



MOOREPARK COLLEGE



ACADEMIC CALENDAR 2015-2016

Moorpark College provides two primary semesters of instruction – Fall and Spring – as well as a Summer intersession. Course times and delivery modes are noted in each semester’s online Schedule of Classes, available at www.Moorparkcollege.edu about five weeks before each semester begins. The online schedule has continuous updates and will have the most up-to-date and accurate course information.

The special deadlines for semester-length classes are listed below for each primary semester; however, the specific length of each course dictates its deadlines (enrollment, drop, refund, etc.). Check online by clicking on the specific Course Record Number (CRN) for such particulars. Contact Registration for further assistance. Detailed registration information is readily available at www.Moorparkcollege.edu.

FALL SEMESTER, 2015 - August 17 - December 16, 2015

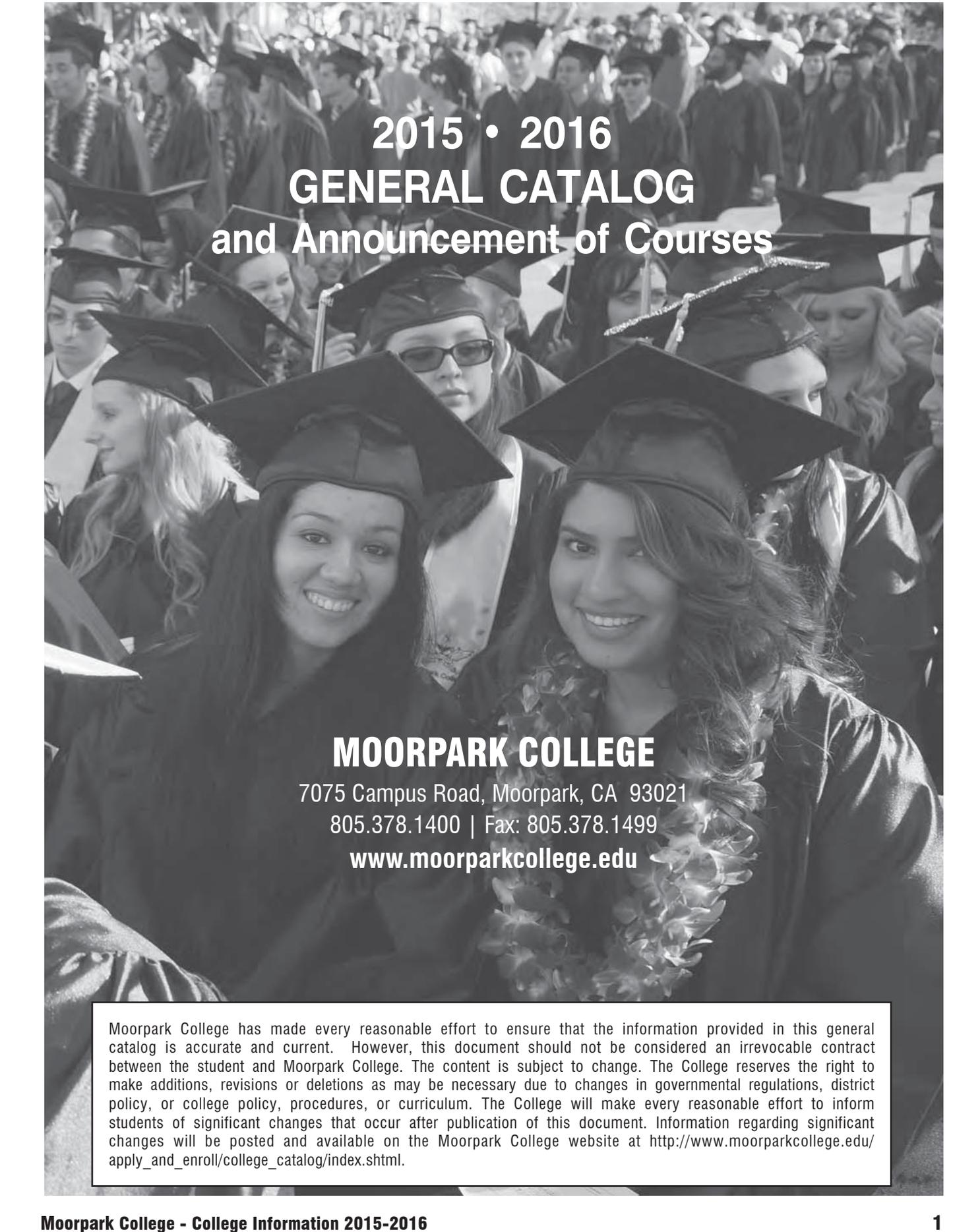
- August 17**.....First day of semester-length traditional classes. First day of late registration.
- August 28**.....Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.
No refunds or credits after this date for semester-length classes.
- September 5-7**No Classes - Labor Day.
- September 4**Last day to drop semester-length classes without a transcript entry.
- September 18**Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- November 5**Last day to apply for Fall 2015 Associate Degree or Certificate of Achievement
- November 7-8**Saturday/Sunday classes held
- November 9**No Classes - Veteran’s Day.
- November 20**Last day to drop semester-length classes with a “W.”
- November 26-29**No Classes - Thanksgiving Holiday.
- December 10-16**Final Exam Week for Fall 2015

SPRING SEMESTER, 2016 - January 11 - May 18, 2016

- January 11**.....First day of semester-length traditional classes First day of late registration.
- January 16-18**No Classes - Martin Luther King Jr. Day.
- January 22**.....Last day to add semester-length classes. Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.
No refunds or credits after this date for semester-length classes.
- January 29**.....Last day to drop semester-length classes without a transcript entry.
- February 11**Last day to declare P/NP (formerly CR/NC) grading option for semester-length classes.
- February 12-15**No Classes – President’s Birthday Holiday.
- March 1**No Classes - Self-assigned flex day
- March 17**Last day to apply for Spring 2016 Associate Degree or Certificate of Achievement.
- March 19-20**Saturday/Sunday Classes Held.
- March 21-27**No Classes - Spring Break.
- April 22**.....Last day to drop semester-length classes with a “W.”
- May 12-18**Final Exam Week for Spring 2016
- May 19**.....GRADUATION

SUMMER INTERSESSION, 2016*

Moorpark College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in May, June and July. The goal is to maximize offerings at times most helpful for all students, including returning students, graduating high school seniors and students home for the summer from four-year colleges. The summer Schedule of Classes is available online at www.Moorparkcollege.edu.



2015 • 2016
GENERAL CATALOG
and Announcement of Courses

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021

805.378.1400 | Fax: 805.378.1499

www.moorparkcollege.edu

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. Information regarding significant changes will be posted and available on the Moorpark College website at http://www.moorparkcollege.edu/apply_and_enroll/college_catalog/index.shtml.

MESSAGES FROM THE PRESIDENTS

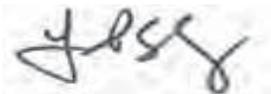
Welcome to Moorpark College!

We opened in 1967, and we are very proud of our beautiful campus, our stellar faculty and staff, and our excellent programs. Whether you are a current or prospective student, or simply visiting our campus to attend one of our many cultural or intellectual events, I trust that you will be welcomed warmly and helpfully by all of our employees.



Moorpark College is a member of the Ventura County Community College District, and is recognized as one of our nation's finest community colleges. Many of our students attend Moorpark College in order to cultivate technical skills that lead to well-paid and secure careers, and a large number of our students transfer to highly respected public and private universities. But in addition to the subject-matter expertise our students acquire, we also teach by example the values we embrace. Those values include citizenship, responsibility, compassion, and collegiality. We take very seriously our responsibility to the communities we serve, and to maintain high standards of integrity, service, excellence, and continuous improvement.

As the son of hard-working immigrants, I love this nation of freedom and opportunity, and it is my privilege to help our students find, academically and professionally, their footing in life. It is our joy to hear the many success stories of former students who have gone on to spectacular success and achievement. We are even more moved by those who toil unheralded in the quiet service of their communities, or on the broader national and international stages, to help us address the many vexing challenges our world faces. Their work ensures that our children and grandchildren may continue to experience the "blessings of liberty" which we so gratefully enjoy here at Moorpark College.



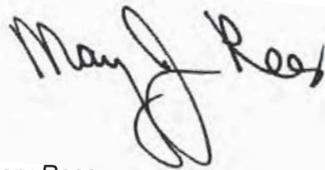
Luis P. Sanchez, JD, LLM
President

Welcome!

The Faculty looks forward to working with you on your educational journey. We are very proud of our excellent academic programs, our student support, and fabulous career and technical programs including our nursing, EATM (Exotic Animal Training Management), and biotechnology programs. We encourage you to get involved not only in your class work, but the college as a whole. Join a club, athletics, student government, or the national award winning forensic team.



Lets "Moorpark" it.



Mary Rees
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) 378-1550. 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.edu/foundation.

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 career technical 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. Also, graphics professor Ted Phillips created a 30th anniversary logo that featured cypress trees and the fountain.

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. Also, 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 Dr. 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 May 2007, the college unveiled a new seal in preparation for adoption of a 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 other college purposes. In Fall 2007, the old library was renovated, renamed Fountain Hall and opened for classes.

In July 2008, Dr. Pam Eddinger became Moorpark's ninth president, replacing Dr. Conrad who retired. Fall 2008 enrollment grew 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.

Dr. Bernard Luskin served as interim president from 2013-2014.

In February 2015, Luis P. Sanchez, JD, LL.M., became the 10th president of Moorpark College.

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 State University systems. No local college does a better job preparing students for their future. Moorpark College graduates are making meaningful contributions to both the public and private sectors in Ventura County, the state and the nation.



IMPORTANT CAMPUS PHONE NUMBERS

MAIN CAMPUS NUMBER	(805) 378-1400
Accessibility Coordinator Center & Educational Support Services (ACCESS).....	378-1461
Admissions & Records	378-1429
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	553-4011
Financial Aid	378-1462
Help Desk, IT	553-4660
International Students	378-1414

Library	378-1450
Performing Arts Box Office.....	378-1485
Police, Campus.....	378-1455
Scholarships.....	378-1418
Student Activities	378-1434
Student Business Office.....	378-1437
Student Employment.....	378-1536
Student Health Center	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

DEAN PATRICIA EWINS Performing Arts & Student Life PA-141 | (805) 378-1408

Communications/Theatre Arts/Media Arts -

- Department Chair, John Loprieno, 553-4692
Assistant Department Chair, Rolland Petrello, 378-1546
- Communication Studies
 - Film Television Media
 - Theatre Arts

Music/Dance -

- Department Chair, James Song, Music, 378-1495
Assistant Department Chair, Robert Salas, Dance, 378-1458
- Dance
 - Music

Student Life -

- Department Chair, Traci Allen, 378-1560
- Articulation
 - Career/Transfer Center
 - Counseling & Counseling Classes
 - Work Experience Classes & Internship

ACCESS -

- Coordinator, Sherry D'Attile, 378-1513
- Disability Service
 - Learning Skills Classes

EOPS/CARE -

Coordinator, Herbert English, 378-1464

Student Health Center -

Coordinator, Sharon Manakas, 378-1413

Student Activities -

Student Activities Specialist, Sharon Miller, 378-1434

CalWORKs -

Coordinator, Linda Corrigan, 553-4087
Counselor, Angie Rodriguez, 553-4086

Student Conduct & Grievances

DEAN AMANUEL GEBRU Behavioral & Social Sciences HSS-217 | (805) 378-1445

Behavioral Sciences -

- Department Chair, Daniel Vieira, 553-4196
- Criminal Justice
 - Film Studies
 - Psychology
 - Sociology

Social Sciences -

- Department Chair, Lee Ballestero, 553-4172
- Economics
 - History
 - Philosophy
 - Political Science

Foster/Kinship -

Foster Care Project Specialist, Jason Lee, 553-4837

International Students - 378-1414

DEAN KIM HOFFMANS Enrollment Services, Health & Life Sciences EATM-212 | (805) 378-1459

Admissions & Records -

Registrar, David Anter, 378-1415

Health Sciences

- Coordinator, Carol Higashida, 378-1433
- Health Sciences
 - Nursing
 - Nutrition
 - Radiologic Technology

STUDENT LEARNING DIVISIONS/DEPARTMENTS (CONTINUED)

Life Sciences -

Department Chair, Norman Marten, 553-4719

Assistant Department Chair, Andrew Kinkella, 553-4714

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

Exotic Animal Training & Management -

Department Chair, Cynthia Stringfield, 378-1543

- Animal Science
- Exotic Animal Management

America's Teaching Zoo -

Supervisor, Michlyn Hines, 378-1441

DEAN JENNIFER KALFSBEEK-GOETZ
Business, Science, and Child Development
AA-101 | (805) 553-4121

Business/CIS/CNSE -

Department Chair, Navreet Sumal, 553-4192

- Accounting
- Business
- Computer Information Systems (CIS)
- Computer Network Systems Engineering (CNSE)

Chemistry/Earth Sciences -

Department Chair, Robert Keil, 553-4647

- Chemistry
- Environmental Science
- Geographic Information Systems/Geography
- Geology

Child Development/Education -

Department Chair, Daniel Vieira, 553-4196

- Child Development
- Education

Child Development Center -

Supervisor, Bonnie Baruch, 378-1549

Distance Education

DEAN INAJANE NICKLAS
Languages & Learning Resources
LLR-314 | (805) 378-1443

English/ESL/Humanities -

Department Chair, Sydney Sims, 553-4730

- English, English as a Second Language (ESL)
- Humanities

Languages of the World -

Department Chair, Helga Winkler, 553-4788

- Chinese, French, German, Italian, Japanese, Spanish

Learning Communities -

Elizabeth Gillis-Smith, 553-4731

Library -

Department Chair, Helga Winkler, 378-1506

Teaching and Learning Center (TLC) - 378-1443

Evening/Weekend Activities -

Attendant, Paul Mattson, 378-1406

Writing Center -

Tracy Tennenhouse, 378-4737 and

Elizabeth Gillis-Smith, 553-4731

DEAN LISA PUTNAM
Athletics, Arts & Institutional Effectiveness
A-136 | (805) 378-1448

Athletics/HED/Kinesiology -

Department Chair, Remy McCarthy, 378-1482

- Health Education
- Intercollegiate Athletics
- Kinesiology

Visual & Applied Arts -

Department Chair, Lydia Etman, 553-4056

- Art
- Graphics
- Journalism
- Multimedia
- Photography/Commercial Photography

Student Voice -

Joanna Miller, 553-4844

Institutional Effectiveness/Research

DEAN JULIUS SOKENU
Mathematics & Physical Sciences
AC-232 | (805) 378-1572

Mathematics -

Department Chair, Christine Cole, 553-4876

- Mathematics

Physics/Astronomy/Engineering/Computer Science -

Department Chair, Ronald Wallingford, 553-4166

Assistant Department Chair, Scarlet Relle, 553-4162

- Astronomy
- Computer Science
- Engineering
- Physical Science
- Physics

High School @ Moorpark College -

Principal/Counselor, Ruby Delery, 378-1595

Math Center -

David Mayorga, 378-1556

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.

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The College Catalog is available in alternate formats upon request. Call (805) 378-1461.

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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, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

VCCCD Board of Trustees

Ms. Dianne McKay, Chair

Mr. Larry Kennedy, Vice-Chair

Mr. Stephen P. Blum, Esq., Trustee

Mr. Arturo D. Hernández, Trustee

Mr. Bernardo M. Perez, Trustee

Ms. Ilse Maymes, Student Trustee

District Administrators

Dr. Jamillah Moore, Chancellor

Mr. Brian Fahnstock, Vice Chancellor,
Business & Administrative Services

Mr. Michael Shanahan, Vice Chancellor,
Human Resources

College Presidents

President, Moorpark College, **Luis P. Sanchez, JD, LLM**

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

President, Ventura College, **Dr. Greg Gillespie**



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

COLLEGE VISION, MISSION, AND VALUES

College Vision

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

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

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

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

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

College 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.

College 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 in 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

STUDENT POPULATION 14,006

Full/Part-Time Status

Full-Time Students..... 5,659

Part-Time Students..... 8,347

STUDENT GENDER

Female..... 7,142 (50%)

Male..... 6,723 (49%)

Unreported..... 141 (<1%)

STUDENT AGE

19 and younger 48%

20-24 37%

25-29 8%

30-34 3%

35 and over 4%

STUDENT ETHNICITY

Asian/Filipino/Pacific Islander 9%

Black 2%

Hispanic 31%

Native American <1%

White..... 52%

Two or More Races 5%

Other 1%

INTERNATIONAL STUDENTS

Enrollment 134

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

FACULTY AND STAFF

Full-Time Faculty 160

Part-Time Faculty 326

Student Counselor Ratio 793:1

Classified Staff..... 120

Managers..... 11

Supervisors..... 10

STUDENT ACHIEVEMENT

Degrees & Certificates Awarded

Associate Degrees for Transfer Awarded..... 402

Associate Degrees Awarded..... 783

Career Technical Education Certificates Awarded..... 111

Transfer Certifications..... 580

TRANSFER DATA

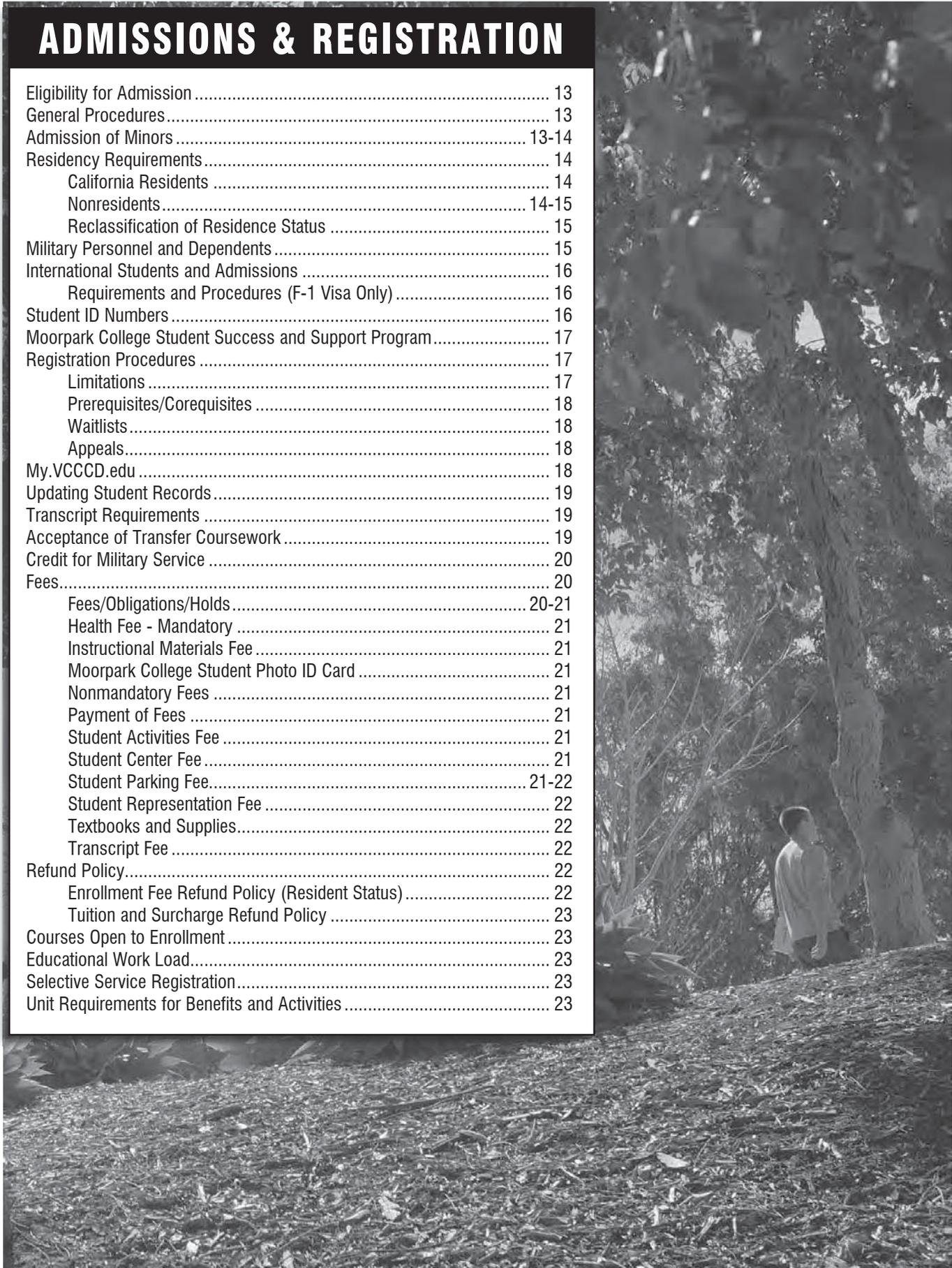
University of California..... 535

California State University 736



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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 possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

For the purpose of admission to the colleges of the Ventura County Community College District, students' self-certification may serve as proof of high school attendance and graduation or its equivalent. Students may be required to provide verification of high school graduation; or in the case of home schooled students, verification from an accredited high school district that the home school curriculum completed meets the criteria for exemption from California Compulsory Attendance Laws, for financial aid eligibility or other purposes.

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, on the College website or by contacting the campus Admissions and 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 Procedures

New Students to the Ventura County Community College District must complete an application for admission, and complete orientation, assessment and a student educational plan before they can register for classes. 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. There is no cost to apply.

Graduating High School Seniors who are interested in attending Moorpark College will receive information about application workshops, orientation, assessment and counseling sessions from their high school counselors. Activities may be held on your high school campuses or at Moorpark College.

Other first time students may submit an online application, set up their MyVCCCD student portal as directed in the responding email, complete online assessments, and complete the online or an in-person orientation. Students will also be prompted to submit an educational plan. See "Student Success and Support Services" for more information.

Returning students who have not attended one of the VCCCD colleges in the last year:

- Must reapply for admission.
- Must reactivate their MyVCCCD Student Portal if necessary.
- May be required to complete orientation, assessment and counseling to develop or revise their educational plan.

Returning students who have attended other colleges should make a counseling appointment to have their other college transcripts evaluated for the educational plan.

All requirements must be completed before returning students can register for classes.

Applications for admission to the colleges of the Ventura County Community College District become the property of the colleges once they are submitted. Applications 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.

Moorpark College participates in an array of federal and state financial aid programs. All students are encouraged to apply for financial aid. You can do this by either completing the Free Federal Application for Student Aid (FAFSA) at www.fafsa.gov or if you are an AB540 student completing the California Dream Application at dream.csac.ca.gov. Apply early as some funds may be limited. For further information and deadlines, please visit the financial aid office website at www.moorparkcollege.edu/finaid or stop by the office located in Fountain Hall.

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 their primary school and 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 are not permitted to enroll until the semester begins and must also have the written consent of the college instructor whose class they wish to attend.
- 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, and at the college Admissions and 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.

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 Admissions & 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 documents is available on the college website and from the Admissions & Records Office.

Non-citizens holding immigrant and non-immigrant visas (other than F1 or M1) may be eligible to establish California residency if allowed under the terms of his/her visa, and upon presentation of acceptable residency documentation. The student will initially be classified as a nonresident and required to present the following items at the Admissions & Records Office:

- Visa
- Documentation that verifies that the student has resided in California for one year and one day preceding the first day of the semester, and that the student has taken actions consistent with the intent to establish California residency.

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. 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).

U.S. citizens or permanent residents who previously held California residency and are returning to the state after an absence, and Non-citizens without lawful immigration status shall be classified as a nonresidents but may be exempted from payment of nonresident tuition pursuant to AB 540 provided they submit verifiable documentation to certify that they meet all of the following criteria:

- Attendance at a California high school for three or more years; and
- Graduation from a California high school or attainment of the equivalent thereof, (CHSPE, GED acceptable); and
- Submission of the self-certifying affidavit required by the California Community Colleges' Chancellor's Office; and
- Submission of additional verifying documentation as required by the college (e.g. high school transcripts).

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria listed below and that qualify to use Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A "covered individual" is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

Students eligible for VA education benefits must provide a "Certificate of Eligibility" (COE) by the VA that will confirm the approved education benefits for the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement (TOE) to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code). The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", may also need to be submitted to assist with confirming the "covered individual" status as it will show the effective date of the veteran's discharge from active service.

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.

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 Admissions & Records Office.

Military Personnel and Dependents

A student who is a member of the Armed Forces of the United States stationed in this state on active duty (except a service member assigned for educational purposes to a state-supported institution of higher education), or a student who is a dependent (natural or adopted child, stepchild, or spouse) of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that service member is subsequently transferred out of California on military orders but continues to serve in the U.S. Armed Forces, or is subsequently retired from military service, neither the service member nor his or her dependent shall lose resident classification for tuition purposes so long as he or she remains continuously enrolled at the institution.

MILITARY VETERANS

Active duty military personnel and their dependents, military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other nonresident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

The one year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

International Students

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) 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 the Admissions and Records Office, or see the International Students Program section for more information.

International Student Admission Requirements and Procedures (F-1 Visa students 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 essay (in English) describing education background, special interests, goals, 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 and submitted. College/University coursework must also be evaluated by a school approved evaluation service.
- 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 \$23,154 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 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 printout 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, immediately upon start of classes. Students must go through the normal competitive hiring process for student workers. After the first nine months of study, foreign students may request permission to work off-campus. Contact the International Students Office for information regarding potential off campus employment, (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 Student Success and Support Program

See APPENDIX XII for Details

Student Success and Support Program assists all students in attaining academic success. It is a partnership 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 that the student must take to achieve his/her educational goals.

The following Student Success and Support Services activities must be completed before registration:

- online and/or In-person orientation,
- assessment testing for math and English prerequisite clearance and course placement recommendations, and
- Student Educational Plan (SEP)

Additional requirements and exceptions apply. Consult APPENDIX XII at the end of this catalog for full policy and procedures regarding Student Success and Support Services.

Registration Procedures

See APPENDIX XV for details on Enrollment Priority. 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.

Be aware that instructors may drop students who are registered or waitlisted but fail to attend the first day of class.

New Students receive enrollment priority after completing orientation, assessment and a student educational plan. These may be accomplished in different ways including but not limited to completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one- or two-semester "abbreviated" educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

Continuing Students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation for two consecutive terms, and have an active educational plan based on an informed program of study. Transfer units are not used to calculate enrollment priority.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.

- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

Returning Students who have not attended in at least one year, who have completed fewer than 90 units and have completed orientation assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

Special Admission Students register behind other groups as designated by state mandate. Where the district has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other special admission students. 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.

Early Priority Registration will be granted to students who are identified as foster youth or former foster youth (through age 24); eligible for services through the EOPS, ACCESS (DSPS) and/or CalWorks; students who are military veterans or active duty service members, providing that:

- All students in these groups have completed orientation assessment and an educational plan (with the sole exception that a DSPS student may have enrollment priority expressly listed as an accommodation).
- Continuing students who are EOPS, ACCESS (DSPS), CalWORKs and active duty or military veterans are in good academic standing, and have not earned more than 90 degree applicable units in the district.

The California Community College Board of Governors have established system-wide enrollment priorities designed to ensure that classes are available for students seeking associate degrees, transfer or job training, and to reward students who make steady and efficient progress toward their educational goals. Students who have earned 90.5 or more degree applicable units within the Ventura County Community College District or who are on academic or progress probation for a second consecutive term will lose their registration priority. These changes will affect all enrollment priorities including those in priority level 1 (except foster youth and former foster youth as established by statute).

Prerequisites and Corequisites

All course prerequisites are strictly enforced at registration. Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the VCCCD colleges, or have had external transcripts evaluated in the Counseling Office and received prerequisite clearance.

Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur. Consult the Counseling Office for more information about the challenge requirements and process.

Corequisites require that a student register in both of the linked classes during the same semester. Both classes must be registered at the same time, and waitlisting is not allowed for corequisite courses.

Waitlists

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 course prerequisites are strictly enforced at registration.
- Students must have completed the prerequisite course at this college with a grade of A, B, C or P, or be currently enrolled in the prerequisite class at one of the VCCCD colleges, or must have presented external transcripts to the Assessment Office and received prerequisite clearance.
- Students who do not meet a course prerequisite through college coursework as evidenced on a college transcript may be eligible to challenge the prerequisite requirement. Challenge petitions must be submitted and approved before registration can occur.
- Waitlisting is not allowed for corequisite courses. Corequisites require that a student register in both of the linked classes during the same semester. Both classes must be registered at the same time.
- 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.
- 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.
- Instructors may drop students who are registered or waitlisted but fail to attend the first day of class.
- Students dropped from all enrolled courses due to nonpayment of fees will also be dropped from the priority waitlist.

Appeals

Students who have lost registration priority due to having more than 90 earned degree-applicable units, or for being on probation for two consecutive semesters or dismissal, may appeal for reinstatement of their priority due to extenuating circumstance. The appeal must be supported by verifiable extenuating circumstances. See APPENDIX XV for more detailed information, or contact the Counseling Office.

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 in addition to academic standing. The calculation of total units includes degree applicable units earned only at colleges within the Ventura County Community College District. The registration priority for students who have earned 90.5 or more degree applicable units at the colleges of the VCCCD will have their registration appointment set to the lowest continuing student registration level. This provision will not affect students who are identified as foster youth and former foster youth as established by statute. Students that have lost enrollment priority may appeal due to extenuating circumstances.

My.VCCCD.edu

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 status, appointments and calendars
- Registration, add and drop classes
- Pay fees, purchase parking permits and ASB cards (Student Photo ID Cards)
- Sign up for payment plan
- Financial aid: Track and manage awards
- Check progress toward a degree, certificate or transfer requirements using DegreeWorks
- Access online classes
- View/Print Schedule
- View/Print Unofficial transcript
- Print official enrollment verification
- Search for classes using the registration “shopping cart” or 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 portal 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 the Admissions & 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 Admissions & 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 to Moorpark College 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. Official transcripts are required to be submitted for degree and/or certificate requirements even if the courses are not being used to satisfy requirements. 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

Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle State Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges

- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior 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 as being equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credentials Evaluation Services or one approved by the California Commission on Teacher Credentialing. Evaluations from other professional credentials evaluation services will be reviewed for acceptability on a case-by-case basis. The evaluation must be a Detailed or Comprehensive evaluation that includes course-by-course descriptions, unit values and/or grade point average, and Identification of lower and upper division courses. Evaluations must be mailed directly to Moorpark College from the evaluation service. Contact the Moorpark College Registrar's 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 CSU General Education Breadth or IGETC (except Area 6) certification unless the foreign institution has U.S. regional accreditation. 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.

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 & Records Office for evaluation.



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 23.00 11.50	per unit per 1/2 unit per 1/4 unit
Health Fee (mandatory) Waiver forms are available at the Admissions and Records Office.	\$19.00 16.00	fall/spring summer
Instructional Materials Fees	<i>varies</i>	
International and Nonresident Domestic Student Surcharge	\$14.00	per unit
International Student Application Fee	\$50.00	
MC Student Photo ID Fee (optional) <i>NOTE: year ends last day of summer session.</i>	\$10.00 15.00	per sem per year
Nonresident Tuition: Non-California Resident and International Students	\$235.00	per unit
Student Activities Fee (optional) (collected at the time of registration)	\$5.00	per term
Student Center Fee Maximum of \$10 per fiscal year	\$1.00	per unit
Student Representation Fee (optional)	\$1.00	per term
Credit by Exam Fee	\$46.00	per unit
Audit Fee (non-refundable) <i>NOTE: Auditing students also pay the Health Fee.</i> Students enrolled in 10 or more credit units Students enrolled in fewer than 10 credit units	\$0.00 15.00	no charge per unit
<i>Students who owe outstanding fees may not register until their fees are paid and cleared from the computer.</i>		

Fees/Obligations/Holds

CALIFORNIA RESIDENTS: California residents must pay the mandated enrollment fee. California residents and AB 540 students 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.**

Health Fee - Mandatory

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).

Instructional Materials 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.

Moorpark College Student Photo ID Card

Available for \$10/semester or \$15/year. Your Moorpark College Student ID card may be purchased through your MyVCCCD account when registering for classes. Go to Pay Fees (under the Registration tab) and then click on optional fees and select either the \$10/semester or \$15/year option. You may also purchase this card at the college Student Business office inside Fountain Hall. Once you have paid for your ID card, bring your printed receipt to the Associated Students office in the Campus Center to have your picture taken and ID card made. There are a variety of benefits to purchasing your college student ID. You will receive discounts to Moorpark College Performing Arts events, get in free to all Moorpark College athletic events, and receive discounts from local businesses. For more information, call the Associated Students at (805) 553-4831.

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.

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
- be sponsored by a third party agency (veterans, etc.).

Student Activities Fee

This fee provides support to student life activities, events, and programs sponsored by campus student organizations and departments including the Associated Students and the Student Activities department. Authorized by Education Code 70902(b)9, and approved by the VCCCD Board of Trustees April 2015. This fee may be waived for religious, political, financial or moral reasons. Waiver forms are available at the Student Business Office, 1st floor Fountain Hall.

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.

Student Parking Fee

- 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 or by calling (805) 378-1455. (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		
VEHICLE TYPE	REGULAR SEMESTER	SUMMER SEMESTER
Automobile	\$52.00	\$26.00
BOGW Students	30.00	25.00
Motorcycle	35.00	15.00
Single Day	2.00	2.00
Ridesharing/Carpooling* *To encourage ridesharing and carpooling, the parking permit fee shall not exceed thirty-five dollars (\$35) per Fall and Spring semesters and fifteen dollars (\$15) per Summer semester for a student who certifies that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.	35.00	15.00

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.

Student Representation Fee

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.

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.

Transcript Fee

Official transcripts may be sent upon receipt of a signed written request. Students receive two 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.

Notice: The colleges of the VCCCD are in the process of implementing an online transcript ordering and delivery service. Costs for transcripts will vary based upon the delivery method chosen, and the service will provide a broader range of options to students. Consult the college website at www.moorparkcollege.edu/transcripts for up-to-date information before you request transcripts.

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.

If payment was made by a credit card the refund will be issued back to the card that was used.

- 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.
- If payment was made by a credit card the refund will be issued back to the card that was used.
- 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:

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

Short-term Classes and Summer Session

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

No refunds are authorized thereafter.

Courses Open to Enrollment

All courses and class sections are open to enrollment and participation by any person admitted to the college. The college will only restrict enrollment in a course when the restriction is specifically required by statute or legislation, by prerequisites and/or corequisites, or by health and safety considerations. Other limitations can include facility limitations, faculty availability, funding limitations or other constraints imposed by code, regulations or contracts. The college can provide special registration assistance to the disabled or disadvantaged student. And, the college can enroll students in accordance with a priority system adopted by the local Board of Trustees that can apply a "first-come, first-served" basis of enrollment.

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 Associate 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.

Selective Service Registration

The colleges of the Ventura County Community College District, in accordance with AB 397 added by statutes 1997, c. 575, E.C.s 66500 & 69400, is alerting all male applicants for admission who are at least 18 years of age and born after December 31, 1959 to be aware of their obligation to register with the Selective Service. In order to receive Federal student aid, you must be registered with the Selective Service. For more information, refer to: www.sss.gov.

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

Half-time 6-8.5 units

Less than half-time half a unit to 5.5 units

- EOPS Services: 12 units
- Athletic Eligibility: 12 units
- Student Government: 5 units for Board members
- Student Employment: 12 units (generally); 6 units or less if eligible for CalWORKs, EAC, or EOPS or financial aid work study funds

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ACADEMIC POLICIES

Attendance

All students, both registered and on the waitlist, are expected to attend the first class meeting. Instructors are required to drop all registered and waitlisted students who do not attend the first day of class and those who quit attending prior to the census date for each class. They may, but are not required to, drop registered students who quit attending after census but before the final drop deadline for each class. Students are responsible for dropping their classes and withdrawing from the college, and should initiate the drop themselves.

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 Ventura County Community College District (VCCCD) 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 – 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)

Pass ("P") is used to denote "passed with credit" when no letter grade is given. Credit is assigned for work of such quality equivalent to a letter grade of "C" or better.

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 prior to Fall 2015)

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.

W - Withdrawal

Withdrawing from semester-length classes: Students may withdraw from full semester-length classes through the end of the 14th week. A grade of “W” will be posted to the academic record for withdrawals that occur between the class census date and the end of the 14th week. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after the end of the 14th week will receive a grade other than “W” on their academic record.

Withdrawing from short-term classes: Students may withdraw from short-term classes through 75% of the total number of class meetings. A grade of “W” will be posted to the academic record for withdrawals that occur between the class census date and the 75% deadline. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after 75% of class meetings will receive a grade other than “W” on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

MW - 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.

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

14 graded units	30 grade points
(+2 CR)	

$30 \div 14 = 2.14$ 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 replaced 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. 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.

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 (16% for short-term courses) 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 (16% for short term courses) percent deadline has passed, the request cannot be withdrawn. It is the student’s responsibility to file appropriate form by the 30% (16% for short-term courses) 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. 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.

Notice: 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 Admissions & Records.

Withdrawal from Class

Withdrawal from a class or from the college is primarily the responsibility of the student. Withdrawals may be done online or in person at the Admissions & Records Office. It is the student's responsibility to understand how a withdrawal will affect their academic records, academic standing, ability to repeat the course, eligibility for financial aid, athletic participation veterans' educational benefits and other programs, services or benefits. Instructors have a responsibility to drop students under certain circumstances as identified below.

Deadline dates for withdrawing from a class may be found on the student's Schedule/Bill and in the online searchable schedule of classes in the CRN notes – click on the CRN to view notes. Students who do not officially withdraw by the stated deadlines will receive an evaluative grade (A-F, P or NP). Withdrawal after the final deadline may be permitted if it is determined that extenuating circumstances prevented a student from completing and withdrawing from a course. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the student's control. Supporting documentation will be required. Students should contact a counselor or the Admissions & Records Office to initiate a Petition to Change a Grade to W. A graded course that has been used to satisfy degree, certificate or transfer requirements will not be changed to a W.

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

A grade of "W" is not calculated in the grade point average (GPA). Courses that receive "W" grades are counted as an enrollment attempt and will affect a student's ability to repeat the class. Students will be blocked from repeating any course in which they have already received three W, D, F or NP grades in any combination. See APPENDIX XIV – Course Repetition Policy for details. "W" grades are also counted in the determination of a student's academic standing, and excessive "W"s will be cause for placing students on progress probation. Students are encouraged to consult a counselor regarding the full impact of "W" grades.

Instructor-initiated drops: Instructors are required to drop by the census date any student who has never attended class or who has quit attending class. They may drop students who do not attend the first class meeting. The census date for each class is determined by the length of the class and may vary. Instructors may but are not required to, drop students after the census date for excessive absences. Absence is generally considered excessive if a student misses 1/9 or more of the total number of classes (2 weeks of a full –semester class); however, the nature of the class may require a stricter absence policy. Consult the class syllabus or instructor for more information.

Withdrawing from semester-length classes: Students may withdraw from full semester-length classes through the end of the 14th week. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the end of the 14th week. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after the end of the 14th week will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

Withdrawing from short-term classes: Students may withdraw from short-term classes through 75% of the total number of class meetings. A grade of "W" will be posted to the academic record for withdrawals that occur between the class census date and the 75% deadline. No grade will be posted to the academic record for withdrawals that occur before the class census date. Students still enrolled after 75% of class meetings will receive a grade other than "W" on their academic record.

The census date for each class is determined by the length of the class and may vary. Consult the class syllabus or instructor for more information.

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.

Course Repetition: Limitation on Enrollments & Withdrawals

See APPENDIX XIV for details. 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.

Consult APPENDIX XIV of this catalog for full policy and procedure information regarding course repetition.

Academic Renewal Without Course Repetition

See APPENDIX XVI for details. Students may petition to have a portion (maximum of 24 semester units) of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District (VCCCD) when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree, certificate, or transfer.

Academic renewal may not be applied to any course that has been used to satisfy associate degrees, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements.

Consult APPENDIX XVI of this catalog for full policy and procedure information regarding academic renewal.

Probation, Dismissal, and Readmission

See APPENDIX XIII for details. 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.

Consult APPENDIX XIII at the end of this catalog for full policy and procedures for Probation, Dismissal and Readmission practices. Continuing and returning students who have been on progress or academic probation for two consecutive terms, or are dismissed, will lose their registration priority.

Students who lose their registration priority due to their academic standing may appeal for reinstatement of that priority if they can demonstrate extenuating circumstances. Extenuating circumstances, for this purpose, are defined as:

- Accident
- Illness
- Other circumstances beyond the control of the student

Extenuating circumstances must be supported by verifiable documentation; examples of such documentation include statements from doctors or hospitals, police or insurance accident reports. Approval will result in reinstatement of registration priority.

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 to full-time students who complete a program of letter-graded coursework with a 3.50 grade point or higher during a semester. Pass/No Pass units are not considered in the full-time 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.
9. Do not create any social networking page on behalf of Moorpark College or claiming to represent Moorpark College.

PRIVACY ON THE INTERNET: Please be aware that any electronic mail is not private since classes will be sharing a mailbox, and that the College reserves the right to access any such information on College-owned servers.

RESPONSIBILITY FOR INFORMATION ON THE INTERNET: Through the Internet, the College provides access to public and private outside networks which furnish electronic mail, information services, bulletin boards, conferences, etc. Please be advised that the College does not assume responsibility for the contents of any of these outside networks.

OBSCENE MATERIAL: District information resources should not be used for knowingly viewing, downloading, transmitting, or otherwise engaging in any communication which contains obscene, indecent, profane, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct. This policy does not prohibit the use of appropriate material for educational purposes, nor limit academic freedom. However, knowingly displaying sexually explicit or sexually harassing images or text in a private and/or public computer facility or location that can potentially be in view of other individuals is prohibited.

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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, 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 are offered for personal and scholastic development such as writing, reading, math, and study strategies. These classes are available to assist students needing additional basic skills preparation for college-level coursework and, although they are designed for students with disabilities, these courses are open 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, Career, and Disability Advisement
- Alternate Media Formats
- ASL Interpreters
- Assessment
- 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

Admissions and Records

The Admissions & Records Office performs a variety of functions and services that facilitate student access to the college from preadmission through the achievement of their educational goals. Admission functions include preadmission guidance, admission, residency determination and reclassification, registration and program adjustments. Records office functions includes processing grades, transcripts, applications for degrees, certificates and transfer certification, enrollment verifications and determination of eligibility for veteran's benefits and Intercollegiate Athletics.

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, soccer, volleyball, cross country and baseball. 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 State 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 (CCCCAA). 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. Several years of data shows that Moorpark College student athletes earn higher grades and complete their degrees at a much higher rate than non-athletes.

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

Behavior Intervention Team (BIT)

Any college-related conduct or behavior that may impact a student's ability to achieve his or her educational goals may be a potential violation of the Student Code of Conduct and is a concern to members of the college community. This disruptive conduct may be referred to the Behavior Intervention Team for investigation and possible assistance, referral, or disciplinary action.

CalWORKs

CalWORKs (California Work Opportunity and Responsibility to Kids) 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.

Students will:

- increase skills by completing an educational program that enables students to be successful in the Welfare-to-Work program and to achieve long-term self-sufficiency through coordinated student support services.

Some of the services the CalWORKs program provides are:

- academic and career counseling
- coordination and advocacy with your county welfare department
- help with college costs
- employment services (on/off campus workstudy)

CalWORKs Eligibility Criteria

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

- parent(s) of minor children
- limited income
- commitment to a welfare to work program that combines 20-30 (35 for couples) hours a week of school, based on eligibility or other approved activities

For additional information about CalWORKs at Moorpark College, call (805) 553-4055 or visit the website at:

www.moorparkcollege.edu/apply_and_enroll/calworks/index.shtml.

Units of Credit

Our district, consistent with other districts across the state, adheres to the Carnegie Unit Model for time spent in class and for time a student is expected to spend out of class in order to conduct required reading and homework.

- For every lecture hour that a student spends in class each week, the Carnegie Unit Model calls for a student to spend two hours outside of class reviewing the material from lecture, reviewing notes, reading, and/or completing required homework.
- In courses that are "hands-on" and include lab time incorporated into the instruction, such as a word processing course or automotive repair course, there is very little homework involved. Because of the "hands on" nature of this type of instruction, the required weekly hours for such a course or program are typically on-site at the colleges. The scheduled hours are posted within the printed college schedule for the given semester. In addition, every course and program offered by the three colleges is described in each of the respective college catalogs. The course and program descriptions clearly specify whether a course/program is straight lecture or lab based.

- In cases where you have a CalWORKs participant with learning or physical disabilities, extra time may be needed in order to accommodate the special student success needs of such students. College counselors and/or Educational Assistance Center (EAC) personnel at each of the colleges will advise and/or assist County case workers with estimation of weekly schedules for any student with special needs.

The chart below serves to illustrate the various configurations and weekly schedules that a student, depending on the unit load, may be required to follow in order to succeed with their course of study.

VCCCD Based on Carnegie Unit Model Total Weekly Number of Hours Based on Number of Lecture Units Being Pursued by a Student		
Academic Units for In-Class Lecture Time	Two-to-One Ratio of Hours for Outside Class Study Time, i.e., Reading Time, Homework	Total Number of Weekly Hours that a CalWORKs Student Will be Actively Dedicated to Educational Program
1 Unit	2	3
2 Units	4	6
3 Units	6	9
4 Units	8	12
5 Units	10	15
6 Units	12	18
7 Units	14	21
8 Units	16	24
9 Units	18	27
10 Units	20	30
11 Units	22	33
12 Units	24	36
13 Units	26	39
14 Units	28	42
15 Units	30	45
In-Class Lab Formula (i.e. "Hands-on Training" Programs)		
20 Lab-based Instructional Hours	*20 All Work Typically Performed by Student In-Class, Lab, Shop, Unless Required Otherwise by Instructor or Program	20 Weekly Hours
NOTE: The weekly hourly schedule described above does not include any time that a CalWORKs participant may be required to conduct extra-curricular activities (i.e. field trips), student services orientations outside of class, counseling sessions, tutoring sessions, or travel time to and from campus, etc. Credit for acceptable activities will have to be determined as such by County personnel who, ideally, will discuss any related concerns with appropriate college staff.		
*There are some training programs, such as Film Television Media at Moorpark College that utilize both the straight lecture formula and the lab-based formula to deliver their instruction to students.		

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 events (spring), Major/Career Info Sessions (varies), College Specific events (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.
- posting 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@vccd.edu or visit our websites at <http://www.moorparkcollege.edu/career> or <http://www.moorparkcollege.edu/transfer>.

ASSIST: A Link to Transfer Information

ASSIST is a computerized transfer information system that can be accessed online from any computer, including those available for use in the 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 34-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/departments/student-services/counseling-office>.

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 a Comprehensive 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 30 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 goals.

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 Fountain Hall 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 with quick questions. Check the website above 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 call (805) 378-1428 to make a "Personal Counseling" appointment with the Counseling Office or (805) 378-1413 to make an appointment for mental health counseling at the Student Health Center.

Extended Opportunity Program & Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

Moorpark College has two programs to assist low income and educationally disadvantaged students achieve their educational goals: Extended Opportunity Program & Services (EOPS) and Cooperative Agencies Resources for Education (CARE).

The EOPS Program is a state funded program that offers financial assistance and comprehensive support services for low income, socially and educationally disadvantaged students. Our staff is available to EOPS students every step of the way to ensure they maximize the use of the available support services, meet educational and personal goals and/or transfer to a four-year college or university.

CARE is a supplemental component of EOPS created to provide educational support services and activities to EOPS eligible, single heads of household, with at least 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/CARE services available for non-traditional, low-income students.
- understand the requirements to attend college.
- use the college's educational resources, and financial aid.

- use 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
- Priority Registration
 - EOPS/CARE Grants
 - Parking Vouchers
 - Laptop and Calculator Loan program

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:
 - Student must be eligible to receive a Board of Governor's Fee Waiver A or B (BOGFW). To be eligible to receive a BOGFW "A", 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.
 - Student must be eligible to receive a Board of Governor's Fee Waiver (BOGFW "B"). To be eligible to receive a BOGFW "B," a student's total family income for, including taxable and nontaxable income, cannot exceed \$16,755 for a family of 1; \$22,695 for a family of 2; \$28,635 for a family of 3; or \$34,575 for a family of 4. Families larger than 4, add \$5,940 for each additional dependent (effective July 1, 2013).
- Meet at least one of the following EOPS educational conditions:
 - non-high school graduate.
 - High School G.P.A. below 2.5.
 - have been previously enrolled in remedial courses.
 - not eligible to enroll in MATH M05.
 - not eligible to enroll in ENGL M01A.
 - first generation college student.
- CARE ONLY- at least 18 years old and a single head of household, current recipient of assistance from CalWORKs/TANF for themselves or their dependents, and have one child under 14 years old.

EOPS Application Procedure

- Apply for a Board of Governor's Fee Waiver (BOGFW) and/or Free Application for Federal Student Aid (FAFSA).
- Apply for the EOPS Program by filling out the EOPS application. Provide official or unofficial transcripts from high school and prior colleges (if attended).
- Once application and documentation is reviewed and deemed eligible, the student must attend a mandatory EOPS Orientation.

Maintaining Eligibility

In order to remain eligible for the EOPS program, each EOPS student must make 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 educational planning.

For further information about the EOPS/CARE program call (805) 378-1464 or visit the EOPS Office on the 2nd floor of Fountain Hall or the EOPS website:

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, or the California Dream Act at <https://dream.csac.ca.gov/>. For current information and guidelines, please contact our office or refer to our financial aid website at: <http://www.moorparkcollege.edu/departments/student-services/financial-aid>.

Financial Aid Goals and Objectives:

- Provide student centered service, information, and identify financing options to students seeking financial assistance
- Maintain efforts to minimize the student loan default rate
- Identify, outreach to, and increase both financial aid participation and student access to locally defined un-served and underserved student populations
- Increase awareness on campus and at local high schools of financial aid

Students will:

- be aware of and connected to financial literacy tools via Cash Course, <http://www.cashcourse.org>
- expand critical thinking and communication skills through online, video, email and text campaigns
- create and value timely file completion and the award and disbursement process
- feel welcomed, acknowledged, and supported by first year experiences such as financial aid 101 videos and online orientations
- be engaged to increase their awareness of upcoming BOG regulation changes

For more information about Financial Aid, call (805) 378-1462 or visit our website.

For Financial Aid Programs, see **APPENDIX IX**.

Library and Learning Resources

Library and Learning Resources includes 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/departments/student-services/library>.

The Collection

The library collection includes approximately 100,000 volumes, and more than 270 periodical subscriptions. The collection also includes more than 50 electronic databases as well as microfilm, music and books on 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 "Library Resources."

Electronic resources, including newspaper and magazine articles, as well as scholarly journal articles, e-books, and literary criticism are available through 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 or email at mcreference@vcccd.edu.

Checkout privileges: The library is open to everyone; however, in order to borrow materials, you must be a registered Moorpark College student. Your student ID number serves as your library card. If you do not know your student ID number, simply access your MyVCCCD account to find it. Students may need to show a valid identification and a class schedule if their name is not in the library's database. Students are asked to have no more than five items checked out at one time. The loan period for most materials is set at three weeks. Reference books and periodicals cannot be checked out.

Computers and printing: The Library provides more than 100 computers for students 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 if you use cash and \$0.10 per page if you use a copy card.

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 for use in the library. Reserve materials may be requested by discipline and/or the instructor's last name at the Circulation Desk.

Interlibrary Loan:

- **Borrowing from Oxnard College or Ventura College Libraries:** Current Moorpark College students, faculty, and staff may check out books from Ventura College and Oxnard College libraries through the Library Catalog.
- Should the District libraries not have adequate resources for a student's research project, the library may borrow needed materials from other institutions. The interlibrary loan service is available to registered students, faculty, and staff.

If you wish to use interlibrary loan, please consult a reference librarian for assistance and additional information.

Learning Resources

The Teaching and Learning Center

The Teaching and Learning Center (TLC) at Moorpark College provides academic support to students and professional support for instructors in order to improve student retention and success. Academic Support for students is available through the Learning Center, College strategies courses, Computer Labs, and Language (Lab) Center.

Learning Center

The Learning Center offers tutoring in math, writing, and general study skills applied across all disciplines. Additionally, the Learning Center is expanding tutoring in more disciplines, including, but not limited to, biology, chemistry, sociology, and history. 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.

Location: 3rd floor of Library Learning Resources building

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

Students who use the Learning Center will be able to apply learning strategies and basic skills to succeed in college. The Learning Center enables 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.

Math Center

The Math Center is the part 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. Math Center faculty and tutors guide students in developing the mathematical, analytical, and quantitative skills they need to succeed in 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;
- 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 reasoning.
- identify their individual strengths and weaknesses in Mathematics.
- use the resources available to support their acquisition of the skills necessary to succeed in college level Mathematics and Science courses.
- 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 part of the Teaching and Learning Center that specializes in the writing, reading, and study skills needed for success in all levels of course work and in preparation for professional life. Writing Center faculty and tutors provide support and instruction in the following formats:

- assignment consultations
- individual tutoring
- online tutoring (web-hosted for live communication or by e-mail)
- workshops
- poetry readings, guest writers, and special events

The Writing Center also provides web-hosted instructional software and downloadable writing guides/resources, print handouts on writing and study skills, Directed Learning Activities, and Individual Academic Achievement Plans.

All services are free to currently enrolled Moorpark College students. 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. To schedule online tutoring, send a request to mcwritingcenter@vcccd.edu.

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

Writing Center Learning Outcomes

In support of the aims for Writing and Reading across the Curriculum (WRAC) at Moorpark College, the Writing Center prepares students to:

- identify their individual writing or reading comprehension strengths and weaknesses;
- use the resources that support their acquisition of college-level syntax and academic literacy;
- apply strategies for initiating the writing process including identifying or refining a topic, using pre-writing methods, applying an appropriate rhetorical strategy;
- revise (structure, development, and flow) and edit (grammar, punctuation, mechanics, and format) to improve the quality of their work;
- comprehend, analyze, and integrate source material in a method appropriate to their disciplines and adhering to ethical codes of source use.

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.

- **College Strategies (COL M01):** Develops students’ learning strategies for college success. Teaches awareness and practice in critical thinking, study methods, learning styles, time management, test preparation and test taking, and self-regulated learning.
- **Tutoring Methods (COL M02):** Introduces methods for tutoring individuals and groups. Examines learning theories and instructional pedagogies, and provides opportunities for application of skills to tutoring sessions.

Computer Labs

The Open Access Lab on the 1st floor of the LLR building has 140 computers, and additional computers are available on the 2nd and 3rd floors. These labs are open to all currently enrolled students, and they offer Internet access, printing, scanning, Office software, and 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 Center

The Language Center (LLR-305) is a multimedia classroom where instructors offer tutoring, help with strategies for learning culture and language, and provide information about language learning opportunities to students enrolled in language courses. Language instructors may also reserve the room for their classes. Students currently enrolled in language courses may use the facility for independent language study during library hours, including when classes are present, with permission of the instructor.

Student Outreach

The Moorpark College Outreach Office facilitates the enrollment process and works with the local community to inform them of the many educational opportunities available at Moorpark College. The Outreach Office works with the community and prospective students to:

- obtain information needed to make a well-informed decision about enrolling at Moorpark College.
- understand the unique enrollment requirements applicable to potential students.
- have knowledge of Moorpark College and its student services and academic programs.
- coordinate on-campus and community outreach events.
- bring awareness to campus resources.

The Outreach Office conducts campus tours and coordinates campus visits. It is located in Fountain Hall (FH) Room 118. For more information contact (805) 378-1409.

Student 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 student organizations, Moorpark College offers students various ways to be involved on campus.

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 appreciation of 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 uniqueness and potential through practical applications of critical thinking, civic responsibility, and leadership. Find out how to get involved by stopping in the Student Activities office inside the Campus Center.

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 40 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 Biology Club, Business Students Association, FLEX Club, FAME Club, Chemistry Club, Engineering Club, History Club, Honors 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 Associated 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 and Management Program

America's Teaching Zoo is one of two community college teaching zoos in the United States. The 5-acre zoo is open for shows and tours every weekend from 11:00 am-5:00 pm. During the weekdays, pre-approved Moorpark College classes, school programs and special events may be scheduled. For information, call (805) 378-1441 or go online at <http://zoo.moorparkcollege.edu>.

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 an annual spring event organized by faculty with the support of staff and students as a creative and experiential day of teaching and learning. Established in 1990, the goal of the day of alternative instruction is to enhance the college mission of preparing students to 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 students, faculty, staff, 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 through the shared experience of reading and discussing important ideas generated by a common book. For the current selection and related events, visit http://www.moorparkcollege.edu/services_for_students/library/ocob.shtml.

Performing Arts (Dance, Music, Theatre and Film/Television)

Performance opportunities for students abound at Moorpark College! Among the many outstanding musical groups performing regularly are the Symphony Orchestra, Wind Ensemble, Choral Ensembles, and Jazz 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 to offer our students each semester. 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, 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, film and audio production, and venue management.

These organizations and groups are active throughout the academic year with over thirty productions a year in Dance, Music, Theatre and Film/Television 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/pac>.

The Read

The Read is a poetry reading featuring guest poets as well as Moorpark College faculty, alumni, and student poets. The Read takes place on the third Wednesday of each month at 5:30 p.m. on the third floor of the Library/Learning Resources building. Visit the English Department website: <http://www.moorparkcollege.edu/departments/academic/english-department/the-read>.

The Write

The Write is a writing workshop for student writers of poetry and fiction. It takes place on the first and third Wednesdays of each month from 3:00 to 4:00 p.m. in Library/Learning Resources 318. Visit <http://www.moorparkcollege.edu/departments/academic/english-department/the-write>.

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 science & religion, environment, democracy, and myth & reality. These themes are aligned with other activities such as **One Campus One Book** to create a campus-wide learning community.

Publications

Moorpark College produces many publications each year, advertising special programs, performances and services for the campus and the community. Three 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 corresponding print editions each semester. Written, edited, photographed, video-captured, and produced entirely by students, the StudentVoiceOnline.com and the Student Voice in print provide 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 Adviser. 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 that 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**, the campus creative arts journal, publishes original student writing and art each spring. To join the staff, take ENGL M47. For more information, including how to submit materials, go to <http://www.moorparkcollege.edu/review>.
- **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. Essays considered for the Student Writing Awards are submitted to SEA for publication; final selections are chosen and edited by students in ENGL M47. For more information, visit the English Department website: <http://www.moorparkcollege.edu/departments/academic/english-department>. Copies are available for purchase in the college bookstore.

Student Health Center

Program Purpose: to provide physical and mental health services which support students in reaching their academic goals.

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.

Medical Services

Students may participate in illness assessment and treatment, sexual health exams/birth control and STD testing/treatment, health counseling, nutrition counseling, physicals for academic programs, immunizations, TB clearance and more. Most services are free, but a nominal fee may be required for lab work and medications. All services are CONFIDENTIAL, and non-punitive help is available for health problems resulting from drug use and other addictive behaviors.

Mental Health Counseling

We are here to assist students with any life issues, ongoing or emerging mental health conditions, and crisis intervention. Counseling is short-term and free of charge.

Medical Withdrawals

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

Optional Health Insurance

Optional Health Insurance and Optional Dental Insurance applications are accessible either on our website or at our Student Health Center 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 staff, or directly to the Student Health Center. All student accident reports and insurance claims are processed through the Student Health Center. The Student Health Center will help students complete accident report, insurance claims, and will answer any questions.

Appointments preferred, call (805) 378-1413 or visit us in the Administration Building, room 111. http://www.moorparkcollege.edu/services_for_students/health_center/index.shtml.

Veterans' Educational Benefits

Moorpark College offers courses approved for Veterans Administration (V.A.) benefits under Chapters 30, 31, 32, 33, 35, and 1606/1607. All veterans and eligible dependents are required to meet with the Veteran's Counselor from the Counseling Office to develop a Veterans' Educational Plan before enrolling. Veterans are entitled to registration priority even if they do not plan to use their educational benefits while attending Moorpark College.

Enrollment can only be certified to the V.A. when a student has completed the following:

- Official transcripts of all previous coursework taken at colleges or universities, including military education (SMART transcripts) are filed with the V.A. Certifying Official in the Admissions & Records Office.
- DD214 discharge documents and Certificate of Eligibility are filed with the V.A. Certifying Official in the Admissions & Records Office.
- Veteran's Educational Plan is filed with the V.A. Certifying Official in the Admissions & Records Office.
- Registration for all classes in the semester to be certified.

V.A. Certifying Official must be notified of any changes in academic program, marital or dependent status, or address. The Moorpark College V.A. Certifying Official is located in the Admissions & Records Office and can be reached at (805) 553-4106 or online at http://www.moorparkcollege.edu/services_for_students/veterans_services. The California Department of Veteran Affairs can be reached directly at 1 (800) 952-5626 or www.cdva.ca.gov. The Department of Veteran Affairs can be reached at 1 (888) 442-4551 or www.va.gov.

High School at Moorpark College

Mission Statement

The High School @ Moorpark College is committed to providing a safe, nurturing and innovative educational experience through interdisciplinary learning communities and high academic standards that produce responsible citizens, effective communicators, and creative problem solvers that have a passion for learning, and who are capable of achieving their full potential with the skills to successfully compete in an ever changing global environment.

The School

The High School @ Moorpark College is accredited by the Western Association of Schools and Colleges. It is one of California's more than sixty-five Early and Middle College High Schools that prepares college bound students in a rigorous program of academic excellence. Students from over 25 different Ventura County, San Fernando Valley and Los Angeles County public, private and home schools come together to create a dynamic learning community. The High School @ Moorpark College is open to students in the 11th and 12th grades only. The school year is divided into two semesters. High school classes are Monday through Thursday from 1:00 p.m. to 5:30 p.m., with a half-hour nutrition break and Fridays from 9:00 a.m. to 12 noon. Students attend college courses mornings, evenings, and Fridays. Students take English, social studies, and elective classes at the high school level, and complete their math, science, and additional graduation requirements at Moorpark College. Students earn both high school and college credit for each class. This dual enrollment process allows students to graduate high school with a year or more of college credits already completed.

Grading

The High School @ Moorpark College issues one progress grade report per semester; however, only semester grades appear on the student's permanent record at the end of each semester, in December and May. Grades are weighted for college courses. A 4.0 grading scale is used as follows: A = 95%, B=85%, C=75%, D=67%.

Graduation Requirements

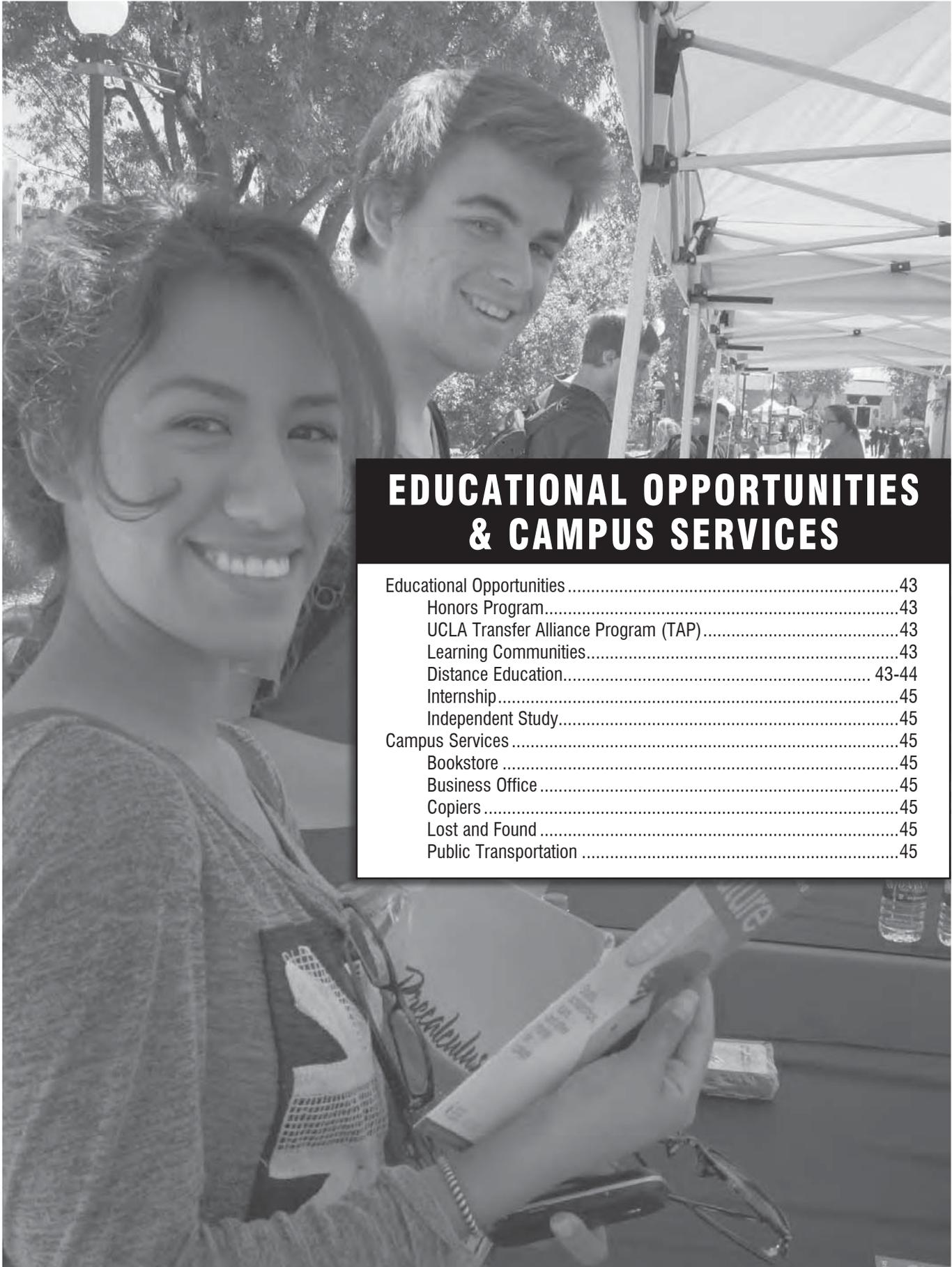
Each semester high school course earns five credits. A college unit of 3.0 or high equals two semesters of high school credit. Students are required to pass the English Language Arts and Math California High School Exit Exams (CAHSEE) with a score of 350 or above, complete 10 hours of community service for every year in Moorpark Unified School District and 230 credits in the following areas:

SUBJECT	CREDITS	REQUIRED
English	40	4 years
Mathematics	30	3 years
Science	30	3 years
World History	10	1 year
U.S. History	10	1 year
Art OR Foreign Language	10	1 year
Physical Education	20	2 years
Political Systems	5	1 semester
Economics	5	1 semester
Health	5	1 semester
Electives	65	Throughout High School

Translation of College Units to High School Credits

COLLEGE UNITS	HIGH SCHOOL CREDITS
1.0	3.0 (5.0 for Physical Education Only)
2.0	6.0
3.0	10.0
4.0	13.0
5.0	16.0
6.0	20.0





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EDUCATIONAL OPPORTUNITIES & CAMPUS SERVICES

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 is designed for high-achieving students. It aims:

- to provide an enriched learning experience in an environment that nurtures growth of the whole student, intellectually, socially and emotionally;
- to promote a community of learners that is supportive of independent thought and creative ideas;
- to promote critical reading, writing, thinking, and leadership skills as necessary tools for continued academic support; and
- to prepare students for competitive 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. Admission to the Program is granted once application with GPA documentation is received and approved, and applicant has attended a mandatory orientation.

Rewards of the Honors Program are many including priority transfer admission to several universities: California Lutheran University, UC Berkeley, UCLA, CSU Fullerton, CSU San Diego, La Sierra University, Loyola Marymount University, Chapman University, Mills College, Occidental College, Pitzer College, Pomona College, University of San Diego, Whitman College, and Whittier College. For more information about the Moorpark College Honors Program, call the Social Science Division Office at (805) 378-1445, or refer to the Moorpark College website at http://www.moorparkcollege.edu/services_for_students/honors_program/index.shtml.

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 access 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 with up-to-date system requirements is available at <http://www.moorparkcollege.edu/dehelp>. 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 often. 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/dehelp, or students can contact the help desk at (805) 652-7777.

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* as of January 2015	
Operating System	Windows XP Windows Vista Windows 7 Mac OS X
Java	JRE 1.6.x
Browser	WINDOWS: Chrome Firefox 24.0 + Internet Explorer 9, 10 or 11 MAC OS X: Chrome Safari 5.1 + Firefox 17.0 +
Mobile Web	iOS 8 iOS 7 (iPhone 3GS/4/4S/5/5C/5S, iPod Touch 4/5, iPad 2/3/4/mini) iOS 6 (iPhone 3GS/4/4S/5, iPod Touch 4/5, iPad 2/3/4/mini) Android 4.0 + Blackberry 7 and 10
Tablet	Android Browser (newest) iOS Safari (newest) MS Surface Internet Explorer 10 Playbook Browser (newest)
Javascript	Enabled
Cookies	Enabled
* Above Requirements are subject to change due to developments in technology. Check http://www.moorparkcollege.edu/dehelp for the most up-to-date technical requirements.	

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@vccd.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 Bookstore, located in the Campus Center, carries digital, rental, used and new books for all classes offered each semester. All textbook information, including available formats and pricing for each title, can be viewed at www.moorparkcollegebookstore.com. You can shop in store or online, and online orders can be held for pick-up or shipped directly to you. If you are shopping in-store, please remember to bring your class schedule and/or listing of books so we may assist you in purchasing books for your classes. We offer cash back for books everyday with your student ID, but we advise the best time to sell back books is during finals week. For more information on hours, events, payment tenders, rental and refund policies visit our website at www.moorparkcollegebookstore.com or call us at (805) 378-1436.

Business Office

The Student Business Office, located in Fountain Hall, provides a variety of financial services. Such transactions include receiving payment for student fees and obligations, health center fees and childcare fees. We also sell Vista bus passes, photography, printmaking and clay cards. Student refund requests are processed through the Student Business Office. For official business, students need to show a Driver's License (or other acceptable photo ID and must know their student ID--social security number will not be accepted). Students can report any problems with parking permits, vending machines, or parking meter machines. For further information, call (805) 378-1437.

Copiers

Coin operated copy machines are available for student use in the Campus Center, Fountain Hall and Library. Printing is available for a small fee in the Open Access Computer Labs.

