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MOORPARK COLLEGE • 7075 Campus Road, Moorpark, CA 93021-1695 • (805) 378-1400
www.moorparkcollege.net
Welcome!

You can do no better than choosing Moorpark College to pursue your higher education. Our reputation is second to none and will be a huge asset whether you wish to transfer to a four-year college or seek employment in a local business or industry.

We are blessed with outstanding and caring faculty, support staff, and administrators. You can be assured of receiving personal attention at every step of the way toward your educational objective. These are just a few of the reasons that over one-half of all the high school graduates in Eastern Ventura County attend Moorpark College.

It is a pleasure to welcome you and to wish you the very best as you pursue your academic goals.

James Walker, President

The faculty of Moorpark College welcomes you warmly to this very special campus. This is a wonderful place to teach and to be a student. How can I be sure? I was a student here, returning to college at Moorpark in the mid-70's. The encouragement and support of Moorpark's teachers inspired me to complete two degrees and to find the career of my dreams right back here at the most caring campus I know. A positive educational experience awaits you as you, too, become a vital part of our campus community.

Char Arnold, Academic Senate President
Academic Calendar 2001-02

Moorpark College provides two primary semesters of instruction—Fall and Spring—as well as a Summer intersession semester. Within each semester, the courses are offered in many different scheduling patterns. Most are the traditional semester-length courses, but many are condensed in time to better match busy schedules. In the primary terms, some classes start a few weeks later than the semester-length classes and meet for roughly 13-15 weeks, more closely duplicating public-school and four-year-school calendars. Other courses can be completed in four, six or eight-week time frames, and some courses are even available as one-day seminars. Distance learning options (online and televideo courses) are also available. Some classes are offered on Saturdays and Sundays. Course times and delivery modes are noted in each semester’s Schedule of Classes.

To match specific scheduling needs with the course offerings, consult each semester’s Schedule of Classes. Those schedules are available on campus about five weeks before each semester begins and online at www.moorparkcollege.net. 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 for such particulars with Admissions and Records at (805) 378-1429. Detailed registration information is available in each Schedule of Classes.

Fall Semester, 2001
August 20 - December 19, 2001

August 18/19............ First day of semester-length Saturday/Sunday classes.
August 20 ................. First day of semester-length traditional classes.
August 31 .............. Last day to add semester-length classes.
September 1/2 ....... No Saturday/Sunday Classes.
September 3 ............ Labor Day — Legal Holiday.
September 14 ........... Last day to drop semester-length classes without a transcript entry.
September 24 ........... Last day to declare CR/NC grading option for semester-length classes.
November 9 .............. Last day to apply for Fall 2001 Associate Degree or Certificate of Achievement.
November 10/11 ....... Saturday/Sunday Classes Held.
November 12 ........... Veteran’s Day — Legal Holiday.
November 21 ........... Last day to drop semester-length classes with a “W.”
December 13-19 ...... Final Exam Week for Fall 2001.

Spring Semester, 2002
January 7 - May 15, 2002

January 7............ First day of semester-length traditional classes.
January 12/13........ First day of semester-length Saturday/Sunday classes.
January 18............ Last day to add semester-length classes.
January 19/20 ........ Saturday/Sunday Classes Held.
January 21 ........... Martin Luther King’s Birthday — Legal Holiday.
February 1 ............ Last day to drop semester-length classes without a transcript entry.
February 13 .......... Last day to declare CR/NC grading option for semester-length classes.
February 15-18 ....... Presidents’ Day/Weekend — No Classes.
March 22 .............. No Classes — Staff Flex Day.
March 23-24 ........... Saturday/Sunday Classes Held.
March 25-31 ........ Spring Break.
April 12 ............. Last day to apply for Fall 2001 Associate Degree or Certificate of Achievement.
April 19 ............. Last day to drop semester-length classes with a “W.”
May 9-15 ............ Final Exam Week for Spring 2002.
May 16 ............... GRADUATION

Summer Session, 2002

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 schools. The summer Schedule of Classes is typically available on campus in April as well as online at www.moorparkcollege.net.
**Vision Statement**

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

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

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

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

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

**Mission Statement**

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

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

Moorpark College meets the needs of the community by providing all students the following opportunities:

- An introduction to the broad areas of human knowledge and understanding;
- An appropriate learning environment;
- Curriculum and services that support entry into baccalaureate programs;
- Training needed for entry into career paths as well as for maintaining and improving skills;
- Support services that are sufficiently comprehensive to promote opportunities for success;
- Transitional courses needed before entry into transfer, occupational or general education programs;
- The skills of critical thinking, reading, writing, speaking, listening and computing;
- Courses designed to increase awareness, understanding and respect for diversity; and
- Extracurricular activities that encourage involvement in the campus community, provide for the development of leadership skills, and support special interests.
Welcome to Moorpark College

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

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

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

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


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

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

Many educational advancements take place every year on campus, and 1999 was no exception. During that year, the Instructional Biotechnology Program opened an 8,000 square foot bio-manufacturing facility on the Cal State Channel Islands campus. The Performing Arts Department produced the second annual Summer Arts Festival, CyberSummer brought 50 area high school students to campus for an intensive two-week computer and communications session, and The Moorpark Review – a student creative arts journal – debuted with the publication of original student writing and photography. Moorpark College took the lead in Ventura County as an official Groundhog Day Shadow site, matching more than 100 high school and community college students with 75 employers for a day of sharing and learning. In addition, students can now access their academic records and register for classes on line at www.moorparkcollege.net.

Through its continued attention to quality and innovation, Moorpark College has become one of the top community colleges in the nation, regularly serving more than 13,000 students per semester. The University of California system published statistics in Fall 1998, revealing that Moorpark College places eighth in the state out of all 107 community colleges for transfers to the UC system. Such data verify that virtually no local college does a better job preparing students for their future. Moorpark College graduates are making meaningful contributions to both the public and private sectors in Ventura County, the state and the nation.

Student Profile
Fall 2000 Enrollment
Day Students .......................................................... 5,481
Evening Students ................................................... 3,738
Both (Day & Evening) ............................................. 4,376
Female ................................................................ 7,585 (55.8%)
Male ................................................................ 6,012 (44.2%)
TOTAL ................................................................ 13,595

Age
Under 17 ................................................................ 3%
18-23 ................................................................ 59%
24-29 ................................................................ 12%
30-39 ................................................................ 12%
40-49 ................................................................ 9%
50-59 ................................................................ 4%
Over 60 ................................................................ 1%

Ethnicity
Asian ...................................................................... 7.5%
Black .................................................................... 1.5%
Filipino .................................................................. 1.7%
Hispanic ................................................................ 14.0%
Native American .................................................... 1.0%
Other .................................................................... 1.3%
Pacific Island ........................................................ 0.3%
White ................................................................... 64.0%
Unreported ............................................................ 8.0%

Fall 2000 International Students
Enrollment ................................................................ 285
Countries Represented:
Albania, Argentina, Austria, Brazil, Bulgaria, Cambodia, Canada, Chile, China, Colombia, Denmark, Ecuador, England, Fiji, Finland, France, Germany, Holland, Honduras, Hong Kong, Hungary, India, Indonesia, Iran, Iraq, Japan, Korea, Lebanon, Malaysia, Mexico, Myanmar, New Caledonia, Pakistan, Panama, Peru, Philippines, Poland, Russia, South Africa, South Korea, Spain, Sri Lanka, Sweden, Taiwan, Tanzania, Thailand, Turkey, Uganda, United Kingdom, Venezuela, Vietnam, Yugoslavia.

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

1999/2000 Associate Degrees
Awarded ................................................................ 892

1999/2000 Certificates
Awarded ................................................................ 95

1999/2000 Transfer Data
To University of California ...................................... 240
To California State University .................................. 674

1999/2000 Financial Aid
Total financial aid awarded ...................................... $2,686,556.00
Total scholarships awarded .................................... $92,000.00
2000 Year In-Review

JANUARY
- Founders Day (January 28) brought together many of Moorpark College's original 47 faculty members for a commemorative ceremony. Dr. John Collins, the first College President, organized the purchase and dedication of a brass plaque that was hung on the east wall of the Administration Building, honoring the event.
- Christina Aguileria, math/computer science professor, was honored as the 1999-2000 Distinguished Faculty Chair. Aguileria, who holds two masters degrees (UC San Diego and UCLA) and regularly works on projects at JPL, began teaching at Moorpark College in 1972.

FEBRUARY
- More than 70 Moorpark College students, staff, faculty and administrators met for a Weekend Retreat, taking the next step in the school's strategic planning efforts. This work culminated in a document that integrated data on campus needs, goals and resources into a strategic educational and facilities use plan for Moorpark College's future.
- Moorpark College President James Walker received the Harry Buttimer award, the highest annual honor bestowed by the Association of California Community College Administrators. This award acknowledges Walker's 41-year career in public education that includes teaching and management at the high school and community college levels. Walker has served as Moorpark College President since 1992.

MARCH
- In a special election, Moorpark College students approved the initiation of a $10 per year student fee to fund the renovation and expansion of the Campus Center/Student Union.
- The Associated Students named Janice Dauro as the 1999-2000 Teacher of the Year. Duaro, a philosophy professor with a doctorate from Claremont Graduate School, began teaching at Moorpark College in 1996.

APRIL
- "Beat the Rush" was launched by the Counseling Department to encourage students to make educational planning appointments when counselors are less busy with "the rush" typically associated with registration. This program will be available each semester.
- The Moorpark College Forensics Team placed fourth in the nation at the Phi Rho Pi National Championships held in Portland, Oregon, April 1-8.

MAY
- Bob Brooks, Ventura County Sheriff and Moorpark College alumnus, was the featured speaker at the College's 53rd annual Commencement. President Walker hosted a pre-commencement reception, honoring alumni and acknowledging those who work at the college and within the community.
- Moorpark College's Nursing program received a $102,000 grant, payable over two years, from the Healthcare Association of Southern California to update and staff the nursing skills laboratory.

JUNE
- Julie Landstad-Abulafia, former humanities professor, established an endowed scholarship fund through the Moorpark College Foundation, making awards to humanities students who transfer to UC or CSU schools.
- Moorpark College participated in the City of Moorpark's Centennial Celebration by hosting a college historical exhibit at the street fair and by purchasing a commemorative brick for the High Street Walkway.

JULY
- Cross Country -- Volleyball -- Basketball -- Tennis. These are the four Moorpark College women's athletics teams that qualified as Scholar Teams (cumulative GPA over 3.0) in the Western State Conference.
- Renovation of the Physical Science Building began which includes upgrading and increasing the number of laboratories, creating space for the Geology program, building two small open-access computer labs, and rewiring for network access and smart-classroom capability.

AUGUST
- Moorpark College welcomed several new full-time academic personnel in Fall 2000: Nobel Abu-Ghazaleh, Dean of Student Learning; Jeff Baker, English instructor; Don Brockett, health instructor; Tanya Burke, teacher training coordinator; Carmen Esco-Ulloa, nursing instructor; Pamela Kennedy-Luna, instructor/counselor; Priscilla Lee, nursing instructor; Jill McCall, speech instructor; and Niki Slattum, English instructor.
- The High School at Moorpark College opened this month, enrolling 55 high school juniors and seniors from eastern Ventura County. The students take two required high school general education courses each semester, filling the rest of their schedules with college courses.

SEPTEMBER
- Fall enrollment topped 13,545.
- A Reunion Concert featuring 12 Moorpark College Music Department alumni was held September 16 on the Main Stage of the Performing Arts Center. The performers included the following: Isab Florence, a Fullbright scholar studying Russian vocal literature at the Rimsky Korsakov Conservatory of Music in St. Petersburg; John Ross Nelson, a frequent soloist with the Los Robles and Ventura Master Chorales who tours the western US with Opera a La Carte; and Anthony Warzenski, who earned a masters in music from CSUN and now teaches music theory at Moorpark College.

OCTOBER
- The fourth annual Moorpark College Foundation Community Ball, held this year at the Ronald Reagan Presidential Library, raised $101,000 for programs and scholarships.
- A Moorpark College Athletic Hall of Fame was inaugurated this month with its first four inductees: Jim Moore, the College's first athletic director; Paul Dunham, the College's first football coach; David Law, track and field athlete who won a bronze medal at the 1984 Los Angeles Summer Olympics; and Jamie Heiggen Ronne, softball athlete and two-time NCAA All-American.
- A TAG (Transfer Admission Guarantee) Agreement was signed this month by James Walker, President of Moorpark College, and Jolene Koester, President of California State University, Northridge. This TAG Agreement enables transfer students to have a guaranteed placement at the university after successfully completing their general education courses at Moorpark College.

NOVEMBER
- Moorpark College ranked 73rd in the United States in 1999 for the production of associate degrees, as reported in data published by the US Department of Education in Community College Week.
- For the first time, Moorpark College's Griffin Stadium hosted the American Cancer Society's Relay for Life. The relay was a major success, drawing 55 local teams and netting $126,000.
- On November 27, admission representatives from California State University, Northridge, visited Moorpark College to evaluate 100 applicants for admission. Ninety-three Moorpark College students were granted instant admission to CSUN, since each had successfully completed 60 units with a 2.0 GPA or better. Congratulations!

DECEMBER
- Moorpark College employees pledged $8,828 to United Way for the 2000-2001 campaign.
- The State Office of Construction reviewed the working drawings and approved funding of Moorpark College's new library. This 56,000 square-foot facility will house the Library, Learning Resource Center, Language Lab, Audio/Visual Services, Distance Learning Conference Centers, and Staff Development and Multimedia Center. Groundbreaking is set for late 2001.
Becoming a Student

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

Once a decision has been made to take some classes, the process involved with getting started is not complicated. In-person application, enrollment and registration takes place in Admissions and Records, located in the Administration Building. However, enrollment is also possible through phone registration and online. The information provided below in "Admission and Records" and in "Credit for Courses and Grades" verifies the rules, regulations and options that govern the processes involved with becoming a student.

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

Educational Opportunities

Scheduling Options

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

Moorpark College offers its courses mornings, afternoons and evenings Monday through Friday as well as on Saturday. In response to student requests, some specialized courses are even available on Sunday. Most courses are offered on campus, but other locations are available as well. Two high schools provide space for our classes in the evenings throughout the week as do some other community locations. More courses are also available through distance education (online and television) requiring minimal trips to campus.

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

Specialized Training Programs

The degrees and certificates offered by Moorpark College are listed in the Planning the Future Section of this catalog. In addition, the courses required to complete each degree and certificate are delineated under the appropriate discipline in the "List of Courses." Several specialized training programs have their own admissions and enrollment policies and/or requirements:

- Computer Training Certificates (Microsoft, Cisco), p. 75
- Exotic Animal Training/Management, p. 119
- Health Information Technology, p. 138
- Nursing, p. 140
- Radiologic Technology, p. 143

Other Program Options

Honors Program

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

Benefits of the Honors Program:

- Challenging courses that foster independent thinking and an in-depth exploration of subject matter;
- Close academic and social interaction with other highly motivated students;
- Honors designation on transcripts/degree and acknowledgment at an awards celebration;
- Time to develop a more-personalized relationship with faculty in areas of special interest;
- Enrichment opportunities that include special lectures, field trips and/or cultural events; and
- Increased preparation aimed at effective transfer to four-year institutions.

For more information about the Moorpark College Honors Program, contact Professor Cynthia Barnett at (805) 378-1400 ext. 1609.

The High School at Moorpark College

The High School at Moorpark College is an alternative learning community, offering a unique educational opportunity for high school juniors and seniors. Initiated through a grant from the California Community College Chancellor's Office, this high school is a collaboration between Moorpark, Simi and Conejo Unified School Districts and Moorpark College. This high school-community college collaboration seeks to attract students who -- although bright and capable -- have become disengaged from the more traditional high school environment; this collaboration provides an alternative environment based on innovative, interdisciplinary curriculum. The students are concurrently enrolled in both high school and community college courses. Call Principal Andi Mallen for more information: (805) 378-1444.
Interdisciplinary Courses
Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. Such courses are team-taught and present ideas from different points of view by individuals who have studied and been trained in the particular disciplines included in the course. Different combinations of courses are available for varying units of credit. Each semester’s Schedule of Classes provides particulars about these team-taught classes.

For those pursuing an Associate Degree, several majors are interdisciplinary in nature, combining course work from several disciplines: Communications, International Studies, Jewish Studies, Liberal Studies, Social Science, and Women’s Studies.

The Internship Program
Internship or Work Experience courses provide students the opportunity to earn graded college credit by working in a volunteer or paid position that is related to their career goal and/or major. Students receive one unit of credit for each 60 hours of unpaid or 75 hours of paid work, and may enroll in up to 4 units a quarter, with a maximum of 16 units total. The student must also receive an orientation, develop learning objectives, complete a project or report related to the internship, and maintain signed verification of internship hours. The student meets with a faculty advisor who supervises the internship and awards the grade.

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

Learning Community Institutes
The Learning Community Institutes connect solid academic learning experiences to real-life career applications in the fields of Business, Health Sciences, Media Arts, or Liberal Studies (teaching or undecided) through internships and career information incorporated into the courses. The courses are linked by each Institute’s common theme and are taught in a student-centered environment that emphasizes collaboration and exchange, whereby students and faculty form communities of learners.

Enrolling in a Learning Community Institute eliminates guesswork; each is a planned educational pathway that leads to a career or educational goal. Students earn transferable credit for the courses, which can also apply toward a Certificate or AAS degree, depending on the program.

For more information or for current course offerings, see the current Schedule of Classes or call:

- Business Institute: Contact Janice Feingold at (805) 378-1400, ext. 1615
- Health Science Institute: Contact Clint Harper at (805) 378-1488
- Multi Media Institute: Contact John Gray at (805) 378-1400, Ext. 1575
- Liberal Arts Institute: Contact Linda McDill at (805) 378-1400 Ext. 1639

General Information about Learning Communities can be obtained by calling Dr. Victoria Bortolussi at (805) 378-1405.

Air Force ROTC Program
Air Force ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned Air Force officers. AFROTC offers two different programs, a four-year and a two-year program. To enter AFROTC, an individual must have at least two years of college remaining, which may include graduate study. In addition, the individual must be a United States citizen prior to entering the last two years of the program, be able to pass an Air Force medical exam, be of high moral character, and be in good academic standing in school.

Students can attend any accredited college and still take AFROTC at one of the program locations through extension. For more information, call an AFROTC unit listed below.

- UCLA ................................................................. (310) 825-1742
- USC ....................................................................... (213) 740-2670
- Loyola Marymount ................................................. (310) 338-2770

Study Abroad Program
In 1988, Moorpark College began offering students the option of taking regularly scheduled classes at a site in a foreign country. Two main types of programs are available, one lasting an entire semester, and the other, shorter term, covering a six-week summer session or winter/spring break. Two Moorpark College faculty members teach all the courses, which are identical to the same classes taught on the Moorpark Campus. The classes taught abroad meet State of California requirements concerning transferability, General Education, and History and Institutions. Financial assistance is available to qualified students.

Transfer Admission Guarantee (TAG) Programs
The Colleges of Ventura County Community College District have secured partnerships with several four-year institutions, providing qualified students with guaranteed admission, once specified general education requirements are met. Typically, TAG students need to earn a minimum number of transferable units, need to be general education certified and need to have met all lower-division preparation for the student’s chosen major. In addition, students typically need to attain an average GPA of at least 2.60 with no transferable course having a grade lower than a “C”.

Each four-year institution has its own set of specific criteria, including if there is a limit on which majors are acceptable as part of the existing TAG program.

Currently, Moorpark College students can explore TAG Programs with California State University at Channel Islands, Northridge and San Bernardino as well as with University of California at Davis, Riverside and Santa Cruz. A counselor can help students take advantage of these transfer opportunities by clarifying each transfer institution’s requirements and deadlines and by initiating appropriate paperwork. Call (805) 378-1428 to make a counseling appointment.

Some Special Course Arrangements
Independent Study
The intent of an Independent Study is to enable students to further explore particular aspects of a subject by studying it in depth under the direction of an authorized instructor in that discipline. The student is expected to have completed a previous course in the subject matter. Students wishing to enroll in an Independent Study must be enrolled in at least three other units of course work at Moorpark College for the semester in which the Independent Study is to be taken. A student may be enrolled in no more than two independent studies in one semester and no more than one course in a discipline in a semester. A maximum of twelve total units of Independent Study course work may be taken at Moorpark College, with a maximum of six units in one discipline.
Students wishing to complete an Independent Study should contact an instructor in the discipline in order to develop a program plan and to initiate the required paperwork by the appropriate deadline.

Field Trips
A field trip may be a required activity for a number of courses in the college curriculum. For any such courses, it is intended that the field trips be clearly identified in the College Catalog and in each semester’s Schedule of Classes. For other courses, a field trip may be an optional activity for the students enrolled. According to policy adopted by the District’s Governing Board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

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

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

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

Prerequisites and Corequisites
Moorpark College is fully committed to providing educational opportunities to all students. Some courses, however, are not appropriate for first-time students since they demand specialized training or preparation to ensure success. Such criteria or “prerequisites” have been established as a means of notifying students of the skills and abilities needed to succeed in a specific course. Since computerized admission procedures may deny students access to courses with prerequisites, it is highly recommended that students carefully review prerequisites and corequisites before enrolling in classes.

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

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

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

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

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

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

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

Challenging a Prerequisite or Corequisite
It is recognized that students may have preparation equivalent to the stated prerequisites or corequisites or may wish to challenge a prerequisite or corequisite as allowed by state law. The petition for challenging a prerequisite or corequisite is available in the Counseling Office. The student shall bear the initial burden of showing that grounds exist for the challenge. A “Petition to Challenge” Form is available from the Counseling Desk in the Administration Building. If you have any questions or need help, make an appointment with a counselor by calling (805) 378-1428.

The following lists the grounds in which a challenge may be pursued:
1. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.
2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (student documentation required).
3. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawful manner (student documentation required).
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite (student documentation required).
Admissions and Records

General Eligibility
Admission to Moorpark College is open to any high school graduate, anyone possessing a high school proficiency certificate, or any adult eighteen years of age or older and capable of profiting from instruction.

A student is eligible to attend Moorpark College if his/her legal residence is within California. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of specified tuition fees. Additional information regarding residence requirements and fees may be found below or by contacting Admissions and Records at (805) 378-429.

Specialized Program or Course Eligibility
Moorpark College offers specialized programs in Exotic Animal Training/Management, Nursing, Health Information Technology and Radiologic Technology. These programs require special admissions procedures that are detailed within the “List of Courses.” Information is available earlier in this section about joining other specialized programs and about meeting prerequisites and corequisites.

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

1. To qualify as a state resident, a student must have legally resided in California continuously for one year and one day prior to the beginning of the semester he/she is planning to attend. (Students who have resided in California for more than one year but less than two years, see item 2 below.) Students who meet residency requirements are not subject to nonresident fees.

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

3. A nonresident is a student who has no legal residence in California for one year and one day prior to the beginning of the semester in which he/she plans to enroll. Students classified as nonresidents shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees.

4. Military personnel and/or their dependents are advised to check with Admissions and Records for additional information pertaining to the determination of their legal residence.

5. International students (F-1 visa) and holders of nonimmigrant visas (B, C, D, F, H, I, M, O, P, Q, TN, TD) are classified as nonresidents and shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance. Contact the International Students Office with questions about visa status: (805) 378-1414.

6. Persons residing in the United States on visas approved by the Department of Immigration & Naturalization may be eligible for admission, as well as residence classification. Such eligibility is determined by the type and status of the visa issued. Proof of current visa status must be submitted to Admissions and Records in order to determine eligibility. Contact the International Students Office with questions about visa status: (805) 378-1414.

Admission Procedures
A student who is enrolling for the first time must complete an application for admission. Former students who attended prior to 1990 must also complete the application admission. Students who attended between 1990 and the present may update their enrollment status by contacting Admissions and Records at (805) 378-1429.

An application for admission is included in the back of this Catalog. Additional copies can be obtained at the Office of Admissions or by writing to Moorpark College Public Relations, 7075 Campus Road, Moorpark, CA 93021. The application for admission is also in the Schedule of Classes and on our web site at (www.moorparkcollege.net).

Applications may be filed at any time, but they must be appropriately recorded before you can register for classes. It is best to submit your completed application form to the Office of Admissions and Records as early as possible. The form itself explains how to fax or mail the form, or you can come by in person for immediate processing. Admissions and Records is located in the Administration Building.

High School Student Admission
In accordance with the California Education Code are high school juniors and seniors are permitted to enroll in college courses as Special High School Admission students. High school students must register in person. Course enrollment fees are waived for Special High School Admission students. All other fees apply. Moorpark College grants college credit only.

In order to qualify and register for Special High School Admission, all high school students (seniors, juniors or younger) must have the written permission of a parent or guardian and their high school principal or counselor. Students below the 11th grade must also have the written consent of the Moorpark College instructor whose class they wish to attend. Special High School Admission forms are available at the high schools and in Admissions and Records at Moorpark College in the Administration Building. High school transcripts need to be attached.

For information about the specialized program, The High School at Moorpark College call Principal Andi Mallen at (805) 378-1444.

International Student Admission
An international student is anyone enrolled for courses in the United States who is neither a permanent resident nor a citizen of the United States. Most international students who intend to study full time in the United States will have an F-1 visa. Persons holding immigration visas should report to the International Students Office to determine their eligibility for enrollment to the college. The International Students Office can be reached at (805) 378-1414.
Becoming a Student

Admission Requirements (F-1 visa student only)

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

1. International Student Application form for Moorpark College
2. Personal letter (in English) describing education background, special interests, and reason for applying to Moorpark College
3. Proof of TOEFL with a score of 450 or higher; or other satisfactory evidence of English level.
4. Official transcripts translated into English indicating graduation from a secondary school equivalent to graduation from an American high school.
5. A $50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to Moorpark College.
6. An official bank statement or affidavit of support from a government agency, to show proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be $16,000.
7. A personal letter of reference from a school instructor or administrator or from an employer.
8. Transfer form, if student is transferring from another school in the U.S.

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

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

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

1. Interview with International Student Specialist.
2. Attend orientation session for new international students.
3. Take appropriate assessment tests at Moorpark College.

Limitations on Enrollments

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

Veterans

Moorpark College offers courses approved for VA benefits under Chapters 30, 31, 32, 35, and 106 under Title 38 of the U.S. Code. All veterans and eligible dependents are required to have counseling before enrolling. They are also responsible for notifying the VA of any changes in their academic program, in their marital or dependent status, or in their address. An enrollment certification will be returned to the Veterans Administration when a veteran has completed the following:

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

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

Selective Service Registration

Moorpark College in accordance with AB 397 added by statues 1997, 575, E.C. 66500 & 69400 is alerting all male applicants for admission who are at least 18 years old and born after December 31, 1959, to be aware of their obligations to register with the Selective Service. In order to receive federal student aid, male students must be registered with the Selective Service. For more information, refer to the College Website: www.moorparkcollege.net.

Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided. It is important that name or address corrections be recorded in student academic records. Students can file those changes in Admissions and Records Office (Admin. Bldg.) or online. Students can access their own academic records (personal data, current schedule, fees, unofficial transcript, etc.) by logging onto www.moorparkcollege.net, clicking the WebSTAR icon, and following the directions.
Becoming a Student

Registration Procedures
Detailed registration instructions, procedures for all methods of registration, and a calendar specifying registration dates are printed in each semester's Schedule of Classes. This document is typically available on campus about five weeks prior to the beginning of each semester, but it can also be viewed online at www.moorparkcollege.net.

IMPORTANT NOTE: Students need to process paperwork regarding enrollment in courses as quickly as possible. Students only receive credit for classes attended, if they are officially enrolled.

Late registration is permitted into open classes during the first week of full-term classes. Adds into full classes require the written consent of the instructor. Beginning with the second week of full-term classes, all class adds and registrations require written approval of the instructor. For short-term classes, the same basic procedure applies, but the deadlines are modified to fit the course's shortened time frame. To verify short-term course dates and deadlines, students can check with their instructor or with Admissions and Records.

Transcripts
Students who have attended any accredited college or university or military service school and who wish to enroll in Moorpark College must have official transcripts of all previous college or university work or military service school on file at the College if they fall into any of the following categories:

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

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

SPECIAL NOTE: To comply with Veterans Administration regulations, veterans claiming benefits must have all previous college, university, or military service school transcripts on file before subsistence benefits can begin. This requires that all units, not just those acquired under previous VA benefits, be claimed.

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

Student Fees
Payment of Fees
All mandatory fees are due at registration. Students have seven days to pay their registration fees after which they will be dropped from classes. Students unable to pay need to contact Auxiliary Services (805.378-1550) to inquire about setting up a deferred payment plan. Students should also contact Financial Aid (805.378-1462) to determine eligibility for financial aid and to initiate any necessary paperwork.

Payment can be made in person (cash, check or credit card), by mail (check) or over the Star Registration system (credit card).

If a student dropped from classes for nonpayment of fees, his/her place in the dropped classes is not held. Nonpayment of fees will also prevent access to necessary services, such as transcripts or verification of enrollment (see below).

All fees are subject to change at any time.

Enrollment Fee (mandatory) ........................................ $11 per unit

Nonresident Tuition (in addition to enrollment fee)
Out of State .................................................. $134 per unit
International Students ......................................... $134 per unit
International Student Capital Outlay Surcharge .......... $14 per unit

Health Service Fee (mandatory) ....................... $12 per Sem./$9 per Sum.

Student Center Fee (mandatory) ....................... $1 per unit (maximum payment of $10 per year)

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

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

Student Representation Fee (optional) ................... $1.00
This fee provides support for students or representatives who share positions and viewpoints before city, county and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section 76609.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the campus Business Office (Admin. Bldg.) and the Associated Students Office (Campus Center). For further information, call the Associated Students Office at (805) 378-1400, ext. 1635.

Parking Fee
A daily or long term student parking permit is required in all lots on campus. "One-Day Use Permits" are $1.00. These permits must be displayed on the dash of the vehicle to permit parking in all appropriately designated student spaces. These day use passes do not permit parking in spaces marked "handicapped" or marked "staff." One-Day Permits can be obtained from machines located on the main driveways in Lots A, B and C as well as in lots D, F and PA. The locations of these parking-permit machines are noted on the Campus Map, on the inside back cover.
To turn this credit balance into an actual refund, students need to submit an Application for Refund, which is available in Admissions and Records and in the Business Office (both in the Admin. Bldg.). Such applications for refund of fees may be made through the end of the class adjustment period as stated in each semester’s Schedule of Classes. Enrollment fees will be refunded minus a $10.00 administrative fee. NOTE: Classes cancelled by the College are not assessed the $10 administrative fee, even if students request a refund rather than having the amount credited to their account.

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

The length of each class helps determine the appropriate enrollment, withdraw and refund deadlines. Deadlines for full-term classes are listed in each semester’s Schedule of Classes. Call Admissions and Records (805-378-1429) to verify appropriate deadlines for short-term classes.

**Nonresident Tuition and International Student Credits/Refunds**

Nonresident and International Students are subject to the same deadlines and procedures regarding credits and refunds for dropped classes as noted above under “Enrollment and Parking Credits/Refunds.” The eligibility for and the amount of the fees applicable to nonresidents (Nonresident Tuition and Capital Outlay Surcharge) are determined by the date the student officially files the application for a refund through Admissions and Records (Admin. Bldg.). The amount of each refund is based on the percentage of the class completed when the student withdraws. For more specific information, especially regarding the separate dates for short-term classes, contact Admissions and Records (805-378-1429).

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

**Full-Semester Length Classes**
- 1st and 2nd week ........................................ 100% of Tuition
- 3rd and 4th week ......................................... 50% of Tuition

**Shorter than Full-Semester Length Classes, including Summer Session**
- 10% of class sessions ................................ 100% of Tuition
- 20% of class sessions ................................ 50% of Tuition

**Course Credit and Grades**

**Grading Practices**

Work in all courses acceptable in fulfillment of the requirements for associate degrees, certificates, diplomas, licenses, or baccalaureate-level work shall be graded in accordance with the provisions adopted by the District Governing Board for the following sections which relate to the letter grading scale, the Credit/No Credit options, or Credit by Examination.
Grading System
The quality of a student’s work will be measured by the following letter grades:

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

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

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

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

The “I” symbol shall not be used in calculating units attempted or for grade points.

