies to Associate Degree. Transfer credit: CSU

PSY M04 – CHILD PSYCHOLOGY 3 UNITS

Prerequisites: 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. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M05 – SOCIAL PSYCHOLOGY 3 UNITS

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.) Applies to Associate Degree. Transfer credit: CSU; UC

PSY M06 – INTRODUCTION TO BEHAVIORAL RESEARCH METHODS 3 UNITS

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

PSY M07 – DEVELOPMENTAL PSYCHOLOGY (LIFE SPAN) 3 UNITS

Prerequisites: 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)

PSY M08 – ABNORMAL PSYCHOLOGY 3 UNITS

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. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M09 – INTRODUCTION TO GERONTOLOGY 3 UNITS

Prerequisites: 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. Applies to Associate Degree. Transfer credit: CSU; UC (PSY/SOC M09 and PSY M30 combined: maximum credit, one course)

PSY M10 – DYING AND DEATH 3 UNITS

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 health care system, legal issues and afterlife concerns. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M11 – PSYCHOLOGY OF COMMUNICATION 3 UNITS

Prerequisites: 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

PSY M13 – HUMAN SEXUALITY 3 UNITS

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

PSY M14 – CROSS-CULTURAL PSYCHOLOGY 3 UNITS

Prerequisites: 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. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M16 – PERSONALITY THEORIES 3 UNITS

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. Emphasis is on not only the current research, but also the techniques of personality assessment. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M19 – COGNITIVE PSYCHOLOGY 3 UNITS

Prerequisites: 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

PSY M20 – INTIMACY, RELATIONSHIPS, AND COMMITMENT 3 UNITS

Prerequisites: 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

PSY M22A/B – INDEPENDENT STUDIES IN PSYCHOLOGY 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PSY M25 – FORENSIC PSYCHOLOGY 3 UNITS

Prerequisites: 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; trial consultation; and Correctional Psychology. Applies to Associate Degree. Transfer credit: CSU

PSY M80 – INTERNSHIP IN PSYCHOLOGY 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

RADIO/TELEVISION

See courses in Film Television Media

RADIOLOGIC TECHNOLOGY

Program Purpose: Students who complete the Radiologic Technology program will have the necessary knowledge and skills to the function of a Radiographer in performing diagnostic x-ray procedures in hospitals or other health care settings.

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology and by the California Department of Health. Radiography students must complete all general education and required Radiologic Technology courses to be eligible to take the California and National Licensing Exams.

DEAN

Kim Hoffmans, Phone (805) 378-1459

HEALTH SCIENCES COORDINATOR

Carol Higashida, Phone (805) 378-1433

FACULTY

Guadalupe Aldana, Robert Darwin

COUNSELORS

Lydia Basmajian

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:

Required Prerequisite Courses for Application to the Radiologic Technology Program (all courses must be completed with a "C" or better)

Units		
ANAT M01*	Human Anatomy	4.0

AND

PHSO M01*	Human Physiology	5.0
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OR

ANPH M01	Human Anatomy and Physiology	6.0
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* For the AS Degree; these combined courses may not be acceptable for transfer to some accepting institutions

HS M17*	Health Care Ethics	3.0
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HS M19	Medical Terminology	3.0
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ENGL M01	English Composition	4.0
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MATH M03	Intermediate Algebra (or higher)	5.0
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HS M16R*	Basic Skills for Radiologic Technologist	0.5
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* HS M16R and HS M17 may be completed after application, but needs to be completed before the start of first semester clinical rotation.

STEP 2:

General Education Courses: These courses are necessary for the Associate Degree and must be completed prior to graduation.

Recommended Courses

	Units
Fine or Performing Arts - Course of choice	3.0

American History and Institutions - Course of Choice	3.0
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Physical Science - Course of Choice - Minimum*	3.0
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Social and Behavior Science - Course of Choice (highly recommend COMM M04)	3.0
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Physical Education - Course of choice	1.0
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* NOTE: For a Bachelor's Degree articulation with CSUN, take

PHYS M10A, PHYS M10AL, PHYS M10B, and PHYS M10BL

ENROLLMENT PROCESS

- Upon meeting the prerequisite Science Courses (Step 1) 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/Radiologic Technology counselor from February 1 -March 15 of each year. All official College and High School transcripts must be submitted with the application.
- If the program is impacted, 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.
- 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 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.

Note that admission to the program is dependent on clearance of Health appraisal, background check, and drug screen.

DEGREE IN RADIOLOGIC TECHNOLOGY

To earn an Associate in Science Degree with a major in Radiographic Technology, students complete 69.5 specified units.

In addition to General Education degree requirements, complete the following:

Required Courses	Units	
RADT M10A	Introduction to Radiologic Technology	2.0
RADT M10AL	Introduction to Radiologic Technology Lab	2.5
RADT M10B	Introduction to Radiologic Technique	2.0
RADT M01A	Radiographic Practice I	3.0
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	Radiographic Lab I	1.0
RADT M02A	Radiographic Practice II	3.0
RADT M02AL	Radiographic Clinical Lab II	5.0
RADT M02B	Radiographic Technique II	4.0
RADT M02BL	Radiographic Technique Lab II	1.0
RADT M12	Radiographic Lab II.	1.0
RADT M49	Radiographic Summer Practicum	7.5
RADT M15	Venipuncture/ECG for RADT	1.0
RADT M03	Advance Radiographic Technique	4.0
RADT M03B	Radiographic Pathology	2.0
RADT M03L	Radiographic Clinical Lab III	10.5
RADT M04	Introduction to Image-Intensified Fluoroscopy	1.0
RADT M04L	Radiographic Clinical Lab IV	10.5
RADT M14	Radiography Film Critique Lab	1.0

TOTAL	69.5
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Program Student Learning Outcomes

Students completing the Associate of Science Degree in Radiologic Technology will be able to:

- correctly position patients for radiographic imaging to show and critique critical anatomical structures.
- be able to pass the ARRT certification boards.

Nuclear Medicine Certificate of Achievement

(more than 18 units)

Nuclear Medicine is a sub-specialization of the Radiologic Technology program designed to train technologists to operate cameras that detect and map the radioactive isotopes in a patient's body to create diagnostic images. The Nuclear Medicine course pathways lead to a Certificate of Achievement and fulfill the qualifications to sit for boards in Nuclear Medicine.

A cohort of students will be admitted once per year. This program will be three semesters long post Radiologic Technology graduation and licensure. Admission to the program is dependent upon CPR certification and clearance of health appraisal, background check, and drug screen.

Required Courses		Units
RADT M30	Nuclear Medicine Practice I	3.0
RADT M32	Principles of Nuclear Medicine I	3.0
RADT M34A	Nuclear Medicine Clinical Lab IA	5.5
RADT M34B	Nuclear Medicine Clinical Lab IB	5.0
RADT M40	Nuclear Medicine Practice II	3.0
RADT M42	Principles of Nuclear Medicine II	3.0
RADT M44A	Nuclear Medicine Clinical Lab IIA	5.5
RADT M44B	Nuclear Medicine Clinical Lab IIB	5.0
RADT M50	Nuclear Medicine Seminar	2.0
RADT M52A	Nuclear Medicine Clinical Lab IIIA	2.5
RADT M52B	Nuclear Medicine Clinical Lab IIIB	2.5
TOTAL		40.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Nuclear Medicine will be able to:

- perform the necessary technical skills to perform nuclear medicine scans.
- pass the certification board exam in nuclear medicine.

TECHNOLOGY/COMPUTER EXPECTATIONS

Medicine, health care, and radiologic technology are highly technical fields requiring technology/computer skills. It is highly recommended that students are comfortable using a computer, have basic word processing, e-mail, and Internet navigation skills, and be familiar with chat rooms.

TRAVEL EXPECTATIONS

The clinical sites extend from Ventura County to Los Angeles, within an approximate 45-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

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.
- 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 by the American Heart Association.
- Criminal background check fee and drug screening, paid by student and through an agency approved by the Health Sciences Department and before placement into a clinical site. Background check and drug screening may not be older than 3 months before start of clinical rotation. The Health Science Department is unable to place students in clinical settings if they have a positive criminal background check (seven years) or drug screening. Therefore, the student will not be able to complete the required program of courses. Students with a positive background check are asked to have themselves pre-approved by the ARRT. See ARRT Pre-Application section for more information.

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 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. Letter of clearnace from ARRT does not itself guarantee clinical placement. Students with a positive background check and clearance from ARRT may not be admitted at the clinical sites. In this case, students will not be able to complete clinical training and will not be admitted to the program. To obtain a pre-application, contact ARRT: (651) 687-0048 or at the website: www.arrt.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, background check and drug test, immunizations, uniforms, 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 and graduates from foreign countries. Advanced Placement students must have an entrance interview with the Radiologic Technology faculty to review scholastic audits and placement.

TRANSFER TO 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 or M12H; MATH M07; PHSO M01; PHYS M10A/M10AL, M10B/M10BL.

RADIOLOGIC TECHNOLOGY COURSES

RADT M01A – RADIOGRAPHIC PRACTICE I 3 UNITS

Prerequisites: RADT M10A, RADT M10AL, and RADT M10B

Corequisites: RADT M01AL, RADT M10B, RADT M01BL, and RADT M11

Class Hours: 3 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. Includes pathologic indications that radiographers should be familiar with for each of the above anatomical areas. Applies to Associate Degree. Transfer credit: CSU

RADT M01AL – RADIOGRAPHIC CLINICAL LAB I 2.5 UNITS

Prerequisites: RADT M10A, RADT M10AL, and RADT M10B

Corequisites: RADT M01A and RADT M11

Class Hours: 7.5 lab

Provides an opportunity for practical application of theory learned in prerequisite courses. Takes place in the radiology department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M01B – RADIOGRAPHIC TECHNIQUE I 4 UNITS

Prerequisites: RADT M10A, RADT M10AL, and RADT M10B

Corequisites: RADT M01A, RADT M01AL, RADT M01BL, and RADT M11

Class Hours: 4 lecture

Covers production of radiation and interactions with matter as well as 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 also covered. Applies to Associate Degree. Transfer credit: CSU

RADT M01BL – RADIOGRAPHIC TECHNIQUE LAB I 1 UNIT

Prerequisites: RADT M10A, RADT M10AL, and RADT M10B

Corequisites: RADT M01A, RADT M01AL, RADT M01B, and RADT M11

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. Students perform basic quality control experiments. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M02A – RADIOGRAPHIC PRACTICE II 3 UNITS

Prerequisites: RADT M01A, RADT M01AL, and RADT M11

Corequisites: RADT M02AL, RADT M02B, RADT M02BL, and RADT M12

Class Hours: 3 lecture

Covers routine, trauma, geriatric and pediatric radiographic imaging of the skull, paranasal sinuses and facial bones. Focuses on fluoroscopic and contrast media procedures of the gastro-intestinal and genitourinary systems with an Introduction to angiographic and interventional procedures. Applies to Associate Degree. Transfer credit: CSU

RADT M02AL – RADIOGRAPHIC CLINICAL LAB II 5 UNITS

Prerequisites: RADT M01A, RADT M01AL, and RADT M11

Corequisites: RADT M02A, RADT M02B, RADT M02BL, and RADT M12

Class Hours: 15 lab

Introductory clinical laboratory that provides an opportunity for practical application of prerequisite theory and skills lab courses. Lab conducted in the radiology department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M02B – RADIOGRAPHIC TECHNIQUE II 4 UNITS

Prerequisites: RADT M01B and RADT M01BL

Corequisites: RADT M02A, RADT M02AL, RADT M02BL, and RADT M12

Class Hours: 4 lecture

Covers 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, automatic exposure control and components of Computed Tomography imaging systems. Applies to Associate Degree. Transfer credit: CSU

RADT M02BL – RADIOGRAPHIC TECHNIQUE LAB II 1 UNIT

Prerequisites: RADT M01B and RADT M01BL

Corequisites: RADT M02A, RADT M02AL, RADT M02B, and RADT M12

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 M03 – ADVANCED RADIOGRAPHIC TECHNIQUE 4 UNITS

Prerequisites: RADT M02A and RADT M02B

Corequisites: RADT M03L and RADT M03B

Class Hours: 4 lecture

Introduces the advanced radiography student to advanced imaging specializations in the radiation sciences. Includes computed tomography and cross sectional anatomy as viewed under these modalities. Applies to Associate Degree. Transfer credit: CSU

RADT M03L – RADIOGRAPHIC CLINICAL LAB III 10.5 UNITS

Prerequisites: RADT M02A, RADT M02AL, and RADT M49

Corequisites: RADT M03 and RADT M03B

Class Hours: 31.5 lab

Provides, in a clinical laboratory setting, practical application of RADT M01A, RADT M02A, and RADT M03 theory content. Utilizes the lab in the radiology department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M03B – RADIOGRAPHIC PATHOLOGY 2 UNITS

Prerequisites: RADT M02A, RADT M02AL, and RADT M12

Corequisites: RADT M03 and RADT M03L

Class Hours: 2 lecture

Introduces the advanced radiography student to various types of disease processes seen radiographically. Examines the following systems: respiratory, digestive, genito-urinary, osseous, hepatobiliary, and nervous. Applies to Associate Degree. Transfer credit: CSU

RADT M04 – INTRODUCTION TO IMAGE-INTENSIFIED FLUOROSCOPY 1 UNIT

Prerequisites: RADT M03, RADT M03L, and RADT M03B

Corequisites: RADT M04L and RADT M14

Class Hours: 1 lecture

Covers the principles of fluoroscopic equipment including image formation, image recording and display. (Formerly RADT M03A.) Applies to Associate Degree. Transfer credit: CSU

RADT M04L – RADIOGRAPHIC CLINICAL LAB IV 10.5 UNITS

Prerequisites: RADT M03, RADT M03L, and RADT M03B

Corequisites: RADT M04 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. Conducted in a radiology department of a pre-assigned clinical affiliate. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M10A – INTRODUCTION TO RADIOLOGIC TECHNOLOGY 2 UNITS

Prerequisites: Admission to the Moorpark College Radiography Program

Corequisites: 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. Emphasizes radiation protection, equipment manipulation and safety, darkroom technique, anatomy and positioning for chest and abdomen procedures and career options in Radiology. Includes anatomy and positioning for chest and abdomen procedures. Applies to Associate Degree. Transfer credit: CSU

RADT M10AL – INTRODUCTION TO RADIOLOGIC TECHNOLOGY LAB 2.5 UNITS

Prerequisites: Admission to the Moorpark College Radiography Program, ANPH M01, and HS M19

Corequisites: 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. May be taken a total of two (2) times for credit. (Formerly RADT M10L.) Applies to Associate Degree. Transfer credit: CSU

RADT M10B – INTRODUCTION TO RADIOGRAPHIC TECHNIQUE 2 UNITS

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, design, and operations. Covers different types of radiographic equipment with an introduction to digital equipment. Applies to Associate Degree. Transfer credit: CSU

RADT M11 – RADIOGRAPHIC LAB I 1 UNIT

Prerequisites: RADT M10A, RADT M10AL, and RADT M10B

Corequisites: RADT M01A, RADT M01AL, RADT M01B, and RDT M01BL

Class Hours: 3 lab

Provides an opportunity for practical application of theory content from RADT M01A through simulated clinical experiences in a radiography skills lab. Students practice positioning with a "mock patient" and make actual radiographs of an x-ray phantom using conventional and digital equipment. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M12 – RADIOGRAPHIC LAB II 1 UNIT

Prerequisites: RADT M01A, RADT M01AL, and RADT M11

Corequisites: RADT M02A, RADT M02AL, RADT M02B, and RADT M02BL

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 using conventional and digital equipment. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M14 – RADIOGRAPHIC FILM CRITIQUE LAB 1 UNIT

Prerequisites: RADT M03 and RADT M03L

Corequisites: RADT M04 and RADT M04L

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. Includes a review for licensure examinations. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M15 – VENIPUNCTURE/ECG FOR RADT 1 UNIT

Prerequisites: Certified Radiologic Technologist or RADT M02A

Class Hours: 0.5 lecture, 1.5 lab

Provides the basic techniques to practice venipuncture in an upper extremity for the sole administration of contrast materials. Introduces the concepts of Electro-Cardiogram (ECG). Upon completion of in-class portion of the course, students will need to perform and additional ten (10) venipunctures at a clinical site under the direct supervision of a physician. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M22A/B – INDEPENDENT STUDIES IN RADIOGRAPHY 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU

RADT M30 – NUCLEAR MEDICINE PRACTICE I 3 UNITS

Prerequisites: Admission to the Radiology Nuclear Medicine program

Corequisites: RADT M32 and RADT M34 (may be taken as a corequisite or at a later date)

Recommended Prep: MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

Class Hours: 3 lecture

Introduces nuclear medicine as a specialty within radiologic technology. Focuses on equipment and radiopharmaceutical agents used to perform routine procedures on the skeletal, cardiovascular, central nervous, digestive and endocrine/exocrine systems. Admission to the Radiology Nuclear Medicine program is required. (Formerly RADT M199A.) Does NOT apply to Associate Degree.

RADT 32 – PRINCIPLES OF NUCLEAR MEDICINE I 3 UNITS

Prerequisites: None

Corequisites: RADT M30 and RADT M34 (may be taken as a corequisite or at a later date)

Recommended Prep: MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

Class Hours: 3 lecture

Introduces principles of nuclear medicine procedures, patient care, and radiation safety. Does NOT apply to Associate Degree.