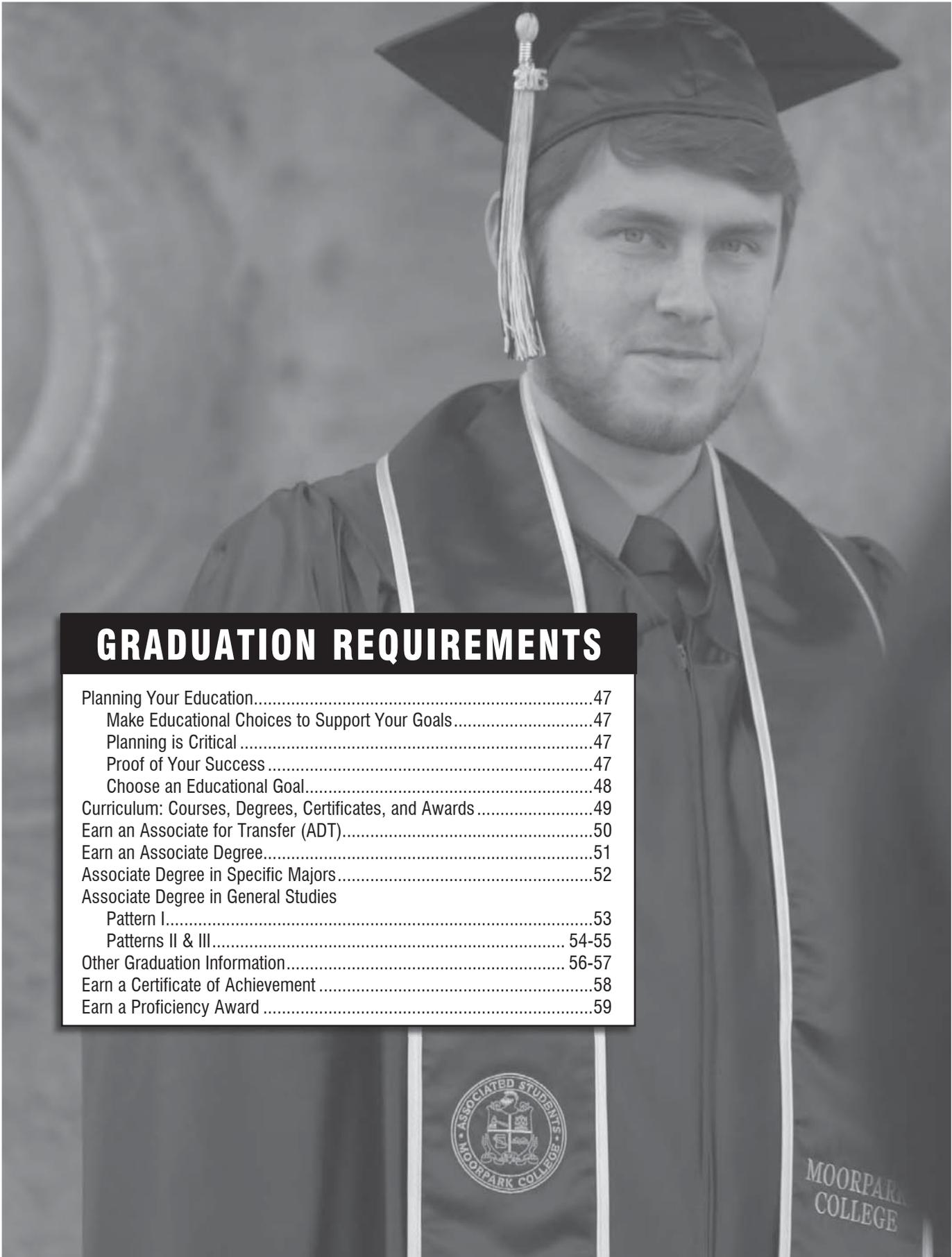
Lost and Found

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 lower level of the three story parking structure across from the Gym.

Public Transportation

The VISTA bus service operates throughout the Conejo Valley with daily stops at Moorpark College. Vista bus passes are available for purchase at the Student Business Office located in Fountain Hall. This is an affordable and convenient way to travel to and from the campus. Bus schedules are available inside the Campus Center student lounge and the Student Business Office. To call VISTA directly, call 1-800-438-1112. Website: www.goventura.org. Bus fees are subject to change.





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MC PROGRAMS: AWARDS, CERTIFICATES, AND DEGREES

Planning Your Education

COUNSELING SERVICES

Patricia Ewins

Dean of Student Learning
Performing Arts & Student Life
(805) 378-1428

INSTRUCTIONAL PROGRAM

Counseling (COUN)

FULL-TIME COUNSELING FACULTY

Traci Allen (Department Chair)

Lydia Basmajian

Wendy Berg (Career/Transfer)

Jolie Bernal (ACCESS)

Chuck Brinkman IV

Pablo Diaz

Jodi Dickey

Herbert English (EOPS Coordinator)

Pamela Kennedy-Luna

Letrisha Mai (Articulation Officer)

Gloria Miranda (EOPS)

Donny Munshower (Career/Transfer)

Giselle Ramirez

Danita Redd

Samantha Simmons

Trulie Thompson

Anitra Evans Tykeson

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.

You should use DegreeWorks, available on the portal, to put together your own "first semester" plan. Then meet with a counselor to develop a Comprehensive Plan to take you all the way through to your educational goals. Work with DegreeWorks and then schedule a counseling appointment to start exploring the possibilities.

What do you want to accomplish at Moorpark College?

- Prepare to transfer to a four-year college or university while earning an Associate Degree for Transfer (ADT).
- 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.

Proof of Your Success

Moorpark College offers four 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.

- **Associate Degree for Transfer (ADT)** are Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degrees and are awarded to students who successfully complete 60 semester units of required general education (either the CSU GE or IGETC for CSU pattern) and specific set of lower division major preparation coursework. Students with an ADT are guaranteed admission into the CSU system to a program deemed similar to that of the degree and will have the opportunity to complete their Bachelor's Degree upon completion of the additional 60 units.
- **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.
- **Certificates of Achievement** require concentrated study in a specific skill or knowledge area.
- **Proficiency Awards** show that you have successfully completed one or more courses in a targeted career or skills area.

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 49.

Associate Degree for Transfer (ADT) to the CSU System

California Community Colleges (CCC) are now offering Associate Degrees for Transfer (ADTs) 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 degrees are designed to provide students with a clear pathway to a CSU major and baccalaureate degree by completing 60 CSU transferable semester units at the community college and 60 units at the CSU campus. Moorpark College currently offers 23 ADTs. Please meet with a counselor to see if one of these ADTs is appropriate for you and meets your transfer educational goal.



Transfer to a 4-Year Institution

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, whether that is a University of California (UC), California State University (CSU), Independent or out-of-state institutions.



Associate Degree

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 General Studies degrees that allows students to choose an area of emphasis from a group of disciplines rather than a specific major. See page 49 for a complete list of requirements for earning an Associate degree.



Certificate of Achievement

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 58 for a complete list of requirements for earning a Certificate of Achievement.



Proficiency Award

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 recorded on student transcripts. See page 59 for a complete list of requirements for earning a Proficiency Award.



CURRICULUM: COURSES, DEGREES, CERTIFICATES, AND AWARDS

COURSES = C

ASSOCIATE DEGREE FOR TRANSFER = ADT

Awarded to transfer students who have successfully completed CSU transferable 60 semester units; in general education (CSU GE or IGETC-CSU pattern), specified major, and/or elective courses.

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.

CERTIFICATE = COA

Awarded to students who have successfully completed specified units in a curriculum area.

PROFICIENCY AWARD = PA

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

CURRICULUM	C	ADT	AA/AS	COA	PA	CURRICULUM	C	ADT	AA/AS	COA	PA	CURRICULUM	C	ADT	AA/AS	COA	PA
ACCOUNTING	X					CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION - BREADTH (CSU GE-BREADTH)				X		HISTORY	X	X			
ANTHROPOLOGY	X	X	X			DANCE	X		X			HUMANITIES	X				
• ARCHAEOLOGY			X			ECONOMICS	X	X				INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)				X	
ART	X		X			EDUCATION	X					ITALIAN	X				
• ART HISTORY	X	X				ENGINEERING	X		X			JAPANESE	X				
• STUDIO ARTS		X				ENGLISH	X	X				JOURNALISM	X	X			
ASTRONOMY	X					ENGLISH AS A SECOND LANGUAGE	X					KINESIOLOGY	X	X			
BIOLOGICAL SCIENCES			X			ENVIRONMENTAL SCIENCE	X					• EXERCISE SCIENCE			X		
• ANATOMY	X					• ENVIRONMENTAL STUDIES			X			• EXERCISE SCIENCE: FITNESS SPECIALIST				X	
• ANATOMY/PHYSIOLOGY	X					• PHOTOVOLTAIC TECHNOLOGY					X	• INTERCOLLEGIATE ATHLETICS	X				
• BIOLOGY	X					EXOTIC ANIMAL TRAINING MANAGEMENT	X		X	X		LEARNING SKILLS	X				
• BOTANY	X					FILM STUDIES	X					MATHEMATICS	X	X			
• MICROBIOLOGY	X					FILM TELEVISION MEDIA (FTVM)	X		X			MULTIMEDIA	X		X	X	
• PHYSIOLOGY	X					• FTVM PRODUCTION				X		MUSIC	X	X			
• ZOOLOGY	X					• FTVM: DIRECTING					X	NURSING SCIENCE	X		X		
BIOTECHNOLOGY	X		X	X		• FTVM: EDITING					X	NUTRITIONAL SCIENCE	X				
• BIOMEDICAL DEVICE MANUFACTURING				X		FRENCH	X					PHILOSOPHY	X	X			
• BIOTECHNOLOGY - MANUFACTURING OPERATOR				X		GENERAL STUDIES: ARTS & HUMANITIES (PATTERNS 2/3)			X			PHOTOGRAPHY	X		X	X	
BUSINESS	X					GENERAL STUDIES: HUMANITIES (PATTERN 1)			X			• COMMERCIAL PHOTOGRAPHY	X				
• BUSINESS ADMINISTRATION		X	X	X		GENERAL STUDIES: LIBERAL STUDIES (PATTERNS 2/3)			X			PHYSICAL SCIENCE	X				
CHEMISTRY	X		X			GENERAL STUDIES: NATURAL SCIENCES (PATTERN 1)			X			PHYSICS	X	X			
CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION	X	X	X	X		GENERAL STUDIES: NATURAL SCIENCE OR MATHEMATICS (PATTERNS 2/3)			X			POLITICAL SCIENCE	X	X			
• ASSOCIATE TEACHER				X		GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERN 1)			X			PSYCHOLOGY	X	X			
CHINESE	X					GENERAL STUDIES: SOCIAL & BEHAVIORAL SCIENCES (PATTERNS 2/3)			X			RADIOLOGIC TECHNOLOGY	X		X		
COLLEGE STRATEGIES	X					GEOGRAPHIC INFORMATION SYSTEMS	X					• NUCLEAR MEDICINE				X	
COMMUNICATION STUDIES	X	X				GEOGRAPHY	X	X				SOIOLOGY	X	X			
COMPUTER INFORMATION SYSTEMS	X					GEOLOGY	X	X	X			SPANISH	X	X			
COMPUTER NETWORK SYSTEMS ENGINEERING	X		X			GERMAN	X					THEATRE ARTS	X	X			
• ADVANCED NETWORK SPECIALIST				X		GRAPHIC DESIGN	X		X	X		• ACTING			X	X	X
• BASIC NETWORK SPECIALIST					X	HEALTH EDUCATION	X					• AUDIO					X
• CISCO SYSTEM NETWORK ASSOCIATE					X	HEALTH INFORMATION MANAGEMENT	X					• COSTUMES					X
• WINDOWS ADMINISTRATION					X	HEALTH SCIENCES	X					• DIRECTING				X	
• WINDOWS ENGINEERING				X								• LIGHTING					X
COMPUTER SCIENCE	X											• MAKE-UP					X
COUNSELING	X											• PERFORMING ARTS MANAGEMENT					X
CRIMINAL JUSTICE/ ADMINISTRATION OF JUSTICE	X	X	X	X								• PLAYWRITING					X
												• TECHNICAL THEATRE	X		X	X	X
												WORK EXPERIENCE AND INTERNSHIPS	X				

EDUCATION PATHWAYS 2015-2016

EARN AN ASSOCIATE DEGREE FOR TRANSFER (ADT)

Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) are degrees that are designed specifically for transfer to the California State University System. The degrees are the results of Senate Bill 1440, a transfer bill that required the California Community Colleges to offer associate degrees for transfer in many of the most popular majors, and for the CSU to provide priority admission to California Community College students who have earned an AA-T or AS-T degree. These degrees can be completed in 60 CSU transferable semester units (or 90 quarter units) and include coursework in general education, major preparation and electives (if needed).

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

To obtain an AA-T or AS-T, the students must complete the following:

1. Choose an Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) degree.
 - AA-T or AS-T in a specific major.
- A. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
Certified completion of the California State University General Education-Breadth (CSU GE-Breadth) pattern (see page 75 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC - CSU) pattern (see page 83 for more information).
- B. Completion of a minimum of 18 semester units or 27 quarter units in a major or area of emphasis, determined by the college 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 or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 §55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a letter grade.
2. Earn a minimum grade point average (GPA) of 2.0. While a minimum of 2.0 is deemed eligible for transfer into a CSU program, some majors may require a higher GPA. Please consult the *assist.org* website and/or with a counselor for more information.
3. 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.
4. Apply for your ADT. The ADT is not automatically awarded when you complete the requirements. Meet with a counselor to file an ADT Application for Graduation in the Counseling Office during the same semester in which you plan to finish the requirements.

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

- | | | |
|-------------------------------------|------------------------------|-------------------------|
| 1. Administration of Justice (AS-T) | 10. Geology (AS-T) | 19. Psychology (AA-T) |
| 2. Anthropology (AA-T) | 11. History (AA-T) | 20. Sociology (AA-T) |
| 3. Art History (AA-T) | 12. Journalism (AA-T) | 21. Spanish (AA-T) |
| 4. Business Administration (AS-T) | 13. Kinesiology (AA-T) | 22. Studio Arts (AA-T) |
| 5. Communication Studies (AA-T) | 14. Mathematics (AS-T) | 23. Theatre Arts (AA-T) |
| 6. Early Childhood Education (AS-T) | 15. Music (AA-T) | |
| 7. Economics (AA-T) | 16. Philosophy (AA-T) | |
| 8. English (AA-T) | 17. Physics (AS-T) | |
| 9. Geography (AA-T) | 18. Political Science (AA-T) | |

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

For the latest information on Associate Degrees for Transfer (ADT), go to www.adegreewithaguarantee.com or www.sb1440.org

Reference: AP 4100 - Last reviewed and approved by the Board in November, 2014.

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/or electives. Associate degrees may be earned in academic disciplines and/or career technical areas.

1. **Major/Area of Emphasis/GE:** Choose from these two options and complete required **General Education and Major or an Area of Emphasis** (18 units minimum):
 - Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) in a specific major.
 - Associate in Arts (A.A.) or Associate in Science (A.S.) in a specific major.
 - Associate in Arts (A.A.) in General Studies, Patterns I, II, or III.
2. **Units:** 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 CSU transferable units)
3. **Grades:** Earn a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063) in every course in the major or area of emphasis. Even though a "pass-no-pass" is allowed it is recommended that students complete all their major coursework for a letter grade (A, B or C). **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. **GPA:** Earn a cumulative grade point average of 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:
 1. Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
 2. Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
 3. 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
 4. A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
 5. A score of 3 or higher on the AP Statistics exam; or
 6. A score of 4 or higher on the IB Mathematics HL exam; or
 7. A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or
 8. Successful passing of the VCCCD math competency exam; or
 9. 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 VCCCD Board of Trustees 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 November, 2014.

ASSOCIATE 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 page 64.
 - 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 and Physical Education/Kinesiology**
 Health Education – one (1) course
 Physical Education, Kinesiology, Intercollegiate Athletics, or Dance activity - one (1) course
2. Choose a major from the following list and complete the courses required for that major. Courses for the major must be completed with a grade of C or better, or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete all their major coursework for a letter grade (A, B or C).
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
Biological Sciences/ Biology
Biotechnology
Business Administration
Chemistry
Child Development
Computer Network Systems Engineering

Criminal Justice/ Administration of Justice
Dance
Engineering
Environmental Studies
Exotic Animal Training Management (EATM)
Film Television Media
General Studies
Geology
Graphic Design

Kinesiology: Exercise Science
Multimedia
Nursing Science
Philosophy
Photography
Radiologic Technology
Theatre Arts: Acting
Theatre Arts: Technical Theatre

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 Associate Degree in the Counseling Office. All of your official transcripts and test scores (such as AP, IB, or CLEP) must be on file with the Admissions and Records Office. See graduation requirements on page 56.

ASSOCIATE 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 64)
2. Choose an area of emphasis from one of three categories listed below:
 - Humanities Emphasis
 - Natural Sciences Emphasis
 - Social and Behavioral Sciences Emphasis
3. Complete a minimum of **18 units in the chosen area of emphasis (6 of the 18 units must be within a single discipline)** with a grade of "C" or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete all their major coursework for a letter grade (A, B or C). (**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.) 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

Humanities Emphasis

The courses that fulfill the **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 M30, M70; **ARTH** M10, M10H, M11, M12, M13, M14; **CHIN** M01, **COMM** M05, M26; **DANC** M01, M03, M10A, M11A, M12A, M31; **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; **FTVM** M03, M11; **FREN** M01, M02; **GERM** M01, M02; **GR** M10, M11, M30; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M07, M10A, M10B; **ITAL** M01, **JAPN** M01, M02; **JOUR** M05; **MUS** M01, M02A, M04, M04H, M08, M09A, M09B; **NS** M17; **PHIL** M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14; **PHOT** M10, M40; **SPAN** M01, M02, M03, M04; **THA** M01, M02A, M04

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; **ANPH** M01; **ANSC** M17; **ANTH** M01, M01H, M01L; **AST** M01, M01L; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17; **BOT** M01, M06; **CHEM** M01A, M01AH, 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; **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.

ANSC M09; **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M15, M16, M17; **BUS** M30; **CD** M02, M03; **CJ** M01, M02, M03; **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; **JOUR** M01; **PHIL** M03; **POLS** M01, M02, M03, M03H, M04, M05, M06; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; **SOC** M01, M01H, M02, M03, M04, M08, M10, M12, M15, M16, M18

ASSOCIATE DEGREE IN GENERAL STUDIES PATTERNS 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.

- Complete CSU GE-Breadth (page 75) or IGETC (page 83).

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

2. Complete local graduation requirements to include:

- **Health Education** (one course/no unit minimum): **CD** M23; **HED** M01, M03, M05, M07; **NS** M35; **NTS** M01
- **Physical Education/Kinesiology** (one course/no unit minimum): **CJ** M09; Any **ICA/KIN** (except **KIN** M01, M13, M13L, M16, M17, M18) or any Dance activity course (**DANC** M10A - M55D, except M18, M31, M51, M56)
- **Ethnic/Gender Studies:** (a minimum of 3 units) **ANTH** M02; **ARTH** M14; **CD** M05; **COMM** M12; **DANC** M31; **ENGL** M30, M31; **FILM** M51; **GEOG** M02, M03, M03H; **HIST** M03A, M03B, M04, M06, M09, M12, M12H, M14; **PSY** M14; **SOC** M08, M10

3. Choose an area of emphasis from one of four categories listed on the following pages.

- Complete a minimum of 18 units in the chosen area of emphasis with a grade of C or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 § 55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete all their major coursework for a letter grade (A, B or C). **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.
- Select courses that fulfill major preparation requirements for the chosen transfer institution. CSU and UC articulation can be found at www.assist.org. If no articulation exists with the intended transfer institution, you may obtain guidance from recruitment counselors, the transfer institution's departmental advisors in your major, and their catalog/website.

4. Complete a minimum of 60 transferable units.

5. Complete competency requirements in Math and English (see page 51 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 IN GENERAL STUDIES PATTERNS II AND III

Area of Emphasis for Pattern II and III

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.

Arts and Humanities Emphasis

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. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas within the fields of Fine Arts, Performing Arts, English, Ethnic Studies, Foreign Languages, Music, Philosophy, Photography, and Theatre Arts.

ART M20, M23, M30, M32, M43; **ARTH** M11, M12; **CHIN** M01; **DANC** M01, M10A, M10B, M10C, M10D, M12A, M12B, M12C, M12D, M20A; **ENGL** M10A, M13A, M13B, M15A, M15B, M17; **FILM** M10, M25, M26, M51; **FREN** M01, M02; **GERM** M01, M02; **ITAL** M01; **JAPN** M01, M02; **MUS** M02A, M02AL, M02B, M02BL, M02C, M02CL, M02D, M02DL, M09A, M09B, M25A, M25B; **PHIL** M01, M01H, M02, M02H, M05, M07, M09, M13, M14; **PHOT** M10, M20, M30A, M40; **SPAN** M01, M02, M03, M04; **THA** M01, M02A, M02B, M02C, M20, M27A; **TTHA** M20

Liberal Studies Emphasis

The courses that fulfill the Liberal Studies area of emphasis will examine a diverse array of academic disciplines providing a breadth of knowledge necessary to prepare students in the subject matter required for a multiple subject teaching credential in elementary or special education. In addition, the coursework is designed to enable students to: explore how knowledge across multiple disciplines is interrelated; think critically and creatively; write and speak clearly, coherently, and thoughtfully; read, understand, and evaluate all forms of text; evaluate the positive value and essential role of diversity; and formulate their own goals for continued learning and inquiry based on a foundation of intellectual curiosity.

ARTH M10, M10H, M11, M12, **MUS** M08 or **THA** M01; **BIOL** M01; **CD** M02 or **PSY** M04; **COMM** M01; **ENGL** M01A or M01AH (fulfills English Composition); **ENGL** M01B, M01BH, M13A, M13B, M15A, M15B, M30, or M31 (fulfills English Literature); **ENGL** M01C, M01CH, **PHIL** M05, or M07 (fulfills English Critical Thinking); **GEOG** M02, M03, or M03H; **HIST** M07A (fulfills US History); **HIST** M20A (fulfills World History); **MATH** M10; **PHSC** M01 and M01L; **POLS** M03 or M03H

Natural Sciences or Mathematics Emphasis

The courses that fulfill the Natural Sciences or Mathematics area of emphasis will examine the physical universe, its' life forms and the measurement of natural phenomena. The courses are designed to develop students' appreciation and understanding of the scientific method along with mathematical evaluation, and to encourage an understanding of the relationships between science/mathematics and other human activities. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas including but not limited to Allied Health, Biology, Chemistry, Environmental Science, Geological Sciences, Health Sciences, Mathematics, Nursing, Physics, Pre-Medicine, and Radiology Technology.

ANTH M01, M01H, M01L; **ANAT** M01; **ANPH** M01; **AST** M01, M01L; **BIOL** M02A, M02AH, M02B; **CHEM** M01A, M01AH, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01, M01L, M02; **GEOG** M02, M02L, M03, M03L, M04; **MATH** M05, M06, M07, M15, M15H, M16A, M16B, M25A, M25AH, M25B, M25C, M31, M35; **MICR** M01; **PHSO** M01; **PHYS** M10A, M10AL, M10B, M10BL, M20A, M20AL, M20B, M20BL, M20C, M20CL

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. This emphasis enables the student to take courses that will satisfy lower division major preparation requirements for areas within the fields of Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology.

ANTH M02, M03; **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

NOTES:

- *Students choosing the Liberal Studies Emphasis should follow CSU-GE-Breadth pattern and not the IGETC to satisfy the General Education requirements of this degree.*
- *A single course may be used to fulfill a general education requirement, a graduation or competency requirement, and a requirement in an area of emphasis, but the units can only count once toward the 60 units required for the Associate Degree and for transfer.*
- *A single course may not be used to fulfill more than one GE requirement nor more than one emphasis requirement.*

OTHER GRADUATION INFORMATION

Graduation Requirements

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer (AA-T), The Associate in Science for Transfer (AS-T) 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 51 of this catalog. Graduation requirements for the Associate Degree for Transfer (ADT) are listed on page 50. Graduation requirements for Certificates of Achievement are listed on page 58.

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: fall semester, spring semester, and summer term.
- 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 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 and prior to fall 2009; CR and NC) 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.

Unit Transferability

While all California community colleges have transfer agreements with various educational institutions, it is important for students to understand there are limits on the number and type of course credits a student can transfer. Each college develops courses and curriculum based on the expertise of its faculty and District standards. Each course is assigned a number of units ranging from 0.5 to 16 depending upon the course content. While the majority of our courses are articulated to transfer to the UC system and/or CSU system, there is a possibility that not all units for every course will transfer in their entirety to every transfer institution due to the receiving institution unit limitations. Students need to connect with a community college academic counselor as soon as possible, visit the Career Transfer Center, and regularly check www.Assist.org to learn whether their specific courses are transferable to an institution of choice. Taking more credits than needed to transfer to another institution can also limit an eligible student's financial aid opportunities. By working closely with academic counselors, the financial aid office, and a receiving institution's support services, eligible students can maintain maximum levels of financial aid resources and transfer of credits.

Course Substitution for Major and/or General Education Requirements

Occasionally a student may have difficulty in completing exact major and/or general education 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 one or more courses in designated major, an area of emphasis, and/or in general education. The petition forms are available in the Counseling Department.

Reciprocity for Local General Education Requirements

Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or meets our GE criteria/description or would place a comparable course, whichever best facilitates the student's degree completion.

Reciprocity for CSU GE-Breadth or IGETC Requirements

Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General studies Pattern III or Associate Degree for Transfer, or Certificate of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.

Multiple Majors

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. Completion of the major field of study does not change if a student has declared multiple majors. An Associate in Arts (AA), Associate in Science (AS), Associate in Arts for Transfer (AA-T) OR Associate in Science for Transfer (AS-T) degree with a multiple major can be earned by completion of all appropriate general education requirements plus the courses required for the majors as outlined in the College catalog under Course and Program Descriptions. The student must petition to graduate with each major. The student will be awarded one diploma for each major completed.

Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards

Any college in the Ventura County Community College District will award additional associate degrees, certificates of achievement and proficiency awards to students under certain criteria which follow below. Students seeking an associate degree(s) and who have a previous degree from an accredited institution will only be required to complete minimum (1) residency, (2) competency, (3) general education minimum Title 5 requirements, (4) major and (5) scholarship requirements. There will be no additional local GE or Health and PE/ Kinesiology requirements (see below).

U.S. Degrees: A student who has earned an associate degree or higher at any regionally accredited institution in the United States may earn additional associate degrees. Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Foreign Degrees: A student who already holds an associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

Residency Requirements: Students must complete a minimum of 12 semester units at the community college granting the degree.

Competency Requirements: Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063. Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.

General Education: Title 5 minimums include 18 units of General Education with:

- 3 semester units of Natural Sciences
- 3 semester units of Social and Behavioral Sciences
- 3 semester units of Arts and Humanities
- 3 semester units in English Composition
- 3 semester units in Communication and Analytical Thinking
- 3 additional semester units in one of the five areas above.

Major Requirements: Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).

Scholarship: Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:

- Courses for Associate degree majors must have a grade of "C" or "P" or better beginning fall 2009.
- Courses for Certificates of Achievement must have a grade of "C" or "P" or better beginning fall 2012.
- Courses for Proficiency Awards must have a grade of "C" or "P" or better beginning fall 2012.

Additional degree can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counselor and/or discipline faculty.

No additional general education or local graduation requirements may be required.

Exceptions to Graduation Requirements

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

Reference: AP 4100 - Last reviewed and approved by the Board in November, 2014.

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).
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 by the established deadline 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**
 - » Biomedical Device Manufacturing
 - » Biotechnology Manufacturing Operator
- **Business Administration**
- **California State University General Education Breadth (CSU GE-Breadth)**
- **Child Development**
 - » Associate Teacher
- **Computer Networking Systems Engineering**
 - » Advanced Network Specialist
 - » Windows Engineering
- **Criminal Justice**
 - » Administration of Justice
- **Exotic Animal Training Management**
- **Film Television Media**
 - » FTVM Production
- **Graphic Design**
- **Intersegmental General Education Transfer Curriculum (IGETC)**
- **Kinesiology**
 - » Exercise Science: Fitness Specialist
- **Multimedia**
- **Nuclear Medicine**
- **Photography**
- **Theatre Arts**
 - » Acting
 - » Directing
 - » Technical Theatre



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.

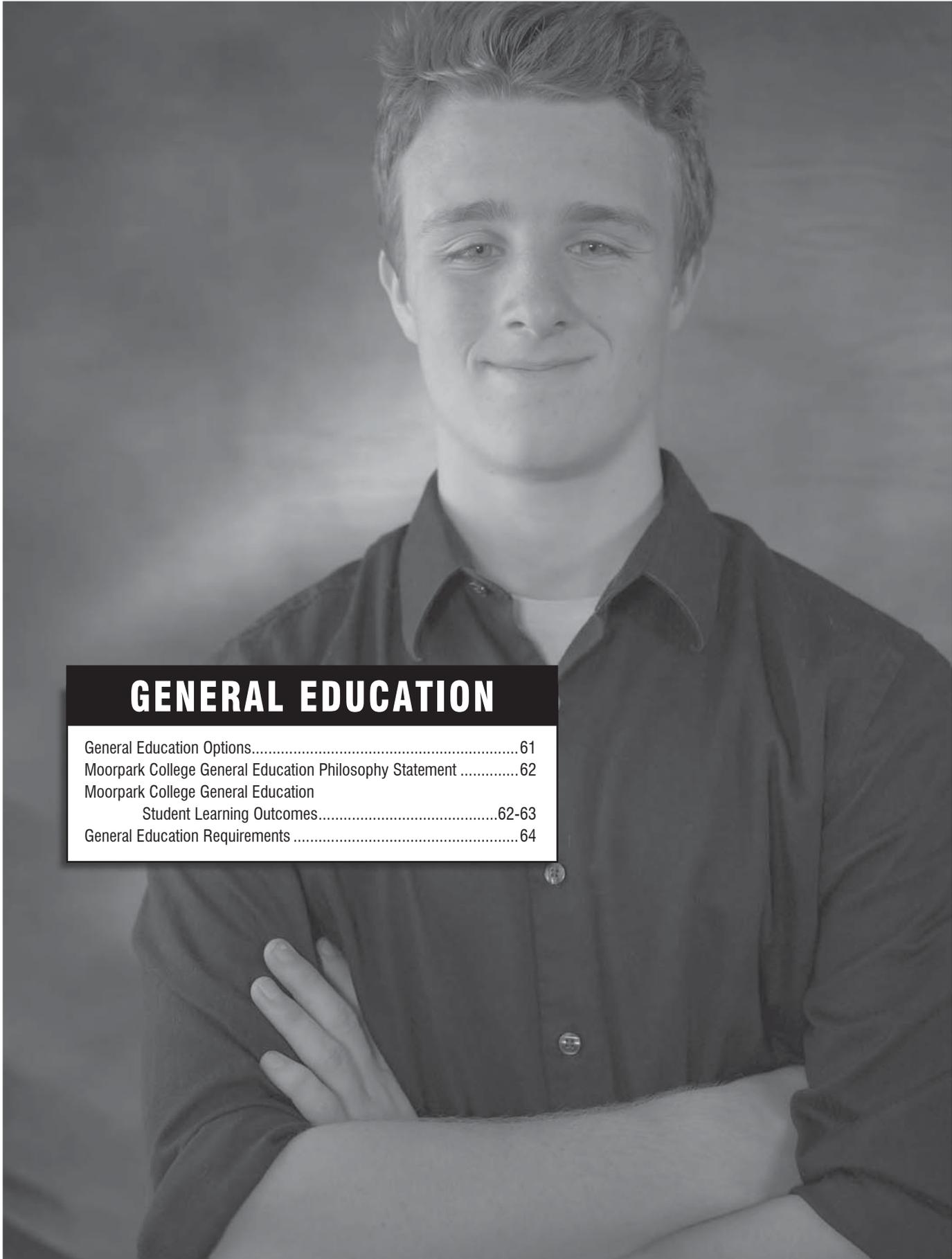
1. **Select a Proficiency Award** from the College Catalog and complete all course requirements specified.
2. **Complete all applicable coursework** used for the Proficiency Award with a grade of "C" or better or a "P" in each course.
3. **Apply for your award** in the Counseling Office.

NOTE: Proficiency Awards cannot be recorded on a student transcript.

Proficiency Awards Available

- **Computer Networking Systems Engineering**
 - » Basic Network Specialist
 - » CISCO System Network Associate
 - » Windows Administration
- **Journalism**
 - » Digital Journalism
- **Environmental Science**
 - » Photovoltaic Technology
- **Film Television Media**
 - » Editing
 - » Directing
- **Theatre Arts**
 - » Acting
 - » Audio
 - » Costume
 - » Lighting
 - » Make-up
 - » Performing Arts Management
 - » Playwriting
 - » Technical Theatre - General





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 four General Education options available. The major and/or transfer path a student is pursuing will dictate the choices available to the student.

1. Moorpark College General Education

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

2. CSU GE-Breadth

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 at assist.org for guidance.

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

1. General Studies Pattern III
2. Administration of Justice (AS-T)
3. Anthropology (AA-T)
4. Art History (AA-T)
5. Business Administration (AS-T)
6. Communication Studies (AA-T)
7. Early Childhood Education (AS-T)
8. Economics (AA-T)
9. English (AA-T)
10. Geography (AA-T)
11. Geology (AS-T)
12. History (AA-T)
13. Journalism (AA-T)
14. Kinesiology (AA-T)
15. Mathematics (AS-T)
16. Music (AA-T)
17. Philosophy (AA-T)
18. Physics (AS-T)
19. Political Science (AA-T)
20. Psychology (AA-T)
21. Sociology (AA-T)
22. Spanish (AA-T)
23. Studio Arts (AA-T)
24. Theatre Arts (AA-T)

3. IGETC

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 87 and refer to your intended campus and major on assist.org for guidance.

Majors for which IGETC is an option include:

1. General Studies Pattern III
2. Administration of Justice (AS-T)
3. Anthropology (AA-T)
4. Art History (AA-T)
5. Business Administration (AS-T)
6. Communication Studies (AA-T)
7. Early Childhood Education (AS-T)
8. Economics (AA-T)
9. English (AA-T)
10. Geography (AA-T)
11. Geology (AS-T)
12. History (AA-T)
13. Journalism (AA-T)
14. Kinesiology (AA-T)
15. Mathematics (AS-T)
16. Music (AA-T)
17. Philosophy (AA-T)
18. Physics (AS-T)
19. Political Science (AA-T)
20. Psychology (AA-T)
21. Sociology (AA-T)
22. Spanish (AA-T)
23. Studio Arts (AA-T)
24. Theatre Arts (AA-T)

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 and 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 and Physical Education/Kinesiology

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/Gender Studies

Courses in Ethnic and Gender 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/Gender 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 Associate Degrees in General Studies Pattern I and all Degrees in Specific Major

All Students pursuing the Associate Degree (AA) 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 Associate Degree in a specific major (AA/AS) listed on page 52 (for example: 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 51 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)
- Biological Science:** **ANAT** M01; **ANPH** M01; **ANSC** M17; **ANTH** M01, M01H, M01L; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17; **BOT** M01, M06; **EATM** M12, M17; **ENSC** M02; **MICR** M01; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01
 - Physical Science:** **AST** M01, M01L; **CHEM** M01A, M01AH, 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)
- American History/Institutions:** **HIST** M03A, M03B, M04, M06, M07A, M07B, M12, M12H, M14, M25, M25H; **POLS** M01, M03, M03H, M05.
 - Social & Behavioral Sciences:** **ANSC** M09; **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M15, M16, M17; **BUS** M30; **CD** M02, M03; **CJ** M01, M02, M03; **COMM** M04, M12; **ECON** M01, M02, M02H; **EATM** M09; **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; **JOUR** M01; **PHIL** M03; **POLS** M01, M02, M03, M03H, M04, M05, M06; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; **SOC** M01, M01H, M02, M03, M04, 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)
- Fine/Performing Arts:** **ART** M30, M70; **ARTH** M10, M10H, M11, M12, M13, M14; **COMM** M05; **DANC** M01, M03, M10A, M11A, M12A, M31; **FILM** M10, M15, M25, M26, M31, M32, M51; **FTVM** M03, M11; **GR** M10, M11, M30; **HUM** M07; **MUS** M01, M02A, M04, M04H, M08, M09A, M09B; **PHOT** M10, M40; **THA** M01, M02A, M04
 - Humanities:** **CHIN** M01; **COMM** M26; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30, M31, M40; **FILM** M15, M51; **FREN** M01, M02; **GERM** M01, M02; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M07, M10A, M10B; **ITAL** M01; **JAPN** M01, M02; **JOUR** M05; **NS** M17; **PHIL** M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14; **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)
- English Composition:** **ENGL** M01A, M01AH
 - Communication/Analytical Thinking:** **COMM** M01, M02, M07, M25; **CS** M01, M10A, M10J; **ENGL** M01B, M01BH, M01C, M01CH; **MATH** M03, M03B, M05, M06, M07, M10, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35; **PHIL** M05, M07, M09
- E. HEALTH AND PHYSICAL EDUCATION/KINESIOLOGY:** (a minimum of TWO courses, One from each subarea)
- Health Education** (one course/no unit minimum): **CD** M23; **HED** M01, M03, M05, M07; **NS** M35; **NTS** M01
 - Physical Education/Kinesiology** (one course/no unit minimum): **CJ** M09; Any ICA/KIN (formerly **PE**) activity course (except **KIN** M01, M13, M13L, M16, M17, M18) or any Dance activity course (**DANC** M10A-M55D, except M18, M31, M51, M56)
- F. ETHNIC/GENDER STUDIES** (A minimum of three units) **For General Studies Majors ONLY (Patterns I, II, and III); NOT required for other degrees.**
- ANTH** M02; **ARTH** M14; **CD** M05; **COMM** M12; **DANC** M31; **ENGL** M30, M31; **FILM** M51; **GEOG** M02, M03, M03H; **HIST** M03A, M03B, M04, M06, M09, M12, M12H, M14; **PSY** M14; **SOC** M08, M10

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TRANSFER TO COMPLETE YOUR BACHELOR'S DEGREE

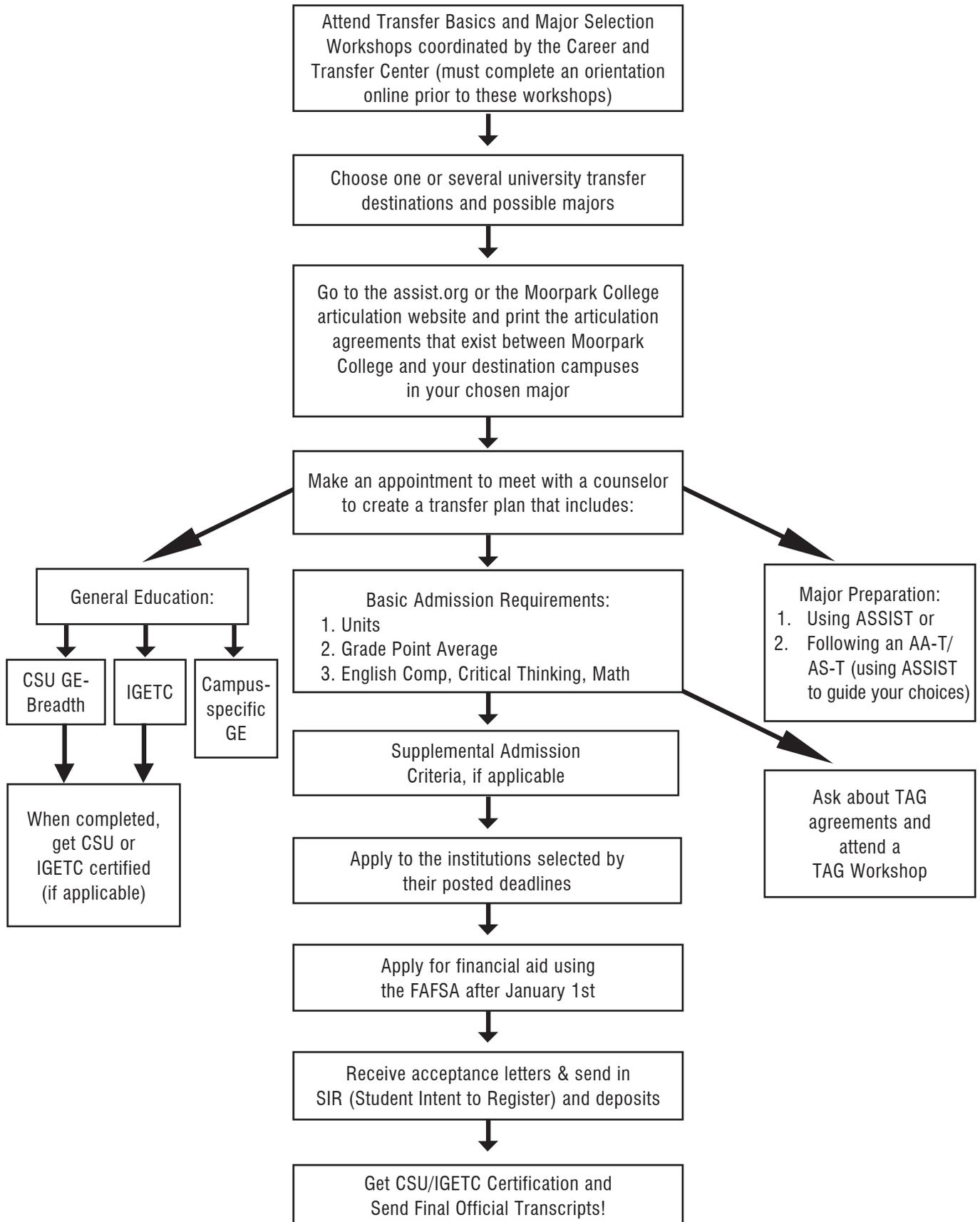
What is a Bachelor's Degree?

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, collegeview.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 72 in this catalog.
 - University of California (UC): 9 campuses see universityofcalifornia.edu and page 77 in this catalog.
 - Independent/Private Colleges and Universities: see californiacolleges.edu, and college websites.
 - Out-of-State Colleges and Universities: see collegeboard.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.net, 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.
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 the university 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 ▼	15-16 ▼
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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
- C-ID Designators



Associate Degree for Transfer

*A Degree with a Guarantee.*SM

Associate in Arts for transfer (AA-T) and Associate in Science for Transfer (AS-T) are degrees that are designed specifically for transfer to the California State University system. The degrees are the results of the Senate Bill 1440 and 440 (codified in Education Code 66745-66749) known as the Student Transfer Achievement Reform Act (STAR Act), a transfer bill that required the California Community Colleges to offer Associate Degrees for Transfer (ADT) in many of the most popular majors, and for the CSU to provide priority admission to California Community College (CCC) students who have earned an AA-T or AS-T degree. These degrees can be completed in 60 CSU transferable semester units (or 90 quarter units) and include coursework in general education, major preparation and/or electives.

Students who have completed an AA-T or AS-T and are admitted to a CSU major that has been deemed similar are guaranteed admission at junior standing, and the opportunity to complete a baccalaureate degree with 60 additional semester (or 90 quarter) units. AA-T and AS-T degrees are recognized by both the California Community College and CSU systems as a measure of preparation and readiness for transfer to upper-division course work at the CSU.

Below is the list of Moorpark College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, go to www.adegreewithaguarantee.com 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:

1. Administration of Justice (AS-T)
2. Anthropology (AA-T)
3. Art History (AA-T)
4. Business Administration (AS-T)
5. Communication Studies (AA-T)
6. Early Childhood Education (AS-T)
7. Economics (AA-T)
8. English (AA-T)
9. Geography (AA-T)
10. Geology (AS-T)
11. History (AA-T)
12. Journalism (AA-T)
13. Kinesiology (AA-T)
14. Mathematics (AS-T)
15. Music (AA-T)
16. Philosophy (AA-T)
17. Physics (AS-T)
18. Political Science (AA-T)
19. Psychology (AA-T)
20. Sociology (AA-T)
21. Spanish (AA-T)
22. Studio Arts (AA-T)
23. Theatre Arts (AA-T)



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

For more information on "a degree with a guarantee", go to www.adegreewithaguarantee.com or www.sb1440.org

Reference: AP 4100 - Last reviewed and approved by the Board in November, 2014.

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 attached 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.

C-ID DESIGNATION	MC COURSE	C-ID DESIGNATION	MC COURSE	C-ID DESIGNATION	MC COURSE
ACCT 110	ACCT M110	BUS 140	CIS M16	ENGL 165	ENGL M15B
ACCT 120	ACCT M120	CDEV 100	CD M02	ENGL 180	ENGL M40
AJ 110	CJ M01	CDEV 110	CD M03	ENGL 200	ENGL M10A
AJ 120	CJ M02	CHEM 110	CHEM M01A/H	FTVE 130	FTVM M30
AJ 122	CJ M05	CHEM 120S	CHEM M01A & M01B	FTVE 150	FTVM M38
AJ 124	CJ M04	CHEM 140	PHSC M01 & M01L	GEOG 110	GEOG M01
AJ 140	CJ M11	CHEM 150	CHEM M07A	GEOG 111	GEOG M01L
AJ 160	CJ M03	CHEM 160S	CHEM M07A & M07B	GEOG 115	GEOG M01 & M01L
AJ 200	CJ M41	COMM 110	COMM M01	GEOG 120	GEOG M02
AJ 220	CJ M14	COMM 120	COMM M07	GEOG 125	GEOG M03/H
ANTH 110	ANTH M01/H	COMM 130	COMM M04	GEOG 130	GEOG M05
ANTH 115L	ANTH M01L	COMM 150	COMM M12	GEOG 140	GEOG M10
ANTH 150	ANTH M03	COMM 160B	COMM M10A	GEOG 155	GIS M01
ARTH 100	ARTH M10/H	COMM 170	COMM M05	GEOL 100	GEOL M02
ARTH 110	ARTH M11	COMP 122	CS M10A	GEOL 100L	GEOL M02L
ARTH 120	ARTH M12	ECE 120	CD M11	GEOL 110	GEOL M03
ARTH 130	ARTH M14	ECE 130	CD M14	GEOL 110L	GEOL M03L
ARTH 150	ARTH M13	ECE 200	CD M04 & M04L	GEOL 111	GEOL M03 & M03L
ARTS 100	ART M20	ECE 210	CD M12 & M12L	GEOL 121	GEOL M121
ARTS 101	ART M23	ECE 220	CD M23	GEOL 280	GEOL M04
ARTS 110	ART M30	ECE 230	CD M05	HIST 130	HIST M07A
ARTS 200	ART M32	ECON 201	ECON M01	HIST 140	HIST M07B
ARTS 205	ART M31	ECON 202	ECON M02/H	HIST 150	HIST M20A
ARTS 210	ART M43	ENGL 100	ENGL M01A/H	HIST 170	HIST M01A
ARTS 220	MM M10	ENGL 105	ENGL M01C/H	HIST 180	HIST M01B
BIOL 110B	ANAT M01	ENGL 110	ENGL M01B/H	JOUR 100	FTVM/JOUR M01
BIOL 120B	PHSO M01	ENGL 120	ENGL M01B/H	JOUR 110	JOUR M02
BIOL 140	BIOL M02B	ENGL 130	ENGL M13A	JOUR 120	JOUR M15
BIOL 190	BIOL M02A/H	ENGL 135	ENGL M13B	JOUR 130	JOUR M10A
BUS 110	BUS M30	ENGL 140	ENGL M30	JOUR 131	JOUR M10B
BUS 115	BUS M39	ENGL 145	ENGL M31	JOUR 150	JOUR M14
BUS 125	BUS M33	ENGL 160	ENGL M15A	JOUR 160	PHTC M35

CONTINUED TO NEXT PAGE

NOTE: Courses are approved periodically. Students should consult <http://c-id.net> for the most current information.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID) (continued)

C-ID DESIGNATION	MC COURSE	C-ID DESIGNATION	MC COURSE	C-ID DESIGNATION	MC COURSE
JOUR 170	JOUR M05	PHYS 140	PHSC M01 & M01L	THTR 152	THA M02B
JOUR 210	JOUR M03	PHYS 200S	PHYS M20A & M20AL & M20B & M20BL & M20C & M20CL	THTR 171	THA/TTHA M20
KIN 100	KIN M01	PHYS 205	PHYS M20A & M20AL	THTR 172	THA/TTHA M25A
KIN 101	HED M05	PHYS 210	PHYS M20B & M20BL	THTR 173	THA/TTHA M23A
MATH 140	MATH M16A	PHYS 215	PHYS M20C & M20CL	THTR 174	THA M27A
MATH 150	MATH M05	POLS 110	POLS M03/H	THTR 175	THA M28
MATH 210	MATH M25A/H	POLS 120	POLS M06	THTR 191	THA M10A
MATH 220	MATH M25B	POLS 140	POLS M04	THTR 192	THA/TTHA M11A
MATH 240	MATH M35	POLS 150	POLS M01		
MATH 900S	MATH M25A/H & M25B	PSY 110	PSY M01/H		
MATH 955	MATH M07	PSY 115	PSY M03		
MUS 100	MUS M08	PSY 120	PSY M08		
MUS 110	MUS M01	PSY 130	PSY M13		
MUS 120	MUS M02A	PSY 150	PSY M02/H		
MUS 125	MUS M02AL	PSY 170	PSY M05		
MUS 130	MUS M02B	PSY 180	PSY M07		
MUS 135	MUS M02BL	PSY 200	PSY M06		
MUS 140	MUS M02C	SOCI 110	SOC M01/H		
MUS 145	MUS M02CL	SOCI 115	SOC M02		
MUS 150	MUS M02D	SOCI 120	SOC M03		
MUS 155	MUS M02DL	SOCI 130	SOC M04		
MUS 160	MUS M30A-G	SOCI 140	SOC M10		
MUS 180	MUS M10, M18, M21, M23	SOCI 150	SOC M08		
NUTR 120	NTS M09	SOCI 160	SOC M15		
PHIL 100	PHIL M01/H	SPAN 100	SPAN M01		
PHIL 110	PHIL M07	SPAN 110	SPAN M02		
PHIL 120	PHIL M02/H	SPAN 200	SPAN M03		
PHIL 130	PHIL M13	SPAN 210	SPAN M04		
PHIL 140	PHIL M14	THTR 111	THA M01		
PHIL 210	PHIL M09	THTR 113	THA M04		
PHYS 100S	PHYS M10A & M10AL & M10B & M10BL	THTR 114	THA M08		
PHYS 105	PHYS M10A & M10AL	THTR 151	THA M02A		
PHYS 110	PHYS M10B & M10BL				

NOTE: Courses are approved periodically. Students should consult <http://c-id.net> for the most current information.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU)

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 over 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 460,000 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

All the campuses of the California State University welcome applications from transfer students. If you complete college units after the summer following graduation from high school, you are considered a transfer student. The number of units you have completed at the time you enter a CSU determines the admission standards that will apply to your application. It is important to identify which admission requirements apply to you.

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. **TRANSFERRING WITH AN ASSOCIATE DEGREE FOR TRANSFER (ADT)**

Students who receive a newly designed California Community College Associate Degree for Transfer (SB 1440) and meet the CSU minimum admission requirements are guaranteed admission with junior standing and are given priority admission consideration over all other transfer students when applying to a local campus and program that been deemed similar to the student's community college area of emphasis. Once admitted, the student will only be required to complete 60 additional prescribed units to qualify for the similar baccalaureate's degree.

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

- Complete 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 1. Certified completion of the California State University General Education-Breadth (CSU GE Breadth) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) for CSU pattern
 2. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the **Course and Program Descriptions**. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no-pass" basis (Title 5 §55063). Even though a "pass-no-pass" is allowed, it is recommended that students complete their major courses with a letter grade
- Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is deemed eligible for transfer into a CSU program, some majors may require a higher GPA. Please consult the assist.org website and/or with a counselor for more information.
- Complete requirements in **Residency**. For students in the Ventura County Community College District (VCCCD), a minimum of 12 units must be completed in residency at the college granting the degree.

For up-to-date information on the transfer associate degree, visit www.adegreewithaguarantee.com 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. With this degree, students may be given a GPA bump when applying to an impacted campus outside their local area or an impacted major that is deemed similar.

2. **UPPER DIVISION TRANSFER REQUIREMENTS:**

To be considered as an upper division transfer, you must have completed a minimum of 60 semester or 90 quarter units of transferable coursework. Your overall grade point average must be at least 2.0. The GPA is calculated using all transferrable coursework attempted. In case of campuses or programs with high demands, a GPA of 2.00 may not be sufficient to be admitted.

Within the transferable courses, there must be 30 semester units or 45 quarter units of general education coursework which includes oral communication (Area A1 of the CSU GE-Breadth), written communication (Area A2 of the CSU GE-Breadth), critical thinking (Area A3 of CSU GE-Breadth) and mathematics (Area B4 of the CSU GE-Breadth). These four sections of general education must be completed with a grade of C or better for each course. In addition, students must be in good standing at the last college or university attended (i.e. eligible to re-enroll at that college or university).

3. **LOWER DIVISION TRANSFER REQUIREMENTS:**

If, at the time you will enter the CSU, you have completed less than 60 semester or 90 quarter units you are a lower-division transfer.

Please be aware that most CSU campuses do not admit lower-division transfer students. Be sure to check with the specific CSU campus if you are considering transferring as a lower-division student.

The best way to apply to the CSU is to go online to the CSUMentor website at 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 (pg. 75)
 - B. Complete IGETC (pg. 83)
- 3. 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.
- 4. 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.

- 5. 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/SAS/impactioninfo.shtml
- 6. 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 and/or external credit documentation 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/or external credit documentation.

Reference: The CSU Admissions Handbook 2015-2016;
www.calstate.edu/SAS/impactioninfo.shtml

NOTE: These admission requirements are subject to change. Students should consult a counselor and/or the csumentor.edu website for most up-to-date transfer requirements.



CALIFORNIA STATE UNIVERSITY

GENERAL EDUCATION-BREADTH (CSU GE) PATTERN

2015-2016

Area A: English Language Communication and Critical Thinking

Complete a minimum of 9 semester units or 12 - 15 quarter units - one course in each subarea (A1, A2, and A3). 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 or 12 - 15 quarter units - one course in subareas B1, B2 and B4, plus laboratory activity course (B3) related to one of the completed science courses. Math requires a grade of "C" or better.

B1 - Physical Science: **AST** M01, **CHEM** M01A, M01AH, 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; **ANPH** M01; **ANSC** M17; **ANTH** M01, M01H; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17; **BOT** M01, M06; **EATM** M17; **ENSC** M02; **MICR** M01; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01

B3 - Laboratory Activity (must correspond with lecture course): **ANAT** M01; **ANPH** M01; **ANSC** M17; **ANTH** M01L; **AST** M01L; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05; **BOT** M01, M06; **CHEM** M01A, M01AH, M01B, M07A, M07B, M11, M12, M12H, M13; **EATM** M17, **ENSC** M01L, M02; **GEOG** M01L; **GEOL** M02L, M03L; **MICR** M01; **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, M15, M15H, M16A, M16B, M21, M25A, M25AH, M25B, M25C, M31, M35

Area C: Arts and Humanities

Complete a minimum of 9 semester or 12 - 15 quarter units - at least one course in each subarea.

C1 - Arts (Art, Cinema, Dance, Music, Theater): **ART** M30, M70; **ARTH** M10, M10H, M11, M12, M13, M14; **COMM** M05; **DANC** M01, M03, M31; **FILM** M10, M15, M25, M26, M31, M32, M51; **FTVM** M03; **GR** M10, M11; **HUM** M07; **MUS** M01, M04, M04H, M08, M09A, M09B; **PHOT** M10, M40; **THA** M01, M02A, M04

C2 - Humanities (Literature, Philosophy, Languages other than English): **CHIN** M01; **COMM** M26; **ENGL** M01B, M01BH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30, M31, M40; **FILM** M15, M51; **FREN** M01, M02; **GERM** M01, M02; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M07, M10A, M10B; **ITAL** M01; **JAPN** M01, M02; **JOUR** M05; **PHIL** M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14; **SPAN** M01, M02, M03, M04

Area D: Social Sciences

Complete a minimum of 9 semester units or 12 - 15 quarter units - courses to be taken in more than one subarea. Beginning fall 2016 the CSU subareas will no longer be used. However, students are still required to complete 3 courses in 2 different areas/disciplines.

D1 - Anthropology and Archaeology: **ANTH** M02, M03, M06, M07, M08, M09, M11, M13, M15, M16

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

D3 - Ethnic Studies: **ANTH** M13; **COMM** M12; **HIST** M03A&, M03B&, M04&, M06&, M14&; **PSY** M14; **SOC** M08

D4 - Gender Studies: **FILM** M51; **HIST** M12&, M12H&; **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: **CD** M02, M03; **COMM** M04, M12; **FTVM** M01; **JOUR** M01; **PHIL** M03;

D8 - Political Science, Government, and Legal Institutions: **CJ** M01, M01H, M02; **POLS** M01, M02, M03+, M03H+, M04, M05+, M06

D9 - Psychology: **ANSC** M09; **CD** M02; **EATM** M09; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; **SOC** M04

D10 - Sociology and Criminology: **PSY** M05; **SOC** M01, M01H, M02, M03, M04, M08, M10, M12, M15, M16, 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 or 4 - 5 quarter units - no more than 1.5 units of physical activity.

CD M02, M23; **CJ** M09; **COUN** M02; **DANC** M10A, M11A, M12A, M15A, M16A, M20A, M30A; **HED** M01, M03, M05, M07; **ICA** M01A-M04B, M07A, M07B, M11A, M11B, M20A-M21B, M24A-M25B, M28A-M29B, M35, M36; **KIN** M23, M24, M31-M34, M40, M42, M43, M50-M52, M70-M72, M82, M84, M85, M87, M92; **NTS** M01; **PSY** M01, M03, M04, M05, M07, M08, M13; **SOC** M04, 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. Courses on the CSU GE-Breadth are subject to change. Always check assist.org to verify the latest CSU GE approvals before taking a course to meet CSU GE-Breadth.

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION-BREADTH CERTIFICATION INFORMATION

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. Counselors can help students select courses that fulfill lower-division major requirements as well as general education. 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 with your counselor or the Transfer Center for updated information.

CERTIFICATION – After students complete the CSU GE-Breadth pattern, they must meet with a counselor in the Counseling Office to request certification. 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. Associate Degrees for Transfer (ADTs) require full certification.

Certification of the CSU General Education Breadth requirements may include courses completed at Moorpark College and previously completed courses from other regionally accredited institutions as well.

Courses completed at other CSU campuses or at California community colleges must be certified in accordance with their General Education Patterns. It is the student's responsibility to provide an official transcript(s) from external institutions.

Courses that have been completed at a regionally accredited institution other than a California community college or CSU will be included only under the following circumstances:

1. The student provides an official transcript, catalog description(s) and, if required, dated course outline(s);
2. The course is determined to be equivalent to a course in Moorpark College's CSU General Education pattern through the pass-along process in accordance with California State University Executive Orders (EO), the Academic Senate of the California Community Colleges (ASCCC) Resolution on Reciprocity and VCCCD AP 4100.

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

COURSE RESTRICTIONS – No course may be counted in more than one area.

SCHOLARSHIP – A grade of C or better is required for each course completed in the oral communication (A1), written communication (A2), critical thinking (A3), and mathematics or quantitative reasoning (B4) of the CSU GE-Breadth. A “pass” or “P” is allowed, if the college's catalog states that it is equivalent to a C or better. Although a “P” is permissible, it is highly recommended that students complete each of these four (4) courses with a letter grade (A, B or C).

MAJOR COURSES – Most campuses require a grade of C or better for each course required in preparation for a student's major; most do not allow a “P” (Pass) grade for major courses. Some CSU campuses allow applicants who submit full or partial certification to double count courses for general education and major requirements. Some majors are highly selective and require completion of some, or all, of the required major preparation coursework prior to transfer. Consult a counselor or assist.org for more information.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS REQUIREMENTS – All campuses require students to complete college-level coursework in U.S. History, American Government and California Government, in addition to GE requirements for graduation. Courses approved to satisfy this requirement are specified in appropriate areas. CSU campuses may permit double counting of courses taken to meet this requirement and GE-Breadth if the student is partially or fully certified.

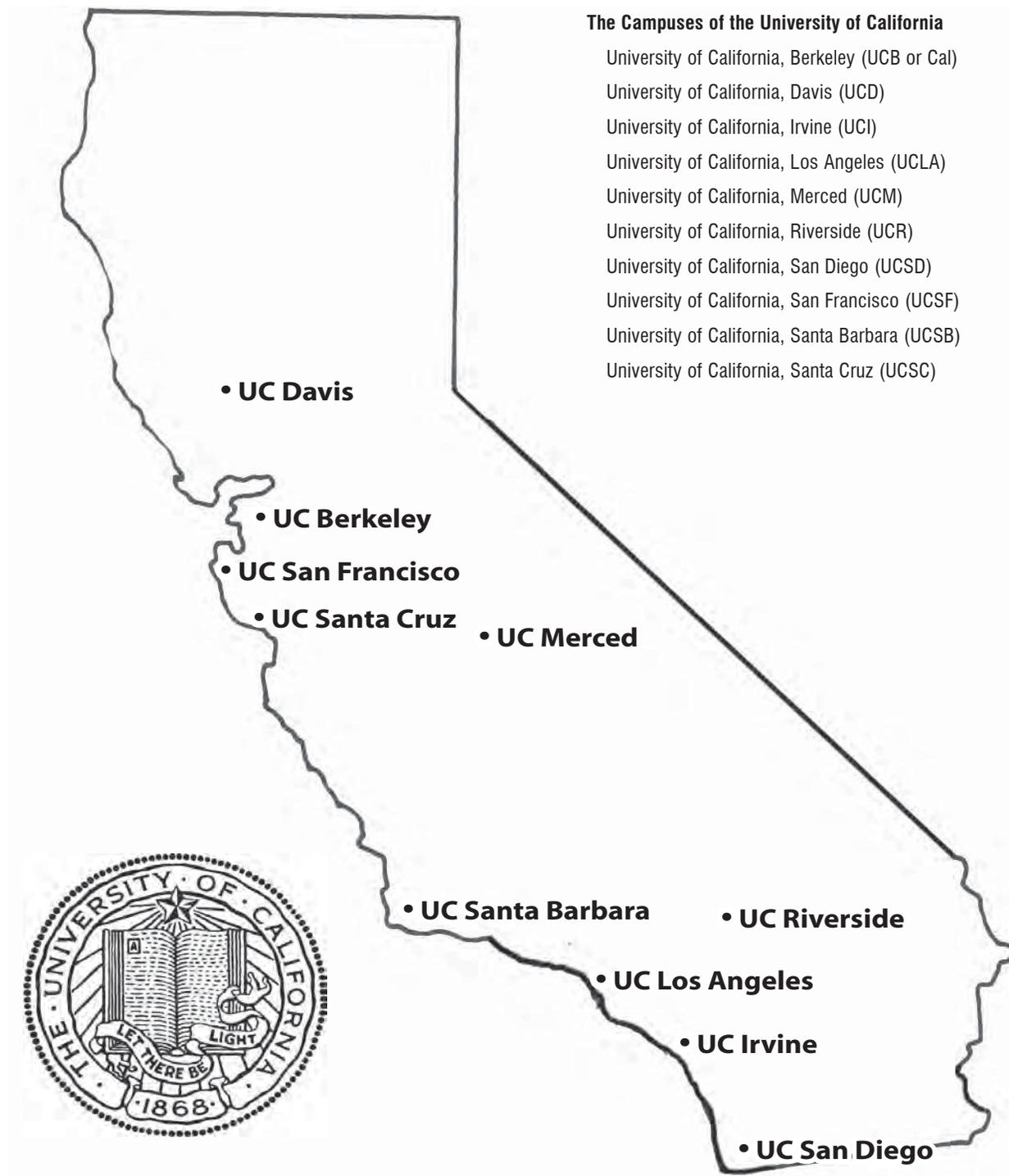
EXTERNAL CREDITS OR CREDIT BY EXAMINATION - Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) exams will be included in the CSU certification of general education requirements in accordance with the CSU Chancellor's Office policy. Students wishing to use units awarded for AP, IB, or CLEP should check with a Counselor or refer to the Credit by Examination section of this catalog.

Resource: CSU Executive Order 1100, published 2015

TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC)

The University of California System

The University of California (UC) is one of the finest research universities in the world. It offers more than 750 majors and 150 disciplines, with more academic 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 233,000 students and employ more than 190,000 faculty and staff. All campuses have uniform minimum 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.



TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC)

Approximately 30 percent of University of California (UC) undergraduates were transfer students. Students from California community colleges (CCC) can become eligible for admission to the 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 or major of the student's choice.** Many campuses and majors receive more applications than they have spaces available. To be more competitive, students should work toward meeting the specific requirements for the campuses and majors they're interested in.

I. Admission Requirements as Junior-Level Transfer

The UC give highest priority in transfer admission to California community college (CCC) students. 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.

Studies have shown that community college students who enter UC as juniors perform just as well academically and their graduation rates as comparable to that of students who entered UC as freshmen.

The vast majority of CCC transfer students enter UC at the junior level. To be eligible for admission as a junior transfer, a student must fulfill both of the following criteria:

1. Complete at least 60 semester (90 quarter) units of UC transferable college credit.

NOTE: In order to ensure that all units are UC transferable, students should check the UC Transfer Course Agreement (UC TCA) in this catalog and on www.assist.org to make sure their courses are approved for UC transfer.

2. Earn at least a 2.4 GPA in UC-transferable courses (2.8 for non-California residents). Some majors require a higher GPA for admission selection. No more than 14 semester (21 quarter) units may be taken Pass/No Pass.
3. Complete either:
 - a. IGETC (see page 83) **OR**
 - b. the following 7 course pattern by the end of the spring term prior to fall enrollment at UC and earning a grade of C or better in each course.
 - 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:
 - arts and humanities;
 - social and behavioral sciences;
 - physical and biological sciences

All campuses recommend that the student complete Math and English as early as possible (some highly recommend completing them by the end of the fall term, one year prior to enrolling at UC).

Transferring with an Associate Degree for Transfer (ADT)

For students working toward an Associate Degree for Transfer (ADT), courses should be chosen that align with the requirements of the intended UC campus. Students should refer to the ASSIST website to guide them in selecting the right courses. Although earning an ADT does not guarantee admission to a UC, some campuses consider it in the comprehensive application review process

II. Transfer from Four-Year or Out-of-State

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://admission.universityofcalifornia.edu/transfer/requirements/other/index.html>.

III. 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://admission.universityofcalifornia.edu/how-to-apply/check-majors/index.html> to see which campuses will accept lower-division transfers for a particular term.

To transfer to the University as a CCC Junior level transfer student, a student must take the following steps:

1. **Meet Admission Requirements** – students must complete the statewide eligibility requirements for transferring to the UC, see Admission Requirements as Junior-Level Transfer listed above.
2. **Major Preparation Requirements** – major preparation requirements specify the courses students must take during the first two years of college to prepare for advanced study in the selected major. Major preparation is one of the central factors some UCs use to determine admissions to the University. They may be required as part of the major, be prerequisites for other courses that are required as part of the major or be required to gain admission to the major and completing these courses before transfer makes a student a more competitive applicant and will help insure on-time graduation after transfer.

Performance counts - transfer applicants are evaluated, in part, on the basis of their performance in major preparation coursework. So it's important — very important — that the students investigate the requirements for the intended major as soon as possible. If the major requires mathematics and/or science, it is essential that those prerequisites be completed before transfer. Lack of preparatory coursework may affect admission to the major, particularly if there are many applicants vying for a limited number of spaces.

Start early - Students should begin coursework in the major as soon as one is selected. For fall admission, the campus may require the completion of certain major preparation requirements by the end of the preceding spring term.

PREPARATION FOR TRANSFER TO UC

Ask for help - Check out the transfer preparation paths to discover how best to prepare for UC's most popular majors. The Exploring Majors feature on www.assist.org lists major-preparation requirements for all UC programs. The lists are updated throughout the year, so check ASSIST periodically to ensure you have the most current information.

3. Complete an appropriate set of general education course requirements and electives. Transfer students have two options for fulfilling General Education (GE) preparation for the UC, depending on the campus and major selected:

- Intersegmental Transfer General Education Transfer Curriculum (IGETC) is a series of courses that California community college students may complete to satisfy the lower-division breadth/general education requirements at both UC and the California State University (CSU). The IGETC is 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 high-unit majors, 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 (pg. 86) **OR**
- Campus-specific general education requirements of the college or campus they plan to attend. (see assist.org)

Transfer Selection by Campus

Many colleges, schools, or majors within the UC system are highly selective and may have additional program requirements. These could include but are not limited to an audition, submission of a portfolio, supplemental applications, specific prerequisite coursework, test scores, and/or higher GPA 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 additional program requirements, visit <http://admission.universityofcalifornia.edu/counselors/requirements/index.html>.

Transfer Admission Guarantee (TAG)

Six UC campuses offer guaranteed admission to students from all California community colleges (CCC) who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, students can ensure their admission to a specific UC campus, some of which offer an early review of their academic records, early admission notification, and specific guidance on major preparation and general education coursework. For more information on TAG, visit a counselor and/or the following website [www. http://admission.universityofcalifornia.edu/counselors/files/tag-matrix.pdf](http://admission.universityofcalifornia.edu/counselors/files/tag-matrix.pdf)

TAG is available for the following UC: Davis, Irvine, Merced, Riverside, Santa Barbara and Santa Cruz.

Who can file a TAG?

Only students transferring directly from a CCC are considered for a TAG, including international students (those with a visa). A CC transfer is one who has completed at least 30 semester (45 quarter) UC-transferable units at one or more CCC, and the last college the student attended in a regular session (fall/spring or fall/winter/spring) before admission to a UC campus is a CCC. All UC campuses that offer TAG's require students to meet this definition.

Students who have already earned a bachelor's degree, graduate degree, and/or professional degree cannot receive a TAG. Students who have previously enrolled at a UC campus during a regular term (not including summer session) cannot submit a TAG application to return to that campus. Students concurrently enrolled in high school are not eligible for TAG.

For most up-to-date information on TAG, visit our Career and Transfer Center and/or schedule an appointment with a counselor.