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

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

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

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

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

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

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

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

Units earned on a Credit/No Credit basis shall not be used to calculate grade point averages. However, units attempted for which NC is recorded shall be considered when determining probation and dismissal status. Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a Credit/No Credit basis, especially for satisfaction of requirements for the major.

Availability of Semester Grades
Grades for each semester are available approximately one month after each semester ends. Students have access to their grades over the phone and online. To access the automated phone grade line, call (805) 384-0200. To access academic records online, go to the Moorpark College website at www.moorparkcollege.net and click on the WebSTAR icon to enter the secured area to view grades. An unofficial transcript can be printed from the website. Students with outstanding fees and/or obligations will not be able to access their grades until they have cleared their fees/obligations.

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

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

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

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

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

Academic Renewal Without Course Repetition
Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the Ventura County Community College District. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

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

- Disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or
- Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

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

The colleges of the Ventura County Community College District will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. The petition for this purpose, "Petition for Academic Renewal," is available in the Counseling Office (Admin. Bldg.). Once the Petition of Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.

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

Standards for Probation
A student who has attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale established by the Ventura County Community College District. A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).

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

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

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

Notification of Probation
Each college in this Ventura County Community College District shall notify a student who is placed on probation at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. Moorpark College mails a letter indicating either academic or progress probation to the home address indicated in the student's records. In addition, each enrolled student's probation status is recorded at the end of each term as part of the student's academic record; the notation specifies the student's status for both
Becoming a Student

academic and progress categories as either “in good standing” or “on probation.” A student placed on probation must, as a condition of continuing enrollment, receive individual counseling, including the regulation of his/her academic program. Each probationary student shall also receive any other support services needed to help overcome the perceived academic difficulties. Students may view their own academic records online by visiting www.moorparkcollege.net and clicking on the Webstar icon.

Removal from Probation
A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

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

Standards for Dismissal
A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

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

Notification of Dismissal
Each college in the Ventura County Community College District shall notify a student who is dismissed at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester. Moorpark College mails a letter indicating “academic dismissal” to the home address indicated in the student’s records. In addition, each enrolled student’s probation status is recorded at the end of each term as part of the student’s academic record; the notation specifies the student’s status for both academic and progress categories as either “in good standing” or “dismissed.” A student who is dismissed has the right of appeal. An exception to academic dismissal may be made only in the event of extreme and unusual medical and/or legal circumstances that can be supported by evidence provided by the student, or in the event of improved scholarship. The petition for this purpose, “Petition for Continued Enrollment or Readmission,” is available in the Counseling Office (Admin. Bldg.). Students may view their own academic records online by visiting www.moorparkcollege.net and clicking on the WebSTAR icon.

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

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

Withdrawal from Class
It is the student’s responsibility to withdraw from a course. Forms for withdrawing from a class are available in Admissions and Records in the Administration Building. Students or instructors may initiate a withdrawal through the end of the fourth week of instruction for full-semester classes or during the first thirty percent (30%) of a class less than a semester in length. This action results in no record of the dropped classes appearing on student’s academic records (transcript).

Students or instructors may initiate a withdrawal between the end of the fourth week and the last day of the fourteenth week for full-semester classes, or between the first thirty percent of the course and the end of seventy-five percent (75%) of a class less than a semester in length. Withdrawal shall be authorized after informing the appropriate faculty. This action shall be recorded as a “W” on the student’s academic records. The academic record of a student who remains in a class beyond this 75% drop deadline must reflect a grading symbol other than “W.” The “W” shall not be used in calculating grade point averages, but excessive “Ws” shall be used as factors in probation and dismissal procedures.

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

Withdrawal from College
It is the student’s responsibility to formally withdraw from all classes if he/she intends to withdraw from college. A student who withdraws after the end of the fourth week of instruction for full-semester classes or after the end of the first thirty percent (30%) of a term for short-term or less than full-semester classes shall have an entry made on his or her permanent record in accordance with the regulations specified in the Withdrawal from Class policy. Appropriate forms are available in Admissions and Records (Admin. Bldg.).

All requests for formal withdrawal from college must be in writing and must include the student’s signature.

Special Situations Regarding the Awarding of Credit

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

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

<table>
<thead>
<tr>
<th>Examination</th>
<th>College Credit</th>
<th>MC Course Equivalencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>3 Units</td>
<td>PS M03</td>
</tr>
<tr>
<td>American History</td>
<td>6 Units</td>
<td>HIST M07A, M07B</td>
</tr>
<tr>
<td>Art: History</td>
<td>6 Units</td>
<td>ART M01A, 3 Units</td>
</tr>
<tr>
<td>Humanities electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art: Studio Drawing</td>
<td>6 Units</td>
<td>3 Units Fine Arts/GE,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3 Units Humanities electives, Consult Art Department)</td>
</tr>
<tr>
<td>Art: Studio General</td>
<td>6 Units</td>
<td>3 Units Fine Arts/GE,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3 Units Humanities electives, Consult Art Department)</td>
</tr>
<tr>
<td>Biology</td>
<td>6 Units*</td>
<td>BIOL M02A, M02B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No lab Units)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>10 Units*</td>
<td>CHEM M01A, M01B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No lab Units)</td>
</tr>
<tr>
<td>English Language</td>
<td>6 Units</td>
<td>ENGL M01A, M01B</td>
</tr>
<tr>
<td>and Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>6 Units</td>
<td>ENGL M01A, M01B</td>
</tr>
<tr>
<td>and Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>European History</td>
<td>3 Units</td>
<td>HIST M01B</td>
</tr>
<tr>
<td>French Language</td>
<td>8 Units</td>
<td>FREN M01, M02</td>
</tr>
<tr>
<td>French Literature</td>
<td>8 Units</td>
<td>FREN M03, M04</td>
</tr>
<tr>
<td>German Language</td>
<td>8 Units</td>
<td>GER M01, M02</td>
</tr>
<tr>
<td>Mathematics Calculus AB</td>
<td>5 Units</td>
<td>MATH M25A</td>
</tr>
<tr>
<td>Mathematics Calculus BC</td>
<td>5 Units</td>
<td>MATH M25B</td>
</tr>
<tr>
<td>Physics B</td>
<td>8 Units*</td>
<td>PHYS M10A/M10B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No lab Units)</td>
</tr>
<tr>
<td>Physics C Mechanics</td>
<td>4 Units*</td>
<td>PHYS M20A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No lab units)</td>
</tr>
<tr>
<td>Physics C Elec. &amp; Magnetism</td>
<td>4 Units*</td>
<td>PHYS M20B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No lab units)</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>8 Units</td>
<td>SPAN M01, M02</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>8 Units</td>
<td>SPAN M03, M04</td>
</tr>
</tbody>
</table>

*Does not meet lab requirement for General Education.

**Repetition of General Education Credit**

Lower-division credit units previously earned by a student to fulfill general education requirements for a baccalaureate degree may be accepted to fulfill general education requirements for a designated associate degree only.

**Extension Course Credit**

 Normally credit is not granted for extension course work, including correspondence courses. The acceptance of such units for credit by the college will depend on the particular course by the institution that offered the course. A petition for acceptance of such course work should be accompanied by material that explains the course content and indicates the kind of credit given by the offering institution.

In cases where the granting of credit for extension or correspondence courses is petitioned, it may be required that the student's competency in such course work be validated according to credit-by-examination procedures, as explained elsewhere in this section.

**Credit for Military Service**

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

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

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

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

**Credit by Examination**

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. If an examination indicates that the student possesses adequate equivalency and mastery of the subject, credit may be granted. All courses shall be open to credit by examination unless specifically exempted. Each division of the college shall determine the courses for which credit by examination may be granted and the Office of Instruction shall maintain a current list of courses excluded from this policy. For the purpose of this policy, a course shall mean an organized area of instruction as described in the college catalog. A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved.

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

Credit by examination may be granted only to a student who is currently enrolled in at least one course in the college; has completed at least 12 units in residence in the colleges of the Ventura County Community College District; is not on academic probation; has submitted transcripts of all previous course work; has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, NC) or equivalent, in the course for which he or she is seeking credit by examination at this or any other educational institutions.
Becoming a Student

A student seeking credit by examination will receive a CR (credit) if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge by examination will not receive a NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. A student may challenge no more than 12 units (or 4 courses) under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement. The amount of unit credit granted by examination to an individual shall not count towards the minimum 12 units required for residency. Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled.

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

1. The 12-unit residency requirement is suspended, permitting students to petition for Credit by Examination prior to completion of that requirement; when the residency requirement has been met, the course(s) successfully challenged shall be added to the student's record.

2. Credit by Examination may be granted for more than one course in a sequence of required courses, when approved by the administrator responsible for vocational programs.

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

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

The following courses may not be taken under the "Credit by Examination" option: ANTH M05, HIST M60T, NS M49, PHOT M04, PHOT M09, RADT M49, and all Dance and PE activity courses.

Transfer Credit from Regionally Accredited Colleges and Universities

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

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

Transfer Credit from Foreign Colleges and Universities

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

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

Accuracy of the College Catalog

Moorpark College is committed to providing students the most accurate, current information available regarding the College's programs, courses, regulations and policies. However, there may be times when course changes concerning prerequisites, content, hours, or units of credit are determined after publication of the catalog or when district policy or state regulation dictates a change in current practice. When such a circumstance arises, every effort will be made through the class schedules, public media, and at time of registration to notify students of any changes in the course descriptions or college policies as presented herein. Students with questions or concerns about a specific course need to talk to a counselor (805.378-1428) or to call the appropriate division office as noted within the List of Courses. Questions or concerns regarding standard practice and process can be directed to the Moorpark College Counseling Office.
Succeeding as a Student

Moorpark College is committed to helping each student achieve academic success. To ensure that success, a range of services and opportunities are available for students across campus. These options are explored in detail in Using Campus Services Section. Students needing help can talk to teachers, contact a Dean or make an appointment with a counselor. To reach the Counseling Office call (805) 378-1428.

Maintaining Mutual Respect

Nondiscrimination

Moorpark College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal opportunities for all, regardless of race, color, religion, gender, sexual orientation, national origin, physical or mental ability, age, marital status or veteran’s status. (See Statement of Nondiscrimination.) The College actively seeks to educate staff members and students on the deleterious effects of expressions of hatred or contempt.

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. Those who have experienced discrimination at Moorpark College need to initiate the Complaint Procedure outlined in the Sexual Harassment Policy. Those with questions on how to proceed or with concerns or complaints can contact the Office of Student Learning at (805) 378-1403.

Designated Smoking Areas on Campus

In order to provide a healthier environment for teaching, learning and study, Moorpark College supports the VCCCD Smoking Policy, which prohibits smoking during any instructional, programmatic or official College function and in all College vehicles. In addition, tobacco products are not sold on campus.

Smoking is only allowed on the Moorpark College campus in the following designated areas:

- The outside area just north of the Library
- The picnic tables southeast of the Music Building*
- The far northeast corner of the patio behind SSC Building*
- Southeast exterior corner of the “F” Trailers
- Grass area behind Trailer 2
- Designated area near Griffin Stadium
- Southeast corner of cul-de-sac entrance to EATM compound

All of these areas are clearly marked as SMOKING AREAS, and their location is noted on campus maps (inside back cover). Also, two of these areas* provide appropriate weather protection.

Violations to Moorpark College’s smoking restrictions will be addressed through the Student Conduct Code. Students with questions about the campus restrictions can contact the President (or his designee) at (805) 378-1407. For information about the effects of smoking or about how to quit smoking, contact the Student Health Center (Administration Building at 805.378-1413). Moorpark College appreciates everyone’s help in keeping the campus smoke-free.

Drug-Free Campus

Moorpark College maintains a drug-free campus. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all buildings, property, facilities, service areas, and satellite centers of the College. For the protection of all students, anyone violating this policy will be subject to disciplinary action, which may include suspension, pursuant to the Moorpark College Drug-Free Campus Policy. Students with questions about this policy, can contact the Office of Student Learning at (805) 378-1403. Moorpark College appreciates everyone’s help in keeping the campus drug-free.

Dangers of Drug Use

Drug and alcohol use produces a range of negative effects, ranging from decreased performance and poor judgment to serious medical conditions, including damage to the development of an unborn fetus. Physical and psychological addiction to these substances is a very real risk. Students with questions, can visit the Student Health Center (Admin. Bldg., 805.378-1413) to talk with a health professional. Free information is available in a range of brochures.

Any student who has a problem with drug or alcohol use can receive confidential and non-punitive help through the Student Health Center (Admin. Bldg., 805.378-1413), including referrals to the College Psychologist and/or community resources. Moorpark College provides information and assistance to help students make healthy, positive decisions.

Parking

All vehicles must display an appropriate parking permit to park on campus. Semester permits and day-use permits are available for purchase, see “Parking Fee” in Becoming a Student Section.

Students and visitors are requested to observe parking regulations with regard to red no-parking zones, double parking, restricted zones, handicapped zones, and staff restrictions. Parking in these marked areas could result in a parking citation or the vehicle being towed at the owner's expense. A general parking ticket costs $25.

Student Policies

The Student Rights and Responsibilities Section of this Catalog contains the full language of the various policies referenced on this page.
Recycling Efforts
Moorpark College strives to maintain a pleasing campus environment. Our Grounds, Maintenance and Custodial Staff work hard to keep the facilities clean and maintained and the grounds pleasant and inviting. Trash receptacles are located around campus—please use them. Keeping the Moorpark College campus clean is everyone’s job. The Associated Students have also provided Recycling Bins, so our efforts can help the environment as well as keep the campus clean.

Maintaining Effective Learning

Full-Time Student
A student is defined as full time if he/she is carrying 12 or more units during a regular term or four units during a summer session. While students may qualify for benefits if enrolled in 12 units, 15 units is the minimum units per semester for traditional transfer and graduation-bound students.

Unit Requirements for Benefits
In order to qualify for certain benefits, minimum unit requirements must be maintained as follows:
- Automobile & Medical Insurances .................................................. 12.0 units
- Athletic Eligibility ........................................................................ 12.0 units
- Student Government ...................................................................... 12.0 units
- Social Security Benefits ................................................................. 12.0 units
- Student Loan Deferments:
  - Full-time ................................................................................... 12.0 units
  - Half-time .................................................................................. 6.0 units
- Financial Aid ................................................................................. 6.0 units
  - Contact Financial Aid Office
  - Veteran and war orphan benefits under GI Bill:
    - Full subsistence ....................................................................... 12.0 units
    - 3/4 subsistence ....................................................................... 9.0 units
    - 1/2 subsistence ........................................................................ 6.0 units
  - Less than 1/2 time - Please contact VA Specialist in Admissions & Records Office for details regarding eligibility.

Educational Workload
A student’s educational workload generally consists of fifteen (15) units of course work per semester in order to make normal progress toward an Associate Degree, a Certificate of Achievement or timely transfer to a four-year institution. Students desiring to take an overload — more than nineteen and a half (19.5) units but less than twenty-two (22) — must have a counselor’s approval. Students desiring to take twenty-two (22) units or more must have the approval of the Executive Vice President, Student Learning in addition to the counselor’s approval. To make a counseling appointment, call (805) 378-1428.

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

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

Students are responsible for maintaining regular class attendance. When a student’s absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, after due warning, request that Admissions and Records drop the student from the class and that a grade be recorded in accordance with the policy for “dropping a course.” If dropped or excluded from class, a student may petition the instructor for reinstatement when just cause for the absence exists.

Cheating or Plagiarism
Moorpark College takes academic honesty very seriously, since ethical behavior and integrity are vital components of ensuring mutual respect across campus. Instructors, accordingly, have the responsibility and authority for dealing with any cheating or plagiarism that may occur in their classes. Such activities could include stealing tests, using “cheat sheets,” copying off another’s test, or turning in someone else’s work as his/her own. It is the policy of the Ventura County Community College District and Moorpark College that the instructor may dismiss a student involved in such dishonest behavior from class with a grade of “F.” In addition, the faculty member may direct the matter to the Executive Vice President of Student Learning for further disciplinary action.
Succeeding as a Student

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

If the grievance is more serious in nature — Sexual Harassment, Sexual Assault, Discrimination — it would be better for students to start the process of review and intervention with the appropriate Division Dean. There are also identified Sexual Harassment Intake Facilitators available, see p. 233. The Executive Vice President of Student Learning can be reached at (805) 378-1403.

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

Intercollegiate Athletics
Moorpark College offers a wide variety of sports programs to men and women who are interested in competing on an intercollegiate athletic level. The college fields teams in volleyball, tennis, basketball, soccer, softball, track, and cross country for women and in football, soccer, basketball, wrestling, cross country, track, and baseball for men. The Raider athletic teams compete in the Western State Conference, one of the finest conferences in California.

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

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

The intercollegiate sports teams are all under the supervision of the College Athletic Coordinator. For more information, call (805) 378-1457.

Forensics Team (Speech and Debate)
The Moorpark College Forensics team owns the best cumulative record at Junior College Nationals of any school in the country, finishing in the top three nationally for 23 of the past 30 years. No experience is necessary to join the team. Students who are interested in participating should contact Dr. James Wyman, Char Arnold, Rolland Petrello, or Jill McCall at (805) 378-1471.

Performing Arts (Dance, Music & Theatre)
Opportunities at Moorpark College include nine different instrumental and vocal performance organizations which invite student and community participation. They are the Concert Choir, Moorpark Symphony Orchestra, Opera Theatre, Jazz Ensemble, Chamber Ensembles, Wind Ensemble, Piano Ensemble, In-Motion Dancers, and Los Robles Master Chorale. All the organizations are offered during the academic school year with two exceptions. The Piano Ensemble is offered only in the spring semester. In the summer, there is a Summer Arts Festival and the continuation of the Moorpark Symphony Orchestra. These performance organizations offer students a wealth and variety of musical performance possibilities which take place both on and off campus.

Students interested in the various aspects of Theatre Arts are offered a wide variety of classes, performance opportunities, and technical experience in our two state-of-the-art theatres. The College's ambitious performance schedule embraces drama, comedy, musical theatre, and includes three showcases of student written monologues and plays. Moorpark College also boasts a fully equipped sound stage and television studio which offers additional classes and production opportunities for students interested in acting and directing as well as the technical aspect of television and radio production.

For the most up-to-date scheduling information, call the Performing Arts Center Box Office at (805) 378-1485.
**Associated Students**

Every registered student at Moorpark College is a member of the Associated Students. Each spring semester, the general student population elects the Associated Students Board of Directors. This elected ten-member student board represents Moorpark College students on campus, district and statewide committees. The Associated Students' objectives are to support the diversity of needs and views of students, and to provide for the expression of student opinion on issues affecting student life. As a group, the Associated Students funds campus events that are sponsored by student organizations such as speakers, seminars, cultural shows and live entertainment. The Associated Students also oversee the appropriate use of several campus fees. The Associated Students Office is located in the Campus Center. For more information, call (805) 378-1400, ext. 1635.

**The 2001-2002 Associated Students Board of Directors**
- President: Dan Brown
- Vice President: Sahar Yekbi
- Director of External Affairs: Justin Lovelady
- Director of Campus Events: Homero Magana
- Director of Budget and Finance: Deborah Bergstrom
- Director of Academic Affairs: Ursula Johnson
- Director of Student Organizations: Pedro Vasquez
- Director of Constitution and Standing Rules: Justin Underhill
- Director of Public Relations: Tina Cerchiari
- Director of Student Services: Hana Khazam

**Student Organizations**

There are a number of student organizations at Moorpark College. Some of the existing organizations include Accounting Society, Alpha Gamma Sigma Honor Society, Alpha Mu Gamma (Foreign Language Honor Society), Black Student Union, MECHA, International Students, and MESA (Science). For information about existing organizations or how to start a new organization, phone the Associated Students Office at (805) 378-1400, ext. 1635.

**Student Activities**

The Student Activities Office provides a collection of student services that support and enhance the quality of student life at Moorpark College. The Office coordinates a diverse program, organizing events such as blood drives, club days, job fairs, speakers programs and the annual commencement ceremonies. Stop by the Student Activities Office in the Campus Center to get involved. For more information call (805) 378-1434.

**Scholarships**

The Student Activities Office is located inside the Campus Center and provides applications for a variety of scholarships available to Moorpark College students. Announcements of scholarships are posted on a special bulletin board in the Campus Center. Eligibility for scholarships depends on a number of things, including but not limited to scholastic achievement, financial aid, and field of study. All students are encouraged to check scholarship opportunities.

**Housing**

The Student Activities Office also maintains a housing bulletin board in the Campus Center lobby, listing rooms and houses for rent in the surrounding communities. To place an ad on the housing board, complete a 3"x5" index card and deliver it to the Student Activities Office, 7075 Campus Road, Moorpark CA 93021, Attn: Housing Board. The ad will be posted for 30 days at no charge.

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**Student Employment**

Students may access job opportunity information online at [http://www.jobtrak.com/80](http://www.jobtrak.com/80). The user name and password prompt for Moorpark College listings is the word “Raiders.” The same job listings are posted on bulletin boards inside the MC Campus Center. Additional job announcements are available on the bulletin board located inside the Student Lounge at the Campus Center. Anyone wanting to place an ad on the employment opportunity board can call (800) 999-8725. The ad will be posted on the Internet and at Moorpark College.

**Campus Publications**

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

- **The Reporter** is the award-winning, student produced campus newspaper that is circulated just about every week of the semester. Watch for copies in news stands across campus. To join The Reporter staff, take JOUR M10C (Newspaper Production) and other courses. For more information or to submit material for consideration, call The Reporter at (805) 378-1552.
- **Moorpark Review** is the campus creative arts journal, publishing original student writing and art work each spring. To join the staff, take ENGL M43. For more information, including how to submit materials, contact the Division Office at (805) 378-1443.

**That's Entertainment**

Many of the educational opportunities offered on campus can also be viewed as entertainment. For example, every spring Moorpark College hosts Multicultural Day and Science Expo. Several ongoing activities offer entertainment for students and community members as well as:

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

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

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

In Case of an Emergency
If an emergency occurs on campus, help is available. The most important thing is to remain calm and to make an appropriate call for help. More and more people are carrying cell phones, so making contact with others is easier than ever before. Campus phones are available in most buildings and offices, and pay phones are also available on campus (see map for locations).

If you need assistance while on campus, call one of the following:
- Off-Campus Emergency Services, dial 911—from a campus phone, you would dial 9-911.
- Campus Police Emergency Line, dial ext. 1600.
- Evenings (M-Th 6-10 PM, F 5-9 PM) and Saturdays (8:30 AM—1:30 PM), Extended Campus Office, ext. 1406, or cell phone: (805) 657-8837.
- Student Health Center, ext. 1415 or any Division Office or the Switchboard (dial ext. 1400).

Directory Information
As a member of the Ventura County Community College District, the College officially maintains the following information about enrolled students: student's name, address, telephone number, place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received as well as the most recent previous public and private schools attended. Such information is released when requested in response to official documentation requests.

Students may request that such directory information not be released by providing written notification to the Executive Vice President of Student Learning at the time of enrollment or earlier, if the activity occurs prior to the opening of school.

Student's Right to Know
Moorpark College endorses and supports Public Law 101-524, the Student Right-to-Know and Campus Security Act as amended by Public Law 102026. The College makes available to any interested person, upon request, information on policies regarding the use of campus facilities, as well as the reporting of criminal actions and/or emergencies that have occurred on campus. This information can be obtained from the Campus Police (Office in Lot G1; 805-378-1455). The entire text of this Act is available upon request from the Office of Student Learning in the Administration Building.

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

The Crime Awareness and Campus Security Act of 1990 requires institutions report data for certain criminal acts that occur on campus. The Ventura County Community College District's Police Office reported the following crimes on the Moorpark College campus in 2000:

<table>
<thead>
<tr>
<th>Crime</th>
<th>Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicides</td>
<td>0</td>
</tr>
<tr>
<td>Rapes</td>
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</tr>
<tr>
<td>Battery</td>
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<td>Aggravated Assault</td>
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</tr>
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<td>Arson</td>
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<td>Burglary-Vehicle</td>
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<tr>
<td>Stalking</td>
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<tr>
<td>Fraud Embezzlement</td>
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</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Petty Theft</td>
<td>11</td>
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<tr>
<td>Grand Theft</td>
<td>4</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
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<td>Weapons Possession</td>
<td>0</td>
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<tr>
<td>Forcible Entry</td>
<td>3</td>
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<tr>
<td>Bomb Threats</td>
<td>2</td>
</tr>
<tr>
<td>DUI Arrest</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL Crimes on the Moorpark College campus
1998: 47
1999: 38
2000: 33
Planning the Future

Graduation Requirements.............................................. 28
Associate Degrees .................................................... 28
List of Degrees and Certificates.................................... 31
Transfer Information.................................................... 32
Planning the Future

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

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

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

Graduation Requirements

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

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

A student remaining in continuous enrollment in regular sessions (Fall and Spring semesters; Summer session not counted), at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his or her entering or at any time thereafter. This applies only to graduation requirements and to the remedial course work.

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

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

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

Associate Degrees

BASIC REQUIREMENTS

I. Completion of at least 60 semester units of college level course work with a cumulative Grade Point Average (GPA) of not less than 2.00.

II. Completion of all courses (at least 18 semester units) required for a major in a specified field of study (curriculum pattern) as described in the catalog.

III. Completion of the last 12 semester units in residence at the college granting the degree, selected from courses required for graduation, if in attendance at the time of qualifying for graduation. If the student designates a specific major, then at least 6 of the 12 units must be selected from major courses.

IV. Demonstrated competency in reading, written expression, and mathematics:

a. Reading - minimum competency in reading is satisfied by completion of the requirements for the Associate Degree, including 6 units from Area D: Language and Rationality.

b. Written expression - minimum competency in writing is satisfied by completion of the requirements for the Associate Degree, including 3 units from Area D1: English Composition.

c. Mathematics - minimum competency in mathematics is satisfied by successful completion (A, B, C, or CR) of a mathematics course in elementary algebra (or a higher mathematics course) which includes demonstrated ability to:
   - Perform operations with real numbers
   - Solve linear equations and inequalities of one variable
   - Perform operations and polynomials
   - Solve rational equations or quadratic equations
   - Solve problems containing ratios
   - Solve equations containing proportions
   - Graph linear equations

Visit a counselor for options on meeting the mathematics requirement.
GENERAL EDUCATION REQUIREMENTS

Specific Major (AA or AS Degrees) - General

A. Natural Sciences - a minimum of 6 units
   (1) One course in a Biological Science
   (2) One course in a Physical Science

B. Social Sciences - a minimum of 6 units
   (1) One course in American History or Institutions
   (2) One other course in Social and Behavioral Sciences

C. Humanities - a minimum of 6 units
   (1) One course in Fine or Performing Arts
   (2) One other course in Humanities

D. Language and Rationality - a minimum of 6 units
   (1) One course in English Composition
   (2) One course in Communication or Analytical Thinking

E. Health/Physical Education - a minimum of 3.5 units
   (1) One or more courses in the area of health (a minimum of 2 units)
   (2) One or more courses in Physical Education activity or
       Dance Activity classes (a minimum of 1.5 units)

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

General Liberal Arts and Sciences A.A. Degree

In addition to the General Education requirements listed above, completion of at least 12 additional units selected as follows: 9 units from the natural sciences and/or social and behavioral sciences and/or humanities and/or language and rationality areas and 3 units from the designated ethnic/women's studies course list (cannot be "double counted"). Completion of the degree requires a total of at least 36 units in the four areas as well as a minimum of 3.5 units from the physical education/health area.

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

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

I. Completing the college's General Liberal Arts and Sciences A.A. degree pattern: above, or

II. Completing at least 36 units of course work selected from the General Education/Breadth pattern of a transfer institution, and/or from transfer courses required in preparation for the student's selected major.

At a minimum, the 36 units must include General Education courses:

A. Natural Sciences - a minimum of 3 units
B. Social and Behavioral Sciences - a minimum of 3 units
C. Humanities - a minimum of 3 units
D. Language and Rationality - a minimum of 6 units
   1. English Composition - one course
   2. Communication or Analytical Thinking - one course
E. Health/Physical Education - a minimum of two courses
   1. Health Education - one or more courses - a minimum of two units

2. Physical Education - one or more courses - a minimum of 1.5 units
F. Ethnic/Women's Studies - one of the designated courses which cannot be "double counted" to satisfy other General Education requirements above.

Courses Designated to Meet Associate Degree Requirements

A. Natural Sciences
   (1) Biological Science: ANTH M01, M01L; BIO1 M01, M02A, M03, M05, M16, M17; BOT M01; ENGC M02, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, HUM M01; POLS M01, M03, URBN M01.

   (2) Physical Science: PHYS M01, M01L, M02; CHEM M01A, M12, M13; ENSC M01L, M03, M04; GEOL M01, M02, M02L, M03, M05, M21, M41, M61; PSYC M01, M01L; PHYS M01, M01L, M05, M05L, M10A, M10AL, M20A, M20AL.

B. Social Sciences
   (1) American History or Institutions: CHST M04, HIST M02, M03, M04, M05, M05H, M06, M07A, M07B, M12, M14; HUM M01; POLS M01, M03; URBN M01.

   (2) Social and Behavioral Sciences: ANSC M04, ANTH M02, M03, M04, M06, M07, M09, M11; BUS M030, M042, CD M03; CHST M01, M02, M03, M04; ECON M01, M02, M03; GEOG M02, M03, M04, M07, M10; HIST M01A, M01B, M02, M03, M04, M05, M05H, M06, M07A, M07B, M08, M09, M12, M14, M15, M16, M20A, M20B; HUM M01, M042; POLS M01, M02, M03, M04; PSYC M01, M01H, M03, M04, M05, M06, M07, M08, M09, M10, M11, M12, M13, M14, M15, M16, M17, M18, M30; SOC M01, M02, M04, M05, M06, M07, M08, M15, M16, M95; URBN M01A, M01B.

C. Humanities
   (1) Fine or Performing Arts: ART M01A, M01B, M01C, M02, M04A, M08A, M12A, M14A, M15A, M19, DANC M01A, M03; ENGL M01A; HUM M02, M03, M04, M05, M06, M18; MUS M01, M04, M04H, M08, M09A, M09B, M10, M12, M15; PHOT M01A, M02; RT M09; SPCH M05; THA M01, M02A, M04, M09.

   (2) Humanities: ART M01A, M01B, M01C, M02, BUS M042; DANC M01A; ENGL M01B, M01BH, M13A, M13B, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M95; FREN M01, M02, M03, M04; GERM M01, M02, M03, M04; HIS M17; HEB M01, M02; HUM M01, M02, M03, M04, M05, M06, M10A, M10B, M12, M18, M19, M42; ITAL M01, M02, M03, JAPAN M01, M02, M03; JOUR M01; MUS M03, M04, M09B; PHIL M01, M02, M03, M04, M06, M10, M11, M12, M13, M14; PHOT M01A, M02; RT M01; SL M01, M02; SPAN M01, M01A + M01B, M02, M02A + M02B, M03, M09H, M04, M04H, M05, M06, M12, M41; SPCH M01; THA M01.
Planning the Future

(2) Communication or Analytical Thinking: CIS M16, M42; CIS M01A, M01B, M01C; ENGL M01B; M01BH, M01C, M01CH; HUM M01, M02; MATH M03, M05, M06, M07, M10, M15, M14, M15, M15H, M16A, M21, M25A; PHIL M05, M07, M09; SPCH M01, M07, M25.

E. Health/Physical Education
(1) HED M01 or M07, M02, M05, M10A-Z; HSS M21; NTS M01, M07; REC M01.
(2) Any PE course or Dance course numbered M10A-M55, for minimum of 1.5 units; THA M17.

F. Ethnic/Women’s Studies
(1) ANTH M02, M04, M06, M09; CD M06, CHST M01, M02, M03, M4; ENGL M43, M44, M45, M46; FREN M01, M02, M03, M04; GERM M01, M02, M03, M04; HED M01, M02; HIST M02, M03, M04, M06, M08, M12, M14, M15, M16; HUM M12, M18, M19; ITAL M01, M02, M03; JAPN M01, M02, M03; MUS M04, M04H; PSY M14; SL M01, M02; SOC M02, M06, M07, M08; SPAN M01, M01A + M01B, M02, M02A + M02B, M03, M03H, M04, M04H, M05, M06, M12, M41, M95.

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

Moorpark College offers designated Associate in Arts and Associate in Science degrees in an extensive array of program areas. See listing on the next page. To explore a earning a specific degree, see the discipline information in the “List of Courses.” To make an appointment with a counselor, call (805) 378-1428.