RADT 34A – NUCLEAR MEDICINE CLINICAL LAB IA 5.5 UNITS

Prerequisites: None

Recommended Prep: MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

Class Hours: 17 lab

Provides an opportunity for practical application of nuclear medicine imaging of the bone, cardiovascular, central nervous system, digestive and endocrine/exocrine procedures. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT 34B – NUCLEAR MEDICINE CLINICAL LAB IB 5 UNITS

Prerequisites: RADT M34A or concurrent

Recommended Prep: MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

Class Hours: 15 lab

Provides an opportunity for intermediate practice of nuclear medicine imaging of the bone, cardiovascular, central nervous, digestive and endocrine/exocrine systems procedures. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT 40 – NUCLEAR MEDICINE PRACTICE II 3 UNITS

Prerequisites: RADT M30

Recommended Prep: RADT M42 and RADT M44A (may be taken as a corequisite or at a later date)

Class Hours: 3 lecture

Focuses on the equipment and radiopharmaceutical agents used to perform imaging procedures on the genitourinary, hematopoietic, and respiratory systems, as well as in vitro, oncology/inflammation imaging for the adult and pediatric populations. Does NOT apply to Associate Degree.

RADT 42 – PRINCIPLES OF NUCLEAR MEDICINE II 3 UNITS

Prerequisites: RADT M32

Recommended Prep: RADT M40 and RADT M44A (may be taken as a corequisite or at a later date)

Class Hours: 3 lecture

Studies patient care, radiation safety, principles of single photon emission computed tomography (SPECT) and single photon emission computer tomography/computed tomography, positron emission tomography (PET) instrumentation, and positron emission tomography/computed tomography (PET/CT) oncology. Does NOT apply to Associate Degree.

RADT 44A – NUCLEAR MEDICINE CLINICAL LAB IIA 5.5 UNITS

Prerequisites: RADT M30, RADT M40 (or concurrent), and RADT M42 (or concurrent)

Recommended Prep: MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

Class Hours: 17 lab

Provides an opportunity for practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the nuclear medicine department of a pre-assigned clinical affiliate. (Formerly RADT M44.) Does NOT apply to Associate Degree.

RADT 44B – NUCLEAR MEDICINE CLINICAL LAB IIB 5 UNITS

Prerequisites: RADT M44A or concurrent enrollment

Recommended Prep: MATH M15 or MATH M15H or CHEM M12 or CHEM M12H

Class Hours: 15 lab

Provides an opportunity for practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the nuclear medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT M49 – RADIOGRAPHY SUMMER PRACTICUM 7.5 UNITS

Prerequisites: RADT M02A, RADT M02AL, RADT M02B, RADT M02BL, and RADT M12

Class Hours: 26.5 lab

Clinical experience in a pre-assigned clinical affiliate. Focuses on the improvement of clinical skills of all previously learned radiological procedures in Level I courses. May be taken for a total of two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

RADT M50 – NUCLEAR MEDICINE SEMINAR 2 UNITS

Prerequisites: RADT M40 and RADT M42

Class Hours: 2 lecture

Provides a review of all nuclear medicine procedures as well as a preparation for the NMTCB (Nuclear Medicine Technology Certification Board) boards. Does NOT apply to Associate Degree.

RADT M52A – NUCLEAR MEDICINE CLINICAL LAB IIIA 2.5 UNITS

Prerequisites: RADT M44A

Class Hours: 16 lab

Provides an opportunity for advanced practical application of skeletal, cardiovascular, central nervous, digestive, endocrine/exocrine, respiratory, genitourinary, hematopoietic, and inflammatory systems procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. (Formerly RADT M52.) Does NOT apply to Associate Degree.

RADT M52B – NUCLEAR MEDICINE CLINICAL LAB IIIB 2.5 UNITS

Prerequisites: RADT M52A (or concurrent enrollment)

Class Hours: 8 lab

Provides an opportunity for advanced practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

SOCIOLOGY

Program Purpose: Students who complete Sociology courses will utilize the sociological perspective to better understand self in the context of social groups and social institutions in society.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) is designed for students intending to major in Sociology, or a similar major and for students interested in studying Sociology for a general understanding of social behavior useful in any career or life area. Students who complete the Sociology program will utilize the sociological perspective to better understand self in the context of social groups and social institutions in society. The program will also prepare students who are interested in studying Sociology for a general understanding of social behavior, the web and rhythm of human behavior including intimate, personal, and family relationships.

DEAN

Lori Bennett, Phone (805) 378-1445

FACULTY

Cynthia Barnett, Linda McDill, Daniel Vieira

COUNSELORS

Anitra Evans, Pam 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 Career Transfer Center located in Fountain Hall, (805) 378-1536. See General Education Degree Requirements and Transfer Information.

DEGREE IN SOCIOLOGY

The AA-T in Sociology is intended for students who plan to complete a bachelor's degree in Sociology, or a similar major at a CSU campus. Students completing this degree, Associate in Arts in Sociology for Transfer (AA-T in Sociology) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Sociology degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts in Sociology for Transfer (AA-T in Sociology) students must complete the following:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18-20 specified major units. All courses in the major must be completed with a grade of C or better (title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

Required Courses	Units
SOC M01 Introduction to Sociology	3.0
OR	
SOC M01H Honors: Introduction to Sociology	3.0
Complete 15-17 units from List A, List B, and List C	15.0-17.0

TOTAL 18.0-20.0

List A: Select two of the following three courses		Units
SOC M02	Social Problems	3.0
SOC M03	Sociological Analysis	3.0
MATH M15	Introductory Statistics	5.0
OR		
MATH M15H	Honors: Introductory Statistics	5.0

List B: Select two additional courses from the following (not already selected from List A)		Units
SOC M02	Social Problems	3.0
SOC M03	Sociological Analysis	3.0
SOC M04/PSY M20	Intimacy, Relationships, and Commitment	3.0
SOC M05/PSY M05	Social Psychology	3.0
SOC M08	Introduction to Race and Ethnicity	3.0
SOC M10	Sociology of Gender	3.0
SOC M15	Introduction to Criminology	3.0
MATH M15	Introductory Statistics	5.0

OR		
MATH M15H	Honors: Introductory Statistics	5.0

List C: Select one additional course from the following		Units
ANTH M02	Cultural Anthropology	3.0
PSY M01	Introduction to Psychology	3.0
OR		
PSY M01H	Honors: Introduction to Psychology	3.0

Program Student Learning Outcomes

Students completing the Associate of Arts Transfer Degree in Sociology will be able to:

- analyze and explain major problems and issues in society in their contemporary, historical, cultural and social structural contexts.
- utilize the sociological perspective to better understand self in the context of social groups and social institutions of society.

SOCIOLOGY COURSES

SOC M01 – INTRODUCTION TO SOCIOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines basic concepts, theoretical approaches and methods of sociology. Emphasis is on the analysis and understanding of social structure, social interaction, socialization and the self, social stratification, cultural diversity, social change, and global dynamics. Students cannot complete both SOC M01 and SOC M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: SOC 110

SOC M01H – HONORS: INTRODUCTION TO SOCIOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Analyzes basic concepts, theoretical approaches, and methods of social research. Emphasizes the analysis and understanding of social structure, social interaction, socialization and the self, social stratification, cultural diversity, social change, and global dynamics. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both SOC M01 and SOC M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: SOC 110

SOC M02 – SOCIAL PROBLEMS**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Identifies and analyzes causes and consequences of social problems, including inter-group conflict, sexism, racism, ageism, sexual deviance, poverty, crime, delinquency, substance abuse, cults (religious, political, psychological), terrorism, and health and environmental degradation. Examines the 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. C-ID: SOC 115

SOC M03 – SOCIOLOGICAL ANALYSIS**3 UNITS***Prerequisites: SOC M01 or SOC M01H**Class Hours: 3 lecture*

Examines fundamental elements of social research and the ways sociologists think critically. Includes attention to the nature of theory, empiricism, hypotheses, variables, and ethics of research. Emphasizes and trains in the techniques of conceptualizing and operationalizing social variables, hypothesis construction, sampling procedures, and both quantitative and qualitative data collection strategies. Focuses on data analysis using SPSS (Statistical Package for the Social Sciences). Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: SOC 120

SOC M04 – INTIMACY, RELATIONSHIP AND COMMITMENT**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores sociological and social psychological aspects of intimacies, relationships, and commitments in partnerships, marriages and families. Includes examination of historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. 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. C-ID: SOC 130

SOC M05 – SOCIAL PSYCHOLOGY**3 UNITS***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.) Applies to Associate Degree. Transfer credit: CSU; UC

SOC M08 – INTRODUCTION TO RACE AND ETHNICITY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the cultural, political, and economic practices and institutions that support or challenge racism, and racial and ethnic inequalities. Studies patterns of interactions between various racial and ethnic groups, as well as 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. C-ID: SOC 150

SOC M10 – SOCIOLOGY OF GENDER**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the social construction of masculinity and femininity and the issues men and women confront over the course of their lives historically and cross-culturally. Integrates into this examination the variations that exist among men and women in relation to class, race, and sexuality. Investigates the scholarly debates on sex and gender and the impact of economic and political change on everyday gendered experiences. Analyzes at both a macro and micro level how institutions shape gender and how individuals are socialized to "do" gender. Explores feminine scholarship. Applies to Associate Degree. Transfer credit: CSU; UC. C-ID: SOC 140

SOC M12 – SOCIOLOGY OF RELIGION IN AMERICA**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Investigates the effects of religion on culture, and culture on religion, with a primary focus on American society and a secondary focus on international events. Explores the beliefs that are the foundation of culture and society, and provides an introductory level analysis of three major religions, Christianity, Judaism, and Islam, that have affected national and international events in America. Includes a brief survey of other religions in America in the context of major social discussions. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M15 – INTRODUCTION TO CRIMINOLOGY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Sociological analysis of crime, criminal behavior, and the criminal justice system. Explores the history and social construction of crime and criminality and examines the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Discusses the measurement of crime and basic theoretical explanations of criminal behavior. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M15 and SOC M16 combined: maximum credit, one course). C-ID: SOC 160

SOC M16 – SOCIOLOGY OF DEVIANT BEHAVIOR**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Examines the various perspectives, theories, and forms of sociological deviance. Focuses on such deviance as alcohol and drug use, sexual, criminal, mental, religious, and suicidal behaviors. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SOC M16 and SOC M15 combined: maximum credit, one course)

SOC M18 – ORGANIZED CRIME AND TERRORISM**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Analyzes the cultural and historical bases of organized crime and terrorism. Discusses the social and theoretical background of the phenomena, the roles of culture and religion, and examples of organized criminal and terrorist activities. Reviews the social, legal, military, and criminal justice options in dealing with organized crime and terrorism. (Formerly SOC M60B.) Applies to Associate Degree. Transfer credit: CSU; UC

SOC M22A/B – INDEPENDENT STUDIES IN SOCIOLOGY

1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

SOC M80 – INTERNSHIP IN SOCIOLOGY

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

SPANISH

Program Purpose: Students who complete World Language courses will be able to communicate effectively using all modalities of language, assess and demonstrate cultural knowledge and use technology to develop language and cultural competence.

CAREER OPPORTUNITIES

Civil Service, Consulting, Customs, Diplomacy, Education, Health Services, Immigration/Naturalization, Imports/Exports, Intelligence, Law Enforcement, Journalism/Broadcasting, Manufacturing, Linguistics, Sales, Social Work, Translation/Interpretation, and Travel Services.

DEAN

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FACULTY

Grace Bodhaine, Raquel Antonia Olivera, Helga Winkler

COUNSELORS

Anitra Evans

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 II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0
Plus 1 course from Group A (3 units)		

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: No credit will be given toward the AA degree for SPAN M01.

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	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 United States	3.0
CHST M08	Political Patterns in the United States	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	3.0

OR

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	Race and Gender in American History	3.0
FILM M32	Contemporary World Film	3.0
MUS M04	Survey of World Music	3.0

OR

MUS M04H	Honors: Survey of World Music	3.0
SOC M08	Introduction to Race and Ethnicity	3.0
SPAN M12	Spanish Civilization	3.0

Group B (Language)

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 II	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 in Spanish	3.0

TOTAL **18.0 or 19.0**

* 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 Career Transfer Center located in Fountain Hall, (805) 378-1536.

Program Student Learning Outcomes

Students completing the Associate of Arts Degree in Spanish will be able to:

- to communicate effectively using all modalities of language.
- examine and demonstrate cultural knowledge.
- use technology to develop language and cultural competence.

SPANISH COURSES

SPAN M01 – ELEMENTARY SPANISH I 5 UNITS

Prerequisites: None

Class Hours: 5 lecture

Introduces the cultures of the Spanish-speaking peoples and the fundamental structures of the Spanish language. Emphasizes 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

SPAN M02 – ELEMENTARY SPANISH II 5 UNITS

Prerequisites: SPAN M01 or two years of high school Spanish with a grade of "C" or better

Class Hours: 5 lecture

Continues to study the cultures of the Spanish speaking peoples and the fundamental structures of the Spanish language. Emphasizes 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

SPAN M03 – INTERMEDIATE SPANISH I 5 UNITS

Prerequisites: SPAN M02 or three years of high school Spanish

Class Hours: 5 lecture

Emphasizes further practical competence and communicative skills through the study of Spanish-speaking cultures and literary readings. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M04 – INTERMEDIATE SPANISH II 5 UNITS

Prerequisites: SPAN M03 or equivalent

Class Hours: 5 lecture

Emphasizes further practical competence and communicative skills through the study of Spanish-speaking cultures and literary readings. Reviews and expands upon grammatical structures and vocabulary. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M22A/B – INDEPENDENT STUDIES IN SPANISH 1 TO 3 UNITS

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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

SPAN M80 – INTERNSHIP IN SPANISH 1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

SPEECH

See Communication Studies

STUDY SKILLS

See College Strategies, Counseling, Essential Skills, and/or Learning Skills.

Visit The Learning Center (TLC) in the Library.

TELEVISION

See Film Television Media

THEATRE ARTS

Program Purpose: Students who complete academic or skills based Theatre Arts classes will demonstrate a basic understanding and appreciation of theatre history, performance and the technical requirements of production.

Theatre Arts is a diverse discipline that offers theoretical training and hands-on experience for students concentrating on transfer and direct career preparation. Interested students may pursue careers in acting, directing, play writing, as well as lighting, set, sound, costume and makeup design. The study of Theatre Arts encourages all students to enrich their appreciation of varying forms of art and enhances their abilities in communication, critical analysis and self-expression.

DEAN

Patricia Ewins, Phone (805) 378-1408

FACULTY

John Loprieno, Victoria Veal

COUNSELORS

Denice Avila, Jodi Dickey

DEGREE IN THEATRE ARTS: ACTING

To earn an Associate in Arts Degree with a major in Acting, students complete 34.5-35 specified units.

In addition to General Education degree requirements, complete the following:

Required Courses	Units	
THA M01	Introduction 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
AND choose one of the following:		
THA M02D	Advanced Acting II	3.5
THA M09	Acting for Film and Television	3.0
AND choose one of the following:		
THA M14	Improvational Comedy	1.5
THA M17	Free Dance/Improvisation I	1.5

TOTAL **34.5 or 35.0**

Theatre Arts: Acting Certificate of Achievement

(more than 18 units)

To earn a Certificate of Achievement in Acting, students complete 34.5-35 specified units.

Required Courses	Units	
THA M01	Introduction 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
AND choose one of the following:		
THA M02D	Advanced Acting II	3.5
THA M09	Acting for Film and Television	3.0
AND choose one of the following:		
THA M14	Improvational Comedy	1.5
THA M17	Free Dance/Improvisation I	1.5

TOTAL **34.5 or 35.0**

DEGREE IN THEATRE ARTS: DIRECTING

To earn 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.

In addition to General Education degree requirements, complete the following:

Required Courses	Units	
THA M01.	Introduction to the Theatre	3.0
THA M02A	Beginning Acting	3.0
THA M04	History of the Theatre	3.0
THA M10	Production and 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	Playwriting	3.0
THA M23A	Lighting Design I	3.0
THA M25A	Scenic Design I	3.0

TOTAL **33.0**

Theatre Arts: Directing Certificate of Achievement

(more than 18 units)

To earn a Certificate of Achievement in Directing, students complete 33 specified units; those seeking the degree also complete General Education Degree Requirements.

Required Courses	Units	
THA M01.	Introduction to the Theatre	3.0
THA M02A	Beginning Acting	3.0
THA M04	History of the Theatre	3.0
THA M10	Production and 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	Playwriting	3.0
THA M23A	Lighting Design I	3.0
THA M25A	Scenic Design I	3.0

TOTAL **33.0**

DEGREE IN TECHNICAL THEATRE

To earn an Associate in Arts Degree with a major in Technical Theatre, students complete 33 specified units.