PREPARATION FOR TRANSFER TO UC (CONTINUED)

Limitations on Transfer Credit

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. All lower division units, whether from a 2-year and/ or 4-year college/university are limited to a maximum of 70 semester (105 quarter) units toward the UC degree.
 - a. Lower division units beyond the maximum for which credit is awarded will be granted subject credit and may be used to satisfy requirements.
 - b. Units earned through AP, IB, and/or A-Level examinations are not included in the limitation and do not put applicants at risk of being denied admissions.
 - c. Units earned at any UC campus (Extension, summer, cross/concurrent and regular academic year enrollment) are not included in the limitation but are added to the maximum transfer credit allowed and might put applicants at risk of being denied admission due to excessive units.
 - d. Duplicative Credit: UC will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted; with the exception of the repeat of deficient (D/F) course grades.
2. Grades of D - a grade of D (including plus/minus) in a transferable course will count toward the number of transferable units completed. However, the student must earn a grade of C or better when completing the seven-course pattern, and, in most cases, grades of D do not satisfy major or general education requirements.
3. The UC system allows a maximum of 14 semester units graded Pass/No Pass.
4. 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.

5. Internships may be presented for review after transfer but credit for internships rarely transfers to UC.
6. 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.
7. A maximum of 4 units of physical education activity (including intercollegiate athletics) will count towards degree or transfer unit requirements.
8. A maximum of 8 units of physical education theory courses will count towards degree or transfer unit requirements.
9. English as a Second Language Courses (ESL/ELD): A maximum of 8 semester (12 quarter) units will earn transfer credit.
10. Students may take one series in Physics.
11. One course is allowed for credit in the areas of Health, First Aid, Business Law, College Success and Library Studies.

Military Coursework

Active-duty or veterans of the U.S. military who have completed courses provided by the military (not courses completed at a collegiate institution) should inform UC of such in the comment box on the admission application. Students should be prepared to submit official military transcript (e.g. SMART, AARTS, etc.) after enrollment at UC.

UC may award transfer credit for some of your military courses if the content was equivalent to a course taught at the University.

Course Sequences

When requirements are stated as a full-year sequence, students are 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: <http://admission.universityofcalifornia.edu>, 2015

<http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/credit-limitations.html>

UNIVERSITY OF CALIFORNIA TRANSFER COURSE AGREEMENT (UC TCA) 2015-2016

This agreement lists courses transferable for unit credit at all UC campuses. While all courses that appear on this chart have been approved as transferable to the UC system, how they are applied may vary from campus to campus. Students should go to www.assist.org and research their intended major at the UC campuses they plan to apply to for information on how particular courses are applied in the pre-major and for new courses or courses that have been removed from the TCA after this catalog was published. All students planning to apply to the UC should also consult a counselor in the Transfer Center or Counseling Office.

Accounting: ACCT M110, M120	Dance: DANC M01, M03, M10A-D, M11A-D, M12A-D, M13A-D, M15A-B, M16A, M17, M18*, M20A-C, M30A-B, M31, M31L, M32, M40, M51, M55A-D <i>* Considered to be "PE Activity" course. Credit limitation - max credit: 4 units if combined with any or all other PE activity courses.</i>
Anatomy: ANAT M01* (<i>*ANAT M01 and ANPH M01, PHSO M01 or PHSO M01H combined: max credit, one course</i>)	Economics: ECON M01, M02, M02H
Anatomy/Physiology: ANPH M01* (<i>*ANAT M01 and ANPH M01, PHSO M01 or PHSO M01H combined: max credit, one course</i>)	Engineering: ENGR M01, M04, M12, M16, M18, M20, M20L
Anthropology: ANTH M01, M01H, M01L, M02, M03, M05, M06, M07, M08, M09, M10, M11, M12, M13, M15, M16, M17	English: ENGL M01A, M01AH, M01B, M01BH, M01C, M01CH, M10A, M10B, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30, M31
Art: ART M20, M23, M30, M31, M32, M33, M34, M35, M43, M44, M45, M46, M47, M48, M49, M50, M70, M71, M72, M73, M74, M75, M77, M78, M79A, M79B, M90, M91, M92, M93	Environmental Studies: ENSC M01, M01L, M02, M03
Art History: ARTH M10, M10H, M11, M12, M13, M14	Film Studies: FILM , M10, M15, M25, M26, M31, M32, M41, M51
Astronomy: AST M01, M01L	Film Television Media: FTVM M01, M03, M54A, M54B
Biology: BIOL M01*, M02A, M02AH, M02B, M02C, M03, M05, M13, M16, M17 (<i>*No credit for BIOL M01 if taken after BIOL M02A</i>)	French: FREN M01*, M02 (<i>*Corresponds to two years of high school study</i>)
Biotechnology: BIOT M10	Geographic Information Systems: GIS M01
Botany: BOT M01, M06	Geography: GEOG M01, M01L, M02, M03, M03H, M05, M10
Business: BUS M30, M33	Geology: GEOL M02, M02L, M03, M03L, M04, M05, M61
Chemistry: CHEM M01A, M01AH, M01B, M07A, M07B, M11, M12*, M12H*, M13% (<i>*no credit for M12 or M12H if taken after M01A or M01AH</i>) (% no credit for M13 if taken after M07A, M07B)	German: GERM M01*, M02 (<i>*Corresponds to two years of high school study</i>)
Child Development: CD M02*, M03 (<i>*CD M02 and PSY M07 combined: max credit, one course</i>)	Graphics: GR M10, M11, M34
Chinese: CHIN M01	Health Education: HED M01*, M03*, M05, M07* (<i>*HED M01, M02 and M07 combined: max credit, one course</i>)
College Strategies: COL M01	History: HIST M01A, M01B, M03A, M03B, M04, M06, M07A, M07B, M08, M09, M12, M12H, M14, M15, M16, M20A, M20B, M25, M25H
Commercial Photography: PHTC M35	Humanities: HUM M07, M10A, M10B
Communication Studies: COMM M01, M02, M04, M05, M07, M12, M16, M25, M26	Intercollegiate Athletics: ICA M01A-M4B*, M07A*, M07B*, M11A*, M11B*, M20A-M21B*, M24A-M25B*, M28A-M29B*, M35, M36 (<i>*any combination of ICA and KIN are limited to 4 units</i>)
Computer Information Systems: CIS M16* (<i>*CIS M16 and CS M01, M10A combined: max credit, 4 units</i>)	Italian: ITAL M01* (<i>*Corresponds to two years of high school study</i>)
Computer Science: CS M01*, M10A*, M10B, M0D, M10J, M20, M30, M40 (<i>*CS M01, CS M10A and CIS M16 combined: max credit, 4 units</i>)	Japanese: JAPN M01*, M02 (<i>*Corresponds to two years of high school study</i>)
Criminal Justice: CJ M01, M01H, M02, M03, M14	

UNIVERSITY OF CALIFORNIA TRANSFER COURSE AGREEMENT (UC TCA) 2015-2016 (CONTINUED)

Journalism: <u>JOUR</u> M01, M02, M03, M05
Kinesiology: <u>KIN</u> M01, M13, M13L, M23*, M24*, M31*, M32*, M33*, M40*, M42*, M43*, M50*, M51*, M52*, M53*, M71*, M72*, M82*, M84*, M85*, M87* (<i>*any combination of DANC M18, PE, ICA and KIN courses are limited to 4 units</i>)
Learning Skills: <u>LS</u> M03
Mathematics: <u>MATH</u> M05*, M07*, M10, M15, M15H, M16A ^, M16B ^, M21, M25A ^, M25AH ^, M25B ^, M25C ^, M31, M35 (<i>*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</i>)
Microbiology: <u>MICR</u> M01
Multimedia: <u>MM</u> M40, M70
Music: <u>MUS</u> M01*, M02A, M02AL, M02B, M02BL, M02C, M02CL, M02D, M02DL, M03, M04, M04H, M08, M09A, M09B, M10, M12, M13A-D, M18, M21, M23, M25A-D, M30A-G (<i>*No credit for M01 if taken after M02A</i>)
Nutritional Science: <u>NTS</u> M01, M09
Philosophy: <u>PHIL</u> M01, M01H, M02, M02H, M03, M05, M07, M08, M09, M11, M12, M13, M14
Photography: <u>PHOT</u> M10, M20, M30, M40
Physical Science: <u>PHSC</u> M01*, M01L (<i>*No credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics</i>)
Physics: <u>PHYS</u> M01*, M01L, M10A ^, M10AL, M10B ^, M10BL, M20A ^, M20AL, M20B ^, M20BL, M20C ^, M20CL (<i>*No credit for M01 if taken after M10A or M20A. ^ M10A, M10B and M20A, M20B, M20C combined: maximum credit, one series. Deduct credit for duplication of topics.</i>)
Physical Science: <u>PHSC</u> M01*, M01L (<i>*No credit if taken after a college level course in Astronomy, Chemistry, Geology or Physics</i>)
Physics: <u>PHYS</u> M01*, M01L, M10A ^, M10AL, M10B ^, M10BL, M20A ^, M20AL, M20B ^, M20BL, M20C ^, M20CL (<i>*No credit for M01 if taken after M10A or M20A. ^ M10A, M10B and M20A, M20B, M20C combined: maximum credit, one series. Deduct credit for duplication of topics.</i>)
Physiology: <u>PHSO</u> M01* (<i>*PHSO M01, ANPH M01 and ANAT M01 combined: maximum credit, one course</i>)
Political Science: <u>POLS</u> M01, M02, M03, M03H, M04, M05, M06
Psychology: <u>PSY</u> M01, M01H, M02, M02H, M03, M04, M05, M06, M07*, M08, M10, M13, M14, M16 (<i>*PSY M07 and CD M02 combined: maximum credit, one course</i>)

Sociology: SOC M01, M01H, M02, M03, M04, M08, M10, M12, M15*, M16*, M18 (**M15 and M16 combined: maximum credit, one course*)

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

Theatre Arts: THA M01, M02A-D, M03A-B, M04, M08, M09A-D, M10A-D, M11A-D, M14A-D, M15A-B, M16, M20, M21A-B, M23A-B*, M25A-B*, M27A-B*, M28*, M52A (**M23A-B, M25A-B, M27A-B, M28 combined: maximum credit, four courses*), M52B

Technical Theatre: TTHA M11A-D, M20, M23A-B, M25A-B

Zoology: ZOO M01



INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) PATTERN 2015-2016

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

A minimum of "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale. Each course must be at least 3 semester/4-5 quarter units (except Science Lab courses in Area 5C)

AREA 1 - ENGLISH COMMUNICATION: CSU: 3 courses required, one each from Group A, B and C. UC: 2 courses required, one each from Group A and B.

1A. English Composition: No IB score accepted for this area.

ENGL M01A, M01AH

1B. Critical Thinking - English Composition: No AP or IB scores accepted for this area.

COMM M25; **ENGL** M01B, M01BH, M01C, M01CH; **PHIL** M05

1C. Oral Communication (CSU requirement only): No AP or IB scores accepted for this area.

COMM M01, M02

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: one course-3 semester or 4-5 quarter units.

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

AREA 3 - ARTS AND HUMANITIES: 3 courses, with at least one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units.

3A. Arts: **ARTH** M10, M10H, M11, M12, M13, M14; **DANC** M01, M03; **FILM** M10, M15, M25, M26, M31, M32, M51; **FTVM** M03; **GR** M10, M11; **HUM** M07; **MUS** M01, M04, M04H, M08, M09A, M09B; **PHOT** M40; **THA** M01, M04

3B. Humanities: **COMM** M26; **ENGL** M01B or M01BH, M13A, M13B, M14, M15A, M15B, M16, M17, M20, M29A, M29B, M30, M31; **FILM** M15, M51; **FREN** M02; **GERM** M02; **HIST** M01A, M01B, M15, M16, M20A, M20B; **HUM** M07, M10A, M10B; **JAPN** M02; **JOUR** M05; **PHIL** M01, M01H, M02, M02H, M03, M08, M11, M12, M13, M14; **SPAN** M02, M03, M04

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES: 3 courses from at least two academic disciplines. 9 semester or 12-15 quarter units.

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

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

4C. Ethnic Studies: **ANTH** M13; **COMM** M12; **HIST** M03A, M03B, M04, M06, M14; **SOC** M08

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: **CD** M03; **COMM** M04; **FTVM** M01; **JOUR** M01; **PHIL** M03

4H. Political Science, Government & Legal Institutions: **POLS** M01, M02, M03, M03H, M04, M05, M06

4I. Psychology: **CD** M02; **PSY** M01, M01H, M03, M04, M05, M06, M07, M08, M10, M13, M14, M16; **SOC** M04, M15

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

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES: 2 courses, with one from the Physical Science and one from the Biological Science, at least one of the two courses must include a laboratory. 7-9 semester units or 9-12 quarter units.

5A. Physical Science: **AST** M01; **CHEM** M01A, M01AH, 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

5B. Biological Science: **ANAT** M01; **ANPH** M01; **ANTH** M01, M01H; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05, M16, M17; **BOT** M01, M06; **ENSC** M02; **MICR** M01; **PHSO** M01; **PSY** M02, M02H; **ZOO** M01

5C. Laboratory Science: **ANAT** M01; **ANPH** M01; **ANTH** M01L; **AST** M01L; **BIOL** M01, M02A, M02AH, M02B, M02C, M03, M05; **BOT** M01, M06; **CHEM** M01A, M01AH, M01B, M07A, M07B, M11, M12, M12H, M13; **ENSC** M01L, M02L; **GEOG** M01L; **GEOL** M02L, M03L; **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 from the following: **CHIN** M01; **FREN** M01; **GERM** M01; **ITAL** M01; **JAPN** M01; **SPAN** M01

High School _____ Other College Course _____ AP/IB Exam _____ Foreign High School _____

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS: (not part of IGETC: may be completed prior to transfer, 6 units). One course from each group 1. 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:

- Courses listed in more than one area shall not be certified in more than one area, except combined lecture/lab science courses or courses used to meet AREA 6-LOTE.
- Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of "C" or better.

GENERAL EDUCATION AND IGETC INFORMATION

2015-2016

What is IGETC?

The **Intersegmental General Education Transfer Curriculum (IGETC)** is a series of courses that prospective transfer students attending California community colleges (CCC) may complete to satisfy the lower-division breadth/general education requirements at both the University of California (UC) and the California State University (CSU). Many independent/private and out-of-state colleges and universities will also accept the IGETC.

Students Who Are Eligible to Use the IGETC

The IGETC was developed by the Academic Senates of the CCC, UC and CSU for use by California Community College transfer students. A student may be IGETC certified if they have completed coursework at a California Community College(s) without regard to current enrollment status or number of units accrued at a CCC.

Students who enroll at a UC or CSU campus, then leave and attend a community college, and subsequently return to a different UC or CSU campus may use the IGETC.

Students Who Are NOT Eligible to Use the IGETC

Students who initially enroll at a UC campus, then leave and attend a community college, and subsequently return to the same campus are considered "readmits" by the UC. Such students cannot use the IGETC. CSU does not have a system-wide policy that addresses this issue. Questions regarding the use of IGETC for a student who has recently been enrolled at a CSU should be directed to the specific campus the student wishes to attend.

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 Follow 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.

Is Completion of the IGETC an Admission Requirement?

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.

NOTE: UC Berkeley's College of Letter and Sciences requires full completion of the IGETC pattern as selection criteria for admission into the College.

Minimum Grade Requirement

IGETC courses must be completed with a grade of C or better. A grade of credit or pass may be used if the community college's policy states that it is equivalent to a grade of C or better. It is important to note that some UC and CSU campuses have limitations on the number of pass/no pass courses that may be used to meet degree requirements. Please see your counselor.

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.

Certification of 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. A list of those UC colleges and majors is found on the following website: <http://admission.universityofcalifornia.edu/counselors/files/transfer-admission-matrix.pdf>. It is the student's responsibility to request IGETC Certification in the Counseling Office.

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.

Partial Certification of IGETC

Students who do not complete IGETC before transferring will be required to satisfy the specific lower-division general education/breadth requirements of the UC school they plan to attend. However, California community colleges (CCC) may grant partial certification of IGETC to students who are missing no more than two requirements. Students submitting partial IGETC certification should complete the missing requirements at either UC or a California community college as designated by their department. Students who have been granted partial IGETC certification should not return to the community college for a full certification.

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.

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 Another California Community College

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. Courses with an approval date of fall 1991 may be applied to the IGETC if completed prior to fall 1991. Courses approved after fall 1991 may only be applied if completed on or after the approval date.

Non-California Community College Courses

Appropriate non-CCC general education courses in the humanities, mathematics, social sciences, and natural sciences that are completed at United States regionally accredited institutions should be routinely included in IGETC. However, care should be taken to carefully scrutinize course outlines for content, prerequisites, texts, units, and IGETC Area Standards (See Section 10.0 for Standards).

Particular care should be taken when evaluating non-CCC courses to fulfill IGETC Area 1B, Critical Thinking and Composition. Few non-CCC second semester English Composition courses offer a course in Critical Thinking/English Composition. Guidelines to determine if a course is appropriate can be found in Section 10.1.2b.

Coursework from all Other United States Regionally Accredited Institutions

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.

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.

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), these can be from non-United States institution. Students with a substantial amount of foreign coursework at a non-United States regionally accredited institution should be encouraged to follow the CSU or UC campus specific general education pattern.

Online/Distance Education/Telecourses

- **CCC Courses**

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

- **Non-CCC Courses**

Non-CCC Institutions online/distance education/telecourses may be used on IGETC. The same scrutiny should be applied when reviewing these courses as when reviewing other non-CCC courses. (See Section 5.2 of IGETC Standards for guidelines).

- **Area 1C: Oral Communication (CSU Only)**

Strictly online Oral Communication courses may not be used on IGETC Area 1C (CSU Only). However, hybrid-delivery courses may meet the area criteria.

Credit by External Exams

Advanced Placement (AP) and International Baccalaureate (IB) 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.

There is no limit on the number of external exams that can be applied to IGETC and may be used regardless of when the exam was taken. However, students who have earned credit from an external exam (AP/IB) should not take a comparable college course because transfer credit will not be granted for both.

Advanced Placement (AP)

UC grants credit for College Board Advanced Placement (AP) examinations on which a student scores 3 or higher. Elective units awarded may be applied to UC graduation requirement for specific subjects and/or for general education/breadth requirements, as determined by each campus. To see how AP credits are used for IGETC certification see AP Chart on pages 92-93.

International Baccalaureate (IB)

A score of 5 or higher on Higher Level is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes To see how IB credits are used for IGETC certification see IB Chart on page 94.

Reference: The 2014 IGETC Standards, Policies and Procedures Version 1.5; www.universityofcalifornia.edu

IGETC CONSIDERATIONS 2015-2016

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, but be sure to check with a counselor, the college and/or visit the ASSIST website to obtain the most up-to-date information.

Berkeley: College of Letters and Science: Either IGETC or the college's requirements (Reading and Composition, Quantitative Reasoning, and Language Other than English) are acceptable. **Colleges of Engineering and Chemistry:** In general, IGETC is not appropriate. **College of Natural Resources:** IGETC is acceptable; however specific lower division major requirements must still be satisfied. **College of Environmental Design:** IGETC is acceptable with full certification to fulfill CED's breadth requirements. Partial certification will not complete the requirements. **Haas School of Business:** IGETC is not accepted.

Davis: All undergraduate colleges accept IGETC. However, Bachelor of Science degrees and high-unit majors often have many courses of lower-division preparation; in these cases, the IGETC is not recommended and the UC Davis general education pattern is the better 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: All Schools accept IGETC except **The Henry Samueli School of Engineering and Applied Science.**

Merced: School of Engineering and School of Natural Sciences: IGETC is strongly discouraged but accepted as students are encouraged to focus on lower-division major preparation prior to transfer. **School of Social Sciences, Humanities, and Arts:** IGETC is recommended and students are encouraged to complete as much lower-division major preparation as possible prior to transfer.

Riverside: College of Humanities, Arts and Social Sciences: IGETC is recommended. **College of Natural and Agricultural Sciences:** IGETC is not accepted. **The Marlan and Rosemary Bourns College of Engineering:** IGETC is acceptable; some additional coursework may be required after enrollment. **School of Business Administration (SOBA):** IGETC is required.

San Diego: John Muir, Earl Warren, Thurgood Marshall and Sixth Colleges: IGETC is acceptable. **Eleanor Roosevelt and Revelle Colleges:** IGETC is acceptable; however some additional coursework may be required after enrollment.

Santa Barbara: The College of Letters and Science and the College of Creative Studies: IGETC is acceptable. **College of Engineering:** students are encouraged to focus on major preparation rather than general education, but may use IGETC to substitute for most general education requirements. However, some additional coursework may be required after enrollment to complete the depth requirement if not satisfied during IGETC certification.

Santa Cruz: For majors in the physical and biological sciences or the **Jack Baskin School of Engineering,** IGETC is not recommended. Students should ensure completion of lower-division courses for their intended major, as indicated in the UCSC Catalog and on ASSIST.org.

Reference: <http://admission.universityofcalifornia.edu/counselors/downloadable-guides/index.html>



TRANSFER TO AN INDEPENDENT OR PRIVATE AND/OR OUT-OF-STATE COLLEGE

Students who are planning to transfer to an independent or 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 private nonprofit, 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 or www.moorparkcollege.edu/departments/student-services/articulation-office.

2. S.F. Bay Area — 20

- California College of the Arts - San Francisco
- Calif. Institute of Integral Studies - San Francisco
- Dominican University of California - San Rafael
- Golden Gate University - San Francisco
- Holy Names University - Oakland
- Menlo College - Atherton
- Mills College - Oakland
- Notre Dame de Namur University - Belmont
- Pacific Union College - Angwin
- Palo Alto University - Palo Alto
- Saint Mary's College of California - Moraga
- Samuel Merritt College - Oakland
- San Francisco Art Institute - San Francisco
- San Francisco Conservatory of Music - San Francisco
- Santa Clara University - Santa Clara
- Saybrook University - San Francisco
- Sofia University - Santa Clara
- Stanford University - Stanford
- Touro University California - Vallejo
- University of San Francisco - San Francisco

5. Los Angeles/Kern — 30

- Amer. Academy of Dramatic Arts - L.A. Hollywood
- American Jewish University - Bel Air
- Antioch University Los Angeles - Los Angeles
- Art Center College of Design - Pasadena
- Azusa Pacific University - Azusa
- Biola University - La Mirada
- California Institute of Technology - Pasadena
- California Institute of the Arts - Valencia
- Chicago School of Prof. Psychology - L.A.
- Claremont Graduate University - Claremont
- Claremont McKenna College - Claremont
- Harvey Mudd College - Claremont
- Keck Graduate University - Claremont
- Loyola Marymount University - Los Angeles
- Marymount College* Rancho - Palos Verdes
- Master's College - Santa Clarita
- Mount St. Mary's College - L.A.
- Occidental College - Los Angeles
- Otis College - Los Angeles
- Pacific Oaks College - Pasadena
- Pepperdine University - Malibu
- Pitzer College - Claremont
- Pomona College - Claremont
- Scripps College - Claremont
- So. Cal Univ. of Health Sciences - Whittier
- University of La Verne - La Verne
- University of Southern California - Los Angeles
- Western Univ. of Health Sciences - Pomona
- Whittier College - Whittier
- Woodbury University - Burbank

1. Northern California — 1

- Simpson University - Redding

3. Central Valley — 4

- Fresno Pacific University - Fresno
- Humphreys College - Stockton
- University of the Pacific - Stockton
- William Jessup University - Rocklin

4. Central Coast — 4

- California Lutheran University - Thousand Oaks
- Fielding Graduate University - Santa Barbara
- Thomas Aquinas College - Santa Paula
- Westmont College - Santa Barbara

7. Riverside/San Bernardino — 4

- California Baptist University - Riverside
- La Sierra University - Riverside
- Loma Linda Univ. - Loma Linda
- Univ. of Redlands - Redlands

6. Orange — 7

- Brandman University - Irvine
- Chapman University - Orange
- Concordia University Irvine - Irvine
- Hope International University - Fullerton
- Laguna College of Art & Design - Laguna Beach
- Soka University - Aliso Viejo
- Vanguard University - Costa Mesa

8. San Diego/Imperial — 5

- Alliant International University - San Diego
- National University - La Jolla
- Point Loma Nazarene University - San Diego
- San Diego Christian College - El Cajon
- University of San Diego - San Diego

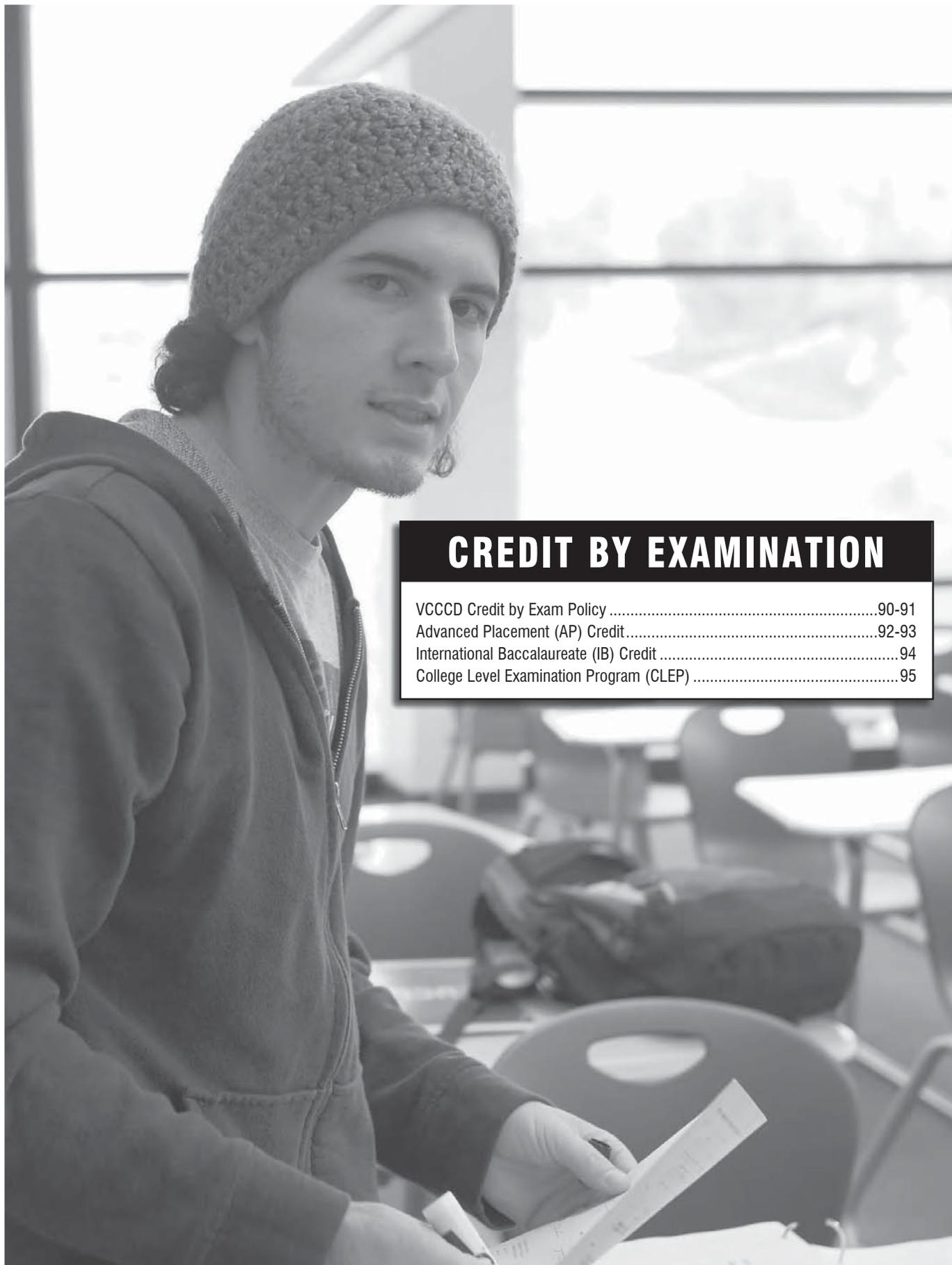


CALIFORNIA INDEPENDENT COLLEGES AND UNIVERSITIES GENERAL EDUCATION ARTICULATION INFORMATION

While IGETC is the general education pattern for the UC and CSU system, some independent/private colleges and universities also accept IGETC and/or CSU GE-Breadth in lieu of their own General Education patterns. Independent Colleges and Universities that accept at least one of these patterns are listed below. Some do require additional general education courses after transfer. Policies and GE requirements are subject to change. Students are encouraged to check with each college admission office to verify their most current policies.

College or University	Accepts IGETC	Accepts CSU GE-Breadth	Additional GE Requirements	Website
Alliant International University	Yes	Yes	No	www.alliant.edu
Azusa Pacific University	Yes	Yes	Yes	www.apu.edu
Biola University	Yes	No	Yes	www.biola.edu
Brandman University	Yes	Yes	No	www.brandman.edu
California Baptist University	Yes	Yes	Yes	www.calbaptist.edu
California College of Arts	Yes	Yes	Yes	www.cca.edu
California Institute of Integral Studies	Yes	Yes	-	www.ciis.edu/
California Lutheran University	Yes	No	Yes	www.callutheran.edu
Chapman University	Yes	Yes	Yes	www.chapman.edu
Concordia University	Yes	Yes	Yes	www.cui.edu
Fresno Pacific University	Yes	No	Yes	www.fresno.edu
Golden Gate University	Yes	Yes	Yes	www.ggu.edu
Holy Names University	Yes	No	Yes	www.hnu.edu
Hope International University	Yes	Yes	Yes	www.hiu.edu
Humphreys College	Yes	Yes	Yes	www.humphreys.edu
La Sierra University	Yes	No	No	www.lasierra.edu
Laguna College of Art & Design	Yes	Yes	Yes	www.lagunacollege.edu
Loma Linda University	Yes	Yes	Yes	www.llu.edu
Marymount College	Yes	Yes	Yes	www.marymount.edu
Mills College	Yes	No	Yes	www.mills.edu
Mount St. Mary's College	Yes*	Yes*	Yes* <i>*Classes taken for IGETC or CSU GE will most likely transfer towards their GE categories.</i>	www.msmc.la.edu
National University	Yes	Yes	Yes	www.nu.edu
Notre Dame de Namur University	Yes	Yes	Yes	www.ndnu.edu
Occidental College	Yes	Yes	Yes	www.oxy.edu
Pacific Union College	Yes	No	-	www.puc.edu
Pitzer College	Yes	Yes	Yes	www.pitzer.edu
Point Loma Nazarene University	Yes	Yes	Yes	www.ptloma.edu
Pomona College	Yes	Yes	Yes	www.pomona.edu
Saint Mary's College of California	Yes	No	Yes	www.stmarys-ca.edu
San Diego Christian College	Yes	Yes	-	www.sdcc.edu
San Francisco Conservatory of Music	Yes	Yes	Yes	www.sfcm.edu
Scripps College	Yes	No	Yes	www.scrippscollege.edu
University of La Verne	Yes	Yes	Yes	www.ulv.edu
University of San Francisco	Yes	Yes	Yes	www.usfca.edu
University of the Pacific	Yes	Yes	<i>Only meets requirements if the courses are certified.</i>	www.pacific.edu
Vanguard University of Southern California	Yes	Yes	Yes	www.vanguard.edu
Whittier College	Yes	Yes	Yes	www.whittier.edu
Woodbury University	Yes	Yes	Yes	www.woodbury.edu

Extracted from AICCU website April 2015 https://secure.californiacolleges.edu/admissions/california-independent-colleges/articulation_information.asp



CREDIT BY EXAMINATION

VCCCD Credit by Exam Policy	90-91
Advanced Placement (AP) Credit	92-93
International Baccalaureate (IB) Credit	94
College Level Examination Program (CLEP)	95

CREDIT BY EXAMINATION

AP 4235 Credit by Examination –adopted July 2009. Last revised April 2015

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. Course and unit credit can be obtained either through the Credit for External Exam Process (AP/IB/CLEP) or credit for Internal Exam Process, also known as locally administered exam.

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

Credit for External Exams

- **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.

Credit for Internal Exams (aka Locally Administered Exams)

- **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 with a letter grade and notated as "Credit By Examination". The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

Cut Scores for Credit by Examinations (AP, IB, and CLEP):

- 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 External Examinations (AP, IB, and CLEP):

- 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.

Internal Credit by Exam Process (Locally Administered Exam)

- 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 course excluded from Credit by Examination

To Receive Credit by Examination for a Locally Administered Exam:

- 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 Exam):

- 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.

CREDIT BY EXAMINATION

(CONTINUED)

Units and Grades Recorded for Credit by Examination (Locally Administered Exam):

- Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.
- A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who unsuccessful in an attempt to challenge a course by examination will receive a D, F or NP (no pass) grade, and a record of the attempt for credit by examination will appear on a student's transcript.

To Receive Credit by Examination for a High School Articulated Course:

- The student will apply online to one of the colleges in the VCCCD and create an account in the CATEMA tracking system.
- The High School Petition for Credit by Examination with required signatures will be completed at the time the student is enrolled in the equivalent high school course and submitted to the registrar after the student successfully completes the course.
- The student passes the college's course via a comprehensive exam or evaluation determined solely by the college faculty in the discipline.

Determination for Eligibility for Credit by Examination (High School Articulated Course):

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.

Units and Grades recorded for Credit by Examination (High School Articulated Course):

- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; a letter grade and units will be recorded and "Credit By Examination" will be notated on the transcript for the term in which it was earned.
- Students who are unsuccessful in obtaining a standard grade of C or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript.

Units and Grades Recorded for Credit by Examination (High School Articulated Course):

- The student will receive the appropriate credit units if he or she satisfactorily passes the examination; a letter grade and units will be recorded and "Credit By Examination" will be notated on the transcript for the term in which it was earned.
- Students who are unsuccessful in obtaining a standard grade of C or better will not be allowed to petition for credit 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.



ADVANCED PLACEMENT (AP) CREDIT FOR MOORPARK COLLEGE, CSU GE AND IGETC

MC course equivalency approved by MC Curriculum Committee on January 10, 2012

Advanced Placement (AP Exam)	MC Course Equivalent	MC GE Area	MC GE Units Earned	Total MC Units Earned (includes GE units)	American Institutions and/or CSU GE-Breadth Area	CSU GE Units Earned Toward CSU GE-Certification (sem)	CSU Min. Sem. Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward Cert. (qtr/sem)	UC Units Earned Toward Transfer (qtr/sem)
Art History*	ART M11	C1 or C2	3	6	C1 or C2	3	6	3A or 3B	4/3	8/5.3
Studio Art: Drawing	ART M30	C1	3	3	n/a	0	3	n/a	n/a	8/5.3
Studio Art: 2D	ART M20	C1	3	3	n/a	0	3	n/a	n/a	8/5.3
Studio Art: 3D	ART M70	C1	3	3	n/a	0	3	n/a	n/a	8/5.3
Studio Art Exam Limitation	Max 6 units for all 3 exams							Max 8 quarter units for all 3 Studio Arts exams		
Biology	BIOL M01	A1	4	4	B2+B3	4	6	5B and 5C	5/4	8/5.3
Calculus AB* (3) Calculus AB* (4, 5)	MATH M07 MATH M25A	D2	5	5	B4	3	3	2A	4/3	4/2.7
Calculus BC* (3) Calculus BC* (4, 5)	MATH M25A MATH M25B	D2	5	5	B4	3	6	2A	4/3	8/5.3
Calculus BC/AB Subscore	n/a	n/a	n/a	n/a	B4	3	3	2A	4/3	8/5.3
Calculus Exam Limitation	Max credit: one exam				Max: only one exam may be used for transfer/applied to the baccalaureate degree.			Max: 8 quarter/ 5.3 units for both exams.		
Chemistry (3) Chemistry (4, 5)	CHEM M12 CHEM M01A	A2	5	5	B1 + B3 (prior F09) B1 + B3 (after F09)	6 4	6 6	5A and 5C	5/4	8/5.3
Chinese Language/ Culture *	CHIN M01 CHIN M02	C2	3	6	C2	3	6	3B and 6A	4/3	8/5.3
Comparative Government & Politics	POLS M02	B2	3	3	D8	3	3	4H	4/3	4/2.7
Computer Science A	CS M10J	D2	4	4	n/a	n/a	3	n/a	n/a	2/1.3
Computer Science AB	n/a	n/a	n/a	4	n/a	n/a	6	n/a	n/a	4/2.7
CS Exam Limitation	Max 4 units for both exams				Max: only one exam can be used for the transfer/applied to the baccalaureate degree.			Max: 4 quarter/ 2.7 sem units for both exams. CS AB no longer offered.		
Macroeconomics	ECON M02	B2	3	3	D2	3	3	4B	4/3	4/2.7
Microeconomics	ECON M01	B2	3	3	D2	3	3	4B	4/3	4/2.7
English Language/ Composition	ENGL M01A	D1	3	6	A2	3	6	1A	4/3	8/5.3
English Literature/ Composition*	ENGL M01A, ENGL M01B	D1 and C2 or D2	6	6	A2 + C2	6	6	1A or 3B	4/3	8/5.3
English Exam Limitation	Max 6 units for both exams				n/a	n/a	n/a	Max: 8 quarter/5.3 sem units for both exams.		
Environmental Science	ENSC M01, ENSC M01L	A2	4	4	B2 + B3 (prior F09) B1 + B3 (after F09)	4	4	5A and 5C	4/3	4/2.7
European History*	HIST M01A, HIST M01B	B2 or C2	3	6	C2 or D6	3	6	3B or F	4/3	8/5.3
French Language*	FREN M01, FREN M02	C2	3	6	C2 C2	6 (prior F09) 3 (F09 or after)	6 6	3B and 6A	4/3	8/5.3
French Language & Culture	n/a	n/a	n/a	n/a	C2	3	6	3B and 6A	4/3	8/5.3
French Literature*	FREN M03, FREN M04	C2	3	6	C2	3 (prior F09)	6	3B and 6A	4/3	8/5.3
German Language*	GERM M01, GERM M02	C2	3	6	C2 C2	6 (prior F09) 3 (F09 or after)	6 6	3B and 6A	4/3	8/5.3
German Language & Culture	n/a	n/a	n/a	n/a	C2	3	6	3B and 6A	4/3	8/5.3
Human Geography	GEOG M02	B2	3	3	D5	3	3	4E	4/3	4/2.7
Italian Language & Culture	ITAL M01, ITAL M02	C2	3	6	C2	3	6	3B and 6A	4/3	8/5.3

CHART CONTINUED TO NEXT PAGE

ADVANCED PLACEMENT (AP) CREDIT FOR MOORPARK COLLEGE, CSU, GE AND IGETC (continued)

Advanced Placement (AP Exam)	MC Course Equivalent	MC GE Area	MC GE Units Earned	Total MC Units Earned (includes GE units)	American Institutions and/or CSU GE-Breadth Area	CSU GE Units Earned Toward CSU GE-Certification (sem)	CSU Min. Sem. Credit Earned Toward Transfer	IGETC Area	IGETC Units Earned Toward Cert. (qtr/sem)	UC Units Earned Toward Transfer (qtr/sem)
Japanese Language & Culture*	JAPN M01, JAPN M02	C2	3	6	C2	3	6	3B and 6A	4/3	8/5.3
Latin	n/a	n/a	n/a	n/a	C2	3	6	3B and 6A	4/3	8/5.3
Latin Literature	LAT M01	C2	3	3	C2	3 (Prior F09)	6	3B and 6A	4/3	4/2.7
Latin: Vergil (Prior F12)	n/a	C2	3	3	C2	3	3	3B and 6A	4/3	4/2.7
Latin Exam Limitation	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Max: 4 quarter/ 3 sem. units for both exams.		
Music Theory	MUS M02A, MUS M02AL	C1	3	6	C1	3 (Prior F09)	6	n/a	n/a	8/5.3
Physics 1	n/a	n/a	n/a	n/a	B1 + B3 B1 + B3	4	4	n/a	n/a	n/a
Physics 2	n/a	n/a	n/a	n/a	B1 + B3 B1 + B3	4	4	n/a	n/a	n/a
Physics B (Physics B has been replaced by Physics 1 and Physics 2 beginning 2014-15)	PHYS M10A, PHYS M10AL	A2	5	5	B1 + B3 B1 + B3	6 (prior F09) 4 (F09 - F13)	6 6	5A and 5C	5/4	8/5.3
Physics C: Elect/Mag	PHYS M20B, PHYS M20BL	A2	5	5	B1 + B3	4	4	5A and 5C	4/3	4/2.7
Physics C: Mechanics	PHYS M20A, PHYS M20AL	A2	5	5	B1 + B3	4	4	5A and 5C	4/3	4/2.7
Physics Exam Limitations	Max 6 units for all exams				Max: 4 semester units towards GE and 6 units for transfer/ applied to baccalaureate degree.			Max: 8 quarter/5.3 sem. units for all exams.		
Psychology	PSY M01	B2	3	3	D9	3	3	4I	4/3	4/2.7
Seminar	n/a	n/a	n/a	n/a	n/a	0	3	n/a	n/a	n/a
Spanish Language*	SPAN M01, SPAN M02	C2	3	6	C2	6 (prior F09)	6	3B + 6A	4/3	8/5.3
Spanish Language & Culture	n/a	n/a	n/a	n/a	C2	3	6	3B + 6A	4/3	8/5.3
Spanish Literature*	SPAN M03, SPAN M04	C2	3	6	C2	6 (prior F09)	6	3B + 6A	4/3	8/5.3
Spanish Literature & Culture	n/a	n/a	n/a	n/a	C2	3	6	3B + 6A	4/3	8/5.3
Statistics	MATH M15	D2	4	4	B4	3	3	2A	4/3	4/2.7
U.S. Government & Politics	POLS M03	B1 or B2	3	3	D8 + US-2	3	3	4H + US-2	4/3	4/2.7
US History*	HIST M07A, HIST M07B	B1 or C2	3	6	C2 or D6 + US-1	3	6	3B or 4F + US-1	4/3	8/5.3
World History*	HIST M20A, HIST M20B	B2 or C2	3	6	C2 or D6	3	6	3B or 4F	4/3	8/5.3

NOTE: *AP exam may be used in either area regardless of where the certifying CCC's discipline is located.

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

- 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.
- 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).
- 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.
- There is no equivalent AP exam for Critical Thinking/Composition (IGETC 1A/CSU GE A3) requirement.
- 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.
- 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.
- 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 at <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf> and the IGETC Standards, Policies and Procedures, version 1.5 (2014).
- The CSU has a system-wide 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	IGETC Area	IGETC Units Earned Toward Cert. (qtr/sem)	UC Units Earned Toward Transfer (includes GE units) (qtr/sem)
Biology HL	A1	3	6	5	6	3	B2	5B (w/out lab)	4/3	8/5.3
Chemistry HL	A2	3	6	5	6	3	B1	5A (w/out lab)	4/3	8/5.3
Economics HL	B2	3	6	5	6	3	D2	4B	4/3	8/5.3
Geography HL	B2	3	6	5	6	3	D5	4E	4/3	8/5.3
History (any region) HL*	B2	3	6	5	6	3	C2 or D6*	3B or 4F*	4/3	8/5.3
Language A Literature HL	C2	3	6	4	6	3	C2	n/a	n/a	n/a
Language A Language and Literature HL	C2	3	6	4	6	3	C2	n/a	n/a	n/a
Language A1 (any language) HL	C2	3	6	4	6	3 (Prior F'13)	C2	3B	4/3	8/5.3
Language A2 (any language) HL	C2	3	6	4	6	3 (Prior F'13)	C2	3B	4/3	8/5.3
Language A1 (any language except English) HL	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3B and 6A	4/3	8/5.3
Language A2 (any language except English) HL	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3B and 6A	4/3	8/5.3
Language B (any language) HL	C2	3	6	4	6	0	n/a	6A	4/3	8/5.3
Mathematics HL**	D2	3	6	4	6	3	B4	2A	4/3	8/5.3
Physics HL	A2	3	6	5	6	3	B1	5A	4/3	8/5.3
Psychology HL	B2	3	6	5	3	3	D9	4I	4/3	8/5.3
Theatre HL	C1	3	6	4	6	3	C1	3A	4/3	8/5.3

NOTES: All units shown on this chart are semester units except those listed for IGETC, which include quarter and semester units.

* IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

** 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.

Rules for using International Baccalaureate (IB) credit for IGETC, CSU GE-Breadth and MC GE

- 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.
- 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.
- An acceptable IB score equates to either 3 semester/4 quarter units for certification purposes.
- For more information about course credit awarded for admission and in majors by individual campuses, visit <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>
- CSU also grants unit credit for transfer purposes of IB HL exams (see CSU policy at <http://calstate.edu/acadaff/codedMemos/aa-2015-02.pdf>) 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.
- Students will not receive credit for Standard Level exams.
- 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 1.5, 2014 (section 7.2); CSU E.O. 1036 Section 1.2.4 and Coded Memo AA-2015-02.

IB Policies Specific to Moorpark College

- Students who complete the IB Diploma with a score of 30 or above will receive 20 semester units of credit for Moorpark College.
- Students completing IB Higher Level exams with scores of 5, 6, or 7 will receive 6 units of credit for each exam.
- Students will not receive credit for Standard Level exams.
- Credits awarded for IB exams shall not impact a student's GPA at Moorpark College.
- 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.
- Credits acquired by exam are not counted in determining the 12 semester units in residence at Moorpark College required for an Associate Degree.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

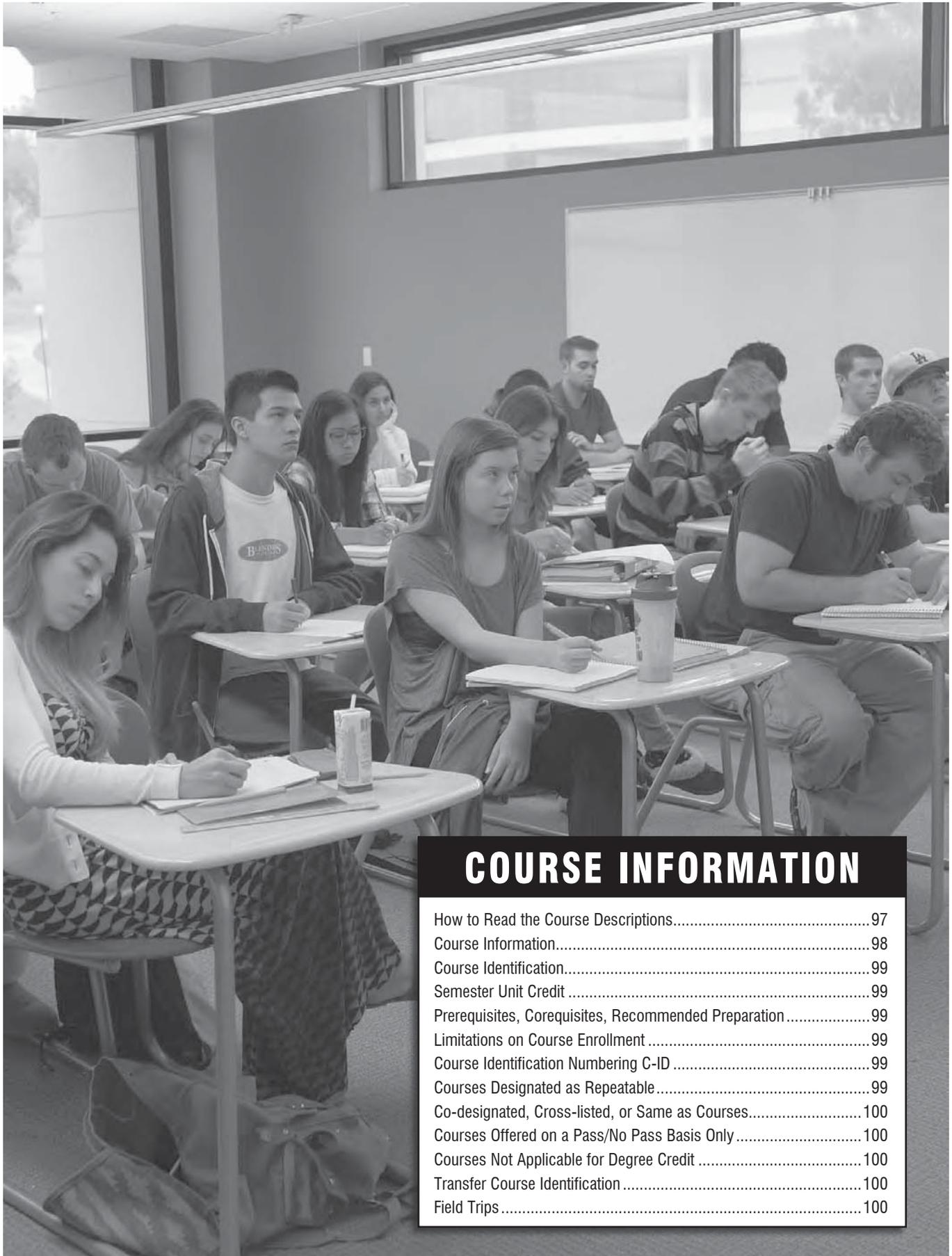
For Moorpark College and CSU-GE

Students who earned a score of 50 or higher or as specified below on CLEP exam will receive 3-6 units depending on the exam.

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 - 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	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

NOTE: * 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 baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

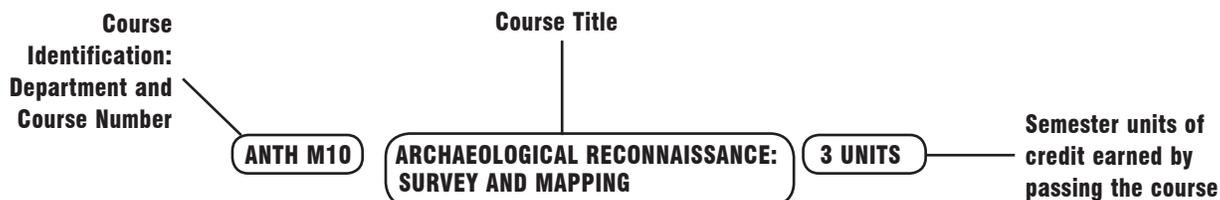
Reference: CSU EO 1036 and CSU Coded Memorandum AA-2015-02 and ASCCC Resolution 9.01 S11. CCC CLEP Exam Equivalency List approved by MC Curriculum Committee on 1/10/2012.



COURSE INFORMATION

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How to Read the Course Descriptions



Total lecture and/or lab hours per week → *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. Applies to Associate Degree

Course transferability → Transfer credit: CSU; UC

Requirement of Field Trips

Classes that MUST be completed prior to taking this course

CD M04L – OBSERVATION AND ASSESSMENT LABORATORY 1 UNIT

Classes that must be taken in the SAME semester as this course

Prerequisites: None

Corequisites: CD M04

Recommended Prep: CD M02

Class Hours: 3 lab

C-ID: ECE 200

Recommended class to be complete BEFORE taking this course

Course Identification Numbering System
See page 70 for details

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

Course Description

ENGL M03 — WRITING SKILLS

3 UNITS

Additional Course Comments

Prerequisites: None

Class Hours: 2 lecture, 3 lab

1. Course may only be taken Pass/No Pass, or
2. Course may be taken Pass/No Pass at Student's option

Emphasizes basic 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.

Most courses provide credit toward the Associate Degree. Those few that do not, will have a note indicating this at the end of the course description.

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:

SUBJECT	TITLE
ACCT	Accounting
ANAT	Anatomy
ANPH	Anatomy and Physiology
ANSC	Animal Science
ANTH	Anthropology
ART	Art
ARTH	Art History
AST	Astronomy
BIOL	Biology
BIOT	Biotechnology
BOT	Botany
BUS	Business
CD	Child Development
CHEM	Chemistry
CHIN	Chinese
CHST	Chicano Studies
CIS	Computer Information Systems
CJ	Criminal Justice
CNSE	Computer Networking Systems Engineering
COL	College Strategies
COMM	Communication Studies
COUN	Counseling
CS	Computer Science
DANC	Dance

SUBJECT	TITLE
EATM	Exotic Animal Training Management
ECON	Economics
EDU	Education
ENGL	English
ENGR	Engineering
ENSC	Environmental Science
ESL	English as a Second Language
FILM	Film Studies
FREN	French
FTVM	Film Television Media
GEOG	Geography
GEOL	Geology
GERM	German
GIS	Geographic Information Systems
GR	Graphics
HED	Health Education
HIST	History
HIM	Health Information Management
HS	Health Science
HUM	Humanities
ICA	Intercollegiate Athletics
ITAL	Italian

SUBJECT	TITLE
JAPN	Japanese
JOUR	Journalism
KIN	Kinesiology
LS	Learning Skills
MATH	Mathematics
MICR	Microbiology
MM	Multimedia
MUS	Music
NS	Nursing Science
NTS	Nutrition
PHIL	Philosophy
PHOT	Photography
PHSC	Physical Science
PHSO	Physiology
PHTC	Commercial Photography
PHYS	Physics
POLS	Political Science
PSY	Psychology
RADT	Radiologic Technology
SOC	Sociology
SPAN	Spanish
THA	Theatre Arts
TTHA	Technical Theatre
WEXP	Work Experience
ZOO	Zoology

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 variable courses may be reduced and credit reduced proportionately.

Prerequisites, Corequisites, 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.

Limitations on Course Enrollment

Limitations - Conditions of enrollment that a student must meet before enrollment in a course or educational program. The college will only restrict enrollment in a course when the restriction is specifically required by statute or legislation, by prerequisites and/or corequisites, or by health and safety considerations. Other limitations can include facility limitations, faculty availability, funding limitations or other constraints imposed by code, regulations or contracts. The college can provide special registration assistance to the disabled or disadvantaged student. And, the college can enroll students in accordance with a priority system adopted by the local Board of Trustees (e.g., CD M12. Requires proof of TB clearance.).

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 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. (e.g., CD M02 C-ID: CDEV: 100)

For further information, please refer to C-ID information on page 70 and <http://www.c-id.net>.

Courses Designated as Repeatable

A statement following the course description noting the repeatability of a course will specify the number of times an active participatory course or courses can be repeated. Students shall be permitted to enroll in no more than four semesters in an active participatory course. In physical education, visual arts or performing arts that are "related in content" to other courses (Title 5, §55000(l)) of the courses that are similar in content.

Courses are related in content when the courses have "similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation." Moorpark College has defined courses related in content as a "family of courses" for the following disciplines: Art, Dance, Kinesiology, Music and Theatre Arts. For more information refer to APPENDIX XIII.

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. This includes course or related College activities, on campus, at off-campus facilities, and college-sponsored field trips.



COURSES & PROGRAMS

Accounting	122-123	German.....	197
Anatomy	114-115	Graphic Design	179-181
Anatomy/Physiology	115	Health Education	181-182
Animal Science	102	Health Information Management	182
Anthropology	102-106	Health Sciences	183
Art and Art History	106-113	History.....	183-186
Astronomy	113-114	Humanities.....	186-187
Biology	114-116	Intercollegiate Athletics.....	194-196
Biotechnology	118-121	Internships	251
Botany	117	Italian.....	197
Business Administration	121-124	Japanese	197-198
Chemistry	124-126	Journalism	187-189
Child Development	126-131	Kinesiology	190-194
Chinese	196	Languages of the World	196
College Strategies	132	Learning Skills.....	199-200
Commercial Photography	222-223	Mathematics	200-205
Communication Studies	132-134	Microbiology.....	117
Computer Information Systems	135	Multimedia	205-207
Computer Network Systems Engineering	135-141	Music	208-212
Computer Science.....	141-142	Nuclear Medicine	236-237
Counseling.....	142-143	Nursing Science.....	212-218
Criminal Justice	143-146	Nutrition Science.....	218-219
Dance	147-151	Philosophy.....	219-221
Economics.....	152-153	Photography	221-223
Education.....	153	Physical Science.....	224
Engineering	154-155	Physics.....	224-226
English.....	156-160	Physiology	117
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Environmental Science	161-163	Psychology	228-231
Exotic Animal Training Management	163-169	Radiographic Technology	231-237
Film Studies	169-170	Sociology.....	237-239
Film Television Media.....	170-173	Spanish	198-199
French	196-197	Theatre Arts	240-251
Geographic Information Systems.....	174	Work Experience	251-252
Geography	174-176	Zoology.....	118
Geology	176-178		

COURSE AND PROGRAM DESCRIPTIONS

ACCOUNTING

SEE COURSES IN
BUSINESS ADMINISTRATION

ADMINISTRATION OF JUSTICE

SEE COURSES IN
CRIMINAL JUSTICE

ANATOMY

SEE COURSES IN
BIOLOGICAL SCIENCES

ANIMAL SCIENCE

Program Purpose: Students completing courses in Animal Science will examine basic principles of science related to animals. Student will examine basic principles of animal behavior, diversity and conservation.

Study in animal science leads to careers in the animal care industry and entry into a transfer university. America's Teaching Zoo provides a laboratory experience, focusing primarily on non-domestic animals. The Animal Science courses are open to all student but are recommended for those interested in the Exotic Animal Training and Management (EATM) Program or any other career in the animal field.

DEAN

Kim Hoffmans, Phone (805) 378-1459

FACULTY

Cynthia Stringfield, Gary Wilson, Brenda Woodhouse

COUNSELORS

Chuck Brinkman, Donny Munshower, Danita Redd (Pre-Vet)

ANIMAL SCIENCE COURSES

ANSC M09 – ANIMAL BEHAVIOR

3 UNITS

Prerequisite: None

Class Hours: 3 lecture

Introduces the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. Provides understanding on how to apply the concepts of ethology and behavior modification to the maintenance and training of animals under human care. (Same as EATM M09.) (Formerly ANSC M04.) Applies to Associate Degree. Transfer credit: CSU

ANSC M09L – ANIMAL BEHAVIOR LAB

0.5 UNIT

Prerequisite: ANSC M09 or EATM M09 (or concurrent enrollment)

Class Hours: 1.5 lab

Provides students with opportunities to develop skills in behavior modification and observational research. Requires students to demonstrate such skills through training a rat and conducting observational research on captive animals. (Same as EATM M09L.) (Formerly ANSC M04L.) Applies to Associate Degree. Transfer credit: CSU

ANSC M17 – ANIMAL DIVERSITY

3.5 UNITS

Prerequisite: None

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. (Same as EATM M17.) (Formerly ANSC M07 and ANSC M07L.) Applies to Associate Degree. Transfer credit: CSU

ANTHROPOLOGY

Program Purpose: Students who complete Anthropology courses will examine and assess the place of humans in the natural and cultural world. They will be able to compare and critique their own cultural assumptions against those of people from other societies. All Anthropology courses will facilitate the interpretation of human culture, and stimulate interest in the myriad variety of human interaction, evolution, and innovation both past and present.

Anthropology, being the study of humans, provides students with a global perspective to understand the human condition. It is a four-field discipline, consisting of cultural anthropology, biological anthropology, archaeology, and linguistics. The Anthropology program at Moorpark College offers courses in all four fields, including courses as diverse as Egyptology, Forensics, and Archaeological Field Methods. The courses offered in the Anthropology department fulfill requirements for students working toward many general education goals including transfer to four-year institutions, and may also be used to complete our AA-T and AA degrees.

DEAN

Kim Hoffmans, Phone (805) 378-1459

FACULTY

John Baker, Andrew Kinkella, Rachel Messinger, Ashley Vaughan

COUNSELORS

Roberta Brodie, Anitra Evans Tykeson

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.

ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER DEGREE

The Associate in Arts in Anthropology for Transfer (AA-T in Anthropology) is intended for students who plan to transfer and complete a bachelor's degree in Anthropology, 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 Anthropology 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 AA-T in Anthropology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 19-20 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 CORE	UNITS
Complete the following courses (9 units):	
ANTH M01/M01H Biological Anthropology/Honors	3.0
ANTH M02 Cultural Anthropology	3.0
ANTH M03 Archaeology	3.0
Units from LIST A	3.0-4.0
Units from LIST B	4.0
Units from LIST C	3.0

TOTAL UNITS 19.0-20.0

LIST A - Complete 3-4 Units:

ANTH M01L Biological Anthropology Lab	1.0
ANTH M08 Linguistic Anthropology	3.0

LIST B - Select and complete one or two course(s) (4 Units):

ANAT M01 Human Anatomy	4.0
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OR

GEOL M02 Physical Geology	3.0
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AND

GEOL M02L Physical Geology Lab	1.0
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Any course not selected from LIST A	3.0
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LIST C - Select and complete one course (3 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 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 M17 Forensic Anthropology	3.0
Any course not selected from LIST A or LIST B	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Anthropology for Transfer (AA-T) will be able to:

- 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.

ASSOCIATE IN ARTS IN ANTHROPOLOGY DEGREE

To earn an Associate in Arts Degree with a major in Anthropology, students complete 19 specified units, plus General Education Degree Requirements (minimum total = 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.

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.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES	UNITS
Select and complete 13 units from the following courses:	
ANTH M01/M01H Biological Anthropology/Honors	3.0
ANTH M01L Biological Anthropology Lab	1.0
ANTH M02 Cultural Anthropology	3.0
ANTH M03 Archaeology	3.0
ANTH M08 Linguistic Anthropology	3.0
Units from List of ELECTIVE COURSES	6.0

TOTAL UNITS 19.0

ELECTIVE COURSES

Select and complete 6 units from the following courses:

ELECTIVE COURSES	UNITS
ANTH M05 Archaeological Field Method	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 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 M17 Forensic Anthropology	3.0
ANTH M80 Internship in Anthropology	1.0-4.0
ANTH M122* Independent Study - Anthropology	0.5-3.0
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 in Arts 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.

ASSOCIATE IN ARTS IN ARCHAEOLOGY DEGREE

To earn an Associate in Arts Degree with a major in Archaeology, students complete 25 specified units, plus General Education Degree 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/M01H Biological Anthropology/Honors	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 UNITS 25.0

RECOMMENDED COURSES Choose 6 Units:

RECOMMENDED COURSES	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 M80 Internship in Anthropology	1.0-4.0
ANTH M122 Independent Study – Anthropology	0.5-3.0
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

Program Student Learning Outcomes

Students completing the Associate in Arts 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
C-ID: ANTH 110

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
C-ID: ANTH 110

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: ANTH M01 or ANTH M01H or concurrent enrollment
Class Hours: 3 lab
C-ID: ANTH 115L

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
C-ID: ANTH 150

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. Applies to Associate Degree. Transfer credit: CSU; UC

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. Applies to Associate Degree. Transfer credit: CSU; UC

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

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 M60I.) Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M15 – EGYPTOLOGY: ARCHAEOLOGY OF THE LAND OF THE PHARAOKS**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." Applies to Associate Degree.

ANTH M80 – INTERNSHIP IN ANTHROPOLOGY 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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 hours as arranged

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. (Formerly ANTH M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ART AND ART HISTORY

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, historic preservation, gallery/museum studies, or work as practicing artists in ceramics, painting, sculpture, drawing, and commercial art.

DEAN

Lisa Putnam, Phone (805) 378-1448

FACULTY

Erika Lizée, Cynthia Minet, Gerardo Zucca (Art)

COUNSELORS

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.

ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER DEGREE

Students who complete the Associate in Arts in Studio Arts for Transfer Degree (AA-T) will develop strong foundation level art skills in a variety of mediums and techniques. Courses will stimulate conceptual thinking, problem-solving 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, historic preservation, museum/gallery practices, or work as practicing artists in ceramics, painting, sculpture, drawing, or applied art.

The Associate in Arts in Studio Arts for Transfer Degree (AA-T) is intended for students who plan to transfer and complete a Bachelor's degree in Studio Art, or a similar major at a CSU campus. Students completing the AA-T Degree in Studio Arts 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 Studio Arts 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 AA-T in Studio Arts, students must complete the following:

1. 60 semester units or 90 quarter CSU transferable 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. A minimum of 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 CORE		UNITS
Complete the following courses (12 units):		
ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M30	Drawing and Composition I	3.0
ARTH M12	History of Art: Renaissance through Modern	3.0
Units from LIST A		3.0
Units from LIST B		9.0

TOTAL UNITS 24.0

LIST A - Select and complete one course (3 units) from the following:

ARTH M11	History of Art: Prehistoric through Gothic	3.0
ARTH M13	History of Art: Modern through Contemporary	3.0
ARTH M14	History of Art: Asian	3.0

LIST B - Select and complete 3 courses (9 units) from the following:

Drawing:		
ART M31	Drawing and Composition I	3.0
OR		
ART M32	Beginning Life Drawing I	3.0
Painting:		
ART M43	Beginning Painting I	3.0
Ceramics:		
ART M70	Beginning Ceramics I	3.0
Sculpture:		
ART M77	Beginning Sculpture I	3.0
Digital Art:		
MM M10	Introduction to Digital Media	3.0
Printmaking:		
ART M90	Beginning Printmaking I	3.0
Photography:		
PHOT M10	Beginning Photography	3.0
Second Semester Courses:		
ART M44	Beginning Painting II	3.0
ART M50	Water Color II	3.0
ART M71	Beginning Ceramics II	3.0
ART M91	Beginning Printmaking II	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Studio Arts for Transfer (AA-T) will be able to:

- develop strong foundation level art skills in a variety of mediums and techniques.
- demonstrate creative problem-solving, conceptual thinking and critical analysis as learned through direct application and experience.
- demonstrate visual literacy, and an understanding of art both contemporary and historical, across cultures and throughout time.

ASSOCIATE IN ARTS IN ART DEGREE

To earn an Associate in Arts Degree with a major in Art, students must 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.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES		UNITS
ARTH M11	History of Art: Prehistoric through Gothic	3.0
ARTH M12	History of Art: Renaissance through Modern	3.0
ARTH 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	Design and Society	3.0
Units from one of the RECOMMENDED OPTIONS		15.0

TOTAL UNITS 36.0

RECOMMENDED OPTIONS UNITS

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 M79A	Figure Sculpture I	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 M79A	Figure Sculpture I	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts 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 M20 – TWO-DIMENSIONAL DESIGN

3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

C-ID: ARTS 100

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. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

ART M23 – THREE-DIMENSIONAL DESIGN

3 UNITS

Prerequisites: None

Recommended Prep: ART M20

Class Hours: 1 lecture, 6 lab

C-ID: ARTS 101

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. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

ART M30 – DRAWING AND COMPOSITION I

3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

C-ID: ARTS 110

Focuses on the representation of objects through a variety of black and white media and techniques, emphasizing pictorial composition, depth perception, perspective and rendering. Includes presentations and discussions of historical and contemporary examples of a wide-range of drawing. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. (Formerly ART M12A.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M31 – DRAWING AND COMPOSITION II

3 UNITS

Prerequisites: ART M30

Class Hours: 1 lecture, 6 lab

C-ID: ARTS 205

Expands exploration of varied media such as pen and ink, watercolor washes and collage through a study of illustrative drawing, analytic abstraction concepts and advanced problems in rendering. Emphasizes experimentation, personal expression and further development of drawing skills. Includes presentations and discussions of historical and contemporary examples of a wide range of drawing. Moorpark College Faculty has defined Art Fundamentals as a family of courses which includes ART M20, M23, M30, and M31. A student may take a maximum of four (4) courses from a family. (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

C-ID: ARTS 200

Introduces drawing the human figure from live models. Emphasizes structure, proportion, form and composition through an introduction of linear and tonal concepts. Explores different media including charcoal, conte crayon, pencil, pen and ink. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (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. Explores varied media including color. Continues studies in structure, proportion, form, and composition. Encourages experimentation in working towards an individual style in drawing the human form. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (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

Encourages independent, self-expressive approaches to form and content in observational drawings from the live model and in outside projects. Continues practice of linear and tonal concepts in many media. Emphasizes consistent engagements with structure, proportion, form, composition, and content. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (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

Emphasizes development of individual style through advanced drawing techniques and creative experimentation with media in drawing the human figure from live models. Requires the creation of a series of projects reflecting an individual and contemporary approach to drawing. Moorpark College Faculty has defined Life Drawing as a family of courses which includes ART M32, M33, M34, and M35. A student may take a maximum of four (4) courses from a family. (Formerly ART M13D.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M40 – BEGINNING ILLUSTRATION

3 UNITS

Prerequisites: ART M30

Class Hours: 1 lecture, 6 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. Moorpark College Faculty has defined Illustration as a family of courses which includes ART M40, M41, and M42. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

ART M41 – INTERMEDIATE ILLUSTRATION**3 UNITS***Prerequisites: ART M40**Class Hours: 1 lecture, 6 lab*

Introduces advanced studies in pen and ink, watercolor washes and mixed media. Explores individual style appropriate to magazine, newspaper and book illustration. Moorpark College Faculty has defined Illustration as a family of courses which includes ART M40, M41, and M42. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU

ART M42 – ADVANCED ILLUSTRATION**3 UNITS***Prerequisites: ART M20 and ART M41**Class Hours: 1 lecture, 6 lab*

Emphasizes development of individual style through advanced illustration techniques and creative experimentation of media. Requires the creation of a series of projects reflecting the developmental style. Moorpark College Faculty has defined Illustration as a family of courses which includes ART M40, M41, and M42. A student may take a maximum of four (4) courses from a family. 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**C-ID: ARTS 210*

Introduces basic painting techniques, skills and concepts. Emphasizes realistic representation, along with the exploration of the expressive and abstract applications of paint. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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, with introduction of more intermediate methods. Emphasizes technical competence with a focus on individual concepts using both traditional and contemporary materials. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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*

Explores advanced painting concepts and techniques. Encourages personal and unique self-expression through experimentation with and interpretation of subject matter. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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*

Integrates and expands advanced conceptual and technical painting skills through creative experimentation. Requires the creation of a series of projects reflecting an individual and contemporary approach to painting. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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. Emphasizes personal, creative approach to landscape painting. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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 the techniques and concepts of watercolor media. Builds from simple exercises to more complex problems to be solved in personal and creative ways. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (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*

Develops advanced watercolor techniques. Uses the concept of multiple images in both landscapes and still life. Moorpark College Faculty has defined Painting as a family of courses which includes ART M43, M44, M45, M46, M47, M48, M49, and M50. A student may take a maximum of four (4) courses from a family. (Formerly ART M18B.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M70 – BEGINNING CERAMICS I**3 UNITS***Prerequisites: None**Class Hours: 1 lecture, 6 lab*

Introduces and offers practice in elementary clay construction methods, forming clay on the potter's wheel and glazing techniques. Explores basic ceramic design concepts, form, color, texture, decoration and craftsmanship. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family. (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*

Explores the functional/sculptural forms of elementary clay construction. Introduces the development of glazes, decoration and firing methods. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family. (Formerly ART M08B.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M72 – CERAMIC DESIGN I 3 UNITS

Prerequisites: ART M23 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. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family. (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

Teaches experimentation and development of the student's personal/individual style in ceramics. Explores in-depth the study of ceramics through independent projects designed to enhance artistic mastery. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family. (Formerly ART M09B.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M74 – GLAZE DESIGN I 3 UNITS

Prerequisites: ART M71

Class Hours: 1 lecture, 6 lab

Examines glaze formulation and ceramic technology, including clays and kiln firing. Continues work in all forms of clay construction, techniques and design. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family. (Formerly ART M60F.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M75 – GLAZE DESIGN II 3 UNITS

Prerequisites: ART M74

Class Hours: 1 lecture, 6 lab

Investigates glaze experimentation. Develops techniques for formulating new glazes, including firing at various temperatures. Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

ART M77 – BEGINNING SCULPTURE I 3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Introduces formal, spatial and conceptual problems in sculpture. Focuses on techniques in materials such as paper, cardboard, plaster, wood, wire, and clay. Encourages personal expression in investigation of materials. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. (Formerly ART M19A.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M78 – BEGINNING SCULPTURE II 3 UNITS

Prerequisites: ART M77

Recommended Prep: ART M20, ART M23, or ART M70

Class Hours: 1 lecture, 6 lab

Expands technical and conceptual skills while developing self-expression and personal style in sculpture. Offers problem solving assignments with media and content of choice as students explore new material. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

ART M79A – FIGURE SCULPTURE I 3 UNITS

Prerequisites: None

Recommended Prep: ART M23, 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. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. (Formerly ART M79.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M79B – FIGURE SCULPTURE II 3 UNITS

Prerequisites: ART M79A

Class Hours: 1 lecture, 6 lab

Expands technical and conceptual skills in the sculpting of the human figure from live models; materials include clay, wire, and mixed media. Continues studies of structure, proportion, and balance. Emphasizes individual and self-expressive approaches to sculpting the human form. Develops further awareness of historical and contemporary concerns in figure sculpture. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

ART M90 – BEGINNING PRINTMAKING I 3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Introduces basic techniques, aesthetic concepts and history in the medium of printmaking. Focuses on relief and intaglio printmaking processes. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (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

Focuses on tonal techniques for the intaglio printmaking process using aquatint, soft ground and lift ground. Studies paper types, ink making, and image registration for color prints through projects and demonstrations. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (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. Emphasizes individual exploration of solutions and experimental techniques. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (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*

Examines exposure-based processes. Uses solar prints and photo serigraph film, in conjunction with the large format print and the expanded edition in order to produce a print series using the intaglio press. Moorpark College Faculty has defined Printmaking as a family of courses which includes ART M90, M91, M92 and M93. A student may take a maximum of four (4) courses from a family. (Formerly ART M15D.) Applies to Associate Degree. Transfer credit: CSU; UC

ART M110 – GALLERY PRACTICES/PORTFOLIO**3 UNITS***Prerequisites: ART M20, ART M23, or equivalent design level of skill**Class Hours: 1 lecture, 6 lab*

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 prepare students for transfer and/or professional artistic activity outside the college environment. (Formerly ART M60A and ART M110L). Applies to Associate Degree. Transfer credit: CSU

ART M122 – INDEPENDENT STUDY - ART**0.5 TO 3 UNITS***Prerequisites: Completion of one course in Art and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of art through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an Art instructor for assistance in developing a contract for learning about a specific topic. (Formerly ART M22A/B). Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER DEGREE

The Associate in Arts in Art History for Transfer (AA-T in Art History) is intended for students who plan to transfer and complete a bachelor's degree in Art History, or Studio Art/Art with Emphasis or Concentration in Art History, or a similar major at a CSU campus.