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

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

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

Appeals to the above policy may be submitted on a petition available in the Counseling Office for approval by the Executive Vice President of Student Learning. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Certificates of Achievement
A Certificate of Achievement will be granted in specific vocational areas to any student who meets the following requirements:
1. SCHOLARSHIP - A cumulative grade point average of not less than 2.0 in all college and university work attempted.
2. MAJOR - Completion of all courses required in a curriculum specified in the college catalog.
3. RESIDENCY - Completion of at least 12 semester units in residence at the college granting the certificate.

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

The next page provides a complete list of the degrees and certificates offered by Moorpark College.
# Curriculum, Degrees and Certificates

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Associate degree courses</th>
<th>Permits/licensing courses</th>
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</thead>
<tbody>
<tr>
<td>Animal Science</td>
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<td>Anthropology</td>
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<td><strong>Archeology</strong></td>
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<td>Astronomy</td>
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<td><strong>Astrophysics</strong></td>
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<td>Behavioral Science</td>
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<td><strong>Anatomy</strong></td>
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<td><strong>Anatomy/Physiology</strong></td>
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</tr>
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<td></td>
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<tr>
<td>Microbiology</td>
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<td><strong>Physiology</strong></td>
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<td><strong>Zoology</strong></td>
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<tr>
<td>Business</td>
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<td><strong>Accounting Procedures</strong></td>
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<td><strong>Business Communication</strong></td>
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<td><strong>Small Business</strong></td>
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<tr>
<td>Chicano Studies</td>
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<td>Child Development</td>
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<td><strong>Infant/Toddler</strong></td>
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## Associate Degrees

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

## Certificates

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

## License/Permit Preparations

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

Transfer Information
Preparation to Transfer to
Four-Year Colleges and Universities
One of the missions of Moorpark College is to prepare students for advanced standing at four-year colleges and universities of their choice. The College has written agreements with public and private California universities which identify courses of equivalent content that meet lower-division course requirements in the areas of general education/breadth and preparation for the major. Students are encouraged to identify their transfer institution as early in their college careers as possible, so that they may complete courses at Moorpark College which match the freshman and sophomore requirements at that specific campus. For assistance in finding information about transferring, students are encouraged to visit Moorpark College’s Transfer Center to review catalogs and computerized college resources from across the country. Students are also encouraged to make an appointment with a Moorpark College counselor who can assist in developing an individualized Student Education Plan. Phone (805) 378-1428 to make a counseling appointment.

Transfer Guarantee Programs
Moorpark College has transfer guarantee programs with several colleges and universities. The most recent is with California State University Channel Islands/California State University Northridge. Check with the Counseling Office or Transfer Center for more information regarding these guaranteed admissions programs.

Transfer Admission Requirements to:
University of California
The following information refers to minimum eligibility requirements. It is important that students try to make themselves competitive to the UC system to have the best chance at being admitted to the campus and major of their choice. Meeting minimum eligibility does not guarantee admission.

1. Students who were eligible for the University of California from high school are eligible if they have a college grade point average of at least 2.0 in transferable college courses.

2. Students who meet the Scholarship Requirement but who did not complete all the Subject Requirements must take appropriate college courses in the missing subjects and earn a C or better in each course as well as an overall C average (2.0) in transferable college courses.

3. Students who met the Scholarship Requirement but not the Examination Requirement must complete a minimum of 12 semester units of transferable work and earn an overall C average (2.0) in all transferable college coursework completed.

4. Students who were not eligible for the University of California from high school because they did not meet the Scholarship Requirement must:
   (a) Complete 60 transferable units with a grade point average of at least 2.4, and
   (b) Complete the following course pattern, earning at least a C (2.0) or better in each course:
      - two transferable college courses in English Composition; and
      - one transferable college course in mathematical concepts and quantitative reasoning; and
      - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will automatically satisfy option 4B above.
(Source: Introducing the University of 2000/2001; University of California Quick Reference for Counselors 2000/2001)

Transfer Admission Requirements to:
California State University
1. Students who have completed fewer than 56 transferable semester units must have a grade point average of 2.0 (C) or better in all transferable units attempted, be in good standing at the last college attended and meet any of the following eligibility standards:
   A. Transfer based on current admission criteria: Applicant meets the freshman admission requirements in effect for the term for which the application is being made; or
   B. Transfer based on high school eligibility: Applicant was eligible as freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation; or
   C. Transfer based on making up missing subjects - The applicant had a qualifying eligibility index at the time of high school graduation and has made up any of the missing college preparatory subjects with a grade of C or better, and has been in continuous attendance in an accredited college since high school graduation.

2. Transfer applicants with 56 or more transferable semester units must have an overall grade point average of 2.0 or better (2.4 for nonresidents) in transferable units attempted, be in good standing at the last college or university attended and meet any of the following standards:
   A. Complete all subject requirements in effect at the time of high school graduation (both high school and college course work may be used to meet the college preparatory course requirements), or
   B. Complete with a grade of C or better in each course a minimum of 30 semester units selected from courses in English, arts and humanities, social science, science and mathematics or at least equivalent level to courses that meet CSU General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirements. All CSU general education requirements in communication in the English language (at least 9 semester units) and in mathematics (usually 3 semester units) must be completed as part of the 30-semester unit requirement. The remainder of the units can be selected from any of the designated areas.
(Source: CSU Admission Handbook, 2000)
Planning the Future

Transfer Admission Requirements to: California Independent and Out-Of-State Colleges and Universities

Private and out-of-state colleges and universities each have their own admission requirements which ordinarily differ from those of California's public institutions. Students who plan to transfer to any school whether public or private, in-state or out-of-state, should refer to the catalog of that particular school and consult with a Moorpark College counselor.

GENERAL EDUCATION

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

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

Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a series of courses that community college students can use to satisfy lower-division general education requirements at any CSU or UC campus. Completion of the Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California without the need, after transfer, to take additional lower-division general education courses to satisfy campus specific General Education requirements.

The IGETC is not an admission requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's (campus specific) general education requirements or those of a particular UC campus. See your counselor for advice on your particular educational goal.

If you are approaching readiness for transfer and, for good cause, are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transferring. You must describe the good cause in the space provided on the petition (available in the counseling office). Typical situations which constitute good causes for not completing one or two IGETC courses are illness, unavoidable or canceled courses, military service, and unexpected hardships, such as family or employment problems, experienced in the final term before transfer.

If your petition for partial certification of IGETC is approved, you may be able to complete IGETC in one of the following ways:

1. Take a certified IGETC course, in the area to be completed, at any California Community College, when you are not enrolled at a California State University or a University of California, such as during summer session.

2. Complete the requirement at a California Community College while concurrently enrolled at UC or CSU. You will be subject to the UC or CSU campus rule regarding concurrent enrollment, so this option may not be available at your University campus.

3. Take a comparable course at the UC or CSU campus to which you will be transferring. This option is at the discretion of each campus, so it may not be a choice available to you.

You will be expected to complete IGETC before the beginning of the second full year of enrollment at your UC or CSU campus. Check with your campus advisor after you transfer for more information, including which options are available and which UC or CSU courses may be comparable to the IGETC courses remaining to be completed.

Area 1: English Communication

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

   UC: 2 courses required, one from each from Group A and B.
       Group A: English Composition, 1 course, 3-4 units.
       ENGL M01A
       Group B: Critical Thinking Composition – 1 course, 3 semester units.
       ENGL M01B, M01BH, M01C, M01CH
       PHIL M05, SPCH M25
       Group C: Oral Communication (CSU requirement only), 1 course, 3 semester units. SPCH M01

Area 2: Mathematical Concepts & Quantitative Reasoning

   1 course, 3 semester units.

Area 3: Arts and Humanities

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

   Arts: ART M01A, M01B, M01C, M02; DANC M01A, M03;
   HUM M03, M04, M05, M06**, M18, MUS M01**, M04, M04H, M06, M08, M09A, M09B; PHOT M02; THA M01, M04
   Humanities: ENGL M01B, M13A, M13B, M14, M15, M15B, M17, M18, M19, M20, M21, M29A, M29B, M90, M30, M31, M33, M43, M44, M45, M46, M95; FRN M03, M04; GERM M03, M04;
   HIS M01A, M01B, M02A, M02B; HUM M10A, M10B; JPN M03; PHIL M01, M02, M03, M04, M06, M07, M10, M11, M12, M13, M14, M95; SPAN M03, M03H, M04, M04H, M95

Area 4: Social and Behavioral Sciences

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

   ANTH M03, M04, M06, M07, M09, M11; CD M02;
   CHST M01, M02, M03, M04, M08; ECON M01, M02; GEOG M02, M03, M04, M07, M10; HIST M01A*, M01B*, M02, M03, M04, M05**, M05H**, M06, M07A**, M07B**, M08, M09, M10, M12, M14, M15, M16, M20A, M20B; HUM M19; JOUR M01; POLS M01, M02, M03, M04, M08; PSY M01, M01H, M04, M05, M07, M08, M09, M16, M13, M14; RT M01; SOC M01, M02, M04, M05, M07, M08, M15, M16, M95; URBN M01A

Area 5: Physical and Biological Sciences

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

   Physical Sciences: AST M01, M01L, M02; CHEM M01A(L), M01B(L), M07A(L), M07B(L), M08(L), M12(L)**, M13(L)**;
   ENGR M01, M01L(L); GEGO M01(L), M05(L);
Planning the Future

GEOL M01(L), M02L(L), M03, M05, M21; PHYS M01L(L)**, M10AL(L)**, M10BL(L)**, M20AL(L)**, M20BL(L); PHSC M01L(L)**.

Biological Sciences: ANAT M01L(L)**; ANPH M01L(L); ANTH M01, M01L(L); BIOL M01(L)**, M02A(L), M02B(L); M03, M05, M16, M17; BOT M01(L); ENGR M02(L); M01L(L); PHIS M01(L)**; PSI M02, ZOO M01(L).

Language other than English (UC requirement only)
Complete 2 years of the same foreign language of high school level work with a grade of “C” or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement Test, OR 550 on the College Board Achievement Test in Foreign Language or complete 3-5 units from the courses below.
FREN M01, M02, M03, M04; GER M01, M02, M03, HEB M01; ITAL M01, M02; JAPN M01, M02, M03; SPAN M01** or M01A and M01B, M02, M02A and M02B, M03, M04, M05.

*Courses designated with an asterisk may be counted in one area only.
**Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

(L) Designates courses with a laboratory.

CSU General Education Requirements

Area A: Communication in the English Language
9 units: One course from each group.
A1 - Oral Communication: SPCH M01, M02
A2 - Written Communication: ENGL M01A
A3 - Critical Thinking: ENGL M01B, M01BH, M01C, M01CH; PHIL M05, M07, M09; SPCH M07, M25.

Area B: Physical Universe and Its Life Forms
9-12 units: One course from each group, including one laboratory course. (Note: (L) following a course number indicates the course includes a laboratory and meets the lab requirement.)
B1 - Physical Science: AST M01, M01L(L), M02; CHEM M01A(L), M01B(L), M12(L), M13(L); ENGR M01, M01L(L), M03; GEOG M01(L), M05(L); GEOL M01(L), M02(L), M03, M05, M21, M41, M61; PHIS M01, M01L(L); PHYS M01L(L), M05L(L); M10AL(L), M10BL(L), M20AL(L), M20BL(L).
B2 - Life Science: ANAT O1(L); ANSC M06, M07; ANTH M01, M01L(L); ANPH M01(L); BIOL M01(L); M02A(L), M02B(L), M03(L), M05(L), M16, M17; BOT M01(L); ENGR M02(L); M01L(L); PHIS M01(L); PSI M02, ZOO M01(L).

Area C: Arts, Literature, Philosophy, and Foreign Languages
9 units: With at least one course in the Arts and one in the Humanities.
C1 - Arts: ART M01A, M01B, M01C, M02, M08A, M12A; DANC M01A, M03, M10A, M11A, M12A, M14A; HUM M02, M03, M04, M05, M06; MUS M01, M04, M04H, M08, M09A, M09B, M10, M21; PHOT M01A, M02; SPCH M05; THA M01, M02A, M04.

C2 - Humanities: ENGL M01B, M10A, M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30, M31, M33, M43, M44, M45, M46, M95; FREN M01, M02, M03, M04; GER M01, M02, M03, M04; HEB M02; HIST M01A, M01B, M02A, M20B; HUM M10A, M10B, M18; ITAL M01, M02, M03; JAPN M01, M02, M03; PIHL M01, M02, M03, M04, M06, M10, M11, M12, M13, M14, M95; SPAN M01, M01A; SWN M01B, M02, M02A and M02B, M03, M03H, M04H, M05, M06, M41, M95.

Area D: Human Social, Political and Economic Institutions and Behavior; Historical Background
9 units: With courses taken in at least two disciplines.
D0 - Sociology and Criminology: PSY M15; SOC M01, M02, M04, M05, M06, M07, M08, M15, M16, M17, M95
D1 - Anthropology and Archaeology: ANTH M02, M03, M04, M06, M07, M09, M11.
D2 - Economics: BUS M30; ECON M01, M02, M30.
D3 - Ethnic Studies: CHST M01, M02, M03, M04; HIST M02, M03, M04, M14; POLS M07; PSY M14.
D4 - Gender Studies: CHST M03; HIST M12, M14; HUM M18, M19; SOC M07.
D5 - Geography: GEOG M02, M03, M04, M07, M10A.
D6 - History: CHST M04; HIST M01A, M01B, M02, M03, M04, M05H, M06, M07A, M07B, M08, M09, M10, M12, M14, M15, M16, M20A, M20B.
D7 - Interdisciplinary Social or Behavioral Science: BUS M42; HUM M42; JOUR M01; PHIL M03; RT M01.
D8 - Political Science, Government and Legal Institutions: POLS M01, M02, M03, M04, M07; URBAN M01A, M01B.
D9 - Psychology: ANSC M04; PSY M01, M01H, M03, M04, M05, M07, M08, M09, M10, M11, M12, M13, M14, M15, M16, M17, M18, M30; SOC M05.

Area E: Self Understanding/Development
3 units. (No more than 1.5 units can be met by a PE activity course.)
CD M02; DANC M17; HED M01, M02, M03, M05, M07; HUM M01; NTS M01; PG M02; PE M01A, M02A, M02B, M03, M04, M05, M06A, M07, M08, M09, M11A, M13, M20, M21, M26, M27, M28, M30A, M36A, M38; PSY M01, M01H, M03, M04, M05, M07, M08, M09, M10, M11, M13, M30; SOC M05, M08.

Satisfaction of Title V, Section 40404, requirements in United States History, Constitution and American Ideals. (One course is to be taken from the area of History and one course from the area of Government.)
History: CHST M04; HIST M02, M05, M04, M05, M05H, M06, M07A, M07B, M12, M14.
Government: POLS M01, M03; URBAN M01A.

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

**AP Subject** | Number of Units Applicable to General Education-Breadth Requirements for Students Obtaining Full or Subject-Area Certification
--- | ---
Art: History of Art | 3 semester units toward Area C1
Biology | 3 semester units toward Area B2
Chemistry | 6 semester units toward Areas B1 and B3
Economics: Macroeconomics | 3 semester units toward Area D2
Economics: Microeconomics | 3 semester units toward Area D2
English: English Language & Composition | 3 semester units toward Area A2
English: English Language & Composition | 6 semester units toward Areas A2 and C2
French: French Language | 6 semester units toward Area C2
French: French Literature | 6 semester units toward Area C2
German Language | 6 semester units toward Area C2
Government and Politics: United States | 3 semester units toward Area D8
Government and Politics: Comparative | 3 semester units toward Area D8
History: European History | 5 semester units toward Area D6
History: United States History | 3 semester units toward Area D6
Latin: Vergil | 3 semester units toward Area C2
Latin: Latin Literature | 3 semester units toward Area C2
Mathematics: Calculus AB | 3 semester units toward Area B4
Mathematics: Calculus BC | 3 semester units toward Area B4
Music Theory | 3 semester units toward Area C1
Physics B | 6 semester units toward Areas B1 & B3
Physics C (mechanics) | 3 semester units toward Areas B1 & B3
Physics C (electricity & magnetism) | 3 semester units toward Areas B1 & B3
Psychology | 3 semester units toward Area D9
Spanish: Spanish Language | 6 semester units toward Area C2
Spanish: Spanish Literature | 6 semester units toward Area C2
Statistics | 3 semester units toward Area B4

**California Articulation Number (CAN)**

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

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

**Courses Qualified**

**California Articulation Number (CAN)**

**Moorpark College Course**

| CAN AJ 2 | CJ M01, Intro to Criminal Justice |
| CAN AJ 4 | CJ M02, Concepts of Criminal Law |
Planning the Future

California Articulation

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<td>CAN JOUR 2</td>
<td>JOUR M02, Writing and Reporting for Media</td>
</tr>
<tr>
<td>CAN JOUR 4</td>
<td>JOUR M01 or RT M01, Media and Society</td>
</tr>
<tr>
<td>CAN MATH 2</td>
<td>MATH M13, Mathematical Ideas</td>
</tr>
<tr>
<td>CAN MATH 4</td>
<td>MATH M10, Mathematics for Elementary Teachers</td>
</tr>
<tr>
<td>CAN MATH 8</td>
<td>MATH M06, Trigonometry</td>
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<tr>
<td>CAN MATH 10</td>
<td>MATH M05, College Algebra</td>
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<tr>
<td>CAN MATH 12</td>
<td>MATH M14, Finite Mathematics</td>
</tr>
<tr>
<td>CAN MATH 16</td>
<td>MATH M07, College Algebra &amp; Trigonometry</td>
</tr>
<tr>
<td>CAN MATH 18</td>
<td>MATH M25A, Calculus w/Analytic Geometry I</td>
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<tr>
<td>CAN MATH 20</td>
<td>MATH M25B, Calculus w/Analytic Geometry II</td>
</tr>
<tr>
<td>CAN MATH 22</td>
<td>MATH M25C, Calculus w/Analytic Geometry III</td>
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<tr>
<td>CAN MATH 24</td>
<td>MATH M35, Applied Differential Equations</td>
</tr>
<tr>
<td>CAN MATH 26</td>
<td>MATH M31, Introduction to Linear Algebra</td>
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<tr>
<td>CAN MATH 30</td>
<td>MATH M16A, Applied Calculus I</td>
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<tr>
<td>CAN MATH 32</td>
<td>MATH M16B, Applied Calculus II</td>
</tr>
<tr>
<td>CAN MATH SEQ B</td>
<td>MATH M25A+M25B, Calculus with Analytic Geometry I +II</td>
</tr>
<tr>
<td>CAN MATH SEQ D</td>
<td>MATH M16A+M16B, Applied Calculus I + Applied Calculus II</td>
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MUS 41.002B

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<tr>
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<tr>
<td>CAN MUS 22</td>
<td>MUS M25A, Class Piano</td>
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<td>CAN MUS 24</td>
<td>MUS M25A, Class Piano</td>
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<td>CAN PHIL 2</td>
<td>PHIL M01, Introduction to Philosophy</td>
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<td>CAN PHIL 4</td>
<td>PHIL M02, Values and Society</td>
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<td>CAN PHIL 6</td>
<td>PHIL M07, Introduction to Logic</td>
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<tr>
<td>CAN PHYS 2</td>
<td>PHYS M10A + M10AL, General Physics I + Lab</td>
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<tr>
<td>CAN PHYS 4</td>
<td>PHYS M10B + M10BL, General Physics II + Lab</td>
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<tr>
<td>CAN PHYS 8</td>
<td>PHYS M20A + M20AL, Mech. of Solids &amp; Fluids + Lab</td>
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<tr>
<td>CAN PHYS 12</td>
<td>PHYS M20B + M20BL, Electricity &amp; Magnetism + Lab</td>
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<tr>
<td>CAN PHYS SEQ A</td>
<td>PHYS M10A + M10AL + M10BL, General Physics I + Lab + General Physics II + Lab</td>
</tr>
<tr>
<td>CAN PSY 2</td>
<td>PSY M01, Introduction to Psychology</td>
</tr>
<tr>
<td>CAN SOC 2</td>
<td>SOC M01, Introduction to Sociology</td>
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<td>CAN SOC 4</td>
<td>SOC M02, Social Problems</td>
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<td>CAN SPAN 2</td>
<td>SPAN M01, Elementary Spanish I</td>
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<td>CAN SPAN 4</td>
<td>SPAN M02, Elementary Spanish II</td>
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<td>CAN SPAN 8</td>
<td>SPAN M03, Intermediate Spanish I</td>
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<td>CAN SPAN 10</td>
<td>SPAN M04, Intermediate Spanish II</td>
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<tr>
<td>CAN SPAN SEQ A</td>
<td>SPAN M01 + M02, Elementary Spanish I +II</td>
</tr>
<tr>
<td>CAN SPAN SEQ B</td>
<td>SPAN M03 + M04, Intermediate Spanish I + Intermediate Spanish II</td>
</tr>
<tr>
<td>CAN SPCH 4</td>
<td>SPCH M01, Introduction to Speech</td>
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Private or Out-of-State Schools

Students who are planning to enter one of California’s many private four-year schools or an out-of-state public or private school should carefully check the general education requirements for that particular school. It is doubtful that either of the requirement patterns outlined for the two California public systems would be completely applicable at other institutions.

California Lutheran University

GENERAL TRANSFER INFORMATION

1. In order to be admitted to the university, a student must have at least a 2.75 cumulative grade point average.
2. A maximum of 70 semester units may be transferred from a community college.
3. Credit/No Credit graded courses may not be used to meet general education or major requirements.
4. A personal, preliminary transfer evaluation may be obtained by contacting the CLU Admissions Office.

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5. Students who complete the (IGETC) Intersegmental General Education Transfer Curriculum certification and California Lutheran University's religion, oral communication and foreign language requirements have met CLU's general education curriculum. Students who do not complete IGETC prior to transferring will follow the CLU general education pattern.

GENERAL EDUCATION REQUIREMENTS

Area I. Proficiencies
A. Written Communication
1. ENGL M1A or by AP exam.
2. One upper division writing intensive course after transfer.

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

C. Foreign Language
1. Two sequential courses in one foreign language or successful completion of a foreign language course at the second semester level. FREN M1-M4; GERI M01-M04; ITAL M01-M04; JAPN M01-M02; SPAN M01-M04.

D. Mathematical Reasoning
College level math course or qualifying score on the CLU Math Placement Test.
OR
Complete with a C or better at Moorpark: MATH M05, M06, M07, M10, M13, M14, M15, M16A, M16B, M25A, M25B, M25C or above.

Area II. Perspectives
A. Humanities
1. History — one course from: Any history course except HIST M22, HUM M10A, M10B.
3. Philosophy — one course from: PHIL M01, M02, M03, M04, M05, M06, M07, M09.
4. Religion — two courses: REL 100 at CLU and PHIL M11 (waived for Junior level transfers).

B. Natural Sciences
1. Two courses from different disciplines. Both courses must have a lab component: ANAT M01; APH M01-L; BIOL M01, M02A, M02B, M05, M05; BOT M01; CHEM M01A, M01B, M12, M13; ENG M01; GEOG M01-L; GEOI M01; MIRC M01; PHYS M01-L; PHYS M01; and PHYS with lab except M22, ZOO M01.

C. Social Sciences
1. Two courses from different disciplines: ANTH M02, M03, M04, M06, M07; CHST M01, M02, M08; ECON M01, M02, M04, M30; GEOG M02, M03, M04, M07, M10; POLS M01-M08 (Not California requirement; PSY M01-M08; SOC M01-M08).

D. Visual and Performing Arts
1. Two courses, one of which must include participation in one of the visual or performing arts, and only one of which may be less than two credits: ART M01A, M01B, M01C, M02, M04A-M13D, M16A-M18D; DANC M01A; DRFT M01; GR M10; HUM M02, M03, M04, M05, M06; MUS M01-M02D, M03A, M03B, M07-M09B, M10-M28 (except M22); PHOT M01A, M02, M03-M08, SPCH M04, M03; THA M01, M02A-M02D, M03, M04, M09-M15B, M16, M20, M21, M23, M24.

E. Health and Well-Being
1. NTX M04 or PE M02A.
2. Any other activity course or HE M01 or M007.

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

Area III. Cultures and Civilizations
A. Global Studies: The World and the West
No Moorpark College equivalent available. However, this requirement is waived for those students entering with 28 or more units.

B. Gender and Ethnic Studies
1. One course from: ANTH M04, M06, M09; CHST M01, M02, M04; ENGL M45, M46; HIST M02, M03, M04, M06, M12, M14; HUM M18, M19; POLS M07; SOC M06, M07, M08.

Area IV. Integrated Studies
A. Freshman Cluster
No Moorpark College equivalent. However, this requirement will be waived for those students who have completed ENGL M01A before transferring or who have completed over 28 transferable units.

B. Integrated Studies Capstone
One upper-division course after transfer.

University of La Verne
GENERAL STUDIES REQUIREMENTS
1. Written English
ENGL M01A and M01B

2. Spoken English
One course from SPCH M01, M02, M07, M10A, M10B, M10C, M10D

3. Fine Arts
One class in art, music, theater, photography, or creative writing OR a minimum of two semester hours of voice, music ensemble, music lessons, modern dance or ballet.


Planning the Future

4. Mathematics
   MATH M05, M07, M15, M16A, M16B.

5. Physical Science and Life Science
   One course in Physical and one course in Life Science. One of the two courses must have a lab.
   Physical Science:  AST M01/M01L, M02; CHEM M01A, M01B, M12, M13; GEOL M01, M02/M02L, M05, M21, M41; PHSC M01, M01L; PHYS M01/M01L, M10A/M10AL, M10B/M10BL.
   Life Science:  BIOL M01, M02A, M02B, M16; BOT M01, ZOO M01.

6. Social Science
   Any course from each of two different areas:
   A. ECON M01, M02; HIST M07A, M07B, POLS M01, M03.
   B. PSY M01; SOC M01; ANTH M02.

7. Humanities (minimum 6 units)
   Any course from each of two different areas:
   A. Literature:  ENGL M13A, M13B, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30A, M30B, M33, M45, M46, M60W.
   B. Philosophy or Religion:  PHIL M01, M02, M03, M06, M11, M12.
   C. Mass Media:  JOUR M01.
   D. Interdisciplinary:  HUM M10A, M10B.

Courses taken in preparation for the major may be used to satisfy general education requirements. While a course may satisfy more than one general education group and/or area requirement, it shall not be counted more than once and any excess units in one area shall not apply to another area.

University of Southern California
GENERAL TRANSFER INFORMATION
All USC students must complete six general education (GE) courses. In addition, there are requirements in writing, diversity, and (for certain majors) foreign language. Students have different GE and writing requirements depending on when they started college. For more information, see the booklet "Transferring to USC," available from the USC Office of Admission or on the Web at: http://www.usc.edu/dept/admissions/undergrad/transfer/index.html

DIVERSITY REQUIREMENT: All students who entered college in Fall 1993 or thereafter (at USC or elsewhere) must meet USC's diversity requirement.

LOWER DIVISION WRITING REQUIREMENT: Students following the new GE pattern should complete one of the following courses: ENGL M01B, M01C, PHIL M05 or SPCH M25. An additional upper division writing course will need to be completed at USC.

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

 GENERAL EDUCATION CATEGORIES:
   Category I: Cultures and Civilizations I
   ART M01A, M01B; ENGL M30, M31; HIST M01A, M01B; HUM M10A, M10B; PHIL M11; THA M04.
   Category II: Cultures and Civilizations II
   ANTH M02, M06, M07, M60C, M601; HIST M06, M10, M15; PHIL M06, M12.
   Category III: Scientific Principles
   ART M01/L, M02/L; BIOL M01, M02A; BOT M01; CHEM M01A, M12; GEOG M01/L; GEOG M01, M02/L; PHSC M01/L; PHYS M01/L, M10A/L, M20A/L; ZOO M01.
   Category V: Studies in Literature, Thought, and Arts
   ART M01C, M02; ENGL M13A, M13B, M14, M15A, M15B, M17, M18, M19, M20, M21, M29A, M29B, M30A, M30B, M33, M45, M46, M60W.
   POLS M03, M04, M05, M06; MUS M08, M09A, M09B; PHOT M02; THA M01, M03.

Courses which meet the Diversity Requirement:
   ANTH M04, M06; CHST M01, M02, M03; HIST M02, M03, M12, M14; HUM M19; POLS M07; PSY M14; SOC M01, M02, M06, M07, M08.

POLICIES REGARDING GE COURSES:
No more than four (4) semester units of pass/no pass credit may be applied to GE requirements.
A single course may be used to fulfill both a GE requirement and the diversity requirement.
Once a student following the GE plan enrolls at USC, he or she may no longer take courses elsewhere to fulfill GE or writing requirements.

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

Choosing Classes
Understanding Course Descriptions
List of Courses
Taking Classes

Choosing Classes
Moorpark College currently offers over 1200 courses within over 100 majors and programs, providing students the breadth and depth of options needed for most academic pursuits. Every year new courses are added to the curriculum to meet ongoing student and community needs. For answers to questions about course offerings, contact the appropriate division office (numbers provided in the following list) or make an appointment with a counselor (call 805.378-1428).

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

Understanding the Course Descriptions
The following “List of Courses” provides a variety of information about each specific class: the unit value of the course, the hours the course meets, the prerequisites and corequisites, and the transfer status. Additional information is given about CAN and IGETC designations. See Planning the Future Section for clarification of these references.

Transfer Details:
Each course description explains the course’s specific transfer status to the California State University (CSU) and/or the University of California (UC) systems. The course may be accepted for credit by the CSU system only, by both the CSU and UC systems, or by neither system. If no transfer status information follows a course description, that course is not acceptable for credit at any of the California public four-year institutions and is probably not accepted at private or out-of-state institutions either. For some courses, the UC system grants limited credit, and an explanation of that limitation is provided. If you have any questions, talk to a counselor or explore a range of online information available in the Transfer Center (Admin. Bldg., 805.378-1551).

List of Courses

Accounting
See Courses in Business

Assistive Computer Technology
See Courses in Learning Skills

Anatomy
See Courses in Biological Sciences

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

Career Opportunities
Animal Handler, Animal Control Officer, Conservation/Wildlife Educator, Humane Officer, Kennel Worker, Veterinarian, Veterinary Assistant, Zoo Keeper.

Most careers in the animal industry require additional and/or specialized degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Brenda Shubert, Phone (805) 378-1515

Faculty
Full-Time
James Peddie, Gary Wilson

Part-Time
Beverly Critcher, James Patterson

Counselor
Chuck Brinkman

America’s Teaching Zoo Staff
Michlynn Hines, Holly Mandelkow, Mara Rodriguez

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Animal Science who wish to qualify for an Associate in Arts Degree could explore Biology or Environmental Studies as a possible major.

For General Education Degree Requirements and Transfer Information, see p. 29.
Animal Science Courses

ANSC M02 -- 2 Units
Animal Health and Safety
Prerequisite: None
Class Hours: 2 lecture
Introduces the health and safety issues associated with keeping animals in captivity. Presents the essentials of a preventative medicine program, emphasizing procedures for proper hygiene, quarantine, vaccinations, and safety. Addresses the safety of the animal keeper/handler with a consideration of zoonosis. Formerly EATM M02. Applies to Associate Degree.

ANSC M03 -- 2 Units
Animal Nutrition
Prerequisite: ANSC M02
Class Hours: 2 lecture
Provides a basic understanding of those factors relating to the feeding and nutritional needs of domestic and non-domestic animals in captivity as well as in the wild. Formerly EATM M03. Applies to Associate Degree. Transfer credit: CSU.

ANSC M04 -- 3 Units
Animal Behavior
Prerequisite: None
Corequisite: ANSC M04L or PSY M12L
Class Hours: 3 lecture
Introduces the study of animal behavior, emphasizing learning theory. Focuses on classical and operant conditioning. Applies concepts of ethology and behavior modification to the maintenance and training of animals in captivity. (Same course as PSY M12L.) Formerly EATM M04. Applies to Associate Degree. Transfer credit: CSU.

ANSC M04L -- 0.5 Unit
Animal Behavior Lab
Prerequisite: None
Corequisite: ANSC M04 or PSY M12
Class Hours: 1.5 lab
Reinforces behavior modification and observational research through hands-on experience. Requires each student train a rat and conduct an observational research project on captive animals. (Same course as PSY M12L.) Formerly EATM M04L. Applies to Associate Degree. Transfer credit: CSU.