In addition to General Education degree requirements, complete the following:

Required Courses	Units
THA M01	Introduction to the Theatre 3.0
THA M04	History of the Theatre 3.0
THA M07	Audio Production 3.0
THA M11	Theatre Production: Technical (taken twice) 3.0/3.0
THA M20	Stagecrafts 3.0
THA M23A	Lighting Design I 3.0
THA M24A	Theatrical Costume and Makeup I 3.0
THA M25A	Scenic Design I 3.0

AND two of the following for 6.0 units:

THA M23B	Lighting Design 3.0
THA M24B	Theatrical Costume and Makeup II 3.0
THA M25B	Scenic Design II 3.0
THA M26	Scene Painting/Rendering 3.0

TOTAL 33.0

Technical Theatre Certificate of Achievement

(more than 18 units)

To earn a Certificate of Achievement in Technical Theatre, students complete 33 specified units.

Required Courses	Units
THA M01	Introduction to the Theatre 3.0
THA M04	History of the Theatre 3.0
THA M07	Audio Production 3.0
THA M11	Theatre Production: Technical (taken twice) 3.0/3.0
THA M20	Stagecrafts 3.0
THA M23A	Lighting Design I 3.0
THA M24A	Theatrical Costume and Makeup I 3.0
THA M25A	Scenic Design I 3.0

AND two of the following for 6.0 units:

THA M23B	Lighting Design 3.0
THA M24B	Theatrical Costume and Makeup II 3.0
THA M25B	Scenic Design II 3.0
THA M26	Scene Painting/Rendering 3.0

TOTAL 33.0

THEATRE ARTS COURSES

THA M01 – INTRODUCTION TO THEATRE 3 UNITS

Prerequisites: 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

THA M02A – ACTING I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the art of acting, emphasizing exercises that develop individual insight, technique and concentration. Focuses on improvisation; includes scene work. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02B – ACTING II 3 UNITS

Prerequisites: None

Recommended Prep: THA M02A

Class Hours: 2 lecture, 3 lab

Emphasizes intermediate level skills in character analysis, monologue and scene presentation. Includes an introduction to classical material, performance of scenes in various styles and genres, and work with vocal projection and stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02C – ACTING III 3 UNITS

Prerequisites: THA M02B Recommended Prep: THA M24A

Class Hours: 2 lecture, 3 lab

Introduces classical acting techniques, characterization, refining timing, sense memory, movement and vocal styles, and classical material. Requires performance in a variety of scenes from plays of various styles and genres. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02D – ACTING IV 3 UNITS

Prerequisites: THA M02C

Class Hours: 2 lecture, 3 lab

Further studies characterization, emphasizing timing, vocal styles, movement and sense memory. Focuses on performance of classical material and a variety of scenes from plays of contrasting styles and genres. Applies to Associate Degree. Transfer credit: CSU; UC

THA M03A – VOICE AND DICTION I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the study of speech production, designed to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03A and FTVM M53A.) (Formerly THA M03.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M03B – VOICE AND DICTION II 3 UNITS

Prerequisites: COMM M03A, FTVM M53A, or THA M03A

Class Hours: 2 lecture, 3 lab

Develops intermediate skills and furthers the study of speech production to enhance vocal quality and improve diction. Emphasizes specific areas of speech production including proper posture and breath control, vocal flexibility and expressiveness, energy, volume, tone and articulation. (Same course as COMM M03B and FTVM M53B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M04 – HISTORY OF THE THEATRE 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Traces the development of the Theatre from its earliest inception to the present. Course will focus on the major works and playwrights in historical theatrical movements from classical Greek and Roman theatre through the twentieth century. Coursework will also examine the social context of specific dramatic movements and the influences of theatre on society. Applies to Associate Degree. Transfer credit: CSU; UC

THA M07 – AUDIO PRODUCTION**3 UNITS***Prerequisites: 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 FTVM M40.) (Formerly THA M07A.) Applies to Associate Degree. Transfer credit: CSU

THA M09A – ACTING FOR FILM AND TELEVISION I**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television and as varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52A.) (Formerly THA M09.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M09B – ACTING FOR FILM AND TELEVISION II**3 UNITS***Prerequisites: THA M09A or FTVM M52A**Class Hours: 2 lecture, 3 lab*

Introduces intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television and as varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52B.) Applies to Associate Degree. Transfer credit: CSU

THA M09C – ACTING FOR FILM AND TELEVISION III**3 UNITS***Prerequisites: THA M09B or FTVM M52B**Class Hours: 2 lecture, 3 lab*

Develops intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television and as varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52C.) Applies to Associate Degree. Transfer credit: CSU

THA M09D – ACTING FOR FILM AND TELEVISION IV**3 UNITS***Prerequisites: THA M09C or FTVM M52C**Class Hours: 2 lecture, 3 lab*

Introduces advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to film and television and as varies from work on the stage. Emphasizes elementary techniques for working with microphones and cameras in preparation for performing in student films and television productions. (Same course as FTVM M52D.) Applies to Associate Degree. Transfer credit: CSU

THA M10 – THEATRE PRODUCTION: ACTING**3 UNITS***Prerequisites: None**Recommended Prep: THA M02A and THA M02B**Class Hours: 9 lab*

Rehearsing and performing an acting role for a college production staged for public performance. Admission to the class is by audition. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

THA M11 – THEATRE PRODUCTION: TECHNICAL**3 UNITS***Prerequisites: None**Recommended Prep: THA M20**Class Hours: 9 lab*

A range of supervised technical theatre assignments in support of a college production staged for public performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

THA M14 – IMPROVISATIONAL COMEDY**1.5 UNITS***Prerequisites: None**Recommended Prep: THA M02B**Class Hours: 0.5 lecture, 3 lab*

Provides instruction in improvisational 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 for a total of four (4) times for credit. Applies to Associate Degree.

THA M15A – BEGINNING STAGE DIRECTION**3 UNITS***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 – INTERMEDIATE STAGE DIRECTION**3 UNITS***Prerequisites: THA M15A**Class Hours: 2 lecture, 3 lab*

Continues the study of the art and craft of stage direction, including practical experience through directing one act plays, comedy sketches and/or monologues for a live audience. Applies to Associate Degree. Transfer credit: CSU; UC

THA M16 – READERS' THEATRE**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Uniquely blends speech and acting, studying the principles of interpretation of literature from all the major genres (prose, poetry, drama) as well as the techniques of group performance. In groups, students will create, stage, and perform a readers' theatre incorporating each of the major genres of literature. (Same course as COMM M16.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M17 – FREE DANCE/IMPROVISATION I**1.5 UNITS***Prerequisites: None**Class Hours: 1 lecture, 2 lab*

This course is designed primarily to stimulate one to discover the joy of movement and to enter into an environment that will free the individual to find a unique and creative language of physical expressions. May be taken for a total of four (4) times for credit. (Same course as DANC M20A.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M18 – AUDITIONING TECHNIQUES**1.5 UNITS***Prerequisites: 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 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. May be taken for a total of two (2) times for credit. (Same course as FTVM M55.) Applies to Associate Degree. Transfer credit: CSU

THA M20 – STAGECRAFTS**3 UNITS***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. Applies to Associate Degree. Transfer credit: CSU; UC

THA M21A – PLAYWRITING I**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Instructs students in the basic components of constructing a play. Focus will be on creating characters, exploration of theme, structuring plot and writing believable dialogue through the creation of dramatic monologues, scenes and an one act play. Applies to Associate Degree. Transfer credit: CSU; UC

THA M21B – ADVANCED PLAYWRITING**3 UNITS***Prerequisites: THA M21A**Recommended Prep: THA M02A, THA M15A, and ENGL M01A or ENGL M01AH**Class Hours: 3 lecture*

Instructs students in the advanced components of constructing a play. Focus will be on advanced character creation, in-depth exploration of theme, structuring plot and writing complex dialogue through the creation of dramatic monologues, scenes and a full-length play. Students will also explore and create dramatic material as it pertains to style and period. Applies to Associate Degree. Transfer credit: CSU; UC

THA M22A/B – INDEPENDENT STUDIES IN THEATRE 1 TO 3 UNITS*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 six (6) units. Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

THA M23A – LIGHTING DESIGN I**3 UNITS***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 – LIGHTING DESIGN II**3 UNITS***Prerequisites: THA M23A**Class Hours: 2 lecture, 3 lab*

This course will focus in greater depth on the design aspect of stage lighting, developing a complete light plot and working schedule for a full-length play. Special emphasis will be placed on projections and special effects. An introduction of the computer for lighting design and light plots using practical applications will also be taught. Students will have an opportunity to gain hands-on experience in lighting practices by working on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

THA M24A – COSTUME AND MAKEUP DESIGN I**3 UNITS***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 – COSTUME AND MAKEUP DESIGN II**3 UNITS***Prerequisites: THA M24A**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; UC

THA M25A – SCENIC DESIGN I**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

This course offers an introductory exploration of stage scenery as an interpretive and collaborative art. The student will develop floor plans, exercise drawing techniques, build a model, and learn drafting conventions that will assist in learning necessary applications for designing scenery. The construction and painting of scenery, development of painter's elevations and renderings will be studied by visits to the scenic studio to do actual projects. Experience will be gained by working on productions using a variety of craft skills. Applies to Associate Degree. Transfer credit: CSU; UC

THA M25B – SCENIC DESIGN II**3 UNITS***Prerequisites: THA M25A**Class Hours: 2 lecture, 3 lab*

Advance scenic design offers the opportunity for the theatre student to do individual creative and investigative work in dramatic arts and to explore, in depth, various elements of scenic design. The class moves from simplified drawings and paintings into more sophisticated concepts on the understanding of design and its practical applications. An in depth study of one play will be chosen which will be enhanced with a full set of drawings, painter's elevations, floor plan, and model. Computer visual language will be introduced working with the program Virus Walk Through Pro, a three dimensional program for the scenic studio. Applies to Associate Degree. Transfer credit: CSU; UC

THA M26 – SCENE PAINTING/RENDERING**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

This course provides the student with the opportunity to create an environment through special painting techniques for play productions. Students will be instructed on painting can transform scenery in an acting space to an appropriate and visually pleasing dramatic environment. Applies to Associate Degree. Transfer credit: CSU; UC

THA M50 – PERFORMING ARTS MANAGEMENT**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab*

Introduces the marketing, promotion and sales of theatrical, music, dance and all other performance events. Studies the theories and practices of selecting a subscription season, creating marketing materials, operating the box office and interfacing with the public in the "front of the house." The practical lab component requires participation in various management and services activities throughout a Performing Arts Center. Applies to Associate Degree. Transfer credit: CSU

THA M52 – CHILDREN’S THEATRE

3 UNITS

Prerequisites: None

Recommended Prep: DANC M20A or THA M17

Class Hours: 2 lecture, 4 lab

Offers practical experience in the rehearsal and performance of a children’s theatre production. Includes both dramatic and movement-based components. Applies to Associate Degree. Transfer credit: CSU

THA M80 – INTERNSHIP IN THEATRE ARTS

1 TO 4 UNITS

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 Career Transfer Center, (805) 378-1536. May be taken for a total of four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU

WORK EXPERIENCE AND INTERNSHIPS

The Moorpark College Career Transfer Center coordinates the Work Experience and Internship Program, offering students the opportunity for receiving credit for on-the-job learning: internships in each discipline (M80). 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. Contact the Career Transfer Center with any questions or to apply: (805) 378-1536.

DEAN

Patricia Ewins, Phone (805) 378-1408

COUNSELORS

Judi Gould, Danita Redd

BASIC DEFINITIONS AND GUIDELINES

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 an internship to receive credit for this occupational work experience. Some programs (Child Development, EATM, Multimedia, 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. 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: The type of on-the-job learning being pursued (in an 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 Transfer Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester.

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 M31 – JOB AND CAREER READINESS

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Provides an understanding of how to prepare for employment in order to achieve job or career goals. Includes examination of soft skills employers want and assessment of individual strengths. Discusses handling the job search process effectively in terms of motivation and stress management. Teaches how to develop a Personal Action Plan – a personalized, step-by-step strategy to move forward in job search or career development. Applies to Associate Degree. Transfer credit: CSU

WEXP M36 – STRATEGIES FOR CAREER SUCCESS

0.5 UNIT

Prerequisites: None

Class Hours: 0.5 lecture

Provides information on how to prepare for and achieve employment success. Discusses the importance of 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. Applies to Associate Degree. Transfer credit: CSU

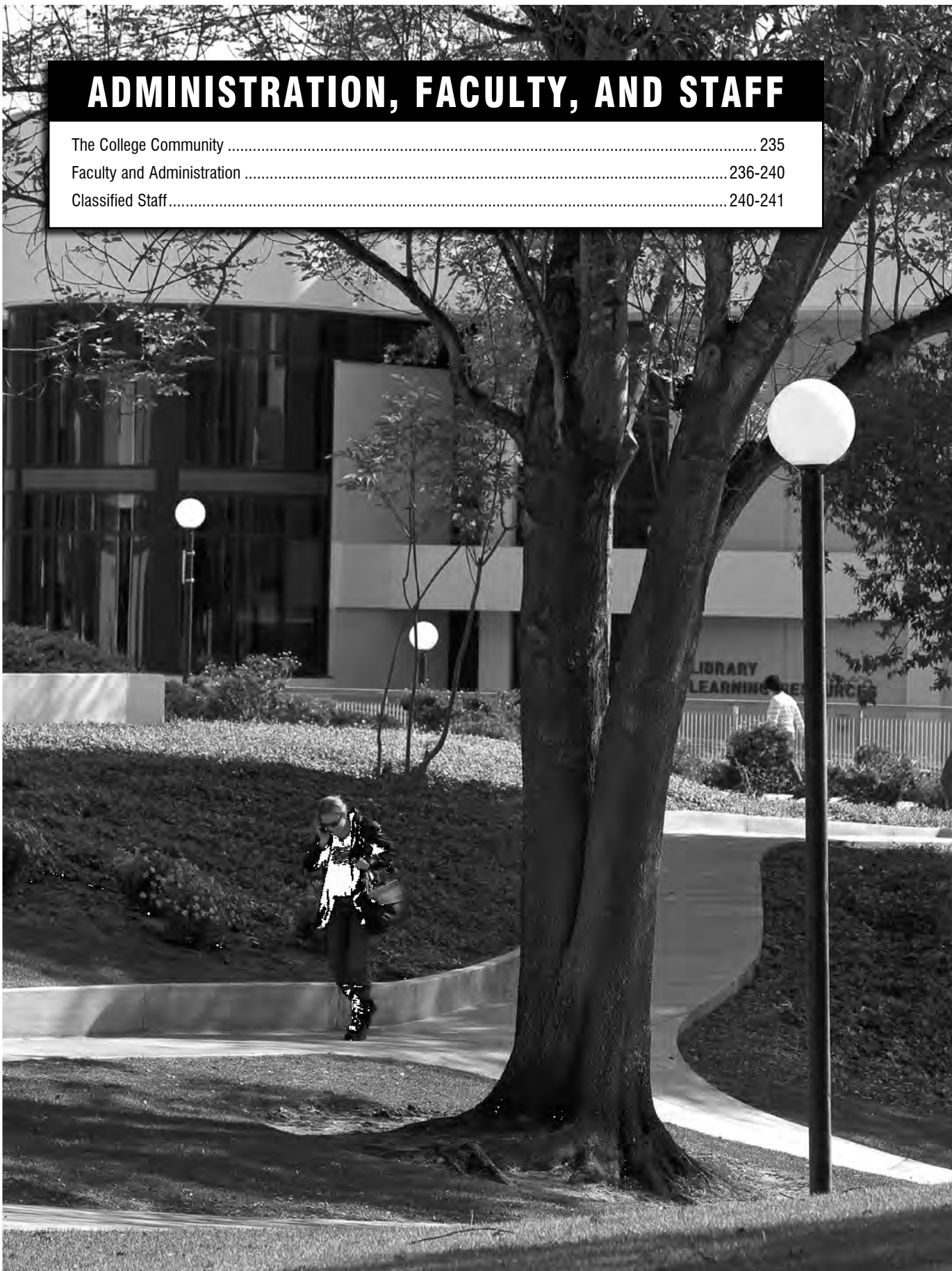
ZOOLOGY

See Biological Sciences



ADMINISTRATION, FACULTY, AND STAFF

The College Community	235
Faculty and Administration	236-240
Classified Staff	240-241



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.

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.