Students completing this degree 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 Art 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 AA-T in Art History, students must complete the following:

1. 60 semester units or 90 quarter CSU transferable 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. A minimum 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 CORE**UNITS****Complete the following three (3) courses (9 units):**

ART M30	Drawing and Composition	3.0
ARTH M11	History of Art: Prehistoric through Gothic	3.0
ARTH M12	History of Art Renaissance through Modern	3.0
Units from LIST A		3.0
Units from LIST B		3.0
Units from LIST C		3.0-5.0

TOTAL UNITS**18.0-20.0****LIST A - Select and complete one course from the following Non-Western art history course list (3 units):**

ARTH M14	History of Art: Asian	3.0
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LIST B - Select and complete one studio art course from the following list (3 units):

ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M31	Drawing and Composition II	3.0
ART M32	Beginning Life Drawing I	3.0
ART M43	Beginning Painting I	3.0
ART M44	Beginning Painting II	3.0
ART M49	Water Color I	3.0
ART M50	Water Color II	3.0
ART M70	Beginning Ceramics I	3.0
ART M77	Beginning Sculpture I	3.0
ART M79A	Figure Sculpture I	3.0
ART M90	Beginning Printmaking I	3.0
ART M91	Beginning Printmaking II	3.0
GR M30	Design I	3.0
GR M31	Design II	3.0
MM M10	Introduction to Digital Media	3.0
PHOT M10	Beginning Photography	3.0

LIST C - Select and complete one course (3-5 units) from the following list:

Any course from LIST A or LIST B not already used.

Any CSU transferable Art History Course (Except ARTH M10 Art Appreciation):

ARTH M13	History of Art: Modern through Contemporary	3.0
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Any Art or Humanities course articulated as CSU GE Area C1 or IGETC Area 3A:

ARTH M10	Art Appreciation	3.0
COMM M05	Oral Interpretation of Literature	3.0
DANC M01	Dance Appreciation	3.0
DANC M03	Dance History	3.0
DANC M31	World Dance Cultures	3.0
FILM M10	Introduction to Cinema	3.0
FILM M15	Introduction to Documentary Film	3.0
FILM M25	History of International Cinema: Emergence to World War II	3.0
FILM M26	History of International Cinema: World War II to the Present	3.0
FILM M31	Contemporary American Film	3.0
FILM M32	Contemporary World Film	3.0
FILM M51	Images of Women in Film	3.0
GR M10	Design and Society	3.0
GR M11	Design History	3.0

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HUM M07	Humanities through the Arts	3.0
HUM M10A	Ethics, Culture, and the Arts: the Roots of the Humanities	3.0
HUM M10B	Ethics, Culture, and the Arts: Humanities and the Modern World	3.0
MUS M01	Music Fundamentals	3.0
MUS M04/M04H	Survey of World Music/Honors	3.0
MUS M08	Music Appreciation	3.0
MUS M09A	Music History I	3.0
MUS M09B	Music History II	3.0
PHOT M10	Beginning Photography	3.0
PHOT M40	History of Photography	3.0
THA M01	Introduction to Theatre	3.0
THA M02A	Acting I	3.0
THA M04	History of the Theatre	3.0

Any course articulated as CSU GE Area C2 or IGETC Area 3B in: a language other than English (except ASL); Art, History, Humanities, Philosophy, Religion/Religious Studies, or The History of Costume:

FREN M01	Elementary French I	4.0
FREN M02	Elementary French II	4.0
GERM M01	Elementary German I	4.0
GERM M02	Elementary German II	4.0
HIST M01A	Western Civilization I	3.0
HIST M01B	Western Civilization II	3.0
HIST M15	Asian Civilization I	3.0
HIST M16	Asian Civilization II	3.0
HIST M20A	World History I	3.0
HIST M20B	World History II	3.0
HUM M07	Humanities through the Arts	3.0
HUM M10A	Ethics, Culture, and the Arts: the Roots of the Humanities	3.0
HUM M10B	Ethics, Culture, and the Arts: Humanities and the Modern World	3.0
ITAL M01	Elementary Italian I	4.0
ITAL M02	Elementary Italian II	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
PHIL M01/M01H	Introduction to Philosophy/Honors	3.0
PHIL M02/M02H	Introduction to Ethics/Honors	3.0
PHIL M03	Social and Political Philosophy	3.0
PHIL M08	Philosophy of Religion	3.0
PHIL M11	World Religions: West	3.0
PHIL M12	World Religions: East	3.0
PHIL M13	The Classical Mind	3.0
PHIL M14	The Modern Mind	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0

Any course articulated as CSU GE Area D1, D3, D4, or D6 or IGETC Area 4:

ANTH M02	Cultural Anthropology	3.0
ANTH M03	Archaeology	3.0
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
CHST M02	Chicano Culture	3.0
COMM M12	Intercultural Communications	3.0
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 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 M12/M12H	History of American Women/Honors	3.0
HIST M14	Race and Gender in American History	3.0
HIST M25/M25H	History of the United States/Honors	3.0
PSY M14	Cross-Cultural Psychology	3.0
SOC M10	Sociology of Gender	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Art History for Transfer (AA-T) will be able to:

- examine and assess visual art expressions across time and across the world, with an emphasis on the Western World.
- discuss the different mediums and techniques used to create art traditionally and with modern means.
- compare and contrast different cultures, civilizations and artistic expressions based on the knowledge they have acquired, and critically analyze their own cultural assumptions against those of other cultures across time and throughout the world.

ART HISTORY COURSES

ARTH M10 – ART APPRECIATION

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: ARTH 100

Studies general art concepts including 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 of the diverse historical, cultural and theoretical contexts across the world. Examines art theory, terminology, themes, design principles and other components of visual and performing arts. (Formerly ART M02 and ART M10.) Applies to Associate Degree. Transfer credit: CSU; UC

ARTH M10H – HONORS: ART APPRECIATION**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: ARTH 100

Studies general art concepts including 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 of the diverse historical, cultural and theoretical contexts across the world. Examines art theory, terminology, themes, design principles and other components of visual and performing arts. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both ART M10 and ART M10H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ARTH M11 – HISTORY OF ART: PREHISTORIC THROUGH GOTHIC**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: ARTH 110

Introduces the history of art and architecture from prehistoric times through the Middle Ages, 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 production art. (Formerly ART M01A and ART M11.) Applies to Associate Degree. Transfer credit: CSU; UC

ARTH M12 – HISTORY OF ART: RENAISSANCE THROUGH MODERN**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: ARTH 120

Introduces the history of art and architecture from the early Renaissance to modern times with an emphasis on the Western world. Provides an overview of non-Western cultures that influence Western art during the time periods studied. Examines key styles, movements and figures in art history and introduces new techniques for producing art. (Formerly ART M01B and ART M12.) Applies to Associate Degree. Transfer credit: CSU; UC

ARTH M13 – HISTORY OF ART: MODERN THROUGH CONTEMPORARY**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: ARTH 150

Investigates the theory and practice of the visual arts and architecture from about 1850 to the present. Examines the various movements and explores how they reflect social and technological changes in the modern era. (Formerly ART M01C and ART M13.) Applies to Associate Degree. Transfer credit: CSU; UC

ARTH M14 – HISTORY OF ART: ASIAN**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: ARTH 130

Provides an overview of the art and architecture of India, Southeast Asia, China, Korea and Japan. Examines key styles and monuments of Asian art within the context of the historical and religious background. (Formerly ART M03 and ART M14.) Applies to Associate Degree. Transfer credit: CSU; UC

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, comprehend and interpret elementary equations used in astronomy; and understand 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

Julius Sokenu, Phone (805) 378-1572

FACULTY

Farisa Morales, Erik Reese, Ron Wallingford

COUNSELORS

Donny Munshower, Danita Redd

ASTRONOMY COURSES**AST M01 – AN INTRODUCTION TO ASTRONOMY****3 UNITS**

Prerequisites: None
Recommended Prep: MATH M01 or equivalent
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 concurrent enrollment
Class Hours: 3 lab

Reinforces principles and techniques of observational astronomy through the use of telescopes, star charts, and other common devices to observe and measure positions. Includes locating the moon, constellations, planets, stars, and other galactic and extragalactic sources. Applies to Associate Degree. Transfer credit: CSU; UC

AST M80 – INTERNSHIP IN ASTRONOMY**1 TO 4 UNITS**

Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.
Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

AST M122 – INDEPENDENT STUDY - ASTRONOMY 0.5 TO 3 UNITS

Prerequisites: A previous course in Astronomy and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of astronomy through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an Astronomy instructor for assistance in developing a contract for learning about a specific topic. (Formerly AST M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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

ATHLETICS

SEE COURSES IN KINESIOLOGY

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 determine 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, Beth Miller, Mary Rees, Eric Shargo

COUNSELORS

Chuck Brinkman, Donny Munshower, 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.

ASSOCIATE IN SCIENCE IN BIOLOGICAL SCIENCES 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. 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/M02AH General Biology I/Honors	5.0
BIOL M02B General Biology II	5.0
CHEM M01A/M01AH General Chemistry I/Honors	5.0
CHEM M01B General Chemistry II	5.0
MATH M25A/M25AH Calculus with Analytic Geometry I/Honors	5.0
MATH M25B Calculus with Analytic Geometry II	5.0
Units from one of the SEQUENCES	10.0

TOTAL UNITS 40.0

Choose one of the following SEQUENCES:

Physics Sequence (Complete all 10 units):

PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0

OR

Chemistry Sequence (Complete all 10 units):

CHEM M07A	Organic Chemistry I	5.0
CHEM M07B	Organic Chemistry II	5.0

Program Student Learning Outcomes

Students completing the Associate in Science in Biological Sciences will be able to:

- demonstrate an understanding of biological observation and experiments as well as the information and theories derived from both of these methods of study.
- utilize the scientific method to critically analyze data and results.
- understand how evolutionary principles provide a comprehensive model for understanding the origins and relationships of living organisms.

ANATOMY COURSES

ANAT M01 – HUMAN ANATOMY 4 UNITS

Prerequisites: None

Recommended Prep: BIOL M01 or BIOL M02A or BIOL M02AH and ENGL M02 and MATH M03

Class Hours: 2 lecture, 6 lab

C-ID: BIOL 110B

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 the laboratory setting, how to distinguish tissue types through histological specimens. Studies the three-dimensional relationship of body structures through required non-human mammalian dissection. Demonstrates, using human cadavers, the gross anatomy of the human body. Applies to Associate Degree. Transfer credit: CSU; UC (ANPH M01 and PHSO M01/M01H maximum credit, one course.)

ANAT M122 – INDEPENDENT STUDY - ANATOMY

0.5 TO 3 UNITS

Prerequisites: A previous course in Anatomy and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of anatomy through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an Anatomy instructor for assistance in developing a contract for learning about a specific topic. (Formerly ANAT M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ANATOMY/PHYSIOLOGY COURSES

ANPH M01 – HUMAN ANATOMY AND PHYSIOLOGY **6 UNITS**

Recommended Prep: BIOL M02A and CHEM M11

Class Hours: 4 lecture, 6 lab

Introduces the structures and the relationships of human body parts. Explores how the functioning of human body parts are related to their structures. Combines the study of anatomy and physiology which allows students to effectively integrate the study of structure with functioning of the system. Utilizes themes of hierarchical structural organization and the maintenance of homeostasis to form the framework for the study of the human system at both macroscopic and microscopic levels. Examines the structure/function relationship through the required dissection of a cat in the laboratory portion. Utilizes a human cadaver to demonstrate the principles of the anatomy of 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. Examines 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 or BIOL M02H)

BIOL M02A – GENERAL BIOLOGY I **5 UNITS**

Prerequisites: MATH M03 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

C-ID: BIOL 190

Introduces students to major biological themes and principles that are fundamental to an understanding of life processes in any field of biology today. Includes the scientific process, experimental design, biological chemistry, prokaryotic and eukaryotic cell structure and function, cellular metabolism, cell reproduction and its controls, cell communication, genetics, molecular biology, DNA technology and evolutionary processes. Students cannot complete both BIOL M02A and BIOL M02AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M02AH – HONORS: GENERAL BIOLOGY I **5 UNITS**

Prerequisites: MATH M03 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

C-ID: BIOL 190

Introduces students to major biological themes and principles that are fundamental to an understanding of life processes in any field of biology today. Includes the scientific process, experimental design, biological chemistry, prokaryotic and eukaryotic cell structure and function, cellular metabolism, cell reproduction and its controls, cell communication, genetics, molecular biology, DNA technology and evolutionary processes. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Students cannot complete both BIOL M02A and BIOL M02AH courses because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M02B – GENERAL BIOLOGY II **5 UNITS**

Prerequisites: BIOL M02A or BIOL M02AH

Class Hours: 4 lecture, 3 lab

C-ID: BIOL 140

Surveys the basic biology and diversity of unicellular and multicellular organisms. Emphasizes general biological principles, classification, structure, function and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments. Applies to Associate Degree. Transfer credit: CSU; UC

BIOL M02C – GENETICS AND MOLECULAR BIOLOGY **5 UNITS**

Prerequisites: BIOL M02A or BIOL M02AH and CHEM M07A or concurrent enrollment

Class Hours: 4 lecture, 3 lab

Focuses on inheritance and macromolecular functioning of the cell. Emphasizes data analysis and problem-solving skills. Includes 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

Examines marine organisms and their relationships to their environment while emphasizing intertidal and offshore life forms. Includes an investigation of behavior, ecology, morphological and physiological adaptations and environmental relationship to humans. 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 basis 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 required. 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 techniques, spectrophotometry, molecular biology techniques, and electrophoresis. (Same course as BIOT M10.) (Formerly BIOL M11A.) 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: BIOL M13 or BIOT M10, or Instructor approval

Class Hours: 1 lecture, 6 lab

Provides 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: BIOL M13 or BIOT M10, or Instructor approval

Class Hours: 1 lecture, 3 lab

Provides 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 identification of 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 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 M50A – BRIDGE TO BIOTECHNOLOGY **0.5 UNIT**

Prerequisites: None

Class Hours: 1.5 lab

Develops practical, hands-on experience with laboratory techniques used in the field of biotechnology. Applies specific techniques that vary depending on the current state of technology. Provides a bridge for entry-level and high school students who are interested in exploring the field of biotechnology. (Same course as BIOT M50A.) 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

BIOL M122 – INDEPENDENT STUDY - BIOLOGY **0.5 TO 3 UNITS**

Prerequisites: A previous course in Biology and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of biology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Biology instructor for assistance in developing a contract for learning about a specific topic. (Formerly BIOL M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

BOTANY COURSES

BOT M01 – INTRODUCTION TO BOTANY **5 UNITS**

Prerequisites: None

Recommended Prep: BIOL M02A or BIOL M02AH

Class Hours: 3 lecture, 6 lab

Emphasizes the physical and chemical aspects of life as related to plants. Includes cellular organization, metabolism, reproduction, heredity, ecology, evolution, and plant kingdom survey. Examines 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. (Formerly BOT M06 and BOT M06L.) Applies to Associate Degree. Transfer credit: CSU; UC

BOT M122 – INDEPENDENT STUDY - BOTANY **0.5 TO 3 UNITS**

Prerequisites: A previous course in Botany and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of botany through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Botany instructor for assistance in developing a contract for learning about a specific topic. (Formerly BOT M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

MICROBIOLOGY COURSES

MICR M01 – GENERAL MICROBIOLOGY **5 UNITS**

Prerequisites: BIOL M02A or BIOL M02AH or PHSO M01 or PHSO M01H and CHEM M01A, CHEM M12, CHEM M12H, 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 content on human disease including characteristics of pathogens, immunology, and epidemiology. Practices laboratory exercises including 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 M122 – INDEPENDENT STUDY - MICROBIOLOGY **0.5 TO 3 UNITS**

Prerequisites: A previous course in Microbiology and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of microbiology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Microbiology instructor for assistance in developing a contract for learning about a specific topic. (Formerly MICR M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PHYSIOLOGY COURSES

PHSO M01 – HUMAN PHYSIOLOGY **4 UNITS**

Prerequisites: ANAT M01 or concurrent enrollment, and 1 year of High School Chemistry (or higher)

Recommended Prep: BIOL M01 or BIOL M02A, or BIOL M02AH and ENGL M02, and MATH M03

Class Hours: 3 lecture, 3 lab

C-ID: BIOL 120B

Studies the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal system, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health-related majors. Students cannot complete both PHSO M01 and PHSO M01H courses because credit will only be awarded for the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (ANPH M01 and PHSO M01/M01H maximum credit, one course.)

PHSO M01H – HONORS: HUMAN PHYSIOLOGY **4 UNITS**

Prerequisites: ANAT M01 or concurrent enrollment, and 1 year of High School Chemistry (or higher)

Recommended Prep: BIOL M01 or BIOL M02A, or BIOL M02AH and ENGL M02, and MATH M03

Class Hours: 3 lecture, 3 lab

Studies the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal system, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health-related majors. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Students cannot complete both PHSO M01 and PHSO M01H courses because credit will only be awarded for the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC (ANPH M01 and PHSO M01/M01H maximum credit, one course.)

PHSO M122 – INDEPENDENT STUDY - PHYSIOLOGY **0.5 TO 3 UNITS**

Prerequisites: A previous course in Physiology and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of physiology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Physiology instructor for assistance in developing a contract for learning about a specific topic. (Formerly PHSO M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ZOOLOGY COURSES

ZOO M01 – INTRODUCTION TO ZOOLOGY

5.0 UNITS

Prerequisites: None

Recommended Prep: BIOL M02A or BIOL M02AH

Class Hours: 3 lecture, 6 lab

Covers the comparative structure, function, evolution, and a survey of animal phyla. Includes development, morphology and physiology, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and animal behavior. Applies to Associate Degree. Transfer credit: CSU; UC

ZOO M122 – INDEPENDENT STUDY - ZOOLOGY

0.5 TO 3 UNITS

Prerequisites: A previous course in Zoology and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of zoology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Zoology instructor for assistance in developing a contract for learning about a specific topic. (Formerly ZOO M22A/B.) 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

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FACULTY

Subhash Karkare

COUNSELORS

Donny Munshower, Danita Redd

ASSOCIATE IN SCIENCE IN BIOTECHNOLOGY DEGREE

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.

To earn an Associate in Science Degree with a major in Biotechnology, students complete 39 specified units plus General Education Degree Requirements.

REQUIRED COURSES

UNITS

CHEM M01A*	General Chemistry I	5.0
CHEM M01B*	General Chemistry II	5.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
BIOL M02A	General Biology I	5.0
MICR M01	General Microbiology	5.0
BIOT M10	Introduction to Biotechnology and Molecular Biology	4.0
OR		
BIOL M13	Introduction to Biotechnology and Molecular Biology	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
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 UNITS

39.0

* 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 Associate in Science 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

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.

To earn a Certificate of Achievement in Biotechnology, students complete 39 specified units.

REQUIRED COURSES		UNITS
CHEM M01A*	General Chemistry I	5.0
CHEM M01B*	General Chemistry II	5.0
MATH M15/M15H	Introductory Statistics/Honors	4.0
BIOL M02A	General Biology I	5.0
MICR M01	General Microbiology	5.0
BIOT M10	Introduction to Biotechnology and Molecular Biology	4.0
OR		
BIOL M13	Introduction to Biotechnology and Molecular Biology	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
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 UNITS		39.0

* 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.

BIOTECHNOLOGY MANUFACTURING OPERATOR CERTIFICATE OF ACHIEVEMENT

The Biotechnology Manufacturing Operator Certificate of Achievement offers fundamental skills often needed for entry level positions in biotechnology manufacturing.

To earn a Certificate of Achievement for Biotechnology Manufacturing Operator, students must complete 12-13 specified units.

REQUIRED COURSES		UNITS
BIOL M01	Introduction to Biology	4.0
OR		
BIOL M02A	General Biology I	5.0
BIOT M10	Introduction to Biotechnology and Molecular Biology	4.0
OR		
BIOL M13	Introduction to Biotechnology and Molecular Biology	4.0
OR		
BIOT M02A	Environmental Control and Process Support	2.0
OR		
BIOL M12A	Environmental Control and Process Support	2.0
BIOL M12B	Manufacturing: Quality Control and Validation	2.0
OR		
BIOT M02B	Manufacturing: Quality Control and Validation	2.0
TOTAL UNITS		12.0-13.0

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.

BIOMEDICAL DEVICE MANUFACTURING CERTIFICATE OF ACHIEVEMENT

Biomedical Device Manufacturing Certificate provides skills for the manufacturing of medical devices including basic quality control, government regulations as well as applied skills such as machining and working in an ultra-clean environment. This certificate will prepare students to obtain employment in the field of medical device manufacturing. Students complete 13 specified units.

This Certificate of Achievement is a joint program between Moorpark College and Ventura College. Once the required courses are completed, students can apply to obtain the Certificate of Achievement at either college. To submit an application for the Certificate of Achievement, see a counselor.

REQUIRED COURSES	UNITS
Moorpark College	
Complete 3 courses (6 units) from the following:	
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
BIOT M02E Business Practices and Governmental Regulation	2.0
OR	
BIOL M12E Business Practices and Governmental Regulation	2.0
Ventura College	
Complete 3 courses (7 units) from the following:	
MT V02 Applied Machining I	2.0
MT V05 CNC Machining I	2.0
MT V15 Manufacturing Processes	3.0
TOTAL UNITS	13.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Biomedical Device Manufacturing will be able to:

- have the background in biotechnology, quality control, validation, and machining to pursue a career in the medical device manufacturing industry.
- successfully demonstrate theoretical and practical Biotechnology applications during a comprehensive lab practical.

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 techniques, spectrophotometry, molecular biology techniques, and electrophoresis. (Same course as BIOL M11A.) 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

Provides skills training in manufacturing of biopharmaceuticals and medical devices. 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 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Provides skills training in industrial biotechnology with emphasis on manufacturing of pharmaceuticals and medical devices. Introduces validation and quality control. Reviews manufacturing process, including formulation, lyophilization, packaging and filling. Focuses on validation, systems evaluations, 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: BIOL M13 or BIOT M10, or Instructor approval

Class Hours: 1 lecture, 6 lab

Provides 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: BIOL M13 or BIOT M10, or Instructor approval

Class Hours: 1 lecture, 3 lab

Provides 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 identification of 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 involved with the drug or medical device development process. Focuses on business practices and governmental regulations. (Same course as BIOL M12E.) Applies to Associate Degree. Transfer credit: CSU

BIOT M50A – BRIDGE TO BIOTECHNOLOGY 0.5 UNIT

Prerequisites: None

Class Hours: 1.5 lab

Develops practical, hands-on experience with laboratory techniques used in the field of biotechnology. Applies specific techniques that vary depending on the current state of technology. Provides a bridge for entry-level and high school students who are interested in exploring the field of biotechnology. (Same course as BIOL M50A.) 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

BUSINESS ADMINISTRATION

Program Purpose: Students participating in the Business Administration program will expand their knowledge of accounting and business for the purposes of academic transfer, career enhancement, and completion of vocational certificate and degree programs. Students will develop an understanding of the different facets of accounting and business and the contribution they make to the production of goods and services and the standards of living of people, as well as an understanding of the role ethics, social responsibility, and diversity play in business operations. 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.

DEAN

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FACULTY

Joseph Baca, Ruth Bennington, Navreet Sumal

COUNSELORS

Pamela Kennedy-Luna, Giselle Ramirez, Michelle Reina, True Thompson

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE

A degree in business leads to a broad range of employment opportunities in a variety of industries such as banking, health care/biotechnology, law, entertainment, defense, computer/electronics, and education, as well as in government agencies and not-for-profit organizations.

The Associate in Science in Business Administration for Transfer degree is designed to prepare students for CSU transfer to complete a bachelor's degree in business administration or a major deemed similar by the CSU campus. Students completing this degree 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 AS-T in Business Administration 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 AS-T in Business Administration, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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 transfer institutions and majors may require a higher GPA.
3. A minimum of 25-27 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 CORE UNITS

Select and complete 5 courses (16 units) from the following:

ACCT M110	Financial Accounting	4.0
ACCT M120	Managerial Accounting	3.0
BUS M33	Business Law	3.0
ECON M01	Principles of Microeconomics	3.0
ECON M02/M02H	Principles of Macroeconomics/Honors	3.0
Units from LIST A		3.0-4.0
Units from LIST B		6.0-7.0

TOTAL UNITS 25.0-27.0

LIST A - Select and complete 1 course (3-4 units) from the following:

MATH M15/M15H	Introductory Statistics/Honors	4.0
MATH M16A	Applied Calculus I	3.0

LIST B - Select and complete 2 courses (6-7 units) from 2 different Options below:

Option 1

CIS M16	Introduction to Information Systems	4.0
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Option 2

BUS M30	Introduction to Business	3.0
BUS M39	Business Communication	3.0

Option 3

Any course from List A not already used

Program Student Learning Outcomes

Students completing the Associate in Science in Business Administration for Transfer (AS-T) will be able to:

- identify and utilize the fundamental principles of business.

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION DEGREE

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 agencies and not-for-profit organizations. Students completing the Associate in Science (AS) in Business Administration degree program will expand their knowledge of the fundamentals of business/organizational operations as preparation for entering or advancing in positions within these same industries and organizations. This degree program may also be appropriate for those planning to transfer into a business program at a college or university outside the CSU system.

To earn an Associate in Science (AS) in Business Administration, students complete 25-26 specified units, plus General Education Degree Requirements (minimum total = 60 units).

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

REQUIRED COURSES		UNITS
ACCT M110	Financial Accounting	4.0
BUS M30	Introduction to Business and Economics	3.0
BUS M31	Introduction to Management	3.0
BUS M33	Business Law	3.0
BUS M37	Marketing	3.0
BUS M39	Business Communication	3.0
Units from List of ELECTIVES		6.0-7.0
TOTAL UNITS		25.0-26.0

ELECTIVES		UNITS
Select and complete 2 courses (6-7 units) from the following:		
ACCT M120	Managerial Accounting	3.0
BUS M32	Small Business Management	3.0
BUS M38	Advertising	3.0
CIS M16	Introduction to Information Systems	4.0
ECON M01	Principles of Microeconomics	3.0
ECON M02/M02H	Principles of Macroeconomics/Honors	3.0

Program Student Learning Outcomes

Students completing the Associate in Science in Business Administration will be able to:

- have expanded knowledge of business for the purpose of job entry or career enhancement or for academic transfer to some colleges and universities.

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Business Administration, students must complete 18 specified units that provide an introduction to the primary disciplines within business as preparation for entering or advancing in the workforce.

REQUIRED COURSES		UNITS
BUS M30	Introduction to Business	3.0
BUS M31	Introduction to Management	3.0
BUS M33	Business Law	3.0
BUS M37	Marketing	3.0
Units from List A		3.0
Units from List B		3.0
TOTAL UNITS		18.0

LIST A		UNITS
Select and complete one course (3 units) from the following:		
ACCT M01	Introduction to Accounting	3.0
ACCT M110	Financial Accounting	3.0

LIST B		UNITS
Select and complete one course (3 units) from the following:		
ACCT M120	Managerial Accounting	3.0
BUS M32	Entrepreneurship and Small Business Management	3.0
BUS M35	Sales Techniques	3.0
BUS M39	Business Communication	3.0
BUS M40	International Business	3.0
BUS M41	Principles of Retailing	3.0
ECON M01	Principles of Microeconomics	3.0
ECON M02/M02H	Principles of Macroeconomics/Honors	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Business Administration will be able to:

- have an understanding of the primary disciplines within business and how they contribute to business/organizational success.

ACCOUNTING COURSES

ACCT M01 – INTRODUCTION TO ACCOUNTING 3 UNITS

Prerequisites: None

Recommended Prep: BUS M30, ENGL M02 and MATH M01

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 ACCT M01A.) Applies to Associate Degree. Transfer credit: CSU

ACCT M110 – FINANCIAL ACCOUNTING 3 UNITS

Prerequisites: MATH M01 or MATH M01B or equivalent

Recommended Prep: ACCT M01, BUS M30, and ENGL M02

Class Hours: 3 lecture

C-ID: ACCT 110

Examines financial accounting from both the user and preparer perspective, emphasizing public corporations. Explores accounting as an information system, why it is important and how it is used by investors, creditors and others in making decisions. Emphasizes recording and reporting of business transactions with a focus on the accounting cycle, the application of Generally Accepted Accounting Principles, and the form and content of the basic financial statements. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, ethics, and financial statement analysis. (Formerly ACCT M02A and ACCT M02B.) Applies to Associate Degree. Transfer credit: CSU; UC

ACCT M120 – MANAGERIAL ACCOUNTING**3 UNITS***Prerequisites: ACCT M110**Class Hours: 3 lecture**C-ID: ACCT 120*

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, costing systems in a manufacturing environment, performance analysis, and ethics. (Formerly BUS M02C and ACCT M02C.) Applies to Associate Degree. Transfer credit: CSU; UC

BUSINESS COURSES**BUS M30 – INTRODUCTION TO BUSINESS****3 UNITS***Prerequisites: None**Recommended Prep: ENGL M02**Class Hours: 3 lecture**C-ID: BUS 110*

Provides a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Focuses on how these influences impact the primary areas of business including: organizational structure and design; leadership; human resource management; organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities market; and therefore how they affect a business' ability to achieve its organizational goals. Applies to Associate Degree. Transfer credit: CSU; UC

BUS M31 – INTRODUCTION TO MANAGEMENT**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30 or ENGL M02**Class Hours: 3 lecture*

Examines the fundamental concepts of management: planning, organizing, leading, and controlling. Focuses on the role of management and leadership including: planning and decision-making; organizational strategy; innovation and change; organizational design; motivation and performance of organizations, teams, and individuals; and business ethics in the context of a complex and multi-cultural/international environment. Applies to Associate Degree. Transfer credit: CSU

BUS M32 – ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30, ENGL M02 and MATH M01**Class Hours: 3 lecture*

Focuses on establishing and managing entrepreneurial ventures such as small business, with emphasis on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Considers the rewards and perils of being an entrepreneur and owning a business. 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

BUS M33 – BUSINESS LAW**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30 or ENGL M02**Class Hours: 3 lecture**C-ID: BUS 125*

Examines the fundamental legal principles pertaining to business transactions. Explores the origins of legal systems, sources of law, and judicial and administrative processes and procedures. Focuses on contract law, including torts, agency, criminal law, business organizations, sales and leases, and ethics. Applies to Associate Degree. Transfer credit: CSU; UC

BUS M35 – SALES TECHNIQUES**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30, ENGL M02 and MATH M01**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 ENGL M02**Class Hours: 3 lecture*

Introduces basic concepts and practices of modern marketing. Includes an overview of marketing, strategic planning, the marketing environment, market research, consumer behavior, target marketing, product, price, distribution, and promotion, and global marketing. Applies to Associate Degree. Transfer credit: CSU

BUS M38 – ADVERTISING**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30, BUS M37, or ENGL M02**Class Hours: 3 lecture*

Examines the role of advertising in business and introduces an integrated approach to marketing communications. Explores how marketing communication works as well as basic strategies for target market selection, research, and strategic planning. Analyzes the planning and execution of advertising campaigns for all types of media. Introduces the various forms of communication including public relations, direct response marketing, and sales promotions. Applies to Associate Degree. Transfer credit: CSU

BUS M39 – BUSINESS COMMUNICATION**3 UNITS***Prerequisites: ENGL M01A or ENGL M01AH**Class Hours: 3 lecture**C-ID: BUS 115*

Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. Emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. Applies to Associate Degree. Transfer credit: CSU

BUS M40 – INTERNATIONAL BUSINESS**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30, ENGL M02 and MATH M01**Class Hours: 3 lecture*

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

BUS M41 – PRINCIPLES OF RETAILING**3 UNITS***Prerequisites: None**Recommended Prep: BUS M30, ENGL M02 and MATH M01**Class Hours: 3 lecture*

Examines nature and scope of retailing, methods of merchandising, and attributes of successful retail firms. Covers strategy, multichannel retailing, site locations, pricing, and floor design and layout. Focuses on issues related to careers in retailing, store management, promotional strategies, organizational structure, and customer service. 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 and instructor approval.

Class Hours: 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 adviser feedback and/or written evaluations. To take this course, contact the Career Transfer Center. Requires orientation sessions. Students receive 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 hours of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

CAREER DEVELOPMENT**SEE COURSES IN COUNSELING AND WORK EXPERIENCE**

VISIT THE CAREER TRANSFER CENTER
LOCATED IN FOUNTAIN HALL, (805) 378-1536

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

Jennifer Kalfsbeek-Goetz, Phone (805) 553-4121

FACULTY

Vincent Crisostomo, Deanna Franke, Steve Joiner, Robert Keil, Tiffany Pawluk

COUNSELORS

Donny Munshower, 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.

ASSOCIATE IN SCIENCE IN CHEMISTRY DEGREE

To earn an Associate in Science Degree with a major in Chemistry, students complete 20 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
TOTAL UNITS		20.0

ADDITIONAL RECOMMENDED PREPARATION

MATH M25A/M25H	Calculus with Analytic Geometry I/Honors	5.0
PHYS M20A	Mechanics – Solids/Fluids	4.0

AND

PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0

AND

PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
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Program Student Learning Outcomes

Students completing the Associate in Science 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 CHEM M07B, Organic Chemistry.

CHEMISTRY COURSES**CHEM M01A – GENERAL CHEMISTRY I****5 UNITS**

Prerequisites: CHEM M11, CHEM M12, CHEM M12H or high school chemistry with grades of B or better; and MATH M03 or equivalent, or 1 year of high school intermediate algebra (Algebra II) with grades of B or higher

Class Hours: 4 lecture, 3 lab

C-ID: CHEM 110 and CHEM 120S (with CHEM M01B)

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. Addresses, through laboratory activities, 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 M01AH – HONORS: GENERAL CHEMISTRY I 5 UNITS

Prerequisites: CHEM M11 with a grade of B or higher; or CHEM M12 or CHEM M12H with a grade of B or higher; or one year of high school chemistry with a grade of B or higher; and MATH M03 with a grade of B or higher, and 1 year of high school intermediate algebra (Algebra II) with grade of B or higher

Class Hours: 4 lecture, 3 lab

C-ID: CHEM 110

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. Addresses, through laboratory activities, spectroscopy; distillations; quantitative, qualitative and statistical analyses; titrations; thermochemistry; gravimetric and volumetric analyses; and colligative properties. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both CHEM M01A and CHEM M01AH because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M01B – GENERAL CHEMISTRY II 5 UNITS

Prerequisites: CHEM M01A and MATH M05 or equivalent with a C or higher

Class Hours: 4 lecture, 3 lab

C-ID: CHEM 120S (with CHEM M01A)

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. Addresses, through laboratory activities, chemical kinetics; equilibria; thermodynamics; spontaneous oxidation-reduction reactions and electrolysis; selective precipitation; titrations; and exposure to ultraviolet, infrared, and nuclear magnetic resonance spectroscopy. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M07A – ORGANIC CHEMISTRY I 5 UNITS

Prerequisites: CHEM M01B or equivalent college course with a C or higher

Class Hours: 3 lecture, 6 lab

C-ID: CHEM 150 and CHEM 160S (with CHEM M07B)

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. Involves, through laboratory work, the use of appropriate methods, techniques, and instrumentation for the synthesis, purification and identification of organic compounds discussed in the lecture portion. Course requires use of a lab coat and goggles. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M07B – ORGANIC CHEMISTRY II 5 UNITS

Prerequisites: CHEM M07A or equivalent college course with a C or higher

Class Hours: 3 lecture, 6 lab

C-ID: CHEM 160S (with CHEM M07A)

Continues the study of 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. Introduces aspects of biochemistry including the study of proteins, carbohydrates, and nucleic acids. Involves, through laboratory work, multi-step synthetic routes, chromatography, and applications of basic techniques. Course requires a lab coat and goggles. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M11 – FOUNDATIONS OF GENERAL, ORGANIC, AND BIOCHEMISTRY 5 UNITS

Prerequisites: MATH M01 or one year of high school algebra or equivalent with a grade of C or higher

Class Hours: 4 lecture, 3 lab

Covers general, organic, and biological chemistry with an emphasis placed on medical applications. 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 designed for students who are Allied Health Science majors and for students not planning to take Chemistry M01A. Applies to Associate Degree. Transfer credit: CSU; UC

CHEM M12 – INTRODUCTORY CHEMISTRY I 4 UNITS

Prerequisites: MATH M01 or one year of high school algebra or equivalent with a grade of C or higher

Class Hours: 3 lecture, 3 lab

Introduces basic principles of chemistry with reference to measurement, chemical nature of matter and energy, and atomic theory. 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 if taken after CHEM M01A).

CHEM M12H – HONORS: INTRODUCTORY CHEMISTRY I 4 UNITS

Prerequisites: MATH M01 or one year of high school algebra or equivalent with a grade of C or higher

Class Hours: 3 lecture, 3 lab

Introduces basic principles of chemistry with reference to measurement, chemical nature of matter and energy, and atomic theory. Presents the chemical concepts of elements and compounds, 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 if taken after CHEM M01A).

CHEM M13 – INTRODUCTORY CHEMISTRY II 5 UNITS

Prerequisites: CHEM M11, CHEM M12, or CHEM M12H or equivalent college course with a grade of C or higher

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 M80 – INTERNSHIP IN CHEMISTRY 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

CHEM M122 – INDEPENDENT STUDY - CHEMISTRY 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Chemistry and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Chemistry through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Chemistry instructor for assistance in developing a contract for learning about a specific topic. (Formerly CHEM M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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.

DEAN

Jennifer Kalfsbeek-Goetz, Phone (805) 553-4121

FACULTY

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COUNSELORS

Roberta Brodie, Giselle Ramirez

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.

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 on the next page 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 next page):

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.

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.

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.

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.

CHILD DEVELOPMENT CAREER PATHWAYS

see notes on previous page

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:

ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER DEGREE

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 AS-T in Early Childhood Education, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum 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
Complete the following courses:		
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 UNITS		24.5

Program Student Learning Outcomes

Students completing the Associate in Science in Early Childhood Education for Transfer (AS-T) will be able to:

- apply concepts of child growth and development from conception through adolescence within the family and cultural context.
- work in the Early Education and Family development fields.

ASSOCIATE IN SCIENCE IN CHILD DEVELOPMENT DEGREE

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 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 UNITS		24.5

Program Student Learning Outcomes

Students completing the Associate in Science in Child Development will be able to:

- develop both the knowledge of subject matter and professional skills that enable them to work in the Early Education and Family Development fields and/or transfer as a Child Development (or related discipline) major.

CHILD DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Child Development 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 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.

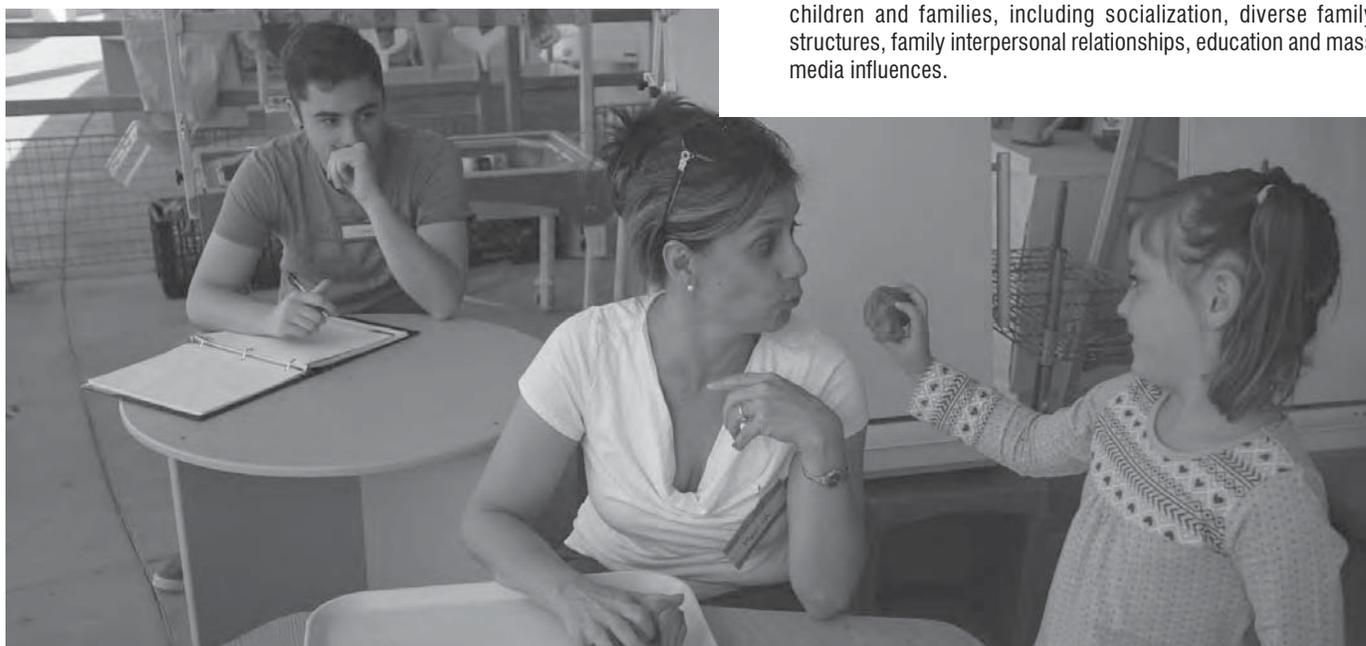
To earn a Certificate of Achievement in Child Development, students complete the 24.5 units of state designated "Core 8" courses of Child Growth and Development; Child, Family, and Community; Principles and Practices; Introduction to Curriculum; Child Nutrition, Health, and Safety; Observation and Assessment; 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	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 UNITS		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 Child Development Associate Teacher Certificate of Achievement 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.

To earn a Child Development Associate Teacher Certificate of Achievement students must complete 12 specified units.

The Child Development Associate Teacher Certificate of Achievement 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: Infancy through Adolescence	3.0
CD M03 Child, Family and Community	3.0
Units from LIST A	3.0
Units from LIST B	3.0
TOTAL UNITS	12.0

LIST A - Select and complete three (3) units from the following:

CD M04 Observation and Assessment	2.0
CD M04L Observation and Assessment Laboratory	1.0
CD M11 Principles and 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 three (3) units from the following:

CD M05 Teaching in a Diverse Society	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 M12L Early Childhood Teaching Practicum Lab	1.5
CD M16 Behavior Management	3.0
CD M23 Health, Safety, and Nutrition for Children	3.0

Any course not used in LIST A

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

C-ID: CDEV 100

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)

CD M03 – CHILD, FAMILY AND COMMUNITY

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: CDEV 110

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; UC

CD M04 – OBSERVATION AND ASSESSMENT

2 UNITS

Prerequisites: None

Corequisites: CD M04L

Recommended Prep: CD M02

Class Hours: 2 lecture

C-ID: ECE 200 (with CD M04L)

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

C-ID: ECE 200 (with CD M04)

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
C-ID: ECE 230

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
C-ID: ECE 120

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

CD M12 – EARLY CHILDHOOD TEACHING PRACTICUM 2 UNITS

Prerequisites: CD M04 and CD M04L
Corequisites: CD M12L
Recommended Prep: CD M02, CD M11, and CD M14
Class Hours: 2 lecture
C-ID: ECE 210 (with CD M12L)

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 – EARLY CHILDHOOD 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
C-ID: ECE 210 (with CD M12)

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 M14 – INTRODUCTION TO CURRICULUM 3 UNITS

Prerequisites: None
Recommended Prep: CD M02 and CD M11
Class Hours: 3 lecture
C-ID: ECE 130

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 M23 – HEALTH, SAFETY, AND NUTRITION FOR CHILDREN**3 UNITS***Prerequisites: None**Recommended Prep: CD M02**Class Hours: 3 lecture**C-ID: ECE 220*

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 M80 – INTERNSHIP IN CHILD DEVELOPMENT 1 TO 4 UNITS*Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

CD M122 – INDEPENDENT STUDY - CHILD DEVELOPMENT**0.5 TO 3 UNITS***Prerequisites: A previous course in Child Development and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of child development through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Child Development instructor for assistance in developing a contract for learning about a specific topic. (Formerly CD M22A/B.) Applies to Associate Degree. Transfer credit: CSU

CHINESE**SEE COURSES IN LANGUAGES OF THE WORLD**

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 students' learning strategies for college success. Teaches awareness and practice of critical thinking, study methods, learning styles, time management, test preparation and test taking, and self-regulated learning. Applies to Associate Degree. Transfer credit: CSU; UC

COL M02 – TUTORING METHODS

1 UNIT

Prerequisites: None

Class Hours: 1 lecture

Introduces methods for tutoring individuals and groups. Examines learning theories and instructional pedagogies, and provides opportunities for application of skills to tutoring sessions. Applies to Associate Degree. Transfer credit: CSU

COL M05 – SUPERVISED TUTORING ACROSS THE CURRICULUM

0.0 UNIT

Prerequisites: None

Class Hours: 0.5 to 4 lab

Participate in individual and/or group tutoring designed to assist students in reviewing course material, preparing for class assignments and tests, and building study skills. Does NOT apply 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

Wendy Berg, Giselle Ramirez, Michelle Reina, Anitra Evans Tykeson



ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE

The Associate in Arts in Communication Studies for Transfer (AA-T) is intended for students who plan to complete a Bachelor's Degree in Communication Studies, or a similar major at a CSU campus. Students completing this degree, Associate in Arts in Communication Studies for Transfer (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 Communication Studies may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

To earn an AA-T in Communication Studies, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum 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 CORE	UNITS
Complete 3 Units:	
COMM M01 Introduction to Speech	3.0
Units from LIST A	6.0
Units from LIST B	6.0
Units from LIST C	3.0
TOTAL UNITS	18.0
LIST A - Complete 6 Units:	
COMM M04 Interpersonal Communication	3.0
COMM M07 Argumentation and Debate	3.0
LIST B - Select and complete 6 Units:	
COMM M02 Advanced Public Speaking	3.0
COMM M05 Oral Interpretation of Literature	3.0
COMM M10A Forensics I	2.0
COMM M10B Forensics II	2.0
COMM M12 Intercultural Communications	3.0
NOTE: A maximum of 3 units of Forensics can be applied to this AA-T.	
LIST C - Complete 3 Units:	
COMM M25 Introduction to Rhetorical Criticism	3.0
COMM M26 Rhetoric of Popular Culture	3.0
Any course from LIST A or LIST B not already used	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Communication Studies for Transfer (AA-T) 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 – PUBLIC SPEAKING

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: COMM 110

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

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 M04 – INTERPERSONAL COMMUNICATION

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: COMM 130

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 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. (Formerly SPCH M04.) Applies to Associate Degree. Transfer credit: CSU; UC

COMM M05 – ORAL INTERPRETATION OF LITERATURE

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: COMM 170

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

C-ID: COMM 120

Introduces theory, methodology, and practice of critical listening, critical thinking and oral argument, including training in claims, 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

COMM M10A – FORENSICS I

2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

C-ID: COMM 160B

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. (Formerly 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

C-ID: COMM 150

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 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. (Formerly COMM M56.) Applies to Associate Degree. Transfer credit: CSU

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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

COMM M122 – INDEPENDENT STUDY - SPEECH 0.5 TO 3 UNITS

Prerequisites: A previous course in Speech and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of speech through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Speech instructor for assistance in developing a contract for learning about a specific topic. (Formerly COMM M22A/B and SPCH M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

COMPUTER INFORMATION SYSTEMS

Computer Information Systems provides students an overview of computer applications in solving business problems.

DEAN

Jennifer Kalfsbeek-Goetz, Phone (805) 553-4121

FACULTY

Mary Mills

COUNSELORS

Wendy Berg, Giselle Ramirez

COMPUTER INFORMATION SYSTEMS COURSES

CIS M16 – INTRODUCTION TO INFORMATION SYSTEMS 4 UNITS

Prerequisites: None

Class Hours: 3 lecture, 3 lab

C-ID: BUS 140

Covers development and application of information technology systems with emphasis on business problems. 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 in the Information Technology industry. Students who successfully complete this program will be able to understand and apply knowledge of computer networking systems, 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 and intermediate positions in networking administration.

Moorpark College Network System Engineering program is a Microsoft Academy, Cisco System Local Academy; VMware Academy, and offers Comptia courses, and 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) 553-4121, would also be able to provide updated information, or you can make an appointment with a counselor by calling (805) 378-1428.

DEAN

Jennifer Kalfsbeek-Goetz, Phone (805) 553-4121

FACULTY

Edmond Garcia

COUNSELORS

Wendy Berg, Lynn Hastings, Donny Munshower, Giselle Ramirez

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.

ASSOCIATE IN SCIENCE IN COMPUTER NETWORK SYSTEMS ENGINEERING DEGREE

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 elective for a total of 60 units. Students will have a strong foundation in networking and have completed courses aligned with Microsoft, Cisco, 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
Complete courses in GROUP 1 and GROUP 2 (26.5-28.5 units):		
GROUP 1 - Complete all courses (24.5 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
GROUP 2 - Select and complete one course (2-4 units)		
CNSE M06	Fundamentals of IT Essentials	4.0
CNSE M59	Windows Desktop Support	2.0
Units from RECOMMENDED COURSES		3.0-7.0
TOTAL UNITS		29.5-35.5

CONTINUED ON NEXT PAGE

RECOMMENDED COURSES		UNITS
Select and complete two courses from the following list (3-7 units):		
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
CNSE M67	VMware vSphere Fundamentals	3.0

Program Student Learning Outcomes

Students completing the Associate in Science 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 in order to expand their educational and professional goals.

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
Complete the following courses (30.5 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 UNITS		32.0-33.5

RECOMMENDED COURSES		UNITS
Select an complete one course from the following list (1.5-3.0 units):		
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
CNSE M67	VMware vSphere Fundamentals	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.

CNSE: WINDOWS ENGINEERING CERTIFICATE OF ACHIEVEMENT

(MORE THAN 18 UNITS)

To earn a Windows Engineering Certificate of Achievement students must complete 16 - 20.5 units in the Microsoft curriculum. Students will obtain an 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 examinations such as 70-432, 70-448, 70-640, 70-662, and 70-680.

REQUIRED COURSES		UNITS
Complete the following courses (11.5 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		4.5-9.0

TOTAL UNITS 16.0-20.5

RECOMMENDED COURSES		UNITS
Select and complete three (3) courses from the following (4.5-9.0 units):		
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
CNSE M67	VMware vSphere Fundamentals	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: 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	UNITS
Complete the following	
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 UNITS	13.5-16.0

ELECTIVES	UNITS
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 UNITS	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 CNSE: 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 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 an 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 UNITS	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.

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: 2.5lecture, 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 ADMINISTRATION 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**2.5 UNITS***Prerequisites: None**Recommended Prep: CNSE M31**Class Hours: 2 lecture, 1.5 lab*

Prepares students to plan, configure, and administer Active Directory infrastructure. Emphasizes configuration of Domain Name System (DNS) in order to manage name resolution, schema, and replication. Uses Active Directory to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policy. Implements and troubleshoots security in a directory services infrastructure, and monitors and optimizes Active Directory performance. One of the core required for the Windows Server Microsoft 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 M50 – FUNDAMENTALS OF VOICE OVER IP**2 UNITS***Prerequisites: None**Recommended Prep: CNSE M18 or equivalent**Class Hours: 1 lecture, 3 lab*

Provides the student with fundamental knowledge to configure, troubleshoot and implement Voice over IP (Internet Protocol) using IP Telephony technologies. Includes configuration of Call Manager Express phone systems using gateways and trunks. Basic networking skills including access-list creation, and command line router configuration. Student should be familiar with: 1) Basic configuration experience with router command line syntax 2) How to configure features and configure interfaces 3) Creating and applying access-list statements. Prepares students for relevant certification exams. 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 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: None

Recommended Prep: CNSE M31 or CNSE M42 or CNSE M43A

Class Hours: 2.5 lecture, 1.5 lab

Develops skills essential to the overall administration of the Information Technology (IT) environment and architecture. Translates business goals into technology decisions. Applies to Associate Degree. Transfer credit: CSU

CNSE M67 – VMWARE VSPHERE FUNDAMENTALS 3 UNITS

Prerequisites: CNSE M18 or CNSE M13 or CNSE M30 or CNSE M31 or CNSE M55

Class Hours: 2.5 lecture, 1.5 lab

Provides training using VMware's ESXi platform used by organizations which provide virtualized cloud computing systems. Teaches students how to manage virtual machines, virtual networks, and virtual storage and to administer vCenter Server. Requires students to perform labs dealing with data protection, authentication, monitoring virtual environments, high availability, scalability, patch management, and other VMware components. This course helps prepare students to pass VMware Certified Professional Exam. 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 NETWORK SYSTEMS ENGINEERING 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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.

DEAN

Julius Sokenu, Phone (805) 378-1572

FACULTY

Christine Aguilera, Martin Chetlen, Vish Viswanath

COUNSELORS

Wendy Berg, Lynn Hastings, Donny Munshower

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

C-ID: COMP 122

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 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 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 M80 – INTERNSHIP IN COMPUTER SCIENCE 1 TO 4 UNITS*Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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 hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of computer science through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Computer Science instructor for assistance in developing a contract for learning about a specific topic. (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, Wendy Berg, Jolie Bernal (ACCESS), Chuck Brinkman IV, Pablo Diaz, Pamela Kennedy-Luna, Letrisha Mai, Gloria Miranda (EOPS), Donald Munshower, Giselle Ramirez, Danita Redd, Samantha Simmons, Anitra Evans Tykeson

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 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 both public and private. 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.

DEAN

Amanuel Gebru, Phone (805) 378-1445

FACULTY

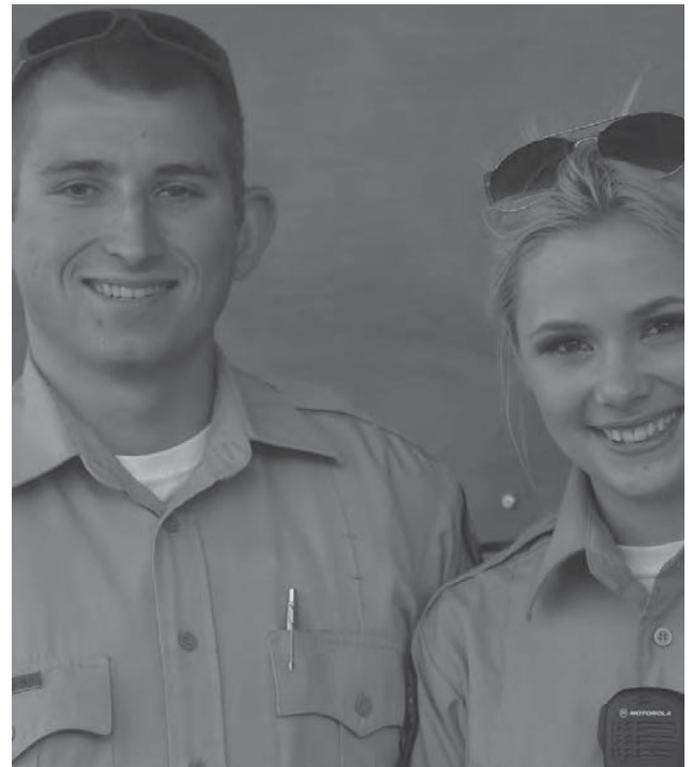
Leeann Mulville

COUNSELORS

Pamela Kennedy-Luna, Giselle Ramirez

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.



ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER DEGREE

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 AS-T in Administration of Justice, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum 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 CORE		UNITS
Complete the following 4 courses (12 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 ADDITIONAL COURSES		6.0

TOTAL UNITS **18.0**

ADDITIONAL COURSES		UNITS
Select and complete two courses (6 units) 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) will be able to:

- apply and follow criminal justice system policies and procedures, including but not limited to arrest, search, seizure, investigation, and court and corrections processes.
- demonstrate the academic skills necessary to transfer and complete a four year university degree in Criminal Justice and related fields.

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE DEGREE

The Associate in Science in Criminal Justice degree is designed to serve students who wish to immediately enter the workforce. It will also satisfy the needs of current practitioners and provide opportunity for promotions. Students must complete 24 specified units below plus the General Education Degree Requirements.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES (18 UNITS)		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
Units from ELECTIVES		6.0

TOTAL UNITS **24.0**

ELECTIVES		UNITS
Select and complete two courses (6 units):		
CJ M06	Criminal Justice Report Writing	3.0
CJ M10	Patrol Procedures	3.0
CJ M11	Criminal Investigation	3.0
CJ M14	Juvenile Procedures	3.0
CJ M18	Narcotics Investigation	3.0

Program Student Learning Outcomes

Students completing the Associate in Science in Criminal Justice will be able to:

- apply and follow criminal justice system policies and procedures, including but not limited to arrest, search, seizure, investigation, and court and corrections processes.
- foster long-term relationships with community service agencies in addressing quality of life issues in the community and identify workable solutions

ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT

(MORE THAN 18 UNITS)

The Administration of Justice Certificate of Achievement is designed to serve students who wish to directly enter the workforce with practical knowledge and skills. It will also satisfy the needs of current practitioners and provide opportunity for promotion. Students must complete 20 specified units of criminal justice courses listed below.

REQUIRED COURSES		UNITS
Complete the following courses:		
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
CJ M41	Introduction to Probation, Parole and Corrections	3.0
Units from LIST A		3.0
Units from LIST B		2.0
TOTAL UNITS		20.0

LIST A - Select and complete one of the following courses (3 units):

CJ M04	Legal Aspects of Evidence	3.0
CJ M17	Anatomy of a Murder	3.0

LIST B - Select and complete one of the following courses (2 units):

CJ M09	Bujinkan - Practical Self Defense	2.0
CJ M43	Criminal Justice Employment Orientation	2.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Administration of Justice will be able to:

- apply and follow criminal justice system policies and procedures, including but not limited to arrest, search, seizure, investigation, and court and corrections processes.
- foster long-term relationships with community service agencies in addressing quality of life issues in the community and identify workable solutions.

CRIMINAL JUSTICE COURSES

CJ M01 – INTRODUCTION TO CRIMINAL JUSTICE 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

C-ID: AJ 110

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation, sub-system identification, role expectations and interrelationships. Examines crime, punishment and rehabilitation theories, and ethics, education and training issues. Students cannot complete both CJ M01 and CJ M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M01H – HONORS: INTRODUCTION TO CRIMINAL JUSTICE 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation, sub-system identification, role expectations and interrelationships. Examines crime, punishment and rehabilitation theories, and ethics, education and training issues. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both CJ M01 and CJ M01H because credit will only be awarded to the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M02 – CONCEPTS OF CRIMINAL LAW 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01 and ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

C-ID: AJ 120

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 social, religious and historical ideology. Defines common and statutory law and the nature of acceptable evidence and defenses to crimes. Employs legal research and review of case law methodology to introduce students to criminal law. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M03 – COMMUNITY RELATIONS 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01

Class Hours: 3 lecture

C-ID: AJ 160

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 or CJ M01H and CJ M02

Class Hours: 3 lecture

C-ID: AJ 124

Introduces the origin, development, philosophy and constitutional basis of evidence. Includes examination of 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

CJ M05 – PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01 and CJ M02

Class Hours: 3 lecture

C-ID: AJ 122

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. Examines statutory law and constitutional law precedents. Applies to Associate Degree. Transfer credit: CSU

CJ M06 – CRIMINAL INVESTIGATIVE 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 M09 – BUJINKAN - PRACTICAL SELF DEFENSE 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Presents the art, history, philosophy and practice of Bujinkan, one of the oldest martial arts system in Japan, and its application to the personal safety and survival of modern career professionals working in the fields of criminal justice, healthcare, mental health and related emergency services. Emphasizes self-defense survival principles and techniques stressing non-violent, safe control of physical and mental conflict situations. Applies to Associate Degree. Transfer credit: CSU

CJ M10 – TACTICAL PATROL PROCEDURES 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01

Class Hours: 3 lecture

Introduces responsibilities, procedures, philosophies, techniques, and methods of police patrol. Includes patrol preparation, field observation, field interviews, handling of complaints, mechanics of arrest, police ethics and professionalism. 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

C-ID: AJ 140

Introduces the fundamentals of investigation. Includes crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; surveillance; follow-up and case preparation. Applies to Associate Degree. Transfer credit: CSU

CJ M14 – JUVENILE PROCEDURES 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01

Class Hours: 3 lecture

C-ID: AJ 220

Focuses upon the organization, functions, and jurisdiction of juvenile agencies. Covers the processing and detention of juveniles; juvenile case disposition; and juvenile statutes and court procedures. Applies to Associate Degree. Transfer credit: CSU; UC

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. Uses 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 M41 – INTRODUCTION TO PROBATION, PAROLE AND CORRECTIONS 3 UNITS

Prerequisites: None

Recommended Prep: CJ M01

Class Hours: 3 lecture

C-ID: AJ 200

Introduces an overview of the historical aspects of punishment and the development of contemporary correctional philosophy in the United States. Focuses on legal and practical aspects, practices and procedures of probation, parole and the correctional institutions. Examines rehabilitation issues, legal issues, general laws, and operations of correctional institutions, and the relationship between corrections and other components of the criminal justice system. Applies to Associate Degree. Transfer credit: CSU

CJ M43 – 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. Focuses on the skills necessary to pass the law enforcement entry-level physical agility test. (Formerly CJ M60B.) Applies to Associate Degree.

CJ M80 – INTERNSHIP IN CRIMINAL JUSTICE 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

CJ M122 – INDEPENDENT STUDY - CRIMINAL JUSTICE 0.5 TO 3 UNITS

Prerequisites: A previous course in Criminal Justice and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of criminal justice through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Criminal Justice instructor for assistance in developing a contract for learning about a specific topic. (Formerly CJ M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)



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 the various specialties of dance (ballet, modern, jazz, tap and hip hop) may decide on a professional career on stage, television or in films. Many become teachers in public or private schools as well as in dance centers and 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

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FACULTY

Beth Megill, Robert Salas

COUNSELORS

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.

ASSOCIATE IN ARTS IN DANCE DEGREE

To earn an Associate in Arts Degree in Dance, students complete 19 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	UNITS
DANC M03 Dance History	3.0
DANC M15A Choreography I - Beginning	2.0
DANC M17 Musical Theater Dance	2.0
OR	
DANC M55A Dance Rehearsal and Performance I	2.0
OR	
DANC M55B Dance Rehearsal and Performance II	2.0
OR	
DANC M56 Performing Dance Ensemble	2.0
Units from RECOMMENDED GROUPS	12.0
TOTAL UNITS	19.0

RECOMMENDED GROUPS Complete ALL Units as Specified

UNITS

GROUP A - Complete 4 units:

DANC M10B Ballet II - Beginning	2.0
DANC M10C Ballet III - Intermediate	2.0

GROUP B - Complete 4 units:

DANC M12B Modern Dance II - Beginning	2.0
DANC M12C Modern Dance III - Intermediate	2.0

GROUP C - Complete 2 units:

DANC M11B Jazz Dance II - Beginning	2.0
DANC M11C Jazz Dance III - Intermediate	2.0

GROUP D - Complete 2 units:

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 in Arts in Dance will:

- 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. Moorpark College faculty has defined Ballet as a family of courses which includes DANC M10A, DANC M10B, DANC M10C, and DANC M10D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Ballet as a family of courses which includes DANC M10A, DANC M10B, DANC M10C, and DANC M10D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Ballet as a family of courses which includes DANC M10A, DANC M10B, DANC M10C, and DANC M10D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Ballet as a family of courses which includes DANC M10A, DANC M10B, DANC M10C, and DANC M10D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Jazz Dance as a family of courses which includes DANC M11A, DANC M11B, DANC M11C, and DANC M11D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Jazz Dance as a family of courses which includes DANC M11A, DANC M11B, DANC M11C, and DANC M11D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Jazz Dance as a family of courses which includes DANC M11A, DANC M11B, DANC M11C, and DANC M11D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Jazz Dance as a family of courses which includes DANC M11A, DANC M11B, DANC M11C, and DANC M11D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Modern Dance as a family of courses which includes DANC M12A, DANC M12B, DANC M12C, and DANC M12D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Modern Dance as a family of courses which includes DANC M12A, DANC M12B, DANC M12C, and DANC M12D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Modern Dance as a family of courses which includes DANC M12A, DANC M12B, DANC M12C, and DANC M12D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Modern Dance as a family of courses which includes DANC M12A, DANC M12B, DANC M12C, and DANC M12D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Tap as a family of courses which includes DANC M13A, DANC M13B, DANC M13C, and DANC M13D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Tap as a family of courses which includes DANC M13A, DANC M13B, DANC M13C, and DANC M13D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Tap as a family of courses which includes DANC M13A, DANC M13B, DANC M13C, and DANC M13D. A student may take a maximum of four (4) courses from a family. 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. Moorpark College faculty has defined Tap as a family of courses which includes DANC M13A, DANC M13B, DANC M13C, and DANC M13D. A student may take a maximum of four (4) courses from a family. 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. 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. 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. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M17 – MUSICAL THEATER DANCE 0.5-2 UNITS

Prerequisites: Audition

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. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M18 – DANCE SOMATICS/CONDITIONING FOR DANCE 2 UNITS

Prerequisites: Student must have completed at least one dance technique or performing classes at Moorpark College which includes the following: DANC M10A-D, DANC M11A-D, DANC M12A-D, DANC M16, DANC 17, or DANC M55

Class Hours: 1 lecture, 3 lab

Presents information pertaining to the 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. Practices fundamental conditioning and repatterning techniques often used to improve dance performance. Introduces somatic practices which may include Yoga, Pilates, Bartenieff Fundamentals, Resistance Training, Foam Rolling, Franklin Imagery or other current conditioning practices which will support a dancer's training and overall health and fitness. Applies to Associate Degree. Transfer credit: CSU; UC (max credit: 4 units if combined with any or all other PE activity courses.)

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. Faculty has defined Movement Improvisation as a family of courses which includes DANC M20A, M20B, and M20C. A student may take a maximum of three (3) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC A student may take a maximum of four (3) courses from a family

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. Faculty has defined Movement Improvisation as a family of courses which includes DANC M20A, M20B, and M20C. A student may take a maximum of three (3) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20C – MOVEMENT IMPROVISATION III 2 UNITS

Prerequisites: DANC M20B and DANC M12A and DANC M12B or Instructor approval through audition/demonstration

Recommended Prep: DANC M12C or DANC M12D

Class Hours: 1 lecture, 3 lab

Further 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. Faculty has defined Movement Improvisation as a family of courses which includes DANC M20A, M20B, and M20C. A student may take a maximum of three (3) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30A – THEORY AND PRACTICE OF SOCIAL DANCE FORMS: BALLROOM DANCE 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. Faculty has defined Ballroom Dance as a family of courses which includes DANC M30A, and M30B. A student may take a maximum of two (2) courses from a family. 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. Faculty has defined Ballroom Dance as a family of course which includes DANC M30A and DANC 30B. A student may take a maximum of two (2) courses. 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.) 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; UC

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. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51 – ELEMENTS OF DANCE PRODUCTION 1 UNIT

Prerequisites: None

Recommended Prep: Dance Technique Course

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 M55A – DANCE REHEARSAL AND PERFORMANCE I 2 UNITS

Prerequisites: DANC M51 or concurrent enrollment

Recommended Prep: Recommended concurrent enrollment in a dance technique class.