ANSC M05 -- 2 Units
Zoo Horticulture
Prerequisite: None
Corequisite: ANSC M05L
Class Hours: 2 lecture
Introduces the student to soils; plant growth; weed, insect, and disease control; irrigation and fertilization principles; identification and uses of plants; planting and care of lawns, ground covers, flowers, trees, and shrubs including proper placement, pruning and training. Stresses the relationship of plants and animals, including plant toxicity risks relating to a zoo facility. Formerly EATM M05. Applies to Associate Degree.

ANSC M05L -- 1 Unit
Zoo Horticulture Lab
Prerequisite: Completion of or concurrent enrollment in ANSC M05
Class Hours: 3 lab
Applies horticulture principles and concepts regarding soils; plant growth; weed, insect, disease control; and irrigation and fertilization. Practices the planting and care of lawns, ground covers, flowers, trees, and shrubs including proper pruning and training. Explores the relationship between plants and animals. Formerly EATM M05L. Applies to Associate Degree.

ANSC M06 -- 3 Units
Animal Anatomy/Physiology
Prerequisite: None
Class Hours: 3 lecture
Introduces the science of veterinary medicine including mammals, birds, reptiles, amphibians, and invertebrates, presenting a practical system-by-system approach to the basic structure (anatomy) and function (physiology) of the previously mentioned groups. Formerly EATM M06. Applies to Associate Degree. Transfer credit: CSU.

ANSC M07 -- 3 Units
Animal Diversity
Prerequisite: None
Corequisite: ANSC M07L
Class Hours: 3 lecture
Introduces survey of invertebrate and vertebrate animals, both terrestrial and marine. Includes classification, general characteristics, adaptations, animal recognition, evolutionary history, and basic concepts of ecology and conversation. Formerly EATM M07. Applies to Associate Degree. Transfer credit: CSU.

ANSC M07L -- 0.5 Unit
Animal Diversity Lab
Prerequisite: None
Corequisite: ANSC M07
Class Hours: 1.5 lab
Surveys invertebrate and vertebrate animals, both terrestrial and marine. Focuses on animal recognition, general characteristics and behavior through the observation of live animals in America's Teaching Zoo as well as on animals on video and in photographic slides. Formerly EATM M07L. Applies to Associate Degree. Transfer credit: CSU.

ANSC M08 -- 3 Units
Wildlife Conservation
Prerequisite: None
Recommended Preparation: ANSC M07
Class Hours: 3 lecture
Develops students' awareness, knowledge, skills, and commitment, resulting in informed decisions, responsible behavior and constructive actions concerning wildlife and the environment. Includes awareness and appreciation of wildlife, human values and wildlife conservation, cultural and social interaction with wildlife, wildlife issues and responsible human actions. Formerly EATM M08. Applies to Associate Degree.

ANSC M30 (S)
Animal Science

ANSC M60A-Z -- 1 to 3 Units Each
Topics in Animal Science
Prerequisite: To be determined
Class Hours: To be determined

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

ANSC M60A -- 1 Unit
Avian & Reptilian Care
Prerequisite: None
Recommended Preparation: ZOO M01 or BIOL M01
Class Hours: 1 lecture

Introduces systematic approach to the anatomy, physiology, husbandry, and veterinary first aid care of avian and reptilian species. May be taken one (1) time for credit. Formerly EATM M24. Applies to Associate Degree.

ANSC M60B -- 1 Unit
Primate Behavior
Prerequisite: None
Corequisite: ANSC M60BL
Class Hours: 1 lecture

Introduces primate behavior and its application to successful handling and training of primates. May be taken one (1) time for credit. Formerly EATM M26. Applies to Associate Degree.

ANSC M60BL -- 1 Unit
Primate Behavior Lab
Prerequisite: Completion of or concurrent enrollment in ANSC M60B
Class Hours: 3 lab

Provides hands-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 primates. Requires hands-on experience with primates under direct instructor supervision. May be taken three (3) times for credit. Formerly EATM M26L. Applies to Associate Degree.

Anthropology

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

Career Opportunities


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

Dean
Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
John Baker, Robert Lopez, Thomas McAdam, Jack Reynolds

Part-Time
Diane Brabant, Charles Eastman, Michael Raleigh, Robert Sands, Nadine Mandel-Toren, Paul Mattson, Michele Titus

Counselors
Michael Johnson, Ofelia Romero-Motlugh

Degree & Certificate Options in Archaeology

Associate in Arts Degree
To earn an Associate in Arts Degree with a major in Archaeology, students complete 37 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Archaeology offered by four-year institutions. Since the course work in Archaeology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in Archaeology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

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

Required Courses

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<th>Course</th>
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<td>ANTH M01L</td>
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<tr>
<td>ANTH M02</td>
<td>Cultural Anthropology</td>
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<td>ANTH M03</td>
<td>Archaeology</td>
<td>3.0</td>
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<td>ANTH M05*</td>
<td>Archaeological Field Methods</td>
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<td>ANTH M10*</td>
<td>Archaeological Reconnaissance</td>
<td>3.0</td>
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<tr>
<td>ANTH M12*</td>
<td>Archaeological Laboratory Procedures</td>
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Recommended Courses: Choose 18 Units

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<td>The Chumash and Their Neighbors</td>
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<td>ANTH M60R*</td>
<td>Anthropological Research Methods</td>
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<td>Archaeological Field Methods</td>
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<td>BIOL M05</td>
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<td>GEOG M06</td>
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<tr>
<td>GEOI M21</td>
<td>Geology of California</td>
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</tr>
<tr>
<td>PHOT M01A</td>
<td>Beginning Photography</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Can be repeated as part of chosen 18-units and still count toward total
**Can be repeated twice and count toward total
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg.—805,578-1551).

For General Education Degree Requirements and Transfer Information, see p. 29.

**Anthropology Courses**

**ANTH M04 — 3 Units**  
**Chicano Culture**  
Prerequisite: None  
Class Hours: 3 lecture  
Focuses on the social and cultural heritage of the Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the arts, literature, and oral history. (Same course as CHST M02.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

**ANTH M05 — 3 Units**  
**Archaeological Field Methods**  
Prerequisite: Completion of or concurrent enrollment in ANTH M03  
Class Hours: 1 lecture, 6 lab  
Focuses on expanding existing knowledge of archaeological inquiry with a practical emphasis on actual site excavation and primary sorting of artifacts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC. 

**ANTH M06 — 3 Units**  
**Introduction to Native American Studies**  
Prerequisite: None  
Class Hours: 3 lecture  
Surveys the origins, development, and attainments of Native Americans within the United States. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

**ANTH M07 — 3 Units**  
**Peoples and Cultures of the World**  
Prerequisite: None  
Class Hours: 3 lecture  
Surveys various world peoples and cultures, emphasizing different survival strategies and the resulting effects on social structures, belief systems, and economic organization. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

**ANTH M09 — 3 Units**  
**Anthropology of Women**  
Prerequisite: None  
Class Hours: 3 lecture  
Explores women’s roles, stereotypes and contributions, past and present, drawing examples from traditional and contemporary world cultures and from relationships among gender, kinship, economics, politics, myth and ideology. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

**ANTH M10 — 3 Units**  
**Archaeological Reconnaissance**  
Prerequisite: Completion of or concurrent enrollment in ANTH M03  
Class Hours: 1 lecture, 6 lab  
Offers practical application of archaeological field research skills (discovery, evaluation, and recording of cultural resources). Introduces use of a compass; evaluation of soil, terrain formations, plant resources, and urban disturbance; and practice of various reporting techniques. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU.
Anthropology

ANTH M11 – 3 Units
The Anthropology of Magic, Witchcraft and Religion
Prerequisite: None
Class Hours: 3 lecture
Focuses on societies’ attempts to deal with the supernatural by exploring religion as a fact in nature, the Shaman as a religious specialist, religious classification across cultures, ethnomedicine, and the relationship between science and religion. Applies to Associate Degree. Transfer credit: CSU; UC. IGEC AREA A

ANTH M12 – 3 Units
Archaeological Laboratory Procedures
Prerequisite: ANTH M03
Class Hours: 1 lecture, 6 lab
Offers hands-on work with archaeological collections, including the initial processing, sorting, washing, stabilizing and cataloging of artifacts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

ANTH M22AB – 0.5 to 3 Units Each
Independent Studies in Anthropology
Prerequisite: A previous course in Anthropology
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of anthropology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ANTH M60A-Z – 1 to 3 Units Each
Topics in Anthropology
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

ANTH M60C – 3 Units
Indians of California
Prerequisite: None
Class Hours: 3 lecture
Offers a multidimensional look at the aboriginal inhabitants of California before and since European contact. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ANTH M60L – 3 Units
The Chumash and Their Neighbors
Prerequisite: None
Class Hours: 3 lecture
Offers an in-depth look at the Chumash, Ventura County's major aboriginal population, emphasizing their social, political, and economic structure as well as their relations with aboriginal neighbors and the Spanish Colonial establishment. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ANTH M60J – 3 Units
Egyptology: Archaeology of the Land of the Pharaohs
Prerequisite: None
Class Hours: 3 lecture
Emphasizes the historical and cultural development of ancient Egypt as seen through archaeological contributions. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ANTH M60R – 3 Units
Anthropological Research Methods
Prerequisite: A previous course in Anthropology
Class Hours: 2 lecture, 3 lab
Introduces selected aspects of anthropological research strategies and tools through work on actual research projects. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ANTH M60S – 3 Units
Introductory Archaeological Field Methods Supervision
Prerequisite: 12 units of ANTH M05
Class Hours: 1 lecture, 6 lab
Introduces advanced students to the training and management of an inexperienced “Pit Crew.” May be taken four (4) times for credit. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ANTH M80 – 1 to 4 Units
Internship in Anthropology
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Art

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

Career Opportunities

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

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408
ART M01B – 3 Units
Art History
Prerequisite: None
Class Hours: 3 lecture
Surveys the history of art of the western world from the Middle Ages to modern times. Emphasizes techniques of art production as well as the importance of key historical figures. Course required of all art majors. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 4, Art Seq. A (Art M01A + Art M01B). IGETC AREA 3

ART M01C – 3 Units
Art History
Prerequisite: None
Class Hours: 3 lecture
Investigates the theory and practice of the visual arts from 1850 to the present, exploring specific movements and their reflection of social and technological changes. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ART M02 – 3 Units
Art Appreciation
Prerequisite: None
Class Hours: 3 lecture
Explores major artistic techniques in their historical and cultural contexts, developing understanding through informed perceptions and evaluations. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ART M04A – 3 Units
Color and Design
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Provides background in the use of design principles, emphasizing color theory and its practical applications through specific weekly projects in line, shape, texture, form, and the principles of abstraction. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 14

ART M04B – 3 Units
Three-Dimensional Design
Prerequisite: ART M04A
Class Hours: 2 lecture, 3 lab
Explores 3D design through the application of 2D design principles, emphasizing the creation of form via interaction with various materials, techniques and construction methods. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 16

ART M04C – 3 Units
Advanced Problems in Color and Design
Prerequisite: ART M04A
Class Hours: 2 lecture, 3 lab
Further explores 2D design concepts mastered in ART M04A through advanced problems in line, shape, texture, form and motif. Emphasizes creativity as well as established standards of excellence through a study of industrial and commercial design principles. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

ART Courses

ART M01A – 3 Units
Art History
Prerequisite: None
Class Hours: 3 lecture
Surveys the history of art of the western world, from prehistoric to the middle ages, ranging from ancient to early Christian and Byzantine art. Examines key historical figures as well as architectural, paint and sculpture techniques. Course required of all art majors. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 2, Art Seq. A (Art M01A + M01B). IGETC AREA 3

ART Courses
ART M08A – 3 Units
Beginning Ceramics
Prerequisites: None
Class Hours: 1 lecture, 6 lab
Introduces the potter's wheel and provides practice in elementary clay construction methods as well as glazing and firing techniques. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 6

ART M08B – 3 Units
Beginning Ceramics
Prerequisite: ART M08A
Class Hours: 1 lecture, 6 lab
Practices the techniques of elementary clay construction through exploration of sculptural forms and the development of glazes, decoration and firing methods. Applies to Associate Degree. Transfer credit: CSU; UC

ART M09A – 3 Units
Ceramic Design
Prerequisites: ART M08B and ART M04A
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. Applies to Associate Degree. Transfer credit: CSU; UC

ART M09B – 3 Units
Ceramic Design
Prerequisite: ART M09A
Class Hours: 1 lecture, 6 lab
Offers in-depth study of ceramics through independent projects designed to enhance artistic mastery. Applies to Associate Degree. Transfer credit: CSU; UC

ART M12A – 3 Units
Drawing and Composition
Prerequisite: None
Class Hours: 1 lecture, 6 lab
Stresses graphic representation of objects through a variety of media and techniques, emphasizing pictorial composition, depth perception, perspective and rendering. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 8

ART M12B – 3 Units
Drawing and Composition
Prerequisite: ART M12A
Class Hours: 1 lecture, 6 lab
Expands the exploration of pen and ink and watercolor washes through a study of illustrative drawing, analytic abstraction concepts and advanced problems in rendering. Applies to Associate Degree. Transfer credit: CSU; UC

ART M13A – 3 Units
Life Drawing
Prerequisite: ART M12A
Class Hours: 1 lecture, 6 lab
Draws the human figure from live models. Emphasizes structure, proportion, form and composition through an introduction of linear and tonal concepts. Different media will be explored, including charcoal, conte crayon, pencil, pen and ink. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 24

ART M13B – 3 Units
Life Drawing
Prerequisite: ART M13A
Class Hours: 1 lecture, 6 lab
Expands drawing the human figure from a live model. Emphasizes freedom of expression as well as structure, proportion, form and composition. Applies to Associate Degree. Transfer credit: CSU; UC

ART M13C – 3 Units
Life Drawing
Prerequisite: ART M13B
Class Hours: 1 lecture, 6 lab
Further expands drawing the human figure, beginning with a skeletal structure. Uses many media; emphasizes structure, proportion, form and composition; and continues practice of linear and tonal concepts. Applies to Associate Degree. Transfer credit: CSU; UC

ART M13D – 3 Units
Life Drawing
Prerequisite: ART M13C
Class Hours: 1 lecture, 6 lab
Further expands drawing the human figure and skeletal structure. Uses many media; emphasizes structure, proportion, form and composition; and increases practice of linear and tonal concepts. Applies to Associate Degree. Transfer credit: CSU; UC

ART M14A – 2 Units
Silk Screen-Serigraph Printmaking
Prerequisite: ART M04A
Class Hours: 6 lab
Introduces silkscreen as a printmaking tool, emphasizing basic techniques through practical work using inks, stencils, and solvents. Provides group and individual critiques. Applies to Associate Degree. Transfer credit: CSU; UC

ART M14B – 2 Units
Advanced Silk Screen-Serigraph Printmaking
Prerequisite: ART M14A
Class Hours: 6 lab
Emphasizes individual expression through the production of multicolor runs and the development of a personal approach to silk screen. May be taken two times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

ART M15A – 3 Units
Beginning Printmaking
Prerequisite: ART M04A
Class Hours: 1 lecture, 6 lab
Introduces printmaking media, including intaglio (etching, engraving, etc.) but emphasizing relief, lithograph and embossed print. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 20

ART M15B – 3 Units
Beginning Printmaking
Prerequisite: ART M15A
Class Hours: 1 lecture, 6 lab
Fully explores intaglio techniques, including line etching, aquatint, sugar lift, and experimental techniques. Applies to Associate Degree. Transfer credit: CSU; UC
ART M15C – 3 Units
Advanced Printmaking
Prerequisite: ART M15B
Class Hours: 1 lecture, 6 lab
Expands work in intaglio and relief, emphasizing individual exploration of solutions and experimental techniques. Applies to Associate Degree. Transfer credit: CSU; UC

ART M15D – 3 Units
Advanced Printmaking
Prerequisite: ART M15C
Class Hours: 1 lecture, 6 lab
Offers advanced work in intaglio with greater exploration of experimental techniques. Applies to Associate Degree. Transfer credit: CSU; UC

ART M16A – 3 Units
Painting
Prerequisite: ART M12A or ART M04A
Class Hours: 1 lecture, 6 lab
Introduces the nature of structural and expressive values in contemporary painting, emphasizing form, control or pictorial order, and the uses of color and light as fundamental skills necessary to mastery of basic painting techniques. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ART 10

ART M16B – 3 Units
Painting
Prerequisite: ART M16A
Class Hours: 1 lecture, 6 lab
Continues the development of fundamental painting skills and concepts. Emphasizes technical competence and individual concepts using both traditional and modern materials. Applies to Associate Degree. Transfer credit: CSU; UC

ART M16C – 3 Units
Advanced Painting
Prerequisite: ART M16B
Class Hours: 1 lecture, 6 lab
One-on-one student/teacher relationship explores advanced painting concepts and techniques. Encourages personal and unique self-expression through experimentation with and interpretation of subject matter. Applies to Associate Degree. Transfer credit: CSU; UC

ART M16D – 3 Units
Advanced Painting
Prerequisite: ART M16C
Class Hours: 1 lecture, 6 lab
Allows more advanced work with painting concepts and techniques aimed at developing more extensive self-expression. Applies to Associate Degree. Transfer credit: CSU; UC

ART M17A – 3 Units
Landscape Painting
Prerequisite: ART M04A or ART M12A
Class Hours: 1 lecture, 6 lab
Introduces painting skills and concepts applicable to landscape (both indoor and outdoor). Focuses on painting nature out of doors in various media, such as acrylics, oils, watercolor, and pastels. Applies to Associate Degree. Transfer credit: CSU; UC

ART M17B – 3 Units
Landscape Painting
Prerequisite: ART M17A
Class Hours: 1 lecture, 6 lab
Expands the skills and concepts of painting applicable to landscape, emphasizing a more personal, creative approach. Applies to Associate Degree. Transfer credit: CSU; UC

ART M18A – 3 Units
Water Color
Prerequisite: ART M04A or ART M12A
Class Hours: 1 lecture, 6 lab
Introduces a thorough understanding of the watercolor media, building from simple exercises to more complex problems solved in personal and creative ways. Applies to Associate Degree. Transfer credit: CSU; UC

ART M18B – 3 Units
Water Color
Prerequisite: ART M18A
Class Hours: 1 lecture, 6 lab
Offers advanced watercolor techniques, encouraging the use of the multiple image in both landscapes and still life. Applies to Associate Degree. Transfer credit: CSU; UC

ART M18C – 3 Units
Water Color
Prerequisite: ART M18B
Class Hours: 1 lecture, 6 lab
Expands experimentation with advanced watercolor techniques and the use of the multiple image in landscape and still subjects. Encourages advanced and individualized areas of investigation. Applies to Associate Degree. Transfer credit: CSU; UC

ART M18D – 3 Units
Water Color
Prerequisite: ART M18C
Class Hours: 1 lecture, 6 lab
Emphasizes individual growth and development through continued merging of advanced watercolor techniques with each student’s unique and personal contributions. Applies to Associate Degree. Transfer credit: CSU; UC

ART M19A – 3 Units
Beginning Sculpture
Prerequisite: None
Class Hours: 1 lecture/6 lab
Develops an awareness for historical and contemporary concerns regarding three-dimensional design concepts. Encourages personal expression through materials such as paper, cardboard, plaster, wood, wire, and clay. Applies to Associate Degree. Transfer credit: CSU; UC.
ART M22A/B – 1 to 3 Units Each
Independent Studies in Art
Prerequisite: A previous course in Art
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of art through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ART M23 – 3 Units
Beginning Stained Glass Design
Prerequisite: None
Class Hours: 1 lecture, 6 lab
Introduces the art of stained glass, exploring design sources and principles as well as fabrication and embellishment techniques. Applies to Associate Degree. Transfer credit: CSU

ART M24 – 3 Units
Advanced Stained Glass Design
Prerequisite: ART M23
Class Hours: 1 lecture, 6 lab
Expands artistic knowledge and ability of stained glass design. Explores more complex design sources and principles as well as advanced fabrication and embellishment techniques. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

ART M60A-Z – 1 to 3 Units Each
Topics in Art
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

ART M60A – 1 Unit
Art Gallery Practices
Prerequisite: ART M04A or GR M32 or PHOT M01B
Class Hours: 1 lecture
Introduces gallery practices relating to exhibition selection and design as well as budgeting and installation techniques. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ART M60C/D/E – 1 to 3 Units
Printmaking Studio Practices
Prerequisite: ART M15A or M15B or M15C or M15D
Class Hours: 3, 6 or 9 lab as arranged
Fully explores intaglio, relief, pantographs or experimental techniques under instructor’s direct supervision. Meets individual student needs. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ART M60F – 3 Units
Glaze Chemistry
Prerequisite: A previous course in ceramics
Class Hours: 2 lecture, 3 lab
Introduces glaze formulations and ceramic technology, including clays, kilns, firing. Continues work on wheel form, technique and design. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ART M80 – 1 to 4 Units
Internship in Art
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Astronomy

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

Career Opportunities

Astronomer, Astrophysicist

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full Time
Balazs Becht, Clinton Harper, Ron Wallingford

Part-Time
Hal Jandorf, Philip Klutch, Carolyn Mallory

Counselor
Danita Reid
Degree & Certificate Options in Astrophysics

Astronomy Courses

AST M01 – 3 Units
An Introduction to Astronomy
Prerequisite: None
Class Hours: 3 lecture
Introduces modern Astronomy in a descriptive, nonmathematical way, emphasizing our solar system, stars, galaxies, and the origin and evolution of the universe. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

AST M01L – 1 Unit
An Introduction to Astronomy Laboratory
Prerequisite: Completion of gra concurrent enrollment in AST M01 or AST M02
Class Hours: 3 lab
Reinforces principles and techniques of astronomy through hands-on experience with telescopes, star charts, and other common devices used to observe and measure the moon, the planets, and the stars. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

AST M02 – 3 Units
Our Solar System: The Next Frontier
Prerequisite: None
Class Hours: 3 lecture
Introduces both observational and historical Astronomy, reviewing the planets, satellites, asteroids, comets, and the sun. Discusses the laws of motion and gravitation, especially in connection with space travel past, present and future. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

AST M10 – 2 Units
Observational Astronomy
Prerequisites: AST M01/M01L or AST M02 and MATH M06 or MATH M07
Class Hours: 1.5 lecture, 1.5 lab
Introduces the tools, techniques, and practices of observational astronomy, emphasizing data acquisition; motions, position and brightness of celestial objects; and computer-accessed data banks. Applies to Associate Degree. Transfer credit: CSU; UC

AST M22A/B – 0.5 to 3 Units Each
Independent Studies in Astronomy
Prerequisite: A previous course in Astronomy
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of Astronomy through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.
AST M80 — 1 to 4 Units
Internship in Astronomy
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

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

Behavioral Science

Dean
Al Nordquist, Phone (805) 378-1445

Faculty

Counselors
Frank Bianchino, Michael Johnson, Pam Kennedy Luna, Odelia Romero-Mollagh

Degree and Certificate Options in Behavioral Science

Associate in Arts Degree
To earn an Associate in Arts Degree with a major in Behavioral Science, students complete 18 specified units, specializing in either Anthropology, Psychology, or Sociology plus general education degree requirements (minimum total = 60 units). For particular on the areas of specialization, refer to individual course listings in each discipline.

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

Required Courses

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<th>Course</th>
<th>Units</th>
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<tr>
<td>ANTH M02</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>PSY M01</td>
<td>Intro to Psychology</td>
</tr>
<tr>
<td>SOC M01</td>
<td>Intro to Sociology</td>
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Units from RECOMMENDED GROUPS | 9.0 |

TOTAL | 18.0 |

Recommended Groups: Follow Restrictions

Group 1: Complete Two Courses (6 units) from ANTH, PSY or SOC, noting restrictions:
- Anthropology: Any ANTH courses, except ANTH M01, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC courses, except SOC M22A/B, SOC M60 series or SOC M80.

Group 2: Complete One Course (3 units) from a discipline not selected in Group 1, noting restrictions:
- Anthropology: Any ANTH course, except ANTH M01, ANTH M01L, ANTH M22A/B, ANTH M60 series or ANTH M80.
- Psychology: Any PSY course, except PSY M22A/B, PSY M60 series or PSY M80.
- Sociology: Any SOC course, except SOC M22A/B SOC M60 series or SOC M80.
- Chicano Studies: Select CHST M01, CHST M02 or CHST M04.
- History: Select HIST M02, HIST M03, HIST M04, HIST M06, HIST M08, HIST M12 or HIST M14.
- Humanities: Select HUM M18 or HUM M19.

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

For General Education Degree Requirements and Transfer Information, see p. 29.

Biological Sciences

Study in biology leads to a wide range of careers upon attainment of the baccalaureate degree. Many students prepare for entry into graduate or professional schools upon graduation; programs in dentistry, medicine, nursing, pharmacy, and similar professions depend upon emphasis in biological sciences. Careers are found in teaching, research, and government service.

Career Opportunities

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

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

Dean
Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Maureen Harrigan, Thomas McAdam, Larry Miller, Gary Ogden, Marie Panec, Jack Reynolds, Eric Shargo

Part-Time
Michael Cornish, Katherine Courtney, James Harber, Jan Kaufman, Beverly Koshuevisan, Thomas Ogders, Mary Rees, Robert Stellwagen, Leonid Terr, Ben Vallejo

Counselors
Frank Bianchino, Chuck Brinkman, Letrisia Mai, Danita Redd
Degree and Certificate Options in Biology

Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Biology, students complete 36 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Biology offered by four-year institutions. Since the course work in biology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in biology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

**Required Courses**

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<th>Units</th>
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<td>CHEM M01A/B</td>
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**Total** 36.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor to prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551)

Sample Course Sequence

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<th>Courses</th>
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<td>Second Semester</td>
<td>CHEM M01B</td>
<td>6.0</td>
</tr>
<tr>
<td>Third Semester</td>
<td>BIOL M02A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>MATH M16A</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>PHYS M10A/M10AL</td>
<td>5.0</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>BIOL M02B</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>MATH M16B</td>
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</tr>
<tr>
<td></td>
<td>PHYS M10B/M10BL</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Associate in Science Degree

To earn an Associate in Science Degree with a major in Biology, students complete 40 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Biology offered by four-year institutions. Since the course work in biology is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in biology. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL M02A/B</td>
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</tr>
<tr>
<td>CHEM M01A/B</td>
<td>12.0</td>
</tr>
<tr>
<td>MATH M25A</td>
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</tr>
<tr>
<td>PHYS M20B/M20BL</td>
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</tr>
</tbody>
</table>

**Total** 40.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor to prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Sample Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Units</th>
</tr>
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<tr>
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<td>Second Semester</td>
<td>CHEM M01B</td>
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</tr>
<tr>
<td>Third Semester</td>
<td>BIOL M02A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>MATH M25B</td>
<td>5.0</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>BIOL M02B</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>MATH M16B</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Anatomy Courses

**ANAT M01 – 4 Units**

**General Human Anatomy**

Prerequisite: BIOL M01 or BIOL M02A

Class Hours: 2 lecture, 6 lab

Introduces functional anatomy of human organs and organ systems, emphasizing the human structure through demonstrations on human cadavers. Includes dissection of non-human mammals. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed, one course if combined with ANPH M01/M01L). CAN: BIOL 10. IGETC AREA 5

**ANAT M22A/B – 0.5 to 3 Units Each**

**Independent Studies in Anatomy**

Prerequisite: A previous course in Anatomy

Class Hours: 0.5 to 3 as arranged

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

ANPH M01 – 3 Units
Introduction to Human Anatomy and Physiology
Prerequisite: BIOL M01
Corequisite: ANPH M01L
Class Hours: 3 lecture
Introduces human anatomy and physiology, covering major organ systems and their functions. Emphasizes microscopic and macroscopic functional morphology. Applies to Associate Degree. Transfer credit: CSU; UC. Maximum credit allowed - one course if combined with ANAT M01 or PHIL M01. IGETC AREA 5

ANPH M01L – 2 Units
Introduction to Human Anatomy and Physiology Laboratory
Prerequisite: None
Corequisite: ANPH M01
Class Hours: 6 lab
Reinforces physiological principles of human anatomy, covering major organ systems and their functions as well as microscopic and macroscopic functional morphology. Uses cadavers for demonstrations. Requires dissection of a rat. Applies to Associate Degree. Transfer credit: CSU; UC. Maximum credit allowed - one course if combined with ANAT M01 or PHIL M01. IGETC AREA 5

ANPH M01S – 1 Unit
Anatomy and Physiology Study Session
Prerequisite: None
Class Hours: 1 lecture
Offers review and discussion of lectures, lab materials and tests to improve comprehension and discussion. Emphasizes effective note-taking and studying strategies. Maximum credit allowed - one course if combined with ANAT M01 or PHIL M01.

Biology Courses

BIOL M01 – 4 Units
Principles of Biology
Prerequisite: None
Class Hours: 3 lecture, 3 lab
Introduces biology to non-natural science majors. Emphasizes basic concepts, including biological chemistry, cell biology, genetics, evolution, ecology and the implications of biological areas in human affairs. Majors in biology or related areas enroll in BIOL M02A. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

BIOL M02A – 4 Units
General Biology I
Prerequisite: CHEM M12 or high school chemistry
Class Hours: 3 lecture, 3 lab
First semester of a two-semester sequence (with BIOL M02B). Covers biological chemistry, cell structure, function and regulation, bio-genetics, classical and molecular genetics, plant and animal development, and an introduction to evolution. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BIOL 2, CAN: BIOL SEQ A (BIOL M2A & M2B). IGEC AREA 5

BIOL M02B – 4 Units
General Biology II
Prerequisite: BIOL M02A
Class Hours: 3 lecture, 3 lab
Second semester of a two-semester sequence (with BIOL M02A). Covers diversity and function of living systems. Reviews mammalian physiological processes, including neural, hormonal, muscular, immune response and behavior as well as ecology, ecosystems, pollution and evolution. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BIOL SEQ A (BIOL M2A + M2B). IGETC AREA 5

BIOL M03 – 3 Units
Marine Life and Its Environment
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces marine life, including algae, microorganisms, and animals, emphasizing integration of organisms within their habitats. Reviews oceans as a worldwide habitat and effect of human population on marine environment. Requires field trips, including visits to local tide pool, beach and mud flat communities. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

BIOL M05 – 3 Units
Field Biology
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces the ecology, taxonomy, and natural history of plant life, reviewing ecosystems, community structure, energy flow, nutrient cycling, evolution, and environmental adaptations. Labs stress plant identification and plant-animal-environment interactions and related geological concepts. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

BIOL M14 – 3 Units
Natural History of Ventura County
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces study of the natural features, animals and plants of Ventura County, emphasizing cultivated areas, Chumash culture, and Channel Islands as well as basic geological concepts and human impact on environment. Field trips required. Applies to Associate Degree. Transfer credit: CSU

BIOL M16 – 3 Units
Human Biology
Prerequisite: None
Class Hours: 3 lecture
Explores the human species as an animal and its place in the biosphere. Emphasizes population, energy and agronomy, genetics, behavior, normal human physiology, stress, nutrition, fitness, aging and death. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5
BIOL M17 – 3 Units
Heredity, Evolution and Society
Prerequisite: None
Class Hours: 3 lecture
Introduces principles of modern genetics and evolutionary theory with specific reference to the human species. Examines human inheritance as well as environmental influences, emphasizing the social, political and psychological ramifications of the biological laws governing heredity and organic evolution. Analyzes the world's economic, demographic, and political problems and possible solutions. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

BIOL M22A/B – 0.5 to 3 Units Each
Independent Studies in Biology
Prerequisite: A previous course in Biology
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of biology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

BIOL M80 – 1 to 4 Units
Internship in Biology
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Botany Courses

BOT M01 – 5 Units
General Botany
Prerequisite: None
Class Hours: 3 lecture, 6 lab
Introduces the anatomy and physiology of plants. Emphasizes the physical and chemical aspects of life, including cellular organization, reproduction, heredity, ecology, and plant kingdom survey. Applies to Associate Degree. Transfer credit: CSU; UC. CAN BIOL 6. IGETC AREA 5

BOT M22A/B – 0.5 to 3 Units Each
Independent Studies in Botany
Prerequisite: A previous course in Botany
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of botany through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

Microbiology Courses

MICR M01 – 5 Units
Principles of Microbiology
Prerequisites: CHEM M12 or high school chemistry and BIOL M01 or BIOL M02A
Class Hours: 3 lecture, 6 lab
Reviews microbes, including their structure, physiology, growth, genetics and control. Emphasizes pathobiology, including immunity, pathogenicity and the control of infectious diseases. Lab focuses on solving unknown and growth requirements of many bacteria. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BIOL 14. IGETC AREA 5

MICR M22A/B – 0.5 to 3 Units Each
Independent Studies in Microbiology
Prerequisite: A previous course in Microbiology
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of microbiology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

Physiology Courses

PHSO M01 – 5 Units
Human Physiology
Prerequisites: CHEM M12 or high school chemistry and BIOL M01 or BIOL M02A
Class Hours: 4 lecture, 3 lab
Introduces the functions and basic structure of the human organism as well as the underlying physiological principles. Illustrates basic principles and techniques through labs and demonstrations. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed, one course if combined with ANPH M01/M01L. CAN: BIOL 12. IGETC AREA 5

PHSO M02 – 3 Units
Physiology of Nutrition
Prerequisite: NT S M01
Class Hours: 3 lecture
Introduces the physiological and molecular aspects of nutrition, not the consumer aspects. Analyzes the roles of nutrition and nutrients in the body's normal functioning. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed, one course if combined with NT S M01 or NT S M03

PHSO M22A/B – 0.5 to 3 Units Each
Independent Studies in Physiology
Prerequisite: A previous course in Physiology
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of physiology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.
Biological Sciences

Zoology Courses

ZOO M01 – 5 Units
General Zoology
Prerequisite: None
Class Hours: 3 lecture, 6 lab
Introduces cell biology, genetics, evolution, taxonomy, physiology, behavior and ecology of animals. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: BIOL 4. IGETC AREA 5

ZOO M22A/B – 0.5 to 3 Units Each
Independent Studies in Zoology
Prerequisite: A previous course in Zoology
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of zoology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

Botany
See Courses in Biological Sciences

Biotechnology

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

Career Opportunities

Aseptic Fill Assistants, Aseptic Fill Technicians, Manufacturing Technicians, Purification Technicians, Documentation Clerks, Validation Technicians, Assay Analysis, Instrumentation/Calibration Technician, Cell Culture & Fermentation Assistant, Cell Culture & Fermentation Technician, Quality Control Inspectors

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Maureen Harrigan, Marie Panec

Counselors
Frank Bianchino, Danita Redd

Degree and Certificate Options in Biotechnology (Occupational)

Associate in Science Degree
Certificate of Achievement
To earn a Certificate of Achievement or an Associate in Science Degree with a major in Biotechnology, students complete 52-54 specified units; those seeking the degree must also complete general education degree requirements (minimum total = 60 units).