DISTRICT ORGANIZATION

Ventura County Community College District
255 W. Stanley Avenue, Suite 150,
Ventura, California 93001
Phone: (805) 652-5500
Website: www.vcccd.edu



College Organization

Administration of the College

President

Pam Y. Eddinger

Student Learning, Interim Executive Vice President

Dr. Jane Harmon

Business Services, Vice President

Iris Ingram

Deans of Student Learning

Lori Bennett

Patricia Ewins

Kim Hoffmans

Lisa Miller

Inajane Nicklas

Julius Sokenu

Directors/Managers

College Business Services

Darlene Melby

Facilities, Maintenance and Operations

John Sinutko

Department Chairs & Coordinators

<i>ACCESS</i>	<i>Sherry D'Attile</i>
<i>Athletics</i>	<i>Howard Davis</i>
<i>Behavioral Sciences</i>	<i>Cynthia Barnett</i>
<i>Business</i>	<i>Tim Weaver</i>
<i>Child Development Ctr</i>	<i>Bonnie Baruch</i>
<i>Chemistry/Earth Sciences</i>	<i>Deanna Franke</i>
<i>CIS</i>	<i>Mary Mills</i>
<i>CS/CNSE</i>	<i>Martin Chetlen</i>
<i>Counseling</i>	<i>Corey Wendt</i>
<i>EATM</i>	<i>Brenda Woodhouse</i>
<i>English/ESL</i>	<i>Sydney Sims</i>
<i>Extended Opportunity Program Services</i>	<i>Cesar Flores</i>
<i>Health Sciences</i>	<i>Carol Higashida</i>
<i>History/Institutions</i>	<i>Ranford Hopkins</i>
<i>Library</i>	<i>Faten Habib</i>
<i>Life Sciences</i>	<i>Norman Marten/John Baker</i>
<i>Mathematics</i>	<i>Christine Cole</i>
<i>Music/Dance</i>	<i>Robert Salas/James Song</i>
<i>Physics/Astronomy/Engineering</i>	<i>Clint Harper</i>
<i>Physical/Health Education</i>	<i>Del Parker</i>
<i>Student Health Services</i>	<i>Sharon L. Manakas</i>
<i>Theatre Arts & Communication Studies</i>	<i>John Loprieno</i>
<i>Digital Media Arts</i>	<i>Joanna Miller</i>
<i>Visual and Applied Arts</i>	<i>Tim Stewart</i>
<i>World Languages</i>	<i>Helga Winkler</i>

FACULTY AND ADMINISTRATION

Academic Freedom

The faculty are 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. College or university faculty are citizens, members of a learned profession, and officers of an educational institution. When faculty speak or write as citizens, he or she should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As persons of learning and educational officers of the college, faculty should remember that the public may judge the teaching profession and the institution by his or her utterances. Hence faculty 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. The faculty are 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.

A

ABRAMOFF, PHIL (2001)

Professor, Mathematics
B.S., Marquette University, Wisconsin
M.A., M.S., Michigan State University

ADAMS, KATHRYN (2007)

Associate Professor, English
B.A., The Evergreen State College
M.A., McGreggor School of Antioch University
M.A., Antioch University

AGUILERA, CHRISTINE RUIZ (1972)

Professor, Mathematics/Computer Science
B.A., University of California, Irvine
M.A., University of California, San Diego
M.S., University of California, Los Angeles

ALDANA, GUADALUPE (1991)

Professor, Radiologic Technology
A.A., Los Angeles City College
B.S., California State University, Northridge

ALLEN, TRACI (2007)

Associate Professor, Counseling
B.A., M.S., California Lutheran University

ALMEIDA-BOWIN, KRISTI (2001)

Professor, Child Development
A.A., Antelope Valley Community College
B.A., M.S., California State University, Northridge

AVILA, DENICE (1997)

Professor, Counselor
B.A., San Jose State University
M.A., California State University, Northridge

B

BAKER, JEFFREY (2000)

Professor, English
B.A., Indiana University of Pennsylvania
M.A., Ph.D., Purdue University

BAKER, JOHN (1990)

Professor, Anthropology
B.A., Pepperdine University
Ph.D., Universitat Hamburg

BALLESTERO, LEE (2007)

Associate Professor, Political Science
B.A., California State University, San Marcos
M.A., University of California, Riverside
Ph.D., University of California, Irvine

BARNETT, Cynthia (1992)

Professor, Sociology
B.A., M.A., Bowling Green State University

BASMAJIAN, LYDIA (2011)

Assistant Professor, Counselor
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B.A., M.S., California State University, Northridge

BASSI, SILE (2007)

Associate Professor, Learning Disabilities
B.S., M.A., California Polytechnic State University,
San Luis Obispo

BECHT, BALAZS (1983)

Professor, Astronomy/Physics
B.S., M.S., California State University,
Northridge

BENASSI III, AUGUST (2008)

Associate Professor, Communication Studies
B.S., Bradley University
M.A., Illinois State University

BENNETT, DARRELL (PERRY) (2004)

Professor, Modern Languages
B.A., McGill University, Quebec
M.A., University of California, Santa Barbara

BENNETT, LORI (1996)

Dean, Student Learning
B.A., University of Southern California
M.B.A., University of Chicago
Ed.D., California State University, Northridge

BIRCHMAN, DAVID (2001)

Professor, English
B.A., Western Washington State College
M.A., Reed College

BODHAINE, GRACE (1991)

Professor, Spanish
B.A., M.A., California State University,
Northridge
Ph.D., University of California, Los Angeles

BOWEN, NATHAN (2009)

Assistant Professor, Music
B.A., Brigham Young University
M.A., Ph.D., Queens College,
City University of New York

BRADFORD, WADE (2010)

Assistant Professor, English
B.A., M.A., California State University,
Northridge

BRANCA, STEPHANIE (2007)

Associate Professor, Business
B.S., Bloomsburg University
M.B.A., Seton Hall University

BRINKMAN IV, CHARLES (1997)

Professor, Counselor
B.A., University of California, Santa Barbara
M.S., California State University, Northridge

BROWN, NENAGH (1999)

Professor, History
B.A., Durham University
M.A., Ohio State University

BRYANT, SANDY (2007)

Associate Professor, Biology
B.S., Ph.D., University of Utah

BURKHART, STEPHEN (2004)

Professor, Physical Education
B.S., Northern Illinois University
M.A., Azusa Pacific University

C

CALLIS, STEPHEN (2012)

Assistant Professor, Photography
B.A., University of California, Santa Cruz
M.F.A., California Institute of the Arts

CAMPBELL, JULIE (2005)

Professor, Psychology
B.S., M.A., California State University,
Northridge
Ph.D., University of California, Santa Barbara

CAPLAN, JERROLD (2004)

Professor, Philosophy
B.A., St. John's College
M.A., Ph.D., The Catholic University of America

CHEN, AUDREY (2011)

Assistant Professor, Biology
B.S., University of California, Los Angeles
Ph.D., Albany Medical College

CHETLEN, MARTIN (1999)

Professor, Computer Science
B.S., City College of the City
University of New York
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CLARK, LORI (2006)

Associate Professor, Environmental Sciences
B.S., Brigham Young University, Utah
M.S., State University of New York at Stony Brook

CLIFFORD, ARGELIA (2007)

Associate Professor, Nursing
B.S., M.S.N., California State University,
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COLE, CHRISTINE (1998)

Professor, Mathematics
B.A., University of California, San Diego
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COLMAN, PATRICIA (2005)

Professor, History
B.A., University of California, Santa Barbara
M.A., University of California, Los Angeles
M.A., California State University, Northridge

COPSEY, CECILE (1968)

Professor, History
B.A., University of California, Berkeley
M.A., University of California, Los Angeles

FACULTY - Year indicates date of hire at Moorpark College

Moorpark College - Faculty and Staff 2012 - 2013

COURTNEY, KATHERINE (2002)

Professor, Biology
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 M.A., University of California, Santa Cruz
 M.A., University of California, Santa Barbara

CRISOSTOMO, VINCENT (2011)

Assistant Professor, Chemistry
 B.S., University of the Philippines
 Ph.D., University of Connecticut

D**D'ATTILE, SHERRY (1990)**

Professor, Learning Disabilities; Coordinator, ACCESS-Disabled Students Programs and Services
 B.A., California State University, Northridge
 M.S., California Lutheran University

DARWIN, ROBERT (2006)

Associate Professor, Radiologic Technology
 B.S., Loma Linda University
 M.H.A., California State University, Los Angeles

DAURIO, JANICE (1996)

Professor, Philosophy
 B.A., Hunter College, City University of New York
 M.A., Claremont Graduate School
 M.A., Mount Saint Mary's College
 Ph.D., Claremont Graduate School

DAVIS, HOWARD (2006)

Associate Professor; Director, Athletics
 B.A., University of Redlands
 M.A., Claremont Graduate University

DI PASSERO, KAHLORINE (2008)

Associate Professor, Mathematics
 A.A., A.S., Moorpark College
 B.S., University of California, Los Angeles
 M.S., California State University, Northridge

DOMBOURIAN, SONA (2007)

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 B.A., M.A., California State University, Northridge

DOYLE, STEPHEN (1990)

Professor, Communication Studies
 B.A., California Polytechnic State University, San Luis Obispo
 M.A., California State University, Los Angeles

DU BOIS, KAREN (2007)

Assistant Professor, Counseling; Career Education Specialist
 Post B.A., Thames Valley University
 M.S., California Lutheran University

DWYER, RILEY (2005)

Professor, Humanities
 B.A., The Evergreen State College
 M.F.A., California Institute of the Arts

E**EDDINGER, PAM (2005)**

President
 B.A., Barnard College
 M.A., Ph.D., Columbia University

EDWARDS, REX (2002)

Professor, Economics
 B.A., University of Texas, Austin
 M.B.A., California State University, Dominguez Hills
 Ph.D., University of Texas, Austin

EHRGOTT, ANDREA (2000)

Professor, Geography
 B.A., M.A., California State University, Northridge

ENRIQUEZ, MARCOS (2001)

Professor, Mathematics
 B.A., M.S., California State University, Northridge

EVANS, ANITRA (1999)

Professor, Counselor
 B.A., University of Oregon
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EWINS, PATRICIA (2001)

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Assistant Professor, EOPS Counselor/Coordinator
 A.A., Santa Barbara City College
 B.A., University of California, Santa Barbara
 M.S., California Lutheran University

FONTAINE, VICTOR (1991)

Professor, Philosophy
 B.A., M.A., Ph.D., University of Fribourg
 M.A., M.B.A., University of California, Los Angeles

FRANKE, DEANNA (1994)

Professor, Chemistry
 B.S., California Lutheran University
 Ph.D., University of California, Santa Barbara

G**GARCIA, EDMUND (2001)**

Professor, CNSE
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GEISBAUER, CARRIE LYNN (2012)

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 B.S., University of Southern California
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GILLIS-SMITH, ELIZABETH (2004)

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GOULD, JUDITH (2007)

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H**HABIB, FATEN (1997)**

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 B.A., American University of Beirut
 M.S., University of Southern California

HARMA, ROBERTA (1999)

Professor, Geology
 B.S., California State University, Northridge
 M.S., University of Hawaii

HARMON, JANE (2012)

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 B.S., Moorhead State University
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 B.S., M.S., California State University, Northridge
 M.A., Ph.D., University of Southern California

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Professor, Biology
 B.S., Santa Clara University
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HERNANDEZ, HUGO (2010)

Assistant Professor, History
 B.A., California State Polytechnic University, Pomona
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Associate Professor, Biology
 M.D., Universidad Central de Venezuela
 M.S., Pennsylvania State University
 Ph.D., University Park

HIGASHIDA, CAROL (1997)

Professor, Nursing
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HILMER, KEITH (1989)

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 B.S., University of Northern Iowa
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 B.S.N., University of Texas, Austin
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 Ed.D., California Lutheran University

HOPKINS, RANFORD (1989)

Professor, History
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Professor, Music
 B.A., California State University, Northridge
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Associate Professor, Biology
 B.A., University of Texas, Austin
 M.S., Texas State University
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JOINER, CHARLES (STEVE) (2007)

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K**KAPRELIAN, DANIELLE (2012)**

Associate Librarian, Library
 B.A., University of California, Irvine
 M.S., San Jose State University

KARKARE, SUBHASH (2007)

Associate Professor, Biotechnology/Biology
 B.Tech, Indian Institute of Technology
 M.S., M. Phil., Ph.D., Rutgers University

KASALOVIC, SVETLANA (2001)

Professor, Graphic Design/Multimedia
 B.A., University of Belgrade
 M.A., Syracuse University

KAYE, JEREMY (2012)

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 B.A., California State University, Fullerton
 M.A., Ph.D., University of California, Riverside

KECK, VAIL (2007)

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KEIL, ROBERT (1997)

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KENEDY, DONALD RYAN (2011)

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KENNEDY-LUNA, PAMELA (2000)

Professor, Counselor
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KEPHART, TRAYCIE (2004)

Professor, Physical Education/Coach
A.A., Los Angeles Valley College
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KINKELLA, ANDREW (2004)

Professor, Anthropology
B.A., University of California, Santa Barbara
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KINKELLA, SUSAN (2004)

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KORES, PAUL (2004)

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B.S., University of Wisconsin
M.S., University of Hawaii at Manoa
Ph.D., Tulane University

KREIL, JEFFREY (2008)

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LARSON, CANDICE (2002)

Professor, Radio/TV
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LEE, CHRISTINA (2010)

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LIZÉE, ERIKA (2008)

Associate Professor, Art
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B.S.N., University of Illinois Medical Center
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LOPRIENO, JOHN (2006)

Associate Professor, Theatre Arts
B.A., Lewis University, Illinois
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LYBARGER-MONSON, KARA (2005)

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M**MAI, LETRISHA (1995)**

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MANAKAS, SHARON (1992)

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A.S., Ventura Community College
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MANSFIELD, JERRY (2004)

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MARTEN, NORMAN (2005)

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MARX, CHRISTINE (1990)

Professor, Art History
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MASTERS, MELANIE (1998)

Professor, Learning Disabilities Specialist
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MAXEY, JAMEE (2007)

Associate Professor, Nursing
B.S., Southern Utah University
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MCCALL, JILL (2000)

Professor, Speech/Forensics
B.S., Bradley University
M.A., Ball State University

MCCARTHY, REMY (2007)

Professor, Physical Education
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MCDILL, LINDA (1986)

Professor, Sociology
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MEGILL, BETH (2007)

Associate Professor, Dance
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M.F.A., University of California, Irvine

MESSINGER, RACHEL (2008)

Associate Professor, Anthropology
B.S., Vassar College
M.A., Hunter College
M.Phil., Ph.D., City University of
New York Graduate Center

MILLER, JACK (1998)

Professor, Political Science
B.A., University of Alabama
M.A., University of California, Santa Barbara

MILLER, JOANNA (2004)

Professor, Journalism
B.A., California State University, Fresno
M.A., Johns Hopkins University
Ed.D., California State University, Northridge

MILLER, LISA (2008)

Dean, Student Learning
B.A., University of New Hampshire, Durham
M.A., Monterey Institute of International Studies
Ph.D., University of California, Los Angeles

MILLS, MARY (1998)

Professor, Computer Information Systems
A.A., Moorpark College
B.S., California State University, Fresno
M.B.A., California Lutheran University

MINET, CYNTHIA (2001)

Professor, Studio Art
B.A., University of California, Santa Barbara
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MIRANDA, GLORIA (1997)

Professor, Counselor - EOPS
A.A., Oxnard College
B.A., University of California, Santa Barbara
M.S., California State University, Northridge

MULVILLE, LEEANN (2001)

Professor, Criminal Justice
A.S., Ventura College
B.S., California State University, Fresno
M.P.A., California State University, Northridge

MYSHINA, OLGA (2011)

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M.S.N., University of California, Los Angeles

N**NGUYEN, DIANA (1998)**

Professor, Mathematics
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NICKLAS, INAJANE (2001)

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B.A., University of California, Santa Barbara
M.A., University of Texas, Austin
M.A., John F. Kennedy University

O**OGIMACHI, TOM (2011)**

Assistant Professor, Mathematics
B.S., California State Polytechnic University,
Pomona
M.S., University of California, Riverside

OLIVERA, RAQUEL (1992)

Professor, Spanish
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P**PAUL, CURTIS (2004)**

Professor, Mathematics
B.S., University of Georgia
M.S., California State University, Northridge

PETRELLO, RENA (2004)

Professor, Mathematics
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PETRELLO, ROLLAND (1991)

Professor, Communication Studies
A.A., Moorpark College
B.S., Southern Utah State College
M.A., Miami University of Ohio

PFEFFER, STEVEN (2006)

Associate Professor, Political Science
B.A., University of California, Santa Barbara
M.A., University of California, Riverside
Ph.D., University of California, Santa Barbara

PONCE-O'ROURKE, SALLY (1999)

Professor, Psychology
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M.A., California State University, Northridge

PURDY, BRENDAN (2008)

Associate Professor, Mathematics
B.S., University of California, Los Angeles
M.S., California State Polytechnic University,
Pomona
M.A., Ph.D. University of California, Irvine

PUTNAM, LISA (2006)

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Institutional Research*
B.A., M.B.A., California Lutheran University

R**RAHNAMEIE, MAYAD (1988)**

Professor, Mathematics
B.S., Pahlavi University, Iran
M.S., Ph.D., University of Southern California
M.S., California State University, Northridge

RAMOS, JUDITH (1995)

Professor, English
B.A., Immaculate Heart College
M.A., California State University, Northridge
M.A., California State University, Los Angeles

REDD, DANITA (1993)

Professor, Counselor
B.A., M.A., California Polytechnic State University,
San Luis Obispo

REED, CYNTHIA (2005)

Professor, Mathematics
B.A., M.A., Southern Illinois University,
Edwardsville

REES, MARY (2004)

Professor, Biology
 B.S., Iowa State University
 M.S., Catholic University

RELLE, SCARLET (2011)

Assistant Professor, Engineering
 B.S., California State University, Northridge
 Ph.D., University of California, Irvine

RITCHIE, DEBBIE (1986)

Professor, Mathematics
 A.A., College of Sequoias
 B.S., M.A., California Polytechnic State University,
 San Luis Obispo

RODE, BENJAMIN (1989)

Professor, Mathematics
 B.A., M.A., University of California, San Diego

RUTER, SHERRY (1999)