Class Hours: 6 lab

Covers the specific demands of being a member of a large dance ensemble. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. (Formerly DANC M55.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M55B – DANCE REHEARSAL AND PERFORMANCE II**2 UNITS***Prerequisites: DANC M55A**Recommended Prep: Recommended concurrent enrollment in a dance technique class.**Class Hours: 6 lab*

Covers the specific demands of performing in a small or medium sized dance ensemble with greater performance responsibilities and attention to consistency of dance technique in performance. Focuses on learning repertory choreographed by students, faculty, and guest artists. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M55C – DANCE REHEARSAL AND PERFORMANCE III**2 UNITS***Prerequisites: DANC M55B**Recommended Prep: Recommended concurrent enrollment in a dance technique class.**Class Hours: 6 lab*

Covers the specific demands of performing in a small dance ensemble, duet or solo. Emphasizes increased technical demands including nuances in style as identified and explored through dance theory. Emphasizes performance style, increased physical demands, and more demanding rehearsal technique. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M55D – DANCE REHEARSAL AND PERFORMANCE IV**2 UNITS***Prerequisites: DANC M55C**Recommended Prep: Recommended concurrent enrollment in a dance technique class.**Class Hours: 6 lab*

Covers the specific demands of performing a leadership role within a dance performance and ensemble. Focuses on leadership responsibilities including leading warm up, acting as a choreographer or assistant choreographer, directing small practices sessions and assisting in the coaching of newer performers. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. Explores various styles and genres of artistic dance. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A, M55B, M55C and M55D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M56 – PERFORMANCE DANCE ENSEMBLE**2 UNITS***Prerequisites: DANC M55A**Recommended Prep: DANC M10C or DANC M11C or DANC M12C**Class Hours: 1 lecture, 3 lab*

Emphasizes performance skills and techniques in preparation for non-athletic competitive environments where students can have their dance works adjudicated in intercollegiate events and conferences to promote excellence in choreography and/or performance. 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. Requires participation in intercollegiate academic dance competitive events. May be taken a maximum of 4 times for credit. Applies to Associate Degree. Transfer credit: CSU

DANC M80 – INTERNSHIP IN DANCE**1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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 lab 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. (Formerly DANC M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

DESIGN**SEE COURSES IN
ART AND GRAPHICS**

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

Amanuel Gebru, Phone (805) 378-1445

FACULTY

Rex Edwards, Ray Zhang

COUNSELORS

Pamela Kennedy-Luna, Giselle Ramirez, Trulie Thompson

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.

ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER DEGREE

The Associate in Arts in Economics for Transfer (AA-T in Economics) is intended for students who plan to transfer and complete a bachelor's degree in Economics, or similar major at a CSU campus. Students completing this 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 AA-T in Economics 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 AA-T in Economics, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 19-25 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 CORE UNITS

Complete courses in GROUP 1 and GROUP 2 (13-15 units):

GROUP 1 - Select and complete 3 courses (10 units):

ECON M01	Principles of Microeconomics	3.0
ECON M02/M02H	Principles of Macroeconomics/Honors	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0

GROUP 2 - Select and complete one course (3-5 units):

MATH M16A	Applied Calculus I	3.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
Units from LIST A		3.0-5.0
Units from LIST B		3.0-5.0

TOTAL UNITS 19.0-25.0

LIST A - Select and complete one course (3-5 units):

ACCT M110	Financial Accounting	4.0
ACCT M120	Managerial Accounting	3.0
BUS M39	Business Communication	3.0
CIS M16	Introduction to Information Systems	4.0
COMM M07	Argumentation and Debate	3.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M35	Applied Differential Equations	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0

LIST B - Select and complete one course (3-5 units):

Any course not used in LIST A		
MATH M25C	Calculus with Analytic Geometry III	5.0
MATH M31	Introduction To Linear Algebra	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Economics for Transfer (AA-T) will be able to:

- demonstrate critical thinking skills, analyze abstract economic theories and concepts, and transition from the concrete to the abstract in economic thinking.

ECONOMICS COURSES

ECON M01 – PRINCIPLES OF MICROECONOMICS 3 UNITS

Prerequisites: MATH M03

Class Hours: 3 lecture

C-ID: ECON 201

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

C-ID: ECON 202

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 or MATH M03B

Class Hours: 3 lecture

C-ID: ECON 202

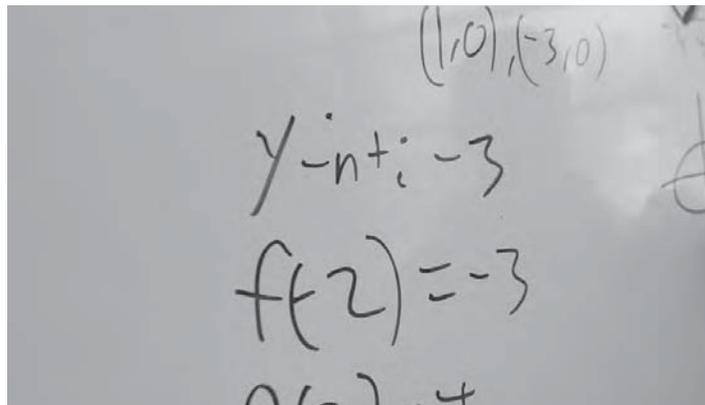
Introduces macroeconomic issues such as unemployment, inflation, economic growth, balance of trade, the Classical Models, and Keynesian Models, Monetarists, rational expectations, national debt, taxation, government deficits, and fiscal policy, money and banking, as well as the Federal Reserve Bank and its monetary policy. Examines the role of government policy in relation to these issues and fiscal and monetary policy mix. Reviews recent economic events such as the 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 policy implementations 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 of or concurrent enrollment in one course in the discipline and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU



EDUCATION

Program Purpose: The Elementary Teacher Education program is designed for students who aspire to become elementary or special education teachers, and offers a breadth of study across disciplines. Elementary Teacher Education incorporates subject matter that prepares students to teach elementary education level subjects including science, mathematics, literature, history, geography and the arts. Elementary Teacher Education coursework will also introduce theories of education and child development, as well as provide an early field experience. Students who complete these interdisciplinary courses will be able to:

1. demonstrate college-level skills in written English, oral communications, math, and critical thinking;
2. demonstrate a basic grasp of the disciplines most commonly taught in elementary schools in California, including physical science, biology, art, literature in a cultural or geographic context, world geography, United States history, and United States government;
3. demonstrate a basic grasp of child growth and development.

DEAN

Jennifer Kalfsbeek-Goetz, Phone (805) 553-4121

FACULTY

Please see Dean Kalfsbeek-Goetz

COUNSELORS

Pam Kennedy-Luna, Donny Munshower

EDUCATION COURSES

EDU M02 – INTRODUCTION TO ELEMENTARY TEACHING 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Introduces the concepts and issues related to teaching diverse learners in today's contemporary schools, Pre-Kindergarten through grade 12 (P-12). Includes such topics as teaching 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. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. Applies to Associate Degree. Transfer credit: CSU; UC



ENGINEERING

Program Purpose: Engineering Program prepares students for transferring to degree completion programs or for earning an Associate of Science Degree by providing high quality education, rigorous UC and CSU transferrable engineering courses, with the student-first approach, in order to help students succeed in their educational and career goals. It also prepares students for the work place by providing them with the skills necessary for internships or entry level engineering positions. Students who complete engineering courses will understand the application of engineering principles to the design and manufacturing of products and critically evaluate observations and measurements through the use of accepted engineering methods. They will also be able to apply physical laws, engineering concepts and formulas to analyze engineering problems and synthesize solutions qualitatively and quantitatively. Completers will also communicate engineering design ideas and solutions to problems through engineering drawings, oral presentations, and technical 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

Julius Sokenu, Phone (805) 378-1572

FACULTY

Scarlet Relle

COUNSELORS

Lynn Hastings, Donny Munshower, 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.

ASSOCIATE IN SCIENCE IN ENGINEERING DEGREE

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 UNITS **45.0**

* This degree requires either ENGR M16 or ENGR M20/M20L

Program Student Learning Outcomes

Students completing the Associate in Science in Engineering will be able to:

- Discuss engineering concepts and principles, and apply engineering formulas.
- Devise logical approaches to solving engineering problems, and assess the reasonableness of the solutions according to engineering concepts and principles.
- Explain and apply the engineering design process.
- Demonstrate effective oral and written communication skills.
- Conduct reliable independent work and develop the skills necessary for effective teamwork.



ENGINEERING COURSES

ENGR M01 – INTRODUCTION TO ENGINEERING 2 UNITS

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Explores the branches of engineering, the engineering profession, the interface of the engineer with society, and engineering ethics. Explains the engineering education process and explores effective strategies for students to reach their full academic potential. Introduces the methods of engineering analysis, engineering design and problem solving. Develops written, computer and oral communication skills in analyzing and presenting data in engineering design and problem solving. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M04 – ENGINEERING DESIGN/CAD 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab C-ID: ENGR 150

Develops engineering drawing skills through manual and computer-aided drafting (CAD) in two- and three-dimensions. Improves three-dimensional spatial visualization skills. Utilizes principles of orthographic drawing, pictorial drawing, and descriptive geometry. Covers principles of orthographic projections; graphical presentation of normal, inclined, and oblique surfaces; auxiliary and sectional views; dimensioning; and tolerances. Builds an understanding for the engineering problem solving and design process through design projects. Applies to Associate Degree. Transfer credit: CSU; UC (ENGR M04, DRFT M02A, and DRFT M02B combined: maximum credit, one course.)

ENGR M12 – ENGINEERING MATERIALS 3 UNITS

Prerequisites: PHYS M20A, PHYS M20AL, and CHEM M12

Class Hours: 3 lecture

Examines the interrelationships between processing, structure, properties, and performance of various engineering materials such as metals, polymers, ceramics, composites, and semiconductors. Studies the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Emphasizes developing an ability to select appropriate materials to meet engineering design criteria. Requires a design project on material properties, selection, or application. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M12L – ENGINEERING MATERIALS LABORATORY 1 UNIT

Prerequisites: ENGR M12 or concurrent enrollment

Class Hours: 3 lab

Provides opportunities to directly observe and study the interrelationships between engineering materials' structure and properties. Teaches the operation of engineering materials testing equipment, data gathering and analysis, and technical writing mechanics through formal laboratory reports. Applies to Associate Degree. Transfer credit: CSU

ENGR M16 – ENGINEERING STATICS AND STRENGTH OF MATERIALS 4 UNITS

Prerequisites: PHYS M20A and PHYS M20AL

Class Hours: 4 lecture C-ID: ENGR 130, ENGR 240

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 M18 – ENGINEERING DYNAMICS 3 UNITS

Prerequisites: ENGR M16

Class Hours: 3 lecture

Studies fundamentals of kinematics and kinetics in describing the motion of particles and rigid bodies, and introduces the concepts of free and forced mechanical vibrations. Investigates kinematics principles for analyzing rectilinear and curvilinear motion of particles and plane motion of rigid bodies. Uses kinetics principles, including Newton's laws of motion, work-energy and impulse-momentum principles, to examine causes of motion and to predict the type of motion caused by the application of forces. Studies mechanical vibrations of particles and rigid bodies in terms of simple harmonic motion. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M20 – ELECTRICAL ENGINEERING FUNDAMENTALS 3 UNITS

Prerequisites: PHYS M20B and MATH M35 or concurrent enrollment

Class Hours: 3 lecture

Introduces analysis of electrical circuits using analytical techniques based on the application of circuit laws and network theorems. Studies direct current (DC) and alternating current (AC) circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and switches. Investigates natural and forced responses of first and second order resistor-inductor-capacitor (RLC) circuits, the use of phasors, AC power generation including power transfer and power factor correction calculations, and energy concepts. Applies to Associate Degree. Transfer credit: CSU; UC

ENGR M20L – ELECTRICAL ENGINEERING FUNDAMENTALS LABORATORY 1 UNIT

Prerequisites: ENGR M20 or concurrent enrollment, and PHYS M20BL

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

ENGR M80 – INTERNSHIP IN ENGINEERING 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

ENGR M122 – INDEPENDENT STUDY - ENGINEERING 0.5 TO 3 UNITS

Prerequisites: A previous course in Engineering and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of engineering through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an Engineering instructor for assistance in developing a contract for learning about a specific topic. (Formerly ENGR M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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 context 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 page 157.

DEAN

Inajane Nicklas, Phone (805) 378-1443

FACULTY

Jeffrey Baker, David Birchman, Wade Bradford, Sona Dombourian, Elizabeth Gillis-Smith, Jeremy Kaye, Ryan Kenedy, Kara Lybarger-Monson, Jerry Mansfield, Judith Ramos, Diane Scrofino, Sydney Sims, Nils Slattum, Tracy Tennenhouse, Brian Young

COUNSELORS

Anitra Evans Tykeson

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.

ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE

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.

The Associate in Arts in English for Transfer (AA-T in English) is intended for students who plan to transfer and complete a bachelor's degree in English, English Literature, or Creative Writing 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 English 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 AA-T in English, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 19 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.

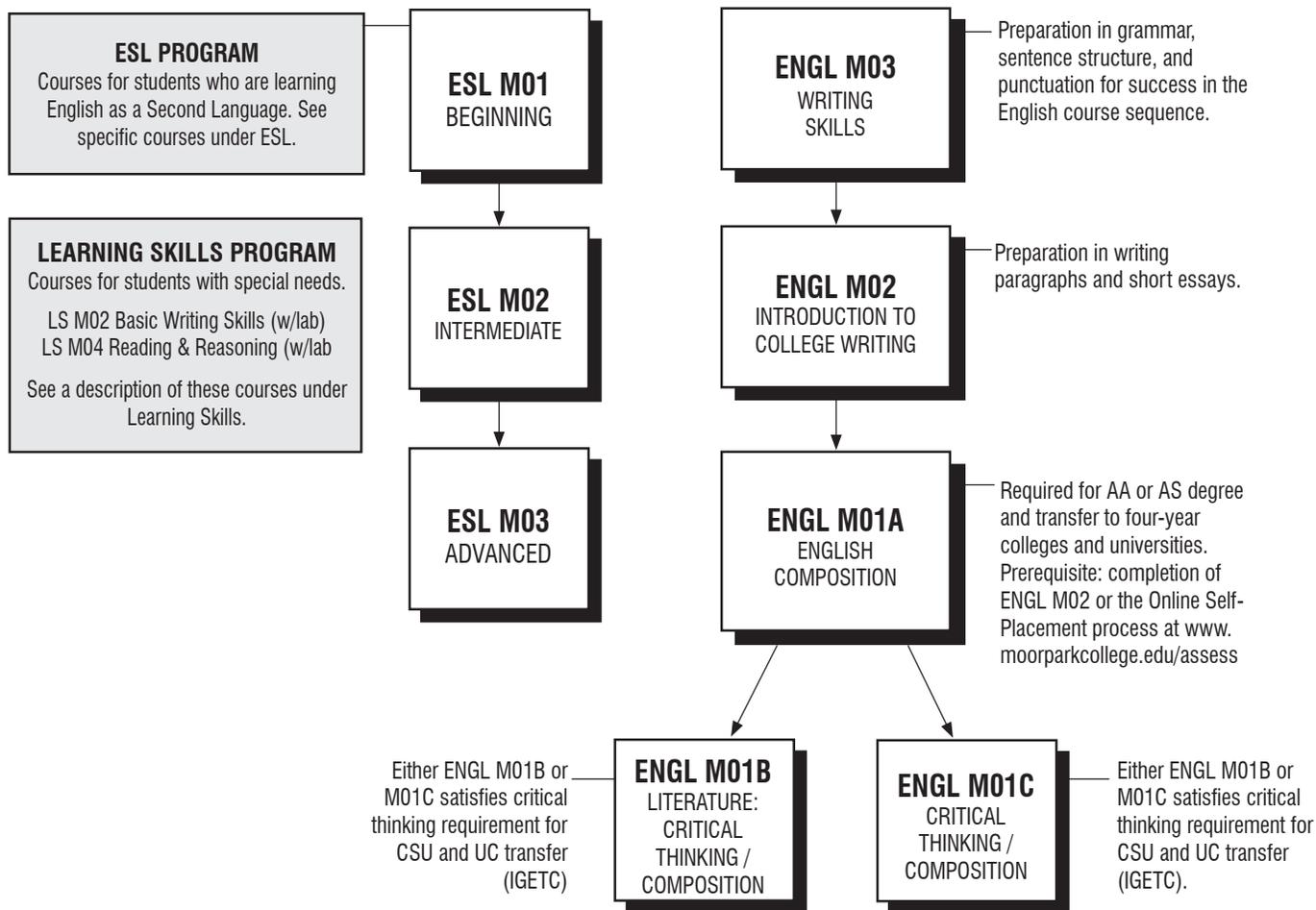
In addition to General Education degree requirements, complete the following:

REQUIRED CORE (4 UNITS)	UNITS
ENGL M01B/M01BH Literature: Critical Thinking and Composition/Honors	4.0
Units from LIST A	6.0
Units from LIST B	6.0
Units from LIST C	3.0
TOTAL UNITS	19.0
LIST A - Complete two courses from the following (6 units):	
ENGL M13A Major American Writers I	3.0
ENGL M13B Major American Writers II	3.0
ENGL M15A Survey of English Literature I	3.0
ENGL M15B Survey of English Literature II	3.0
LIST B - Complete two courses from the following (6 units):	
Any course(s) from LIST A not already used.	
ENGL M17 Shakespeare	3.0
ENGL M10A Creative Writing	3.0
ENGL M30 Masterpieces of World Literature I	3.0
ENGL M31 Masterpieces of World Literature II	3.0
LIST C - Complete one course the following (3 units):	
Any course(s) from LIST A or LIST B not already used.	
ENGL M01C Critical Thinking and Composition	3.0
ENGL M01CH Honors: Critical Thinking and Composition	3.0
ENGL M10B Advanced Creative Writing	3.0
ENGL M29A The Bible as Literature (Old Testament)	3.0
ENGL M29B The Bible as Literature (New Testament)	3.0
ENGL M40 Children's Literature	3.0
ENGL M47 Literary Magazine Publication	3.0
COMM M05 Oral Interpretation of Literature	3.0
HUM M07 Survey of the Arts	3.0

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	Introduction to Poetry	ENGL M30/M31	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		

Program Student Learning Outcomes

Students completing the Associate in Arts in English for Transfer (AA-T) will be able to:

- communicate effectively using appropriate rhetorical strategies.
- utilize critical thinking skills through reading, writing, and oral communication.
- access, evaluate, and incorporate information effectively to accomplish a specific purpose.
- relate literature to its historical and cultural context and to their lives.

ENGLISH COURSES

ENGL M01A – ENGLISH COMPOSITION 4 UNITS

Prerequisites: ENGL M02 or completion of the online assessment process

Class Hours: 4 lecture

C-ID: ENGL 100

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 for 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

C-ID: ENGL 100

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 for the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01B – LITERATURE: CRITICAL THINKING AND COMPOSITION 4 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

Class Hours: 4 lecture

C-ID: ENGL 110, ENGL 120

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 for the first course completed. Applies to Associate Degree. Transfer credit: CSU; UC

ENGL M01BH – HONORS LITERATURE: CRITICAL THINKING AND COMPOSITION 4 UNITS

Prerequisites: ENGL M01A or ENGL M01AH with a grade B or higher

Class Hours: 4 lecture

C-ID: ENGL 110, ENGL 120

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 for 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

C-ID: ENGL 105

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 for 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 with a grade B or higher

Class Hours: 3 lecture

C-ID: ENGL 105

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 for 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.

<p>ENGL M10A – CREATIVE WRITING 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 200</i> 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</p>	<p>ENGL M16 – INTRODUCTION TO FICTION 3 UNITS <i>Prerequisites: None</i> <i>Class Hours: 3 lecture</i> 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; UC</p>
<p>ENGL M10B – ADVANCED CREATIVE WRITING 3 UNITS <i>Prerequisites: ENGL M10A</i> <i>Class Hours: 3 lecture</i> 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</p>	<p>ENGL M17 – SHAKESPEARE 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> 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</p>
<p>ENGL M13A – MAJOR AMERICAN WRITERS I 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 130</i> 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</p>	<p>ENGL M20 – STUDY OF DRAMA 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> 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</p>
<p>ENGL M13B – MAJOR AMERICAN WRITERS II 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 135</i> 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</p>	<p>ENGL M29A – THE BIBLE AS LITERATURE (OLD TESTAMENT) 3 UNITS <i>Prerequisites: None</i> <i>Recommended Prep: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> 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</p>
<p>ENGL M14 – INTRODUCTION TO POETRY 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> 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</p>	<p>ENGL M29B – THE BIBLE AS LITERATURE (NEW TESTAMENT) 3 UNITS <i>Prerequisites: None</i> <i>Recommended Prep: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> 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</p>
<p>ENGL M15A – SURVEY OF ENGLISH LITERATURE I 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 160</i> 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</p>	<p>ENGL M30 – MASTERPIECES OF WORLD LITERATURE I 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 140</i> 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</p>
<p>ENGL M15B – SURVEY OF ENGLISH LITERATURE II 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 165</i> 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</p>	<p>ENGL M31 – MASTERPIECES OF WORLD LITERATURE II 3 UNITS <i>Prerequisites: ENGL M01A or ENGL M01AH</i> <i>Class Hours: 3 lecture</i> <i>C-ID: ENGL 145</i> 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</p>

ENGL M40 – CHILDREN’S LITERATURE

3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

C-ID: ENGL 180

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

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Focuses on the strategies and techniques of literary magazine production by using a project-based learning approach. Provides experience in reading, evaluating, editing, and producing literary manuscripts for publication. Produces the Moorpark Review, a creative arts magazine, and other student writing projects. 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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 hours as arranged

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. (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 for professional development or 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 page 157.

DEAN

Inajane Nicklas, Phone (805) 378-1443

FACULTY

Judith Ramos

COUNSELORS

Roberta Brodie, Danita Redd

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. Covers 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 equivalent

Class Hours: 4 lecture, 1 lab

Focuses on listening, speaking, reading, and writing skills of intermediate English language learners using general interest and academic subjects. Includes group and class discussions of text material, TV/video segments and lectures and oral presentations. Stresses 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 equivalent

Class Hours: 4 lecture, 1 lab

Focuses on listening, speaking, reading, and writing skills of advanced English Language Learners, using cross-curricular and current events subjects. Includes discussions of text and selected materials, TV shows/videos, news programs, lectures, and one complete feature film. Emphasizes vocabulary acquisition, accurate pronunciation, and intonation; grammar study of sentence correctness and style; reading interpretation, analysis, and application; and writing 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

Jennifer Kalfsbeek-Goetz, Phone (805) 553-4121

FACULTY

Contact Dean Jennifer Kalfsbeek-Goetz or Department Chair Robert Keil

COUNSELORS

Donny Munshower, 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.

ASSOCIATE IN ARTS IN ENVIRONMENTAL STUDIES DEGREE

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 20-21 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
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
OR	
MATH M15 Introductory Statistics	4.0
OR	
CHEM M12/M12H Introductory Chemistry I/Honors	4.0
Units from LISTED OPTIONS	6.0
TOTAL UNITS	20.0-21.0

LISTED OPTIONS	UNITS
Choose two Social and Behavioral Sciences from the following:	
ECON M01 Principles of Microeconomics	3.0
GEOG M03/M03H World Regional Geography/Honors	3.0
POLS M03/M03H American Government and Politics/Honors	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Environmental Studies will be able to:

- demonstrate an understanding of sustainable development and the interactions between society, economy, and environment.

ASSOCIATE IN SCIENCE IN ENVIRONMENTAL SCIENCE DEGREE

To earn an Associate in Science Degree with a major in Environmental Science, students complete 24-25 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
CHEM M01A General 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
Units from LISTED OPTIONS	3.0-4.0

TOTAL UNITS 24.0-25.0

LISTED OPTIONS	UNITS
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 in Science in Environmental Science will be able to:

- quantify the environmental impact of a societal practice.

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		UNITS
ENSC M03	Energy Resources and Conservation	3.0
ENSC M07	Applied Solar Technology	3.0
ENSC M07L	Applied Solar Technology Lab	1.0
ENSC M80	Internship in Environmental Science	2.0
OR		
ENSC M122	Independent Study - Environmental Science	2.0
TOTAL UNITS		9.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Photovoltaic Technology will be able to:

- properly design, install, maintain, and troubleshoot different types of photovoltaic systems.
- demonstrate an awareness of key features, adaptations, costs, safety, and benefits associated with various loads and photovoltaic systems.
- identify and express an awareness of national electric codes, government incentives, local standards, and other regulations relevant to photovoltaic systems.

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 to 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 3 UNITS

Prerequisites: None
Class Hours: 3 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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: 1.5 to 9 lab hours 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. Interested students should contact an Environmental Science instructor for assistance in developing a contract for learning about a specific topic. (Formerly ENSC M22A/B.) 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) 378-1441 or www.moorparkcollege.edu/zoo.

QUALIFYING REQUIREMENTS

1. *Prerequisite college-level courses for application to the EATM Program are:

REQUIRED COURSES

Language/Rationality

ENGL M01A English Composition 4.0

OR

ENGL M01AH Honors: English Composition 4.0

Math Competency

MATH M03** Intermediate 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.

2. The following documents must be presented or sent to the EATM Program Office in one envelope between December 1 and January 31.
 - a. All official, sealed college transcripts documenting successful completion of the Prerequisites coursework with a C or better;
 - b. Completed EATM program application form.
3. Upon completion of #1 and #2, all applicants who are residents of the United States, Canada and Mexico are required to attend one of the several Applicant Information Meetings (AIM) scheduled during the Spring Semester. Applicants from other countries are encouraged to attend, but attendance is not mandatory. The applicant is encouraged to invite anyone they choose to also attend this meeting.

Recommended General Education Courses

Due to the time requirements of the program and because many of the occupational opportunities in the animal field require a Bachelor's degree, it is strongly recommended that all applicants complete as many transferable general education requirements as possible prior to entering the program. The following courses meet the remaining Moorpark College general education requirements for the EATM Associate in Science degree.

RECOMMENDED COURSES

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 Los Angeles Zoo, 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 also 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.

ASSOCIATE IN SCIENCE IN EXOTIC ANIMAL TRAINING AND MANAGEMENT DEGREE

EATM classes are open only 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 (61 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 and 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	2.0
EATM M02E	Zoo Work Skills Second Year #1	3.0
EATM M02F	Zoo Work Skills Second Year #2	1.5
EATM M08	Wildlife Conservation	2.0
EATM M09	Animal Behavior	3.0
EATM M09L	Animal Behavior Lab	0.5
EATM M12	Anatomy/Physiology of Mammals	2.0
EATM M14A	Projects I	0.5
EATM M14B	Projects II	1.5
EATM M15A	Wildlife Education I	0.5
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
EATM M15D	Wildlife Education IV	0.5
EATM M15DL	Wildlife Education IV Lab	1.0
EATM M15EL	Wildlife Education Spring Spectacular Lab	1.5
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	2.0
EATM M23AL	Elementary Veterinary Care I Laboratory	1.0
EATM M23B	Elementary Veterinary Care II	2.0
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	1.0
EATM M30A	Zoo Days I	0.5
EATM M30B	Zoo Days II	0.5
TOTAL UNITS		61.0

Program Student Learning Outcomes

Students completing the Associate in Science 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 AND MANAGEMENT CERTIFICATE OF ACHIEVEMENT

(MORE THAN 18 UNITS)

EATM classes are open only 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 15D and 15DL OR EATM 26 and 26L. The Certificate of Achievement is 56-56.5 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	UNITS	
EATM M01A	Animal Care and Handling I	1.0
EATM M01AL	Animal Care and 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	2.0
EATM M02E	Zoo Work Skills Second Year #1	3.0
EATM M02F	Zoo Work Skills Second Year #2	1.5
EATM M08	Wildlife Conservation	2.0
EATM M09	Animal Behavior	3.0
EATM M09L	Animal Behavior Lab	0.5
EATM M12	Anatomy/Physiology of Mammals	2.0
EATM M14A	Projects I	0.5
EATM M14B	Projects II	1.5

EATM M15A	Wildlife Education I	0.5
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
EATM M15EL	Wildlife Education Spring Spectacular Lab	1.5
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 M23A	Elementary Veterinary Care I	2.0
EATM M23AL	Elementary Veterinary Care I Laboratory	1.0
EATM M23B	Elementary Veterinary Care II	2.0
EATM M30A	Zoo Days I	0.5
EATM M30B	Zoo Days II	0.5
EATM M15D	Wildlife Education IV	0.5

AND

EATM M15DL	Wildlife Education IV Lab	1.0
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OR

EATM M26	Primate Behavior	1.0
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AND

EATM M26L	Primate Behavior Lab	1.0
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TOTAL UNITS 56.0-56.5

Program Student Learning Outcomes

Students completing the Certificate of Achievement 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 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 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 SUMMER SESSION 2 UNITS

Prerequisites: Admission to the EATM program and EATM M02C

Class Hours: 6 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 or 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 2 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 2 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: None

Class Hours: 3 lecture

Introduces the study of animal behavior with an emphasis on learning theory, especially classical and operant conditioning. Provides understanding on how to apply the concepts of ethology and behavior modification to the maintenance and training of animals under human care. (Same as ANSC M09.) (Formerly ANSC M04.) Applies to Associate Degree. Transfer credit: CSU

EATM M09L – ANIMAL BEHAVIOR LAB 0.5 UNIT

Prerequisites: ANSC M09 or EATM M09 (or concurrent enrollment)

Class Hours: 1.5 lab

Provides students with opportunities to develop skills in behavior modification and observational research. Requires students to demonstrate such skills through training a rat and conducting observational research on captive animals. (Same as ANSC M09L.) (Formerly ANSC M04L.) Applies to Associate Degree. Transfer credit: CSU

EATM M12 – ANATOMY/PHYSIOLOGY OF MAMMALS 2 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 2 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 UNIT

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 1.5 UNITS

Prerequisites: Admission to the EATM program

Class Hours: 4.5 lab

Provides student with in depth experience at an animal facility such as a zoo, animal training/entertainment or wildlife education site. Furtherers student experience related to daily operations at such site. (Formerly EATM M30D.) Applies to Associate Degree.

EATM M15A – WILDLIFE EDUCATION I	0.5 UNIT	EATM M15EL – WILDLIFE EDUCATION SPRING SPECTACULAR LAB	1.5 UNITS
<i>Prerequisites: Admission to the EATM program</i> <i>Corequisites: EATM M15AL</i> <i>Class Hours: 0.5 lecture</i>		<i>Prerequisites: Admission to the EATM program and EATM M15CL</i> <i>Class Hours: 4.5 lab</i>	
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.		Provides a supervised Wildlife Education production and performance involving live animals for the annual Spring Spectacular event to be repeated over several weekends. Stresses advanced animal handling, safety, and training. (Formerly EATM M15CL and EATM M16.) Applies to Associate Degree.	
EATM M15AL – WILDLIFE EDUCATION I LAB	1 UNIT	EATM M17 – ANIMAL DIVERSITY	3.5 UNITS
<i>Prerequisites: Admission to the EATM program</i> <i>Corequisites: EATM M08 and EATM M15A</i> <i>Class Hours: 3 lab</i>		<i>Prerequisites: None</i> <i>Class Hours: 3 lecture, 1.5 lab</i>	
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.		Surveys invertebrate and vertebrate animals, both terrestrial and marine. Focuses on classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology. (Same as ANSC M17.) (Formerly ANSC M07 and ANSC M07L.) Applies to Associate Degree. Transfer credit: CSU	
EATM M15B – WILDLIFE EDUCATION II	0.5 UNIT	EATM M18 – ANIMAL HEALTH AND SAFETY	2 UNITS
<i>Prerequisites: Admission to the EATM program and EATM M15A</i> <i>Corequisites: EATM M15BL</i> <i>Class Hours: 0.5 lecture</i>		<i>Prerequisites: Admission to the EATM program</i> <i>Class Hours: 2 lecture</i>	
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.		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 M15BL – WILDLIFE EDUCATION II LAB	1 UNIT	EATM M19 – ANIMAL NUTRITION	2 UNITS
<i>Prerequisites: EATM M15AL</i> <i>Corequisites: EATM M15B</i> <i>Class Hours: 3 lab</i>		<i>Prerequisites: EATM M18</i> <i>Recommended Prep: Basic mathematics (metric units of weight, multiplying and dividing fractions, and decimals)</i> <i>Class Hours: 2 lecture</i>	
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.		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 M15CL – WILDLIFE EDUCATION III LAB	2 UNITS	EATM M21A – ANIMAL TRAINING I	1 UNIT
<i>Prerequisites: Admission to the EATM program, EATM M15B, and EATM M15BL</i> <i>Class Hours: 6 lab</i>		<i>Prerequisites: Admission to the EATM program, EATM M01B, EATM M09, and EATM M09L</i>	
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). (Formerly EATM M16.) Applies to Associate Degree.		<i>Corequisites: EATM M21AL</i> <i>Class Hours: 1 lecture</i>	
EATM M15D – WILDLIFE EDUCATION IV	0.5 UNIT	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.	
<i>Prerequisites: Admission to the EATM program and EATM M15B</i> <i>Corequisites: EATM M15DL</i> <i>Class Hours: 0.5 lecture</i>		EATM M21AL – ANIMAL TRAINING I LAB	2 UNITS
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.		<i>Prerequisites: Admission to the EATM program, EATM M01BL, and EATM M09L</i> <i>Corequisites: EATM M21A</i> <i>Class Hours: 6 lab</i>	
EATM M15DL – WILDLIFE EDUCATION IV LAB	1 UNIT	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.	
<i>Prerequisites: Admission to the EATM program and EATM M15CL</i> <i>Corequisites: EATM M15D</i> <i>Class Hours: 3 lab</i>			
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 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. 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. 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. 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. Applies to Associate Degree.

EATM M23A – ELEMENTARY VETERINARY CARE I 2 UNITS

Prerequisites: Admission to the EATM program

Corequisites: EATM M23AL

Class Hours: 2 lecture

Provides the student with a basic understanding of the science 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 2 UNITS

Prerequisites: Admission to the EATM program, EATM M23A, and EATM 23AL

Class Hours: 2 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 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 LAB 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: 2 lecture

Introduces the ethical issues involving animal ownership and use in research, education, food production, exhibition, and animals as companions. Examines major animal rights groups, the legal issues relating to animal care and treatment, and local to international regulatory agencies involved. (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 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 instructor approval, and EATM M02A

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

EATM M122 – INDEPENDENT STUDY - EXOTIC ANIMAL TRAINING AND MANAGEMENT**0.5 TO 3 UNITS**

Prerequisites: A previous EATM course and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of exotic animal training and management through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an EATM instructor for assistance in developing a contract for learning about a specific topic. (Formerly EATM M22A/B.) 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

Amanuel Gebru, Phone (805) 378-1445

FACULTY

Alison Hoffman

COUNSELORS

Jodi Dickey, Michelle Reina

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. Includes topics such as modes of production, form, style, genre, aesthetics, media industries, critical analysis, and socio-cultural and historical importance. Builds an appreciation for the art form and cultivates critical thinking about film. Combines lectures and discussions accompanied by screenings of appropriate films. (Formerly HUM M08.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM M15 – INTRODUCTION TO DOCUMENTARY**3 UNITS**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Introduces documentary cinema and media through a formal, historical, social and political perspective. Focuses on analysis of various types of domestic and international 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 WORLD WAR II**3 UNITS**

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Surveys international cinema from its emergence in the 1890s through World War II. Examines narrative, documentary and experimental film, and the medium's technical, aesthetic and theoretical developments. Focuses on historical, industrial, 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:
WORLD WAR II TO THE PRESENT**

3 UNITS

Prerequisites: None

Recommended Prep: FILM M10

Class Hours: 3 lecture

Surveys international cinema from the end of World War II to the present. Investigates the medium's technical, aesthetic, and theoretical developments through the examination of narrative, documentary and experimental film. Focuses on the historical, cultural, industrial 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 cinema, examining theme and focus, industrial practices (conglomerate and indie), narrative presentations, selected genres, cultural representations (gender, race, class and sexuality). Examines key filmmakers and movements. (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 global cinemas to include the examination of genres, themes, styles, and industrial practices. Emphasizes cultural, economic, and political influences as artistically determining factors. Explores film and cultural theories such as transnationalism, global and local cinema, and Orientalism. (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 careers of selected cinema and media "auteurs" (directors) and examines their body of work in artistic, social, historical, and industrial terms. Examines recurring genres, themes, motifs, techniques, and aesthetic choices that define various directors' signature visual styles. 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 the intersections of gender, race, class and sexuality in American and/or international film using critical and historical perspectives. Surveys the economic, historical, and social influences upon these representations from early cinema to the present, focusing primarily on images of women. Analyzes women's filmmaking, images of masculinity, and various "screen sexualities." Introduces a variety of film theories and analytical perspectives. (Formerly HUM M18.) Applies to Associate Degree. Transfer credit: CSU; UC

FILM TELEVISION MEDIA

Program Purpose: Students who complete Film/TV/Media courses will 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, television, or film production. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

DEAN

Patricia Ewins, Phone (805) 378-1408

FACULTY

Candice Larson

COUNSELORS

Jodi Dickey, Michelle Reina

**ASSOCIATE IN ARTS IN FILM TELEVISION
MEDIA DEGREE**

To earn an Associate in Arts Degree with a major in Film Television Media students complete 18 specified units, plus General Education Degree Requirements. The study of Film Television Media leads to a broad range of employment opportunities in the entertainment industry. This degree offers an education to students who seek careers in various production jobs such as: Film and Television Producers, Film and Television Directors, Film and Video Editors, Camera Operators for Television and Motion Pictures, and Broadcast Technicians. 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.

In addition to General Education degree requirements, complete the following:

REQUIRED CORE	UNITS
Select and complete two courses (6 units):	
FTVM M01 Introduction to Mass Communications	3.0
OR	
JOUR M01 Introduction to Mass Communications	3.0
FTVM M03 Introduction to Media Aesthetics	3.0
FTVM M11 Introduction to Media Writing	3.0
Units from LIST A	6.0
Units from LIST B	3.0
Units from LIST C	3.0
TOTAL UNITS	18.0

**LIST A - Select and complete One Audio and One Video
Production course from the following (6 units):**

Audio Production

FTVM M40 Beginning Audio Production 3.0

AND

Video Production

FTVM M20 Introduction to Television Studio 3.0

FTVM M30 Beginning Single Camera Production 3.0

FTVM M38 Beginning Motion Picture Production 3.0

LIST B - Select and complete one course (3 units):

FTVM M21	Intermediate Television Studio	3.0
FILM M25	History of International Cinema: Emergence to World War II	3.0
FILM M26	History of International Cinema: World War II to the Present	3.0

OR

Any course from REQUIRED CORE or LIST A not previously selected.

LIST C - Select and complete 3 units minimum:

FTVM M26	Non-Fiction/Reality Production	3.0
FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M70	Digital Editing	3.0
FTVM M80	Film Television Media Internship	1.0-3.0
FTVM M90A	Film/Television Portfolio I	2.0
FTVM M90B	Film/Television Portfolio II	2.0

OR

Any course from REQUIRED CORE, LIST A, or LIST B not previously selected.

Program Student Learning Outcomes

Students completing the Associate in Arts in Film Television Media will be able to:

- transform language and concepts into fictional and non-fictional productions.
- critically analyze mass communication media and their business models.

FTVM PRODUCTION CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Production, students must complete a minimum of 13 units. The Film/Television/Media courses are designed for students who plan professional careers in the film, television or radio industry. The training provided by these classes leads to positions in management or in the creative elements of the entertainment industry. Study is directed toward developing competence in specific areas of the mass communication professionals.

REQUIRED COURSES**Select and complete two courses (6 units):**

FTVM M11	Introduction to Media Writing	3.0
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AND one of the following:

FTVM M20	Introduction to Television Studio	3.0
FTVM M30	Beginning Single Camera Production	3.0
FTVM M38	Beginning Motion Picture Production	3.0
FTVM M40	Beginning Audio Production	3.0
Units from REQUIRED ADDITIONAL COURSES		7.0

TOTAL UNITS 13.0

REQUIRED ADDITIONAL COURSES**Select and complete a minimum of 7 units:**

FTVM M21	Intermediate Television Studio	3.0
FTVM M26	Non-Fiction/Reality Production	3.0
FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M70	Digital Editing	3.0
FTVM M80	Film Television Media Internship	1.0-3.0
FTVM M90A	Film/Television Portfolio I	2.0
FTVM M90B	Film/Television Portfolio II	2.0

OR

Any course from REQUIRED CORE not previously selected (FTVM M20, M30, M38 or M40).

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Film Television Media will be able to:

- utilize a variety of production equipment.
- demonstrate professional skills that enable them to work in entry level production jobs.

FTVM: DIRECTING PROFICIENCY AWARD

The Proficiency Award in Film Television Media: Directing introduces students to the fundamentals of directing for film and television. This award will better prepare students seeking a career in the entertainment industry as an director, assistant director, and show runner.

After successfully completing a FTVM proficiency award, a student could be hired as a: production assistant, assistant to the director and casting director assistant.

To earn a Proficiency Award in Film Television Media: Directing students must complete a minimum of 9 units.

REQUIRED CORE**Complete the requirements from LIST A and LIST B****UNITS****LIST A - Complete the following course:**

FTVM M34	Producing and Directing for Film and TV	3.0
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LIST B - Select and complete at least 6 units from the courses below:

FTVM M26	Non-Fiction/Reality Production	3.0
FTVM M30	Beginning Single Camera Production	3.0
FTVM M38	Beginning Motion Picture Production	3.0
FTVM M90A	Film/Television Portfolio I	2.0
FTVM M90B	Film/Television Portfolio II	2.0

TOTAL UNITS**9.0****REQUIRED ADDITIONAL COURSES****Select and complete a minimum of 7 units:****UNITS**

FTVM M21	Intermediate Television Studio	3.0
FTVM M26	Non-Fiction/Reality Production	3.0
FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M70	Digital Editing	3.0
FTVM M80	Film Television Media Internship	1.0-3.0
FTVM M90A	Film/Television Portfolio I	2.0
FTVM M90B	Film/Television Portfolio II	2.0



FTVM: EDITING PROFICIENCY AWARD

The Proficiency Award in Film Television Media: Editing introduces students to the fundamentals of editing. This award will prepare students seeking a career in the entertainment industry as an editor, video motion specialist, and video production coordinator.

After successfully completing a FTVM proficiency award, a student could be hired as a: production assistant, assistant editor, and digital imaging assistant.

To earn a Proficiency Award in Film Television Media: Editing, students must complete a minimum of 9 units.

REQUIRED CORE UNITS Complete the requirements from LIST A and LIST B

LIST A - Complete the following course:

FTVM M70 Digital Editing 3.0

LIST B - Select and complete at least 6 units from the courses below:

FTVM M26 Non-Fiction/Reality Production 3.0

FTVM M30 Beginning Single Camera Production 3.0

FTVM M34 Producing and Directing for Film and TV 3.0

FTVM M38 Beginning Motion Picture Production 3.0

FTVM M90A Film/Television Portfolio I 2.0

FTVM M90B Film/Television Portfolio II 2.0

TOTAL UNITS 9.0

FILM TELEVISION MEDIA COURSES

FTVM M01 – INTRODUCTION TO MASS COMMUNICATIONS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: JOUR 100

Surveys the mass communication media and their interrelationships with society, including history, structure, and trends in a global, digital age. Explores theory of mass communication, media effects, economics, gender and cultural diversity, and examines media law, ethics, technology, and social issues with an emphasis on media literacy. (Same course as JOUR M01.) (Formerly RT M01.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M03 – INTRODUCTION TO MEDIA AESTHETICS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces the analysis of film and television texts. Examines the broad questions of form and content, aesthetics and meaning, and history and culture. Explores the diverse possibilities presented by the cinematic art and television form through an examination of a wide variety of productions. Includes topics such as modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M11 – INTRODUCTION TO MEDIA WRITING 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces techniques in writing for the film and electronic media. Emphasizes the preparation of scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement. (Formerly RT M05.) Applies to Associate Degree. Transfer credit: CSU

FTVM M20 – INTRODUCTION TO TELEVISION STUDIO 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces theory, terminology and operation of a multi-camera television studio and control room. Includes studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. (Formerly RT M02A.) Applies to Associate Degree. Transfer credit: CSU

FTVM M21 – INTERMEDIATE TELEVISION STUDIO 3 UNITS

Prerequisites: None

Recommended Prep: FTVM M20

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 M26 – NON-FICTION/REALITY PRODUCTION 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Provides a comprehensive overview of all digital production aspects of news, documentary, and reality from concept to finished project. Emphasizes the use of digital equipment for location reality-based productions. (Formerly RT M13.) Applies to Associate Degree. Transfer credit: CSU

FTVM M30 – BEGINNING SINGLE CAMERA PRODUCTION 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

C-ID: FTVE 130

Introduces the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. Focuses on the aesthetics and fundamentals of scripting, producing, directing on location, post-production, and exhibition/distribution. (FTVM M30A and FTVM M30B.) Applies to Associate Degree. Transfer credit: CSU

FTVM M34 – PRODUCING AND DIRECTING FOR FILM AND TV 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces producing and directing for the film and TV camera. Includes 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 M38 – BEGINNING MOTION PICTURE PRODUCTION 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

C-ID: FTVE 150

Introduces the theory, terminology, and process of motion picture production for film and television. Covers basic cinematography including the operation, function and creative uses of production and post-production equipment, scriptwriting, camera operation, shot composition, lighting, sound recording and mixing, and editing. (Formerly RT M10B.) Applies to Associate Degree. Transfer credit: CSU

FTVM M40 – BEGINNING AUDIO PRODUCTION 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces the theory and practice of audio production for radio, television, film and digital recording applications. Focuses on the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Provides hands-on experience recording, editing, mixing and mastering audio. (Formerly RT M07A.) Applies to Associate Degree. Transfer credit: CSU

FTVM M45A – BEGINNING RADIO AND PODCASTING 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Introduces theory and application in audio production for radio and podcasting. Focuses on digital production, audio console operation, use of recording equipments and microphones, tape editing, program formats and announcing.

FTVM M45B – INTERMEDIATE RADIO AND PODCASTING 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Focuses on intermediate level theory and application of audio production techniques for radio. Provides practical experience in radio station operations including programming, music, audio production techniques, and promotions.

FTVM M54A – 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 THA M03A.) (Formerly FTVM M53A.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M54B – VOICE AND DICTION II 3 UNITS

Prerequisites: FTVM M54A 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 and how they are utilized in different mediums and venues. (Same course as THA M03B.) (Formerly FTVM M53B.) Applies to Associate Degree. Transfer credit: CSU; UC

FTVM M70 – DIGITAL EDITING 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

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. Focuses on the aesthetics and use of non-linear software for film and television including both narrative and non-narrative forms (Formerly RT M04.) Applies to Associate Degree. Transfer credit: CSU

FTVM M75 – DIGITAL ASSET MANAGEMENT 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

Provides a comprehensive overview of digital asset management in film, television and media production uses. Emphasizes the use of server-based management equipment for transmedia productions. Applies to Associate Degree. Transfer credit: CSU

FTVM M80 – INTERNSHIP IN FILM TELEVISION MEDIA**1 TO 4 UNITS**

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

FTVM M90A – FILM/TELEVISION PORTFOLIO I**2 UNITS**

Prerequisites: None

Class Hours: 1 lecture, 3 lab

Provides students the opportunity to design and create basic video projects for entry-level positions and for transfer institutions. Includes script development, budgeting, scheduling and production. Requires students to undertake practical assignments of video projects. (Formerly FTVM M90.) Applies to Associate Degree. Transfer credit: CSU

FTVM M90B – FILM/TELEVISION PORTFOLIO II**2 UNITS**

Prerequisites: None

Recommended Prep: FTVM M90A

Class Hours: 1 lecture, 3 lab

Creates the opportunity for students to produce and direct intermediate video projects for entry-level positions and for transfer institutions. Develops production skills as the director of photography, lightning director and executive producer, and requires students to undertake practical assignments for managing production of video projects. Applies to Associate Degree. Transfer credit: CSU

FRENCH**SEE COURSES IN LANGUAGES OF THE WORLD**

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

Michael Walegur

COUNSELORS

Chuck Brinkman, Danita Redd, Donny Munshower

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 COURSES

GIS M01 – INTRODUCTION TO MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS) 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: GEOG 155

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

Michael Walegur

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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.



ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER DEGREE

The Associate in Arts Degree in Geography for Transfer (AA-T) is intended for students who plan to transfer and complete a Bachelor's degree in Geography, or a similar major at a CSU campus. Students completing the AA-T degree in Geography 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 Geography 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 AA-T in Geography, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 18-19 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 (6 UNITS)	UNITS
GEOG M01 Physical Geography	3.0
GEOG M02 Cultural Geography	3.0
Units from LIST A	6.0-7.0
Units from LIST B	6.0
TOTAL UNITS	18.0-19.0

LIST A - Select and complete 6-7 units from the following:

GEOG M01L Physical Geography Lab	1.0
GEOG M03/M03H World Regional Geography/Honors	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

LIST B - Select and complete 6 units from the following:

ANTH M02 Cultural Anthropology	3.0
GEOL M02 Physical Geology	3.0
GEOL M03 Earth History	3.0
GEOL M61 Natural Disasters	3.0

Any course not selected and used in LIST A above.

Program Student Learning Outcomes

Students completing the Associate in Arts in Geography for Transfer (AA-T) will be able to:

- examine the spatial organization of physical features and phenomena and human activity at a variety of spatial scales from local to global.
- locate features of 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 the 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

C-ID: GEOG 110, GEOG 115

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. Includes tools of geographic inquiry such as: maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). 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

C-ID: GEOG 111, GEOG 115

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

C-ID: GEOG 120

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

C-ID: GEOG 125

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

C-ID: GEOG 125

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
C-ID: GEOG 130

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
C-ID: GEOG 140

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 and instructor approval.
Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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 hours as arranged

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. (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

Chuck Brinkman, Donny Munshower, 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.

ASSOCIATE IN SCIENCE IN GEOLOGY FOR TRANSFER DEGREE

The Associate in Science in Geology for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Geology, or a similar major at a CSU campus. Students completing the AS-T degree in Geology 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 Geology 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 AS-T in Geology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 28 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 CORE		UNITS
Complete the following courses (18 units):		
GEOL M02	Physical Geology	3.0
GEOL M02L	Physical Geology Lab	1.0
GEOL M03	Earth History	3.0
GEOL M03L	Earth History Lab	1.0
CHEM M01A	General Chemistry I	5.0
CHEM M01B	General Chemistry II	5.0
Units from MATHEMATICS REQUIREMENT		10.0

TOTAL UNITS 28.0

MATHEMATICS REQUIREMENT UNITS

One year of Calculus:

MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0

ADDITIONAL RECOMMENDED PREPARATION UNITS

(Not part of the TMC):

BIOL M02A	General Biology I	5.0
GEOL M04	Mineralogy	4.0
PHYS M20A	Mechanics - Solids/Fluids	4.0

AND

PHYS M20AL	Mechanics of Solids and Fluids Laboratory	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0

AND

PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
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Program Student Learning Outcomes

Students completing the Associate in Science in Geology for Transfer (AS-T) 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.



ASSOCIATE IN SCIENCE IN GEOLOGY DEGREE

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	4.0

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
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TOTAL UNITS 45.0-46.0

Program Student Learning Outcomes

Students completing the Associate in Science 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

C-ID: GEOL 100

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**C-ID: GEOL 100L*

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**C-ID: GEOL 110, GEOL 111*

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**Class Hours: 3 lab**C-ID: GEOL 110L, GEOL 111*

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. Required field trips. Applies to Associate Degree. Transfer credit: CSU; UC

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**C-ID: GEOL 280*

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

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 and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

GEOL M121 - EARTH SCIENCE WITH LAB**4 UNITS***Prerequisites: None**Class Hours: 3 lecture, 3 lab**C-ID: GEOL 121*

Introduces the essentials of earth science including the geosphere, atmosphere, hydrosphere, and solar system. Examines the interactions between physical and chemical systems of the earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate. Applies to Associate Degree. Transfer credit: CSU; UC

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 hours as arranged*

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. (Formerly GEOL M22A/B.) Applies to Associate Degree. Transfer credit: CSU

GERMAN**SEE COURSES IN
LANGUAGES OF THE WORLD**

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

Lisa Putnam, Phone (805) 378-1448

FACULTY

Svetlana Kasalovic

COUNSELORS

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.

ASSOCIATE IN SCIENCE IN GRAPHIC DESIGN DEGREE

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 UNITS		33.0

ELECTIVE COURSES

Select and complete two courses (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 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 in Science 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		UNITS
Complete 27 units lists below:		
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 UNITS		33.0

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ELECTIVE COURSES

Select and complete two courses (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 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.

OPTIMAL COURSE SEQUENCE FOR GRAPHIC DESIGN

LEVEL 1		UNITS
GR M10	Design and Society	3.0
GR M23	Visual Technologies	3.0
GR M30	Design I	3.0
LEVEL 2		UNITS
GR M11	Design History	3.0
GR M31	Design II	3.0
GR M34	Typography	3.0
LEVEL 3		UNITS
GR M26	Digital Illustration	3.0
GR M27	Image Editing	3.0
GR M80	Design Internship	1.0-4.0
GR M90	Design Portfolio	3.0

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-marking, 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
Class Hours: 2 lecture, 3 lab

Focuses on image editing, currently using Adobe Photoshop for photography, design, and media arts. Includes appropriate techniques for tonal and color adjustments, creating masks, non-destructive editing, adjustment layers, retouching, and compositing. (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 M80 – INTERNSHIP IN DESIGN**1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

GR M90 – DESIGN PORTFOLIO**3 UNITS***Prerequisites: GR M23 or MM M10**Recommended Prep: GR M10 and GR M30**Class Hours: 2 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. (Same as MM M90.) 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

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FACULTY

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 M03 – NUTRITION, FITNESS, AND STRESS MANAGEMENT**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Presents an integrated approach to health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Focuses on a holistic approach to lifestyle choices for the prevention of heart disease, cancer, type 2 diabetes, and obesity. Emphasizes personal responsibility in the application of nutrition, fitness, and stress management principles for weight control and prevention of chronic disease. Applies to Associate Degree. Transfer credit: CSU; UC

HED M05 – FIRST AID, CPR AND EMERGENCY PROCEDURES**3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: KIN 101*

Introduces the background knowledge and practical skills necessary for rendering assistance in emergency and sudden illness First Aid situations. Evaluates lifestyle for health and safety concerns and set appropriate personal goals for achieving a safer and healthier lifestyle. Successful course completion qualifies students for Standard First Aid, Adult, Child, and Infant CPR, and AED 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 M80 – INTERNSHIP IN HEALTH EDUCATION

1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

HED M122 - INDEPENDENT STUDY - HEALTH EDUCATION

0.5 TO 3 UNITS

Prerequisites: Completion of one course in Health Education and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of health education through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Health Education instructor for assistance in developing a contract for learning about a specific topic. (Formerly HED M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

HEALTH INFORMATION MANAGEMENT

Program Purpose: Students who complete Health Information Management courses will acquire the practical knowledge and skills to successfully utilize electronic recordkeeping in health data collection, analysis, monitoring, maintenance, retrieval and reporting in accordance with quality principles, legal and regulatory standards and professional practice.

Health Information Management (HIM) is a profession dedicated to the management of health data. With the advent of electronic recordkeeping and advances in information technology, effective Health Information Management is not only critical to the delivery of health care to the public, but also essential to the utilization, financing, and management of the health care system itself. The expansion in health Information technology is opening a wide range of employment opportunities across all segment of the health Industry.

DEAN

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HEALTH SCIENCES COORDINATOR

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FACULTY

Contact Division Office For More Information

COUNSELORS

Donny Munshower, Danita Redd

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HEALTH INFORMATION MANAGEMENT COURSES

HIM M01 – INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

3 UNITS

Prerequisites: NS M19

Class Hours: 3 lecture

Introduces the fundamental theories and practices of health information management and healthcare systems. Emphasizes content analysis of clinical records, application of data collection standards and regulations for accreditation, certification and licensure. Includes forms design, integration of uniform data sets and health information procedures. Applies to Associate Degree. Transfer credit: CSU

HIM M02 – CLINICAL CLASSIFICATION SYSTEMS ICD-CM CODING

3 UNITS

Prerequisites: HIM M01 or concurrent enrollment, and ANPH M01 or ANAT M01 and PHSOM01

Recommended Prep: NS M25

Class Hours: 3 lecture

Introduces an overview of medical nomenclature and classification systems with a focus on coding inpatient clinical information from medical records, utilizing the International Classification of Diseases and Clinical Modification system (ICD-CM). Includes instruction in coding diagnoses and procedures, sequencing and coding conventions, review of complications, co-morbidities, and coding software applications. Applies to Associate Degree. Transfer credit: CSU

HIM M03 – CLINICAL CLASSIFICATION SYSTEMS CPT CODING

3 UNITS

Prerequisites: HIM M02 or concurrent enrollment

Class Hours: 3 lecture

Introduces coding for alternative classification systems. Focuses on Healthcare Common Procedure Coding System (HCPCS)/Current Procedural Terminology (CPT) ambulatory care coding, ambulatory patient classifications, and resource-based relative value scales. Applies to Associate Degree. Transfer credit: CSU

HIM M04 – MEDICAL INSURANCE AND REIMBURSEMENT

3 UNITS

Prerequisites: HIM M02 and HIM M03

Class Hours: 3 lecture

Utilizes coding concepts for medical insurance billing and current payment methodologies in the inpatient and physician office settings. Focuses on regulatory compliance and billing practices. Applies to Associate Degree. Transfer credit: CSU

HIM M05 – ADVANCED CODING APPLICATIONS

4 UNITS

Prerequisites: HIM M04 or concurrent enrollment

Class Hours: 4 lecture

Utilizes advanced coding nomenclature and classification systems. Focuses on inpatient and outpatient clinical information, application of coding conventions, and coding software at higher skill levels. Applies to Associate Degree. Transfer credit: CSU

HIM M06 – MEDICAL CODING PRACTICUM

1 UNIT

Prerequisites: HIM M05

Class Hours: 3 lab

Emphasizes analysis of health record contents and documentation requirements pursuant to federal/state regulations and voluntary accrediting body standards. Provides supervised, directed practice in coding, abstracting data, and preparing reports for inpatient or outpatient health care facilities. 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

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COUNSELORS

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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 a foundation for understanding future developments in drug therapy and for administering drugs efficiently and safely. Applies drug information and mathematical calculations performed in clinical settings. Provider approved by the California Board of Registered Nursing. Provider number CEP 02811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

HS M23 – PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS

2 UNITS

Prerequisites: None

Recommended Prep: NS M19

Class Hours: 2 lecture

Introduces pharmacology to allied health professionals. Includes basic pharmacological terminology and concepts, and common generic and trade name medications. 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. 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.

Students of history study how people and societies formed, lived, interacted and contributed to the human experience. History is the study of change over time and the work of the historian is to interpret the past using evidence from diverse sources such as documents, art, music and film. This is an exciting and compelling means to understand from where we have come, where we are now, and where we might be headed. History does not, however, determine the future; you do!

Historians formulate questions, organize resources and analyze evidence to interpret the past and then effectively communicate their findings. These skills are sought after in numerous jobs in government, academia, entertainment, law and historic preservation. For examples of other career opportunities for historians visit the American Historical Association website at www.historians.org.

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 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.

ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER DEGREE

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.

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 AA-T in History, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum 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 CORE	UNITS
Complete 2 courses (6 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 UNITS	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 group (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/M12H History of American Women/Honors	3.0
Any course from LIST A or LIST B not already used	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in History for Transfer (AA-T) 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
C-ID: HIST 170

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
C-ID: HIST 180

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

C-ID: 130

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 M07B – SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES II 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: 140

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 of westward expansion, industrial development, immigration and the development of modern American society. Examines 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 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

C-ID: 150

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 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 M80 – INTERNSHIP IN HISTORY

1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

HIST M122 – INDEPENDENT STUDY - HISTORY

0.5 TO 3 UNITS

Prerequisites: Completion of one course in History and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

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. (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, Phone (805) 378-1443

FACULTY

Contact Dean Inajane Nicklas

COUNSELORS

Wendy Berg

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 M07 – SURVEY OF THE ARTS

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Examines various art forms such as music, literature, painting, sculpture, photography, architecture, and film, from the perspective of the humanities. Emphasizes the history, techniques, meaning, and evaluation of individual works of 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 and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

HUM M122 – INDEPENDENT STUDY - HUMANITIES 0.5 TO 3 UNITS

Prerequisites: A previous course in Humanities and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of humanities through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Humanities instructor for assistance in developing a contract for learning about a specific topic. (Formerly HUM M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

INTERCOLLEGIATE ATHLETICS

SEE COURSES KINESIOLOGY

INTERNSHIPS

SEE EACH DISCIPLINE FOR INTERNSHIP COURSES

VISIT THE CAREER TRANSFER CENTER
LOCATED IN FOUNTAIN HALL, (805) 378-1536

ITALIAN

SEE COURSES IN LANGUAGES OF THE WORLD

JAPANESE

SEE COURSES IN LANGUAGES OF THE WORLD

JOURNALISM

Program Purpose: Students who complete the Journalism Degree will be able to critically analyze the media of mass communication in the context of culture, ethics and law, and report and factually represent events and trends through publication and production across multiple platforms, applying skills necessary in today's media companies.

The Journalism major program has a two-fold purpose. It provides studies of the media of mass communication, and prepares students for careers in the news and information industries online, in print and broadcast, including news and entertainment news sites, newspapers, magazine, television news and public relations.

DEAN

Lisa Putnam, Phone (805) 378-1448

FACULTY

Joanna Miller

COUNSELORS

Roberta Brodie, Jodi Dickey, Michelle Reina

ASSOCIATE IN ARTS IN JOURNALISM FOR TRANSFER DEGREE

The Associate in Arts in Journalism for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Journalism, or a related major at a CSU campus, or who plan to attain an entry-level position in the news and information or communications industries. Students completing the AA-T degree in Journalism are guaranteed admission to the CSU system, though not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on individual university admission policies and transfer requirements.

To earn an AA-T in Journalism, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 18-23 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 CORE		UNITS
Complete the following 3 courses:		
JOUR M01	Introduction to Mass Communications	3.0
OR		
FTVM M01	Introduction to Mass Communications	3.0
JOUR M02	Introduction to Reporting and Writing for Media	3.0
JOUR M10A	Student News Media Staff	3.0
Units from LIST A		3.0-4.0
Units from LIST B		6.0-10.0
TOTAL UNITS		18.0-23.0

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LIST A - Select and complete 1 course (3-4 units):

JOUR M03	Intermediate Reporting and Writing for Media	3.0
JOUR M05	Introduction to Visual Communication	3.0
JOUR M10B	Student News Media Staff Editing	4.0
JOUR M14	Introduction to Public Relations	3.0
JOUR M15	Digital Storytelling	3.0
PHTC M35	Basic Photojournalism	3.0

LIST B - Select and complete 2 courses from GROUP 1, or select and complete 2 courses from GROUPS 1-6, with courses selected from at least two different GROUPS:

GROUP 1		UNITS
BUS M38	Advertising	3.0
GR M24	Publishing and Prepress	3.0

GROUP 2		UNITS
COMM M07	Argumentation and Debate	3.0
COMM M25	Introduction to Rhetorical Criticism	3.0
ENGL M01B/M01BH	Literature: Critical Thinking and Composition/Honors	3.0
ENGL M01C/M01CH	Critical Thinking and Composition/Honors	3.0
PHIL M05	Critical Thinking and Analytic Writing	3.0
PHIL M07	Introduction to Logic	3.0
PHIL M09	Introduction to Symbolic Logic	3.0

GROUP 3		UNITS
MATH M05	College Algebra	3.0
MATH M06	Trigonometry	3.0
MATH M07	College Algebra and Trigonometry	5.0
MATH M10	Mathematics for Elementary Teachers	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0

GROUP 4		UNITS
GR M10	Design and Society	3.0
PHOT M10	Beginning Photography	3.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0

GROUP 5		UNITS
ANTH M02	Cultural Anthropology	3.0
POLS M01	Introduction to Politics	3.0
POLS M02	Comparative Politics	3.0
POLS M03/M03H	American Government and Politics/Honors	3.0
POLS M05	National, State & Local Politics	3.0
PSY M01/M01H	Introduction to Psychology/Honors	3.0
PSY M05/SOC M05	Social Psychology	3.0
PSY M08	Abnormal Psychology	3.0
PSY M11	Psychology of Communication	3.0
SOC M01/M01H	Introduction to Sociology/Honors	3.0

GROUP 6		UNITS
ECON M01	Principles of Microeconomics	3.0
ECON M02	Principles of Macroeconomics	3.0
ECON M02H	Honors: Principles of Macroeconomics	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Journalism for Transfer (AA-T) will be able to:

- apply critical reasoning and analysis to issues of ethics and accuracy in the mass media today and create journalistic articles for publication.
- gather, synthesize, analyze and create prose of publication quality.

DIGITAL JOURNALISM PROFICIENCY AWARD

Students who complete the Digital Journalism Proficiency Award will be able to critically analyze, report and factually represent news, events and trends in stories produced from the field and in the newsroom, expressed in text, photo, video and graphics for multiple online and social media platforms. To earn a Digital Journalism Proficiency Award, students must complete 9 specified units.

REQUIRED COURSES		UNITS
JOUR M02	Introduction to Reporting and Writing for Media	3.0
JOUR M10A	Student News Media Staff	3.0
JOUR M15	Digital Storytelling	3.0
TOTAL UNITS		9.0

JOURNALISM COURSES

JOUR M01 – INTRODUCTION TO MASS COMMUNICATIONS 3 UNITS

Prerequisites: None
Class Hours: 3 lecture
C-ID: JOUR 100
 Surveys the mass communication media and their interrelationships with society, including history, structure, and trends in a global, digital age. Explores theory of mass communication, media effects, economics, gender and cultural diversity, and examines media law, ethics, technology, and social issues with an emphasis on media literacy. (Same course as FTVM M01.) Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M02 – INTRODUCTION TO REPORTING AND WRITING FOR MEDIA 3 UNITS

Prerequisites: None
Recommended Prep: ENGL M01A or equivalent
Class Hours: 3 lecture
C-ID: JOUR 110
 Introduces reporting, synthesizing and writing in journalistic style for media across platforms, including print, online and broadcast. Focuses on fundamental skills in information gathering, synthesis, organization and critical thinking, 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 based on original interviews and research, and coordinate stories with photographs, audio, video or other multimedia enhancements. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M03 – INTERMEDIATE REPORTING AND WRITING FOR MEDIA 3 UNITS

Prerequisites: JOUR M02
Class Hours: 3 lecture
C-ID: JOUR 210
 Emphasizes essential foundational reporting, writing and critical thinking skills at an intermediate level. Focuses on coverage of public affairs beats, including student, local and regional government, police, courts, school and city boards. Emphasizes skills needed to conceive, plan, report, write, shoot and present in-depth news and feature stories across multiple media platforms, including text, video, audio and other multimedia. Strongly focuses on accuracy, balance and ethics. Examines media law. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M05 – INTRODUCTION TO VISUAL COMMUNICATION**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: JOUR 170

Introduces the significant theories of visual communication through images employed by the mass media and distributed via the Internet, print and electronic media, and advertising. Examines the tools used in analyzing visual communication. Creates and analyzes images for print, Web and video. Through the framework of visual literacy, critically evaluates how society communicates through pictures, cartoons, typography and infographics. Analyzes how visual communication affects society and its cultural values. Applies to Associate Degree. Transfer credit: CSU; UC

JOUR M10A – STUDENT NEWS MEDIA STAFF**3 UNITS**

Prerequisites: None
Recommended Prep: JOUR M02
Class Hours: 2 lecture, 3 lab
C-ID: JOUR 130

Develops skills in journalistic information gathering, composition and production in multiple platforms under peer leadership for publication in student news media. Emphasizes reporting with multiple sources and in multiple media, application of ethics, and development of journalistic style in writing, photography, videography, and multimedia to create, write and produce stories and images for print, web and, when available, broadcast. Applies to Associate Degree. Transfer credit: CSU

JOUR M10B – STUDENT NEWS MEDIA STAFF EDITING**4 UNITS**

Prerequisites: JOUR M10A
Recommended Prep: JOUR M02 and ENGL M01A or ENGL M01AH
Class Hours: 2 lecture, 6 lab
C-ID: JOUR 131

Develops the ability to conceive, plan, report, edit, design and produce student news media online, in print and, when available, for 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 adviser. Applies to Associate Degree. Transfer credit: CSU

JOUR M10D – STUDENT NEWS MEDIA STAFF EDITING II**3 UNITS**

Prerequisites: JOUR M10B
Recommended Prep: JOUR M02 and ENGL M01A
Class Hours: 2 lecture, 3 lab

Develops advanced leadership, innovation, planning and critical thinking abilities in coordinating and publishing student news media in all media platforms. Requires collaboration and directing of peers as fellow editors, writers, multimedia producers, and photographers. Develops advanced editing, news judgment, and news presentation skills. Applies to Associate Degree. Transfer credit: CSU

JOUR M14 – INTRODUCTION TO PUBLIC RELATIONS**3 UNITS**

Prerequisites: None
Class Hours: 3 lecture
C-ID: JOUR 150

Introduces principles, history, development, and professional practice of modern public relations. Emphasizes concepts of planning and executing effective communication strategies, including message design for targeted audiences, composition, production and distribution of press releases for video/audio and print media. Applies to Associate Degree. Transfer credit: CSU

JOUR M15 – DIGITAL STORYTELLING**3 UNITS**

Prerequisites: None
Recommended Prep: JOUR M02
Class Hours: 2 lecture, 3 lab
C-ID: JOUR 120

Introduces multimedia storytelling with a journalism emphasis. Explores such techniques as the use of video, photos, audio and text to convey interactive news and feature stories through the Internet. Cultivates skills in interviewing, sourcing and information gathering using photographic, audio and video recording equipment. Develops skills in story planning, scriptwriting and assembling using digital editing software. 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 M80 – INTERNSHIP IN JOURNALISM**1 TO 4 UNITS**

Prerequisites: Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.
Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

JOUR M122 – INDEPENDENT STUDY - JOURNALISM**0.5 TO 3 UNITS**

Prerequisites: A previous course in Journalism and instructor approval
Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of journalism through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Journalism instructor for assistance in developing a contract for learning about a specific topic. (Formerly JOUR M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)



KINESIOLOGY

Program Purpose: Students who complete Kinesiology courses will apply the science of kinesiology to understand, appreciate and achieve the maximum benefits provided physical movement for developing an individual's health and wellness. 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 in fitness. Kinesiology classes offer students an opportunity to enrich their education with emphasis on improved individual physical well-being as well as pursuing professional career options.