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM M12/M13 or CHEM M01A/M01B</td>
<td>Intro Chemistry I/II or General Chemistry I/II</td>
</tr>
<tr>
<td>CIS M28</td>
<td>Microsoft Office</td>
</tr>
<tr>
<td>MATH M15</td>
<td>Introductory Statistics</td>
</tr>
<tr>
<td>ENGL M11</td>
<td>Report and Technical Writing</td>
</tr>
<tr>
<td>BIOL M02A</td>
<td>General Biology I</td>
</tr>
<tr>
<td>MICR M01</td>
<td>Principles of Microbiology</td>
</tr>
<tr>
<td>PHSO M01</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>BIOT M01</td>
<td>Introduction to Biotechnology</td>
</tr>
<tr>
<td>BIOT M02A</td>
<td>Plant Design</td>
</tr>
<tr>
<td>BIOT M02B</td>
<td>Process Support</td>
</tr>
<tr>
<td>BIOT M02C</td>
<td>Cell Culture, Microbial Fermentation</td>
</tr>
<tr>
<td>BIOT M02D</td>
<td>Recovery, Purification</td>
</tr>
<tr>
<td>BIOT M02E</td>
<td>Formulation, Fillings, Packaging</td>
</tr>
<tr>
<td>BIOT M02F</td>
<td>Quality; Applied Analytical Methods</td>
</tr>
<tr>
<td>BIOT M02G</td>
<td>Environmental Control</td>
</tr>
<tr>
<td>BIOT M02H</td>
<td>Validation</td>
</tr>
<tr>
<td>TOTAL</td>
<td>52.0 or 54.0</td>
</tr>
</tbody>
</table>

*CHEM M01A and CHEM M01B best option for those planning to transfer.

For General Education Degree Requirements and Transfer Information, see page X. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Sample Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM M12 or CHEM M01A</td>
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Second Semester

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</tr>
<tr>
<td>ENGL M11</td>
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</tr>
<tr>
<td>BIOL M02A</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>BIOT M01</td>
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Fourth Semester

<table>
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</thead>
<tbody>
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<td>BIOT M02B</td>
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<tr>
<td>BIOT M02C</td>
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</tr>
<tr>
<td>BIOT M02D</td>
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<tr>
<td>BIOT M02E</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOT M02F</td>
<td>1.5</td>
</tr>
<tr>
<td>BIOT M02G</td>
<td>1.5</td>
</tr>
<tr>
<td>PHSO M01</td>
<td>5.0</td>
</tr>
</tbody>
</table>
### Biotechnology Courses

#### BIOT M01 - 5 Units
**Introduction to Biotechnology**
Prerequisites: CHEM M13 or CHEM M01B, BIOL M02A and MATH M15
Class Hours: 3 lecture, 6 lab
Introduces biotechnology, focusing on lab safety, solution preparation, documentation, nucleic acid isolation, recombinant DNA techniques, electrophoresis, immunochrometry, techniques in tissue culture, protein isolation and purification, and the components and operations of an industrial biotechnology plant. *Applies to Associate Degree.*

#### BIOT M02A - 1.5 Units
**Plant Design**
Prerequisites: BIOT M01 and MICR M01
Class Hours: 1 lecture, 1.5 lab

#### BIOT M02B - 1.5 Units
**Process Support**
Prerequisite: BIOT M02A
Class Hours: 1 lecture, 1.5 lab
Course two of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Small Parts and Labware Preparation, Labware Washing, Theory/Use of Autoclaves, CIP, SIP, Validation Testing, Preventative Maintenance, Facilities Sanitization, Raw Materials Logistics and Inventory Control. *Applies to Associate Degree.*

#### BIOT M02C - 1.5 Units
**Manufacturing Technology: Cell Culture, Microbial Fermentation**
Prerequisite: BIOT M02B
Class Hours: 1 lecture, 1.5 lab
Course three of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering recombinant proteins and expression Systems, Host Selection, Selection Criteria for Large Scale, Scaleup Process, Mammalian and Microbial Systems, Cell Physiology/Metabolism, Cell Culture Techniques, Bioreactors, Fermentation, Protein Synthesis Induction, media considerations, environmental requirements, testing, monitoring, and control, Fermentor Design and trouble shooting. *Applies to Associate Degree.*

#### BIOT M02D - 1.5 Units
**Manufacturing Technology: Recovery, Purification**
Prerequisite: BIOT M02C
Class Hours: 1 lecture, 1.5 lab
Course four of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Principles of Protein Separations, Filtration, Tangential Flow Filtration, Clarification, UF/DF, Sterile Filtration, Centrifugation, Cell break, Chromatography, Process Design, Scaleup and Optimization, Contaminants, Validation/Scaladown, Protein Refolding and Buffers. *Applies to Associate Degree.*

#### BIOT M02E - 1.5 Units
**Manufacturing Technology: Formulation, Filling, Packaging**
Prerequisite: BIOT M02D
Class Hours: 1 lecture, 1.5 lab
Course five of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry. Topics to be covered include preparation of small parts for aseptic processing, formulation, dilutions, potency targeting, sterile filtration, filtration dynamics, regulatory agency guidelines, personnel monitoring, contamination control, filling, lyophilization, labeling and packaging, batch records, quality parameters, and complaints/recall. *Applies to Associate Degree.*

#### BIOT M02F - 1.5 Units
**Manufacturing Technology: Applied Analytical Methods**
Prerequisite: BIOT M02E
Class Hours: 1 lecture, 1.5 lab

#### BIOT M02G - 1.5 Units
**Environmental Control**
Prerequisite: BIOT M02F
Class Hours: 1 lecture, 1.5 lab

#### BIOT M02H - 1.5 Units
**Validation**
Prerequisite: BIOT M02G
Class Hours: 1 lecture, 1.5 lab
Course eight of eight sequential modules. Provides intensive instruction in the manufacturing component of the Biotechnology industry, covering Installation Qualification, Operational Qualification, Performance Qualification, Process Qualification, Computer Validation, Cleaning Validation, Sterilization Filter Validation, SPC and Continuous Process Validation. *Applies to Associate Degree.*

#### BIOT M80 - 1 to 4 Units
**Internship in Biotechnology**
Prerequisite: Completion of gr concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) *Applies to Associate Degree.* Transfer credit: CSU, credit limitations.
Broadcasting

See courses in Radio/Television

Business

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

The Learning Community Institute in Business

The Learning Community Institute in Business offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. This institute offers a planned educational pathway that leads to a career or educational goal. See the Schedule of Classes for information on current offerings or call Janice Feingold at (805) 378-1400, ext. 1615 for more information.

Career Opportunities

**Accounting:** Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Bank Teller, Billing Clerk, Bookkeeper, Payroll Clerk

**Management:** Administrative Assistant, Order Processor, Management Trainee, Production Clerk, Quality Control Clerk, Assistant Manager, Staff Assistant, Human Resources/Personnel Clerk, Small Business Owner

**Marketing:** Sales Representative, Market Research Assistant, Manufacturers Representative, Sales Trainee, Buyer Trainee/Assistant, Telemarketing Representative

Many careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

**Full-Time**

Lori Bennett, Janice Feingold, Gary Izumo, Thomas Spraggins, James Wyman, Kathleen Young

**Part-Time**

N. Dina Adler, Hamid Baniahmad, Ronald Boots, Cerstin Besslin, Roberta Burnette, Joanne Cantrell, Melvin England, Heidi Fillo, William Purrell, Robert Gregg, John Handlos, Scott Harris, Richard Hoffing, Paula Hoffman, Thomas LaMantia, Henry Moon, Stephanie Romero, William Sgro, Frances Sheppard, Timothy Weaver, Alex Wijnhe, Rob Zand

Counselors

Susan Izumo, Michael Johnson, Pam Kennedy Luna

Degree and Certificate Options in Business

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Business, students complete 28-30.5 specified units, plus general education degree requirements (minimum total = 60 units).

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUS M02A Financial Accounting I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M02B Financial Accounting II</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M30 Intro to Business and Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M31 Introduction to Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M33 or BUS M34 Business Law or Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M39 Business Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M16 Intro to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M16L CIS Introduction Lab</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Units from One of the RECOMMENDED OPTIONS: 6.0-8.5

**TOTAL** 28.0-30.5

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

Management Option—Choose 6 Units from the Following:

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

or

Sales & Marketing Option—Choose 6 Units from the Following:

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

or

**Accounting Option—Complete All Courses:**

| CIS M14 10-Key Mastery on the Computer | 1.0 |
| BUS M02C Managerial Accounting      | 3.0 |
| BUS M08 Accounting with QuickBooks  | 3.0 |
| BUS M09A Spreadsheets in Financial Accounting | 1.0 |
| BUS M09B Spreadsheets in Managerial Accounting | 0.5 |

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Build., 805.378-1551).

Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Business, students complete 25 specified units, plus general education degree requirements (minimum total = 60 units).

In addition to General Education Degree Requirements, complete the following:
### Management Certificate of Achievement

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

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M30</td>
<td>Introduction to Business and Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M31</td>
<td>Introduction to Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M32</td>
<td>Small Business Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M33</td>
<td>Business Law or Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M34</td>
<td>Business Law or Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M39</td>
<td>Business Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M51</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M54</td>
<td>Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M16/M16L</td>
<td>Information Systems Lab or Microsoft Office</td>
<td>4.0 or 3.0</td>
</tr>
<tr>
<td>PSY M03</td>
<td>Psychology of Interpersonal Relationships</td>
<td>3.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>27.0 or 28.0</td>
</tr>
</tbody>
</table>

#### Management Certificate of Completion

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M30</td>
<td>Introduction to Business and Economics</td>
<td>3.0</td>
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</tr>
<tr>
<td>BUS M32</td>
<td>Small Business Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M51</td>
<td>Human Resource Management</td>
<td>3.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>12.0</td>
</tr>
</tbody>
</table>

#### Business Communication Certificate of Completion

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M28</td>
<td>Business English</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M39</td>
<td>Business Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M54</td>
<td>Business/Professional Speech or Intro to Speech</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M28</td>
<td>Microsoft Office</td>
<td>3.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>12.0</td>
</tr>
</tbody>
</table>
## Marketing/Sales Certificate of Achievement

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M30 Intro to Business and Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M31 Introduction to Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M38 Business Law or Legal Environment of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M35 Sales Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M37 Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M39 Advertising</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M40 Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M54 Organizational Behavior</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M15/M16 or CIS M28 Intro to Info Systems/Lab or Microsoft Office</td>
<td>4.0 or 3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>27.0-28.0</strong></td>
</tr>
</tbody>
</table>

## Marketing Certificate of Completion

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M30 Introduction to Business and Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M31 Introduction to Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M37 Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M38 Advertising</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12.0</strong></td>
</tr>
</tbody>
</table>

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

## Sales Certificate of Completion

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M30 Intro to Business and Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M35 Sales Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M37 Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M39 Business Communication Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12.0</strong></td>
</tr>
</tbody>
</table>

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

## Small Business Certificate of Completion

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

## Required Courses

| BUS M31 Introduction to Management | 3.0 |
| BUS M32 Small Business Management | 3.0 |
| BUS M33 Marketing | 3.0 |
| CIS M28 Microsoft Office Professional | 3.0 |
| **TOTAL** | **12.0** |

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

## Business Courses

### BUS M01A – 3 Units

**Accounting Procedures I**

- **Prerequisite:** None
- **Recommended Preparation:** MATH M09 and BUS M28 or ENGL M02
- **Class Hours:** 3 lecture
- Covers 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 and merchandising concerns operated as sole proprietorships. **Applies to Associate Degree.**

### BUS M01B – 3 Units

**Accounting Procedures II**

- **Prerequisite:** BUS M01A
- **Class Hours:** 3 lecture
- Continues the fundamentals of double-entry bookkeeping and the debit/credit method of recording transactions. Emphasizes merchandising enterprises operating as sole proprietorships. Includes purchases and sales of merchandise, inventory adjustments in both periodic and perpetual inventory systems, financial statements, and expenditures for plant and equipment. **Applies to Associate Degree.**

### BUS M02A – 3 Units

**Financial Accounting I**

- **Prerequisite:** None
- **Recommended Preparation:** BUS M01A, BUS M30, MATH M09, and BUS M28 or ENGL M02
- **Class Hours:** 3 lecture
- Examines financial accounting from both user and preparer perspectives, emphasizing public corporations. Explores what accounting is, why it is important, how it is used to make decisions, and how to record and present information. Focuses on operating activities. Covers the accounting cycle, classified financial statements, information systems, internal control, and ethical issues. Compiles with the California Core Competency Model for the First Course in Accounting developed by the California Society of Certified Public Accountant's Committee on Accounting Education. **Applies to Associate Degree. Transfer credit: CSU, UC: maximum credit allowed one course when combined with BUS M02B. CAN: BUS A22-23. CAN: BUS 2 (BUS M02A+M02B). CAN: BUS Seq. A (BUS M02A+M02B+M02C).**
BUS M02B – 3 Units
Financial Accounting II
Prerequisite: BUS M02A
Class Hours: 3 lecture
Continues examining financial accounting related primarily to public corporations. Focuses on investing and financing activities. Explores long-term asset acquisition/use, short and long-term debt, stockholders' equity, intercompany investments, preparation and use of the Statement of Cash Flows, and financial statement analysis. Complies with the California Core Competency Model for the First Course in Accounting developed by the California Society of Certified Public Accountants' Committee on Accounting Education. Applications to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed - one course when combined with BUS M02A) CAN: BUS 2 (BUS M02A+M02B). CAN: BUS Seq. A (BUS M02A + M02B + M02C).

BUS M02C – 3 Units
Managerial Accounting
Prerequisite: BUS M02B
Class Hours: 3 lecture
Examines how managers use accounting information in making decisions. Focuses on cost terms and concepts, methods of accounting for manufacturing costs, cost behavior and estimation, cost analysis (including cost-volume-profit analysis), cost control, budgeting, variance analysis, and responsibility accounting. Complies with the California Core Competency Model for the First Course in Accounting developed by the California Society of Certified Public Accountants' Committee on Accounting Education. Applications to Associate Degree. Transfer credit: CSU; UC. CAN: BUS 4 (BUS M02A+M02B+M02C). CAN: BUS Seq. A.

BUS M04 – 3 Units
Personal Finance
Prerequisite: None
Class Hours: 3 lecture
Covers the personal decision-making tools related to spending, saving, borrowing, and investing decisions that individuals make during their life. The course includes investing in stocks, bonds, real estate, money management, career planning, consumer credit, banking services, housing, insurance, income taxes, retirement and estate planning. The course provides the information and decision-making tools needed to plan and implement successful personal financial planning activities. Applications to Associate Degree. Transfer credit: CSU.

BUS M07 – 3 Units
Personal Income Tax Preparation
Prerequisite: None
Class Hours: 3 lecture
Examines federal taxation concepts related to personal income tax preparation and planning. Focuses on income inclusions/exclusions, itemized deductions, and other deductions including gains/losses, business income/expenses, passive activities, property basis and capital gains/losses, tax credits and preparation of appropriate forms/schedules. Includes limited coverage of CA State tax regulations. Applications to Associate Degree. Transfer credit: CSU.

BUS M08 – 3 Units
Accounting with QuickBooks
Prerequisite: BUS M01A
Class Hours: 2 lecture, 3 lab
Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides extensive hands-on experience including setting up a new company. (Same course as CIS M18.) Applications to Associate Degree.

BUS M09A – 1 Unit
Spreadsheets in Financial Accounting
Prerequisite: BUS M01A and CIS M24
Corequisite: BUS M01B
Class Hours: 3 lab
Introduces the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software to record transactions, prepare financial statements and sort/analyze data. Focuses on financial accounting functions such as calculating depreciation, tracking and controlling accounts receivable and inventories, maintaining payroll records and analyzing financial statements. Introduces specialized accounting and finance functions. (Same course as CIS M19A.) Applications to Associate Degree.

BUS M09B – 0.5 Unit
Spreadsheet in Managerial Accounting
Prerequisite: completion of or concurrent enrollment in BUS M09A or CIS M19A and BUS M02C
Class Hours: 1.5 lab
Continues the introduction of the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software in advanced financial accounting activities and managerial accounting activities such as tracking and analyzing stockholders' equity, amortization schedules for leases and bonds, present and future value calculations, preparation of statement of cash flows, tracking cost of goods manufactured and cost of goods sold, equivalent unit calculations, activity based costing, and cost-volume-profit analysis. (Same course as CIS M19B.) Applications to Associate Degree.

BUS M22A/B — 1 to 3 Units Each
Independent Studies in Business
Prerequisite: A previous course in Business Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of business through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applications to Associate Degree. Transfer credit: CSU.

BUS M28 – 3 Units
Business English
Prerequisite: None
Class Hours: 3 lecture
Develops fundamentals and mechanics of business English usage, reviewing grammar, sentence structure, punctuation, proofreading and written expression. Provides background for writing business letters and reports. Applications to Associate Degree. Transfer credit: CSU.
BUS M30 – 3 Units  
Introduction to Business and Economics  
Prerequisite: None  
Class Hours: 3 lecture  
Examines basic concepts of business and the application of economic principles to the operation of business. Explores supply and demand, global markets, ethics, entrepreneurship, management, human resources, marketing, accounting, finance, securities markets, and information technology through practical applications. (Same course as ECON M30.) Applies to the Associate Degree. Transfer credit: CSU; UC

BUS M31 – 3 Units  
Introduction to Management  
Prerequisite: None  
Recommended Preparation: BUS M30  
Class Hours: 3 lecture  
Examines the fundamental concepts of management as applied to the performance of organizations, teams, and individuals. Addresses topics such as strategic planning, organizational design, the evolving role of management, leadership, and business ethics in the context of a changing and multi-cultural/international environment. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

BUS M32 – 3 Units  
Small Business Management  
Prerequisite: None  
Recommended Preparation: BUS M30  
Class Hours: 3 lecture  
Focuses on establishing and managing a small business. Focuses on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Emphasizes the rewards and perils of owning a business. The Child Development Permit Program of Title 5 ECE/CD requires course for Site Supervisors and Program Directors. (Same course as CD M25 - Administration in ECE 2.) Applies to Associate Degree. Transfer credit: CSU

BUS M33 – 3 Units  
Business Law  
Prerequisite: None  
Recommended Preparation: ENGL M02  
Class Hours: 3 lecture  
Examines fundamental legal principles pertaining to business transactions. Focuses on contract law. Explores the origins of legal systems and procedures, including sales, rents, real and personal property, bailments and consumer protection. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed: one course if combined with BUS M34). CAN: BUS 8

BUS M34 – 3 Units  
Legal Environment of Business  
Prerequisite: None  
Recommended Preparation: BUS M30 and ENGL M02  
Class Hours: 3 lecture  
Examines the legal system and its impact on business. Explores such topics as constitutional and administrative law, contracts, torts, product liability and advertising, property, environmental law, securities regulation, debtor-creditor relations, employer-employee relations, domestic/international trade, restraint of trade and antitrust. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed: one course if combined with BUS M33)

BUS M35 – 3 Units  
Sales Techniques  
Prerequisite: None  
Recommended Preparation: BUS M30  
Class Hours: 3 lecture  
Introduces principles of personal selling, including strategies for long-term selling relationships. Focuses on adaptive selling techniques, prospecting, handling objections, gaining commitment, negotiation, and closing the sale. Applies to Associate Degree. Transfer credit: CSU

BUS M37 – 3 Units  
Marketing  
Prerequisite: None  
Recommended Preparation: BUS M30  
Class Hours: 3 lecture  
Introduces basic concepts and practices of modern marketing, including strategic planning, market research, buyer behavior, target marketing, new product development, pricing, channels of distribution, and advertising. Applies to Associate Degree. Transfer credit: CSU

BUS M38 – 3 Units  
Advertising  
Prerequisite: None  
Recommended Preparation: BUS M30  
Class Hours: 3 lecture  
Examines the role of advertising in business and introduces an integrated approach to market communications, including print, TV, radio, direct mail and Internet. Explores consumer analysis, ad media, budgeting, market research, layout, copy writing and advertising agencies. Applies to Associate Degree. Transfer credit: CSU

BUS M39 – 3 Units  
Business Communications  
Prerequisite: ENGL M01A  
Recommended Preparation: Word processing skill  
Class Hours: 3 lecture  
Introduces effective business communication skills by preparing and analyzing business letters, reports and oral presentations. Emphasizes gathering, organizing, analyzing, and presenting information for decision making, interviewing and negotiating in a multicultural arena. Applies to Associate Degree. Transfer credit: CSU
BUS M40 – 3 Units
International Business
Prerequisite: None
Recommended Preparation: BUS M30
Class Hours: 3 lecture
Examines how cultural and national differences affect establishing and managing an international or global company. Focuses on the major business disciplines of marketing, operations, finance, human resources, and strategy. Covers issues related to establishing and maintaining a business which exports U.S. products and/or services to a foreign country as well as how to manage a foreign subsidiary. Applies to Associate Degree. Transfer credit: CSU

BUS M42 – 3 Units
Business and Society
Prerequisite: None
Recommended preparation: BUS M30
Class Hours: 3 lecture
Explores management's role in contemporary society and the interrelationships among business, government, and society. Addresses the economic, social, ethical, and technological factors that affect business. Helps managers develop the framework, tools, and procedures that enable businesses to become responsible citizens. (Same course as HUM M42.) Applies to Associate Degree. Transfer credit: CSU

BUS M51 – 3 Units
Human Resources Management
Prerequisite: None
Class Hours: 3 lecture
Examines how to obtain and develop an efficient work force. Includes human resource planning, recruitment, selection, placement, training, development, evaluation, termination, benefits and safety. Applies to Associate Degree. Transfer credit: CSU

BUS M54 – 3 Units
Organizational Behavior
Prerequisite: None
Recommended Preparation: BUS M30 and BUS M31
Class Hours: 3 lecture
Examines organizational behavior techniques appropriate for the contemporary workplace environment. Focuses on individual employee behaviors as well as group dynamics. Culminates in managing the entire organizational process and the related dynamics. Applies to Associate Degree. Transfer credit: CSU

BUS M56 – 3 Units
Business and Professional Speech
Prerequisite: 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, and organizational structure. Builds on individual needs and interests. (Same course as SPCH M56.) Applies to Associate Degree. Transfer credit: CSU

BUS M60A-Z – 1 to 3 Units Each
Topics in Business
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

BUS M60B – 2.5 Units
VITA (Tax Assistance)
Prerequisite: None
Class Hours: 2 lecture, 1.5 lab
Reviews federal and state income tax returns and provides practical application by preparing returns at a tax assistance center. Does not apply toward a degree.

BUS M60E – 0.5 Unit
Sexual Harassment Seminar
Prerequisite: None
Class Hours: 0.5 lecture
Shows employers how to comply with California sexual harassment laws, recognize conduct that is prohibited, investigate claims that do arise, and train employees to prevent harassment from occurring. Applies to Associate Degree. Transfer credit: CSU

BUS M60F – 1 Unit
Quicklen
Prerequisite: None
Recommended Preparation: CIS M17
Class Hours: 0.5 lecture, 1.5 lab
Introduces financial software package to organize personal finances by setting up electronic checkbook registers for tracking transactions. Includes creating reports and graphs, tracking investments, managing savings and monitoring cash flow. (Same course as CIS M60E.) Applies to Associate Degree.

BUS M80 – 1 to 4 Units
Internship in Business
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 578-1536. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, credit limitations.

BUS M89A-Z – 0.5 to 3 Units Each
Institutes in Business
Prerequisite: None
Class Hours: As arranged
Series of special lectures and discussions on selected topics of interest in business/economics. Provided as needed. Series only offered credit/no-credit. Applies to Associate Degree.

Business Information Systems
See Courses in Computer Information Systems
Career Development

See Courses in Personal Growth and Work Experience
Visit the Career Services Center in the Campus Center

Career Development

Chemistry

A wide range of opportunities awaits the chemist in business, industry, government, and education. Approximately three-fourths of all chemists are employed by private industry in such fields as petroleum, primary metals, electrical equipment, aerospace, paper, food, and rubber.

Career Opportunities


Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Eugene Berg, Deanna Franke, Rober. Keil, Richard Kurtik, David Murphy

Part-Time
Maryam Bazargan, Victoria Choi, Joe Escobar, Herbert Falmer, Dennis Gehri, Vahak Harutunian, Marjorie Leerabhandh

Counselors
Edna Ingram, Letrisha Mai, Danita Redd

Degree and Certificate Options in Chemistry

Associate in Arts Degree
To earn an Associate in Arts Degree with a major in Chemistry, students complete 34 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate and/or Bachelor’s Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in chemistry. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM M01A</td>
<td>6.0</td>
</tr>
<tr>
<td>CHEM M01B</td>
<td>6.0</td>
</tr>
<tr>
<td>CHEM M08</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM M08L</td>
<td>2.0</td>
</tr>
<tr>
<td>MATH M16A</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH M16B</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS M10A/M10AL</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M10B/M10BL</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL 34.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg, 805.378-1551).

Sample Course Sequence

First Semester
CHEM M01A ......................................................... 6.0

Second Semester
CHEM M01B ......................................................... 6.0

Third Semester
MATH M16A ......................................................... 3.0
PHYS M10A/M10AL .................................................. 5.0

Fourth Semester
CHEM M08 ............................................................ 4.0
CHEM M08L ............................................................ 2.0
MATH M16B ............................................................ 3.0
PHYS M10B/M10BL .................................................. 5.0

Associate in Science Degree
To earn an Associate in Science Degree with a major in Chemistry, students complete 48 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Chemistry offered by four-year institutions. Since the course work in chemistry is sequential, students may spend less time earning an Associate and/or Bachelor’s Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in chemistry. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses

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<tr>
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<td>4.0</td>
</tr>
<tr>
<td>CHEM M08L</td>
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<td>MATH M25A</td>
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<td>MATH M25C</td>
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<tr>
<td>PHYS M20A/M20AL</td>
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<tr>
<td>PHYS M20B/M20BL</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M20C/M20CL</td>
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</tbody>
</table>

TOTAL minimum units required in major area 48.0

For General Education Degree Requirements and Transfer Information, see p. 29.
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805-378-1551).

**Sample Course Sequence**

**First Semester**
- CHEM M01A ....................................................... 6.0
- MATH M25A ..................................................... 5.0

**Second Semester**
- CHEM M01B ....................................................... 6.0
- MATH M25B ..................................................... 5.0
- PHYS M20A/M20AL ............................................. 5.0

**Third Semester**
- MATH M25C ..................................................... 5.0
- PHYS M20B/M20BL ........................................... 5.0

**Fourth Semester**
- CHEM M08 ....................................................... 4.0
- CHEM M08L .................................................... 2.0
- PHYS M20C/M20CL ........................................... 5.0

**Chemistry Courses**

**CHEM M01A – 6 Units**

**General Chemistry I**
Prerequisites: CHEM M12 or one year of high school chemistry and MATH M03
Class Hours: 5 lecture, 3 lab
Introduces atomic theory and stoichiometry; thermochemistry; quantum theory and electronic structure of atoms; chemical bonding and molecular structure; physical behavior of gases; states of matter and phase equilibria; solutions; titrations and qualitative analysis. Lab provides use of analytical balance; spectroscopy; gravimetric and volumetric analysis; stoichiometry; thermochemistry; solutions; titrations; qualitative analysis; colligative properties and distillations. Applies to Associate Degree. Transfer credit: CSU; UC CAN: CHEM 2, CAN CHEM SEQ A (CHEM M01A+M01B). IGETC AREA 5

**CHEM M01B – 6 Units**

**General Chemistry II**
Prerequisites: CHEM M01A and MATH M05
Class Hours: 5 lecture, 3 lab
Introduces phase equilibria; equilibria in gases and solutions; thermodynamics; chemical kinetics; precipitation reactions; acids and bases; complex ions; oxidation-reduction and electrochemistry; quantitative and qualitative analysis; and nuclear chemistry. Lab reviews equilibria; thermodynamics; chemical kinetics; electrochemistry; titrations and qualitative analysis. Applies to Associate Degree. Transfer credit: CSU; UC CAN: CHEM 4, CAN CHEM SEQ A (CHEM M01A+M01B). IGETC AREA 5

**CHEM M07A – 5 Units**

**General Organic Chemistry I**
Prerequisite: CHEM M01B
Class Hours: 3 lecture, 6 lab
Focuses on molecular structure, chemical and physical properties, and the preparation of organic compounds with an emphasis on reaction mechanism, structure determination, synthesis, and applications. Lab introduces appropriate methods, techniques, and instrumentation for the synthesis purification and identification of organic compounds. First semester course for majors requiring full year of organic chemistry. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed: 6 units if combined with CHEM M08 and M04). IGETC AREA 5

**CHEM M07B – 5 Units**

**General Organic Chemistry II**
Prerequisite: CHEM M07A
Class Hours: 3 lecture, 6 lab
Continues study of functional groups such as carboxylic acids and their derivatives; carbonyls, amines and aromatics, emphasizing reaction mechanism; structure determination using nuclear magnetic resonance and infrared spectroscopy; synthesis and applications. Introduces study of biochemistry. Lab offers practical application of major concepts. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

**CHEM M08 – 4 Units**

**Elementary Organic Chemistry**
Prerequisite: CHEM M01A or CHEM M12
Class Hours: 4 lecture
Introduces properties and reactions of carbon compounds, emphasizing structure and mechanism. Reviews synthesis and characterization of organic compounds, nomenclature, and biochemistry. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed: 6 units if combined with CHEM M07A and M08). IGETC AREA 5

**CHEM M08L – 2 Units**

**Organic Chemistry Lab**
Prerequisite: Completion of or concurrent enrollment in CHEM M08
Class Hours: 6 lab
Requires the synthesis, characterization and spectroscopic analysis of organic compounds. Applies to Associate Degree. Transfer credit: CSU; UC (maximum credit allowed: 6 units if combined with CHEM M07A and M08).