Professor, Physical Education/Health Education
 B.A., California State University, Chico
 M.A., Azusa Pacific University

S**SALAS, ROBERT (2004)**

Professor, Dance
 B.A., M.F.A., University of California, Irvine

SAMOFF, TIMOTHY (2010)

Assistant Professor, Multimedia
 A.A., Moorpark College
 B.F.A., California Institute of Arts

SANKARAN, DALILA (2004)

Professor, Nursing
 A.A., A.S., San Bernardino Valley College
 B.S.N., M.S.N., California State University,
 Dominguez Hills

SCHULZ, HART (1998)

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 B.A., M.A., California State University, Northridge

SCROFANO, DIANE (2007)

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 B.A., California Lutheran University
 M.A., California State University, Northridge
 M.L.I.S., University of California, Los Angeles

SETMIRE, ELISA (2009)

Assistant Professor, Psychology
 A.A., Mira Costa Community College
 B.A., M.A., Humboldt State University

SHARGO, ERIC (1992)

Professor, Biology
 B.A., M.S., California State University, Northridge
 Ph.D., University of California, Los Angeles

SHEAKS-MCGOWAN, CYNTHIA (2007)

Associate Professor, Child Development
 B.A., Willamette University
 M.A., Mills College

SIMS, SYDNEY (1989)

Professor, English
 B.A., University of California, Los Angeles
 M.A., University of Pennsylvania
 Ph.D., University of California, Berkeley

SLATTUM, NILS (2000)

Professor, English
 B.A., California Lutheran University
 M.A., Northern Arizona University

SOKENU, JULIUS (2007)

Dean, Student Learning
 B.A., B.S., University of Southern California
 M.F.A., Arizona State University
 Ed.D., Boston University

SONG, JAMES (1991)

Professor, Music
 B.M.E., M.M., University of Colorado, Boulder

STEWART, NEAL (2008)

Associate Professor, Communication Studies
 B.S., M.A. Kansas State University

STRINGFIELD, CYNTHIA (2004)

*Professor, Exotic Animal Training and
 Management*
 B.S., D.V.M., University of California, Davis

SUMAL, NAVREET (2007)

Associate Professor, Business
 B.S., University of California, San Diego
 M.B.A., Santa Clara University

T**TENNANT, MARGARET (2001)**

Professor, Psychology
 B.A., University of California, Berkeley
 M.S., California Lutheran University
 Ph.D., Fielding Institute

TENNENHOUSE, TRACY (1998)

Professor, English
 B.A., University of California, Los Angeles
 M.A., Ph.D., University of California,
 Santa Barbara

THURSTON, WILL (1991)

Professor, Physical Education
 B.A., California State University, Northridge
 M.A., Azusa Pacific University

V**VEAL, VICTORIA (2011)**

Assistant Professor, Drama/Theatre Arts
 B.A., Pepperdine University
 M.F.A., University of California, Irvine

VELAS, CAROL (2004)

Professor, Nursing
 A.A., Los Angeles Pierce College
 B.S.N., University of Phoenix

VIEIRA, DANIEL (2004)

Professor, Sociology
 B.A., M.A., California State University, Northridge

VISWANATH, VISH (2007)

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 Long Beach
 M.S., California State University, Fullerton

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Associate Professor, Geography/GIS
 B.A., M.A., SUNY, Albany

WALLINGFORD, RONALD (1998)

Professor, Astronomy/Physics
 B.S., M.S., University of California, Los Angeles

WEINSTEIN, DAVID S. (1991)

Professor, Mathematics
 B.A., M.S., California State University, Northridge

WENDT, COREY (2004)

Professor, Counselor
 A.A., Allan Hancock College
 B.A., M.S., California State University, Fresno

WILSON, GARY (1985)

*Professor, Exotic Animal Training and
 Management*
 A.S., Moorpark College
 B.A., M.A., University of California, Santa Barbara

WINKLER, HELGA (1996)

Professor, Spanish
 B.A., Arizona State University, Tempe
 B.A., University of Aachen
 M.A., University of Kiel
 Ph.D., University of Texas, Austin

WOODHOUSE, BRENDA (2002)

*Professor, Exotic Animal Training and
 Management*
 A.A., Moorpark College

WYGANT, GRETHE (1988)

Professor, Mathematics
 A.A., Santa Barbara City College
 B.A., M.A., University of California, Santa Barbara

Z**ZHANG, RUI (RAY) (2005)**

Professor, Economics
 B.A., Beijing Normal University, Beijing, China
 M.B.A., Chapman University School of
 Business and Economics
 M.A., Claremont Graduate University,
 Claremont, California

ZUCCA, GERARDO (2004)

Professor, Ceramics
 B.S., California State University, Northridge
 B.F.A., Art Center of Design
 M.A., M.F.A. California State University,
 Northridge



CLASSIFIED STAFF

ACKERMAN, YVONNE (1981) Student Services Assistant II	COLVIN, SCOTT (2000) Maintenance and Operations Supervisor	KINNEY, PEGGY (2012) Office Assistant	NAGAOKA, JANEENE (2005) Graphic Artist/Designer
ALMAZAN, EDGAR (2008) Custodian	CORBETT, TRACY (2006) Accounting Technician III	KLIPP, MARSHA (2005) Bursar	NGUYEN, LAN (2006) Instructional Laboratory Technician II/ Biology
ALMAZAN, VENANCIO (1990) Grounds Maintenance Worker	COSTABILE, DIANE (1993) Administrative Assistant	KOEHLER, BRIAN (2011) Theater Manager/Technical Director	NICOLL, VALERIE (2010) Counselor Assistant
ARELLANO, TOM (1982) PE Athletic Equipment Manager-Men's	COURTER, ALAN (2012) Instructional Data Specialist	KORINKE, KIMBERLY (2004) Financial Aid Officer	OSHER, KARYL (2001) Admissions and Records Technician
BARRINGER, Frank (1997) Electrician	DOMBROWSKI, MARK (2000) Grounds Maintenance Worker	LARA, BONNIE (1999) Student Services Assistant I	PALMER, LORY (2008) Instructional Lab Technician II/RVT
BARUCH, BONNIE (2012) Child Development Center Supervisor	DOWNES, GILBERT (2008) Library Assistant	LEDERER, KRISTA (2007) Performing Arts Assistant	PASCUAL, VERGILIO (1998) Custodian
BECK, MARY ANNE (2000) Administrative Assistant	ELHUSSINI, ALLAM (2001) Accounting Clerk I	LERMA III, PAUL (1995) Grounds Maintenance Worker	PERRY, MICHELE (2008) Bookstore Manager
BEHAR, ALISA (2008) Zoo Operations Assistant	FIGUEROA, FRANK (2010) Custodian	LIDSTROM, CANDICE (1979) Instructional Laboratory Technician II/ Biology	PETTE III, HOSEY (2008) Lead Custodian
BIGGIE, DEBORAH (2006) Child Development Assistant	FINFROCK, PETE (2001) Grounds Equipment Operator/Mechanic	LOPEZ, ERIC (2006) Custodial Supervisor II	RAGAN, CLINT (1991) Fiscal/Budget Technician
BITTINGER, CONNI (2012) Senior Administrative Assistant	FOX, CAROL (2009) Instructional Lab Technician II/Nursing	LUCIN, ELENA (1997) Instructional Laboratory Technician II/ Chemistry	RAJPAUL, GLENELA (2011) Curriculum Technician
BOWEN, SHANNON (1999) Instructional Assistant Assistive Tech Center	FURRELL, AUDREY (2004) Job Placement Specialist	LUNA, RAMONA (2007) Financial Aid Technician	RAMIREZ, MARIA (2008) Student Health Center Assistant I
BOYD, KATHARINE (2007) Administrative Assistant	GABINO, ROBERT (1997) Custodian	LUPIAN, MARCOS (2012) Counselor Assistant	RAMSEY, DIANE (1998) Business Office Assistant I (Seasonal)
CAMPBELL, GUY (1989) Information Tech Support Specialist II	GERHARDT, SUZANNE (2007) Student Health Center Assistant I	MAGALLANES, ARMANDO (2010) HVAC&R Technician	RAMSEY, HOLLY (2010) Disabled Student Services Technician
CAMPBELL, KATHY (1989) Bookstore Cashier	GOMEZ, ANGELINA (2003) Child Development Assistant	MANAKAS, VANCE (1981) College Trainer	RAUCHFUSS, MAUREEN (1997) Matriculation Specialist II
CANTU, GERRI (2009) Financial Aid Technician	GOODMAN, WILLIAM (1996) TV/Radio Production Specialist	MARCUS, KATHY (2010) Financial Aid Specialist	REEDER, SCOTT (2008) Custodian
CASTELO, MICHELLE (2011) Senior Administrative Assistant	GRAY, CAROLYN (1981) Library Assistant	MARISCAL, MICHAEL (2010) Grounds Maintenance Worker	RODRIGUEZ, MARA (1994) Instructional Lab Technician I/EATM
CASTRO, ERNEST (2008) Grounds Maintenance Worker	HAHN, MARGARET (PENNY) (1993) Library Technician	MARTIN, MARIA (2006) Admissions and Records Technician Bilingual	RUIZ, JESUS (1999) Custodian
CERVANTEZ, MITCHELL (1988) Custodian	HAMPTON, TODD (2010) Technology Support Services Supervisor	MATTSON, PAUL (2008) Evening and Weekend Activities Attendant	SANCHEZ, GRACIELA (1996) Financial Aid Technician
CHAVEZ, DOMINGA (1992) Administrative Assistant	HERNANDEZ, MARCELA (2007) Administrative Assistant I	MCDONALD-ROJAS, KATHERINE (1998) Admissions and Records Technician	SANDERS, LINDA (2008) Administrative Assistant
CHELONIS, ASHLEY (2010) Instructional Technologist	HINES, MICHLYN (2001) Teaching Zoo Operations Supervisor	MEHLE, KERRY (1991) Graphic Communications Technician	SAYLES, GREGORY (2011) Plumber
CHRISTENSEN, PAULA (1989) Admissions and Records Technician	HOWELL, ROY (MICKEY) (1982) Theater Technician	MELBY, DARLENE (2007) College Business Services Manager	SCOTT, DONNA (1998) Instructional Laboratory Technician I/ Ceramics
CLARK, MARK (1997) Grounds Maintenance Worker	HUNT, APRIL (2012) Administrative Assistant	MILLER, CATHI (2006) Child Development Associate	SCOTT, LINDSEY (2003) Child Development Associate
CLEMENTS, MARK (1997) Maintenance Assistant II/Painter	INGRAM, IRIS (2009) Vice President, Business Services	MILLER, SHARON (1993) Student Activities Specialist	SENA, MELANIE (2006) Child Development Assistant
COLBORN, KATHY (1975) Registrar	ITO-HERRERA, AMY (1990) Child Development Associate	MONTROYA, MICHAEL (2007) Custodian	SERROS, RICHARD (2011) Custodian
COLVIN, LEANNE (1986) Administrative Assistant	JOHNSON, TIM (2012) Custodian		SHERMAN, BRIAN (2008) Sprinkler Repair Technician
	KAY, AARON (2008) Information Tech Support Specialist II		

SHERMAN, CHERISSE (2006)

Assistant College Trainer

SINUTKO, JOHN (2003)

Director of Facilities, Maintenance, and Operations

SMALL, IVAN (2000)

Information Tech Support Specialist II

SMITH, GEORGE (SKIP) (1996)

Maintenance Assistant II/Locksmith

SPELLMAN, PEGGY (1999)

Administrative Assistant

SPENCER, PAULA (2000)

Library Assistant

SPIVACK, MARGARITA (1998)

Child Development Assistant

STEVENS, DENA (2011)

College Nurse

STEWART, CLAUDIA (2009)

Administrative Assistant

SWENSON, MARY (2005)

Instructional Laboratory Technician II/Biology

THOMPSON, SPENCER (1997)

Carpenter

TIMMONS, STEVE (2006)

Grounds Supervisor

TORRES, FELICIA (2005)

Administrative Assistant

TORRES, RICHARD (2006)

Student Outreach Specialist

TU, MYHANH (2002)

Instructional Lab Technician II/Chemistry

TUCKER, MAGDA (1994)

Accounting Clerk II

URENDA, MARIA (2008)

Financial Aid Specialist

VELEZ, CHARLOTTE (2006)

Custodian

WATTERS, GREGORY (2000)

Warehouse Assistant

WATTERS, KIM (1999)

Instructional Data Specialist

WILSON, CYNTHIA (1998)

Zoo Enrichment Technician

WIRTH-GURROLA, GAIL (1980)

Assistant Registrar

WITT, ALLEN (1997)

Maintenance Worker II

WOLF, DEBORA (2012)

Financial Aid Specialist

WRIGHT, CHARLES (1998)

Custodian

YAO, LYNNE-NORA (2001)

Business Office Assistant I (Seasonal)

YOUNAN, OBALID (1999)

Support Services Assistant/Disabled Students



GLOSSARY OF COLLEGE TERMS

The following is offered as an explanation of common terms used at Moorpark College. You should be familiar with these key words, terms and phrases since you will read or hear them throughout your college experience. A counselor is also available to answer

Academic Renewal: A process to have previous substandard college work (grades and units) excluded from computation of the cumulative grade point average. The Academic Renewal process begins in the Counseling Department.

Academic Year: The academic year includes the Fall and Spring semesters as well as the Summer Session that follows the Spring semester. The academic year begins with the Fall semester.

Accessibility Coordination Center and Educational Support Services (ACCESS) – provides support services for all eligible students with disability related needs. For more information and services available at Moorpark College, contact the ACCESS at (805) 378-1464; TDD (805) 378-1461 or Fax: (805) 378-1594.

Add Authorization Code: 4-digit number given to a student by the instructor of a closed class. Enables student to add the closed class using MyVCCCD.

Adding: a student-initiated enrollment in a course, usually by use of an Add Authorization Code, for registration using web access (MyVCCCD).

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

Articulation: Contractual agreements between two or more schools. Articulation agreements between Moorpark College and universities list the courses that transfer and that satisfy certain requirements.

Articulation Agreement: A formal written agreement specifying which courses at one college are accepted in lieu of courses at another college or university.

Assessment/Placement Test: Test (should you use the word test?) given to students prior to registration for classes in English and Math to evaluate skills. The results are used to help students select appropriate classes. At Moorpark College, a self-assessment survey is used and is required of students before they are permitted to enroll in English M01A.

Associate Degree (A.A. or A.S.): A degree granted by a community college recognizing a student's satisfactory completion of an organized program of study of at least 60 semester units, including major or area of emphasis, general education, and other graduation requirements. Students must apply for the Associate Degree through the Counseling Department.

Moorpark College offers the following Associate degrees:

- A.A.: Associate in Arts
- A.S.: Associate in Science
- AA-T: Associate in Arts for Transfer
- AS-T: Associate in Science for Transfer

Associated Student (AS): The student government body at Moorpark College and is located inside the Campus center room 152.

Audit: Enrolling in a class for "information only". No grade or credit awarded. An audit does not satisfy the requirements for earning a degree or certificate. See page 26 for policies on Audits.

Bachelor's Degree: Degree granted by four-year colleges and universities upon completion of specified General Education, Major and/or elective units. The degree can be either the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

Board of Governor's Grant (BoGG): A form of financial aid that pays enrollment fees for eligible California students.

Cal Grant: A financial aid program administered by the California Student Aid Commission in California that provides aid to California undergraduates, vocation training students, and those in teacher certification programs

Certificate of Achievement: A document and notation on the student's transcript indicating that the graduate has satisfactorily completed the major courses in a state approved program. A certificate is not a degree and does not require general education coursework. Students must apply for the Certificate of Achievement through the Counseling Department.

Challenge (also called Credit By Exam): the process by which a student may meet a specific requirement through successful performance on a comprehensive exam. Units, but no grade, are awarded for successfully challenging a course and the requirement is met.

Class Schedule: The listing of courses including hours, instructor and room assignments to be offered each term. See Schedule of Classes.

College Work Study Program: A program of federal financial aid which provides funds for students jobs on campus.

Collaborative Learning: A method of instruction committed to actively engaging students in their learning using small groups, team and group projects, and providing opportunities for students to share common experiences and solve problems.

Corequisite: A course or courses in which a student must be concurrently enrolled. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment.

Counselor: Faculty who assist students with personal, career, avocational and educational planning and development

Course: An organized pattern of instruction in a specified subject offered by the college.

Course Description: A brief statement about the content of a particular course.

Course load: The number of units a student is taking in any given term. A full-time student is one who is enrolled in 12 or more units during a semester.

Course Title: The descriptive name of the course. It gives a general idea of the content of the course.

Course Reference Number (CRN): a 5-digit code listed in class schedule. The CRN identifies the specifics of a class and is used when a student registers.

Credit Course: A course for which units are granted.

California State University (CSU): California public four-year university system which consist of 23 campuses. It is one of three public higher education systems in the state, the other two being the University of California system and California Community College system.

CSU GE-Breadth: General Education pattern for the CSU system. See page 67-68 for list of approved courses for CSU GE.

Curriculum: Course offerings of the College as a whole; also refers to a group of required courses leading to a degree or certificate.