DEAN

Lisa Putnam, Phone (805) 378-1448

FACULTY

Stephen Burkhart, Howard Davis, Traycie Kephart, Jeffrey Kreil, Remy McCarthy, Sherry Ruter, Willard Thurston

COUNSELORS

Traci Allen, Wendy Berg, Donny Munshower

ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER DEGREE

The Associate in Arts in Kinesiology for Transfer (AA-T) program is designed to prepare students for CSU transfer to complete a bachelor's degree in Kinesiology, Exercise Science, Physical Education, pre-Physical Therapy, Athletic Training and other related allied health professions. Interested students may also pursue careers as personal trainers. Students completing this degree, 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 AA-T Kinesiology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 20-23 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 CORE		UNITS
Complete 14 units from the following:		
KIN M01	Introduction to Kinesiology	3.0
ANAT M01	Human Anatomy	4.0
PHSO M01	Human Physiology	4.0

MOVEMENT-BASED COURSES (minimum 3 units)	
Select one course from each of the three following areas:	3.0

FITNESS COURSE: KIN M23, M32, M33, M40, M43, M50, or M53
INDIVIDUAL COURSE: KIN M70, M71, or M72
TEAM COURSE: KIN M82, M84, M85, or M87

Units from ELECTIVE COURSES	6.0-9.0
TOTAL UNITS	20.0-23.0

ELECTIVE COURSES		UNITS
Select and complete two (2) courses (6.0-9.0 units) from the following:		
BIOL M16	Human Biology	3.0
OR		
HED M05	First Aid, CPR, and Emergency Procedures	3.0

OR		
One of the following:		
CHEM M01A	General Chemistry I	5.0
CHEM M11	Foundations of General, Organic, and Biochemistry	5.0
CHEM M12/M12H	Introductory Chemistry I/Honors	5.0

OR		
One of the following:		
MATH M15/M15H	Introductory Statistics/Honors	4.0

OR		
One of the following:		
PHYS M10A	General Physics I	4.0
PHYS M20A	Mechanics of Solids and Fluids	4.0

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.

Program Student Learning Outcomes

Students completing the Associate in Arts in Kinesiology for Transfer (AA-T) 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.

ASSOCIATE IN SCIENCE IN EXERCISE SCIENCE DEGREE

The Exercise Science Fitness Specialist program will prepare students for careers in the entry level jobs in the fitness and health industry. This program provides knowledge and leadership skills necessary for preparing students to become Certified Personal Trainers and/or Certified Group Fitness Instructors. To earn an Associate in Science Degree in Exercise Science, students must complete 18 specified units, the college's General Education requirements and/or elective units for a minimum of 60 units.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES		UNITS
Complete the following courses (12 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 Emergency Procedures	3.0
Units from PROGRAM ELECTIVES		6.0

TOTAL UNITS 18.0

PROGRAM ELECTIVES		UNITS
Select a minimum of 6 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
KIN M80	Internship in Kinesiology	1.0-4.0
PHSO M01*	Human Physiology	4.0

*Students planning on transferring to a university should select two of the following courses: ANAT M01, BIOL M01, or PHSO M01.

Program Student Learning Outcomes

Students completing the Associate in Science in Exercise Science 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 the necessary skills for being successful within the field of personal training.
- understand and demonstrate the core components to foundations of group fitness.



EXERCISE SCIENCE: FITNESS SPECIALIST CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Exercise Science: Fitness Specialist, students complete 18 or more specified units. The Fitness Specialist Certificate of Achievement will prepare students for careers in entry level jobs in the fitness and health industry. This program provides applied knowledge and leadership skills necessary for students to become Personal Trainers and/or Group Fitness Instructors. In addition to acting as a primary hiring qualification for major fitness employers, the earning of this certificate may also serve as a means for current fitness professionals to earn wage increases and career advancement.

REQUIRED COURSES		UNITS
Select and complete 12 units:		
KIN M16	Personal Training Principles	3.0
KIN M17	Teaching Group Fitness	3.0
KIN M18	Foundations of Fitness	3.0
BUS M30	Introduction to Business	3.0
Units from PROGRAM ELECTIVES		6.0

TOTAL UNITS 18.0

PROGRAM ELECTIVES		UNITS
Select a minimum of 6 units:		
ANAT M01	Human Anatomy	4.0
BIOL M01	Introduction to Biology	4.0
HED M03	Nutrition, Fitness & Stress Management	3.0
HED M05	First Aid, CPR and Emergency Procedures	3.0
KIN M13	Prevention and Care of Athletic Injuries	3.0
KIN M80	Internship in Kinesiology	1.0-4.0
NTS M01	Nutritional Science	3.0
PHSO M01	Human Physiology	4.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Exercise Science: Fitness Specialist will be able to:

- understand and demonstrate the necessary skills for being successful within the field of personal training.
- understand and demonstrate the core components to foundations of group fitness.
- be prepared to test for two accredited personal training certifications: National Academy of Sports Medicine (NASM) and National Strength & Conditioning Association (NSCA).
- be prepared to take the certification exam for the American Council on Exercise (ACE) group fitness instructor.

KINESIOLOGY COURSES

MAJOR COURSES:

KIN M01 – INTRODUCTION TO KINESIOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: KIN 100

Introduces an interdisciplinary approach to the study of human movement. Presents an overview of the importance of the sub-disciplines in kinesiology. Discusses career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (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 and kinesiologist. Includes medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, rehabilitation and diagnostic techniques. Does NOT fulfill KIN activity/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 and kinesiologist through practical application. Includes topics of: diagnostic techniques, stretching, wrapping/taping, protective devices/bracing, modalities, and therapeutic exercise,

amongst others. Does NOT fulfill KIN activity/Health requirement for Associate Degree. (Formerly part of 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 Fitness instructor certification and exam. (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. (Formerly PE M91.) Applies to Associate Degree. Transfer credit: CSU

ACTIVITY COURSES:

The University of California (UC) system will accept a maximum of 4 units from the following DANC and ICA/PE/KIN activity courses: DANC M18; KIN M23, M24, M31, M32, M34, M40, M42, M43, M50, M51, M52, M53, M71, M72, M82, M84, M85, M87; ICA - ALL

Students planning to take more than 4 units of physical education/kinesiology/Intercollegiate Athletics (PE/KIN/ICA) activity courses should consult a counselor. The California State University (CSU) system accepts all PE/KIN/ICA courses for comparable semester credit, but the University of California (UC) system will only accept a total of 4 units of PE/KIN/ICA activity credits. This UC transfer-status limitation is indicated below by the asterisk.

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. Stresses assessment and the challenge of overall development of personal fitness. (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. (Formerly PE M03A.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M31 – BODY CONDITIONING/FITNESS**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. Uses cardiovascular and strength machines along with circuit training and other fitness devices. (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. (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. (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. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M10.) 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 integrating a STEP platform, aerobic intervals, and other techniques to improve cardiovascular endurance, muscular conditioning, agility, balance, and flexibility. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M07.) 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. Improves cardiovascular and muscular endurance, flexibility, and mind-body connection. Allows activities to be adapted to varied levels of ability and fitness. (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. Uses equipment such as punching bags, jump ropes, and weights, and does not involve physical contact between competitors. Allows activities to be adapted to varied levels of ability and fitness. (Formerly PE M15.) 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. (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. Adapts activities to varied levels of ability and fitness. (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. Allows activities to be adapted to varied levels of ability and fitness. (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. (Formerly PE M35.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M71 – GOLF 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Introduces the fundamental skills of golf. Covers rules, etiquette, equipment and strategies needed for playing golf. (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 development of basic skills and techniques of tennis. Covers etiquette, rules and strategies of the game, including both singles and doubles. (Formerly PE M11A, PE M11C, and PE M11D.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M80 – INTERNSHIP IN KINESIOLOGY 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

KIN M82 – BASKETBALL 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Introduces the fundamentals of basketball. Develops offensive and defensive skills and techniques through drills and games. (Formerly PE M24C.) Applies to Associate Degree. Transfer credit: CSU; UC*

KIN M84 – SOCCER 1 UNIT

Prerequisites: None

Class Hours: 3 lab

Introduces the fundamentals of soccer. Develops the offensive and defensive skills and techniques through competitive drills and games. (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. (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 basic skills and techniques of volleyball. Covers rules and strategies of volleyball as a team sport. (Formerly PE M30A, PE M30C and PE M30D.) 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. (Formerly PE M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

INTERCOLLEGIATE ATHLETICS COURSES**ICA M01A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M100A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M01B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M23D and KIN M100B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M02A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M67 and KIN M101A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M02B – INTERCOLLEGIATE BASKETBALL - MEN/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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M101A and/or KIN M101B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M03A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M69 and KIN M102A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M03B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M29C and KIN M102B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M04A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M71 and KIN M103A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M04B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M103A and/or KIN M103B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M07A – INTERCOLLEGIATE SOCCER - MEN**4 UNITS***Prerequisites: None**Class Hours: 1 lecture, 9 lab*

Develops athletic skills and techniques in soccer to the highest level. Involves competition against other institutions, and travel. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M64A and KIN M105A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M07B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M105A and/or KIN M105B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M11A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M108A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M11B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M108B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M20A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M68 and KIN M130A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M20B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M130B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M21A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M70 and KIN M131A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M21B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M131A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M24A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M133A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M24B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M133B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M25A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M73 and KIN M134A.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M25B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M28C and KIN M134B.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M28A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M136A.) Applies to Associate Degree. Transfer credit: CSU; UC*

**ICA M28B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M29D and KIN M136C.) Applies to Associate Degree. Transfer credit: CSU; UC*

**ICA M29A – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M78 and KIN M137A.) Applies to Associate Degree. Transfer credit: CSU; UC*

**ICA M29B – 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. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M30D and KIN M137B.) Applies to Associate Degree. Transfer credit: CSU; UC*

**ICA M35 – CONDITIONING AND TRAINING FOR
ATHLETIC COMPETITION**

1 UNIT

Prerequisites: None

Class Hours: 3 lab

Develops skills and conditioning for prospective athletes who are entering intercollegiate competition. Repeatability is dependent upon CCCAA (California Community College Athletic Association) eligibility. Student must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly KIN M35.) Applies to Associate Degree. Transfer credit: CSU; UC*

ICA M36 – INTERCOLLEGIATE WOMEN'S GOLF

3 UNITS

Prerequisites: None

Class Hours: 1 lecture, 6 lab

Develops athletic skills and techniques in golf. Emphasizes team development and competitive improvement and intensity. Involves competition against other institutions and travel. Students must be capable of competing at the intercollegiate level. May be taken a maximum of four (4) times for credit. (Formerly PE M62.) Applies to Associate Degree. Transfer credit: CSU; UC* Credit Limitation: UC Maximum credit of 4 units if combined with any or all other ICA/KIN/PE Activity courses.

LANGUAGES OF THE WORLD

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

FACULTY

D. Perry Bennett, Raquel Olivera, Helga Winkler

COUNSELORS

Wendy Berg

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 beginning Chinese Mandarin acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

FRENCH COURSES

FREN M01 – ELEMENTARY FRENCH I **4 UNITS**

Prerequisites: None

Class Hours: 4 lecture

Introduces beginning French acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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 two years of high school French or equivalent

Class Hours: 4 lecture

Continues beginning French acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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 M80 – INTERNSHIP IN FRENCH 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

FREN M122 – INDEPENDENT STUDY - FRENCH 0.5 TO 3 UNITS

Prerequisites: A previous course in French and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of French through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a French instructor for assistance in developing a contract for learning about a specific topic. (Formerly FREN M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

GERMAN COURSES**GERM M01 – ELEMENTARY GERMAN I 4 UNITS**

Prerequisites: None

Class Hours: 4 lecture

Introduces beginning German acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in a cultural context. 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 two years of high school German or equivalent

Class Hours: 4 lecture

Continues beginning German acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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 M80 – INTERNSHIP IN GERMAN 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

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 M80 – INTERNSHIP IN ITALIAN 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

ITAL M122 – INDEPENDENT STUDY - ITALIAN 0.5 TO 3 UNITS

Prerequisites: A previous course in Italian and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Italian through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact an Italian instructor for assistance in developing a contract for learning about a specific topic. (Formerly ITAL M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

JAPANESE COURSES**JAPN M01 – ELEMENTARY JAPANESE I 4 UNITS**

Prerequisites: None

Class Hours: 4 lecture

Introduces beginning Japanese acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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

Continues beginning Japanese acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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 M80 – INTERNSHIP IN JAPANESE 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

JAPN M122 – INDEPENDENT STUDY - JAPANESE 0.5 TO 3 UNITS

Prerequisites: A previous course in Japanese and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Japanese through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Japanese instructor for assistance in developing a contract for learning about a specific topic. (Formerly JAPN M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER DEGREE

The Associate in Arts in Spanish for Transfer (AA-T in Spanish) is intended for students who plan to transfer and complete a bachelor's degree in Spanish, or a similar major at a CSU campus. Students completing this 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 AA-T in Spanish may not be the best option for students intending to transfer to a particular CSU campus that does not accept the AA-T in Spanish or to a college or university that is not part of the CSU system.

To earn an AA-T in Spanish, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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 transfer institutions and majors may require a higher GPA.
3. A minimum 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 (CSU GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

REQUIRED CORE	UNITS
Complete the following:	
SPAN M01 Elementary Spanish I	5.0
SPAN M02 Elementary Spanish II	5.0
SPAN M03 Intermediate Spanish I	5.0
SPAN M04 Intermediate Spanish II	5.0
Units from LIST A	3.0-4.0

TOTAL UNITS 21.0*-24.0

*Credit or placement equivalent to two years of college level Spanish are required. If a student places out of any REQUIRED CORE(s) and is not awarded units for that course, the student will need to take additional units from the SUBSTITUTION COURSES list below to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulation).

SUBSTITUTION COURSES	UNITS
ANTH M02 Cultural Anthropology	3.0
ANTH M08 Linguistic Anthropology	3.0
COMM M12 Intercultural Communications	3.0
GEOG M02 Cultural Geography	3.0
HIST M04 History of Mexican Americans in the United States	3.0
HIST M09 Latin American History	3.0
SOC M01/M01H Introduction to Sociology/Honors	3.0
SOC M10 Sociology of Gender	3.0
Any course not selected from LIST A	

LIST A - Select and complete one course, A course in Elementary or Intermediate level in other languages listed below:

FREN M01 Elementary French I	4.0
FREN M02 Elementary French II	4.0
ITAL M01 Elementary Italian I	4.0

A course articulated as lower division preparation in the Spanish major at a CSU:

ACCT M110 Financial Accounting	4.0
CIS M16 Introduction to Information Systems	4.0
COMM M04 Interpersonal Communication	3.0
ENGL M30 Masterpieces of World Literature I	3.0
ENGL M31 Masterpieces of World Literature II	3.0
HIST M09** Latin American History	3.0

**if not used in SUBSTITUTION COURSES section above

Program Student Learning Outcomes

Students completing the Associate in Arts in Spanish for Transfer (AA-T) 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

C-ID: SPAN 100

Introduces beginning Spanish acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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

C-ID: SPAN 110

Continues beginning Spanish acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context. 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

C-ID: SPAN 200

Emphasizes further practical competence and communicative skills, listening, speaking, reading and writing, through the study of Spanish-speaking cultures and literary readings. Introduces structures and strategies to express opinions and discuss some abstract topics. Furthers an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. 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 four years of high school Spanish

Class Hours: 5 lecture

C-ID: SPAN 210

Emphasizes an awareness of cultural norms, values and culturally relevant customs and events. Expands upon culture and facilitate language acquisition through listening, speaking, reading and writing through the study of Spanish-speaking cultures and literary readings. Expresses more complex ideas, opinions and abstract concepts. Reviews the more complex linguistic structures and more sophisticated communicative 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 M80 – INTERNSHIP IN SPANISH**1 TO 4 UNITS**

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

SPAN M122 – INDEPENDENT STUDY - SPANISH 0.5 TO 3 UNITS

Prerequisites: A previous course in Spanish and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Spanish through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Spanish instructor for assistance in developing a contract for learning about a specific topic. (Formerly SPAN M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

LAW ENFORCEMENT**SEE COURSES IN CRIMINAL JUSTICE****LEARNING SKILLS**

Program Purpose: Students who complete Learning Skills courses will improve their basic skills in preparation for successful academic achievement and/or personal knowledge.

A number of learning skills courses are provided for students with specially identified needs. To make an appointment to assess your specific needs, call (805) 378-1461.

DEAN

Patricia Ewins, Phone (805) 378-1408

COORDINATOR

Sherry D'Attila, Phone (805) 378-1461

FACULTY

Sile Bassi, Melanie Masters

COUNSELORS

Jolie Bernal, Janet McEnroe

LEARNING SKILLS COURSES**LS M02 – BASIC WRITING SKILLS****3 UNITS**

Prerequisites: None

Corequisites: LS M02L

Class Hours: 3 lecture

Introduces basic English writing skills, including grammar, usage, and correct sentence structure. Emphasizes composing clear, 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

Develops writing skills through the use of word processing software, proofreading tools and assistive technology to enhance the writing process to produce well-organized paragraphs and short essays. Provides practice and reinforcement of writing concepts and strategies. 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. 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 – COLLEGE READING AND VOCABULARY IMPROVEMENT

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Develops essential reading skills for students with learning disabilities or reading comprehension difficulties. Introduces critical thinking skills, inferential comprehension, and vocabulary development. 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. Introduces basic operations with whole numbers, decimals, and fractions. Applies introductory math test-taking strategies and mnemonic skills for learning and recalling math operations that 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

Further develops foundational math concepts for students with math anxiety, or who have difficulty understanding and applying mathematical concepts. Includes percents, proportions, measurement, signed arithmetic number, and basic algebra. Further develops math test-taking strategies and mnemonic skills for learning and recalling math operations that can be used in subsequent math courses. Does NOT apply to Associate Degree.

LS M11 – MEMORY IMPROVEMENT STRATEGIES

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

Introduces a variety of practical memory techniques and strategies. Develops students' ability to organize and remember information for school and general life activities. 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 Associate in Science Degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government, including such professions as educators, statisticians, actuaries, and operations research analysts. Many areas, such as the physical and social sciences, engineering, economic, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems.

Students who complete Mathematics courses will demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.

DEAN

Julius Sokenu, Phone (805) 378-1572

FACULTY

Phil Abramoff, Christine Aguilera, Doreen Butler, Christine Cole, Kahroline di Passero, Marcos Enriquez, Kathryn Fink, Vahe Khachadoorian, David Mayorga, Diana Nguyen, Tom Ogimachi, Curtis Paul, Rena Petrello, Brendan Purdy, Mahyad Rahnamaie, Cynthia Reed, Katrina Topolinski, Thanh Trinh, David Weinstein

COUNSELORS

Donny Munshower, Danita Redd

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ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER DEGREE

The Associate in Science Degree in Mathematics for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Mathematics, or a similar major at a CSU campus. Students completing the AS-T degree in Mathematics 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 Mathematics 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 AS-T in Mathematics, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 21-22 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 CORE	UNITS
MATH M25A/M25AH Calculus with Analytic Geometry I/Honors	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
Units from ELECTIVE COURSES	3.0-4.0

TOTAL UNITS 21.0-22.0

ELECTIVE COURSES UNITS

Select and complete one course from the following list:

CS M10A Introduction to Computer Programming Using Structured C++	4.0
MATH M15/M15H Introductory Statistics/Honors	4.0
MATH M21 Discrete Mathematics	3.0
MATH M35 Applied Differential Equations	3.0
PHYS M20A Mechanics - Solids/Fluids	4.0

Program Student Learning Outcomes

Students completing the Associate in Science in Mathematics for Transfer (AS-T) will be able to:

- demonstrate critical thinking skills, analyze abstract concepts, and transition from the concrete to the abstract in mathematical thinking.
- apply formal systems of reasoning in solving problems or analyzing arguments.
- express results or conclusions using correct mathematical notation.

Sequence of Mathematics Courses

Where do I begin?

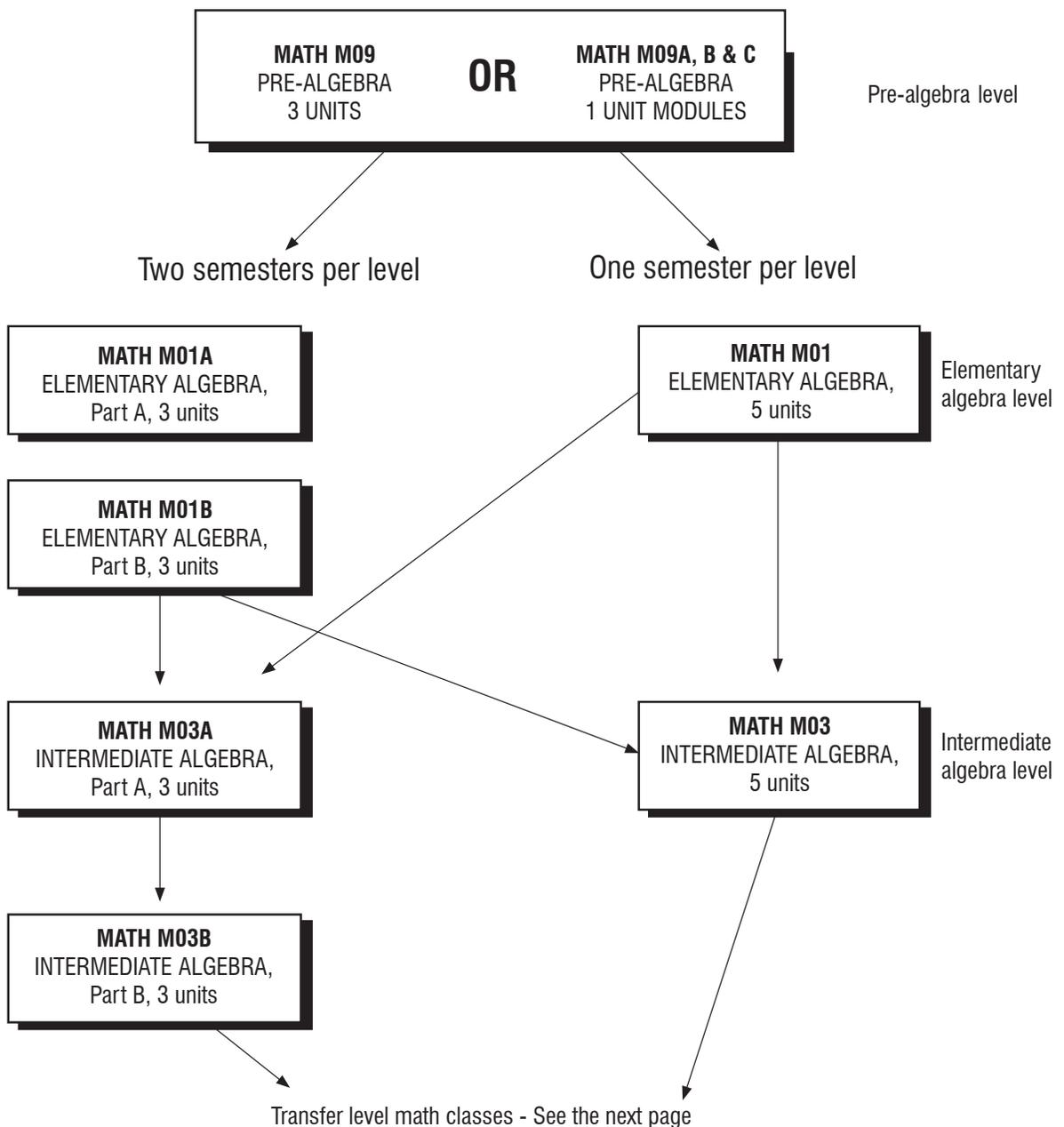
1. Complete the math self-placement guide:
http://www.moorparkcollege.edu/apply_and_enroll/orientation_and_assessment/self_placementguides.shtml
2. Meet with a counselor. Call 805-378-1428 for an appointment.

Associate Degrees 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:

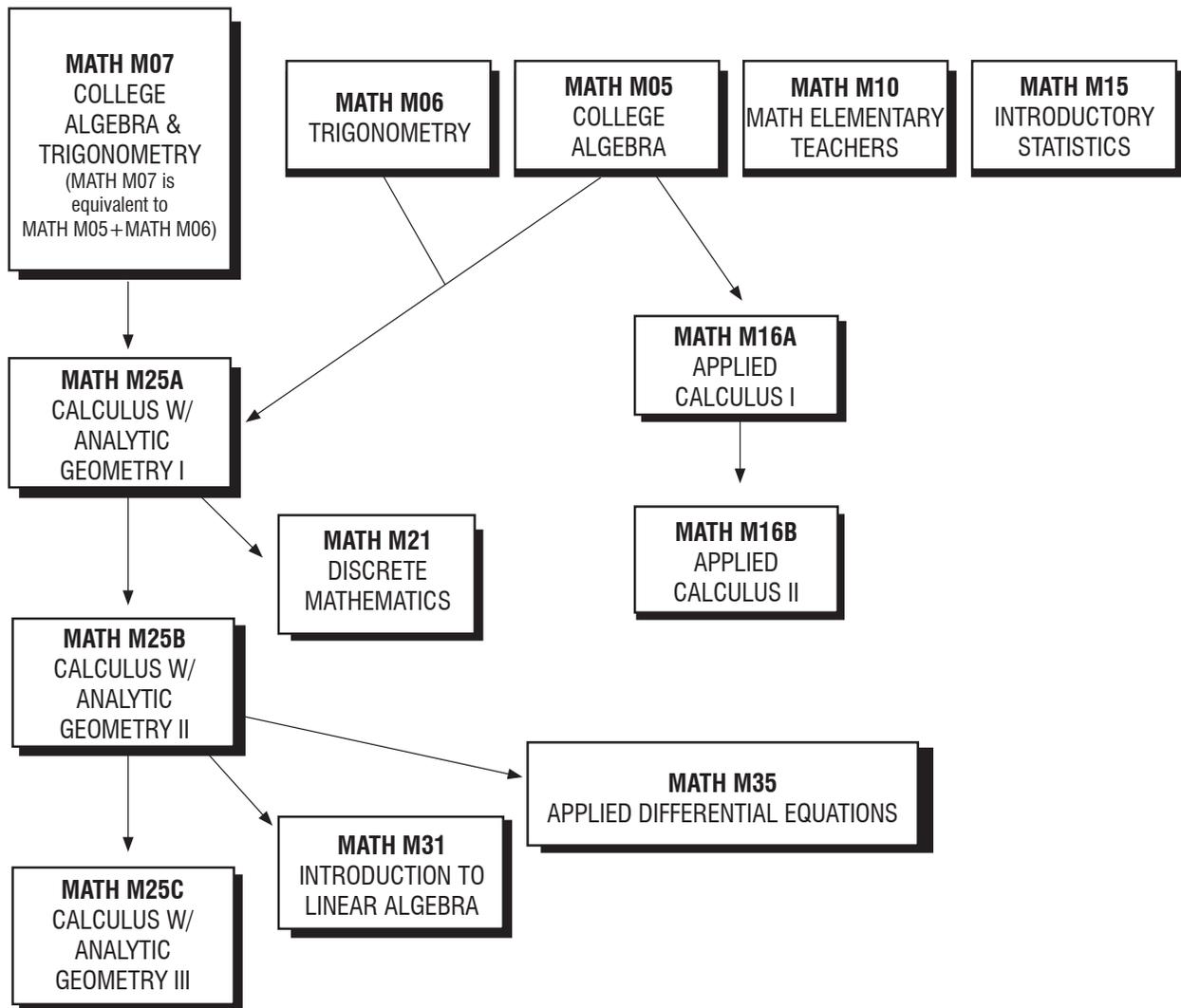
(For math course below pre-algebra, see the Learning Skills section of the catalog)



Transferable Mathematics 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.



MATHEMATICS COURSES

MATH M01 – ELEMENTARY ALGEBRA 5 UNITS

Prerequisites: LS M07B or 1 year of high school pre-algebra or equivalent with a grade of C or better, or placement as measured by the college assessment process

Class Hours: 5 lecture

Reviews briefly arithmetic including integers, fractions, and decimals. Covers algebraic expressions, linear equations and inequalities, graphing lines, systems of linear equations, integer exponents, polynomials, factoring of polynomials, solving quadratic equations by the factoring method, and rational expressions. 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 or 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

Prerequisites: 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), but not both. Students receiving credit in MATH M01A and MATH M01B will not receive credit for MATH M04A. Applies to Associate Degree.

MATH M03 – INTERMEDIATE ALGEBRA 5 UNITS

Prerequisites: MATH M01, MATH M01B, MATH M04A, or 1 year of high school beginning algebra with grade of C or better, or placement as measured by the college pre-assessment process

Class Hours: 5 lecture

Reviews briefly linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of 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. 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 M05 – COLLEGE ALGEBRA 3 UNITS

Prerequisites: MATH M03 or MATH M03B, or High School Algebra II

Class Hours: 3 lecture

C-ID: MATH 150

Covers quadratic equations, linear and non-linear inequalities, absolute value equations and inequalities, complex numbers, functions, polynomial functions, rational functions, exponential functions, logarithmic functions, and systems of equations. Includes the theory of polynomial equations and analytic geometry. Completing MATH M05 and MATH M06 is equivalent to completing MATH M07. Applies to Associate Degree. Transfer credit: CSU; UC (Students completing MATH M05, MATH M06, and MATH M07 receive maximum credit of 6 units for MC and CSU. MATH M05 and MATH M07 combined: maximum credit, one course for UC)

MATH M06 – TRIGONOMETRY 3 UNITS

Prerequisites: MATH M03, MATH M03B, or High School Algebra II

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 coordinates. Completing MATH M05 and MATH M06 is same as completing MATH M07. Applies to Associate Degree. Transfer credit: CSU (Students completing MATH M05, MATH M06, and MATH M07 receive maximum credit of 6 units for MC and CSU)

MATH M07 – COLLEGE ALGEBRA AND TRIGONOMETRY**FALL 2015****SPRING 2016***Prerequisites: MATH M03, MATH M03B, or High School Algebra II**Class Hours: 6 lecture**C-ID: MATH 955*

Integrates college algebra and trigonometry. Includes basic algebraic concepts, equations and inequalities of the first and second degree, systems of equations and inequalities, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, and polar coordinates. 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, MATH M06, MATH M07 receive maximum credit of 6 units for MC and CSU; MATH M07 and MATH M05 combined is maximum credit, one course for UC)

5 UNITS**6 UNITS****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, MATH M09B, and MATH M09C. Taking MATH M09 and MATH M09A, MATH M09B, MATH 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, MATH M09B, and MATH M09C. Taking MATH M09 and MATH M09A, MATH M09B, MATH 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, MATH M09B, and MATH M09C. Taking MATH M09 and MATH M09A, MATH M09B, MATH 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, MATH M09B, and MATH M09C. Taking MATH M09 and MATH M09A, MATH M09B, MATH 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**Class Hours: 3 lecture*

Focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasizes the comprehension and analysis of mathematical concepts and applications of logical reasoning. Designed for students intending to teach in K-8. Not recommended for majors in physical sciences nor mathematics. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M15 – INTRODUCTORY STATISTICS**4 UNITS***Prerequisites: MATH M03 or MATH M03B**Class Hours: 4 lecture*

Explores the nature of statistical methods, including description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypotheses and special topics. Provides problem solving techniques. Uses technology to analyze large data sets. 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**4 UNITS***Prerequisites: MATH M03 or MATH M03B**Class Hours: 4 lecture*

Explores the nature of statistical methods, including 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 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**C-ID: MATH 140*

Covers limits, continuity, and differentiation. Applies differential calculus to problems in business, economics, social and biological sciences. Introduces anti-differentiation and its applications in business and economics. Applies to Associate Degree. Transfer credit: CSU; UC (MATH M16A, MATH M25A and MATH M25AH combined: maximum one course for credit)

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 M16A, MATH M25A and MATH M25AH combined: maximum one course for credit)

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. Includes the following topics: logic, sets, functions, relations, proof techniques, mathematical induction, recurrence relations, graphs, trees, discrete probability, Boolean algebra, and a brief introduction to programming. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M25A – CALCULUS WITH ANALYTIC GEOMETRY I 5 UNITS

Prerequisites: MATH M05 and MATH M06 or MATH M07

Class Hours: 5 lecture

C-ID: MATH 210, MATH 900S

Covers limits, continuity, differentiation and integration of algebraic functions. Also covers 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, MATH M25A and MATH M25AH combined: maximum one course for transfer credit)

MATH M25AH – HONORS: CALCULUS WITH ANALYTIC GEOMETRY I 5 UNITS

Prerequisites: MATH M05 and MATH M06 or MATH M07

Class Hours: 5 lecture

C-ID: MATH 210, MATH 900S (with MATH M25B)

Covers limits, continuity, differentiation and integration of algebraic functions, and 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, MATH M25A and MATH M25AH combined: maximum one course for transfer credit)

MATH M25B – CALCULUS WITH ANALYTIC GEOMETRY II 5 UNITS

Prerequisites: MATH M25A or MATH M25AH, or MATH M16B

Class Hours: 5 lecture

C-ID: MATH 220, MATH 900S (with MATH M25A or MATH M25AH)

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)

MATH M25C – CALCULUS WITH ANALYTIC GEOMETRY III 5 UNITS

Prerequisites: MATH M25B

Class Hours: 5 lecture

C-ID: MATH 230

Covers vectors in plane and in three dimensional space, dot and cross products, spherical and cylindrical coordinates, vector-values functions, functions of several variables, partial derivatives, gradients, Lagrange multipliers. Also covers 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

MATH M31 – INTRODUCTION TO LINEAR ALGEBRA 3 UNITS

Prerequisites: MATH M25B

Class Hours: 3 lecture

C-ID: MATH 250

Develops the techniques and theory needed to solve and classify systems of linear equations. Covers solution techniques including row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Presents vector space and matrix theory including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M35 – APPLIED DIFFERENTIAL EQUATIONS 3 UNITS

Prerequisites: MATH M25B

Class Hours: 3 lecture

C-ID: MATH 240

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

MATH M122 - INDEPENDENT STUDY - MATHEMATICS 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Mathematics and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of Mathematics through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Mathematics instructor for assistance in developing a contract for learning about a specific topic. (Formerly MATH M22A/B). Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

MICROBIOLOGY**SEE COURSES IN BIOLOGICAL SCIENCES****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

Lisa Putnam, (805) 378-1448

FACULTY

Svetlana Kasalovic, Timothy Samoff

COUNSELORS

Jodi Dickey

ASSOCIATE IN SCIENCE IN MULTIMEDIA DESIGN DEGREE

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 UNITS 30.0-31.0

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	3.0
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 in Science 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 where students will engage in a wide range of disciplines including visual arts, graphic and interactive design, music, computer programming, and business.

Students explore creative, technical, critical, and design-based solutions to real world issues in order to prepare for freelance careers and/or entry-level employment in digital media, web design, UX (user experience) and interaction design, game design, and more.

To earn an Associate in Science Degree in Multimedia Design, students must complete 30-31 specified units, plus General Education Degree Requirements.

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 UNITS 30.0-31.0

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	3.0
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 Certificate of Achievement in Multimedia Design will be able to:

- apply creative, technical, critical, historically informed, and design-based solutions through various media.

OPTIMAL COURSE SEQUENCE FOR MULTIMEDIA

LEVEL 1

MM M10	Introduction to Digital Media	3.0
GR M10	Design and Society	3.0
GR M30	Design I	3.0

LEVEL 2

MM M20	Web Design	3.0
MM M30	Motion Graphics	3.0
MM M40	3D Fundamentals	3.0

LEVEL 3

MM M50	Interactive Design	3.0
MM M80	Internship in Multimedia	1.0-4.0
MM M90	Design Portfolio	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

C-ID: ARTS 220

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: None

Recommended Prep: 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: None

Recommended Prep: 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, image making, 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; UC

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: None

Recommended Prep: MM M10

Class Hours: 2 lecture, 3 lab

Introduces 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; UC

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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

MM M90 – DESIGN PORTFOLIO 3 UNITS

Prerequisites: GR M23 or MM M10

Recommended Prep: GR M10 and GR M30

Class Hours: 2 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. (Same as GR M90.) 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, James Song

COUNSELORS

Jodi Dickey

ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER DEGREE

The Associate in Arts in Music for Transfer (AA-T) program is designed to prepare students for CSU transfer to complete a bachelor's degree in music. Students completing this degree, AA-T in Music is 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 Music 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 AA-T in Music, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 23-24 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 Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES	UNITS
MUS M01* Music Fundamentals	3.0
OR	
MUS M02A* Music Theory I	3.0
AND	
MUS M02AL* Musicianship I	1.0
Complete the following:	
MUS M02B Music Theory II	3.0
MUS M02BL Musicianship II	1.0
MUS M02C Music Theory III	3.0
MUS M02CL Musicianship III	1.0
MUS M02D Music Theory IV	3.0
MUS M02DL Musicianship IV	1.0
Units from ENSEMBLE	4.0
Units from APPLIED MUSIC	4.0
TOTAL UNITS	23.0-24.0

ENSEMBLE (4 UNITS)		UNITS
A course may be taken four times:		
MUS M10	Concert Choir	1.0
MUS M18	Jazz Ensemble	1.0
MUS M21	Wind Ensemble	1.0
MUS M23	Moorpark Symphony Orchestra	1.0

APPLIED MUSIC (4 UNITS)		UNITS
A course may be taken four times:		
MUS M30A	Applied Music - Woodwind	1.0
MUS M30B	Applied Music - Brass	1.0
MUS M30C	Applied Music - Strings	1.0
MUS M30D	Applied Music - Piano	1.0
MUS M30E	Applied Music - Cl Guitar	1.0
MUS M30F	Applied Music - Percussion	1.0
MUS M30G	Applied Music Instrument - Voice	1.0

***NOTE:** In lieu of MUS Theory I (MUS M02A) and Musicianship I (MUS M02AL), students may substitute with Music Fundamentals (MUS M01).

Program Student Learning Outcomes

Students completing the Associate in Arts in Music for Transfer (AA-T) will be able to:

- develop a cultural understanding of artistic human expression through musical appreciation and development of performance skills.

MUSIC COURSES

MUS M01 – MUSIC FUNDAMENTALS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: MUS 110

Introduces notation and primary elements of tonal music. Incorporates the following concepts: staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Applies to Associate Degree. Transfer credit: CSU; UC (no credit if taken after MUS M02A)

MUS M02A – MUSIC THEORY I 3 UNITS

Prerequisites: None

Corequisites: MUS M02AL

Class Hours: 3 lecture

C-ID: MUS 120

Incorporates, through guided composition and analysis, the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Develops skills in handwritten notation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02AL – MUSICIANSHIP I 1 UNIT

Prerequisites: None

Corequisites: MUS M02A

Class Hours: 3 lab

C-ID: MUS 125

Applies the rhythmic, melodic, and harmonic materials developed in Music Theory I. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02B – MUSIC THEORY II 3 UNITS

Prerequisites: MUS M01 or MUS M02A and MUS M02AL

Corequisites: MUS M02BL

Class Hours: 3 lecture

C-ID: MUS 130

Incorporates the concepts from Music Theory I. Teaches, through guided composition and analysis, an introduction to two-part counterpoint, voice leading involving four-part chorale writing, and diatonic harmony. Provides an introduction to secondary/applied chords and modulation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02BL – MUSICIANSHIP II 1 UNIT

Prerequisites: MUS M02AL

Corequisites: MUS M02B

Class Hours: 3 lab

C-ID: MUS 135

Applies the rhythmic, melodic, and harmonic materials developed in Music Theory II. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02C – MUSIC THEORY III 3 UNITS

Prerequisites: MUS M02B and MUS M02BL

Corequisites: MUS M02CL

Class Hours: 3 lecture

C-ID: MUS 140

Introduces chromatic harmony, secondary/applied chords, modulation, borrowed chords, and an introduction to Neapolitan and augmented-sixth chords. Applies these concepts through writing and analysis. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02CL – MUSICIANSHIP III 1 UNIT

Prerequisites: MUS M02B and MUS M02BL

Corequisites: MUS M02C

Class Hours: 3 lab

C-ID: MUS 145

Applies the rhythmic, melodic, and harmonic materials developed in Music Theory III. Utilizes ear training, sight-singing, analysis, and dictation. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02D – MUSIC THEORY IV 3 UNITS

Prerequisites: MUS M02C and MUS M02CL

Corequisites: MUS M02DL

Class Hours: 3 lecture

C-ID: MUS 150

Utilizes, through writing and analysis, borrowed chords and modal mixture, chromatic mediants, Neapolitan, and augmented-sixth chords. Introduces 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02DL – MUSICIANSHIP IV 1 UNIT

Prerequisites: MUS M02C and MUS M02CL

Corequisites: MUS M02D

Class Hours: 3 lab

C-ID: MUS 155

Applies rhythmic, melodic, and harmonic materials developed in Music Theory IV. Utilizes ear training, sight-singing, analysis, and dictation. 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. Addresses ethical, aesthetic, economic, and social problems in technology applications. Includes the use 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 world music traditions, examining style, performance practice, and cultural context. Provides students an appreciation of the range and diversity of musical expression in a variety of world cultures, Western and Non-Western. 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

Surveys world music traditions, examining style, performance practice, and cultural context. Provides 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. 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

C-ID: MUS 100

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 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 forms 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**1 UNIT***Prerequisites: Audition**Class Hours: 3 lab**C-ID: MUS 180*

Studies, rehearses, and performs choral literature, from the Renaissance to the modern day. Emphasizes the development of vocal production and tone quality, balance and blend, and musical precision and accuracy. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M12 – VOCAL ENSEMBLE**2 UNITS***Prerequisites: Audition**Recommended Prep: MUS M10**Class Hours: 1 lecture, 3 lab*

Prepares students to participate in a vocal ensemble that performs choral music from various time periods. Focuses on stylistic eras primarily from the Renaissance, including English and Italian madrigals, French chansons, German Lieder, and sacred motets. Enrollment by audition only. 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*

Develops singing ability, including correct posture, breathing techniques, voice placement and resonance, vowel production, diction, range extension, and performance. Includes familiar, traditional, art songs, and selections from musical theater. 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*

Continues and expands 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 English, Italian, and German. Designed for both majors and non-majors. 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 proper vocal production. Emphasizes vocal exercises as well as English, Italian, German, French, and Spanish art songs and opera and oratorio literature. Designed for both majors and non-majors. 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. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M18 – JAZZ ENSEMBLE**1 UNIT***Prerequisites: Ability to read music and play a standard jazz musical instrument**Class Hours: 3 lab**C-ID: MUS 180*

Participate and perform in small and large jazz ensembles. Includes sight-reading, jazz chord theory, and improvisation. Participation in concert is required. May be taken a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M21 – WIND ENSEMBLE**1 UNIT***Prerequisites: Ability to perform on a standard band instrument**Class Hours: 3 lab**C-ID: MUS 180*

Provide a setting for wind and percussion instrumentalists who aspire to focus on standard wind ensemble and symphonic band repertoire. Rehearses and performs in public concerts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M23 – MOORPARK SYMPHONY ORCHESTRA**1 UNIT***Prerequisites: By audition on a standard orchestra instrument**Class Hours: 3 lab**C-ID: MUS 180*

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*

Provides piano instruction 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*

Reinforces the fundamentals of piano playing, including music reading techniques, articulation, improvisation, scales, chords, and simple piano literature. Emphasizes the further development of independence of hands. Introduces sharp key signature and harmony. Requires students to enter with some basic music reading ability and hand coordination at the piano keyboard. 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. 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 expressive 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 – APPLIED MUSIC - WOODWIND 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for woodwind instruments. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30B – APPLIED MUSIC - BRASS 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for the specific brass instrument. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30C – APPLIED MUSIC - STRINGS 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for string instruments. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30D – APPLIED MUSIC - PIANO 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for piano. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30E – APPLIED MUSIC - CLASSICAL GUITAR 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for guitar. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30F – APPLIED MUSIC - PERCUSSION 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for the specific percussion instrument. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30G – APPLIED MUSIC - VOICE 0.5 UNIT

Prerequisites: Performance at college level, with audition based on repertoire standards established by the Music Department

Class Hours: 1.5 lab

C-ID: MUS 160

Provides individualized study of the appropriate techniques and repertoire for vocal development. Emphasizes the progressive development of skills needed for solo performance. The applied music program requires students be enrolled in a music theory course and the accompanying lab course (MUS M02A and MUS M02AL) or (MUS M02B and MUS M02BL) or (MUS M02C and MUS M02CL) or (MUS M02D and MUS M02DL), AND be enrolled in an ensemble course (MUS M10 or MUS M12 or MUS M18 or MUS M21 or MUS M23) each semester to maintain their status in the program. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M80 – INTERNSHIP IN MUSIC 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

MUS M122 – INDEPENDENT STUDY - MUSIC 0.5 TO 3 UNITS

Prerequisites: A previous course in Music and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of music through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Music instructor for assistance in developing a contract for learning about a specific topic. (Formerly MUS M22A/B). Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

NUCLEAR MEDICINE

SEE COURSES IN RADIOLOGIC TECHNOLOGY

NURSING SCIENCE

Program Purpose: Students who complete the Nursing Science program will acquire the knowledge, skills, and attitudes essential to the function of registered nurses in common and emerging healthcare settings.

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge, skills, and attitudes 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 nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly NLNAC. Contact information for BRN: P.O. Box 944210, Sacramento, California 94244-2100 (www.rn.ca.gov). Contact information for ACEN: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (www.acenursing.org).

DEAN

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FACULTY

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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/index.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 Prerequisite Courses (Step 2) with a grade of 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 letter grade of "C" or better):

ENGL M01A	English Composition	4.0
OR		
ENGL M01AH	Honors: English Composition	4.0
MATH	Two years of High School algebra with a grade of B or better or MATH M03 or higher	
ANAT M01*	Human Anatomy	4.0
AND		
PHSO M01*	Human Physiology	4.0
MICR M01*	General Microbiology	5.0
*ANAT M01, PHSO M01, and MICR M01 must be taken within seven years of application date.		

STEP 3:

Required General Education (GE) courses for associate degree and licensure:

These courses are recommended to be taken prior to the last 2 semesters of the ADN Program (GE courses required for licensure must be completed with a letter grade of "C" or better). These courses are necessary to be eligible to take the Licensing Examination (NCLEX) to become an RN.

REQUIRED COURSES

		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	5.0
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American History/Institutions

U.S. History or Political Science	3.0
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Fine or Performing Arts - Course of Choice

3.0

Humanities - Course of Choice

3.0

Kinesiology - Course of Choice

1.0

ASSOCIATE IN SCIENCE IN NURSING SCIENCE DEGREE

Students who complete the Nursing Science Program will acquire the knowledge and skills of the five critical competencies of safety/technical, critical thinking/clinical reasoning, communication, responsibility/accountability, and organization/prioritization. These competencies are essential to the function of the Registered Nurse in the direct care of patients.

The Nursing Science Program is approved by the California State Board of Registered Nursing (BRN) and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN, Formerly NLNAC). Contact information for BRN: P.O. Box 944210, Sacramento, California 94244-2100 (www.rn.ca.gov). Contact information for ACEN: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 (www.acenursing.org).

To earn an Associate in Science Degree with a major in Nursing, students complete 36 nursing specific units and General Education Degree Requirements. These major requirements cover the core areas of Nursing, courses necessary for licensure, as well as the students' choice in preparation for the Registered Nurse licensing exam and/or transfer to an institution to earn a Bachelor of Science in Nursing Degree.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES

		UNITS
NS M01	Beginning Nursing Science	4.0
NS M01L	Beginning Clinical Nursing Lab I	4.5
NS M02	Intermediate Nursing Science I	5.0
NS M02L	Intermediate Nursing Lab I	4.5
NS M03	Intermediate Nursing Science II	5.0
NS M03L	Intermediate Nursing Science Clinical Laboratory II	4.5
NS M04	Advanced Nursing Science	4.0
NS M04L	Advanced Nursing Science Clinical Nursing Laboratory	4.5

TOTAL UNITS

36.0

SUPPLEMENTAL COURSES

Recommended but not required for degree:

		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 UNITS

4.0

Program Student Learning Outcomes

Students completing the Associate in Science in Nursing Science will be able to:

- apply the five critical competencies of safety/technical skills, critical thinking and clinical reasoning skills, communication skills, responsibility/accountability, and organization/prioritization skills essential to the function of registered nurses in the direct care of patients.

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.
- Once in the program, students are required to verify background check and drug screen clearance every eight weeks.

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 terms below describing physical functions are general in nature. Students who can perform the same actions effectively through the use of assistive technology or devices need to make an appointment with the coordinator of the nursing program for evaluation. In addition, students with severe hearing impairments need to meet with the coordinator of the nursing program for evaluation of alternate communication and auditory auscultation abilities.

- **Critical Thinking** - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Make appropriate and timely decisions under stressful situations. 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. Must demonstrate professional behavior at all times. Maintain a therapeutic relationship with clients, families, and health team members. Example: establish rapport with diverse patients and effectively interact with colleagues as part of the health care team.
- **Communication** - abilities sufficient for effective verbal and written interactions. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage. The student must have 95% ability to communicate nursing actions, interpret patient responses, perform health teaching, document health care activities, and interact with patients, staff, faculty and peers. Examples: Explain diagnostic treatment procedures, health teaching, document actions and client responses. 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.

STANDING/WALKING - The student must be able to move forward, backward, and laterally on carpet, tile, linoleum, asphalt and cement while providing and managing patient care, gathering patient supplies and medications, obtaining and returning equipment. Approximate distance = 3 to 6 miles. It is also necessary for a student to have the capability of maintaining an upright position during many functions.

SITTING - The student must be able to sit while communicating with or teaching patients, operating computers, answering the telephone, writing reports and documenting,

LIFTING - The student must be able to lift floor to knee, knee to waist, and waist to shoulder level while handling supplies (5-10 lbs.). Lift and transfer patients, medical equipment and supplies up to 6 inches from a stooped position, then push or pull the weight up to 3 feet. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers. Average lifting requirement is 50 pounds.

CARRYING - The student must demonstrate the ability to carry items at waist level.

PUSHING/PULLING - The student must be able to effectively move carts, utilize crash carts, open and close doors and drawers, move beds, gurneys, and wheelchairs and to move equipment and furniture.

CLIMBING/BALANCING - The student must demonstrate the ability to navigate stairs going to and from other departments, offices, and homes.

STOOPING/KNEELING - The student must demonstrate the ability to move to low enough positions to retrieve supplies from medication carts, bedside stands, bathrooms, etc.

BENDING - The student must demonstrate the ability to move into appropriate positions while performing patient assessments and treatments, gathering supplies, assisting patients with positioning, adjusting patient beds and exam tables, bathing patients and emptying drainage apparatus.

CROUCHING/CRAWLING - The student must demonstrate the ability to retrieve items from under and behind beds and bedside.

REACHING/STRETCHING/TWISTING - The student must demonstrate the ability to extend their reach and move appropriately when administering and monitoring IV therapy, gathering supplies and equipment, operating computers and equipment, administering care, assisting with patient positioning, changing linens, cleaning or disposing equipment and retrieving patient files.

- **Motor Skills** - gross and fine motor abilities sufficient to provide safe and effective care. The student must demonstrate the ability to have hand-wrist movement, hand-eye coordination, simple firm grasping and fine and gross motor dexterity. Examples: Calibrate, move and use equipment/machines; lift, position and transfer clients; produce clear and precise written information, grasp and control medical equipment, and perform CPR.
- **Hearing** - ability sufficient to monitor and assess health needs. Examples: Ability to hear and interpret many people and correctly interpret what is heard, physician orders whether verbal or over the telephone, patient reports and cries for help, emergency and equipment alarms, and perform auditory auscultation.
- **Seeing** - ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: detect signs and symptoms, coloring and body language of patients, and possible infections anywhere. Interpret written words accurately, read characters and identify colors in the patient's records and on the computer screen. Accurately read medication labels and prepare medications. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- **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, palpating and notation of skin temperature, ability to effectively detect vibrations and pulses, discriminate between sharp/dull and hot/cold.

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. Each nursing course is web-enhanced.

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	4.5
NS M04	Advanced Nursing Science	4.0
NS M04L	Advanced Nursing Science Lab	4.5
TOTAL UNITS		27.0

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

Part 1: Provides the theoretical concepts of patient-centered, evidence-based fundamental nursing care of adult and geriatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the foundations of nursing practice and the nursing process, legal and ethical frameworks, diversity, head-to-toe assessment and documentation addressing all body systems for the adult and geriatric client, theoretical concepts of skills associated with activities of daily living, maintenance of a safe environment, and growth and nutrition.

Part 2: Provides the theoretical concepts of patient-centered, evidence-based beginning medical-surgical nursing care of adults using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the concept of care pertaining to medication administration, the perioperative period, comfort, pain, diabetes mellitus, and care of patients with basic health-deviations of the cardiovascular system, and health-deviations of the musculoskeletal system. 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: 13.5 lab

Part 1: Applies fundamental, patient-centered, evidence-based nursing care to simulated patients in the skills lab setting and one selected adult/geriatric patient in extended, rehabilitation, or acute care settings using the nursing process related to health promotion and self-care deviations. The focus is on practice and demonstration of communication, physical assessment, activity of daily living, identification of actual and potential health deviations, and documentation of the nursing process.

Part 2: Applies beginning medical-surgical, patient-centered, evidence-based nursing care to 1-2 adult patients with common, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations. The focus is on medication administration, IV maintenance, application of safety/technical skills, the nursing process, communication, responsibility and accountability, and organization and prioritization. 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

Part 1: Provides the theoretical concepts of patient-centered, evidence-based nursing care of maternity and pediatric patients using the nursing process related to health promotion and self-care deviations in common and emerging health care setting.

Part 2: Provides theoretical concepts of patient-centered, evidence-based nursing intermediate medical/surgical nursing care using the nursing process to adult patients with health deviations including basic respiratory, peripheral vascular disease, hematology and oncology, and basic gastrointestinal disease processes in common and emerging health care settings. Applies to Associate Degree. Transfer credit: CSU

NS M02L – INTERMEDIATE NURSING LAB I 4.5 UNITS

Prerequisites: NS M01 and NS M01L

Corequisites: NS M02

Class Hours: 13.5 lab

Part 1: Provides the application of patient-centered, evidence-based nursing care to 1-2 mother/newborn couplets for maternity and 1-2 pediatric patients using the nursing process related to health promotion and deviations in the acute care setting.

Part 2: Provides the application of patient-centered, evidence-based intermediate medical/surgical nursing care to 2 adult patients with common, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations. 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

Part 1: Provides the theoretical concepts of patient-centered, evidence-based intermediate medical-surgical nursing care of adult patients with common to complex, acute, and chronic health care needs using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Includes concepts of care of patients with health care deviations of the renal/urinary, male reproductive, endocrine, advanced gastrointestinal, and neurologic systems.

Part 2: Provides the theoretical concepts of patient-centered, evidence-based nursing care to psychiatric and geriatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare setting. Applies to Associate Degree. Transfer credit: CSU

NS M03L – INTERMEDIATE NURSING SCIENCE CLINICAL LABORATORY II 4.5 UNITS

Prerequisites: NS M02 and NS M02L

Corequisites: NS M03

Class Hours: 13.5 lab

Part 1: Provides the application of patient-centered, evidence-based intermediate medical-surgical nursing care to 2-3 adult patients with common to complex, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations.

Part 2: Provides the application of patient-centered, evidence-based nursing care to psychiatric and geriatric patients in the acute and community health care settings using the nursing process related to health promotion and self-care deviations. Applies to Associate Degree. Transfer credit: CSU

NS M04 – ADVANCED NURSING SCIENCE	4 UNITS	NS M13 – NURSING SKILLS LABORATORY III	1 UNIT
<i>Prerequisites: NS M03 and NS M03L</i> <i>Corequisites: NS M04L</i> <i>Class Hours: 4 lecture</i>		<i>Prerequisites: None</i> <i>Recommended Prep: NS M02</i> <i>Hours: 3 lab</i>	
Part 1: Provides theoretical concepts of patient-centered, evidence-based nursing care to adult patients with common to complex, acute, and chronic health care needs using the nursing process related to health promotion and self-care deviations in emerging health care settings. Part 2: Provides the theoretical concepts of nursing leadership and management in common and emerging health care settings. Applies to Associate Degree. Transfer credit: CSU		Provides application of theory from intermediate to advanced nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU	
NS M04L – ADVANCED NURSING SCIENCE CLINICAL NURSING LABORATORY	4.5 UNITS	NS M14 – NURSING SKILLS LABORATORY IV	1 UNIT
<i>Prerequisites: NS M03 and NS M03L</i> <i>Corequisites: NS M04</i> <i>Class Hours: 13.5 lab</i>		<i>Prerequisites: None</i> <i>Recommended Prep: NS M03</i> <i>Hours: 3 lab</i>	
Part 1: Provides application of patient-centered, evidence-based nursing care to 1-6 adult patients with common to complex, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations.		Provides application of theory from advanced nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU	
Part 2: Provides the application of patient-centered, evidence-based nursing care to patients in a precepted acute care environment using the nursing process related to health promotion and self-care deviations. Applies to Associate Degree. Transfer credit: CSU		NS M15 – ROLE TRANSITIONS: LVN TO RN	1 UNIT
NS M09 – BASIC SKILLS FOR THE HEALTH CARE PROFESSIONAL		<i>Prerequisites: None</i> <i>Corequisites: NS M02</i> <i>Class Hours: 1 lecture</i>	
<i>Prerequisites: None</i> <i>Class Hours: 1.5 lab</i>		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.	
Provides basic knowledge of client care skills to those preparing for a career in the Health Care field such as a Radiographer. Focuses on the essential principles and practices of safe effective care in this constantly changing medical field. Integrates safety, communications, documentation and cultural diversity throughout the course. It is recommended that this course be taken the semester before acceptance into the radiologic technology program or similar program. (Same course as RADT M09.) (Formerly HS M16R.) Applies to Associate Degree.		NS M16 – STUDY SKILLS FOR NURSING STUDENTS	3 UNITS
NS M11 – NURSING SKILLS LABORATORY I		<i>Prerequisites: None</i> <i>Class Hours: 3 lecture</i>	
<i>Prerequisites: None</i> <i>Class Hours: 3 lab</i> Provides application of theory from beginning nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU		Introduces skills that promote the academic preparation of pre-nursing students. Develops techniques for improving study skills, communication, time management, test-taking, reading comprehension, critical thinking, and math skills for dosage calculations. Emphasizes creating a framework for success in preparation for becoming a nursing student. Does NOT apply to Associate Degree.	
NS M12 – NURSING SKILLS LABORATORY II		NS M17 – HEALTHCARE ETHICS	3 UNITS
<i>Prerequisites: None</i> <i>Recommended Prep: NS M01</i> <i>Hours: 3 lab</i>		<i>Prerequisites: None</i> <i>Class Hours: 3 lecture</i>	
Provides application of theory from intermediate nursing science. Utilizes simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. Applies to Associate Degree. Transfer credit: CSU		Introduces theoretical and applied ethics as they relate to problems in medicine, healthcare, and the human life sciences. Examines foundational moral principles and the main moral theories. Provides an introduction to ethics in general, a foundation for understanding legal implications in healthcare and a framework for analyzing and resolving ethical problems through the application of ethical principles and critical thinking. (Formerly HS M17 and PHIL M17.) Applies to Associate Degree. Transfer credit: CSU	
NS M19 – MEDICAL TERMINOLOGY		3 UNITS	
<i>Prerequisites: None</i> <i>Class Hours: 3 lecture</i> Prepares students for health care careers with a focus on understanding and communicating medical information. Teaches the language of medicine, focusing on medical terminology. Assists the student in learning medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations. (Formerly HS M19.) Applies to Associate Degree. Transfer credit: CSU		<i>Prerequisites: None</i> <i>Class Hours: 3 lecture</i> Prepares students for health care careers with a focus on understanding and communicating medical information. Teaches the language of medicine, focusing on medical terminology. Assists the student in learning medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations. (Formerly HS M19.) Applies to Associate Degree. Transfer credit: CSU	

NS 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. Presents diagnostic procedures, preventative measures, and current therapeutic regimens. (Formerly HS M25.) Applies to Associate Degree. Transfer credit: CSU

NS M30 – BASIC CARDIAC DYSRHYTHMIA INTERPRETATION**1.5 UNITS***Prerequisites: None**Class Hours: 1.5 lecture*

Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. Covers a systematic approach for the identification and classification of dysrhythmias according to site of origin and prognosis. (Formerly HS M30). Applies to Associate Degree. Transfer credit: CSU

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. (Formerly HS M35). 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. Only offered pass/no-pass. Applies to Associate Degree. Transfer credit: CSU

NS M60C – LABOR & DELIVERY ROOM NURSING**2 UNITS***Prerequisites: None**Class Hours: 2 lecture*

Develops the knowledge, skills, and attitudes required of nurses in promoting a safe labor and delivery. Develops critical thinking and clinical reasoning in caring for the intrapartum patient. Utilizes a systematic approach to assessment and prioritization of nursing care for the intrapartum woman and the fetus. This course is intended for nursing students who have completed their obstetric theory and clinical rotation, registered nurses or licensed vocational nurses. 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 NS 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

NS M122 – INDEPENDENT STUDY - NURSING**0.5 TO 3 UNITS***Prerequisites: A previous course in Nursing Science and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of nursing science through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Nursing Science instructor for assistance in developing a contract for learning about a specific topic. (Formerly NS M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

NUTRITION 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 Nutrition 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

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COUNSELORS

Traci Allen, Danita Redd

NUTRITION SCIENCE COURSES

NTS M01 – NUTRITION 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 life cycle 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 M20 – ESSENTIALS OF FOOD 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. Examines core principles of food safety for staff, customers, and the entire food operation. Prepares student for National Food Handler Certification examination and for Food Protection Manager Certification. 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, and will allow a deeper understanding of what it means to be human.

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

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FACULTY

Jerry Caplan, Janice Daurio, Matthew Morgan

COUNSELORS

Jodi Dickey, Pamela Kennedy-Luna, Anitra Evans Tykeson

ASSOCIATE IN ARTS IN PHILOSOPHY FOR TRANSFER DEGREE

The Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) is intended for students who plan to transfer and complete a bachelor's degree in Philosophy, Religious Studies, 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 Philosophy 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 AA-T in Philosophy, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum 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 CORE UNITS

Select and complete 2 courses (6 units), one from each option below:

Option 1 - Select and complete one course:

PHIL M01/M01H	Introduction to Philosophy/Honors	3.0
PHIL M02/M02H	Introduction to Ethics/Honors	3.0

Option 2 - Select and complete one course:

PHIL M07	Introduction to Logic	3.0
PHIL M09	Introduction to Symbolic Logic	3.0
Units from List A		3.0
Units from List B		6.0
Units from List C		3.0-5.0

TOTAL UNITS 18.0-20.0

LIST A - Select and complete 1 course (3 units):

Any course from REQUIRED CORE not already used		
PHIL M03	Social and Political Philosophy	3.0
PHIL M05	Critical Thinking and Analytic Writing	3.0
PHIL M08	Philosophy of Religion	3.0
PHIL M11	World Religions: West	3.0
PHIL M12	World Religions: East	3.0
PHIL M13	The Classical Mind	3.0
PHIL M14	The Modern Mind	3.0

LIST B - Select and complete 2 courses (6 units):

HIST M01A	Western Civilization I	3.0
HIST M01B	Western Civilization II	3.0
Any course from LIST A not already used.		

CONTINUED TO NEXT PAGE

LIST C - Select and complete 1 course (3-5 units):

Any course from LIST A or B not already used.

Any course articulated as lower- division preparation in the Philosophy major at a CSU.

Any course articulated as CSU GE Area C2 or IGETC Area 3B.

COMM M26	Rhetoric of Popular Culture	3.0
ENGL M01B/M01BH	Literature: Critical Thinking and Composition/Honors	3.0
ENGL M10A	Creative Writing	3.0
ENGL M10B	Advanced Creative Writing	3.0
ENGL M13A	Major American Writers I	3.0
ENGL M13B	Major American Writers II	3.0
ENGL M14	Introduction to Poetry	3.0
ENGL M15A	Survey of English Literature I	3.0
ENGL M15B	Survey of English Literature II	3.0
ENGL M16	Introduction to Fiction	3.0
ENGL M17	Shakespeare	3.0
ENGL M20	Study of Drama	3.0
ENGL M29A	The Bible as Literature (Old Testament)	3.0
ENGL M29B	The Bible as Literature (New Testament)	3.0
ENGL M30	Masterpieces of World Literature I	3.0
ENGL M31	Masterpieces of World Literature II	3.0
ENGL M40	Children's Literature	3.0
FILM M15	Introduction to Documentary Film	3.0
FILM M51	Images of Women in Film	3.0
FREN M01	Elementary French I	4.0
FREN M02	Elementary French II	4.0
GERM M01	Elementary German I	4.0
GERM M02	Elementary German II	4.0
HIST M15	Asian Civilization I	3.0
HIST M16	Asian Civilization II	3.0
HIST M20A	World History I	3.0
HIST M20B	World History II	3.0
HUM M07	Humanities through the Arts	3.0
HUM M10A	Ethics, Culture, and the Arts: The Roots of the Humanities	3.0
HUM M10B	Ethics, Culture, and the Arts: Humanities and the Modern World	3.0
ITAL M01	Elementary Italian I	4.0
JAPN M01	Elementary Japanese I	4.0
JAPN M02	Elementary Japanese II	4.0
SPAN M01	Elementary Spanish I	5.0
SPAN M02	Elementary Spanish II	5.0
SPAN M03	Intermediate Spanish I	5.0
SPAN M04	Intermediate Spanish II	5.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Philosophy for Transfer (AA-T) will be able to:

- demonstrate the ability to evaluate philosophical positions critically and systematically.
- demonstrate the ability to formulate and defend philosophical positions.
- master the ability to write well-reasoned, well-integrated essays about materials recently studied.
- demonstrate an understanding of the important, enduring human questions, such as knowing what is the best life and what is human nature.

PHILOSOPHY COURSES**PHIL M01 – INTRODUCTION TO PHILOSOPHY 3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: PHIL 100*

Explores systematically 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**C-ID: PHIL 100*

Explores systematically 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**C-ID: PHIL 120*

Introduces the systematic study of consequentialist, deontological and virtue theories as well as meta-ethical theories. Includes such topics 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**C-ID: PHIL 120*

Introduces the systematic study of consequentialist, deontological and virtue theories as well as metaethical theories. Includes such topics as freedom and responsibility, justice, and moral relativism. Honors work challenges student to be analytical 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*

Introduction to major social and political theories in Western thought. Explains the organization of societies and the formation of governments. Examines the concept of justice, equality, rights and duties, class, and power structures. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M05 – CRITICAL THINKING AND ANALYTIC WRITING

3 UNITS

Prerequisites: ENGL M01A or ENGL M01AH

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. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M07 – INTRODUCTION TO LOGIC

3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: PHIL 110

Explores deductive and inductive reasoning, definitions, verification, argument forms, and analyzes formal and informal fallacies. Analyzes the nature of arguments for validity and soundness. Includes a study of formal techniques of sentential logic and predicate logic. 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. Includes such topics as 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

C-ID: PHIL 210

Covers elements of symbolic logic, sentential, and quantificational. Analyzes forms of reasoning and structure of language. 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. 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. Explores how cultural and historical contexts in these religions arose, 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

C-ID: PHIL 130

Studies ancient and medieval philosophy. Focuses on 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

C-ID: PHIL 140

Studies the beginning of modern philosophy. Explores skepticism and rationality, the mind/body problem, and other problems. 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 and instructor approval.

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

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

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FACULTY

Stephen Callis

COUNSELORS

Jodi Dickey



ASSOCIATE IN SCIENCE IN PHOTOGRAPHY DEGREE

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
ARTH M13	History of Art: Modern through Contemporary	3.0
ART M20	Two-Dimensional Design	3.0
TOTAL UNITS		23.5

Program Student Learning Outcomes

Students completing the Associate in Science 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 I	3.0
PHOT M40	History of Photography	2.0
PHTC M31	Studio Lighting I	2.0
PHTC M35	Basic Photojournalism	3.0
PHTC M50	Laboratory Practice in Photography I	1.5
TOTAL UNITS		17.5

Program Student Learning Outcomes

Students completing the Certificate of Achievement 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.