**CHEM M12 – 5 Units**

**Introductory Chemistry I**
Prerequisite: MATH M01
Class Hours: 4 lecture, 3 laboratory
Introduces basic principles of inorganic chemistry with reference to measurement, chemical nature of matter and energy, atomic theory, elements and compounds, periodic table, bonding, molecular structure, nomenclature, chemical reactions, equations, and calculations. Course fulfills prerequisites for CHEM M01A and CHEM M13. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations -- no credit at [if taken after CHEM M01A] CAN: CHEM 6, CHEM SEQ B (CHEM M12+M13). IGETC AREA 5
CHEM M13 – 5 Units
Introductory Chemistry II
Prerequisite: CHEM M12 or one year of high school chemistry
Class Hours: 4 lecture, 3 lab
Introduces fundamental concepts of organic and biochemistry, including structure, nomenclature and reactions; metabolism of carbohydrates, lipids, proteins, and nucleic acids; and kinetics, equilibria, electrochemistry. Explores applications to agriculture, earth science, nutrition, and health sciences. Applies to Associate Degree.
Transfer credit: CSU; UC credit limitations — no credit after CHEM M13. CAN: CHEM 8, CHEM SEQ B (CHEM M12+M13). IGETC AREA 5.

CHEM M22A/B – 0.5 to 3 Units Each
Independent Studies in Chemistry
Prerequisite: A previous course in Chemistry
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of chemistry through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

CHEM M80 – 1 to 4 Units
Internship in Chemistry
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken for up to four (4) times for credit. (Same course as WEXP M20). Applies to Associate Degree. Transfer credit: CSU, UC credit limitations.

Chicano Studies

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

Career Opportunities

Diplomat Corps, Foreign Office, Foreign Correspondent, News Analyst, Writer, Import-Export Trader, Social Worker, Travel Guide, Translator, Company Representative, Advertising, Community Development
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Tomas Sanchez

Counselors
Pam Kennedy Luna, Ofelia Romero-Motlagh

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Chicano Studies who wish to qualify for an Associate in Arts Degree could explore International Studies, Social Sciences or Women's Studies as a possible major.

For General Education Degree Requirements and Transfer Information, see p. 29.

Chicano Studies Courses

CHST M01 – 3 Units
The Chicano in Contemporary Society
Prerequisite: None
Class Hours: 3 lecture
Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as SOC M06.) Applies to Associate Degree. Transfer credit: CSU; UC IGETC AREA 4

CHST M02 – 3 Units
Chicano Culture
Prerequisite: None
Class Hours: 3 lecture
Focuses on the social and cultural heritage of Middle American Chicano civilizations from the Spanish conquest to the present, emphasizing contributions in the fine arts, literature, and oral history. (Same course as ANTH M04.) Provider approved by the California Board of Registered Nursing. Provider number 00281 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC IGETC AREA 4

CHST M03 – 3 Units
Chicana Issues / La Mujer
Prerequisite: None
Class Hours: 3 lecture
Explores race, class, and gender issues for Chicanas and other Latina women within a sociological framework. Focuses on class distinctions, ethnic/racial and gender identities, division of labor in various areas, and social conditioning regarding education, health, and religion. Applies to Associate Degree. Transfer credit: CSU; UC IGETC AREA 4

CHST M04 – 3 Units
History of the Southwest
Prerequisite: None
Class Hours: 3 lecture
Introduces history of the Chicano (pre-Columbian to present), emphasizing the Mexican settlement of the American Southwest as well as the development and contributions of the Chicano to that area. (Same course as HIST M04.) Applies to Associate Degree. Transfer credit: CSU; UC IGETC AREA 4
**Child Development**

The Child Development Program prepares students for an associate degree in Child Development or for completion of certificates of achievement in Preschool, Infant/Toddler, or School Age Child Care, and the Child Development Permit levels of Associate, Teacher, Teacher, Master Teacher, Site Supervisor, and Program Director. Students develop knowledge of subject matter and skills needed for success in transferring to a college or university as well as success in a variety of vocational areas.

**Career Opportunities**

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

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

---

**Dean**

Judith Gerhart, Phone (805) 378-1402

**Faculty**

**Full-Time**

Kristi Almedia-Bowin, Linda Cravens, Jennifer Parker

**Part-Time**

Rosalie Bergman, Noreen Barrington, Renee Conrad, Carol Howell, Janet Koehler, Joanne Miller, Kathleen Reiter, Cristabel Schadt, Dianne Smith, Kathleen Van Antwerp

**Counselors**

Anitra Evans, Ofelia Romero-Motlagh

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**Degree, Certificate and Permit Options in Child Development**

**Associate in Science Degree**

To earn an Associate in Science Degree with a major in Child Development, students complete 27 specified units, plus general education degree requirements (minimum total = 60 units).

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

**Required Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CD M01</td>
<td>Intro to Careers in ECE</td>
<td>1.0</td>
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<tr>
<td>CD M02</td>
<td>Human Development</td>
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<tr>
<td>CD M03</td>
<td>Child, Family &amp; Community</td>
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<tr>
<td>CD M04</td>
<td>Practicum 1 - Observation</td>
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<td>CD M04I</td>
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<td>CD M05</td>
<td>Equity Issues in ECE</td>
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<td>Units from One of the RECOMMENDED OPTIONS</td>
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**TOTAL**

27.0

**Recommended Courses**: Select Two Courses

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<td>CD M08</td>
<td>Art in ECE</td>
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</tr>
<tr>
<td>CD M09</td>
<td>Science and Math in ECE</td>
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</tr>
<tr>
<td>CD M10</td>
<td>Language Arts in ECE</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Recommended Options**: Select One Option

- Infant/Toddler Options (complete all units specified)
- Preschool Option (complete all units specified)
- School Age Option (complete all units specified)

- Behavior Management
- School Age Programs
- Practicum 5 - School Age

For General Education Degree Requirements and Transfer Information, see p. 29.
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378.1551).

SPECIAL NOTE: The State of California requires completion of the following 12-unit minimum for entry-level employment in a Title 22 facility:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CD M02</td>
<td>Human Development</td>
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<td>Child, Family &amp; Community</td>
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<tr>
<td>CD M11</td>
<td>Programs in ECE</td>
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</tr>
<tr>
<td>Plus One of the Following 3-Unit Courses</td>
<td></td>
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<tr>
<td>CD M07</td>
<td>Music in ECE</td>
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<tr>
<td>CD M08</td>
<td>Art in ECE</td>
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</tr>
<tr>
<td>CD M09</td>
<td>Science and Math in ECE</td>
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</tr>
<tr>
<td>CD M10</td>
<td>Language Arts in ECE</td>
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</table>

**TOTAL** | | 12.0 |

**Infant/Toddler Certificate of Achievement**

To earn an Infant/Toddler Certificate of Achievement, students complete 24 specified units that address working in settings with infants and toddlers and their parents.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD M01</td>
<td>Intro to Careers in ECE</td>
<td>1.0</td>
</tr>
<tr>
<td>CD M02</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CD M03</td>
<td>Child, Family &amp; Community</td>
<td>3.0</td>
</tr>
<tr>
<td>CD M04</td>
<td>Practicum 1 – Observation</td>
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</tr>
<tr>
<td>CD M04L</td>
<td>Practicum 1 – Lab</td>
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</tr>
<tr>
<td>CD M15</td>
<td>Infant Studies</td>
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<tr>
<td>CD M16</td>
<td>Practicum 4 – Infant/Toddler</td>
<td>3.0</td>
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<tr>
<td>CD M27</td>
<td>Parent Education</td>
<td>2.0</td>
</tr>
<tr>
<td>CD M60N</td>
<td>Parent Conferencing</td>
<td>1.0</td>
</tr>
<tr>
<td>Plus Two of the Following 3-Unit Courses</td>
<td></td>
<td>6.0</td>
</tr>
<tr>
<td>CD M07</td>
<td>Music in ECE</td>
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<tr>
<td>CD M08</td>
<td>Art in ECE</td>
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<tr>
<td>CD M09</td>
<td>Science and Math in ECE</td>
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</tr>
<tr>
<td>CD M10</td>
<td>Language Arts in ECE</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | | 24.0 |

**Preschool Certificate of Achievement**

To earn a Preschool Certificate of Achievement, students complete 24 specified units that address working with young children in public and private early childhood settings.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD M01</td>
<td>Intro to Careers in ECE</td>
<td>1.0</td>
</tr>
<tr>
<td>CD M02</td>
<td>Human Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CD M03</td>
<td>Child, Family &amp; Community</td>
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<tr>
<td>CD M04</td>
<td>Practicum 1 – Observation</td>
<td>1.5</td>
</tr>
<tr>
<td>CD M04L</td>
<td>Practicum 1 – Lab</td>
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</tr>
<tr>
<td>CD M11</td>
<td>Programs in ECE</td>
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</tr>
<tr>
<td>CD M12</td>
<td>Practicum 2 – Participation</td>
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</tr>
<tr>
<td>CD M12L</td>
<td>Practicum 2 – Lab</td>
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<tr>
<td>CD M13</td>
<td>Practicum 3 – Preschool</td>
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<tr>
<td>CD M07</td>
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<td>CD M08</td>
<td>Art in ECE</td>
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<tr>
<td>CD M09</td>
<td>Science and Math in ECE</td>
<td></td>
</tr>
<tr>
<td>CD M10</td>
<td>Language Arts in ECE</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | | 24.0 |

**School Age Child Care Certificate of Achievement**

To earn a School Age Child Certificate of Achievement, students complete 24 specified units that address working in School Age Child Care settings such as Family Day Care, Recreation Programs, and Before- and After-School Programs. Qualified students may also progress to administrative positions as directors of School Age Programs.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD M01</td>
<td>Intro to Careers in ECE</td>
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</tr>
<tr>
<td>CD M02</td>
<td>Human Development</td>
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<tr>
<td>CD M03</td>
<td>Child, Family &amp; Community</td>
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</tr>
<tr>
<td>CD M04</td>
<td>Practicum 1 – Observation</td>
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<td>CD M04L</td>
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<tr>
<td>CD M16</td>
<td>Behavior Management</td>
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<tr>
<td>CD M19</td>
<td>School Age Programs</td>
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<tr>
<td>CD M20</td>
<td>Practicum 5 – School Age</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>CD M10</td>
<td>Language Arts in ECE</td>
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</table>

**TOTAL** | | 24.0 |

**Child Development Permits**

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

**Child Development Assistant Permit/Certificate of Completion**

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CD M02</td>
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<td>CD M11</td>
<td>Programs in ECE</td>
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</table>

**TOTAL** | | 6.0 |

**Child Development Associate Teacher Permit/Certificate of Achievement**

This permit authorizes the holder to provide service in the care, development and instruction of children in a daycare and development program and to supervise a Child Development Assistant.
Child Development

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CD M02</td>
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Plus One of the Following 3-Unit Courses

<table>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
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</table>

**TOTAL** 12.0

Also required before application for Child Development Associate Teacher Permit:

Completion of 50 days of experience in an instructional capacity in a childcare and development program, working at least 3 hours per day within the last 2 years. (Experience may include paid and/or volunteer work.)

Child Development Teacher Permit/Certificate of Achievement

This permit level authorizes the holder to provide services in the care, development, and instruction of children in a child development program and to supervise a Child Development Associate Teacher, a Child Development Assistant, and an aide. There are two pathways for completing this Certificate of Achievement.

**PATHWAY 1**

Required Courses

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<td>CD M04L</td>
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Plus Two of the Following 3-Unit Courses

<table>
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<th>Course</th>
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Units from One of the RECOMMENDED OPTIONS: Choose one of the following:

Infant/Toddler Option (complete all specified units)

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or

Preschool Option (complete all specified units)

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<tr>
<td>CD M13</td>
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or

School Age Option (complete all specified units)

<table>
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<th>Course</th>
<th>Units</th>
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<tr>
<td>CD M19</td>
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<tr>
<td>CD M20</td>
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**TOTAL** 24.0

Recommended Options:

Students must also complete sixteen diversified semester units in general education (at least one course in each of the following areas: Humanities and/or Fine Arts; Social Sciences; Math and/or Science; and English/Language Arts).

Also required before application for Child Development Teacher Permit:

Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. (Experience may include paid and/or volunteer work.)

**PATHWAY 2**

Completion of an Associate in Arts degree in early childhood education or child development or a related field, with a three-semester unit supervised field experience in an early childhood educational setting.

Also required before application for Child Development Teacher Permit:

Completion of 175 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. (Experience may include paid and/or volunteer work.)

Child Development Master Teacher Permit/Certificate of Achievement

To earn a Child Development Master Teacher Permit/Certificate of Achievement, students complete 24 specified units.

Required Courses

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Plus Two of the Following 3-Unit Courses

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Units from One of the RECOMMENDED OPTIONS: Choose one of the following:

Infant/Toddler Option (complete all specified units)

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or

Preschool Option (complete all specified units)

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or

School Age Option (complete all specified units)

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**TOTAL** 24.0

Recommended Options:

choose one of the following:

Infant/Toddler Option (complete all specified units)

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Students must also complete sixteen diversified semester units in general education (at least one course in each of the following areas: Humanities and/or Fine Arts; Social Sciences; Math and/or Science; and English/Language Arts). Students must also complete six additional semester units in an area of specialization which may include:

**Art:** CD M08 – Art in ECE and ART M04A – Color and Design
**Behavior of Children:** CD M16 – Behavior Management and PSY M04 Child Psychology
**Creativity:** Any two of the following courses not previously counted: CD M07 – Music in ECE or CD M08 – Art in ECE or CD M09 – Science and Math in ECE or CD M10 – Language Arts in ECE
**Exceptional Child:** CD M06 – Equity Issues and CD M28 – Exceptional Child
**Infant/Toddler:** CD M15 – Infant Studies and CD M17 – Practicum 4 – Infant/Toddler
**Music:** CD M07 – Music in ECE and MUS M01 – Fundamentals of Music
**Parent Education:** CD M27 – Parent Education and CD M60L – Teacher Conferencing and CD M16 – Behavior Management
**School Age:** CD M19 – School Age Programs and CD M20 – Practicum 5 – School Age
**Science:** CD M09 – Science and Math in ECE and PHSC M01 – Principles of Physical Science
Completion of two semester units in CD M26 – Supervision and Mentoring.

Also required before application for Child Development Master Teacher Permit:

Completion of 350 days of experience in an instructional capacity in a child care and development program, working at least 3 hours per day within the last 4 years. (Experience may include paid and/or volunteer work.)

### Child Development Site Supervisor Permit/ Certificate of Achievement

This level authorizes the holder to supervise a child care and development program operating at a single site, provide care, development, and instruction of children in a child care and development program, and serve as a coordinator of curriculum and staff development in a child care and development program.

Students complete a Bachelor of Arts Degree with 24 CD units including core courses plus 6 units administration (CD M24 and CD M25) and 2 units of adult supervision (CD M26).

Also required before application of Child Development Program Director Permit:

The applicant must have site supervisor status and one program year of site supervision experience.

### Child Development Courses

**CD M01 – 1 Unit**
**Intro to Careers in ECE**
Prerequisite: None
Class Hours: 1 lecture
Focuses on the vast array of career options that are available to the Child Development major. General theories of career development, sources of career information, the child development permit matrix and exploration of the early childhood career lattice will be reviewed. Applies to Associate Degree. Transfer credit: CSU

**CD M02 – 3 Units**
**Human Development**
Prerequisite: None
Class Hours: 3 lecture
Introduces human development from the prenatal period to adolescence, emphasizing cognitive, biosocial and psychosocial development. Applies research and theory to current issues and challenges regarding the developing human. Formerly CD M30. Applies to Associate Degree. Transfer credit: CSU; UC, CSU, GE, Area C4 (combined with PSY M07 – maximum credit one course). IGETC AREA 4

**CD M03 – 3 Units**
**Child, Family & Community**
Prerequisite: None
Class Hours: 3 lecture
Facilitates awareness of the interaction and interdependency of home, school, and community by introducing methods of advocacy, exploration of community resources and application of theory to contemporary social issues. Formerly CD M40. Applies to Associate Degree. Transfer credit: CSU.

**CD M04 – 1.5 Units**
**Practicum 1 - Observation**
Prerequisite: None
Corequisite: CD M04L
Recommended Preparation: Completion of or concurrent enrollment in CD M02.
Class Hours: 1.5 lecture
Introduces child observation techniques appropriate for infants through school age, which are based on the study of the theories of Human Development. Requires use of specific observation tools to observe children's development, activities, and use of classroom materials, environment and teaching techniques in the campus Child Development Center. Additional observation experiences are gained in community-based programs. Formerly CD M38. Applies to Associate Degree. Transfer credit: CSU.
CD M04L – 0.5 Units
Practicum 1 – Lab
Prerequisite: None
Corequisite: CD M04L
Recommended Preparation: Completion of or concurrent enrollment in CD M02.
Class Hours: 1.5 lab
Clarifies observation techniques presented in CD M04. Stresses specific observation tools leading to completion of anecdotal records, running records, event samplings, time samplings, language records and the child study project. Requires at least one field trip to a community childcare site. Formerly CD M38L. Applies to Associate Degree. Transfer credit: CSU.

CD M05 – 3 Units
Equity Issues in ECE
Prerequisite: None
Class Hours: 3 lecture
Introduces equity issues, including family lifestyle, economics, gender, special needs and culture/ethnicity. Formerly CD M36. Applies to Associate Degree. Transfer credit: CSU.

CD M07 – 3 Units
Music in ECE
Prerequisite: None
Class Hours: 3 lecture
Introduces creative movement, dance rhythm, and song as essential components of the physical, social, emotional, creative and cognitive development of young children. Focuses on critical analysis of developmentally appropriate activities and appreciation of diversity. Encourages integration and application of music throughout the curriculum. Formerly CD M51. Applies to Associate Degree. Transfer credit: CSU.

CD M08 – 3 Units
Art in ECE
Prerequisite: None
Class Hours: 3 lecture
Introduces developmentally appropriate art curriculum and reviews art as an essential component of physical, social, emotional, creative and cognitive growth. Focuses on integration, presentation and evaluation of art activities, media and resources throughout the curriculum. Formerly CD M52. Applies to Associate Degree. Transfer credit: CSU.

CD M09 – 3 Units
Science and Math in ECE
Prerequisite: None
Class Hours: 3 lecture
Introduces theoretically sound and developmentally appropriate science and math curriculum. Emphasizes the facilitation of the inquiry approach to experiencing science and math as well as the development and evaluation of curricular materials. Formerly CD M53. Applies to Associate Degree. Transfer credit: CSU.

CD M10 – 3 Units
Language Arts in ECE
Prerequisite: None
Class Hours: 3 lecture
Introduces current research in children’s literature and language arts and demonstrates theoretical classroom applications. Emphasizes evaluation of developmentally appropriate experiences and materials that support language as a tool allowing communication, creativity, and logical thinking. Formerly CD M54. Applies to Associate Degree. Transfer credit: CSU.

CD M11 – 3 Units
Programs in ECE
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 3 lecture
Reviews history and philosophies of early childhood education, introducing developmentally appropriate practices, career paths, teacher’s role, learning theories, classroom discipline, curriculum development and lesson plans. Formerly CD M41. Applies to Associate Degree. Transfer credit: CSU.

CD M12 – 2 Units
Practicum 2 - Participation
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 2 lecture
Introduces procedures and practices for teaching young children in a range of settings: family day-care, pre-schools, center-based childcare or Head Start Centers. Offers practical experience applying theories of human development while teaching in the Child Development Center. Requires proof of negative TB clearance. Formerly CD M35A. Applies to Associate Degree. Transfer credit: CSU.

CD M12L – 1 Unit
Practicum 2 - Lab
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 3 lab
Reinforces procedures and practices presented in CD M12. Stresses specific teaching techniques leading to the completion of student teaching assignments in the Child Development Center. Requires proof of negative TB clearance. Formerly CD M39AL. Applies to Associate Degree. Transfer credit: CSU.

CD M13 – 3 Units
Practicum 3 - Preschool
Prerequisites: CD M02, CD M04, and CD M12
Class Hours: 2 lecture, 3 lab
Expands knowledge of human development, emphasizing Piaget’s cognitive theories, observation techniques, and assessment tools. Includes guided student teaching. Requires three hours a week student teaching in a community program, allowing further application of theory to practical situations. Requires proof of negative TB clearance. Formerly CD M39B. Applies to Associate Degree Transfer credit: CSU.
CD M15 – 3 Units
Infant Studies
Prerequisite: None
Class Hours: 3 lecture
Explores infant/toddler care based on developmental need, emphasizing curriculum planning, environment design and observation. Also addresses children with special needs and diverse cultural backgrounds. Formerly CD M31. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU.

CD M16 – 3 Units
Behavior Management
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 3 lecture
Introduces characteristics of children with behavioral challenges and behavior management techniques. Difficult behaviors encountered by those working with children as well as techniques to cope and solve these behavior difficulties will be included. Applies to Associate Degree. Transfer credit: CSU.

CD M17 – 3 Units
Practicum 4 – Infant/Toddler
Prerequisite: CD M02, CD M15
Class Hours: 2 lecture, 3 lab
Expands knowledge of procedures and practices for providing care and assessing infants and toddlers through guided student teaching in a Title 22 or Title 5 licensed childcare or family daycare center. Requires 48 hours per semester of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU.

CD M19 – 3 Units
School Age Programs
Prerequisite: None
Class Hours: 5 lecture
Introduces the care of school age children, providing practical background and experience through before- and after-school school and recreation programs. Emphasizes developmentally appropriate curriculum. Includes information pertaining to family and school coordination and community resources. Formerly CD M45. Applies to Associate Degree. Transfer credit: CSU.

CD M20 – 3 Units
Practicum 5 – School Age
Prerequisite: CD M02 and CD M19
Class Hours: 2 lecture, 5 lab
Expands knowledge of procedures and practices for teaching and assessing young children through guided student teaching in a school age childcare center. Requires 48 hours of student teaching in a community program. Requires proof of negative TB clearance. Applies to Associate Degree. Transfer credit: CSU.

CD M22A/B – 1 to 3 Units Each
Independent Studies in Child Development
Prerequisite: A previous course in Child Development
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of child development through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.

CD M23 – 2 Units
Child Nutrition, Health & Safety
Prerequisite: None
Class Hours: 2 lecture
Explores health protection and resources provided by the home, school, and community, emphasizing prevention of infectious disease, preventative health practices, prevention policies, injury prevention, disaster preparedness, nutrition, child abuse identification and prevention, children with special needs, and care of the mildly ill child. Complies with current legal statutes. Requires taking pediatric first aid and pediatric CPR. Formerly CD M32. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 30 contact hours. Applies to Associate Degree. Transfer credit: CSU.

CD M24 – 3 Units
Administration in ECE 1
Prerequisite: CD M02, CD M03, CD M11, and one of the following: CD M07, M08, M09, or M10
Class Hours: 3 lecture
Introduces principles and practices of administering a child development program, emphasizing administrative needs, personnel and staffing parameters, parent/teacher relations and education; licensing requirements; professional development; grant and proposal writing; specific personnel management skills; and communication. Course required by the Child Development Permit for Site Supervisors (Option 1) and Program Directors. Formerly CD M42A. Applies to Associate Degree. Transfer credit: CSU.

CD M25 – 3 Units
Administration in ECE 2
Prerequisite: None
Recommended Preparation: BUS M30 and ENGL M02
Class Hours: 3 lecture
Focuses on establishing and managing a small business. Focuses on planning, financing, staffing, marketing, site selection, budgeting, legal concerns, and regulatory issues. Emphasizes the rewards and perils of owning a business. The Child Development Permit of Title 5 ECE/CD programs requires course for Site Supervisors and Program Directors. (same course as BUS M32 — Small Business Management). Formerly CD M42B. Applies to Associate Degree. Transfer credit: CSU.
CD M26 – 2 Units
Supervision & Mentoring
Prerequisites: CD M02, CD M03, CD M11, and one of the following: CD M07, CD M08, CD M09, or CD M10
Class Hours: 2 lecture
Introduces methods and principles of supervising student teachers, assistant teachers, parents and volunteers. Emphasizes varying strategies to help address needs of children, parents and staff. Course required by the Child Development: Permit for Title 5 ECE/CD programs for Master Teachers, Site Supervisors and Program Directors. Formerly CD M46. Applies to Associate Degree. Transfer credit: CSU.

CD M27 – 2 Units
Parent Education
Prerequisite: None
Class Hours: 2 lecture
Introduces skills and resources that promote more effective parent and child interactions, applying developmental theories, principles and techniques. Reviews culture, race, ethnicity, family structures, economics, class, gender and special needs equity issues. May be taken two (2) times for credit. Formerly CD M44. Applies to Associate Degree. Transfer credit: CSU.

CD M28 – 3 Units
The Exceptional Child
Prerequisite: CD M02
Class Hours: 3 lecture
Introduces various types of developmental disabilities experienced by young children. Study includes curriculum designs for inclusion, the referral process, community resources, parent-provider coordination, psychological implications of being an exceptional child, and special laws. Applies to Associate Degree. Transfer credit: CSU.

CD M29A – 1 Unit
Early Steps to Reading Success – Part A
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 1 lecture
Explores transforming classroom practices to reflect the most current knowledge about how young children learn to read and write. Presents an overview of the Head's Up reading program, the developmental continuum of literacy, classroom environments, expressive language, the connection between reading and writing, how play supports reading and writing, and what is the code. Applies to Associate Degree. Transfer credit: CSU, pending.

CD M29B – 1 Unit
Early Steps in Reading Success – Part B
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 1 lecture
Further explores transforming classroom practices to reflect the most current knowledge about how young children learn to read and write. Presents learning outcome goals, scaffolding instruction, language enrichment, connecting play to content, shared reading, incorporating writing throughout the day and phonemic awareness. Applies to Associate Degree. Transfer credit: CSU, pending.

CD M29C – 1 Unit
Early Steps to Reading Success – Part C
Prerequisite: None
Recommended Preparation: CD M02
Class Hours: 1 lecture
Expands transforming classroom practices to reflect the most current knowledge about how young children learn to read and write. Presents completing formal assessments, creating meaning in the reading process, second language issues, how play supports talking, developmentally and culturally appropriate book selections, concepts of words and sentences and alphabetic learning. Applies to Associate Degree. Transfer credit: CSU, pending.

CD M60A-Z – 0.5 to 3 Units Each
Topics in Anthropology
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

CD M60A – 1.5 Units
Toddlers Program
Prerequisite: None
Class Hours: 1.5 lecture
Provides an environment to study and observe toddlers in a naturalistic setting. Focuses on developmental stages, issues, concerns, educational programs, and developmentally appropriate materials. Registration of children for this class is done through the Child Development Center. All children must meet California immunization guidelines. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

CD M60B – 1 Unit
Classroom Management in ECE
Prerequisite: None
Class Hours: 1 lecture
Introduces behavior management techniques that integrate sound developmental theory with practical application in a variety of early childhood settings. Intended for majors or current caregivers. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CD M60C – 1 Unit
Developing Cognitive Group Times in ECE
Prerequisite: None
Class Hours: 1 lecture
Introduces developmental sequencizes for a variety of cognitive group experiences introduced in early childhood programs. Intended for majors or current caregivers. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU
CD M60D – 1 Unit
Exploring in ECE – Part I
Prerequisite: None
Class Hours: 1 lecture
Introduces integrated developmentally appropriate experiential curriculum, emphasizing free exploration techniques, cooperative learning, center set-up, and implementation and individualization in providing learning experiences. Includes Rocks, Dinosaurs, Bubbles, Rainbows, Mixing Color, Mathematics Games, Fingerprints, and Cooking and other Chemical Changes. Intended for majors or current caregivers. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CD M60E – 1 Unit
Exploring in ECE - Part 2
Prerequisite: None
Recommended Preparation: CD M60D
Class Hours: 1 lecture
Expands integrated developmentally appropriate experiential curriculum, emphasizing free exploration techniques, cooperative learning, center set-up, and implementation and individualization in providing more advanced learning experiences. Includes Shadows, Environment, Rivers, Optical, Rocks, Salt, Erosion, Friction, Ants, Insect, Mapping, Blocks, and Conservation Experiences. Intended for majors or current caregivers. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

CD M60H – 1 Unit
Parenting Young Children
Prerequisite: None
Class Hours: 1 lecture
Introduces sound parenting principles geared especially to the challenge of parenting babies, toddlers, and preschoolers. With the guidance of a competent instructor, parents interact with the materials and each other to understand children’s needs and behaviors. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

CD M60J – 0.5 Unit
Child Development Permit: Professional Growth Advisor Training
Prerequisite: None
Class Hours: 0.5 lecture
Introduces methods and principles of being a Professional Growth Advisor for the Child Development Permit. Emphasizes the formulation and implementation of the Professional Growth Plan as directed by the Commission on Teacher Credentialing. Stresses the mentoring role of the Professional Growth Advisor and includes setting long-range goals, recognizing and planning acceptable activities to meet goals, and completing and filing official paperwork required by the Commission. Completing course qualifies individuals to become Professional Growth Advisor, if they also hold teach permit and have more than three years of experience teaching or serving as a director in a child development program. Applies to Associate Degree. Transfer credit: CSU

CD M60K – 1 Unit
The Special Needs Child
Prerequisite: None
Class Hours: 1 lecture
Provides opportunities for developing skills in identifying and working with children and families with special needs. Community resources and services will be presented. Students will have opportunity to gain information through guest speakers, observation and interaction with children and families. Requires proof of negative TB clearance. Transfer credit: CSU

CD M60M – 0.5 Unit
Mentor Seminar 1
Prerequisite: Selection as an Early Childhood Mentor
Class Hours: 0.5 lecture
Presents issues related to new role as supervisors of early childhood student teachers through monthly seminars. Content individualized to meet needs of each mentor. Applies to Associate Degree. Transfer credit: CSU

CD M60N – 1 Unit
Parent Conferencing
Prerequisite: None
Class Hours: 1 lecture
Introduces effective conferencing techniques between parents, teachers or caregivers. Includes the impact of significant adults in the lives of children and developing a positive working relationship. Applies to Associate Degree. Transfer credit: CSU

CD M80 – 1 to 4 Units
Internship in Child Development
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged.
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXM M20.) Applies to Associate Degree. Transfer credit: CSU; credit limitations.

CD M89A-Z – 0.5 to 3 Units Each
Institutes in Child Development
Prerequisite: None
Class Hours: As Arranged
Series of special workshops on selected topics of interest for preschool and day care personnel. Increases effective communication with children, parents, staff and community agencies through increased understanding and acquired skills. Provided as needed. Series only offered credit/no-credit. Applies to Associate Degree.

Developed Topics Include:

CD M89A – 0.5 Unit
Movement and Rhythm for Early Childhood
Prerequisite: None
Class Hours: 0.5 lecture
Introduces music, movement and rhythm theories and activities for the preschool child. Explores age-appropriate activities for the physical, cognitive, and psychosocial domains of development.
Child Development

CD M89C – 0.5 Unit
Practical Ideas for Teaching Young Children
Prerequisite: None
Class Hours: 0.5 lecture
Develops knowledge base as well as practical realistic steps to successfully work with children, whether in the home or community setting. Intended for preschool and day-care personnel but appropriate for parents as well. Requires practical application.

Computer Assisted Drafting
See Courses in Drafting

College Strategies

College Strategies courses provide students the information and skills needed to take responsibility for and control of their own academic success in any learning environment. These transferable courses emphasize the critical thinking and collaboration skills valued in all career fields. For more direct exploration of career choices, see Personal Growth courses. Also visit the Career Services Center in the Campus Center (805.378-1536).

Dean
Floyd Martin, Phone (805) 378-1459

Course

COL M01 – 3 Units
College Strategies
Prerequisite: None
Class Hours: 3 lecture
Develops each student’s comprehensive learning profile, applying it to the construction and implementation of educational, career and life goals. Emphasizes independent critical thinking skills, appropriate use of available resources and effective strategies for academic success. Applies to Associate Degree. Transfer credit: CSU

COL M02 – 1 Unit
College Individual Tutoring
Class Hours: 1 lecture
Introduces methods of tutoring adult learners individually, emphasizing learning theories and tutoring methodology. Formerly ES M89A. Applies to Associate Degree. Transfer credit: CSU

COL M03 – 1 Unit
College Group Tutoring
Recommended Preparation: ENGL M01A
Class Hours: 1 lecture
Introduces group learning strategies in a college tutorial setting, emphasizing practical applications. Applies to Associate Degree. Transfer credit: CSU

Communications

COL M04 – 1 Unit
College Student Mentoring
Recommended Preparation: ENGL M01A
Class Hours: 1 lecture
Introduces college-mentoring skills. Discusses student development theory and its application to student mentoring. Applies to Associate Degree. Transfer credit: CSU

Communications

Communications is a broad term that describes a general field of study. Moorpark College offers three primary career paths within communications:

Communications
This interdisciplinary academic program enhances students’ flexibility for transfer and professional development by introducing core disciplines such as English, speech, graphics, journalism, and radio/television. See specific course listings under specified disciplines.