Degree: A diploma granted by a college stating that the student has attained a certain level of ability in a specific field. The most common degrees are: 1) A.A. Associate in Arts; 2) A.S. Associate in Science; and 3) B.A./B.S. Bachelor's Degree (four-year).

Dismissal: The procedure of dismissing a student from college for poor academic achievement, for incurring excessive withdrawals, or for disciplinary reasons. Often, dismissal is temporary, providing the student agrees to certain conditions. See this Catalog for more information.

Drop: Withdrawing formally from a class in which a student is enrolled. It is the student's responsibility to formally withdraw from a class. A student may drop a class online or in-person or the instructor may initiate the drop. The schedule of classes lists drop deadlines for all classes. Contact the Registration & Record Office for more information.

Educational Work Load: Generally consists of 15 units of work per semester in order to make normal progress towards the A.A. /A.S. degree and/or transfer requirements.

Elective: A course that is not specifically required for the major but which the student takes for unit credit, and which may count towards the total units required for the degree.

Extended Opportunity Program and Services (EOP&S): A state funded program which provides both financial and learning skills assistance to students who may not otherwise have been able to attend college because of cultural, economic, or educational background.

Financial Aid: Money available from the federal and state governments or various community sources to help meet college expenses. Financial Aid can include grants, loans, scholarships, and work-study programs.

Full-Time Student: A student who enrolls in and satisfactorily completes a minimum of 12 units. This status is important for financial aid eligibility and other special program requirements.

General Education/Breadth Requirements: Courses that all students must satisfactorily complete to obtain a degree. Depending on the degree desired, these GE requirements vary. Current lists are available at the Counseling Office, in the College Catalog, in the Schedule of Classes, and on the College website.

General Education (GE): A required list of courses in a variety of subject areas that students must complete to earn an Associate or Bachelor's degree.

GE Certification: The formal recognition that a student has completed a prescribed program of General Education such as IGETC or CSU GE-Breadth. Students must meet with a counselor, complete appropriate paperwork, and submit it to the Registration and Records office to have their GE Certification completed and posted on their official transcripts.

Good Standing: Indicates that the student's grade point average is a "C" or better (2.0 or better).

Grade Point: A numerical value assigned to a letter grade received in a course taken at a college or university multiplied by the number of credit hours awarded for the course.

Grade Point Average (GPA): A measure of a student's academic achievement at a college or university; calculated by dividing the total number of grade points received by the total number attempted. See Academic Policies for more information.

Hour: Same as "Credit" or "Credit Unit." See Units.

Intersegmental General Education Transfer Curriculum (IGETC): A pattern of courses that can be used to satisfy general education requirements at both CSU and UC campuses. See page 74-78 for list of MC courses approved for IGETC.

Laboratory (Lab): A study period during which students perform experiments or engage in activities to help them understand and learn the course material course.

Lecture: A class meeting whose primary function is the dissemination of information.

Learning Community: Thematically links two courses, providing the student with an interdisciplinary context for learning.

Lower Division: The first two years of college work, i.e., freshman and sophomore years. By California law only lower division work can be offered at California Community Colleges.

Major/Area of Emphasis: An organized program of courses in a specific area of study, leading to a Certificate of Achievement and/or Associate degree.

Matriculation: A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A student is provided services including admission, orientation, assessment, counseling or advising, enrollment and follow-up to help ensure successful attainment of the stated educational goals.

Maximum Unit Load: A student may enroll for up to 19.5 units in a regular semester or up to 9 units during the summer.

MyVCCCD-District Portal: An online system that allows students to access the following services: Registration: Add/Drop Classes, View Class Schedules, Account Balances, Fee Payments, Grade and Unofficial Transcripts, Educational Goal & Major Changes, Email/Mailing Address Changes, Campus Library Research, Enrollment Verification, and Degree/Certificate Progress Check. MyVCCCD can be accessed at <http://my.vcccd.edu>.

Noncredit Courses: Courses that grant no college credit, no units, and no student grades. A noncredit course should not be confused with the pass/no pass grading option as defined below.

Open Entry/Open Exit: Courses that are structured so that students may enroll at any time during the semester. Course content is usually self-paced. Open exit indicates that as soon as the student accomplishes the requirements for the course, the course is completed.

Part-Time Student Status: A student who enrolls in or completes fewer than 12 units during a semester.

Pass/No Pass: A grading system allowing a course to be taken for a "grade" of pass/no pass (P/NP) rather than for a letter grade. See Academic Policies.

Preparation for the Major: Lower division courses required by four-year universities as part of the selected major.

Prerequisite: A requirement which must be completed prior to enrollment in a course and without which a student is highly unlikely to succeed.

Probation: Students may be placed on probation if they fail to maintain progress towards their declared academic goal or if their grade point average drops below a 2.0 for any term. Students on probation are required to meet with a counselor to develop a plan to get off probation.

Program Changes: Adding or dropping classes after initially enrolling.

PIN: Personal Identification Number. A password that is used to access MyVCCCD.

Proficiency Award: Given to students who satisfactorily complete a course or sequence of courses designed to lead to specific type of employment or to update skills. These awards cannot be memorialized on transcripts.

Quarter: A fourth of an academic year. An academic year consists of Fall, Winter and Spring quarters. A quarter is typically 10 weeks.

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

Registration: The official process of enrolling in courses. The process of registration must be completed by the second week of the semester for Fall and Spring and by the middle of the first week for Summer in order for a student to be officially enrolled and to receive credit for his or her classes.

Schedule of Classes: A listing of courses which will include; the course ID, title, units, hours, time, instructor, and location of classes offered in a particular term. In addition, the Schedule lists other course information (e.g., prerequisites, fees, transfer credit) plus the registration and deadline calendars.

Semester: Half of an academic year which consists of Fall and Spring. A semester is usually 16 to 18 weeks. Moorpark College is on the semester system.

Short-Term Course: A class that meets for less than a full semester.

Student Education Plan (SEP): A program of study and services needed by the student to enable the student to reach his or her educational objective. The SEP is developed by the student and counselor.

Student Central: An online resource for students that can be accessed at my.vcccd.edu.

Student Learning Outcomes: A student learning outcome is a statement of expectation that explains what students will know, do or think/feel as a result of their interaction with students their instructors. Specifies how learning will be assessed, and documents the results of assessment and how those results will be used to improve learning.

TBA: "To Be Announced" is noted in the Schedule of Classes when the time of a class may be arranged independently or when the location is to be announced after the publication goes to print.

Transferable Course: A course that is accepted at universities at least for elective credit. Indicated after each applicable course in the Catalog and Schedule of Courses under "Transfer Credit."

Transfer Requirements: In order of importance, transfer students must satisfy requirements for admission, preparation for the major, and general education. Admissions requirements, at a minimum, include units, scholarship, and subject area preparation.

Transfer Course Agreement (TCA): A list of courses approved for transfer unit credit toward a degree at any UC campus. See page – for the list of courses approved for UC transfer.

Telecourse: Instructional television or video viewing courses, with some classroom attendance.

Term: An academic calendar unit, most often quarter or semester.

Transcript: An official unabridged and certified list of courses taken by a student in an institution of higher education showing identification of the student, as well as units of credit, attempted and earned and final grades for all courses. Also includes degrees and awards conferred.

Transfer: This term generally applies to the student who plans to continue his or her education at a four-year college or university.

Transfer Credit: Credit accepted from one college for application toward a degree at another college or university.

Transfer Certification: When a counselor at the community college evaluates a student's transcripts and finds that they have met all CSU GE-Breadth or IGETC requirements, they can request that the student's GE be certified by the Registration & Records Office. Students must meet with a counselor to begin the Transfer Certification process.

Transfer Requirements: In order of importance, transfer students must satisfy requirements for admission, preparation for the major, and general education. Admissions requirements, at a minimum, include units, scholarship, and subject area preparation.

The University of California (UC): A public four-year university system in California which consist of 9 campuses, see page 69. The the California Master Plan for Higher Education, the UC is part of the state's three-tier public higher education system, which also includes the California State University (CSU) system and the California Community Colleges (CCC) system.

Undergraduate: Courses taken in the freshman through senior year of college and up to completion of a Bachelor's degree.

Units: The basic unit of credit is the semester unit which is equivalent to a credit hour. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term. For practical purposes, the following terms are synonymous: Unit, semester unit, semester hours, credit, and credit hour.

Units Attempted: Total number of credit units in the courses for which a student has enrolled.

Units Completed: Total number of units in the courses for which a student has received a grade of A, B, C, D, P (units completed do not include NP or F).

Upper Division: Courses at the junior and senior level of college that must be taken at a four-year university.

Withdrawal: The process by which a student officially drops one or some classes or withdraws from all classes during the semester. Check the College website or the Registration & Records Office for the specific requirements and procedures.



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APPENDICES

The general terms "college" and "colleges" are used interchangeably throughout the Appendices to reference procedures that apply to all three colleges of the Ventura County Community College District (VCCCD), Moorpark College, Oxnard College, and Ventura College.

Appendix I

Privacy Rights

Privacy Rights Governing Student Records

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), the California Education Code (§76240 et. seq.), and the California Administrative Code Title 5, student records are maintained in manner to ensure privacy of such records. The colleges of this district shall not, except as authorized, permit any access to or release of any information therein.

The colleges of the Ventura County Community College District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law. All such records are maintained under the direction of the Executive Vice President or designee.

The Colleges are not authorized to permit access to student records to any person without the written consent of the student or under judicial order except to college officials and employees with legitimate educational interest, except in cases of requests for directory information or noted exceptions to law requiring response to subpoenas and court orders.

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at one of the colleges of the Ventura County Community College District. "In attendance" is defined as an individual whose application has been accepted and entered into the district student database.

Directory Information

The colleges of this District maintain directory information which may be released to the public without the written consent of the student. Directory information may include: student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.

Directory information will be released to branches of the United States military services in compliance with the Solomon Act, the National Student Clearinghouse, and may be released to other parties in accordance with the Education Code §76240. No directory information shall be released regarding any student or former student who has notified the District or any college thereof in writing that such information shall not be released. Such requests shall be addressed to the Executive Vice President or designee.

The colleges will forward a student's educational records to

other institutions of higher education that have requested the records and in which the student seeks or intends to enroll, providing such release of educational records complies with the requirements of FERPA.

FERPA affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review his/her own education record. Any currently enrolled or former student has a right to access to any or all student records relating to the student which are 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 or designee at the college of attendance, and shall clearly identify the records requested for inspection and review. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President or designee shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a court order. The colleges 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, for a fee determined by the Board, may request copies of their records.

Students may request copies of records for review. A fee of one dollar (\$1) will be charged per page per copy.

In accordance with the Family Education Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending the colleges of the Ventura County Community College District, regardless of the student's age.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate. 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 or inference, (3) a conclusion or inference outside the observers' areas of competence, (4) not based on personal observations of the named

person with the time and place of the observation noted. Allegations which are sustained shall be expunged and the record removed and destroyed.

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 and his or her 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.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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 District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person 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.

In compliance with California Education Code §76222, a log or record shall be maintained of persons, agencies or organizations requesting and receiving information from a student record. Also pursuant to code, such log or record will not include the following:

1. A student to whom access is granted pursuant to Education Code §76230.
2. Parties to whom directory information is released pursuant to §76240.
3. Parties for whom written consent is executed by the student pursuant to §76242.
4. Officials or employees having a legitimate educational interest pursuant to §76243(a).

Such record shall be open to inspection only by the student and the college official or his or her designee responsible for the maintenance of student records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency as defined in Public Law 93-380, and state educational authorities as a means of auditing the operation of the system.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Appendix II

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, disability, age, sexual orientation, 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. The Executive Vice President is the Title IX Facilitator and the ADA/504 Coordinator and can be reached at (805) 378-1403.

Maintaining an Environment of Civility and 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 without limiting any citizens right to free speech. 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.

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 the Executive Vice President 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

Appendix III

Sexual Harassment Complaint Procedures

A. 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 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.

B. Complaint Procedure

Any student, employee, job applicant, or contractor who believes he/she have been harassed should direct his/her concerns to either of the following:

1. The Office of the Executive Vice President: (805) 378-1403.
2. Associate Vice Chancellor of Human Resources, Ventura County Community College District: (805) 652-5513.

Anyone who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place must direct the complaint or complainant to either Sexual Harassment Intake Facilitators at Moorpark College or to the Associate Vice Chancellor of Human Resources at the District Office.

C. Investigative Procedure

The Sexual Harassment Intake Facilitator or Associate Vice Chancellor of Human Resources will initiate a sexual harassment investigation that shall include, but may not be limited to:

1. Interviews with the complainant, the alleged harasser; and any other persons the investigator has reason to believe have relevant knowledge concerning the complaint.;
2. 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;
3. 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 Associate Vice Chancellor of Human Resources;
4. 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.

D. Remedial Action

1. If it has been determined that a violation of this policy has occurred, prompt and effective corrective action shall be taken.
2. Reasonable steps shall be taken to protect the complainant from further harassment and/or retaliation.

E. 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:

1. submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
3. 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;
4. 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:

1. verbal: repeated sexual innuendoes or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
2. visual/non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. physical: unwanted physical contact including touching, interference with an individual's normal work movement, such as blocking or assault.

F. 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) 319-0800
- Department of Education
(800) 421-3481

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.

G. 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.

Appendix IV

Rights and Responsibilities

A. 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.

B. Privileges of Student Organizations

1. 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.

2. 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.
3. 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 of Student Learning or designee. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
4. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

C. 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.

D. Advocacy and Free Expression

1. **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.
2. **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:
 - a) that the cause or issue being advocated is legal.
 - b) that the District's outside speaker policy is observed.
 - c) that the college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or designated representative are respected.
 - d) that if, in the judgment of the President of the college or designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, s/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.
3. **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.

4. **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.

E. 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.

F. 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 community members.

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.

G. Notices and 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.

All other notices or posters must have an "approved for posting" stamp obtained from the Student Business Office in the Administration Building. Posters should be placed in a designated area. Blue painter's tape must be used for posting. Posters should be removed when no longer applicable. Any postings not in compliance with these guidelines will be removed.

H. Use of College Facilities

1. 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.

2. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:

- a) chartered student organizations;
- b) certificated personnel;
- c) organizations of college employees;
- d) the associated students;
- e) groups of ten or more students;
- f) community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).

3. Reservation of college facilities shall be made through the College Business Services office in advance of the event. 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.

4. 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.

5. Outdoor meetings and events.

a) 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.

b) The Campus Center patio is available as a discussion area. The Executive Vice President of Student Learning or designee may approve other areas if unusual circumstances require.

c) 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 of Student Learning or designee 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.

6. Tables

a) Student organization and groups cited may maintain a table in the following areas: Foyer of the campus center, patios of the campus center or Raider Walk.

b) Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.

c) Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.

d) 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 shouting or accosting individuals is prohibited.

Appendix V

Grievance

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

A. sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.

B. course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

C. the exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.

D. violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below. This procedure does not apply to:

- challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.
- allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.
- appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
- student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.
- evaluation of the professional competence, qualifications, or job performance of a District employee.
- claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected

through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

Definitions

Chief Student Services Officer (CSSO) – A college's Executive Vice President or Vice President of Student Services, or designee.

College Grievance Officer – The administrator in charge of student discipline and/or grievances who shall assist students in seeking resolution by informal means; if informal means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

Day – A calendar day unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative offices of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this procedure occurs during summer session or during an intersession, but the basis for the grievance arose prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

Grievant – Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a Grievant to be responsible for the alleged grievance.

Informal Resolution

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to filing a formal grievance, and shall attempt to solve the problem with the person with whom the student has the grievance or dispute. If a student cannot resolve a grievance informally with the Respondent, then the student will request a meeting with the Respondent's administrator, manager, or division chairperson, who shall meet with the student in an attempt to resolve the issue and may meet with the student and Respondent either jointly or separately. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Formal Resolution

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 90 days of the incident on which the grievance is based, or 90 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later.

Within 10 days following receipt of the preliminary written statement of the grievance, the College Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint signals the beginning of the formal resolution, serves as the request for a hearing, and shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the Respondent. The Respondent will be given an opportunity to submit a written response to the allegations to the College Grievance Officer. This response must be received within 10 days.

Hearing Procedures

Grievance Hearing Committee – The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees. The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one peremptory challenge, excluding the chairperson. The College President shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

Grievance Hearing Committee Chair – The College President shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

Time Limits – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Hearing Process – Within 14 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a Grievance Hearing Committee as described above. The Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:

- the statement satisfies the definition of a grievance as set forth above;
- the statement contains facts which, if true, would constitute a grievance under these procedures;
- the grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;
- the grievant is personally and directly affected by the alleged grievance;
- the grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant;
- the grievance was filed in a timely manner;
- the grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 7 days of the date the decision is made by the Grievance Hearing Committee.

The student may appeal the Grievance Hearing Committee’s determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President’s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements The College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days’ notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the student code of conduct

and professional codes of ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence will be admissible, but will be insufficient, alone, to establish the allegations.

The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice, except that neither party shall be represented by an attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

College President's Decision

The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 21 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.

Appendix VI

Sexual Assault

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the 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

1. 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.

2. Definitions

For the purpose of the legislation, the following definitions are offered.

- "Specific population" and "specific victim" include students, faculty and staff.
- "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.
- "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.
- "Official college sponsored events" include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.
- "Victim" of sexual assault is generally referred to here as being female, but could also include a male.