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. Includes still life and studio portraiture. (Formerly PHOT M31.) Applies to Associate Degree. Transfer credit: CSU

PHTC M31B – STUDIO LIGHTING II

2 UNITS

Prerequisites: PHTC M31A

Class Hours: 0.5 lecture, 4.5 lab

Builds upon basic studio lighting techniques and principles utilizing artificial light sources as used in commercial and fine art photographic applications. Furthers understanding of the control and quality of light. Emphasizes the mixing of natural and artificial light, color gels and color control. Includes architectural, location portraiture, and fashion photography 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, design, and media arts. Includes appropriate techniques for tonal and color adjustments, creating masks, non-destructive editing, adjustment layers, retouching, and compositing. (Same course as GR M27.) (Formerly 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

C-ID: JOUR 160

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 print and multimedia presentations. Stresses storytelling and lighting techniques and explores philosophical, historical and ethical issues in the field of photojournalism. Introduces professional photographic practices. (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

PHTC M51 – LABORATORY PRACTICE IN PHOTOGRAPHY II

1.5 UNITS

Prerequisites: PHTC M50

Class Hours: 4.5 lab

Provides an opportunity in the lab to develop competency and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards competent commercial industry specifications. (Formerly PHOT M60E.) Applies to Associate Degree. Transfer credit: CSU

**PHTC M52 – LABORATORY PRACTICE
IN PHOTOGRAPHY III**

1.5 UNITS

*Prerequisites: PHTC M51
Class Hours: 4.5 lab*

Provides an opportunity in the lab to develop proficiency and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards proficient commercial industry specifications. (Formerly PHOT M60F.) Applies to Associate Degree. Transfer credit: CSU

**PHTC M53 – LABORATORY PRACTICE
IN PHOTOGRAPHY IV**

1.5 UNITS

*Prerequisites: PHTC M52
Class Hours: 4.5 lab*

Provides an opportunity in the lab to develop mastery and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards advanced commercial industry specifications. (Formerly PHOT M60E.) 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 analog film and digital processes. Encourages the development of personal artistic expression and visual perception through the use of various photographic approaches. Includes darkroom practices, composition and content, film and digital camera use, lighting and exposure, and presentation techniques. Explores the historical, social, and personal relationship photography has with everyday life. There is a limited availability of loaner cameras. Students should be prepared to provide their own manually adjustable camera and necessary materials. (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 and conceptual 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 exposure, color, white balance, contrast control, editing, digital printing, scanning negatives, Adobe Lightroom, and fine tuning the camera. Explores in-depth natural and artificial light, including an introduction to studio lighting. Teaches medium 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 M30A – ADVANCED PHOTOGRAPHY I

3 UNITS

*Prerequisites: PHOT M10 or Suitable portfolio
Class Hours: 2 lecture, 3 lab*

Refines technical and aesthetic understanding in black and white and/or color photography. Includes demonstrations and assignments in advanced photographic techniques such as large format cameras. Emphasizes creative expression, conceptualization, portfolio development, and expansion of the student's understanding of theoretical issues regarding the history and practice of photography. Strengthens the artist's personal statement through major individual projects. (Formerly PHOT M30.) Applies to Associate Degree. Transfer credit: CSU; UC

PHOT M30B – ADVANCED PHOTOGRAPHY II

3 UNITS

*Prerequisites: PHOT M30A
Class Hours: 2 lecture, 3 lab*

Further refines technical and aesthetic mastery of black and white and/or color photography. Emphasizes demonstrations and assignments in advanced photographic techniques such as digital medium format. Focuses on creative expression, conceptualization, exhibition quality portfolio development, and increased expansion of the student's understanding of theoretical issues regarding the history and practice of photography. Further strengthens the artist's personal statement through major individual projects. Applies to Associate Degree. Transfer credit: CSU

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 M80 – INTERNSHIP IN PHOTOGRAPHY

1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

**PHOT M122 – INDEPENDENT STUDY -
PHOTOGRAPHY**

1 TO 3 UNITS

*Prerequisites: Completion of one course in Photography and instructor approval
Class Hours: 3 to 9 lab hours as arranged*

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. (Formerly PHOT M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)



PHYSICAL SCIENCE

Physical Science courses prepare students for a variety 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

Farisa Morales, Erik Reese, Ron Wallingford

COUNSELORS

Donny Munshower, Danita Redd

PHYSICAL SCIENCE COURSES

PHSC M01 – PRINCIPLES OF PHYSICAL SCIENCE 3 UNITS

Prerequisites: MATH M03 or MATH M03B

Class Hours: 3 lecture

C-ID: CHEM 140, PHYS 140

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: MATH M03, MATH M03B and PHSC M01 or concurrent enrollment

Class Hours: 3 lab

C-ID: CHEM 140, PHYS 140

Examines some of the basic phenomena in physics, chemistry, and astronomy. Applies common, modern laboratory instruments, in hands-on experiments. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

PHSC M80 – INTERNSHIP IN PHYSICAL SCIENCE 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

PHSC M122 – INDEPENDENT STUDY - PHYSICAL SCIENCE

0.5 TO 3 UNITS

Prerequisites: A previous course in Physical Science and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of physical science through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Physical Science instructor for assistance in developing a contract for learning about a specific topic. (Formerly PHSC M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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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FACULTY

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COUNSELORS

Donny Munshower, Danita Redd

ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER DEGREE

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 Associate in Science in Physics for Transfer (AS-T in Physics) is intended for students who plan to transfer and complete a bachelor's degree in Physics or Physics Education at a CSU campus. Students completing this 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 Physics may not be the best option for students intending to transfer to a particular CSU campus that does not accept the AS-T in Physics or to a college or university that is not part of the CSU system.

To earn an AS-T in Physics, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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 transfer institutions and majors may require a higher GPA.
3. A minimum of 30 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 Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

In addition to General Education degree requirements, complete the following:

REQUIRED CORE		UNITS
Complete the following:		
PHYS M20A	Mechanics of Solids and Fluids	4.0
PHYS M20AL	Mechanics of Solids and Fluids Lab	1.0
PHYS M20B	Thermodynamics, Electricity and Magnetism	4.0
PHYS M20BL	Thermodynamics, Electricity and Magnetism Laboratory	1.0
PHYS M20C	Wave Motion, Optics, and Modern Physics	4.0
PHYS M20CL	Wave Motion, Optics, and Modern Physics Laboratory	1.0
MATH M25A/M25AH	Calculus with Analytic Geometry I/Honors	5.0
MATH M25B	Calculus with Analytic Geometry II	5.0
MATH M25C	Calculus with Analytic Geometry III	5.0
TOTAL UNITS		30.0

ADDITIONAL RECOMMENDED PREPARATION (not part of the TMC):

It is highly recommended that counselors at community colleges discuss other possible courses that are part of major preparation at a local CSU campus and encourage students to take some of these additional courses prior to transfer. Some typical courses that may be articulated major preparation are differential equations, linear algebra, general chemistry, and computer programming. While these additional courses are not required for this degree, completion of these courses will better prepare students for upper division Physics courses at a CSU.

Program Student Learning Outcomes

Students completing the Associate in Science in Physics for Transfer (AS-T) 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, Electricity & Magnetism, 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

Class Hours: 3 lecture

Introduces the basic principles of Newtonian mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. Examines topics such as: kinematics, atomic nature of matter, relativity and nuclear physics. This class is designed for students who have not previously taken a Physics class. 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 and PHYS M01 or concurrent enrollment

Class Hours: 3 lab

Examines the basic phenomena in mechanics, thermodynamics, wave motion, electromagnetism, optics, and modern physics. Introduces the use of common real-world modern laboratory instruments, learned and practiced during the experiments. Teaches elementary principles of data taking, data reduction, synthesis, and analysis, as well as the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M10A – GENERAL PHYSICS I

4 UNITS

Prerequisites: MATH M05 and MATH M06 or MATH M07

Class Hours: 4 lecture

C-ID: PHYS 105, PHYS 100S

Introduces the students to the basics of statics, mechanics, and wave motion. Includes kinematics, dynamics, work and energy, momentum, fluids, and simple harmonic motion. Designed for students who need an algebra/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 M05 and MATH M06 or MATH M07, and PHYS M10A or concurrent enrollment

Class Hours: 3 lab

C-ID: PHYS 105, PHYS 100S

Examines some of the basic phenomena in mechanics, thermodynamics, and wave motion. Applies common, modern laboratory instruments in hands-on experiments using real world data. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M10B – GENERAL PHYSICS II

4 UNITS

Prerequisites: PHYS M10A

Class Hours: 4 lecture

C-ID: PHYS 110, PHYS 100S

Introduces electricity, magnetism, DC circuits, optics, and modern physics. Uses trigonometry to develop the subject matter. Examines topics such as: geometric optics, physical optics, relativity, quantum physics, and nuclear 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 and PHYS M10B or concurrent enrollment

Class Hours: 3 lab

C-ID: PHYS 110, PHYS 100S

Examines the basic real-world phenomena in electromagnetism, optics, and modern physics. Applies common modern laboratory instruments in hands-on experiments. Teaches and relates the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports using appropriate units and significant figures. 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

(should be completed or taken concurrently)

Class Hours: 4 lecture

C-ID: PHYS 205, PHYS 200S

Introduces the basic principles of the mechanics of solids and fluids. Uses calculus to develop the subject matter. Covers kinematics, Newtonian mechanics including rotational dynamics, work, energy, fluid statics and dynamics, and simple harmonic motion. 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 LAB 1 UNIT

Prerequisites: MATH M25A and PHYS M20A or concurrent enrollment

Class Hours: 3 lab

C-ID: PHYS 205, PHYS 200S

Examines the basic laws of the mechanics of solids and fluids. Applies common, modern laboratory instruments in hands-on experiments with real world data. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. 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

C-ID: PHYS 210, PHYS 200S

Introduces the basic principles of thermodynamics and electromagnetism. Uses calculus to develop the subject matter. Includes the following topics: 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

Prerequisites: MATH M25B and PHYS M20B or concurrent enrollment

Class Hours: 3 lab

C-ID: PHYS 210, PHYS 200S

Examines the basic phenomena in thermodynamics and electromagnetism. Uses real-world modern instruments such as digital and analog voltmeters, ammeters, the oscilloscope. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. 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

C-ID: PHYS 215, PHYS 200S

Introduces the basic principles of wave motion, optics, and modern physics using calculus to develop the subject matter. Includes the following topics: 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 PHYS M20C or concurrent enrollment and MATH M25C

Class Hours: 3 lab

C-ID: PHYS 215, PHYS 200S

Examines some of the basic phenomena in wave motion, optics, and modern physics. Uses real-world modern instruments such as digital and analog voltmeters, ammeters, digital storage oscilloscopes, frequency counters, lasers, spectrometers, optical energy and poser meters during the experiments. Teaches the principles of data taking, reduction, synthesis, and analysis, in addition to the writing of scientific reports. Applies to Associate Degree. Transfer credit: CSU; UC

PHYS M80 – INTERNSHIP IN PHYSICS 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

PHYS M122 – INDEPENDENT STUDY - PHYSICS 0.5 TO 3 UNITS

Prerequisites: A previous course in Physics and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of physics through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Physics instructor for assistance in developing a contract for learning about a specific topic. (Formerly PHYS M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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

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COUNSELORS

Pamela Kennedy-Luna, Giselle Ramirez, Anitra Evans Tykeson

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.

ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER DEGREE

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 AA-T in Political Science, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 18-19 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 CORE (3 UNITS)	UNITS
POLS M03/M03H American Government and Politics/Honors	3.0
Units from LIST A	9.0-10.0
Units from LIST B	6.0
TOTAL UNITS	18.0-19.0

LIST A - Select and complete 3 courses (9-10 units) from the following:

POLS M01	Introduction to Politics	3.0
POLS M02	Comparative Politics	3.0
POLS M04	International Relations	3.0
POLS M06	Introduction to Political Theory	3.0
MATH M15/M15H	Introductory Statistics/Honors	4.0

LIST B - Select and complete 2 courses (6 units) from the following:

POLS M05	National, State, and Local Politics	3.0
ECON M01	Principles of Microeconomics	3.0
ECON M02/M02H	Principles of Macroeconomics/Honors	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

Any list course from LIST A not already used.

Program Student Learning Outcomes

Students completing the Associate in Arts in Political Science for Transfer Degree (AA-T) will be able to:

- demonstrate an understanding of the perspectives, theories, methods and core concepts of political science as a social science.
- analyze the structures, institutions, and processes 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

C-ID: POLS 150

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. Includes case study examples taken from Europe and Asia. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M03 – AMERICAN GOVERNMENT AND POLITICS 3 UNITS

Prerequisites: None
Class Hours: 3 lecture
C-ID: POLS 110

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
C-ID: POLS 110

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
C-ID: POLS 140

Studies the organization and operation of the international political system. Examines the relationships between theory, powerful states, international institutions, and the contemporary 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 the 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
C-ID: POLS 120

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; UC

POLS M80 – INTERNSHIP IN POLITICAL SCIENCE 1 TO 4 UNITS

Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.
Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

POLS M122 – INDEPENDENT STUDIES - POLITICAL SCIENCE 0.5 TO 3 UNITS

Prerequisites: Completion of one course in Political Science and instructor approval
Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of political science through research and study. Utilizes an approved independent study project. Includes one-on-one work with instructor. Interested students should contact a Political Science instructor for assistance in developing a contract for learning about a specific topic. (Formerly POLS M22A and POLS M22B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

PSYCHOLOGY

Program Purpose: Students completing the Associate in Arts in Psychology for Transfer Degree will be able to use the scientific model to understand the behavior of individuals and groups in contemporary society; demonstrate an understanding of perspectives, theories, and core concepts in psychology; and discuss the value and use of psychology 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 for Transfer (AA-T) 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

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FACULTY

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COUNSELORS

Wendy Berg, Chuck Brinkman, Pamela Kennedy-Luna, Anitra Evans Tykeson

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.

ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER DEGREE

Students who complete Psychology courses will be able to use the scientific model to understand the behavior of individuals and groups in contemporary society.

This program is designed for students intending to major in any type of Psychology at a four-year institution, and for students interested in studying Psychology for a general understanding of human behavior useful in any career or life area. A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The graduate in this major is prepared for positions in research and teaching, counseling, and service in clinical settings. The major also provides a background for graduate study in the field of psychology and related specialties.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in Psychology, or a similar major at a CSU campus. Students completing the AA-T degree in Psychology are guaranteed admission to the CSU system, but not to a particular 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 Psychology 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 AA-T in Psychology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 19 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 CORE	UNITS
Complete the following courses (10 units):	
PSY M01/M01H Introduction to Psychology/Honors	3.0
PSY M06 Introduction to Behavioral Research Methods	3.0
MATH M15/M15H Introductory Statistics/Honors	4.0
Units from List A	3.0
Units from List B	3.0
Units from List C	3.0
TOTAL UNITS	19.0

LIST A - Select and complete one course (3 units) from the following:

PSY M02 Introduction to Behavioral Neuroscience	3.0
PSY M02H Honors: Introduction to Behavioral Neuroscience	3.0

LIST B - Select and complete one course (3 units) from the following:

PSY M04 Child Psychology	3.0
PSY M05/SOC 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 C - Select and complete one course (3 units) from the following:

Any course from List B not already used		
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/SOC M04 Intimacy, Relationship, and Commitment		3.0
PSY M25 Forensic Psychology		3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Psychology for Transfer (AA-T) will be able to:

- use the scientific model to understand the behavior of Individuals and groups in contemporary society.
- demonstrate an understanding of perspectives, theories, and core concepts in Psychology.
- discuss the value and use of Psychology in contemporary society.

PSYCHOLOGY COURSES

PSY M01 – INTRODUCTION TO PSYCHOLOGY 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

C-ID: PSY 110

Introduces a broad range of concepts and perspectives of human behavior. Covers topics such as the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied 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

PSY M01H – HONORS: INTRODUCTION TO PSYCHOLOGY 3 UNITS

Prerequisites: None

Recommended Prep: ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

C-ID: PSY 110

Introduces a broad range of concepts and perspectives of human behavior. Covers topics such as the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied 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

PSY M02 – INTRODUCTION TO BEHAVIORAL NEUROSCIENCE**3 UNITS***Prerequisites: PSY M01 or PSY M01H**Class Hours: 3 lecture**C-ID: PSY 150*

Introduces basic principles of inheritance – cell division, human genetics, DNA structure, function and protein synthesis. Covers 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. 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: INTRODUCTION TO BEHAVIORAL NEUROSCIENCE**3 UNITS***Prerequisites: PSY M01 or PSY M01H**Class Hours: 3 lecture**C-ID: PSY 150*

Introduces basic principles of inheritance – cell division, human genetics, DNA structure, function and protein synthesis. Covers 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**Recommended Prep: ENGL M01A**Class Hours: 3 lecture**C-ID: PSY 115*

Focuses on how psychology is used in everyday life and is related to other social sciences. Surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. Provides a broad understanding of how scientists, clinicians, and practitioners study and apply psychology. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M04 – CHILD PSYCHOLOGY**3 UNITS***Prerequisites: None**Recommended Prep: PSY M01**Class Hours: 3 lecture*

Covers each stage of development including the biological, physical, cognitive, emotional, social, and linguistic. Examines the influences of culture, family, society, and the environment on psychological development. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M05 – SOCIAL PSYCHOLOGY**3 UNITS***Prerequisites: None**Recommended Prep: ENGL M02**Class Hours: 3 lecture**C-ID: PSY 170*

Introduces social relationships, emphasizing interpersonal attraction and person perception. Covers topics such as long-term relationships, prosocial behavior, attitude formation and changes, and the nature of prejudice, aggression, and conformity. 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 M06 – INTRODUCTION TO BEHAVIORAL RESEARCH METHODS**3 UNITS***Prerequisites: PSY M01 or PSY M01H and MATH M15 or MATH M15H**Class Hours: 3 lecture**C-ID: PSY 200*

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 term paper using American Psychological Association (APA) guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M07 – DEVELOPMENTAL PSYCHOLOGY (LIFE SPAN)**3 UNITS***Prerequisites: None**Recommended Prep: PSY M01 and ENGL M02**Class Hours: 3 Lecture**C-ID: PSY 180*

Introduces physical, emotional, cognitive, social, and cultural aspects of development from conception to death. Emphasizes normative behaviors and developmental stages over the life span. 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**Recommended Prep: English, one level below transfer (i.e., eligibility for English composition) and reading (a course with an exiting skill of ability to read a college level text)**Class Hours: 3 lecture**C-ID: PSY 120*

Introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Investigates abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. Surveys theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. Applies to Associate Degree. Transfer credit: CSU; UC

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. Covers topics such as historical and cross-cultural perspectives, death socialization, medical ethics, the health-care system, legal issues, and after-life concerns. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M13 – HUMAN SEXUALITY**3 UNITS***Prerequisites: None**Recommended Prep: ENGL M02**Class Hours: 3 lecture**C-ID: PSY 130*

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. 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. Covers 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**Recommended Prep: PSY M01**Class Hours: 3 lecture*

Examines major topics in the field of personality psychology including theoretical approaches, assessment measures, and the philosophies and historical contributions of key figures to the study of personality. Includes topics such as psychoanalytic, neo-analytic, biological, behavioral, humanistic and existentialist, trait, interpersonal, cognitive, and interactionist theories and individual differences in personality. Applies to Associate Degree. Transfer credit: CSU; UC

PSY M80 – INTERNSHIP IN PSYCHOLOGY**1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

PSY M122 – INDEPENDENT STUDY - PSYCHOLOGY**0.5 TO 3 UNITS***Prerequisites: A previous course in Psychology and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of psychology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Psychology instructor for assistance in developing a contract for learning about a specific topic. (Formerly PSY M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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 perform 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

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HEALTH SCIENCES COORDINATOR

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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**UNITS****STEP 1:**

Required Prerequisite Courses for Application to the Radiologic Technology Program (all courses must be completed with a "C" or better)

ANAT M01*	Human Anatomy	4.0
AND		
PHSO M01*	Human Physiology	5.0
OR		
ANPH M01	Human Anatomy and Physiology	6.0
* For the AS Degree; these combined courses may not be acceptable for transfer to some accepting institutions.		
NS M17*	Health Care Ethics	3.0
HS M19	Medical Terminology	3.0
ENGL M01A	English Composition	4.0
MATH M03	Intermediate Algebra (or higher)	5.0
RADT M09**	Basic Skills for the Health Care Professional	0.5

*NS M17 (formerly HS M17) may be completed after application, but needs to be completed before the start of first semester clinical rotation.

**RADT M09 may be completed after application, but needs to be completed before the start of first 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
Physical Science - Course of Choice - Minimum*	3.0
Social and Behavior Science - Course of Choice (highly recommend COMM M04)	3.0
Physical Education - Course of choice	1.0

*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 Health Science/Radiologic Technology department from February 1 -March 15 of each year. All official College 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.

ASSOCIATE IN SCIENCE IN RADIOLOGIC TECHNOLOGY DEGREE

Students who complete the Radiologic Technology program will be qualified to enter the dynamic field of Diagnostic Medical Imaging as a competent and compassionate Radiographer and as a member of the health care team.

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology and by the California Department of Health.

To earn an Associate in Science Degree with a major in Radiologic Technology, students must complete 64.5 radiologic technology specific units and General Education Degree Requirements.

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	4.5
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	4.5
RADT M02B	Radiographic Technique II	4.0
RADT M02BL	Radiographic Technique Lab I	1.0
RADT M12	Radiographic Lab II	1.0
RADT M49	Radiographic Summer Practicum	4.5
RADT M15	Venipuncture/ECG for RADT	0.5
RADT M03	Advance Radiographic Technique	4.0
RADT M03B	Radiographic Pathology	2.0
RADT M03L	Radiographic Clinical Lab II	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 UNITS

67.5

Program Student Learning Outcomes

Students completing the Associate in Science 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 will lead to a Certificate of Achievement and will fulfill the qualifications to sit for the boards in Nuclear medicine.

To earn a Certificate of Achievement in Nuclear Medicine students must complete 37 specified units.

Students must have a Radiologic Technology Degree and a current license before applying to this program.

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	4.5
RADT M34B	Nuclear Medicine Clinical Lab IB	4.5
RADT M40	Nuclear Medicine Practice II	3.0
RADT M42	Principles of Nuclear Medicine II	3.0
RADT M44A	Nuclear Medicine Clinical Lab IIA	4.5
RADT M44B	Nuclear Medicine Clinical Lab IIB	4.5
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 UNITS

37.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Nuclear Medicine will be able to:

- possess 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

Admission to the program is dependent upon CPR certification and clearance of health appraisal, background check, and drug screen. 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 clearance 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 terms below describing physical functions are general in nature. Students who can perform the same actions effectively through the use of assistive technology or devices need to make an appointment with the Director of the Radiologic Technology program for evaluation. In addition, students with severe hearing impairments need to meet with the Director of the Radiologic Technology program for evaluation of alternate communication and auditory auscultation abilities.

- **Critical Thinking:** ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Make appropriate and timely decisions under stressful situations. Examples: identify cause/effect relationships in clinical situations.
- **Interpersonal:** sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Must demonstrate professional behavior at all times. Maintain a therapeutic relationship with clients, families, and health team members. Example: establish rapport with diverse patients and effectively interact with colleagues as part of the health care team.
- **Communication:** sufficient for effective verbal and written interactions. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage. The student must have 95% ability to communicate positioning instructions, interpret patient responses, as well as, interact with staff, faculty and peers. 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.

STANDING/WALKING - The student must be able to move forward, backward, and laterally on carpet, tile, linoleum, asphalt and cement while providing and managing patient care, gathering patient supplies and medications, obtaining and returning equipment. Approximate distance = 3 to 6 miles. It is also necessary for a student to have the capability of maintaining an upright position during many functions.

SITTING - The student must be able to sit while communicating with or teaching patients, operating computers, answering the telephone, writing reports and documenting.

LIFTING - The student must be able to lift floor to knee, knee to waist, and waist to shoulder level while handling supplies (5-10 lbs.). Lift and transfer patients, medical equipment and supplies up to 6 inches from a stooped position, then push or pull the weight up to 3 feet. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers. Average lifting requirement is 50 pounds.

CARRYING - The student must demonstrate the ability to carry items at waist level.

PUSHING/PULLING - The student must be able to effectively move carts, utilize crash carts, open and close doors and drawers, move beds, gurneys, and wheelchairs and to move equipment and furniture.

CLIMBING/BALANCING - The student must demonstrate the ability to navigate stairs going to and from other departments, offices, and homes.

STOOPING/KNEELING - The student must demonstrate the ability to move to low enough positions to retrieve supplies from medication carts, bedside stands, bathrooms, etc.

BENDING - The student must demonstrate the ability to move into appropriate positions while performing patient assessments and treatments, gathering supplies, assisting patients with positioning, adjusting patient beds and exam tables.

CROUCHING/CRAWLING - The student must demonstrate the ability to retrieve items from under and behind beds and bedside.

REACHING/STRETCHING/TWISTING - The student must demonstrate the ability to extend their reach and move appropriately when doing mobile exams, gathering supplies and equipment, operating computers and equipment, administering care, assisting with patient positioning, cleaning or disposing equipment and retrieving patient files

- **Motor Skills:** gross and fine motor abilities sufficient to provide safe and effective care. The student must demonstrate the ability to have hand-wrist movement, hand-eye coordination, simple firm grasping and fine and gross motor dexterity. Examples: Calibrate equipment, move and use equipment/machines; lift, position and transfer clients.
- **Hearing:** ability sufficient to monitor and assess health needs. Examples: Ability to hear and interpret many people and correctly interpret what is heard, physician orders whether verbal or over the telephone, patient reports and cries for help, emergency and equipment alarms.
- **Seeing:** ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: detect signs and symptoms, coloring and body language of patients. Interpret written words accurately, read characters and identify colors in the patient's records and on the computer screen. Accurately read medication labels. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- **Tactile:** ability sufficient for physical assessment and patient 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. Advance Placement students will have to complete all courses, with a grade of C or better, required by the Moorpark College program in order to complete the program.

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 M01B, RADT M01BL, and RADT M11

Class Hours: 3 lecture

Focuses on routine and trauma radiographic anatomy. Includes positioning and procedures of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column. Applies to Associate Degree. Transfer credit: CSU

RADT M01AL – RADIOGRAPHIC CLINICAL LAB I

4.5 UNITS

Prerequisites: RADT M10A, RADT M10AL, and RADT M10B

Corequisites: RADT M01A and RADT M11

Class Hours: 13.5 lab

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of the upper and lower extremities, shoulder girdle, bony thorax, pelvic girdle and spinal column. Takes place in the radiology department of a pre-assigned clinical affiliate. 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. Includes manipulation and image quality of radiographic equipment for conventional and digital radiographic systems. 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. Uses class demonstrations and experiments to illustrate the application of radiographic equipment for conventional and digital radiographic equipment. Includes the performance of basic quality control experiments. 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 gastrointestinal and genitourinary systems with an introduction to angiographic and interventional procedures. Applies to Associate Degree. Transfer credit: CSU

RADT M02AL – RADIOGRAPHIC CLINICAL LAB II 4.5 UNITS

Prerequisites: RADT M01A, RADT M01AL, and RADT M11
Corequisites: RADT M02A, RADT M02B, RADT M02BL, and RADT M12
Class Hours: 13.5 lab

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of the skull, paranasal sinuses and facial bones as well as fluoroscopic and contrast media procedures of the gastrointestinal and genitourinary systems. Takes place in the radiology department of a pre-assigned clinical affiliate. 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, digital systems and an introduction to Computed Tomography (CT). 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. Includes QC (Quality Control) and QA (Quality Assurance) experiments for radiographic equipment. 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 the theory of computed tomography including physics, instrumentation, patient care and imaging procedures. Covers cross sectional anatomy using computed tomography and magnetic resonance images. 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 an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of surgical procedures using the C-arm system. Introduces computed tomography of the brain, chest, abdomen and pelvis. Takes place in the radiology department of a pre-assigned clinical affiliate. 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 encountered in radiology. Examines the skeletal, respiratory, central nervous, gastrointestinal, genito-urinary, hepatobiliary, hematopoietic, and reproductive systems. 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 imaging including equipment, image formation and recording. Emphasizes image quality, analysis and radiation protection. (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

Provides an opportunity for practical application of theory on patients in a clinical setting. Includes proper positioning and exposure of surgical procedures using the C-arm system. Introduces radiation therapy, angiography/interventional radiography, ultrasound, magnetic resonance imaging and cardiac catheterization. Takes place in the radiology department of a pre-assigned clinical affiliate. Applies to Associate Degree. Transfer credit: CSU

RADT M09 – BASIC SKILLS FOR THE HEALTHCARE PROFESSIONAL 0.5 UNIT

Prerequisites: None
Class Hours: 1.5 lab

Provides basic knowledge of client care skills to those preparing for a career in the health care field such 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 or similar program. (Same course as NS M09.) (Formerly HS M16R.) Applies to Associate Degree.

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 with a diverse client population in a radiology department. Emphasizes radiation protection, equipment manipulation and safety, darkroom processing, sterile technique, 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

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. Provides radiography students opportunities to work with darkroom procedures, equipment manipulation, radiation protection procedure, basic radiographic positions and projections positions and chest and abdomen anatomy and procedures. (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 of radiographic equipment design and operations. Covers different types of conventional 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 applications of theory focuses on routine and trauma radiographic anatomy through simulated clinical experiences in a radiography skills lab. Offers hands-on positioning with a mock patient as well as the creation of actual radiographs of an x-ray phantom using conventional and digital equipment. 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 focuses on fluoroscopic and contrast media procedures of the gastrointestinal and genitourinary systems with an introduction to angiographic and interventional procedures through simulated clinical experiences in a radiography skills lab. Offers hands-on positioning with a mock patient as well as the creation of actual radiographs of an x-ray phantom using conventional and digital equipment. 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 reviews strategies for avoiding future errors. Includes a review for licensure examinations. Applies to Associate Degree. Transfer credit: CSU

RADT M15 – VENIPUNCTURE/ECG FOR RADT 0.5 UNIT

Prerequisites: RADT M02A

Class Hours: 1.5 lab

Provides the basic techniques of venipuncture in an upper extremity for the administration of contrast materials. Introduces the basic concepts of the electro-cardiogram (ECG). Upon completion of in-class portion of the course, students will need to perform an additional ten (10) venipunctures at a clinical site under the direct supervision of a physician. This course is also available to Certified Radiologic Technologist. 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 M34A (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 M32 – PRINCIPLES OF NUCLEAR MEDICINE I 3 UNITS

Prerequisites: None

Corequisites: RADT M30 and RADT M34A (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 M34A – NUCLEAR MEDICINE CLINICAL LAB IA 4.5 UNITS

Prerequisites: None

Recommended Prep: MATH M15 or MATH M15H and CHEM M12 or CHEM M12H

Class Hours: 13.5 lab

Provides an opportunity for practical application at a designated clinical site. Focuses on nuclear medicine imaging of the skeletal, cardiovascular, central nervous, digestive, and endocrine/exocrine systems. Utilizes the lab in the nuclear medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT M34B – NUCLEAR MEDICINE CLINICAL LAB IB 4.5 UNITS

Prerequisites: RADT M34A or concurrent enrollment

Recommended Prep: MATH M15 or MATH M15H and CHEM M12 or CHEM M12H

Class Hours: 13.5 lab

Provides an opportunity for intermediate practice of nuclear medicine procedures. Focuses on the 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 M40 – 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 M42 – 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, position emission tomography (PET) instrumentation, and positron emission tomography/computed tomography (PET/CT) oncology. Does NOT apply to Associate Degree.

RADT M44A – NUCLEAR MEDICINE CLINICAL LAB IIA 4.5 UNITS

Prerequisites: RADT M30 and RADT M40 (or concurrent enrollment) and RADT M42 (or concurrent enrollment)

Class Hours: 13.5 lab

Provides an opportunity for practical application of nuclear medicine procedures at a designated clinical site. Focuses on nuclear medicine imaging of the respiratory, genitourinary, hematopoietic systems, as well as inflammatory/tumor and pediatric procedures. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. (Formerly RADT M44.) Does NOT apply to Associate Degree.

RADT M44B – NUCLEAR MEDICINE CLINICAL LAB IIB 4.5 UNITS

Prerequisites: RADT M44A

Class Hours: 13.5 lab

Provides an opportunity for intermediate practical application of nuclear medicine exams of the respiratory, genitourinary, and hematopoietic systems. Includes inflammatory/tumor, and pediatric procedures of the same areas. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. Does NOT apply to Associate Degree.

RADT M49 – RADIOGRAPHY SUMMER PRACTICUM 4.5 UNITS

Prerequisites: RADT M02A, RADT M02AL, RADT M02B, RADT M02BL, and RADT M12

Class Hours: Hours as arranged

Provides clinical experience in a pre-assigned clinical affiliate. Focuses on the improvement of clinical skills for exams of the torso-skeletal, genitourinary, gastrointestinal, skull and abdominal cavity. Takes place in the radiology department of a pre-assigned clinical affiliate. Students will complete 270 clinical hours. 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: 7 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: 7 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.

RADT M122 – INDEPENDENT STUDY - RADIOGRAPHY 0.5 TO 3 UNITS

Prerequisites: A previous course in Radiologic Technology and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of radiography through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Radiography instructor for assistance in developing a contract for learning about a specific topic. (Formerly RADT M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

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) degree program is designed for students intending to major in Sociology, or a similar major at a four-year institution 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.

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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. See General Education Degree Requirements and Transfer Information.



ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER DEGREE

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.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) is intended for students who plan to transfer and complete a Bachelor's degree in Sociology, or a similar major at a CSU campus. Students completing the AA-T in Sociology 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 Sociology 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 AA-T in Sociology, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum of 18-19 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 CORE	UNITS
Complete the following (3 units):	
SOC M01/M01H Introduction to Sociology/Honors	3.0
AND	

Select and complete two courses (6-7 units) from the following:

SOC M02	Social Problems	3.0
SOC M03	Sociological Analysis	3.0
MATH M15H/M15H	Introductory Statistics/Honors	4.0
Units from LIST A		6.0
Units from LIST B		3.0
TOTAL UNITS		18.0-19.0

LIST A - Select and complete two courses (6 units) from the following:

Any course from REQUIRED CORE not already used.		
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

LIST B - Select and complete one additional course (3 units) from the following:

Any course from REQUIRED CORE or LIST A not already used.		
ANTH M02	Cultural Anthropology	3.0
PSY M01/M01H	Introduction to Psychology/Honors	3.0
Any CSU transferable Sociology course.		
SOC M16	Sociology of Deviant Behavior	3.0
SOC M18	Organized Crime and Terrorism	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Sociology for Transfer (AA-T) 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

C-ID: SOCI 110

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

SOC M01H – HONORS: INTRODUCTION TO SOCIOLOGY 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: SOCI 110

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.

SOC M02 – SOCIAL PROBLEMS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: SOCI 115

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

SOC M03 – SOCIOLOGICAL ANALYSIS 3 UNITS

Prerequisites: SOC M01 or SOC M01H

Class Hours: 3 lecture

C-ID: SOCI 120

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

SOC M04 – INTIMACY, RELATIONSHIP AND COMMITMENT**3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: SOCI 130*

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. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M08 – INTRODUCTION TO RACE AND ETHNICITY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: SOCI 150*

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

SOC M10 – SOCIOLOGY OF GENDER**3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: SOCI 140*

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

SOC M12 – SOCIETY AND RELIGION**3 UNITS***Prerequisites: None**Class Hours: 3 lecture*

Explores the foundational role religion plays in influencing beliefs values, laws and practices in society. Introduces the three major religions (Christianity, Judaism, and Islam) that have affected national and international events. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M15 – INTRODUCTION TO CRIMINOLOGY**3 UNITS***Prerequisites: None**Class Hours: 3 lecture**C-ID: SOCI 160*

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)

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 M80 – INTERNSHIP IN SOCIOLOGY**1 TO 4 UNITS***Prerequisites: Completion of or concurrent enrollment in one course in the discipline and instructor approval.**Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

SOC M122 – INDEPENDENT STUDY - SOCIOLOGY**0.5 TO 3 UNITS***Prerequisites: A previous course in Sociology and instructor approval**Class Hours: 1.5 to 9 lab hours as arranged*

Allows independent study for students who wish to extend their knowledge of a particular area of sociology through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Sociology instructor for assistance in developing a contract for learning about a specific topic. (Formerly SOC M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

SPANISH**SEE COURSES IN LANGUAGES OF THE WORLD****SPEECH****SEE COURSES IN COMMUNICATION STUDIES**

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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 instruction and hands-on experience for students concentrating on transfer and direct career preparation. Interested students may pursue careers in acting, directing, playwriting, as well as lighting, set, sound, costume, and make-up 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.

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ASSOCIATE IN ARTS IN THEATRE ARTS FOR TRANSFER DEGREE

Theatre Arts is a complex discipline that offers theoretical training and hands-on experience for students interested in careers in acting, directing, play writing; as well as lighting, scenic, sound, costume and makeup design. The study of Theatre Arts encourages all students to enrich their abilities in communication, critical analysis and self-expression.

The Associate in Arts in Theatre Arts for Transfer (AA-T) is intended for students who plan to transfer and complete a bachelor's degree in Theatre Arts, or a similar major at a CSU campus. Students completing this 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 AA-T in Theatre Arts 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 AA-T in Theatre Arts, students must complete the following:

1. 60 semester or 90 quarter CSU transferable 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. A minimum 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 CORE		UNITS
Select and complete 9 units listed below:		
THA M01	Introduction to Theatre	3.0
OR		
THA M04	History of the Theatre	3.0
THA M02A	Acting I	3.0
THA M10A	Theatre Production: Performance I	3.0
OR		
THA M11A	Theatre Production: Technical I	3.0
Units from ELECTIVE COURSES		9.0
TOTAL UNITS		18.0

LIST A - Select and complete 3 courses (9 units) from the following:

THA M02B	Acting II	3.0
THA M08	Script Analysis	3.0
THA M20	Stagecrafts	3.0
THA M23A	Lighting Design I	3.0
THA M25A	Scene Design I	3.0
THA M27A	Costume Design I	3.0
THA M28	Production Makeup	3.0
THA M10A or THA M11A if not used in REQUIRED CORE		3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Theatre Arts for Transfer (AA-T) will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in acting, directing, design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

ASSOCIATE IN ARTS IN THEATRE ARTS: ACTING DEGREE

The Associate in Arts in Theatre Arts: Acting Degree offers theoretical instruction 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 make-up 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. This program's varied curriculum provides introductory knowledge of acting for the stage and screen.

To earn an Associate in Arts in Theatre Arts: Acting Degree, students must complete 18 specified major units, plus General Education Degree Requirements.

REQUIRED COURSES		UNITS
Select and complete the following four (4) courses (12 units):		
THA M01	Introduction to the Theatre	3.0
OR		
THA M04	History of the Theatre	3.0
THA M02A	Acting I	3.0
THA M10A	Theatre Production: Performance I	3.0
THA M20	Stagecrafts	3.0
Units from ELECTIVES		6.0

TOTAL UNITS 18.0

ELECTIVES		UNITS
Select and complete six (6) units from the courses listed below:		
THA M02B	Acting II	3.0
THA M02C	Acting III	3.0
THA M03A	Voice and Diction I	3.0
THA M08	Script Analysis	3.0
THA M09A	Acting for Film and Television I	3.0
THA M10B	Theatre Production: Performance II	3.0
THA M14A	Improvisational Comedy I	1.5
THA M18	Auditioning Techniques	1.5
THA M28	Production Makeup	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Theatre Arts: Acting will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned theatrical skills with an emphasis on acting, directing and/or make-up application.
- apply varied acting techniques for creating a character for the stage or screen.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

ASSOCIATE IN ARTS IN THEATRE ARTS: TECHNICAL THEATRE DEGREE

The Associate in Arts in Theatre Arts: Technical Theatre Degree provides introductory knowledge of technical theatre. After successfully completing this degree, a student could be hired as a: stage manager, actor, playwright, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

This degree will better prepare a student to secure a job as a technician in the theatre, television or film industries.

To earn an Associate in Arts in Theatre Arts: Technical Theatre Degree, students must complete 18 specified major units, plus General Education Degree Requirements.

In addition to General Education degree requirements, complete the following:

REQUIRED COURSES		UNITS
Select and complete the following three (3) courses (9 units):		
THA M01	Introduction to the Theatre	3.0
OR		
THA M04	History of the Theatre	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M20/TTHA M20	Stagecrafts	3.0
Units from ELECTIVES		9.0

TOTAL UNITS 18.0

ELECTIVES		UNITS
Select and complete three (3) courses (9 units) from courses listed below:		
THA M08	Script Analysis	3.0
THA M23A/TTHA M23A	Lighting Design I	3.0
THA M23B/TTHA M23B	Lighting Design II	3.0
THA M25A/TTHA M25A	Scene Design I	3.0
THA M25B/TTHA M25B	Scene Design II	3.0
THA M27A	Costume Design I	3.0
THA M27B	Costume Design II	3.0
THA M28	Production Makeup	3.0

Program Student Learning Outcomes

Students completing the Associate in Arts in Theatre Arts: Technical Theatre will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned theatrical skills with an emphasis on scenic design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of technical skills on original or scripted works.
- demonstrate a practical working knowledge of tools and technologies integral to theatre production.

THEATRE ARTS: ACTING CERTIFICATE OF ACHIEVEMENT

(MORE THAN 18 UNITS)

A Certificate of Achievement in Theatre Arts: Acting will better prepare a student secure a job in the professional theatre industry. After successfully completing this certificate a student could be hired as a: stage manager, actor, playwright, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

This Certificate will better prepare students seeking an acting career.

To earn a Certificate of Achievement in Theatre Arts: Acting students must complete 18 specified units.

REQUIRED COURSES	UNITS
Select and complete the following three (3) courses (9 units):	
THA M01 Introduction to the Theatre	3.0
OR	
THA M04 History of the Theatre	3.0
THA M02A Acting I	3.0
THA M10A Theatre Production: Performance I	3.0
Units from ELECTIVES	9.0
TOTAL UNITS	18.0

ELECTIVES	UNITS
Select and complete (9 units) from the courses listed below:	
THA M02B Acting II	3.0
THA M02C Acting III	3.0
THA M03A Voice and Diction I	3.0
THA M08 Script Analysis	3.0
THA M09A Acting for Film and Television I	3.0
THA M14A Improvisational Comedy I	1.5
THA M18 Auditioning Techniques	1.5
THA M28 Production Makeup	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Theatre Arts: Acting will be able to:

- apply learned theatrical skills with an emphasis on acting, directing and/or make-up application.
- apply varied acting techniques for creating a character for the stage or screen.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate literacy in Theatre appreciation.

THEATRE ARTS: DIRECTING CERTIFICATE OF ACHIEVEMENT

(MORE THAN 18 UNITS)

A Certificate of Achievement in Theatre Arts: Directing will better prepare a student secure a job in the professional theatre industry. After successfully completing this certificate a student could be hired as a: stage manager, actor, playwright, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

This Certificate will better prepare students seeking a career in directing for the stage.

To earn a Certificate of Achievement in Theatre Arts: Directing students must complete 18 specified units.

REQUIRED COURSES	UNITS
Select and complete the following four (4) courses (12 units):	
THA M01 Introduction to the Theatre	3.0
OR	
THA M04 History of the Theatre	3.0
THA M11A/TTHA M11A Theatre Production: Technical I	3.0
THA M15A Stage Direction I	3.0
THA M20/TTHA M20 Stagecrafts	3.0
Units from ELECTIVES	6.0
TOTAL UNITS	18.0

ELECTIVES	UNITS
Select and complete two (2) courses (6 units) from the courses listed below:	
THA M02A Acting I	3.0
THA M10A Theatre Production: Performance I	3.0
THA M21A Playwriting I	3.0
THA M23A Lighting Design I	3.0
THA M25A Scene Design I	3.0
THA M27A Costume Design I	3.0
THA M28 Production Makeup	3.0
THA M50 Performing Arts Management	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Theatre Arts: Directing will be able to:

- apply learned theatrical skills with an emphasis on acting, directing and/or writing.
- apply varied techniques for staging a play, setting light and audio cues and working with a stage manager.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate literacy in Theatre appreciation.

THEATRE ARTS: TECHNICAL THEATRE CERTIFICATE OF ACHIEVEMENT

(MORE THAN 18 UNITS)

A Certificate of Achievement in Theatre Arts: Technical Theatre will better prepare a student to secure a job in the professional theatre and/or film and television industries. After successfully completing this certificate a student could be hired as a: stage manager, lighting technician, costumer or general crew member in theatre, film and/or television industries.

This certificate will better prepare students seeking a career as a technician in the theatre, television or film industries.

To earn a Certificate of Achievement in Theatre Arts: Technical Theatre students must complete 18 specified units.

REQUIRED COURSES	UNITS
Select and complete the following three (3) courses (9 units):	
THA M01 Introduction to the Theatre	3.0
OR	
THA M04 History of the Theatre	3.0
THA M11A/TTHA M11A Theatre Production: Technical I	3.0
THA M20/TTHA M20 Stagecrafts	3.0
Units for ELECTIVES	9.0

TOTAL UNITS	18.0
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ELECTIVES	UNITS
Select and complete three (3) courses (9 units) from courses listed below:	

THA M23A/TTHA M23A Lighting Design I	3.0
THA M23B/TTHA M23B Lighting Design II	3.0
THA M25A/TTHA M25A Scene Design I	3.0
THA M25B/TTHA M25B Scene Design II	3.0
THA M27A Costume Design I	3.0
THA M27B Costume Design II	3.0
THA M28 Production Makeup	3.0

Program Student Learning Outcomes

Students completing the Certificate of Achievement in Theatre Arts: Technical Theatre will be able to:

- apply learned theatrical skills with an emphasis on scenic design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of technical skills on original or scripted works.
- demonstrate a practical working knowledge of tools and technologies integral to theatre production.
- demonstrate literacy in Theatre appreciation.

THEATRE ARTS: ACTING PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Acting introduces students to the fundamentals of acting. This award will prepare students seeking a career in theatre or film and/or television production as an actor, casting associate, manager's assistant or agent trainee.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industries, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Acting students must complete 12 specified units.

REQUIRED COURSES	UNITS
Select and complete the following two (2) courses (6 units):	
THA M02A Acting I	3.0
THA M10A Theatre Production: Performance I	3.0
Units from ELECTIVES	6.0

TOTAL UNITS	12.0
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ELECTIVES	UNITS
Select and complete six (6) units from the following:	

THA M02B Acting II	3.0
THA M03A/FTVM M54A Voice and Diction I	3.0
THA M08 Script Analysis	3.0
THA M09A Acting for Film and Television I	3.0
THA M10B Theatre Production: Performance II	3.0
THA M14A Improvisational Comedy I	1.5
THA M18 Auditioning Techniques	1.5

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Acting will be able to:

- apply learned skills in acting, directing and/or make-up application.
- apply problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.

THEATRE ARTS: AUDIO PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Audio introduces students to the fundamentals of audio. This program will prepare students seeking a career in theatre or film and/or television production in audio for the stage, studio, location and/or live musical concerts.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Audio students must complete 9 specified units.

REQUIRED COURSES	UNITS
Select and complete the following three (3) courses (9 units):	
FTVM M40 Beginning Audio Production	3.0
THA M11A/TTHA M11A Theatre Production: Technical I	3.0
THA M20/TTHA M20 Stagecrafts	3.0

TOTAL UNITS	9.0
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Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Audio will be able to:

- apply learned skills in design, technical production, stagecraft, and/or audio production and editing.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

THEATRE ARTS: COSTUMES PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Costumes introduces students to the fundamentals of costuming. This program will prepare students seeking a career in theatre or film and/or television production in costuming.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Costumes students must complete 9 specified units.

REQUIRED COURSES		UNITS
Select and complete the following three (3) courses (9 units):		
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M27A	Costume Design I	3.0
THA M27B	Costume Design I	3.0
TOTAL UNITS		9.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Costumes will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in design, technical production, stagecraft, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

THEATRE ARTS: LIGHTING PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Lighting introduces students to the fundamentals of lighting. This program will prepare students seeking a career in theatre or film and/or television production in stage, studio or location lighting.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Lighting students must complete 12 specified units.

REQUIRED COURSES		UNITS
Select and complete the following four (4) courses (12 units):		
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M20/TTHA M20	Stagecrafts	3.0
THA M23A/TTHA M23A	Lighting Design I	3.0
THA M23B/TTHA M23B	Lighting Design II	3.0
TOTAL UNITS		12.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Lighting will be able to:

- apply learned skills in design, technical production, stagecraft and/or hanging, focusing and programming lightning technologies.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

THEATRE ARTS: MAKE-UP PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Make-up introduces students to the fundamentals of production make-up. This program will prepare students seeking a career in theatre or film and/or television production in production make-up.

After successfully completing a Theatre Arts proficiency award, a student could be hired as a: stage manager, actor, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician.

To earn a Proficiency Award in Theatre Arts: Make-up students must complete 6 specified units.

REQUIRED COURSES		UNITS
Select and complete the following two (2) courses (6 units):		
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M28	Production Makeup	3.0
TOTAL UNITS		6.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Make-up will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in design, technical production, stagecraft, and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

THEATRE ARTS: PERFORMING ARTS MANAGEMENT PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Performing Arts Management introduces students to the fundamentals of “front of the house” responsibilities including: box office, marketing and publicity. This program will help prepare students seeking a career in theatre or film and/or television production in publicity, marketing and sales.

After successfully completing a Theatre Arts: Performing Arts Management Proficiency Award, a student could be hired as a: box office employee, marketing staff, publicist for the film and/or television industry, production assistant or casting assistant.

To earn a Proficiency Award in Theatre Arts: Performing Arts Management, students must complete 9 specified units.

REQUIRED COURSES		UNITS
Select and complete the following three (3) courses (9 units):		
BUS M32	Small Business Management	3.0
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M50	Performing Arts Management	3.0
TOTAL UNITS		9.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Performing Arts Management will be able to:

- apply learned skills in poster design, stagecraft, marketing, fundraising and/or box office operation.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.
- demonstrate a working knowledge of tools and technologies integral to theatre production.

THEATRE ARTS: PLAYWRITING PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Playwriting introduces students to the fundamentals of writing for the stage. This program will help prepare students seeking a career in theatre or film and/or television production as a writer’s assistant, staff writer or playwright.

After successfully completing a Theatre Arts: Playwriting Proficiency Award, a student could be hired as a: stage manager, actor, playwright, writer’s assistant in the film and/or television industry, production assistant or casting assistant. To earn a Proficiency Award in Theatre Arts: Playwriting, students must complete 9 specified units.

REQUIRED COURSES		UNITS
Select and complete the following three (3) courses (9 units):		
THA M08	Script Analysis	3.0
THA M21A	Playwriting I	3.0
THA M10A	Theatre Production: Performance I	3.0
TOTAL UNITS		9.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Playwriting will be able to:

- demonstrate literacy in Theatre history and appreciation.
- apply learned skills in acting, directing, design, technical production, stagecraft, lighting, audio, costume construction and/or make-up application.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.
- collaborate with peers and instructors in practical applications of skills on original or scripted works.

THEATRE ARTS: TECHNICAL THEATRE - GENERAL PROFICIENCY AWARD

The Proficiency Award in Theatre Arts: Technical Theatre - General introduces students to the fundamentals of Technical Theatre. This program will help prepare students seeking a career in theatre or film and/or television production as a scenic carpenter, deck crew and/or assistant stage manager.

After successfully completing a Theatre Arts: Technical Theatre - General Proficiency award, a student could be hired as a: stage manager, actor, carpenter, playwright, costumer, stitcher, crew member in the film and/or television industry, production assistant, casting assistant or general theatre technician. To earn a Proficiency Award in Theatre Arts: Technical Theatre - General, students must complete 9 specified units.

REQUIRED COURSES		UNITS
THA M11A/TTHA M11A	Theatre Production: Technical I	3.0
THA M11B/TTHA M11B	Theatre Production: Technical II	3.0
THA M20/TTHA M20	Stagecrafts	3.0
TOTAL UNITS		9.0

Program Student Learning Outcomes

Students completing the Proficiency Award in Theatre Arts: Technical Theatre - General will be able to:

- apply learned skills in poster design, stagecraft, marketing, fundraising and/or box office operation.
- apply management and problem solving skills to produce a theatrical work in a studio or main stage venue.

THEATRE ARTS COURSES

THA M01 – INTRODUCTION TO THEATRE 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: THTR 111

Focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. Introduces elements of the production process including playwriting, acting, directing, design, and criticism. Surveys different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02A – ACTING I 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

C-ID: THTR 151

Introduces basic acting theories leading to classroom performance. Emphasizes exercises that develop memorization, improvisation, focus, concentration, stage movement, vocal production, and interpretation of text. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02B – ACTING II 3 UNITS

Prerequisites: THA M02A

Class Hours: 2 lecture, 3 lab

C-ID: THTR 152

Emphasizes intermediate level theories, techniques and skills in character analysis, monologue and scene presentation. Includes an introduction to classical material, performance in various styles and genres, and continues work in 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 the vocal and physical requirements utilized in classical acting techniques. Features exercises which will include psychological characterizations, use of props and costumes, and classical text analysis. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02D – ACTING IV 3 UNITS

Prerequisites: THA M02C

Class Hours: 2 lecture, 3 lab

Explores further studies in 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 FTVM M54A.) (Formerly THA M03.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M03B – VOICE AND DICTION II 3 UNITS

Prerequisites: 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 and how they are utilized in different mediums and venues. (Same course as FTVM M54B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M04 – HISTORY OF THE THEATRE 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: THTR 113

Explores the major innovations, trends, works, and playwrights in historical theatrical movements from classical Greek and Roman theatre through the 17th century. Examines the social and political context of specific dramatic movements and the influences of theatre on society. Applies to Associate Degree. Transfer credit: CSU; UC

THA M08 – SCRIPT ANALYSIS 3 UNITS

Prerequisites: None

Class Hours: 3 lecture

C-ID: THTR 114

Explores the reading, analyzing and understanding of play scripts in a variety of genres and styles. Develops skills in how to read a play to discover its structure, the playwright's methods of creating plot, character and imagery, and an understanding of how theatrical texts are distinct from other forms of literature. Applies to Associate Degree. Transfer credit: CSU; UC

THA M09A – ACTING FOR FILM AND TELEVISION I 3 UNITS

Prerequisites: None

Recommended Prep: THA M02A

Class Hours: 2 lecture, 3 lab

Introduces techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains to the Internet, 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. Moorpark College faculty has defined Acting - Film & TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. (Formerly THA M09.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M09B – ACTING FOR FILM AND TELEVISION II 3 UNITS

Prerequisites: THA M09A

Class Hours: 2 lecture, 3 lab

Provides intermediate level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains 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. Moorpark College faculty has defined Acting - Film & TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M09C – ACTING FOR FILM AND TELEVISION III 3 UNITS

Prerequisites: THA M09B

Class Hours: 2 lecture, 3 lab

Explores further intermediate to advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains 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. Moorpark College faculty has defined Acting - Film & TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M09D – ACTING FOR FILM AND TELEVISION IV 3 UNITS

Prerequisites: THA M09C

Class Hours: 2 lecture, 3 lab

Provides advanced level techniques required in acting before the camera (blocking, movement, rapid line learning, etc.) as pertains 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. Moorpark College faculty has defined Acting - Film & TV as a family of courses which includes THA M09A, THA M09B, THA M09C, and THA M09D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M10A – THEATRE PRODUCTION: PERFORMANCE I 3 UNITS

Prerequisites: Admission to the class by audition

Recommended Prep: THA M02B

Class Hours: 9 lab

C-ID: THTR 191

Allows students to rehearse and perform as actors utilizing introductory level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. (Formerly THA M10.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M10B – THEATRE PRODUCTION: PERFORMANCE II 3 UNITS

Prerequisites: THA M10A

Class Hours: 9 lab

Allows students to rehearse and perform as actors utilizing introductory to intermediate level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M10C – THEATRE PRODUCTION: PERFORMANCE III 3 UNITS

Prerequisites: THA M10B

Class Hours: 9 lab

Allows students to rehearse and perform as actors utilizing introductory to intermediate level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M10D – THEATRE PRODUCTION: PERFORMANCE IV 3 UNITS

Prerequisites: THA M10C

Class Hours: 9 lab

Allows students to rehearse and perform as an actor utilizing advanced level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M11A – THEATRE PRODUCTION: TECHNICAL I 3 UNITS

Prerequisites: None

Recommended Prep: THA M20 or TTHA M20 or demonstration of technical theatre training and experience

Class Hours: 9 lab

C-ID: THTR 192

Allows students to perform a range of introductory supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as TTHA M11A.) (Formerly THA M11.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M11B – THEATRE PRODUCTION: TECHNICAL II 3 UNITS

Prerequisites: THA M11A or TTHA M11A

Class Hours: 9 lab

Allows students to perform a range of introductory to intermediate level supervised and/or assist to crew lead for technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office and house management staff, assistant director, assistant stage manager and/or assistant crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as TTHA M11B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M11C – THEATRE PRODUCTION: TECHNICAL III 3 UNITS

Prerequisites: THA M11B or TTHA M11B

Class Hours: 9 lab

Allows students to perform a range of intermediate to advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assist in the design of scenic elements, props, costumes, make-up and/or publicity materials, advanced scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office and house management staff, assistant director, assistant stage manager and/or lead a crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as TTHA M11C.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M11D – THEATRE PRODUCTION: TECHNICAL IV 3 UNITS

Prerequisites: THA M11C or TTHA M11C

Class Hours: 9 lab

Allows students to perform a range of advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes performing duties as designer of scenic elements, props, costumes, make-up and/or publicity materials, advanced scenic and prop construction, designing, operating and supervision of hanging lighting equipment, supervising in costume and make-up labs, audio operations, box office operation and house management, assistant director, stage manager and/or lead a crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as TTHA M11D.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M14A – IMPROVISATIONAL COMEDY I 1.5 UNITS

Prerequisites: None

Recommended Prep: THA M02A

Class Hours: 0.5 lecture, 3 lab

Provides introductory level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. (Formerly THA M14.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M14B – IMPROVISATIONAL COMEDY II 1.5 UNITS

Prerequisites: THA M14A

Class Hours: 0.5 lecture, 3 lab

Provides introductory to intermediate level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M14C – IMPROVISATIONAL COMEDY III 1.5 UNITS

Prerequisites: THA M14B

Class Hours: 0.5 lecture, 3 lab

Provides intermediate to advanced level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M14D – IMPROVISATIONAL COMEDY IV 1.5 UNITS

Prerequisites: THA M14C

Class Hours: 0.5 lecture, 3 lab

Provides advanced level instruction in improvisational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improvisational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to Associate Degree. Transfer credit: CSU; UC

THA M15A – STAGE DIRECTION I 3 UNITS

Prerequisites: None

Recommended Prep: THA M02B

Class Hours: 2 lecture, 3 lab

Introduces art and craft of stage direction, including analysis of material, coordinating technical elements and working with actors. Includes practical experience assistant directing or directing scenes by published and/or original playwrights. Applies to Associate Degree. Transfer credit: CSU; UC

THA M15B – STAGE DIRECTION II 3 UNITS

Prerequisites: THA M15A

Class Hours: 2 lecture, 3 lab

Explores further study in the art and craft of stage direction. Includes 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 M18 – AUDITIONING TECHNIQUES 1.5 UNITS

Prerequisites: THA M02A

Class Hours: 1 lecture, 3 lab

Provides training in various forms of audition for theatre, film, television, commercials and the web. Includes instruction in the business aspects of being a working actor: cold reading, preparing a resume, creating self-promotional materials, seeking an agent, interviewing with industry professionals, creating a web presence and interacting with other actors in audition situations. Applies to Associate Degree. Transfer credit: CSU

THA M20 – STAGECRAFTS 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

C-ID: THTR 171

Introduces the theory and practice of basic set construction, lighting and audio operations, painting, costuming, makeup, prop construction, backstage organization, and career possibilities. Provides entry-level practical experience in all areas of performing arts production. (Same course as TTHA M20.) 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. Focuses on creating characters, exploration of theme, structuring plot and writing believable dialogue through the creation of dramatic monologues, scenes and a one-act play. Applies to Associate Degree. Transfer credit: CSU; UC

THA M21B – PLAYWRITING II 3 UNITS

Prerequisites: THA M21A

Recommended Prep: THA M02A, THA M15A, and ENGL M01A or ENGL M01AH

Class Hours: 3 lecture

Develops the intermediate level components of constructing a play. Focuses on complex character creation, in-depth exploration of theme, structuring plot and writing complex dialogue through the creation of dramatic monologues and scenes. Applies to Associate Degree. Transfer credit: CSU; UC

THA M23A – LIGHTING DESIGN I**3 UNITS***Prerequisites: None**Recommended Prep: THA M20 or TTHA M20**Class Hours: 2 lecture, 3 lab**C-ID: THTR 173*

Introduces the study and execution of stage lighting practices with an emphasis on equipment, control, composition and color. Includes practical experience in the hanging, focusing, circuiting and operation of lighting equipment. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as TTHA M23A.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M23B – LIGHTING DESIGN II**3 UNITS***Prerequisites: THA M23A or TTHA M23A**Class Hours: 2 lecture, 3 lab*

Focuses in greater depth on the design aspect of stage lighting with the primary emphasis being the development of a complete light plot and working schedule for a play in production. Places special emphasis on projections and special effects including the use of a computer for lighting design and light plots in practical application. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as TTHA M23B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M25A – SCENE DESIGN I**3 UNITS***Prerequisites: None**Recommended Prep: THA M20 or TTHA M20**Class Hours: 2 lecture, 3 lab**C-ID: THTR 172*

Explores stage scenery as an interpretive and collaborative art. Develops skills in designing floor plans, exercise drawing techniques, building a model, and learning traditional and computer-aided drafting conventions. Requires the construction and painting of scenery, as well as the development of painter's elevations and renderings. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as TTHA M25A.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M25B – SCENE DESIGN II**3 UNITS***Prerequisites: THA M25A or TTHA M25A**Class Hours: 2 lecture, 3 lab*

Focuses on scenic design and construction in the dramatic arts at an advanced level. Explores concepts in the use of computer-aided design. Requires a full set of drawings, painter's elevations, floor plan, advanced painting techniques, and the creation of a full scale model. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as TTHA M25B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M27A – COSTUME DESIGN I**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab**C-ID: THTR 174*

Explores the study of costume history, design, and basic construction techniques as an introduction to theatrical costuming. Includes the use of appropriate fabrics and materials for costume design. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24A and THA M24B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M27B – COSTUME DESIGN II**3 UNITS***Prerequisites: THA M27A**Class Hours: 2 lecture, 3 lab*

Explores an intermediate level of study of costume history, design, and basic construction. Includes the use of appropriate fabrics, materials, and sewing techniques for costume design. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24B.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M28 – PRODUCTION MAKEUP**3 UNITS***Prerequisites: None**Class Hours: 2 lecture, 3 lab**C-ID: THTR 175*

Explores the study of theatrical make-up design and application for the stage and screen. Includes the study of color theory, facial structure, and anatomy for sculpting and contouring for dramatic effect, and the design and construction of prosthetics. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, THA M27A, THA M27B and THA M28. A student may take a maximum of four (4) courses from a family. (Formerly part of THA M24A and THA M24B.) 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 M52A – THEATRE FOR YOUNG AUDIENCES I**3 UNITS***Prerequisites: None**Recommended Prep: THA M03A and THA M02A**Class Hours: 2 lecture, 3 lab*

Offers an introductory level of practical experience in the development, rehearsal and performance of plays to be presented with technical support for young audiences and the general community. Includes both dramatic and movement-based components; students may travel and perform at local grade schools. (Formerly THA M52.) Applies to Associate Degree. Transfer credit: CSU; UC

THA M52B – THEATRE FOR YOUNG AUDIENCES II 3 UNITS

Prerequisites: THA M52A

Class Hours: 2 lecture, 3 lab

Offers an intermediate level of practical experience in the development, rehearsal and performance of plays to be presented with technical support for young audiences and the general community. Includes both dramatic and movement

based components; students may travel and perform at local grade schools. Applies to Associate Degree. Transfer credit: CSU; UC

THA M80 – INTERNSHIP IN THEATRE ARTS 1 TO 4 UNITS

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

Class Hours: 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 adviser 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 4 units a semester with a maximum of 16 total units of any type of work experience. Applies to Associate Degree. Transfer credit: CSU

THA M122 – INDEPENDENT STUDY - THEATRE 0.5 TO 3 UNITS

Prerequisites: A previous course in Theatre Arts and instructor approval

Class Hours: 1.5 to 9 lab hours as arranged

Allows independent study for students who wish to extend their knowledge of a particular area of theatre arts through research and study. Utilizes an approved independent project. Includes one-on-one work with instructor. Interested students should contact a Theatre Arts instructor for assistance in developing a contract for learning about a specific topic. (Formerly THA M22A/B.) Applies to Associate Degree. Transfer credit: CSU; UC (determined after admission)

TECHNICAL THEATRE ARTS COURSES**TTHA M11A – THEATRE PRODUCTION: TECHNICAL I 3 UNITS**

Prerequisites: None

Recommended Prep: THA M20 or TTHA M20 or demonstration of technical theatre training and experience

Class Hours: 9 lab

C-ID: THTR 192

Allows students to perform a range of introductory supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations and/or supporting box office and house management staff. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11A. Formerly THA M11.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M11B – THEATRE PRODUCTION: TECHNICAL II 3 UNITS

Prerequisites: THA M11A or TTHA M11A

Class Hours: 9 lab

Allows students to perform a range of introductory to intermediate level supervised and/or assist to crew lead for technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office and house management staff, assistant director, assistant stage manager and/or assistant crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11B.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M11C – THEATRE PRODUCTION: TECHNICAL III 3 UNITS

Prerequisites: THA M11B or TTHA M11B

Class Hours: 9 lab

Allows students to perform a range of intermediate to advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assist in the design of scenic elements, props, costumes, make-up and/or publicity materials, advanced scenic and prop construction, maintaining and hanging lighting equipment, assisting in costume and make-up labs, assisting audio operations, supporting box office and house management staff, assistant director, assistant stage manager and/or lead a crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11C.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M11D – THEATRE PRODUCTION: TECHNICAL IV 3 UNITS

Prerequisites: THA M11C or TTHA M11C

Class Hours: 9 lab

Allows students to perform a range of advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes performing duties as designer of scenic elements, props, costumes, make-up and/or publicity materials, advanced scenic and prop construction, designing, operating and supervision of hanging lighting equipment, supervising in costume and make-up labs, audio operations, box office operation and house management, assistant director, stage manager and/or lead a crew head. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, THA M11D, TTHA M11A, TTHA M11B, TTHA M11C and TTHA M11D. A student may take a maximum of four (4) courses in a family. (Same course as THA M11D.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M20 – STAGECRAFTS 3 UNITS

Prerequisites: None

Class Hours: 2 lecture, 3 lab

C-ID: THTR 171

Introduces the theory and practice of basic set construction, lighting and audio operations, painting, costuming, makeup, prop construction, backstage organization, and career possibilities. Provides entry-level practical experience in all areas of performing arts production. (Same course as THA M20.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M23A – LIGHTING DESIGN I

3 UNITS

Prerequisites: None

Recommended Prep: THA M20 or TTHA M20

Class Hours: 2 lecture, 3 lab

C-ID: THTR 173

Introduces the study and execution of stage lighting practices with an emphasis on equipment, control, composition and color. Includes practical experience in the hanging, focusing, circuiting and operation of lighting equipment. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as THA M23A.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M23B – LIGHTING DESIGN II

3 UNITS

Prerequisites: THA M23A or TTHA M23A

Class Hours: 2 lecture, 3 lab

Focuses in greater depth on the design aspect of stage lighting with the primary emphasis being the development of a complete light plot and working schedule for a play in production. Places special emphasis on projections and special effects including the use of a computer for lighting design and light plots in practical application. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as THA M23B.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M25A – SCENE DESIGN I

3 UNITS

Prerequisites: None

Recommended Prep: THA M20 or TTHA M20

Class Hours: 2 lecture, 3 lab

C-ID: THTR 172

Explores stage scenery as an interpretive and collaborative art. Develops skills in designing floor plans, exercise drawing techniques, building a model, and learning traditional and computer-aided drafting conventions. Requires the construction and painting of scenery, as well as the development of painter's elevations and renderings. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as THA M25A.) Applies to Associate Degree. Transfer credit: CSU; UC

TTHA M25B – SCENE DESIGN II

3 UNITS

Prerequisites: THA M25A or TTHA M25A

Class Hours: 2 lecture, 3 lab

Focuses on scenic design and construction in the dramatic arts at an advanced level. Explores concepts in the use of computer-aided design. Requires a full set of drawings, painter's elevations, floor plan, advanced painting techniques, and the creation of a full scale model. Moorpark College faculty has defined Concepts and Design as a family of courses which includes THA M23A, THA M23B, THA M25A, THA M25B, TTHA M23A, TTHA M23B, TTHA M25A and TTHA M25B. A student may take a maximum of four (4) courses in a family. (Same Course as THA M25B.) Applies to Associate Degree. Transfer credit: CSU; UC

WORK EXPERIENCE AND INTERNSHIPS

The Moorpark College Career Transfer Center coordinates the Work Experience/Internship Program, offering students the opportunity to receive 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 Career Transfer 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

Wendy Berg

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 in a discipline (M80) to receive credit for this occupational work experience. 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 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 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 internships and faculty advisors 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/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 job and career readiness and strategies for career success once the job is obtained.



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

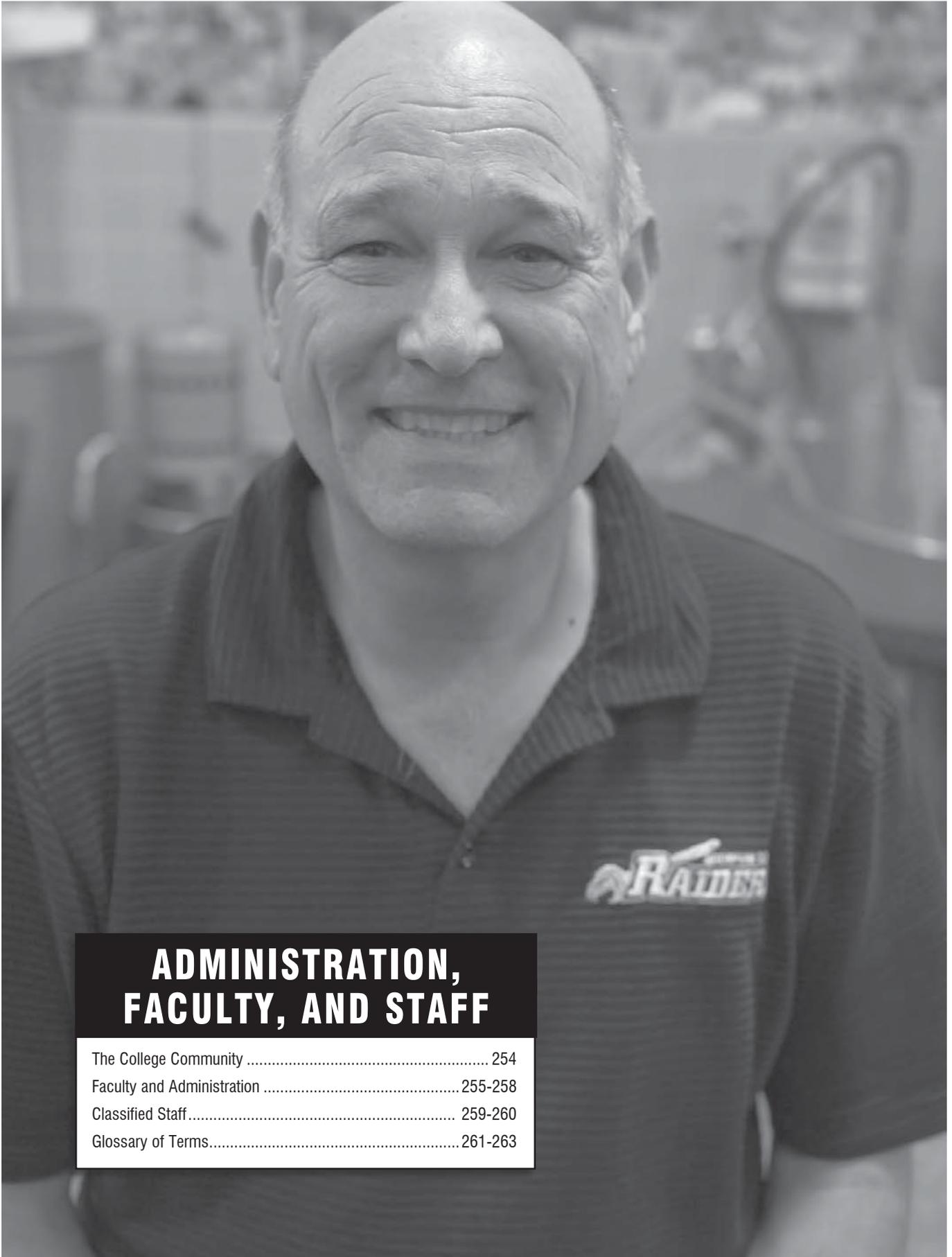
SEE COURSES IN BIOLOGICAL SCIENCES



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Moorpark College - Announcement of Courses 2015-2016



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THE COLLEGE COMMUNITY

Moorpark College faculty and staff are committed to providing quality instruction and service to each and every Moorpark College student. Our primary goal is to help students achieve their educational goals. Although not everyone who works at the College is listed on these pages, nearly every office is noted. Call the general campus number (805-378-1400) with any questions or visit the College webpage: www.moorparkcollege.edu.