Radio/Television
This occupational/transfer program offers practical training and application for work in education or commercial radio, television and related production fields by providing local internship opportunities in radio/television, motion pictures, promotion, and post-production. See specific course listings under Radio/Television.

Journalism
This occupational/transfer program offers practical training and application for work in education or commercial print arenas by providing local internship opportunities at newspapers in areas such as news writing and reporting, copyediting, newspaper production, broadcast journalism, and public relations. See specific course listings under Journalism.

Dean
Nabil Abu-Ghazaleh, Phone (805) 378-1408

Counselors
Denice Avila, Michael Johnson

Degree and Certificate Options in Communications

Associate in Arts Degree
To earn an Associate in Arts Degree with a major in Communications, students complete 39 specified units, plus general education degree requirements (minimum total = 60 units). The interdisciplinary approach further enhances students’ flexibility for transfer and professional development.

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

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<td>GR M10</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M20</td>
<td>3.0</td>
</tr>
<tr>
<td>JOUR M01</td>
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<tr>
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<td>3.0</td>
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<tr>
<td>PHOT M01</td>
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</tr>
<tr>
<td>RT M02A</td>
<td>3.0</td>
</tr>
<tr>
<td>RT M05</td>
<td>3.0</td>
</tr>
<tr>
<td>RT M07A</td>
<td>3.0</td>
</tr>
<tr>
<td>Plus Additional Courses</td>
<td>6.0</td>
</tr>
</tbody>
</table>

TOTAL: 39.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Companion Animal/Pet Studies

The Companion Animal/Pet Studies (CAPS) courses meet the needs of various groups: (a) current and future business owners in the small domestic animal field; (b) workers for agencies who routinely care for small animals; (c) pre-veterinary students; (d) teachers and health professionals who use small animals as part of their practice; and (e) owners of small domestic animal/pets. The focus is on the small domestic animal/pet human relationship and does not involve large “farm” animals. Courses do not provide direct handling or training of animals/pets on or off the college premises.

Career Opportunities

Animal Control Officers; Animal Shelter & Support Service Assistants; Animal Nutritionists; Veterinary Hospital Assistants; Animal Trainers; Animal Food Sales, Grooming, Kennel, and Furnishing Personnel; Humane Society Educators and Officers; Pet-Assisted Therapists; Pet Breeders; Pet Sitters and Suppliers; Pet Identification and Transportation Service Personnel; Pet Photographers; and Veterinary Assistants.

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Steven Pollock

Part-Time
Deena Case-Pall, Kahee Pasek

Counselor
Chuck Brinkman

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in CAPS who wish to qualify for an Associate in Arts Degree could explore Biology as a possible major.

For General Education Degree Requirements and Transfer Information, see p. 29.

Companion Animal/Pet Studies Courses

CAPS M01 – 3 Units
Companion Animal/Pet Studies
Prerequisite: None
Class Hours: 3 lecture
Reviews the complex relationships between humans and companion animals/pets. Topics include companion animal/pet care and health, behavior, ethical and legal issues, anatomy and physiology, and home-based and small businesses. Field trips may be required. Applies to Associate Degree.

CAPS M02 – 4 Units
Companion Animal Care and Health
Prerequisite: None
Class Hours: 3 lecture, 3 lab
Provides an overview of the care and health concerns involving companion animals—dogs, cats, rodents, birds, fish and reptiles. Topics include care, housing, health, and nutrition of these species in the home and in other environments including animal-related businesses. Applies to Associate Degree.

CAPS M60A-Z – 0.5 to 3 Units
Topics in Companion Animal/Pet Studies
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

CAPS M60A – 0.5 Unit
Bonding and Pet Loss
Prerequisite: None
Class Hours: 0.5 lecture
Reviews the role of bonding between humans and their pets and the effects of pet loss. Includes human-pet bond, aging and the older pet, diseases of older pets, improving quality of life of older pets, pet loss, pet euthanasia, pet disposal, and griefing and support groups. Applies to Associate Degree.

CAPS M60B – 0.5 Unit
Teachers and Classroom Pets
Prerequisite: None
Class Hours: 0.5 lecture
Evaluates the role of pets in the classroom. Includes choice of the pet(s), the appropriate classroom for pets, care and treatment of pets both in and out of session, teachers as animal/pet advocates, lesson plans and educational resources involving animals/pets, and legal and ethical codes involving animals/pets within and outside of the classroom. Applies to Associate Degree.
**Companion Animal/Pet Studies**

**CAPS M60C — 0.5 Unit**  
**Feline Management**  
Prerequisite: None  
Class Hours: 0.5 lecture  
Reviews the unique relationship between cats and humans. Topics include selecting and raising a kitten or cat, coping with common cat behavior problems such as scratching and litter box use, enriching your cat’s life and dealing with the feral cat. Applies to Associate Degree.

**CAPS M60D — 0.5 Unit**  
**Canine Management**  
Prerequisite: None  
Class Hours: 0.5 lecture  
Examines issues relating to dogs as pets and helpers including dog selection, care, and training; preventing and treating common dog behavior problems; dog sports such as obedience, agility, tracking, and schutzhund; and service dogs such as police dogs, guide dogs, and search and rescue dogs. Applies to Associate Degree.

**CAPS M80 — 1 to 4 Units**  
**Internship in CAPS**  
Prerequisite: Completion of or concurrent enrollment in one course in the discipline  
Class Hours: 5 to 20 lab as arranged  
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call, (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M90). Applies to Associate Degree. Transfer credit: CSU, credit limitations.

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**Computers and Careers**


Explore “Computers and Careers” in the Career Services Center (Campus Center, 805.378-1536).

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**Computer Information Systems**

This program provides basic computer skills for students with the goal of immediate employment in business or industry. Three tracks are provided: (1) Microcomputer Applications, with emphasis on business computer applications; (2) traditional Information Systems, with emphasis on the use of large-scale computers and (3) Microcomputer Systems, with emphasis on office computer systems. See overview on p. 82.

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**Career Opportunities**


To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

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**Dean**

Rene Rodriguez, Phone (805) 378-1572

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**Faculty**

**Full-Time**

Shay Collier, Mary Mills, Kathleen Young

**Part-Time**

Stephen Abrams, Ronald Barry, Bruce Basin, Guy Campbell, Joane Cantrell, Chitra Chandavarkar, Mary Stepper-Gole, Barbara Crippen, Maria Ellis, Robert Gregg, Victor Jadow, Cathy Kriss, Larry Lace, Kelly Macone, Delores Moon, Hank Moon, Arthur Preston, Lisa Putnam, Lorraine Shindler, Ernest Williams, Carol Wyenn

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**Counselors**

Michael Johnson, Letricia Mai

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**Degree and Certificate Options in Computer Information Systems**

**Computer Information Systems Certificate of Achievement**

**Associate in Science Degree in Computer Information Systems**

Computer Information Systems courses offer dual purpose: to prepare students for upper-division course work in Business, Computer Information Systems, or Management Information Systems, and to provide business skills for a variety of careers in business, industry, and government. To earn a Certificate of Achievement in Computer Information Systems or an Associate in Science Degree with a major in Computer Information Systems, students complete 30 specified units; those seeking the degree must also complete general education degree requirements (minimum total = 60 units).

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75
Computer Information Systems

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M02A</td>
<td>Financial Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M02B or CIS M18</td>
<td>Financial Accounting II or Accounting with QuickBooks</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M30</td>
<td>Intro to Business and Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M16</td>
<td>Intro to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M16L</td>
<td>Introduction to Information System Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M16L</td>
<td>Windows Programming: Visual BASIC I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M40L</td>
<td>CIS Visual BASIC I Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M41</td>
<td>Windows Programming: Visual BASIC II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M41L</td>
<td>CIS BASIC II Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M50</td>
<td>Intro to Local Area Network</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M51 or CIS M52</td>
<td>Intro to Novel or Intro to Windows NT</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M53</td>
<td>Systems Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>30.0</strong></td>
</tr>
</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

**Sample Course Sequence**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M02A</td>
<td></td>
</tr>
<tr>
<td>CIS M16</td>
<td></td>
</tr>
<tr>
<td>CIS M16L</td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M02B</td>
<td></td>
</tr>
<tr>
<td>CIS M53</td>
<td></td>
</tr>
<tr>
<td>CIS M50</td>
<td></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M30</td>
<td></td>
</tr>
<tr>
<td>CIS M40</td>
<td></td>
</tr>
<tr>
<td>CIS M40L</td>
<td></td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS M51 or M52</td>
<td></td>
</tr>
<tr>
<td>CIS M41</td>
<td></td>
</tr>
<tr>
<td>CIS M41L</td>
<td></td>
</tr>
</tbody>
</table>

**Associate in Science Degree in Microcomputer Systems**

Microcomputer Systems Certificate of Achievement

To earn a Certificate of Achievement in Microcomputer Systems or an Associate in Science Degree with a major in Microcomputer Systems, students complete 31.5 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M02A</td>
<td>Financial Accounting Principles I</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M02B or CIS M18</td>
<td>Financial Accounting II or Accounting with QuickBooks</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M15</td>
<td>Intro to the Personal Computer</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M16</td>
<td>Intro to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M16L</td>
<td>CIS Intro Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M17</td>
<td>Intro to Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M20</td>
<td>Microsoft Word Part I</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M21</td>
<td>Microsoft Word Part 2</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M26A</td>
<td>Microsoft Access</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M26B</td>
<td>Microsoft Access</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M27</td>
<td>Microsoft PowerPoint</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M40</td>
<td>Windows Programming: Visual BASIC I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M40L</td>
<td>Visual BASIC I Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M41</td>
<td>Windows Programming: Visual BASIC II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M41L</td>
<td>Visual BASIC II Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M50</td>
<td>Introduction to Local Area Networks</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>31.5</strong></td>
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For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

**Sample Course Sequence**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M02A</td>
<td></td>
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<tr>
<td>CIS M15</td>
<td></td>
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<tr>
<td>CIS M17</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>CIS M16</td>
<td></td>
</tr>
<tr>
<td>CIS M16L</td>
<td></td>
</tr>
<tr>
<td>CIS M20</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CIS M21</td>
<td></td>
</tr>
<tr>
<td>CIS M26A</td>
<td></td>
</tr>
<tr>
<td>CIS M27</td>
<td></td>
</tr>
<tr>
<td>CIS M40</td>
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<tr>
<td>CIS M40L</td>
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**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<td></td>
</tr>
<tr>
<td>CIS M41</td>
<td></td>
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<tr>
<td>CIS M41L</td>
<td></td>
</tr>
<tr>
<td>CIS M50</td>
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</table>

**Microcomputer Applications Certificate of Completion**

To earn a Certificate of Completion in Microcomputer Applications, students complete 13 specified units. This program provides instruction helpful to students seeking employment, as well as to those already employed but requiring upgrading of computer skills.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M39</td>
<td>Business Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M12</td>
<td>Intermediate Computer Keyboarding</td>
<td>1.0</td>
</tr>
<tr>
<td>CIS M15</td>
<td>Introduction to the Personal Computer</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M17</td>
<td>Introduction to Windows</td>
<td>1.5</td>
</tr>
<tr>
<td>Units from List of RECOMMENDED COURSES</td>
<td></td>
<td><strong>6.0</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>13.0</strong></td>
</tr>
</tbody>
</table>
Recommended Courses: Choose 6 Units

CIS M20........Microsoft Word Part 1 ........................................ 1.5
CIS M21........Microsoft Word Part 2 ........................................ 1.5
CIS M24........Microsoft Excel Part 1 ........................................ 1.5
CIS M25........Microsoft Excel Part 2 ........................................ 1.5
CIS M26A........Microsoft Access I ........................................... 1.5
CIS M26B........Microsoft Access II .......................................... 1.5
CIS M27........Microsoft PowerPoint ........................................ 1.5
CIS M28........Microsoft Office .............................................. 3.0

NOTE: The UC system allows credit for the first 6 courses taken in either Computer Information Systems, Computer Science or some combination.

Computer Information Systems Courses

CIS M10 — 0.5 Unit
Keyboarding Review
Prerequisite: None
Recommended Preparation: A previous course in typing/keyboarding
Class Hours: 1.5 lab
Reviews existing typing/keyboarding skills. Can receive credit in CIS M10 or CIS M11, not both. Applies to Associate Degree.

CIS M11 — 1 Unit
Basic Computer Keyboarding
Prerequisite: None
Class Hours: 3 lab
Introduces basic keyboarding techniques, emphasizing speed and accuracy to 20 words per minute. Works in a custom-designed program in Microsoft Word. No previous computer/typewriter experience required. Not recommended for those who have taken a previous typing/keyboarding class. Can receive credit in CIS M10 or CIS M11, not both. May be taken two (2) times for credit. Applies to Associate Degree.

CIS M12 — 1 Unit
Intermediate Computer Keyboarding
Prerequisite: CIS M10 or CIS M11 or ability to type 20 wpm
Class Hours: 3 lab
Introduces students to figure and symbol skills and develops speed and accuracy through a custom-designed program in Microsoft Word. Applies to Associate Degree.

CIS M13 — 1 Unit
Computer Keyboarding / Speed Building
Prerequisite: CIS M12 or the ability to type 35 wpm
Class Hours: 3 lab
Emphasizes continued development of speed and accuracy through a programmed series of timings and drills customized to individual needs. Grade based on improvement. May be taken two (2) times for credit. Applies to Associate Degree.

CIS M14 — 1 Unit
10-Key Mastery on the Computer
Prerequisite: None
Class Hours: 0.5 lecture, 1.5 lab
Builds mastery of the numeric keyboard and develops speed and accuracy for data entry as well as spreadsheet and database applications in a work environment. Applies to Associate Degree.

CIS M15 — 1.5 Units
Introduction to the Personal Computer
Prerequisite: CIS M11
Class Hours: 1 lecture, 1.5 lab
Introduces computer terminology and concepts, emphasizing software installation, computer system expansion, computer purchase, and e-mail/Internet use. May be taken three (3) times for credit. Only offered credit/no-credit. Applies to Associate Degree.

CIS M16 — 1 Unit
Introduction to Information Systems
Prerequisite: None
Corequisite: CIS M10L
Recommended Preparation: CIS M11
Class Hours: 3 lecture
Introduces history, development and application of information processing systems, emphasizing the microcomputer. Includes hands-on experience solving problems and writing/executing programs in the language VBASIC. Meets requirements of the DPMA Model Curriculum. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC.

CIS M16L — 1 Unit
CIS Introduction Lab
Prerequisite: None
Corequisite: CIS M16
Class Hours: 3 lab
Provides hands-on practice with Microsoft 2000 and VBASIC on Windows PC platform with Windows NT. May be taken two (2) times for credit. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU, UC.

CIS M17 — 1.5 Units
Introduction to Windows
Prerequisite: None
Recommended Preparation: CIS M15
Class Hours: 1 lecture, 1.5 lab
Introduces the Windows 98 operating system, emphasizing running programs, entering/moving data, and performing DOS-related tasks. Includes program and file management using Explorer, Paint and WordPad. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M18 — 3 Units
Accounting with QuickBooks
Prerequisite: BUS M01A
Class Hours: 2 lecture, 3 lab
Introduces the use of QuickBooks in a computerized accounting system. Reinforces basic accounting concepts and procedures and their relationship to QuickBooks. Provides extensive hands-on experience including setting up a new company. (Same course as BUS M08.) Applies to Associate Degree.
CIS M19A — 1 Unit  
**Spreadsheets in Financial Accounting**  
Prerequisite: BUS M01A and CIS M24  
Corequisite: BUS M01B  
Class Hours: 3 lab  
Introduces the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software to record transactions, prepare financial statements and sort/analyze data. Focuses on financial accounting functions such as calculating depreciation, tracking and controlling accounts receivable and inventories, maintaining payroll records and analyzing financial statements. Introduces specialized accounting and finance functions. (Same course as BUS M09A.)  
*Applies to Associate Degree.*

CIS M19B — 0.5 Unit  
**Spreadsheets in Managerial Accounting**  
Prerequisite: Completion of or concurrent enrollment in BUS M09A or CIS M19A and BUS M02C  
Class Hours: 1.5 lab  
Continues the introduction of the use of spreadsheets in accounting applications. Emphasizes the use of spreadsheet software in advanced financial accounting activities and managerial accounting activities such as tracking and analyzing stockholders' equity, amortization schedules for leases and bonds, present and future value calculations, preparation of statement of cash flows, tracking cost of goods manufactured and cost of goods sold, equivalent unit calculations, activity based costing, and cost-volume profit analysis. (Same course as BUS M09B.)  
*Applies to Associate Degree.*

CIS M20 — 1.5 Units  
**Microsoft Word Part 1**  
Class Hours: 1 lecture, 1.5 lab  
Introduces Microsoft Word. Topics include creating and editing, fonts and symbols, formatting newspaper columns, spelling and grammar, headers and footers, page numbering, and searching on the Internet. Prepares student for the Microsoft Office User Specialist (MOUS) exam (Core Level). May be taken three (3) times for credit.  
*Applies to Associate Degree.*  
*Transfer credit: CSU*

CIS M21 — 1.5 Units  
**Microsoft Word Part 2**  
Prerequisite: CIS M20  
Class Hours: 1 lecture, 1.5 lab  
Introduces advanced topics in Microsoft Word, including borders and shading; merging documents; sorting text; table and indexes; macros; fill-in forms; and working with clip art. Prepares students for the Microsoft Office User Specialist (MOUS) exam (Expert Level). May be taken three (3) times for credit.  
*Applies to Associate Degree.*

CIS M22A/B — 1 to 3 Units Each  
**Independent Studies in Information Systems**  
Prerequisite: A previous course in Computer Information Systems  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of computer information systems through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units.  
*Applies to Associate Degree.*  
*Transfer credit: CSU, UC credit limitations.*

CIS M24 — 1.5 Units  
**Microsoft Excel Part 1**  
Prerequisite: CIS M17  
Class Hours: 1 lecture, 1.5 lab  
Introduces basics of an electronic spreadsheet, working with Excel's desktop environment. Emphasizes how to enter data, select commands, move the cell cursor around the worksheet, get help, save a worksheet in a workbook file, and print a range of data. Prepares student for the Microsoft Office user Specialist (MOUS) exam (Core Level). May be taken three (3) times for credit.  
*Applies to Associate Degree.*  
*Transfer credit: CSU*

CIS M25 — 1.5 Units  
**Microsoft Excel Part 2**  
Prerequisite: CIS M24  
Class Hours: 1 lecture, 1.5 lab  
Develops advanced spreadsheet tools for managing data and making financial decisions. Emphasizes using macros, database functions, data tables, PivotTable reports, and Report Manager. Prepares student for the advanced level of the Microsoft Office User Specialist (MOUS) exam. May be taken three (3) times for credit.  
*Applies to Associate Degree.*

CIS M26A — 1.5 Units  
**Microsoft Access I**  
Prerequisite: CIS M17  
Class Hours: 1 lecture/1.5 lab  
Introduces designing and building an Access database, using Microsoft Windows. May be taken three (3) times for credit.  
*Applies to Associate Degree.*

CIS M26B — 1.5 Unit  
**Microsoft Access II**  
Prerequisite: CIS M26A  
Class Hours: 1 lecture, 1.5 lab  
Introduces advanced topics in working with Access, including creating advanced queries and custom forms, customizing reports, integrating Access with other programs, working with HTML documents and data access pages, applying Macros, and writing Visual Basic for applications code. Prepares student to pass the Microsoft Office User Specialist Expert-Level Examination.  
*Applies to Associate Degree.*

CIS M27 — 1.5 Units  
**Microsoft PowerPoint**  
Prerequisite: CIS M17  
Class Hours: 1 lecture, 1.5 lab  
Introduces presentation preparation, using animation, charts, clip art, pictures, shapes and sounds. May be taken three (3) times for credit.  
*Applies to Associate Degree.*

CIS M28 — 3 Units  
**Microsoft Office**  
Prerequisite: None  
Class Hours: 2 lecture/3 lab  
Introduces Microsoft Windows 98, Word, Excel, and PowerPoint, emphasizing integration features and advanced OLE technology. May be taken three (3) times for credit.  
*Applies to Associate Degree.*
CIS M50 – 3 Units
Introduction to Local Area Networks (LAN)
Prerequisite: None
Recommended Preparation: CIS M16/M16L
Class Hours: 2.5 lecture, 1.5 lab
Introduces system requirements, terminology, technology, topologies and software used in Local Area Networks, including evaluation of applications and integration with Wide Area Networks. Emphasizes hardware components, protocols and applications that support users. Reviews the features, expandability and maintainability of a range of network operating systems. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M51 – 3 Units
Introduction to Novell Client/Server
Prerequisite: CIS M50
Class Hours: 2.5 lecture, 1.5 lab
Introduces networking using Novell, emphasizing how to log on to a Novell network, map drives, set passwords, configure a Novell Client system, run applications over the network, install and de-install Novell Client software and troubleshoot. Reviews Novell Server issues such as account administration, the Novell file system structure, system optimization, Novell server and workstation installation, security, printing and diagnostics as well as creating users and setting access privileges. Prepares students to take Novell’s CNA tests and portions of CNE tests to become Novell certified. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M52 – 3 Units
Introduction to Microsoft Windows NT Workstation/Server
Prerequisite: CIS M50
Class Hours: 2.5 lecture, 1.5 lab
Introduces Microsoft Windows NT, focusing on how to log on to an NT network, map drives, set passwords, and configure an NT workstation. Reviews NT server issues such as account administration, the NT file system structure, system optimization, NT server and workstation installation, security, printing and diagnostics. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU

CIS M53 – 3 Units
Systems Analysis
Prerequisites: CIS M16 and a programming class
Class Hours: 3 lecture
Introduces computer information systems and procedures and offers analysis of various existing business CIS principles and non-data and data systems concepts. Applies to Associate Degree. Transfer credit: CSU

CIS M60A-Z – 1 to 3 Units Each
Topics in Computers
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.
Developed topics include:

**CIS M60C — 1 Unit**  
*Internet and WWW I*  
Prerequisite: None  
Recommended Preparation: CIS M17  
Class Hours: 0.5 lecture/1.5 lab  
Provides a window into the World Wide Web and its abundance of resources. Provides hands-on experience using popular search engines, selecting an Internet provider and using e-mail and File Transfer Protocol. May be taken two (2) times for credit. **Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.**

**CIS M60E — 1 Unit**  
*Internet and WWW II*  
Prerequisite: CIS M60C or equivalent knowledge of the Internet  
Class Hours: 0.5 lecture/1.5 lab  
Expands proficiency in dynamic areas related to the Internet and World Wide Web, including complex search and retrieval strategies, file compression and decompresion, browser plug-ins, Internet Relay Chat and teleconferencing. **Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.**

**CIS M60F — 1 Unit**  
*QuickCen*  
Prerequisite: None  
Recommended Preparation: CIS M17  
Class Hours: 0.5 lecture/1.5 lab  
Introduces financial software package to organize personal finances by setting up electronic checkbook registers for tracking transactions. Includes creating reports and graphs, tracking investments, managing savings and monitoring cash flow. **Same course as BUS M60E. Applies to Associate Degree. Transfer credit: UC credit limitations.**

**CIS M61 — 1 Unit**  
*Computer Programming Laboratory*  
Prerequisite: None  
Corequisite: CIS M22A/B with subject that requires extensive lab work/computer usage  
Class Hours: 3 lab  
Allows credit for lab experience, when deemed appropriate by the instructor under an Independent Study contract. May be taken two (2) times for credit. Only offered credit/no-credit. **Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.**

**CIS M80 — 1 to 4 Units**  
*Internship in Computer Information Systems*  
Prerequisite: Completion of or concurrent enrollment in a course in the discipline.  
Class Hours: 5 to 20 lab as arranged  
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1396. May be taken four (4) times for credit. **Same course as WEXP M20. Applies to Associate Degree. Transfer credit: CSU; credit limitations.**

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**Computer Network Systems Engineering**

The Computer Network Systems Engineering (CENSE) Program provides specific technologies necessary to function effectively as a multi-platform network systems administrator/analyst. It provides hands-on training and networking hardware and software. Successful program completion qualifies individuals for beginning positions in networking administration.

Moorpark College Network System Engineering program is a Cisco System Local Academy; Microsoft Authorized Academic Training Program (AATP); and 3Com NetPrep Regional Training Center. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

**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.net). The Division Office (805.378-1572) would also be able to provide updated information, or you can make an appointment with a counselor (805.378-1428).

**Dean**  
Rene Rodriguez, Phone (805) 378-1572

**Faculty**

**Full-Time**  
Edmund Garcia, Sheila Tan

**Part-Time**  
Syed Ahmad, Mohammed El-Soussi, Charlotte Henshaw, Sewak Khurana, Josif Kurunczi, Brian Lent, Dave Owen, Lachman Sippy, Sonil Trivedi, Jerry West, Richard Volpe

**Counselors**  
Edna Ingram, Letisha Mai

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**Degree and Certificate Options in Computer Network Systems Engineering**

**Associate in Science Degree in Computer Network Systems Engineering**

To earn an Associate in Science Degree with a major in Computer Network Systems Engineering, students complete 33-34 specified units, plus general education degree requirements (minimum total = 60 units).
Computer Network Systems Engineering

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSE M05</td>
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<tr>
<td>CNSE M10</td>
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<td>CNSE M15</td>
<td>2.0</td>
</tr>
<tr>
<td>CNSE M30</td>
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<td>CNSE M31</td>
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<td>EL M18</td>
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<tr>
<td>Math M01</td>
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</table>

Units from List of RECOMMENDED COURSES | 4.5 - 5.5

**TOTAL** | 35.0 - 34.0

**Recommended Courses**: Choose 3 Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CNSE M16</td>
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<tr>
<td>CNSE M39</td>
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<tr>
<td>CNSE M40</td>
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</tr>
</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

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

Computer Network Systems Engineering Certificate of Completion

To earn a Computer Network Systems Certificate of Completion, students complete 34.5 specified units. Nine of these courses can be applied to the CNSE major for an associate degree.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CIS M30</td>
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<td>CNSE M80</td>
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</tbody>
</table>

**TOTAL** | 34.5

**Basic Network Specialist Certificate of Completion**

To earn a Certificate of Completion as a Basic Network Specialist, students complete 14-14.5 specified units.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSE M05</td>
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<tr>
<td>CNSE M13</td>
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</table>
| Course from List of RECOMMENDED COURSES | 3.0 - 3.5

**TOTAL** | 14.0 - 14.5

**Recommended Courses**: Choose 2 Courses

<table>
<thead>
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<tr>
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</tr>
</tbody>
</table>

**Cisco System Network Associate Certificate of Completion**

To earn a Certificate of Completion as a Cisco System Network Associate, students complete 8 specified units.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CNSE M11</td>
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<td>CNSE M17</td>
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</table>

**TOTAL** | 8.0

**Microsoft Local Area Network Certificate of Completion**

To earn a Certificate of Completion for Microsoft Local Area Network, students complete 10.5 specified units.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>CNSE M32</td>
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</table>
| Course from List of RECOMMENDED COURSES | 3.0

**TOTAL** | 10.5

**Recommended Courses**: Choose 2 Courses

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
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<td>CNSE M37</td>
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<tr>
<td>CNSE M41</td>
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</table>

**Advanced Network Specialist Certificate of Achievement**

To earn a Certificate of Achievement as an Advanced Network Specialist, students complete 26.5 specified units.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>CNSE M16</td>
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<tr>
<td>CNSE M34</td>
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</tbody>
</table>

**TOTAL** | 26.5

81
# Computer Courses at Moorpark College

## Computer Information Systems - CIS

### Business Support Systems Career Opportunities
- Administrative Assistant, Executive Assistant, Office Coordinator, Administrative Support Staff, Administrative Secretary, Customer Service Rep., Data Entry Operator, Computer Operator, Computer Trainer, Receptionist, Word Processor, Personal Use, etc.

### Information Systems Career Opportunities
- Systems Analyst, Network Administrator, Computer Consultant, Computer Network Technician, Customer Service Support Tech, Office Systems Manager, Data Processing Manager, etc.

## Computer Science

### CS Career Opportunities
- Computer Programmer, Software Engineer, System Designer, Operational Research Manager, Computer Lab Technician, Scientific Programmer

## Computer Network Systems Engineering

### CNSE Career Opportunities
- Network Systems Administrator, Computer Network Administrator, Computer Hardware Consultant, Computer Software Consultant, Computer Technician, LAN Administrator, Mail Exchange Administrator, Network Cabling Installer, SQL Administrator, WAN Administrator, Web Administrator, Telecommunications Engineer, Systems Administrator

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### Keyboarding Classes
- CIS M10 Keyboarding Review
- CIS M11 Basic Computer Keyboarding
- CIS M12 Intermediate Computer Keyboarding
- CIS M13 Computer Keyboarding/Speed Building
- CIS M14 10-Key Master on the Computer

### Introductory Classes
- CIS M15 Introduction to the Personal Computer
- CIS M17 Introduction to Windows

### Application Classes
- CIS M18 Accounting with Quick Books
- CIS M20 Microsoft Word Part 1
- CIS M21 Microsoft Word Part 2
- CIS M24 Microsoft Excel Part 1
- CIS M25 Microsoft Excel Part 2
- CIS M26A Microsoft Access I
- CIS M26B Microsoft Access II
- CIS M27 Microsoft Powerpoint
- CIS M28 Microsoft Office

### Introductory Classes
- CIS M16 Introduction to Information Systems Programming Classes
- CIS M40 Windows Programming: Visual BASIC I
- CIS M41 Windows Programming: Visual BASIC II

### Networking/Systems Analysis Classes
- CIS M50 Introduction to Local Area Networks (LAN)
- CIS M51 Introduction to Novell Client/Server
- CIS M52 Introduction to Windows NT Workstation/Server
- CIS M53 Systems Analysis

### Internet/Special Classes
- CIS M22A/B Independent Studies in Information Systems
- CIS M30 Web Page Design I
- CIS M31 Web Page Design II
- CIS M60C Internet & World Wide Web I
- CIS M60E Internet & World Wide Web II
- CIS M60F Quicken
- CIS M61 Computer Programming

### Introductory Classes
- CS M01 Introduction to Computer Science
- CS M02 Introduction to UNIX and C
- CS M03 Introduction to Computer Hardware and Systems Software

### Programming Classes
- CS M10A Introduction to Programming with C
- CS M10B Object-Oriented Programming with C++
- CS M10C Windows Programming
- CS M10J Java Fundamentals
- CS M10M Intermediate Java
- CS M10S Java Servlets Programming
- CS M20 Object-Oriented Data Structure and Algorithm Design
- CS M30 Assembly Language
- CS M40 Computer Architecture
- CS M50 Files and Data Bases
- CS M60 Concepts of Programming Languages

### Introductory Classes
- CNSE M05 Local and Wide Area Networks
- CNSE M10 Introduction to Telecommunications

### Networking Classes
- CNSE M11 Cisco Systems Computer Network
- CNSE M12 Network Wiring and Cabling
- CNSE M13 Internetworking and TCP/IP
- CNSE M14 Introduction to Mobile Data Wireless LAN Technologies
- CNSE M15 to M17 Cisco Systems Computer Networking 2, 3, 4
- CNSE M20 NetWare 5 Administration
- CNSE M21 NetWare 5 Advanced Administration
- CNSE M23 IntranetWare: Integrating Windows NT
- CNSE M24 NDS Design and Implementation
- CNSE M30 MS Windows Administration

*Plus at least 10 more specialized courses.*
Computer Network Systems Engineering

Courses

CNSE M05 – 4 Units
Local and Wide Area Network
Prerequisite: None
Class Hours: 4 lecture
This is one of the 8 networking fundamental courses in 3Com NetPrep program. Clarifies how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected, and how hardware platforms (such as servers and workstations) attach to LANs. Also introduces Network Operating System (NOS) software and applications that run on LANs. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. Applies to Associate Degree.