3. 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 Student Code of 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 Student Code of 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.

4. 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 community Rape and Sexual Assault Counselor 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).

5. 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 for sexual assault and provide referrals for appropriate assistance such as the College Psychologist, College Physician or alternative Community Resources.

The Executive Vice President Of Student Learning will explain disciplinary procedures and actions available. The Associate Vice Chancellor of Human Resources, 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.

6. 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.

7. 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
- Sexual Assault Intake Facilitator, ext 1408

8. Procedures for Ongoing Case Management

With the victim's consent, follow-up intervention may be provided, 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.

The Executive Vice President of Student Learning or the Associate Vice Chancellor Of Human Resources 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: ACCESS Director, Division Deans, Instructors, Chancellor, Vice Chancellor, Personnel Services or Public Information Officer.

9. 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.

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.

10. 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. 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.

Appendix VII

Student Discipline Procedures

Reference: Education Code Section 66300, 72122, 76030

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.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct, which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

Definitions of Key Terms:

Chief Student Services Officer (CSSO) – A college's Executive Vice President or Vice President of Student Services, or designee.

Day – A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.

District – The Ventura County Community College District.

Good Cause for Disciplinary Action – As used in this procedure, “good cause” for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to any violation of the Student Code of Conduct.

Student Code of Conduct

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one’s self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to district property or to private property on campus.
7. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in harassing or discriminatory behavior. The district’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, district/college personnel in performance of their duties.
12. Academic dishonesty, cheating, or plagiarism.
13. Forgery; alteration or misuse of district/college documents, records or identification; or knowingly furnishing false information to the district/college or any related off-site agency or organization.
14. Unauthorized entry to or use of district/college facilities.
15. Violation of district/college rules and regulations including those concerning student organizations, the use of district/college facilities, or the time, place, and manner of public expression or distribution of materials.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by district policy, or administrative procedure.
18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

Student – Any person currently enrolled as a student at any college or in any program offered by the District.

Time Limit – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Definitions of Types of Discipline (listed in order of severity)

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning – Documented written notice by the CSSO to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

Reprimand – Written notice to the student by the CSSO that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student’s conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class – Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

Short-Term Suspension – Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges – Placement of the student on probation by the College President or designee, for good cause, for a specified period of time not to exceed one academic year during which a student’s fitness to continue to attend school, in light of the student’s disciplinary offenses, is tested; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension – The College President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-Term Suspension – Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student’s records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

Procedures for Disciplinary Actions (listed in order of severity)

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

Warning – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the district discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

Reprimand – The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the district discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

Temporary Removal from Class – Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

Suspensions and Expulsions – Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

NOTICE: The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student’s parent or guardian if the student is a minor, or deposited in U.S. mail to the student’s most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating.
- a specific statement of the facts supporting the proposed discipline.
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers.
- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both.
- the level of the discipline that is being proposed.

Time Limits – The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

Meeting – If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

Short-Term Suspension – Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-Term Suspension – Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any

college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.

Expulsion – Within 7 days after the delivery of the notice, or within 7 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

Hearing Procedures for Long-term Suspension and Expulsion

Request for Hearing – Within 7 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

Schedule of Hearing – The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

Hearing Panel – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1st, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted

by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees. A quorum shall consist of all three members of the committee.

Hearing Panel Chair – The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

Hearing Process – Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel

members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

College President's Decision

Long-Term Suspension - Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.

Expulsion - Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.



Crimes Committed on VCCCD Campuses During 2011

TYPE OF CRIME:	MC	OC	VC
Homicide	0	0	0
Rape	0	0	0
Robbery .	0	0	0
Aggravated Assault	0	8	0
Burglary	4	0	0
Vehicle Burglary	12	3	6
Grand Theft	10	17	11
Petty Theft	23	53	21
Motor Vehicle Theft	0	0	0
Arson	0	0	1
Misdemeanor Assault	0	6	0
Alcohol Violations	0	10	2
Drug Violations	1	4	3
Vandalism	16	73	12
Bomb Threats	0	0	0
Fraud/Embezzlement	0	2	0
Weapons Violation	0	10	3
Battery	2	6	2
Sexual Battery	0	8	2
Indecent Exposure	0	0	0
Felony Arrest	1	19	0
Misdemeanor Arrest	18	42	10
Restraining Order	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Mental Illness Detention	0	12	0
DUI Arrest	7	3	0
Annoying Phone Calls	1	5	0
Sex Offender Registrants	2	7	0
Computer Crime	0	0	0
Traffic Hit and Run	31	31	6
Traffic Accidents	0	0	0
Criminal Threats	0	5	0
Alcohol Law Disciplinary Referrals	0	0	0
Warrant Arrests	0	0	6
TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS:)			
2009	165	177	152
2010	129	320	136
2011	129	338	79

Appendix VIII

Students Right-to-Know

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Ventura County Community College District to make available to all current and prospective students its student profiles of completion and transfer rates and crime awareness statistics.

Student Right-to-Know Completion and Transfer Rates for Fall 2008 Cohort

In compliance with the Student-Right-to-Know and Campus Security Act of 1990(Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2008, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are below.

These rates do not represent the success rates of the entire student population at the colleges nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2008 to Spring 2011. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared.' Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2009 to Spring 2011, are transfer students.

This information can be accessed through the following website: srk.cccco.edu/index.asp.

	MC	OC	VC
Completion Rate	32.79%	21.74%	26.90%
Transfer Rate	16.31%	9.64%	12.76%

Crime Awareness Statistics

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 feel much more safe and secure. We ask anyone who witnesses or is a victim of a crime to immediately report it to Campus Police at (805) 378-1455. Also, we ask everyone to support crime prevention by reporting possible unsafe conditions, such as a burned out light bulb in a dark area. The Ventura County Community College District's Police Office reported the following crimes on the Moorpark College campus in 2011:

Appendix IX

Financial Aid Programs

Board of Governors Fee Waiver (BOGW): BOGW is a form of financial aid that waives enrollment fees for eligible California students.

Grants are funds that do not have to be repaid and are usually based on need. Students must meet Federal/State eligibility criteria to qualify.

Federal Pell Grant: Pell Grant program is an entitlement program that is based on financial eligibility and enrollment.

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 on availability of funds and awarded to students with the greatest financial need.

Federal Work Study (FWS): FWS is a campus based program that provides part-time employment (generally on campus) to undergraduate students. Awards are based on need and contingent on availability of funds.

Cal Grants: Cal Grant recipients are selected by the California Student Aid Commission. To apply for the Cal Grant Program, you must submit the FAFSA and a Cal Grant GPA Verification form by March 2nd. If you do not meet the March 2nd priority filing deadline, you may have a second chance to compete for a Cal Grant by filing the FAFSA and GPA Verification form by September 2nd.

There are two types of Cal Grant B awards: Entitlement and Competitive.

Cal Grant B: for students who are from disadvantaged and low income families. These awards can be used for tuition, fees, and access costs at qualifying California schools whose programs are at least one year in length. There are two types of Cal Grant B awards: Entitlement and Competitive.

Cal Grant C: helps pay for tuition and training costs in vocational/technical programs not to exceed two years.

William D. Ford Federal Direct Loans: Moorpark and Ventura College participate in the William D. Ford Federal Direct Loan Program (at this time, Oxnard College does not participate in the direct loan program). The U.S. Department of Education is the lender for the Direct Loan Program. The Direct Loan program offers loans at a low interest rate with repayment terms designed with students in mind. In most cases, you will not have to start repaying your loans until six months after you graduate and/or enroll less than half time. Direct Loans include Subsidized and Unsubsidized Student Loans and Parent Loans for Undergraduate Students (PLUS). Loans must be repaid with interest so it is important to understand your rights and responsibilities as a borrower. All borrowers are required to complete Loan Entrance/Exit Counseling available online.

Satisfactory Academic Progress (SAP): Federal regulations require that the Financial Aid Office establish a Satisfactory Academic Progress policy that measures a student's academic progress toward their goal. These standards include both qualitative and quantitative measures. Students must enroll in and be making Satisfactory Academic Progress toward an eligible program in order to maintain eligibility for financial aid. These standards apply to all financial aid applicants and the evaluation of progress applies to all college coursework taken including coursework taken from outside colleges if that coursework has been evaluated and appears on your Ventura County Community College District (VCCCD) transcript. A copy of the Standards for Satisfactory Academic Progress is available online and in the Financial Aid Office.

Return to Title IV (R2T4)

Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from VCCCD after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the student receives less Federal Student Aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

Withdrawal Date

The withdrawal date established by VCCCD is the date used by the Financial Aid Office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period or period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed.

Process for Calculation of Amount of Title IV Aid Earned by Student

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the day the student withdrew occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%. When a student fails to earn a passing grade in any of the classes, VCCCD must assume, for Title IV purposes that the student has unofficially withdrawn, unless VCCCD can document that the student completed the period.

Post-Withdrawal Disbursement

If the student receives less Federal Student Aid than the amount earned, VCCCD offers a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition and fees for the term for which the student is eligible for a post-withdrawal disbursement or are disbursed directly to the student.

VCCCD must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that VCCCD determines the student withdrew. VCCCD notifies students by letter that they are eligible for a post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, VCCCD states that VCCCD is not required to make the post-withdrawal disbursement if the student does not respond by the deadline.

Title IV Aid to be Returned: VCCCD and Student

If the student receives more Federal Student Aid than the amount earned, VCCCD, the student, or both must return the unearned funds in a specified order as follows:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

When a Return of Title IV funds is due, VCCCD and the student may both have a responsibility for returning funds. Funds that are not the responsibility of VCCCD to return must be returned by the student. VCCCD exercises its option to collect from the student any funds VCCCD is obligated to return, and such funds required will become an obligation on the student's account for which the student will be responsible. This obligation is not reported to the Department of Education and simply remains as an obligation on the student's VCCCD account. Services such as registration and transcripts will be prohibited until this obligation is satisfied. Unpaid balance will be reported to COTOP and state return refunds or lottery winnings may be used to offset this obligation.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student will be determined within 30 days after the student withdraws. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the Department of Education within 45 days following the date of notification sent to the student. If the obligation is not resolved within the 45 days of the notification, the unearned funds, will be reported to the National Student Loan Data System (NSLDS) as an overpayment and the student will be ineligible for Title IV funds (such as Pell, FSEOG, Direct Loans and other federal aid) at any institution until this overpayment is resolved.

Although a student may be eligible for a refund of fees from VCCCD the student may still be required to repay all or part of their Title IV aid.

Pell Grant Lifetime Eligibility

The U.S. Department of Education recently established new regulations which reduce the duration of a student's eligibility to receive a Federal Pell Grant from 18 full-time semesters (or its equivalent) to 12 full-time semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective 2012-2013.

What Does this Mean to You?

Beginning with Fall 2012, a student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. (This includes all years Pell was received prior to Fall 2012.) All the years each student has received Federal Pell Grant will be counted toward the 6 years, regardless of when the student began receiving aid.

Students who have exceeded their Pell Lifetime Eligibility (600%) will no longer be eligible for Federal Pell Grant. Students may continue qualifying for other federal grants or loans in addition to the Board of Governor's Fee waiver (BOGW) if they meet the eligibility criteria for these programs. Suspension and Extension Appeals cannot override this federal regulation.

Tracking Your Lifetime Eligibility Used on NSLDS

You can find your Lifetime Eligibility Used for the Federal Pell Grant by going to the Web site www.nsls.ed.gov and creating a student account. NSLDS, the National Student Loan Data System, tracks your lifetime Pell Grants, loan usage and overpayment status. If you have loans, you may view how much you owe and to whom.

ATB Notice

Effective for students who first enroll in a program of study on or after July 1, 2012, the Consolidated Appropriations Act, 2012 (Public Law 112-74) eliminated the provisions under §484(d) (1), (2), and (4) of the HEA. Under those provisions, a student who did not have a high school diploma or its recognized equivalent could establish eligibility for Title IV student financial assistance by passing an independently administered examination approved by the U. S. Department of Education (an "approved Ability-To-Benefit (ATB) test") or by successfully completing six college degree units.

Students who do not have a high school diploma or its equivalent and are beyond the age of compulsory education (18 in California) are not eligible to receive financial aid.

Please contact our office if you were enrolled in a program of study prior to July 1, 2012 and took and passed an approved Ability-To-Benefit Examination or successfully completed a minimum of 6 college degree-applicable units.

Repeated Courses

The U.S. Department of Education recently published new regulations which affect students who repeat courses. These regulations may impact your financial aid eligibility and awards, including Federal Pell Grant, SEOG Grant, Direct Loans, and Federal Work Study. Beginning with the Fall 2011 semester, regulations prevent the Financial Aid Office from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes. Examples of repeated courses:

1. Allowable: Repeated courses may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by Exam) are considered passing grades.
2. Allowable: Student is enrolled in 15 credit hours which include 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credits which are not repeats, the student's financial aid eligibility is not impacted by the repeat.
3. Not Permissible: Student receives a D in a course and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

In this example, the student is enrolled in 12 credits, including the 3 credit second repeat, so only 9 credits will count for financial aid eligibility.

Details of the New Regulations

- Repeated enrollment that is not aid eligible will be excluded from the student's enrollment status for the term.
- Federal Title IV financial aid will be recalculated based on the student's adjusted enrollment status.
- This recalculation will be applied regardless of whether a student received aid for previous course enrollments.
- Some courses are repeatable per college policy and are not restricted by these regulations.
- Waitlisted courses do not count toward official enrollment status for financial aid purposes.
- All repeated courses do affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.
- Suspension and Extension Appeals cannot override this federal regulation. If you are in a class that is not eligible for payment, but the class is part of your approved educational plan, you will not be penalized for repeating the class, but you cannot receive financial aid for that class.

Appendix X

Student Health Services

The Governing Board hereby establishes a program of student health supervision and services. This action is taken pursuant to California Code of Regulations, Title 5, Sections 54702 through 54742. The program provides for the operation of student health centers wherein enrolled students of the district's colleges and other persons expressly authorized by the Governing Board may be diagnosed and treated. The Governing Board will annually determine the amount of the fee to be assessed for such services.

A plan for student health services in the Ventura County Community College District follows (in compliance with CAC, Title 5, Section 54710). This plan is facilitated on each campus through the Dean of Student Services and the coordinator of Student Health Services. The district may also employ health aides, physicians, and other health workers as provided by law, budget and need.

Student Campus Accident Procedures

If you have an accident on campus, it is your responsibility to fill out an Accident Report immediately. This report is available in the Health Center, Campus Police Office, and the Evening Program Office in the mailroom. The Health Center has to be notified that you have had an accident so that we can inform you about your Student Accident Policy. In the event of an accident that requires you to seek outside medical attention, there is a \$50 deductible per accident. There is a \$100 deductible for athletes per accident. To have all of you additional medical expenses covered you need to see a Health Care Provider that is on the list. This list can be obtained in the Health Center. For further information contact: Student Health Center at (805) 986-5832.

Health Protection and Environmental Health and Safety

The Health Coordinator works toward the prevention of illness, protects the college environment from diseases, and attempts to avoid costly remedial medical interventions. Health hazards as they appear on accident reports or by observation are reported for corrective action. Immunizations (e.g., tetanus, flu) are administered. Coordination with County Public Health Department is on a regular basis. TB testing is routinely done.

Appraisal and Limited Treatment

The Student Health Center provides quality on-campus outpatient services to all registered students and other persons expressly authorized by the Governing Board. Health education and health counseling is a constant theme which extends throughout the system.

Referrals

The Health Coordinator provides liaison between students, college, and community health resources and continually seeks to improve channels of communication.

Health and Accident Insurance Plans

The Student Health Fee provides for low-cost, yet significant, student accident insurance for all students at no cost to the district. The Health Center reports and maintains accident records of all student injuries and attempts to advise and eliminate casual conditions, whenever possible.

Appendix XI

Matriculation Rights and Responsibilities

The primary goal of Matriculation is to assist all students in attaining academic success. It is a partnership which results in an agreement between the college and the student for the purposes of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student which work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses for two semesters. Within the Matriculation process both college and student responsibilities are defined.

College Responsibilities Include:

Admissions & Records - provide a process that will enable the college to collect State required information on students.

Assessment - provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.

Orientation - provide an orientation process designed to acquaint students with College programs, services, facilities and grounds, academic expectations, and college policies and procedures.

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.

Follow-Up - establish an Early Alert process to monitor a student's progress and provide necessary 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. 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.

Matriculation Exemption Policy*

**College Math, English, and Reading courses require assessment prior to registration.*

A comprehensive assessment process is required for all non-exempt students. Students are strongly encouraged to participate in all components of the Matriculation process, i.e. orientation, assessment, counseling, and follow-up. You may be exempt from participating in the Matriculation process if you meet any one of the criteria listed below:

1. Students who have already earned an AA/AS degree or higher from a regionally accredited institution and CAN DEMONSTRATE THIS WITH DOCUMENTATION.
2. Students who have completed a basic skills assessment or prerequisite courses at other colleges and CAN DEMONSTRATE THIS WITH DOCUMENTATION.
3. Students who are concurrently enrolled at another college in the district, or a four-year college or university, and who have completed fewer than 16 units of college credit and CAN DEMONSTRATE THIS WITH DOCUMENTATION.
4. Students who have completed fewer than 16 units and whose educational goals are among the following:
 - a. Updating or advancement of job skills.
 - b. Maintenance of a certificate (e.g., nursing or real estate).
 - c. Educational development.
 - d. Personal Interest.