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, CA 93001
Phone: (805) 652-5500
Website: www.vcccd.edu



College Organization

Administration of the College

President

Luis P. Sanchez, JD, LL.M.

Executive Vice President, Student Learning

Dr. Lori Bennett

Vice President, Business Services

VACANT

Deans, Student Learning

Patricia Ewins

Dr. Amanuel Gebru

Dr. Jennifer Kalfsbeek-Goetz

Dr. Kim Hoffmans

Inajane Nicklas

Lisa Putnam

Dr. Julius Sokenu

Directors/Managers

Director, Facilities, Maintenance and Operations

John Sinutko

Manager, College Business Services

Darlene Melby

Department Chairs & Coordinators

<i>ACCESS</i>	<i>Sherry D'Attile</i>
<i>Athletics</i>	<i>Howard Davis</i>
<i>Behavioral Sciences/Film Studies/Child Development</i>	<i>Daniel Vieira</i>
<i>Business/CIS/CNSE</i>	<i>Navreet Sumal</i>
<i>Child Development Center</i>	<i>Bonnie Baruch</i>
<i>Chemistry/Earth Sciences</i>	<i>Robert Keil</i>
<i>Comm Studies/Theatre Arts/FTVM</i>	<i>John Loprieno/ Rolland Petrello</i>
<i>Counseling</i>	<i>Traci Allen</i>
<i>EATM</i>	<i>Cynthia Stringfield</i>
<i>English/ESL/Humanities</i>	<i>Sydney Sims</i>
<i>Extended Opportunity Program Services</i>	<i>Herbert English</i>
<i>Health Sciences</i>	<i>Carol Higashida</i>
<i>Social Sciences</i>	<i>Lee Ballestero</i>
<i>Languages of the World/Library</i>	<i>Helga Winkler</i>
<i>Life Sciences</i>	<i>Norman Marten/Andrew Kinkella</i>
<i>Mathematics</i>	<i>Christine Cole</i>
<i>Music/Dance</i>	<i>James Song/Robert Salas</i>
<i>Physics/Astronomy/Engineering/CS</i>	<i>Ronald Wallingford/Scarlet Relle</i>
<i>Kinesiology/Health Education</i>	<i>Remy McCarthy</i>
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FACULTY AND ADMINISTRATION

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ALMAZAN, EDGAR (2008) Custodian	CORNELL, SETH (2014) Electrician	HANCOCK, TORI (2015) Child Development Assistant
ALONZO, ANAISA (2012) Financial Aid Specialist	CORRIGAN, LINDA (2012) Placement Project Specialist	HERNANDEZ, MARCELA (2007) Administrative Assistant
ANTER, DAVE (2013) Registrar	COSTABILE, DIANE (1993) Administrative Assistant	HINES, MICHLYN (2001) Teaching Zoo Operations Supervisor
ARELLANO, TOM (1982) PE Athletic Equipment Manager-Men's	COURTER, ALAN (2012) Instructional Data Specialist	HOWELL, ROY (MICKEY) (1982) Theater Technician
ARTERO, JAMES (2013) Instructional Lab Tech II-Physical & Applied Sciences	DIETZ, MICHAEL (2013) Maintenance Assistant/Locksmith	ITO-HERRERA, AMY (1990) Child Development Associate
BALAM, GREGORY (2014) Financial Aid Technician	DERDIERIAN, BRIAN (2015) Information Technology Support Specialist II	JOHANSSON, KARIN (2012) Instructional Lab Technician I - Photography
BARUCH, BONNIE (2012) Child Development Center Supervisor	DOBBINS, JOHN (2011) Learning Resources Supervisor	JOHNSON, TIM (2012) Custodian
BECK, MARY ANNE (2000) Administrative Assistant	DODDS, JASON (2013) Custodian	KAASTAD, KELLY (2015) Administrative Assistant
BEHAR, ALISA (2008) Zoo Operations Assistant	DOUD, APRIL (2012) Technical Data Specialist	KAY, AARON (2008) Information Technology Support Specialist II
BENTRUP, RICHARD (2014) Custodian	DOWNES, GILBERT (2008) Library Assistant	KINNEY, PEGGY (2012) Office Assistant
BERNAL, ANDREA (2013) Financial Aid Specialist	ELHUSSINI, ALLAM (2001) Accounting Clerk I	KLIPP, MARSHA (2005) Bursar
BIGGIE, DEBORAH (2006) Child Development Assistant	ETTER, STEPHEN (2013) Instructional Laboratory Technician II/ Biology	KOEHLER, BRIAN (2011) Theater Manager/Technical Director
BOWEN, SHANNON (1999) Instructional Assistant Assistive Tech Center	FIGUEROA, FRANK (2010) Custodian	KORINKE, KIMBERLY (2004) Financial Aid Officer
CAMPBELL, GUY (1989) Information Technology Support Specialist II	FINFROCK, PETE (2001) Grounds Equipment Operator/Mechanic	LAJOIE, ASHLEY (2015) Counselor Assistant
CASTELO, MICHELLE (2011) Senior Administrative Assistant	FLORES, POLICARPIO (2015) Grounds Maintenance Worker	LANDEROS, ROBERTO (2013) Custodian
CERVANTES GAMA, JAIME (2013) Grounds Maintenance Worker	FOX, CAROL (2009) Instructional Lab Technician II/Nursing	LARA, BONNIE (1999) Student Services Assistant I
CHAU, LINDY (2006) Sr. Accounting Technician	FURRELL, AUDREY (2004) Job Placement Specialist	LAWLER, JENNIFER (2014) Administrative Assistant
CHELONIS, ASHLEY (2010) Instructional Technologist	GABINO, ROBERT (1997) Custodian	LEDERER, KRISTA (2007) Performing Arts Assistant
CHINERY, ROBERTA (2014) Financial Aid Technician	GALVEZ, ALBERTO (2015) Grounds Maintenance Worker	LEE, EVERETT (2015) Grounds Maintenance Worker
CHRISTENSEN, PAULA (1989) Admissions and Records Technician	GERHARDT, SUZANNE (2007) Student Health Center Assistant I	LEE, JASON (2012) Foster Care Project Specialist
CLARK, MARK (1997) Grounds Maintenance Worker	GOMEZ, ANGELINA (2003) Child Development Assistant	LOPEZ, ERIC (2006) Custodial Supervisor II
CLEMENTS, MARK (1997) Maintenance Assistant II/Painter	GONZALEZ, GERARDO (2008) Custodian	LUCIN, ELENA (1997) Instructional Laboratory Technician II/Chemistry
COBB, TAMI (2014) Administrative Assistant	GRAY, CAROLYN (1981) Library Assistant	LUNA, RAMONA (2007) Financial Aid Technician
	GRIMES, MICHAEL (2014) TV/Radio Production Specialist	MAGALLANES, ARMANDO (2010) HVAC&R Technician

MANAKAS, VANCE (1981)
College Trainer

MARCUS, KATHY (2010)
Financial Aid Specialist

MARISCAL, MICHAEL (2010)
Grounds Maintenance Worker

MARTIN, MARIA (2006)
Admissions and Records Technician (Bilingual)

MATTSON, PAUL (2008)
Evening and Weekend Activities Attendant

MCDONALD-ROJAS, KATHERINE (1998)
Admissions and Records Technician

MCMICHAEL, DAN (2014)
Network Administrator/
Interim Technology Support Supervisor

MEHLE, KERRY (1991)
Graphic Communications Technician

MELBY, DARLENE (2007)
College Business Services Manager

MILLER, SHARON (1993)
Student Activities Specialist

MONTOYA, MICHAEL (2007)
Custodian

MORAN-ROMERO, JAIME (2013)
Custodian

NAGAOKA, JANEENE (2005)
Graphic Artist/Designer

NAVARRO, FRANCISCO (2013)
Custodian

NAVARRO, YOLANDA (2015)
Administrative Assistant

NGUYEN, LAN (2006)
Instructional Laboratory Technician II/Biology

NICOLL, VALERIE (2010)
Counselor Assistant

NIELSEN, ELIZABETH (2013)
Administrative Assistant

OSHER, KARYL (2001)
Admissions and Records Technician

PALMER, LORY (2008)
Instructional Lab Technician II/RVT

PARREIRA, MATT (2014)
Electrician

PEREZ-MEDEIROS, MARIA (2013)
Office Assistant

PERRY, MICHELE (2008)
Bookstore Manager

PETTE, HOSEY (2008)
Lead Custodian

RAMBO, ANDREA (2012)
Executive Administrative Assistant

RAMIREZ, MARIE (2008)
Student Health Center Assistant I

RAMSEY, DIANE (1998)
Business Office Assistant I (Seasonal)

RAMSEY, HOLLY (2010)
Disabled Student Services Technician

REEDER, SCOTT (2008)
Custodian

RIEGER, BRANDI (2012)
Counselor Assistant

RODRIGUEZ, MARA (1994)
Instructional Lab Technician I/EATM

ROMERO, KRISTIN (2013)
Zoo Operations Assistant

RUIZ, BRIAN (2014)
Information Technology Support Specialist II

SANCHEZ, DAVID C. (2014)
Custodian

SANDERS, LINDA (2008)
Administrative Assistant

SAVIERS, TRESSA (2014)
Child Development Assistant

SAYLES, GREGORY (2011)
Plumber

SCOTT, DONNA (1998)
Instructional Laboratory Technician I/Ceramics

SCOTT, LINDSEY (2003)
Child Development Associate

SENA, MELANIE (2006)
Child Development Associate

SERROS, RICHARD (2011)
Custodian

SHERMAN, BRIAN (2008)
Sprinkler Repair Technician

SHERMAN, CHERISSE (2006)
Assistant College Trainer

SIMS, TIFFANY (2014)
Student Services Assistant I

SINUTKO, JOHN (2003)
Director of Facilities, Maintenance, and Operations

SMALL, IVAN (2000)
Information Technology Support Specialist II

SPENCER, PAULA (2000)
Library Assistant

STEVENS, DENA (2011)
College Nurse

SWENSON, MARY (2005)
Instructional Laboratory Technician II/Biology

THOMPSON, SPENCER (1997)
Carpenter

TIMMONS, STEVE (2006)
Grounds Supervisor

TU, MYHANH (2002)
Instructional Lab Technician II/Chemistry

TUCKER, MAGDA (1994)
Accounting Clerk II

URENDA, MARIA (2008)
Financial Aid Specialist

VEGA, JESUS (2014)
Student Outreach Specialist

VELEZ, CHARLOTTE (2006)
Custodian

WALSH, KATHARINE (2007)
Administrative Assistant

WATTERS, GREGORY (2000)
Warehouse Assistant

WATTERS, KIM (1999)
Instructional Data Specialist

WILSON, CYNTHIA (1998)
Zoo Enrichment Technician

WIRTH-GURROLA, GAIL (1980)
Assistant Registrar

WISE, CRYSTAL (2014)
Office Assistant

WITT, ALLEN (1997)
Maintenance Worker II

YAO, LYNNE-NORA (2001)
Business Office Assistant I

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 any questions.

Abbreviated Educational Plan: A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

Academic Year: Fall and Spring semesters, beginning with the start of the Fall term in August through the end of the Spring term in mid-May.

Add: Formally adding a class(es) by completing the appropriate forms online or at the Admissions Office.

Add Authorization Code: Four-digit code received from an instructor that allows student to register in a closed class online using MyVCCCD student portal.

Adding a Closed Class: Students seeking entry to classes that are closed at the time they register are referred to the instructor.

Advanced Placement (AP): A program in the United States and Canada created by the College Board offering college-level curriculum and examinations to high school students. Colleges often grant placement and course credit to students who obtain high scores above a certain number on the examinations. To see the list of AP exams that Moorpark College accepts toward the Associate Degree, see pages 88-89 of the catalog or schedule an appointment with a counselor.

Advisory/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. The recommendation is made by faculty and is intended to ensure that students are adequately prepared to successfully complete a particular course.

Area of Emphasis: Required In General Studies programs of study, an area of emphasis consists of 18 units in an area of concentration, with 6 of the 18 units coming from a single discipline to give the student more depth in their study.

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.

Assessment/Placement Test: Test given prior to registration for classes. The results are used to help students select appropriate classes.

ASSIST (www.assist.org): ASSIST stands for Articulation System Stimulating Inter-institutional Student Transfer. It is a website that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

Associate Degree: An associate degree is an undergraduate academic degree awarded by community colleges, junior colleges, technical colleges, and some bachelor's degree-granting colleges and universities upon completion of a course of study usually lasting two years.

- Associate in Arts (A.A.)
- Associate in Science (A.S.)

Associate Degree for Transfer (ADT): is an undergraduate academic degree designed to guarantee admission to the CSU system. The degree consists of 60 CSU transferrable semester units including certified completion of general education requirements (CSU GE-Breadth/IGETC-CSU), major requirements, and electives (if needed). An Associate Degree for Transfer may be earned in academic and career technical education majors.

- Associate in Arts for Transfer (AA-T)
- Associate in Science for Transfer (AS-T)

Audit: Process by which a student may enroll in a class as an observer for information only. The student is not officially registered, and will not receive a grade. Audit enrollments do not satisfy degree, certificate or transfer requirements and do not appear on a student's transcript. See the Audit Policy in this catalog.

Bachelor's Degree: Degree granted by four-year colleges and universities. Usually the Bachelor of Arts (B.A.) or the Bachelor of Science (B.S.).

BOGW: Board of Governors Enrollment Fee Waiver: A form of financial aid that covers enrollment fees for eligible California residents, AB 1899 Victims of Trafficking, Domestic Violence and other Serious Crimes, and AB 540 Undocumented students. Be advised beginning Fall 2016 students who fail to meet the institutions academic progress standards for two (2) consecutive terms will lose their eligibility for Board of Governors Fee Waivers.

By Arrangement BOGW: Courses, or part of a course, which include additional hours not yet scheduled.

Certificate of Achievement: A college-awarded document indicating that the graduate has satisfactorily completed the major courses in a program, but not the general education courses. A certificate is not a degree.

Class Schedule: The listing of courses including hours, instructor and room assignments to be offered each term. See Schedule of Classes.

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.

College Level Examination Program (CLEP): A group of standardized tests created by the College Board that assess college-level knowledge in several subject areas that are administered at various colleges and universities across the United States. Some institution awards credit to students who meet the college's minimum qualifying score for that exam, which is typically 50, but it does vary by school and exam. To see the list of CLEP that Moorpark College accepts toward the Associate Degree, see page 91 of the catalog or schedule an appointment with a counselor.

Comprehensive (Active) Educational Plan: A plan that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is long enough to identify everything a student must do to achieve their educational goal. Comprehensive educational plans are required for all students who have completed 15 units of college coursework, and must be approved by an academic counselor during a counseling appointment.

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. Corequisites are indicated in the Class Listings of the Schedule of Classes and in the College Catalog.

Counselor: Faculty who assist students with personal, career, vocational 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 Identification Numbering System (C-ID): C-ID is administered by the Academic Senate for California Community Colleges as a faculty-driven system for colleges and universities to facilitate the identification of comparable courses and increase articulation across all segments of higher education in the state. C-ID addresses the need for a "common course numbering system" to simplify student movement both within the California community colleges and intersegmentally. For additional background information on C-ID, please visit www.c-id.net.

Credit Course: A course for which units are granted.

Credit by Exam: Process by which a student may meet a specific requirement through successful performance on a comprehensive exam. Students who are successful in challenging a course through credit by exam will receive units earned in the challenged course and a grade of "P" (Pass) will be posted to their academic transcript.

CRN: Course Reference Number listed in the Schedule of Classes.

CSU: The California State University system, also called Cal State, consists of 23 campuses statewide.

CSU GE-Breadth: General Education pattern for the CSU system. See Transfer Information.

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).

Degree Works: A Degree and Goal planning tool that will help educate and guide you as you make choices in your class schedule and educational goals here at the Ventura County Community College District.

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. Contact the Admissions Office for more information and deadlines.

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.

Eligibility Cap: A Pell Grant eligible student has 6 years (12 full-time semesters) of total Pell Grant lifetime eligibility. 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. A student becomes ineligible to receive a Pell grant as soon as reaching 600% of their Pell or the equivalent of 6 full time years. A first-time Federal Subsidized Student Loan borrower is no longer eligible for the Subsidized Student Loan program if he or she exceeds 150% of the published length necessary to graduate. In addition, a borrower reaching the 150% limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013. Congress wants to encourage students to obtain undergraduate degrees within a reasonable time frame. Students who change majors multiple times or, drop classes excessively or retake classes excessively are most likely to be affected by Public Law 121-141.

Financial Aid: Money available from the federal or state governments or local 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 (GE): 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.

Good Academic Standing: Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

Good Standing: Indicates that the student's grade point average is a "C" or better (2.0 or better) and the percentage of entries of W, I, NC, and NP has not exceeded fifty percent (50%).

Grade Point Average (G.P.A.): The average of a student's grades. See Academic Policies.

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 Transfer Information.

International Baccalaureate (IB): An international educational based system which offers individual subject exams to students who complete its diploma programs. Many US colleges and universities award credit for qualifying scores on these exams. To see the list of IB exams that Moorpark College awards credit toward the Associate Degree, see page 90 of the catalog or schedule an appointment with a counselor.

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, an Associate degree, or ultimately a Bachelor's degree.

Matriculation (now known as Student Support Services): A process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instructional and support services tailored to individual needs.

MyVCCCD: The student portal that provides access to a variety of services, tools and information.

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 may be added throughout the semester and may be completed upon fulfillment of course requirements at any time during the semester.

Part-Time Student Status: A student who enrolls in or completes fewer than 12 units.

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. Prerequisites are listed in the course descriptions in the College Catalog and in the Class Listings of the Schedule of Classes.

Primary Semesters: Fall and Spring.

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.

Proficiency Award: A document awarded to a student upon completion of a course or a series of courses as designated in the College Catalog. Awards are issued by selected instructional departments of the College. Consult the instructor for more information.

Program Changes: Adding or dropping classes after initially enrolling.

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.

Repeatability: Federal 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 a student's enrollment status for financial aid purposes, they may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards the student's enrollment for financial aid purposes. The State of California Community Colleges under Title 5 also has its own set of rules for Course Repetition Policy.

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: Listing of college courses offered in a particular term. Includes the course ID, title, units, hours, time, instructor and location of classes. In addition, the Schedule lists other course information (e.g., prerequisites, fees, transfer credit) plus the registration and deadline calendars. Available online only.

Semester: One-half of the academic year; 16 to 18 weeks duration.

Short-Term Course: A class that meets for less than a full semester.

Staff: Noted in the Schedule of Classes when a faculty member has not yet been assigned.

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.

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.

Transcript (of record): A copy of a student's college records prepared by the Record's Office.

Transfer: This term generally applies to the student who plans to continue his or her education at a four-year college or university.

Transfer Certification: Process by which a counselor at a community college evaluates a student's transcripts and verifies that they have met the CSU-GE Breadth or IGETC requirements for transfer to either a CSU or UC school. Transfer certification (also called GE certification) will be certified on the student's academic transcript by the Records Office. Student must meet with a counselor to initiate this process.

Transfer Credit: Credit from one college that is accepted and applied toward a degree, certificate or program of study by another college or university.

Transferable Course: A course that is accepted at universities at least for elective credit. Indicated after each applicable course in the Catalog and Schedule 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.

UC: The University of California system of 10 campuses.

Undergraduate: Courses in the freshman through senior years of college work. Courses taken up to completion of a Bachelor's Degree.

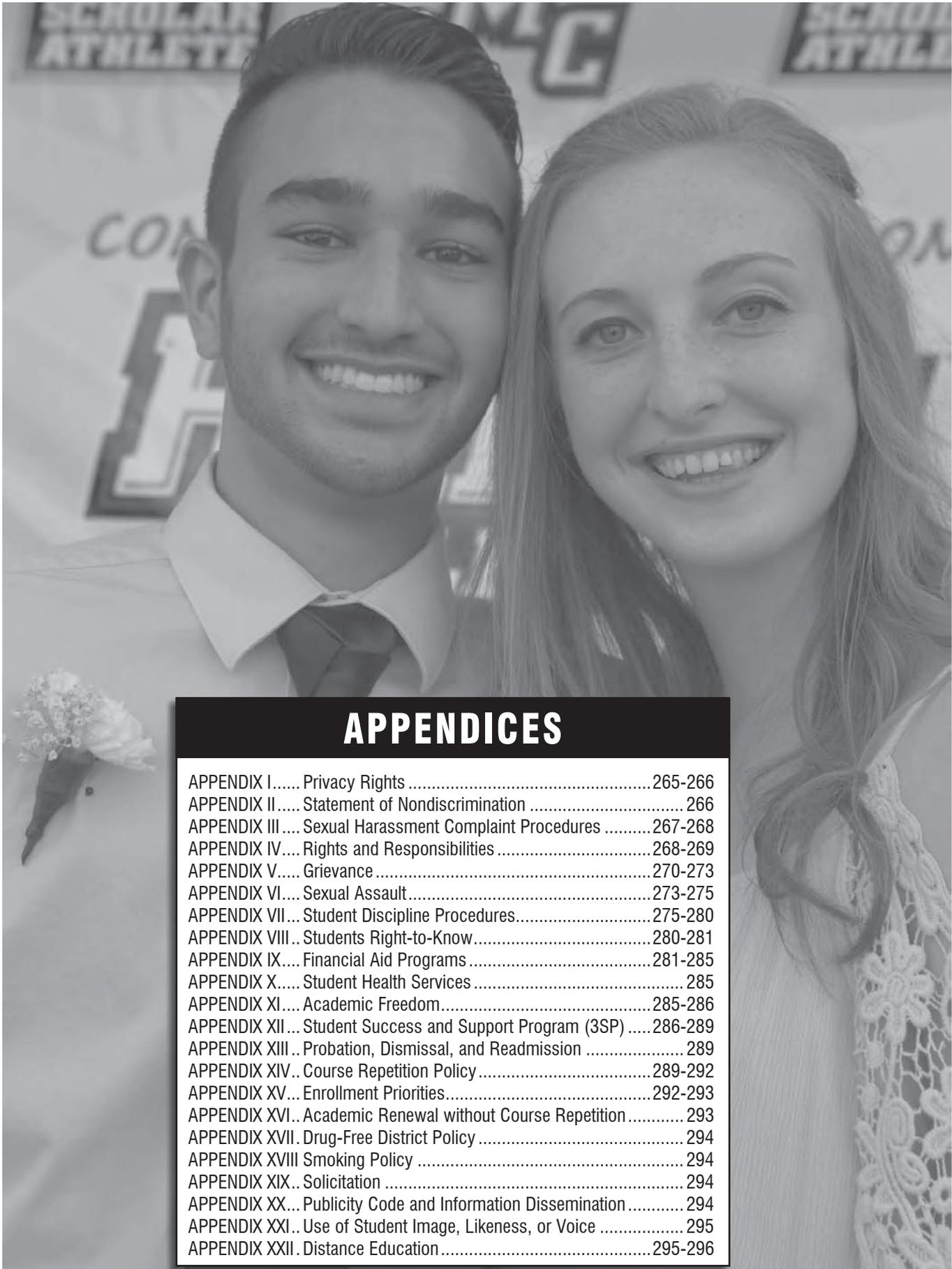
Units: The basic unit of credit is the semester unit which is equivalent to a credit hour. One credit hour of community college work is approximately three hours of recitation, study or laboratory work per week throughout a term. For practical purposes, the following terms are synonymous: Unit, semester unit, semester hours, credit, 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, F, P, or NP.

Upper Division: Refers to courses taken at the junior and senior class level at the four-year college or university.

Withdrawal: The process by which a student officially drops one or some classes or withdraws from all classes.



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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 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:

- A student to whom access is granted pursuant to Education Code §76230.
- Parties to whom directory information is released pursuant to §76240.
- Parties for whom written consent is executed by the student pursuant to §76242.
- 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 has been harassed should direct his/her concerns to either of the following:

- Executive Vice President (or designee), Office of Student Learning: (805) 378-1403.
- 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.
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

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.

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.

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.

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 fundraising. 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:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
2. Financial aid determinations made at the college or District level.
3. 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.
4. 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.
5. Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:

1. 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 Student Learning.
2. 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.
3. Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
4. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
5. Police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.
6. Evaluation of the professional competence, qualifications, or job performance of a District employee.
7. 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

College Grievance Officer – The administrator in charge of student discipline and/or grievances, appointed by the College President, 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 – Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

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 20 days of the incident on which the grievance is based, or 20 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, and shall be shared with the Grievant.

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, or designee, 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. The College President, or designee, 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, or designee, 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 10 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 names of the Grievance Hearing Committee shall be forwarded to the Grievant and the Respondent. They will each have 5 days to exercise the right to a preemptory challenge of a single committee member. After 5 days the right to challenge the committee composition will be deemed waived. Within 10 days of confirmation, 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 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 5 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 5 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 made within 10 days and 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 and written statements 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 shall have the right to be accompanied by a single advocate. 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 Officer 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 with the Grievance Officer. The Grievance Officer shall assist with procedure but shall not be a voting member of the committee. 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 20 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 20 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 Center 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 Health Services Coordinator will notify the parent, guardian, spouse, or friend, if appropriate, and with the consent of the victim.

Upon consent of the victim, the Health Services Coordinator 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 Health Services Coordinator 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, (805) 378-1455
- Campus Health Center, (805) 378-1413
- Evening Attendant, (805) 378-1406
- Sexual Assault Intake Facilitators,
Patricia Ewins (805) 378-1408 and
Julius Sokenu (805) 378-1572

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 of Student Learning. Faculty and staff are subject to the college's disciplinary action policies.

Mediation Services – Mediation between any of the "specific population" involved in a sexual assault incident at the college is available and may be arranged through the Executive Vice President of Student Learning.

Academic Assistance Alternatives – Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, receiving a grade of "Incomplete" or "Withdrawal," or assistance in transferring.

Harassment Restraining Order – Under California law (section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009.

APPENDIX VII STUDENT DISCIPLINE PROCEDURES

Reference: Education Code Section 66300, 66301, 72122, 76030, 76033, 76232

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 designee.

Day – Days during which the District is in session and primary term classes are in session, excluding Saturdays and Sundays.

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.

Student Code of Conduct

The purpose of these standards is to ensure a safe, respectful and productive learning environment for VCCCD students, staff, faculty and administrators. In order for the colleges and the district to fulfill their mission of student learning achievement, all employees must feel secure in their work setting. Student conduct that negatively impacts the ability of students to meet their educational goals or employees to carry out their professional job responsibilities will be subject to the terms of this procedure.

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while at the district office, on the college campus or during off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

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 or designee.
3. Use, possession, 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. (Use or possession of medical marijuana is not allowed on any college property.)
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 (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
10. 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 Procedure 3430.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
12. Disruptive behavior, willful disobedience, vulgarity, lewd, or other offensive conduct, on campus or during campus sponsored activities.

13. The persistent defiance of authority or abuse of District/college personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Dishonesty, 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.
16. Unauthorized entry to or use of District/college facilities.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college/ District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
18. Violation of District/college rules and regulations including those concerning student organizations, the use of District/ college facilities, or the time, place, and manner (see AP 3900) of public expression or distribution of materials.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography 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.
21. 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).

Students who engage in any of the above are subject to the procedures outlined in AP 5520.

Faculty – Any academic employee of the District 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 written concurrence by all parties.

Definitions of Types of Discipline (listed in order of severity)

The following sanctions may be imposed upon any student found to have violated the Student Code of 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 or verbal notice to the student by the CSSO, or designee, 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, or designee, that the student has violated the Student Code of 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 that further violations may result in more severe disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class – Exclusion of the student by Faculty for good cause for the day of the removal and the next class meeting or activity. [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.]

Immediate Interim Suspension –The College President or designee may order immediate suspension of a student for good cause from one or more classes and/or activities/programs, or from all classes and/ or activities/programs of the college 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/ programs, or from all classes and/or activities/programs of the college for up to the remainder of the semester and the following semester. A student suspended from all classes, activities and/or programs 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.]

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 Faculty 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 Faculty 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 Faculty may remove a student from his or her class for good cause for the day of the removal and the next class meeting or activity. The Faculty 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 Faculty regarding the removal prior to the day that the student is eligible to return to class. If the Faculty 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 or activity without the concurrence of the Faculty. 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. If the student is a minor, the college may contact the student's parent or guardian regarding any disciplinary referral. 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 Student Code of Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline and;
- 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, and/or to respond in writing;
- 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 5 days of receiving notice and must occur within 14 days after the request is made. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally and/or in writing to the accusation to state why the proposed disciplinary action should not be taken.

Short-Term Suspension – Within 10 days after the delivery of the notice, or meeting (if requested), as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, to impose some lesser disciplinary action to end the matter. Written notice of the CSSO's decision shall be provided to the student. 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 CSSO's decision regarding a short term suspension shall be final.

Long-Term Suspension – Within 10 days after the delivery of the notice, or, if the student requested a meeting, within 10 days of a meeting with the CSSO, or designee, 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. 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, if the student requests a meeting, within 7 days of a meeting with the CSSO, or designee, 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. 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.

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.

Hearing Procedures for Long-term Suspension and Expulsion

Request for Hearing – Within 5 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 the U.S. Mail to the student's most recent address on file with the college. If the request for hearing is not received within 5 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 20 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.

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 Academic Senate President, 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, or designee, 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, or designee, 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 the Academic Senate President, and/or the Associated Students President. 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, or designee, 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. If either party refuses to adhere to the instructions of the Hearing ePanel Chair the right to the hearing will be deemed waived. 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 advocate. 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 college appointed 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. 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 5 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 15 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 15 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.

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 2009 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 2009, 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 College 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 2009 to Spring 2012. 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 2010 to Spring 2012, are transfer students.

This information can be accessed through the following website: <http://srtk.cccco.edu/index.asp>.

	MC	OC	VC
Completion Rate	37.32%	25.61%	29.45%
Transfer Rate	15.93%	11.36%	10.38%

Crime Awareness Statistics

The security of all members of the campus community is of vital concern to Moorpark College. 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 darkened areas or poor lighting where criminal activity can take place. In compliance with the Campus Safety Act, the Campus Police Services department compiles annual crime statistics and prepares an Annual Safety Report. This report is available online by going to <http://www.vcccd.edu/departments/police/> and clicking on the link in the left-hand column; or in hard copy format at the Campus Police station on each campus. The Ventura County Community College District's Police Office reported the crimes to the right on the Moorpark College campus in 2014 (see chart to the right).



APPENDIX IX FINANCIAL AID PROGRAMS

Purpose

The purpose of the Ventura County Community College District Financial Aid Office is to facilitate and foster successful academic participation of students who need help funding their education. In accordance with the Higher Education Act of 1965, as amended, the colleges have established the following Standards of Progress. While maintaining our responsibility as custodians of public funds, VCCCD's objective is to establish a SAP standard that is consistent with institutional goals and philosophies and at the same time sensitive to the needs of students. These standards apply to all students receiving financial aid from the following programs:

- Board of Governors Fee Waiver (BOGW): BOGW is a form of financial aid that waives enrollment fees for eligible California students, AB 1899 and AB 540 students.
- 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 Direct Loans for Undergraduate Students: Federal Direct Loan Program: Moorpark and Ventura College participate in the William D. Ford Federal 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. Students are advised to visit his/her campus website for specific loan procedures. At this time, Oxnard College does not participate in the direct loan program.
- 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 Grant B and Cal Grant C: Cal Grant recipients are selected by the California Student Aid Commission. To apply for the Cal Grant Program, you must submit the FAFSA or California Dream Application if AB 540 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 or California Dream Application and GPA Verification form by September 2nd.

Crimes Committed on VCCCD Campuses During 2014			
TYPE OF CRIME	MC	OC	VC
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	3	3
Vehicle Burglary	0	1	8
Grand Theft	2	5	5
Petty Theft	9	33	27
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Misdemeanor Assault	0	0	0
Alcohol Violations	0	0	0
Drug Violations	4	6	10
Vandalism	9	22	12
Bomb Threats	0	0	0
Fraud/Embezzlement	0	0	0
Weapons Violation	0	0	4
Battery	4	3	4
Sexual Battery	0	0	0
Indecent Exposure	0	0	2
Felony Arrest	0	1	8
Misdemeanor Arrest	1	6	18
Restraining Order	0	0	0
Hate Crimes	0	0	0
Stalking	0	0	0
Mental Illness Detention	0	0	0
DUI Arrest	0	0	0
Annoying Phone Calls	1	1	1
Sex Offender Registrants	5	7	10
Computer Crime	0	0	0
Traffic Hit and Run	2	0	0
Traffic Accidents	46	16	32
Criminal Threats	3	0	1
Alcohol Law Disciplinary Referrals	0	0	0
Warrant Arrests	0	5	12
TOTAL CRIMES ON THE CAMPUSES (3-YEAR COMPARISONS)			
2012	93	92	145
2013	104	98	153
2014	84	109	168

- 1. 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.
- 2. Cal Grant C:** helps pay for tuition and training costs in vocational/technical programs not to exceed two years.

I. Student and Program Eligibility

Students must maintain satisfactory academic progress (34 Code of Federal Regulations Section 668.34). Students receiving financial aid must be enrolled in an eligible program of study, at their primary college, leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. A list of eligible programs can be found on the financial aid website of the student's assigned primary college.

II. Application Verification

VCCCD is required to verify certain information provided by a student/parent on the Free Application for Federal Student Aid (FAFSA) or California Dream Application. Applications requiring review are flagged by the US Department of Education and California Student Aid Commission. In addition, VCCCD is required to select and verify any FAFSA that contains incorrect or discrepant information. [34 CFR 668.54(a)(3)]; [34 CFR 668.16(f)]

III. Default or Overpayment on Title IV Funds

Students who are in default on a student loan or owe a Title IV program overpayment are not eligible for federal aid. If a student owes an overpayment, the debt must be cleared before any federal aid will be disbursed. In the case of a student loan default, financial aid may be reinstated once the student makes satisfactory repayment arrangements with the holder of the loan and proof of such arrangements are submitted to the Financial Aid Office.

IV. Return to Title IV (R2T4)

Federal financial aid 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 from all courses, 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.

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.

V. High School Diploma or Equivalent

In order to receive Federal/State financial aid, a student MUST have a high school diploma or its recognized equivalent. The Department of Education considers the following to be equivalent to a high school diploma:

- A General Education Development (GED) certificate
- Passing of the California High School Proficiency Examination (CHSPE)
- Homeschool Completion - Students must contact Admissions and Records for guidance in obtaining verification of high school completion.
- Ability to Benefit- Students must have been enrolled in an eligible Program of Study prior to July 1, 2012. Please contact the Financial Aid Office if you do not meet any of the above criteria.

VI. Attending Hours

VCCCD will disburse financial aid based on attending hours. Therefore, the start date of your classes will dictate how much you will receive in each of your disbursement(s).

If you are registered and meet all financial aid eligibility requirements for your disbursement AND:

- You are registered and ALL of your classes begin on the first day of the semester, your first disbursement is scheduled and the specific date that disbursement begins is available on your portal after all charges are paid.
- Your enrollment includes a combination of classes that start on the first day of the semester AND classes that start later in the semester, you may receive a partial first disbursement* of financial aid, if eligible, the first week of the semester. The remainder of the first disbursement will disburse approximately 7-10 days after your next class(es) begins.
- You are ONLY enrolled in late start classes (meaning those that start after the first day of the semester), your financial aid disbursement(s)* will occur approximately 7-10 days after each late start class begins.

VII. Freeze Date

The Freeze Date, in financial aid terms, is the date that the Financial Aid Office will freeze enrollment for all financial aid applicants. On the freeze date, the financial aid system will lock a student's enrollment (units). A student's award will increase or decrease according to their enrollment.

VIII. Student Educational Plan (SEP)

It is the student's responsibility to enroll in courses that count toward his or her program of study. Students are strongly encouraged to make an appointment with an academic counselor to create a personalized Student Educational Plan (SEP). The Financial Aid Office may, at any time, require a student to meet with an academic counselor and create a SEP.

Satisfactory Academic Progress (SAP)

The VCCCD Financial Aid Offices establish Standards of Academic Progress (SAP), (34 Code of Federal Regulations Section 668.34), in accordance with federal regulations. To be eligible for financial aid, student must meet or exceed these standards. The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appears on your VCCCD transcript. Failure to maintain these standards may result in loss of financial aid eligibility.

STANDARD	MINIMUM REQUIREMENT
Qualitative Standard	A 2.00 minimum cumulative grade point average (GPA) in all coursework attempted.
Quantitative Standard	A 70% minimum course completion of all coursework attempted.
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective.

Grades

In determining SAP, grades of A, B, C, D, CR (Credit), or CRE (Credit by exam) are considered completed coursework. Grades of F, I (Incomplete), IP (In Progress), W (Withdrawal), MW (Military Withdrawal), NP (No Pass), and RD (Report Delayed) are not considered completed coursework. All grades are considered attempted units.

Educational Goal	Units Required to Complete Goal*	Maximum Attempted Units (150%)*
AA/AS	60 units	90 units
Transfer	60 units	90 units
Certificate of Achievement	*	*
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective.	

*Program lengths vary. See college catalog for program length.

Enrollment

A student's enrollment will be verified prior to each financial aid payment to determine eligibility for financial aid.

ENROLLMENT STATUS	UNITS
Full time	12 or more units
Three-quarter time	9 to 11.5 units
Half-time	6 to 8.5 units
Less Than Half-time	.5 to 5.5 units

Maximum Time Frame

A student must complete his/her educational goal within 150% of the program length. All coursework appearing on his/her VCCCD academic transcript will count toward Maximum Time Frame. A student who has exceeded this time frame and/or cannot mathematically finish their program within this time frame, and/or has attained a BA/BS (for student loans only), MA/MS (for student loans only), or beyond (for student loans only), will be placed on Suspension and may be required to submit a Satisfactory Academic Progress Appeal Form for evaluation.

Evaluation

SAP will be evaluated at the conclusion of each payment period (semester). Calculation includes cumulative number of units complete/transferred to VCCCD divided by the cumulative number of units attempted/transferred to VCCCD.

SAP is met if a student is achieving a 2.00 cumulative GPA or better and the pace is equal to 70% or higher and the student has not reached 150% of the units required for certificate, degree, or transfer program.

Warning

When a student fails to achieve a minimum 2.00 cumulative GPA or better and/or his/her pace is not equal or higher than 70% he/she will be placed on Warning. If a student is placed on Financial Aid Warning, financial aid is available during that period. At the end of the Warning period, a student must have a cumulative grade point average (GPA) of 2.00 and must also complete a minimum of 70% of all attempted units.

Suspension of Eligibility

When a student fails to achieve a minimum 2.00 cumulative GPA or better and his/her pace is not equal or higher than 70% the student will be placed on Suspension. If a student is placed on Suspension, he/she will no longer be eligible to receive federal financial aid until he/she Reinstates or successfully appeals. Boards of Governor's Fee Waivers are not affected. A student who is Suspended has two options: Appeal by completing a Satisfactory Academic Progress Appeal form or attend at his/her own expense until the student raises his/her cumulative grade-point average (GPA) to 2.00 and attains a 70% minimum course completion rate. Reinstatement is not an option for students who have exceeded Maximum Time Frame.

Reinstatement

A student Suspended for failing to meet SAP may regain eligibility by successfully appealing to the Financial Aid Office. A student may also regain eligibility by attending without receiving financial aid and attain the minimum cumulative grade point average (GPA) of 2.00 and minimum cumulative course completion rate of 70% of all attempted coursework. It is a student's responsibility to notify the Financial Aid Office in writing when he/she has reinstated him/herself.

Reinstatement is not an option for students who have exceeded Maximum Time Frame.

Probation

A student who successfully appeals will be placed on Financial Aid Probation. Financial aid is available during this Probation period. However, SAP will be evaluated at the end of the Probation term. During the Probation term, a student must complete 100% of all attempted units with a term GPA of 2.00 or better and must be following his/her approved Academic Plan. Failure to follow the terms of the appeal will result in Suspension of financial aid.

Academic Plan

An Academic Plan is required for a student on Probation. The Academic Plan must be developed by counseling to ensure that a student will meet SAP standards by a specified point in time.

Program of Study

A student must declare an eligible program of study from their Primary College, which is the school granting their degree. Only one major change can be applied to an appeal once an Academic Plan has been approved with the Financial Aid Office.

ESL Courses

ESL coursework does not count against remedial units; however, the units do count toward Maximum Time Frame. Academic progress in ESL courses will be counted when assessing both a student's overall GPA and completion rate.

Remedial Courses

Funding for remedial course work is limited to a maximum of 30 units as identified in the college catalog.

Repeated Coursework

Federal 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 a student's enrollment status for financial aid purposes, a student may only repeat a previously passed course once (a total of two attempts). If a student enrolls in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes.

Repeated courses may be included if the student received a withdrawal (W) or failing grade. Courses may be repeated consistent with district academic standards, as identified in the college catalog. All repeated courses do affect Satisfactory Academic Progress calculations. Grades of A, B, C, D, P, CR (Credit), or CRE (Credit by exam) are considered passing grades.

Suspension and Extension Appeals cannot override the federal regulation. If a student is in a class that is not eligible for payment, but the class is part of his/her approved Academic Plan, he/she will not be penalized for repeating the class, but he/she cannot receive financial aid for that class.

Appeal Process

A Student who has had his/her financial aid Suspended has the right to appeal by submitting a Satisfactory Academic Progress Appeal Form. Appeals must be submitted to the Financial Aid Office within the semester the student is requesting aid. Deadline dates vary.

Students must:

Complete the Satisfactory Progress Appeal form and submit it to the Financial Aid Office.

Submit a letter (preferably typewritten), along with acceptable documentation explaining the circumstances or reasons for appealing. For example, how were the circumstances beyond the students control or why the student has exceeded Maximum Time Frame. Students should attach copies of letters from doctors, counselors, divorce decree, medical information related to illness, death of immediate family member, birth of a child, etc. The student must also explain how the circumstances have changed and/or what steps the student has taken to alleviate any obstacles. For example, meeting with academic counselor, tutoring, testing, reducing unit load, etc. If the student is appealing because of Maximum Timeframe, the student must explain why they need additional time to complete his/her goal.

Incomplete appeals (those with no explanation and/or no educational plan attached) will be automatically denied.

IX. Fraud

A student who attempts to obtain financial aid fraudulently may be suspended or expelled from VCCCD, and from all financial aid program eligibility, as a result of formal student disciplinary action taken by the college. VCCCD is required to report such instances to local law enforcement agencies and the U.S. Department of Education Office of Inspector General. Restitution will be required of any financial aid received under fraud. Applications that are unusual or vary from normal activity may be flagged for further review. VCCCD is required to resolve any discrepancies or conflicting information with a student's application. Any combination of the following circumstances may be considered a flag for potential fraud. These circumstances do not indicate guilt or innocence but merely provide warning signs of potential financial aid fraud.

- Out-of-district address
- Distance Education courses only
- Random course patterns/enrollment not consistent with declared educational objective
- Failure to complete orientation and assessment
- Failure to provide accurate information on admissions application regarding prior colleges attended

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 Center 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 Center. The district may also employ health aides, physicians, and other health workers as provided by law, budget and need.

Student Campus Accident Procedures

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 Center. All student accident reports and insurance claims are processed through the Student Health Center. The Student Health Center will help students complete their accident report, initiate an insurance claim, and will answer any questions. For further information contact: Student Health Center at (805) 378-1413.

Health Protection and Environmental Health & 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 ACADEMIC FREEDOM

The primary purpose of a college is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. The College is to be an open forum for ideas and issues to be raised, challenged, and tested.

Academic freedom is the cornerstone of a college. Intellectual ferment is absolutely dependent upon academic and intellectual freedom. Freedom in teaching is fundamental for the protection of both faculty and students in teaching and learning. Freedom in research is fundamental to the advancement of knowledge.

The 1940 American Association of University Professors (A.A.U.P.) Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative notes from the A.A.U.P. provide a nationally recognized definition of academic freedom, its protections and its responsibilities.

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of Ventura County Community College District (VCCCD) that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as defined by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Furthermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.

Reference: BP 4030 Academic Freedom, Title 5, § 51023; Accreditation Standard II.A.7. The intent of this statement is not to discourage what is controversial. Controversy is at the heart of free academic inquiry which the entire statement is designed to focus. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to the subject.

APPENDIX XII STUDENT SUCCESS AND SUPPORT PROGRAM RIGHTS AND RESPONSIBILITIES

The Student Success and Support Program (3SP) in the Ventura County Community College District recognize that student success is the responsibility of the District's three colleges and its students. The program creates a framework for the provision of core matriculation services, including orientation, assessment and placement, and counseling/advising/educational planning services that are intended to increase student access and academic success. 3SP services also include the provision of intervention and follow-up services to academically at-risk students such as those that are on academic or progress probation, or are otherwise identified as at-risk students.

College and District Responsibilities

The District and its colleges shall develop processes to ensure that information regarding its matriculation policies under the Student Success and Support Program are accessible and available to all students during or prior to enrollment, and are included in class schedules, catalogs or other appropriate communications describing student rights and responsibilities under the 3SP. The colleges shall make reasonable effort to avoid duplication of services that are funded through the 3SP or funded through other programs. Each of the District's colleges shall develop internal processes for the delivery of 3SP services to students. Appropriate college and District staff shall collaborate in the development of such processes to ensure accurate data collection and MIS reporting. No 3SP process will subject a person to unlawful discrimination as prohibited by subchapter 5 (commencing with section 59300) of chapter 10. Failure of a nonexempt student to meet the requirements of the 3SP may result in a hold placed on registration or loss of registration priority.

At a minimum the colleges and District shall provide students, as mandated and except as exempted, with of the following 3SP services:

- a. Orientation (via online or in-person delivery modes or a combination thereof);
- b. Assessment through placement tests, evaluation of external course work, evaluation of other colleges' assessment test scores, evaluation of other types of test instruments and scores, and other multiple measures;
- c. Counseling, advising and/or other educational planning service culminating in the development of an abbreviated and/or comprehensive student educational plan, identification of the student's educational goal, and course of study;
- d. Follow-up services to at-risk students;
- e. Referral of students to appropriate support services including but not limited to financial aid, support services for foster youth and military veterans, tutorial or other instructional support services, campus child care services, EOPS and/or DSPS programs and services; and to appropriate curriculum offerings that may be available including, but not limited to basic skills, ESL and noncredit instructional programs.

Orientation (Title 5, Section 55521)

Each college shall provide students with information on a timely basis, as determined by the college, regarding policies, procedures, and information including, but not limited to:

1. Academic expectations and progress and probation standards pursuant to section 55031;
2. Maintaining registration priority pursuant to section 58108;
3. Prerequisite or corequisite challenge process pursuant to section 55003;
4. Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612;
5. Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
6. Academic calendar and important timelines;
7. Registration and college fees;
8. Available education planning services;
9. Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

Assessment (Title 5, Section 55522)

Each college will provide assessment and placement services using multiple measures that include, but are no limited to:

1. Assessment test instruments for use in placing students in English, mathematics or English as a Second Language (ESL) courses that are approved by the California Community Colleges Chancellor's Office and appropriately validated for the college;
2. Self-assessment instruments;
3. Evaluation of college coursework, assessment scores and placement recommendations from other colleges and universities;
4. Evaluation of other test scores including but not limited to AP, SAT, IB tests and EAP results.

No assessment test process shall be used in a manner or for a purpose other than that for which it was developed or has been otherwise validated; assessments tests including the TOEFL, in conjunction with multiple measures may be used to determine the admission of minors as special part-time or full-time students, and of international students. No assessment test, method, or procedure shall be used to exclude students from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003.

The colleges may use an assessment test to select students for its nursing program, provided that:

1. They comply with all other provisions of this subchapter;
2. The assessment test or other measures are used in conjunction with other assessment tests, methods, or procedures to select students for enrollment in the nursing program; and
3. The Chancellor has determined that the assessment test predicts likelihood of success in nursing programs, has approved use of the assessment test for that purpose and has established statewide proficiency cut-off scores for that test pursuant to Education Code section 78261.

Counseling, Advising and Other Educational Planning Services

Each college shall provide counseling, advising and educational planning services which include, but are not limited to:

1. Assistance to students in the identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses;
2. The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices;
3. Guidance and assistance in the development of an education plan to accomplish a course of study related to a student's education and career goals;
4. Assistance to students in the exploration of education and career interests and aptitudes

Each college shall make a reasonable effort to do all of the following:

1. Ensure that all nonexempt students who are on academic or progress probation or facing dismissal participate in counseling as provided in section 55023;
2. Ensure that all nonexempt students who do not have a course of study participate in counseling, advising, or other education planning services to assist them in the process of selecting an educational goal and course of study pursuant to section 55520;
3. Ensure that all nonexempt students who are enrolled in non-degree-applicable basic skills courses participate in counseling, advising, or other education planning services.

Notifications: Requirements of the Student Success and Support Program and Loss of Eligibility for the Board of Governors' Fee Waiver

The District and its colleges notify students who are at risk of losing their enrollment priority due to their academic standing or due to exceeding the maximum unit limit as established under Board Policy and Administrative Procedure 5055. The District and its colleges will, beginning spring 2015, notify students about the requirements of the Student Success and Support Program including notifying students who are at risk of losing Board of Governors Fee Waiver eligibility due to their being placed on academic or progress probation for two consecutive terms.

The colleges will ensure that, within a reasonable time of receiving such notice, students shall have the opportunity to receive appropriate counseling, advising, or other educational planning services in order to provide students with an opportunity to maintain enrollment priority and fee waiver eligibility.

Student Education Plan

Each college shall provide students with an opportunity to develop student education plans that either:

1. **Abbreviated.** Abbreviated student education plans are one to two terms in length, designed to meet the immediate needs of entering students and those for whom a comprehensive plan is not appropriate; or
2. **Comprehensive.** The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKS, veterans' education benefits, athletics. It will address a student's education goal and program of study requirements, applicable course prerequisites or co-requisites, assessment for placement results, potential transfer institutions, the need for basic skills, and the need for referral to other support and instructional services as appropriate; and will include the steps the student needs to take on their educational path to complete their identified course of study. The planning process will take into account a student's interests, skills, and career goals.

Each college shall develop processes to ensure that all continuing, nonexempt students have selected an educational goal, program of study and have developed a comprehensive student educational plan once they have completed 15 units of degree-applicable college coursework.

The District and its colleges will ensure that comprehensive educational plans are accessible and recorded in electronic form, and will make a reasonable effort to not duplicate educational planning processes for students participating in special programs.

If a student believes the District or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a). See the section on Violations and Appeals further down in this document for complaint procedures.

Accommodations

- a. Student Success and Support Program services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods, or procedures to accommodate the needs of such students. Colleges may require students requesting such accommodations to provide proof of need. Disabled Students Programs and Services (DSPS) is authorized consistent with the provisions of subchapter 1 (commencing with section 55600) to provide specialized services and modified or alternative services as identified in section 55520. Notwithstanding this authorization, participation in the DSPS program is voluntary and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized matriculation services provided by these programs.
- b. Student Success and Support Program services for students served by the Extended Opportunity Programs and Services (EOPS) who are disadvantaged by economic, social, and educational status shall be appropriate to their needs, and colleges shall, where necessary, make modification to the services provided or use alternative supports to meet the needs of such students. EOPS is authorized, consistent with the provisions of subchapter 2.5 (commencing with section 56200) of chapter 7 to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Notwithstanding this authorization, participation in the EOPS program is voluntary and no student may be denied necessary supports because he or she chooses to not use specialized services provided by this program.
- c. Colleges shall ensure that Student Success and Support Program services are accessible for English language learners and are appropriate to their needs. Colleges shall, where necessary, make modifications to the services provided to accommodate the needs of such students. Modified or alternative services for limited or non-English speaking students may be provided in English as a Second Language programs.

Student Responsibilities, Exemptions and Appeals

Student Responsibilities

- a. All students shall be required to:
 1. identify an education and career goal;
 2. diligently engage in course activities and complete assigned coursework; and
 3. complete courses and maintain progress toward an education goal and completing a course of study.
- b. Nonexempt first time students shall, within a reasonable period of time, be required to:
 1. identify a course of study;
 2. be assessed to determine appropriate course placement;
 3. complete an orientation activity provided by the college;
 4. participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated student education plan.

- c. For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.
- d. Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester.
- e. Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority pursuant to section 58108 until the services have been completed.
- f. Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of subchapter 6 (commencing with section 54600) of chapter 5.

Exemptions

Students may opt to exempt themselves from orientation, assessment, counseling, advising, or education plan development services if they meet one or more of the following criteria:

1. has completed an associate degree or higher;
2. has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards;
3. has enrolled at the college as a special part-time or full-time admit student pursuant to Education Code section 76001.

Exempt students shall be notified that they may participate in those services.

Students who opt to exempt themselves from one or more of the services shall be advised that they will not receive priority registration that is granted to students who complete all of the services.

Violations and Appeals

The District and its colleges shall notify students of their right to challenge any alleged violation of the provisions of this administrative procedure, and the steps required to do so.

1. Challenges and complaints relative to this administrative procedure shall be submitted pursuant to the requirements of the District Student Grievance Process.
2. If a challenge contains an allegation that a college or the District has violated the provisions of Title 5, section 55522(2), the District shall, upon completion of the challenge procedure established herein, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at information resolution of the complaint under section 59327.

APPENDIX XIII 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.

Students will lose registration priority who are on two consecutive semesters of academic or progress probation, or any combination of the two. Two consecutive semesters means two primary semesters, Fall and Spring, with no more than a one-semester stop-out between them. Effective Fall 2016 students will also lose their eligibility for a BOGW Fee Waiver who are on two consecutive semesters of academic or progress probation, or any combination of the two. Two consecutive semesters means two primary semesters, Fall and Spring, with no more than a one-semester stop-out between them.

Students who lose registration priority and/or BOGW eligibility may appeal the loss based on documentable extenuating circumstances. See APPENDIX XV-Enrollment Priorities for more information.

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 XIV 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 the following conditions have been met:

The course was successfully completed more than three years prior, and:

- a. the district has established a recency prerequisite for the course, or
- b. 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. A student may petition to repeat a course where less than 3 years has elapsed if documents show that repetition is necessary for the student's transfer to the institution of higher education.

If it is determined that a student needs to repeat a repeatable active participatory course in physical education/kinesiology or visual or performing arts, or an active participatory experience course that is related in content (defined as a "family" of courses"), that 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 on the basis that the 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 accommodation;
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.

Significant Change in Industry or Licensure Standards

Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times. The petition for this purpose is available in the Admissions and Records Office; petition will require substantiating verifiable documentation or independent verification.

Courses Designated as Repeatable

Courses that can be repeated will be so designated in the colleges' catalogs.

The three types of courses that may be designated as repeatable:

1. Repetition of a course is necessary to meet the major requirements of a California State University (CSU) or University of California (UC) for completion of a bachelor's degree (supporting documentation required).
2. Intercollegiate Athletics course.
3. Intercollegiate academic or vocational competition course.

Courses designated as repeatable shall be identified in the course descriptions 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 55041, 58161.

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. For the purpose of this administrative procedure withdrawals 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 levels of courses that are related in content (e.g. which families of courses that consist of similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation) enrollment is limited to a maximum of four times inclusive of "W" grades.

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 or "W" 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) and 55252.

Occupational Work Experience and General Work Experience are Types of Cooperative Work Experience (§ 55252.)

Occupational work experience “is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students’ educational or occupational goal.” (§ 55252(b).) General work experience, on the other hand, does not have to be related to the students’ education goals but is supervised employment that helps the student acquire “desirable work habits, attitudes and career awareness.” (§ 55252(a).)

APPENDIX XV ENROLLMENT PRIORITIES

The Ventura County Community College District assigns enrollment priority to all new, continuing, and returning students in accordance with the California Education Code and Title 5 Administrative Code. Enrollment priority is also known as registration priority.

NEW STUDENTS receive enrollment priority after completing orientation, assessment and a student educational plan. These may be accomplished in different ways including, but not limited to, completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one or two-semester “abbreviated” educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

- Exemption from a service: New students have the right to request an exemption from orientation, assessment, and educational planning activities based on criteria identified below; students who claim exemption will not be eligible for enrollment priority. The exemption criteria are as follows
 - Student has earned an Associate or higher degree.
 - Student is a Special Admission student (concurrently enrolled minor).
 - Student is enrolling solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.

CONTINUING STUDENT: a student who has been enrolled in one or more of the two previous primary semesters. Only continuing students are eligible to apply for a high-unit waiver.

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation or more serious academic sanction for two consecutive terms. Transfer units are not used to calculate enrollment priority.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at the college.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student’s control. Appeals must be supported by verifiable documentation of circumstances.

RETURNING STUDENT: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

Returning students who have not attended in at least one year, who have completed fewer than 90 units, are in good academic standing in the Ventura County Community College District, and have completed orientation assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

SPECIAL ADMISSION STUDENT: a concurrently enrolled minor attending public, private or home school who is also taking classes at a college in the District.

Special Admission students register behind other groups as designated by state mandate. Where the District has an MOU with specific high schools that designate them as partners in a “middle college high school” agreement, the students from those high schools will be afforded priority over other special admission students.

Assignment of Enrollment Priorities in the VCCCD

Pursuant to Title 5 Sections 58106, 58108; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are assigned based on the following criteria and in the following order:

1. Priority as defined by statute for:
 - foster youth and former foster youth; all new students must have completed orientation, assessment, and an educational plan.

- active military and military veterans, DSPS students, EOPS students, and CalWORKS students - all continuing and returning students in these groups must be in good academic standing; all new students in these groups must have completed orientation, assessment, and an educational plan.
2. Student athletes beyond their first semester as verified by a designated athletics counselor - all continuing students must be in good academic standing; students new to the college must have completed orientation, assessment, and an educational plan.
 3. Continuing students with 76-90 units* who are in good academic standing.
 4. Continuing students with 45-75 units* who are in good academic standing.
 5. Continuing students with 30-44 units* who are in good academic standing.
 6. Continuing students with 15-29 units* who are in good academic standing.
 7. Continuing students with 1-14 units* who are in good academic standing.
 8. a) New students who have completed orientation, assessment, and an educational plan b) Returning students who have not attended in at least one year, who have completed fewer than 90.5 units, are in good academic standing in the Ventura County Community College District, and have completed orientation, assessment, and an educational plan.
 9. Open registration for all students (excluding Special Admission students), including:
 - All students that have been placed on academic or progress probation or more serious academic sanction for two consecutive terms unless they successfully appeal for reinstatement of enrollment priority based on verifiable extenuating circumstances.
 - New and returning students who choose to be exempt from participating in orientation, assessment, and/or the development of a student educational plan (see Exemption information above).
 10. Special admission high school students and other concurrently enrolled minors.

Definitions

Abbreviated Educational Plan – A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

Comprehensive (Active) Educational Plan – A plan that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal. Comprehensive educational plans are required for all students who have completed 15 units of college coursework, and must be approved by an academic counselor during a counseling appointment.

Good Academic Standing– Defined solely for purposes of assigning enrollment priority as a student who has not been on academic or progress probation or dismissal for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

Informed Program of Study – The degree, certificate or transfer program of study that a student declares upon completing 15 units of college coursework. The “informed program of study” is the basis for a student’s comprehensive educational plan.

Primary Semesters – fall and spring

APPENDIX XVI ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student’s present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate, or transfer.

Academic Renewal: A student may petition to disregard a maximum of 24 semester units of any courses with less than a “C” or equivalent grade. Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements. A student may disregard a maximum of 24 or fewer semester units of any courses with less than a “C” or equivalent grade taken during any five terms maximum (summer is considered one term), not necessarily consecutively.

Eligibility: To qualify for academic renewal, students must do all of the following:

- Submit official transcripts of all college work.
- Wait 12 months after the course work to be disregarded is completed.
- Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
 - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
 - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
 - Completing at least 24 semester units with a minimum 2.0 cumulative GPA.
- The colleges of the VCCCD will honor similar actions by other regionally accredited colleges and universities in determining grade point averages and credits.

Petition Process: The petition form for this purpose, “Petition for Academic Renewal” is initiated by the student through a Counseling appointment.

Recording of Academic Renewal: Once the Petition for Academic Renewal is granted, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Academic renewal actions are permanent and irreversible. The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.

APPENDIX XVII 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 use of medical marijuana is prohibited on campus and in parking lots.

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 XVIII 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 some parking lots (see below). 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:

- PARKING LOTS (with the exception of Lots F and M, and parking next to the following buildings: EATM, CDC, AA, HSC, and LMC). (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 XIX 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 XX 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 XXI 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, video-taped 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.

APPENDIX XXII DISTANCE EDUCATION

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online courses.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of instruction in a course replaces face-to-face time, or if an entire section of a course, is designed to be provided through distance education. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the Curriculum Committee (CC) will certify the following:

- A. Course quality standards: The same standards of course quality are applied to distance education courses as are applied to traditional classroom courses.
- B. Course quality determinations: Determinations and judgments about the quality of distance education courses are made in accordance with all CC course approval criteria and procedures.
- C. Instructor contact: Each section of a course that is offered through distance education will include regular effective contact between instructor and students. Distance Education includes the following specifications of instructor/student contact:

1. Instructor-initiated interaction: In hybrid or fully online courses, ensuring regular effective instructor/student contact guarantees the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

In a face-to-face instructional format, instructors are present at each class meeting and interact via class announcements, lectures, activities, and discussions, which take a variety of forms. In hybrid and online instructional formats, instructors will regularly initiate interaction with students to assess if they are doing all of the following:

- a. Accessing and comprehending course material
- b. Participating regularly in course activities

Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement. Providing students with an open-ended question forum although appropriate, does not constitute the entirety of effective instructor-initiated interaction.

Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:

- a. Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of a "C" or "Pass"
- b. Tracking student attendance
- c. Determining the last day of attendance for students who drop the course via the following methods:
 - Prior to the first census date, the instructor will initiate an activity that requires student participation.
 - The instructor will include various robust assessments and assignments on a frequent basis throughout the semester
2. Frequency of interaction: Distance education courses are considered the virtual equivalent of traditional classroom courses; thus, the frequency of instructor/student interaction in a distance education course will be at least the same as would be established in its face-to-face counterpart. At the very least, the number of instructor contact hours per week that would be available for face-to-face students will also be available, in asynchronous and/or synchronous mode, with students in the distance education format (based on the Carnegie unit). Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that ensures regular instructor/student contact is maintained over the course of a week and the duration of the term and should occur as often as is appropriate for the course.
3. Establishing expectations and managing unexpected instructor absence: An instructor and/or department established policy describing the frequency and timeliness of instructor-initiated contact and instructor feedback will be posted in the syllabus and/or other course documents made available to students when the course officially opens each semester. This information will also refer students to the section in the college catalog on student rights and responsibilities.

During the course, instructors will notify students and the Department Chair when they must be out of contact beyond what is described in the course documents as mentioned above. This notification will include when students can expect regular effective contact to resume.

4. Quality of contact: Regarding the type of contact that will exist in all Ventura County Community College District (VCCCD) distance education courses, instructors will use a variety of means to initiate contact with students, such as the following:
 - a. Threaded discussion forums (with appropriate instructor participation)
 - b. "Questions for the instructor" forums
 - c. General email
 - d. Weekly announcements
 - e. Timely and frequent feedback for student work
 - f. Instructor prepared electronic lectures or introductions in the form of electronic lectures to any publisher created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face class.

In addition, instructors shall enable effective instructor/student interaction in distance education course by doing all of the following:

- a. Allocating sufficient hours per week for contact. This may include informing students of the option to meet on a face-to-face basis or via web conferencing or via telephone.
- b. Conducting student/instructor interaction with similar care and attention to students as that which occurs during face-to-face office hours and meetings.
- c. Responding to student emails, postings, phone calls, etc., in a timely manner.
- d. Duration of approval: All distance education courses approved under this procedure will continue to be in effect unless substantive changes are made to their official course outlines of record.

Verification of Student Identity

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any. The Chief Instruction Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

- A. Secure login and password to enable authenticated access to student information and course management system.
- B. Proctored examinations.
- C. New or other technologies and practices that are effective in verifying student identification.

Student Support Services

The Colleges will assure that distance learners have reasonable access to student support services that are comparable to those services provided to on-campus learners.



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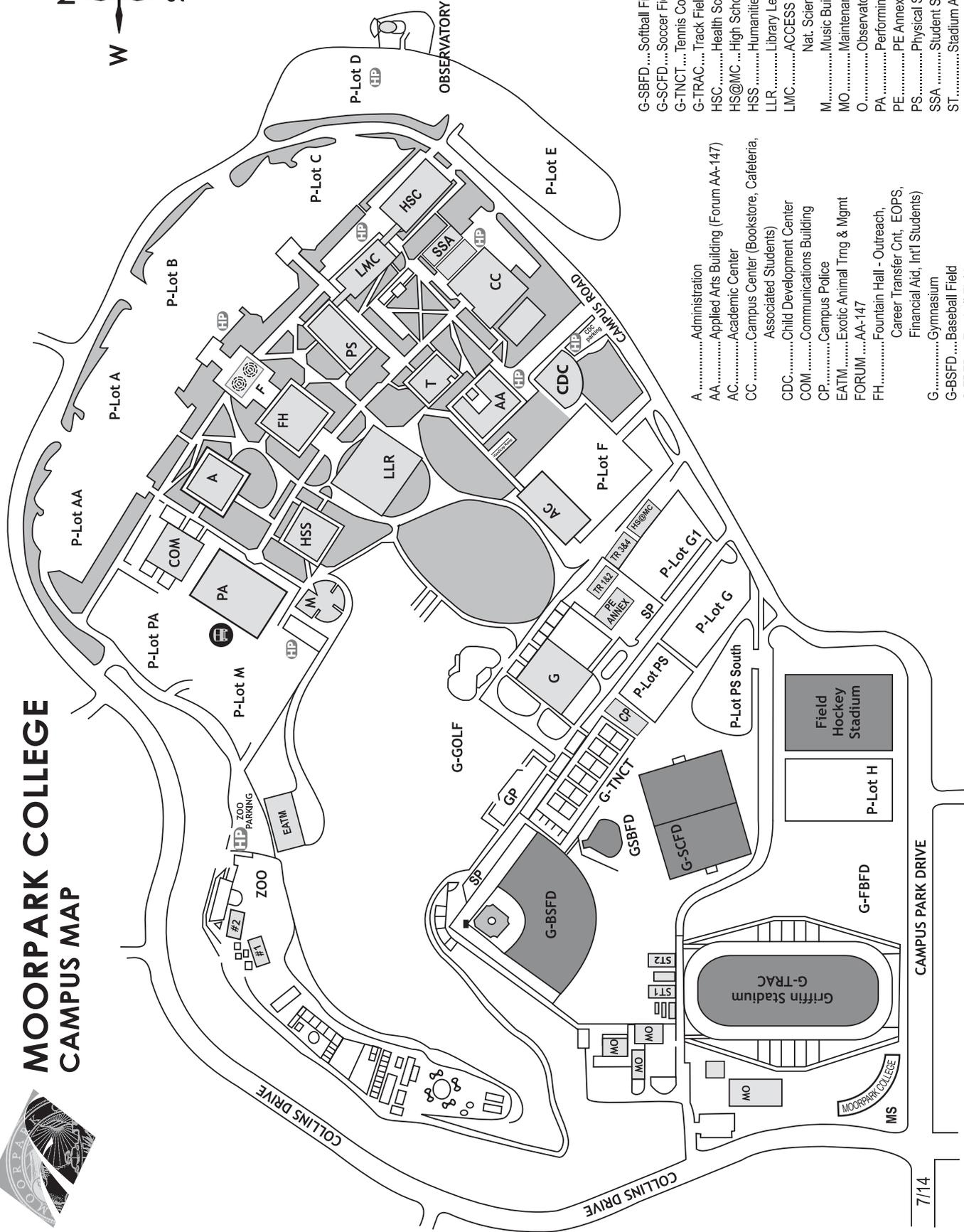
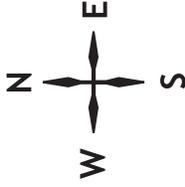
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MOORPARK COLLEGE CAMPUS MAP



- 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 (Lot G-1)
- HSS Humanities/Social Science Bldg
- LLR Library Learning Resources
- LMC ACCESS (DSPS)
Nat. Sciences, Comp. Studies
- M Music Building
- MO Maintenance & Operations
- O Observatory
- PA Performing Arts
- PE PE Annex Offices
- PS Physical Sciences
- SSA Student Services Annex
- ST Stadium Annex (ST-1 & ST-2)
- T Technology/Business
- ZOO Zoo Buildings 1 & 2

- A Administration
- AA Applied Arts Building (Forum AA-147)
- AC Academic Center
- CC Campus Center (Bookstore, Cafeteria, Associated Students)
- CDC Child Development Center
- COM Communications Building
- CP Campus Police
- EATM Exotic Animal Trng & Mgmt FORUMAA-147
- FH Fountain Hall - Outreach
Career Transfer Cnt, EOPS,
Financial Aid, Int'l Students)
- G Gymnasium
- G-BBFD Baseball Field
- G-FBFD Football Field
- G-GOLF Driving Range



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