Appendix XII

Probation, Dismissal, and Readmission

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

Students applying for Veteran's educational benefits should refer to the Veteran's section in this Catalog for information on unsatisfactory progress and eligibility to collect educational benefits, and see below.

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, NC, and NP are recorded reaches or exceeds fifty percent (50%). NOTE: probationary status is computed using courses taken since fall 1981. Courses taken prior to fall 1981 are not in the computer data file and may not be included in the calculation of probation. This may alter a student's probationary status.

Special note to students claiming veteran's benefits—UNSATISFACTORY PROGRESS: For the purpose of certification for educational benefits, academic probation is defined as the failure to complete a minimum of 50% of the total units attempted, and/or to maintain a minimum 2.0 cumulative grade point average. Unsatisfactory progress occurs when a veteran has been placed on academic probation for two consecutive semesters. Unsatisfactory progress must be reported to the Veteran's Administration, and the veteran may not be certified for future educational benefits. Any veteran placed on unsatisfactory progress must consult the campus Veteran's Office and receive academic counseling before educational benefits can be reinstated.

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

NOTIFICATION OF PROBATION: Each college in this district shall notify a student who is placed on probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the Fall semester. The student grade report, available at my.vcccd.edu, specifies the student status for both academic and progress categories as either "good standing" or "probation."

A student placed on probation is, as a condition of continuing enrollment, to receive individual counseling, including the regulation of his or her academic program. Each student shall also receive any other support services available to help the student overcome any academic difficulties.

REMOVAL FROM PROBATION: A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of W, I, NC, and NP 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, NC, and 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. A student who is dismissed has the right of appeal. An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, Petition for Continued Enrollment or Readmission, is available in the Counseling Office.

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

Appendix XIII

Course Repetition Policy

A combination of withdrawals and graded attempts may not exceed three (3) times in the same course.

General Guidelines for Repetition of Credit Courses

Pursuant to Title 5, students are permitted three enrollment attempts to achieve a standard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023.

- Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC.
- Non-evaluative symbols are defined as W Military withdrawals are not counted as an enrollment attempt for purposes of this administrative procedure.
- Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Students who have attempted the same course with any combination of withdrawals and graded attempts the maximum number of times may be eligible to petition a fourth enrollment attempt. The fourth attempt, if authorized, must reflect a grade other than W if the student has already received three W grades in the same class. The petition for this purpose, Petition for Course Repetition, is available in the Counseling Office and must be completed with a counselor.

Nothing herein can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

The district may permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 based upon an approved petition to repeat, and providing apportionment is not claimed for such additional enrollments.

The district will develop and implement a mechanism for the proper monitoring of course repetitions.

Course Repetition to Alleviate a Substandard Grade

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see AP 4227). Students are permitted a total of three enrollment attempts to achieve a standard (passing) grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

The first two substandard grades will be excluded from the student's grade point average calculations if the student enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

Petitioning a Fourth Attempt: a student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course, and must

be accompanied by verifiable documentation of circumstances. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident or other circumstances beyond the control of the student.

Course Repetition Due to Significant Lapse of Time

Students may petition only one time to repeat a course in which a standard (passing) grade has already been awarded providing that one of the following conditions has been met:

1. The course was successfully completed more than three years prior, and:
 - a) is required as a part of the student's designated educational goal and/or
 - b) is in a sequence of courses based on prerequisites, or
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an allowable course needs to be repeated pursuant to this section, the repetition shall count toward the maximum number of enrollments that are allowed, except that if the student has already exhausted the allowable course limitation, one additional repetition can be permitted due to lapse of time.

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average. All coursework will remain legible on the student's permanent academic record.

Course Repetition Due to Extenuating Circumstances

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average provided that no more than two substandard grades are excluded by course repetition. All coursework will remain legible on the student's permanent academic record.

Repetition of Variable Unit, Open Entry/Open Exit Courses

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodated;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average. All coursework will remain legible on the student's permanent academic record.

Course Repetition Allowed Absent Substandard Academic Work

Under special circumstances, students may repeat courses in which a C/P or better grade was earned, or regardless of whether substandard academic work has been recorded, as noted below:

Legally Mandated Training Requirement

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Students may repeat such courses any number of times, even if they received a grade of C/P or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to certify the legally mandated training requirement for their continued volunteer or paid employment status.

The term "legally mandated" is interpreted to mean "required by statute or regulation", and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval and other requirements imposed by applicable provisions of law.

Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalogs. Courses that are designated as repeatable include:

A course may be designated as repeatable if it meets the following criteria:

- The course content differs each time it is offered, or
- The course may qualify as an activity course where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated because:
 - a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
 - b) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
- Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:
 - a) Physical education courses; or
 - b) Visual or performing arts courses in music, fine arts, theater or dance.

Courses designated as repeatable shall be identified in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5 Section 55041c.

Students may enroll in courses that have been designated as repeatable for not more than four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.) Visual and performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to this limitation.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 Section 55045.

Repetition of Special Classes for Students with Disabilities

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Repetition of Cooperative Work Experience Education Courses

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

Appendix XIV

Enrollment Priorities

Pursuant to Title 5 Section 58106, Education Code Section 66025.8 et.seq., within the Ventura County Community College District, and effective Fall 2012, registration appointments are given in the following order:

1. EOPS students, SDSPS students, CalWorks students, military veterans, and former foster youth as defined by statute
2. Continuing students with 45 – 75* units (waivers for majors exceeding 75 units may be requested through the Counseling Department)
3. Continuing students with 30 – 44* units
4. Continuing students with 15 – 29 units*
5. Continuing students with 1 – 14 units*
6. Newly matriculated students and returning student with less than 76 units
7. New students who have not gone through matriculation
8. Open registration for all students (except “9.” below), including students with 76+ units (unless granted a waiver under item 2 above)
9. Special admission high school students

**Completed and in progress VCCCD units.* Basic skills and non-degree applicable units shall not be counted.

Continuing Student: a student who has been enrolled in one or more of the two previous primary semesters.

Returning Student: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

Primary Semesters: Fall and Spring.

Appendix XV

Academic Renewal without Course Repetition

Students may petition only one time 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 substandard college work which is not reflective of the student's present demonstrated ability and level of performance. Substandard work is defined as coursework graded D, F, NC, or NP. The student may petition for academic renewal to disregard previous substandard college work by selecting one of the following options:

1. Disregard a maximum of fifteen (15) or fewer semester units of any courses with less than a C or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or
2. Disregard all courses from two consecutive terms (one summer or intercession 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 has completed at least twelve (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 coursework to be disregarded was completed; and has subsequently completed at least thirty (30) semester units with a minimum 2.4 grade point average.

A graded course that has been used to satisfy degree, certificate or transfer requirements cannot be academically renewed.

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

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



Appendix XVI

Drug-Free District Policy

The District shall be free from all illegal drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550.

Appendix XVII

Smoking Policy

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

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. All smoking in and on Moorpark College facilities is expressly prohibited. Violators shall be subject to appropriate disciplinary action - see Student Code of Conduct.

Smoking shall be allowed only in the specific areas described as follows:

- ALL PARKING LOT AREAS. (Must be in compliance with AB846, CA State Law - 20' Rule.)

Questions regarding this policy shall be directed to the President or his/her designee.

Appendix XVIII

Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing of 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 all others.

Nothing in this policy shall be construed to revoke the rights and privileges of students as specifically granted by education code sections and board policy with regard to fundraising activities, examinations of instructional materials, or other activities sanctioned by federal, state, and local regulations.

Appendix XIX

Publicity Code and Information Dissemination

Students wishing to post, display, distribute, or otherwise make known an activity, event, or other piece of information should seek advance approval from the Student Business Office. This policy applies to all printed material distributed by students and all others on the VCCCD college campuses including, but not limited to, all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, kiosks, signboards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plants, and other such places.

All printed materials should be clearly designed to meet the needs of students, staff, and faculty; and the event, activity, or program should be of obvious benefit to members of the campus community. All posted materials must display the VCCCD college campuses approval stamp. Requests by off-campus individuals or agencies to disseminate materials on the VCCCD college campuses should be referred to the Student Business Office. Such material must be of a high campus value and pre-approval is required.

Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, situation, and manner requirements.

Coercion is not to be used to induce students to accept any printed material or to sign petitions. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law or civic policy.

Please see Appendix I for information regarding Privacy Rights Governing Student Records and campus policy regarding the dissemination of information from student educational records. Questions regarding this policy should be addressed to the Registrar's Office.

Appendix XX

Use of Student Image, Likeness, or Voice

The VCCCD college campuses often hosts events that are open to the public such as, but not limited to, graduation, athletic competitions, job fairs, speakers, and various activities held at the theatre. Those events are considered news events. Such an event may be photographed, videotaped or Webcast for purposes of archiving the event, educational use, or publicity. Students, staff and faculty who attend those events may have their image or voice captured on video, Webcast or photograph. Due to the nature of the events, the VCCCD college campuses has no means by which to prevent such photographs, videotaping or web castings from including a specific student's image or voice. By attending the event, a person is granting the VCCCD college campuses the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the VCCCD college campuses to utilize in an appropriate manner any images captured during a public event, even if the subject is a minor.

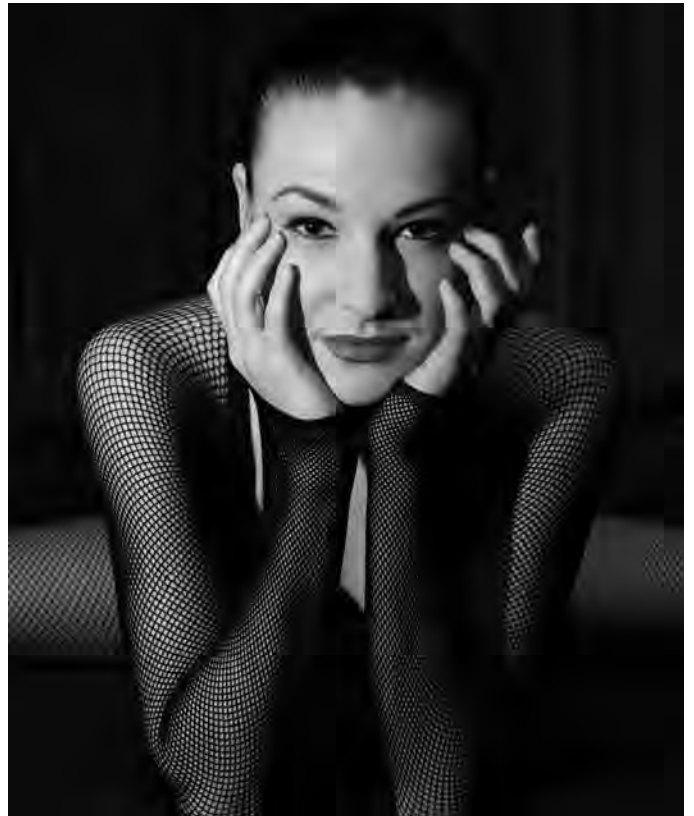
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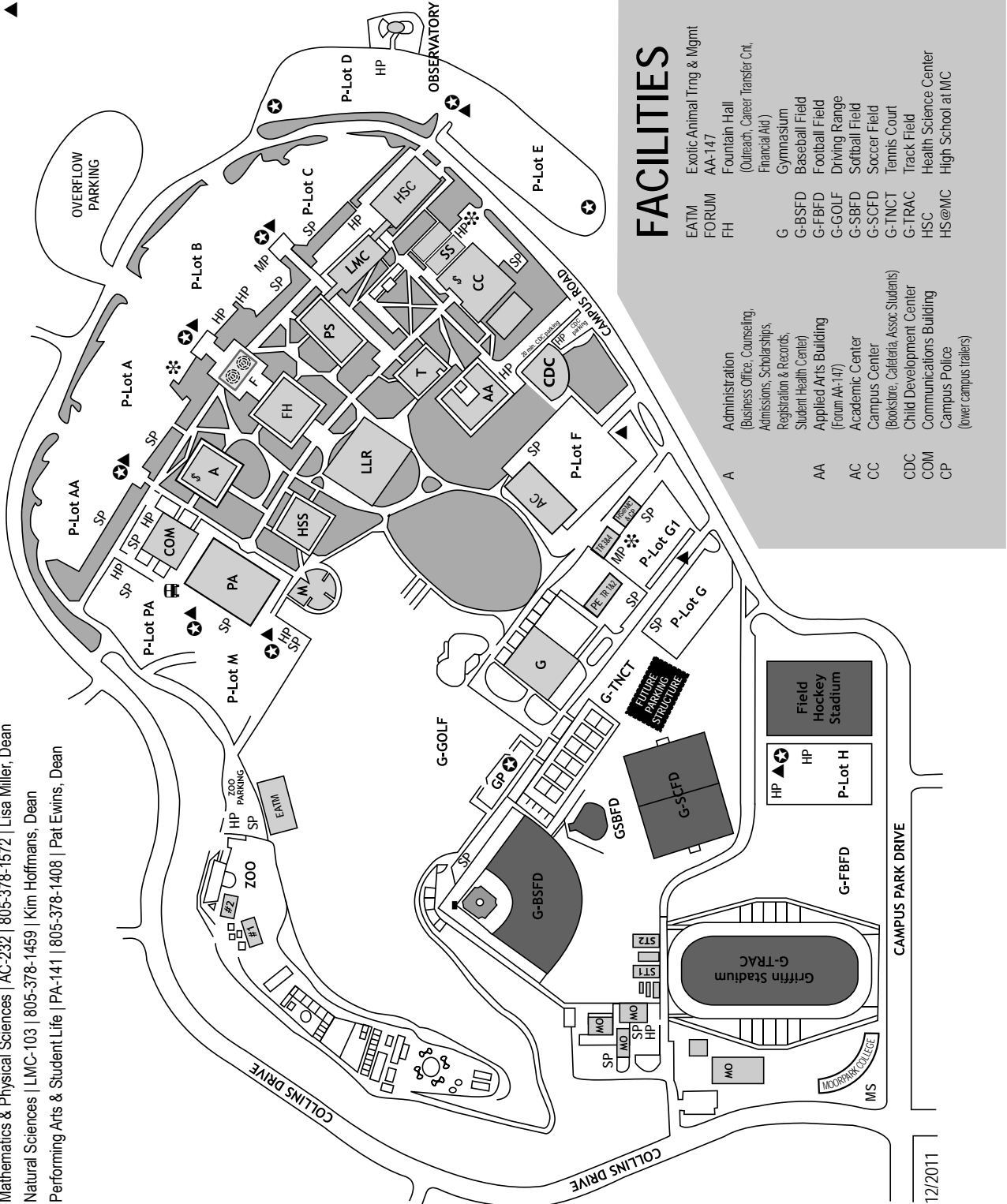
DIVISION OFFICES

- Applied & Social Sciences | HSS-217 | 805-378-1445 | Lori Bennett, Dean
- Art/Media/Education & Enrollment Services | AA-101 | 805-378-1448 | Julius Sokenu, Dean
- Language & Learning Resources | LLR-314 | 805-378-1443 | Inajane Nicklas, Dean
- Mathematics & Physical Sciences | AC-232 | 805-378-1572 | Lisa Miller, Dean
- Natural Sciences | LMC-103 | 805-378-1459 | Kim Hoffmanns, Dean
- Performing Arts & Student Life | PA-141 | 805-378-1408 | Pat Elwins, Dean

MOORPARK COLLEGE MAP

PARKING & OTHER AREAS

- ⊕ - Emergency Blue Phone
- ▲ - Parking Permit Machines
- P - General Permit Parking
- HP - Handicapped Parking
- MP - Motorcycle Parking
- SP - Staff Parking
- GP - Golf Parking
- F - Fountain Plaza
- \$ - ATM Machines
- 🚌 - Bus Stop



FACILITIES

HSS	Humanities / Social Science Bldg
LLR	Library Learning Resources
LMC	ACCESS (DSPS)
	Natural Sciences
	Computer Studies
M	Music Building
MO	Maintenance & Operations
O	Observatory
PA	Performing Arts
PE	PE Annex Offices
PS	Physical Sciences
SS	Student Services (EOPS)
ST	Stadium Annex (ST-1 & ST-2)
T	Technology/Business
ZOO	Zoo Buildings 1 & 2

EATM	Exotic Animal Trng & Mgmt
FORUM	AA-147
FH	Fountain Hall (Outreach, Career Transfer Cnt, Financial Aid)
	Gymnasium
G	Baseball Field
G-BFBD	Football Field
G-GOLF	Driving Range
G-SBFD	Softball Field
G-SCFD	Soccer Field
G-TNCT	Tennis Court
G-TRAC	Track Field
HSC	Health Science Center
HS@MC	High School at MC

A	Administration (Business Office, Counseling, Admissions, Scholarships, Registration & Records, Student Health Center)
AA	Applied Arts Building (Forum AA-147)
AC	Academic Center
CC	Campus Center (Bookstore, Cafeteria, Assoc. Students)
CDC	Child Development Center
COM	Communications Building
CP	Campus Police (lower campus trailers)