CNSE M05A – 2 Units
Local Area Networks
Prerequisite: None
Class Hours: 2 lecture
This is one of the 8 networking fundamental courses in 3Com NetPrep program. Clarifies how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected, and how hardware platforms (such as servers and workstations) attach to LANs. Also introduces Network Operating System (NOS) software and applications that run on LANs. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. Applies to Associate Degree.

CNSE M05B – 2 Units
Wide Area Networks
Prerequisite: None
Class Hours: 2 lecture
This is one of the 8 networking fundamental courses in 3Com NetPrep program. Clarifies network topics related to wide area networks (WANs), including the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area. Cannot receive credit for CNSE M05A/B sequence and CNSE M05. Applies to Associate Degree.

CNSE M10 – 3 Units
Introduction to Telecommunications
Prerequisite: None
Class Hours: 3 lecture
Introduces voice, data and video communications and an overview of the telecommunications industry. Includes customer premises equipment, switches and private networks, transmission media, fiber optics, T-1 technology, channel banks, switching and signaling, advanced telecommunications services, local area networks, wide area networks, internet, ISDN, personal computing systems, and telecommunication protocols. Applies to Associate Degree.

CNSE M11 – 2 Units
Cisco System Computer Networking 1
Prerequisite: None
Class Hours: 1.5 lecture, 2.5 lab
First course in four-course series to provide Cisco System hardware certificate training. Builds a foundation for networking training. Explains concepts such as contemporary network services, transmission media, and protocols in LANs and WANs environments. Applies to Associate Degree.

CNSE M12 – 3 Units
Network Wiring and Cabling
Prerequisite: CNSE M10 or equivalent experience
Class Hours: 2 lecture, 3 lab
Introduces physical layer of networking, providing hands-on experience testing, troubleshooting, and installing network wiring and cabling. Applies to Associate Degree.

CNSE M13 – 4 Units
Internetworking and TCP/IP
Prerequisite: CNSE M5 or CNSE M5A and CNSE M5B
Class Hours: 4 lecture
This course offers two of the 8 networking fundamental courses in 3Com NetPrep program. Introduces TCP/IP networking architectures and internetworking devices such as bridges, switches, and routers. Includes the use of internetworking components as well as concepts in network management and component selection. Applies to Associate Degree.

CNSE M14 – 3 Units
Introduction to Mobile Data/Wireless LAN Technologies
Prerequisite: EL M11 or CNSE M32
Class Hours: 3 lecture
Reviews potential mobile data and wireless LAN applications, market forecasts, services offered, traffic capacities and bandwidth issues, spectrum allocation, standards, products, and key players. Includes primer on wireless networking, mobile data, wireless spectra, international standards, and wired PCMCIA technology applicable to mobile communications. Applies to Associate Degree.

CNSE M15 – 2 Units
Cisco System Computer Networking 2
Prerequisite: CNSE M11
Class Hours: 1.5 lecture, 2.5 lab
This is the second course in a four-course series to provide Cisco System hardware certificate training. Provides classroom and laboratory experience in current and emerging computer networking technology, including intermediate-level instruction in LANs, WANs, and OSI models. Includes IP addressing and router programming. Applies to Associate Degree.

CNSE M16 – 2 Units
Cisco System Computer Networking 3
Prerequisite: CNSE M15
Class Hours: 1.5 lecture, 2.5 lab
This is the third course in a four-course series to provide Cisco System hardware certificate training. Provides classroom and laboratory experience in current and emerging computer networking technology, covering LAN switching, VLANs, LAN design, IGRP, and Novel IPX. Applies to Associate Degree.

CNSE M17 – 2 Units
Cisco System Computer Networking 4
Prerequisite: CNSE M16
Class Hours: 1.5 lecture, 2.5 lab
This is the fourth course in a four-course series to provide Cisco System hardware certificate training. Provides classroom and laboratory experience in current and emerging computer networking technology, covering Wide Area Networking, WAN design, PPP, ISDN, and Frame Relay. Applies to Associate Degree.
CNSE M20 – 1.5 Units
NetWare 5 Administration
Prerequisite: EL M18 or equivalent experience
Class Hours: 1 lecture, 1.5 lab
Provides knowledge and skills needed to perform competently as network administrator or system manager for NetWare 5. Provides practice completing fundamental network management tasks on a NetWare 5 network. Applies to Associate Degree.

CNSE M21 – 1.5 Units
NetWare 5 Advanced Administration
Prerequisite: CNSE M20
Class Hours: 1 lecture, 1.5 lab
Introduces knowledge and skills needed to design, configure and administer a complex NetWare 5 network. Includes skills such as upgrading from a NetWare 3 environment, migrating to NetWare Distributed Print Services, executing Java-based utilities, network backup and configuring NetWare 5 for remote access. Applies to Associate Degree.

CNSE M23 – 2 Units
IntranetWare: Integrating Windows NT
Prerequisite: CNSE M21
Class Hours: 1.5 lecture, 1.5 lab
Integrates a Windows NT environment with an IntranetWare environment, streamlining NT administration by using Novell Directory Services for NT and the NetWare Administrator. Provides hands-on experience administering and managing NT workstations, NT servers, and network-based applications in a mixed IntranetWare and Windows NT environment. Applies to Associate Degree.

CNSE M24 – 2 Units
NDS Design and Implementation
Prerequisite: CNSE M21
Class Hours: 1.5 lecture, 1.5 lab
Introduces skills and templates needed to create design and implementation strategies for Novell Directory Services (NDS). Requires hands-on work to complete NetWare Implementation. Applies to Associate Degree.

CNSE M30 – 3 Units
MS Windows Administration
Prerequisite: None
Recommended Preparation: CNSE M05 or CNSE M10
Class Hours: 1 lecture, 1.5 lab
Provides in-depth, hands-on introduction to Microsoft Windows operating system administration, including creating and administering user and group accounts, network resources security, network printer server set-up and administration, resources and events auditing, and backup procedures. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M31 – 1.5 Units
MS Windows Network Server
Prerequisite: CNSE M30
Class Hours: 1 lecture, 1.5 lab
Provides in-depth, hands-on introduction to Microsoft Windows Server technical support, including server installation; server environment configuration; and management on system policies, file system, partition, and fault tolerance. It also covers protocols configuration, remote access services implementation, internetworking and intranetworking, and troubleshooting. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M32 – 1.5 Units
Networking Essentials
Prerequisite: None
Recommended Preparation: CNSE M30
Class Hours: 1.5 lecture
Introduces Microsoft Networking Essentials, focusing on networking terminology, topologies, and protocols as well as LAN and WAN networking. Uses Microsoft products. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M33 – 1.5 units
Implementing and Supporting MS Windows 95
Prerequisite: None
Recommended Preparation: CS M01 or CIS M15, CIS M17 or CIS M01
Class Hours: 1 lecture, 1.5 lab
Introduces Microsoft Windows 95, focusing on installation, environment configuration, file system, local resource protection, networking environment, interoperability, optimization, application support, printing, and troubleshooting. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M34 – 1.5 units
Internetworking with MS TCP/IP on MS Windows NT Workstation
Prerequisite: CNSE M31
Class Hours: 1 lecture, 1.5 lab
Introduces Microsoft TCP/IP and components networking, focusing on installation and configuration of DHCP server, WINS server, SNMP server services, TCP/IP printing, and LMHOSTS files as well as troubleshooting TCP/IP networks. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M35 – 1.5 units
SQL Server Administration
Prerequisite: CNSE M31
Recommended Preparation: Database relational concepts and SQL commands.
Class Hours: 1 lecture, 1.5 lab
Provides an overview of SQL Server, including installation; upgrading from previous versions; system configuration and architecture; database files; transferring data; web publishing and full-text indexing; backing up databases; restoring databases; logins, user accounts and user roles; permissions and security planning; automating administrative tasks; monitoring and maintaining SQL Server; and planning, setting up, and managing replication. May be taken two (2) times for credit. Applies to Associate Degree.
CNSE M36 — 1.5 Units
Supporting MS Windows NT Server 4.0 Enterprise Technologies
Prerequisite: CNSE M31
Class Hours: 1 lecture, 1.5 lab
Introduces Microsoft Windows NT Server 4.0, focusing on design, implementation, and support of Windows NT Server network operating system in a multi-domain enterprise environment. Applies to Associate Degree.

CNSE M37 — 1.5 Units
Administering MS Exchange
Prerequisite: CNSE M30
Class Hours: 1 lecture, 1.5 lab
Provides hands-on introduction to the concept and administration of Microsoft’s latest Exchange Server. Includes recipient objects creation and management; exchange server maintenance; public folder creation and management; server backup procedures; server performance monitor and connected sites link monitors configuration. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M38 — 1.5 Units
Microsoft Exchange Server - Design and Implementation
Prerequisite: CNSE 31
Class Hours: 1 lecture, 1.5 lab
Provides in-depth study of Microsoft Exchange Server, focusing on planning and installing Exchange Server; the architecture of Exchange Server; 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. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M39 — 1.5 Units
SQL Server Implementation
Prerequisite: CNSE M35
Recommended Preparation: Database relational concepts and SQL commands
Class Hours: 1 lecture, 1.5 lab
Provides an overview of SQL Server and Transact-SQL. Includes creating databases, creating database objects; implementing data integrity; planning and creating indexes; maintaining indexes; querying multiple tables and advanced query techniques; summarizing data; implementing views; managing transactions and locks; working with distributed data; implementing stored procedures; and implementing triggers. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M40 — 1.5 Units
Microsoft Internet Server
Prerequisite: CNSE M31
Class Hours: 1 lecture, 1.5 lab
Provides in-depth, hands-on introduction to installing and maintaining Microsoft’s latest Internet Information Server. Includes system administration applications for business intranets, Internet service providers, network administration, electronic commerce, data warehousing and data mart management, data collection and reporting, and enterprise planning. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M41 — 1.5 Units
Upgrading to NT Windows 2000
Prerequisite: CNSE M31
Class Hours: 1 lecture, 1.5 lab
Provides an overview of the Microsoft Windows 2000 platform, including installing Windows 2000; configuring the DNS service; implementing active directory services; administering active directory services; managing desktop environments with group policy; managing software by using group policy; managing file resources; configuring remote access; supporting DHCP and WINS; managing disks; implementing disaster protection; and upgrading a network to Windows 2000. May be taken two (2) times for credit. Applies to Associate Degree.

CNSE M42 — 1.5 Units
Windows 2000 Active Directory Services
Prerequisite: CNSE M31
Class Hours: 1 lecture, 1.5 lab
Prepares students to plan, configure, and administer active directory infrastructure. Introduces how to configure Domain Name System (DNS) to manage name resolution, schema, and replication; to use active directory to centrally manage users, groups, shared folders, and network resources; to administer the user environment and software with group policy; and to implement and troubleshoot security in a directory services infrastructure and monitor and optimize active directory performance. This course is one of the four core required courses of Microsoft Windows 2000 Certified Systems Engineer (MCSE). Applies to Associate Degree.

CNSE M43 — 1.5 Units
Windows 2000 Network Infrastructure Administration
Prerequisite: CNSE M31
Class Hours: 1 lecture, 1.5 lab
Prepares students to install, manage, monitor, configure, and troubleshoot DNS (Domain Name System), DHCP (Dynamic Host Configuration Protocol), Remote Access, Network Protocols, IP (Internet Protocol) Routing, and WINS (Windows Internet Name Service) in a Windows 2000 network infrastructure. Provides training required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. This course is one of the four core required courses of Microsoft Windows 2000 Certified Systems Engineer (MCSE). Applies to Associate Degree.

CNSE M480 — 1 to 4 Units
Internship in Computer Systems Networking
Prerequisite: Completion or concurrent enrollment in a course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.
Computer Science

Computer Science is concerned with the design, modeling, analysis, and applications of computer-related systems. The Computer Science program at Moorpark College prepares students for further study in Computer Science. It also provides vocational training necessary to understand, design, implement, and use the software and hardware of digital computers and digital systems. See course sequence information and chart on previous page.

Career Opportunities


Many careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campa Urb Center, 805-378-1576).

Dean

Rene Rodriguez, Phone  (805) 378-1572

Faculty

Full-Time
Christine Aguillera, Martin Chetlen, Sheila Tan

Part-Time
John Alred, Thomas Becker, Robert Farrell, Spencer Miles, Craig Reinhart, Vish Vishnavath

Counselors
Edna Ingram, Letrisha Mal

Degree and Certificate Options in Computer Science

Associate in Science Degree
To earn an Associate in Science Degree with a major in Computer Science, students complete 38-41 specified units, plus general education degree requirements (minimum total = 60 units). This major has a dual purpose: to prepare students for upper-division course work in Computer Science and to provide technical training for a variety of careers in business, industry, and government.

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS M10A/M10AL... Programming with C/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CS M10B/M10BL... Object-Oriented Prog/C++/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CS M20/M20L... Object-Oriented Data Structure &amp; Design/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CS M30/M30L... Assembly Lang &amp; Digital Design/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>CS M40... Computer Architecture</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH M25A... Calculus with Analytic Geometry I</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M25B... Calculus with Analytic Geometry II</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M31... Introduction to Linear Algebra</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Units from List of RECOMMENDED COURSES | 6.0-9.0 |

TOTAL | 38.0-41.0 |

Recommended Courses: Choose 2 Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS M10C/M10CL... Windows Prog/Using Visual C++/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M10J/10JL... Java Fundamentals/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M50... Files and Data Bases</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>CS M60/M60L... Concepts of Programming Languages/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>MATH M21... Discrete Mathematics</td>
<td>3.0</td>
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</tr>
<tr>
<td>MATH M25C... Calculus with Analytic Geometry III</td>
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<td></td>
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<tr>
<td>MATH M35... Applied Differential Equations</td>
<td>3.0</td>
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<tr>
<td>PHIL M09... Symbolic Logic</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

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

Computer Programming Certificate of Completion
To earn a Computer Programming Certificate of Completion, students complete 24 specified units designed for students who have already received an associate degree or above in other subject areas but plan to make a career change to computer software development.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS M01/M01L... Intro to Computer Science/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M10A/M10AL... Intro to Programming/C/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M10B/M10BL... Object-Oriented Prog Using C++/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M10C/M10CL... Windows Program Using Visual C++/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M10J/10JL... Java Fundamentals/Lab</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CS M20/M20L... Object-Oriented Data Structures &amp; Program Design/Lab</td>
<td>4.0</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL | 24.0 |

Sample Course Sequence

First Semester
CS M01/M01L... Intro to Computer Science/Lab | 4.0 |

Second Semester
CS M10A/M10AL... Intro to Programming/C/Lab | 4.0 |

Third Semester
CS M10B/M10BL... Object-Oriented Prog Using C++/Lab | 4.0 |
CS M10J/10JL... Java Fundamentals/Lab | 4.0 |

Fourth Semester
CS M10C/M10CL... Windows Program Using Visual C++/Lab | 4.0 |
CS M20/M20L... Object-Oriented Data Structures & Program Design/Lab | 4.0 |

NOTE: The UC system allows credit for the first 6 courses taken in either Computer Information Systems, Computer Science or some combination.

Computer Science Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS M01... Introduction to Computer Science</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: None
Corequisite: CS M01L

Recommended Preparation: CIS M02, M17 or M28 if no computer experience.

Class Hours: 3 lecture

Introduces principle elements of computer science. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations - CS M01, M01L and M10A, M10AL combined maximum credit for one course and one lab.

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CS M01L - 1 Unit
Introduction to Computer Science Laboratory
Prerequisite: None
Corequisite: CS M01
Class Hours: 3 lab
Provides hands-on experience with computers. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

CS M02 - 3 Units
Introduction to UNIX and C
Prerequisite: None
Corequisite: CS M02L
Recommended Preparation: Familiarity with computer architecture and at least one high-level programming language
Class Hours: 3 lecture
Introduces UNIX operating system and the C programming language, including vi editor, C shell, shell scripts, and other UNIX utility programs as well as programming concepts and design in C. Applies to Associate Degree. Transfer credit: CSU, UC.

CS M02L - 1 Unit
Introduction to UNIX and C Laboratory
Prerequisite: None
Corequisite: CS M02
Class Hours: 3 lab
Provides hands-on work with UNIX and C. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU, UC.

CS M03 - 3 Units
Introduction to Computer Hardware and Systems Software
Prerequisite: None
Recommended Preparation: CS M01
Class Hours: 3 lecture
Introduces computer hardware and systems software concepts from the user’s viewpoint, including computer organization, data representation, operating systems, and systems software design and use. Intended for non-computer science majors. Applies to Associate Degree. Transfer credit: CSU

CS M10A - 3 Units
Introduction to Programming with C
Prerequisite: MATH M06 or MATH M07
Corequisite: CS M10AL
Class Hours: 3 lecture
Introduces the organization of computers, emphasizing basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, and structured programming. Demonstrates software engineering methodologies using C. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations: CS M01, M02L, and 10A, 10AL combined: maximum credit for one course and one lab.

CS M10AL - 1 Unit
Introduction to Programming with C Laboratory
Prerequisite: None
Corequisite: CS M10A
Class Hours: 3 lab
Provides hands-on experience with basic programming concepts. Applies to Associate Degree. Transfer credit: CSU, UC.

CS M10B - 3 Units
Object-Oriented Programming Using C++
Prerequisite: CS M10A/M10AL or proficiency in C
Corequisite: CS M10BL
Class Hours: 3 lecture
Introduces fundamentals of object-oriented programming methodology, such as message-passing, data-hiding, encapsulation, and class and inheritance using C++. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M10BL - 1 Unit
Object-Oriented Programming Laboratory Using C++
Prerequisite: CS M10A/M10AL or proficiency in C
Corequisite: CS M10B
Class Hours: 3 lab
Provides hands-on experience with object-oriented programming using C++. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M10C - 3 Units
Windows Programming Using Visual C++
Prerequisite: CS M10B/M10BL or proficiency in C
Corequisite: CS M10CL
Class Hours: 3 lecture
Introduces main components of a Windows application, including development environment, messaging model, user interface, graphic device interface, and memory management. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M10CL - 1 Unit
Windows Programming Laboratory Using Visual C++
Prerequisite: None
Corequisite: CS M10C
Class Hours: 3 lab
Provides hands-on experience with Windows programming using Visual C++. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M10J - 3 Units
Java Fundamentals
Prerequisite: None
Recommended Preparation: CS M10A or CS M10B
Corequisite: CS M10JL
Class Hours: 3 lecture
Introduces Java programming fundamentals, including Java language, Java object-oriented programming, Applet programming, GUI programming, animation programming, stand-alone application programming, and network programming. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M10JL - 1 Unit
Java Fundamentals Lab
Prerequisite: None
Corequisite: CS M10J
Class Hours: 3 lab
Provides hands-on in Java fundamentals. Applies to Associate Degree. Transfer credit: CSU; UC.
CS M10M – 3 Units
Intermediate Java
Prerequisite: CS M10J
Class Hours: 3 lecture
Clarifies the capabilities of Java. Examines the range of input/output classes, Java specific data structures such as vectors and hashtables, and Java thread issues including thread groups, thread states, thread synchronization, deadlock and monitors. Explores Java networking, demonstrates the advantages of built-in class's types and content handlers, and examines RM1 and serialization to bring out the advantages of using Java in a distributed environment. Also introduces the powerful feature of Java Security and Java Database Connectivity (JDBC). Highlights Jini, Java Foundation Classes, and Java Beans. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M10S – 3 Units
Java Servlets Programming
Prerequisite: CS M10J or equivalent
Class Hours: 3 lecture
Provides knowledge of using Java servlets through practical application. Emphasizes database connections through Java Database Connectivity (JDBC) and introduces advanced server-side features like Java Server Pages (JSP) which allows the embedding of Java code directly into the HTML. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M18 – 3 Units
Computer Programming - FORTRAN
Prerequisites: MATH M05 and MATH M06 or MATH M07
Corequisite: CS M18L
Class Hours: 3 lecture
Introduces the organization of computers using the FORTRAN language and basic programming concepts, including algorithms, data and control structures, debugging, program design, documentation, and structured programming. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 4 (CS M18 & M18L).

CS M18L – 1 Unit
Computer Programming Laboratory - FORTRAN
Prerequisite: None
Corequisite: CS M18
Class Hours: 3 lab
Provides hands-on experience in FORTRAN. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 4 (CS M18 & M18L).

CS M19 – 3 Units
Software Engineering with Ada
Prerequisite: None
Corequisite: CS M19L
Recommended Preparation: Knowledge of at least one high-level language
Class Hours: 3 lecture
Introduces concepts in software engineering using Ada. Includes data abstraction and Ada's types, generics, exception handling, packages, tasking and parallel programming. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M19L – 1 Unit
Software Engineering Laboratory with Ada
Prerequisite: None
Corequisite: CS M19
Recommended Preparation: Knowledge of at least one high-level language
Class Hours: 3 lab
Provides hands-on experience with Ada. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M20 – 3 Units
Object-Oriented Data Structure and Algorithm Design
Prerequisite: CS M108 or proficiency in Object Oriented C++.
Corequisite: CS M20L
Class Hours: 3 lecture
Applies object-oriented programming methods to abstract data types such as stacks, queues, trees, and graphs. Introduces concepts of pointer variables, linked lists, list processing, recursion, simulation, algorithm analysis and verification as well as more advanced algorithm designs such as greedy algorithms and dynamic programming. Applies to Associate Degree. Transfer credit: CSU, UC. CAN: CSCI 24 (CS M20 & M20L)

CS M20L – 1 Unit
Object-Oriented Data Structures and Algorithm Design Laboratory
Prerequisite: None
Corequisite: CS M20
Class Hours: 3 lab
Provides hands-on experience with object-oriented programming. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU, UC. CAN: CSCI 24 (CS M20 & M20L)

CS M22A/B – 0.5 to 3 Units each
Independent Studies in Computer Science
Prerequisite: A previous course in Computer Science
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of computer science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

CS M30 – 3 Units
Assembly Language and Digital Design
Prerequisite: None
Corequisite: CS M30L
Recommended Preparation: Knowledge of at least one high-level language and CS M20/M20L
Class Hours: 3 lecture
Introduces computer organization, assembly language programming, input/output programming, interrupt handlers and digital logic functions. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: CSCI 10 (CS M30 & M30L).
CS M30L – 1 Unit
Assembly Language and Digital Design Laboratory
Prerequisite: None
Corequisite: CS M50
Recommended Preparation: Knowledge of at least one high-level language and CS M20/M20L
Class Hours: 3 lab
Provides hands-on experience with assembly language. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M40 – 3 Units
Computer Architecture
Prerequisite: None
Recommended Preparation: Knowledge of at least one high-level language and CS M50/M30L
Class Hours: 3 lecture
Introduces structure and organization of computer systems, including number systems, data representation, ALU design and function, memory, micro programming, I/O handling and interrupts. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M50 – 3 Units
Files and Data Bases
Prerequisite: None
Recommended Preparation: Knowledge of at least one high-level language and CS M50/M30L
Class Hours: 3 lecture
Introduces large file and database management, including multi-file databases, objectives of database organization, and database structure. Reviews file structures: sequential, indexed sequential, indexed, direct, inverted, tree, and ring. Applies to Associate Degree. Transfer credit: CSU.

CS M60 – 3 Units
Concepts of Programming Languages
Prerequisite: None
Corequisite: CS M60L
Recommended Preparation: Knowledge of at least one high-level language and CS M20/M20L
Class Hours: 3 lecture
Introduces basic concepts of programming languages, including syntax, BNF, scope of names, semantics, type checking, and storage management. Compares programming languages, such as Pascal, Ada, FORTRAN, and Lisp. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M60L – 1 Unit
Concepts of Programming Languages Laboratory
Prerequisite: None
Corequisite: CS M60
Recommended Preparation: Knowledge of at least one high-level language and CS M20/M20L
Class Hours: 3 lab
Provides hands-on experience with programming languages. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU; UC.

CS M80 – 1 to 4 Units
Internship in Computer Science
Prerequisite: Completion of or concurrent enrollment in a course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Counseling
See Courses in Personal Growth and College Strategies

Criminal Justice

Public concern with rising crime rates and the increasing role of law enforcement in public service work has contributed to the growth of criminal justice agencies throughout the nation. There is a broad range of employment opportunities for men and women in all components of the Criminal Justice System. This Criminal Justice Program offers an education to students in the varied aspects of law enforcement, court procedures and corrections. A foundation of knowledge is provided for those interested in becoming competitive candidates for these rewarding and challenging positions.

Career Opportunities

Municipal Police Officer, County Deputy Sheriff, State Traffic Officer (CHP), University/College Police Officer, Park Ranger (State/County), Group Supervisor/Counselor, Private Security/Loss Prevention, County Marshall, Court Bailiff, State Police Officer, Border Patrol Agent, Custodial Officer, Private Investigation

Many careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Judith Gerhart, Phone (805) 378-1402

Faculty

Full-Time
David Harrington

Part-Time
John Hoos, James Murphy, Joseph Ruggiero, Michael Sayre, Michael Webb, Jim Whitley

Counselor
Michael Johnson

89
Degree and Certificate Options in Criminal Justice (Occupational)

Associate in Science Degree
To earn an Associate in Science Degree with a major in Criminal Justice, students complete 27 specified units, plus general education degree requirements (minimum total = 60 units).

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ M01</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M02</td>
<td>Concepts of Criminal Law</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M03</td>
<td>Community Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M04</td>
<td>Legal Aspects of Evidence</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M05</td>
<td>Principles/Procedures of the Justice System</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M06</td>
<td>Criminal Justice Report, Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M41</td>
<td>Intro to Probation, Parole, and Corrections</td>
<td>3.0</td>
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</table>

Two Courses from the Following 3-Unit Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CJ M10</td>
<td>Patrol Procedures</td>
</tr>
<tr>
<td>CJ M11</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>CJ M14</td>
<td>Juvenile Procedure</td>
</tr>
<tr>
<td>CJ M18</td>
<td>Narcotics Investigation</td>
</tr>
<tr>
<td>CJ M19</td>
<td>Vice Control</td>
</tr>
</tbody>
</table>

TOTAL: 27.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Sample Course Sequence

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ M01</td>
<td>Introduction to Criminal Justice</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M02</td>
<td>Concepts of Criminal Law</td>
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Second Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CJ M03</td>
<td>Community Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M05</td>
<td>Legal Aspects of Evidence</td>
<td>3.0</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CJ M04</td>
<td>Principles/Procedures of the Justice System</td>
<td>3.0</td>
</tr>
<tr>
<td>CJ M41</td>
<td>Intro to Probation, Parole, and Corrections</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Course from Listed Options

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ M06</td>
<td>Criminal Justice Report, Writing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Second Course from Listed Options

Criminal Justice Courses

CJ M01 – 3 Units
Introduction to Criminal Justice
Prerequisite: None
Class Hours: 3 lecture

Introduces the history and philosophy of criminal justice in America, reviewing system recapitulation; sub-system identification; role expectations and interrelationships; crime, punishment and rehabilitation theories; and ethics, education and training issues. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: AJ 2

CJ M02 – 3 Units
Concepts of Criminal Law
Prerequisite: None
Class Hours: 3 lecture

Introduces historical development and philosophy of law, reviewing constitutional provisions; definitions; classification of crime and their application to the Criminal Justice System; legal research; and study of case law, methodology and concepts of law as a social force. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: AJ 4

CJ M03 – 3 Units
Community Relations
Prerequisite: None
Class Hours: 3 lecture

Explores the interrelationship and role expectations among the various agencies and the public, emphasizing the professional image of the Criminal Justice System and the development of positive relationships between the system and the public. Requires exploration of criminal justice practitioners and their agencies. Applies to Associate Degree. Transfer credit: CSU; UC

CJ M04 – 3 Units
Legal Aspects of Evidence
Prerequisites: CJ M01 and CJ M02
Class Hours: 3 lecture

Introduces the origin, development, philosophy and constitutional basis of evidence, including constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility, and judicial decisions interpreting individual rights. Applies to Associate Degree. Transfer credit: CSU. CAN: AJ 6

CJ M05 – 3 Units
Principles and Procedures of the Justice System
Prerequisite: None
Class Hours: 3 lecture

Introduces the role and responsibilities of each segment within the Criminal Justice System: law enforcement, judicial, and corrections. Reviews each sub-system's procedures from initial entry to final disposition as well as the relationship each segment maintains with its system members. Applies to Associate Degree. Transfer credit: CSU

CJ M06 – 3 Units
Criminal Justice Report Writing
Prerequisite: None
Class Hours: 3 lecture

Emphasizes observation and writing skills needed to record crime scenes, emergency response situations, and routine occurrences. Requires accurate, clear, concise, complete and acceptable standard written English appropriate for court presentation. Intended for criminal justice practitioners. Applies to Associate Degree. Transfer credit: CSU

CJ M10 – 3 Units
Patrol Procedures
Prerequisite: None
Class Hours: 3 lecture

Introduces responsibilities, techniques, and methods of police patrol, including handling of complaints, mechanics of arrest, preliminary investigations, field note taking, and report writing. Applies to Associate Degree. Transfer credit: CSU
CJ M11 – 3 Units
Criminal Investigation
Prerequisites: CJ M01 and CJ M02
Class Hours: 3 lecture
Introduces fundamentals of investigation including crime scene search and recording; collection and preservation of physical evidence; scientific aids and modus operandi; sources of information; interviews and interrogation; and follow-up and case preparation. Applies to Associate Degree. Transfer credit: CSU.

CJ M14 – 3 Units
Juvenile Procedure
Prerequisite: None
Class Hours: 3 lecture
Focuses upon the organization, functions, and jurisdiction of juvenile agencies, including the processing and detention of juveniles; juvenile case disposition; and juvenile statutes and court procedures. Applies to Associate Degree. Transfer credit: CSU.

CJ M18 – 3 Units
Narcotics Investigation
Prerequisite: None
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 M19 – 3 Units
Vice Control
Prerequisite: None
Class Hours: 3 lecture
Reviews the knowledge and skill needed to recognize, investigate, and control vice offenders, including gambling, prostitution, liquor, sex offender violations, vice law, and corresponding court procedures. Applies to Associate Degree. Transfer credit: CSU.

CJ M22A/B – 1 to 3 Units Each
Independent Studies in Criminal Justice
Prerequisite: A previous course in Criminal Justice
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of criminal justice through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.

CJ M41 – 3 Units
Introduction to Probation, Parole and Corrections
Prerequisite: None
Class Hours: 3 lecture
Introduces legal and practical aspects, practices, and procedures of probation, emphasizing an analysis of rehabilitation and classification criminology methods. Applies to Associate Degree. Transfer credit: CSU.

CJ M60A-Z – 1 to 3 Units Each
Topics in Criminal Justice
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

CJ M80 – 1 to 4 Units
Internship in Criminal Justice
Prerequisite: Completion or concurrent enrollment in a course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

CJ M89A-Z – 0.5 to 3 Units Each
Institutes in Law Enforcement
Prerequisites: CJ M01, M02, M03, M04 and M05 (Core) or possession of P.O.S.T. Basic Certificate
Class Hours: As arranged
Series concentrates on specialized law enforcement technology designed for criminal justice personnel. Series only offered credit/no-credit. Applies to Associate Degree.

Dance

People who study in the various specialties of dance (ballet, modern, jazz and tap) may decide on a professional career on stage, television or films. A large number become teachers, either in public school (K-12, community college or university), private school (pre-school and K-12, colleges) as well as public or private centers or studios. The dance program is designed for both the student who wishes to major in dance and the student seeking to experience dance technique classes. The grace, carriage and confidence one gains in dance as well as the physical agility and flexibility are beneficial in all aspects of life. Dance activity classes fulfill the Physical Education requirement for graduation.

Career Opportunities

Actor/Actress, Agent, Arts and Studio Management, Arts Consultant, Chiropractor, Choreographer, Community Center Leader, Costumer, Dance Critic/Writer, Dance Historian, Dance Teacher, Dancer, Fitness Trainer, Lighting Designer, Masseuse, Movement Consultant, Movement Therapist, Physical Therapist, Recreation Specialist, Sports Trainer, Stage Manager

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408
Faculty

Full-Time
Daniel Berner

Part-Time
Rene Baum, Jaime Carbetta, Avalon Garrett, Denise Gibson, Donald Hewitt, Margaret Hyun, Lisa Lock, Sandra Patterson, Elizabeth Maxwell, Dennon Rawles, Saybber Rawles

Counselors
Denise Avilla, Don Henderson

## Degree and Certificate Options in Dance

### Associate in Arts Degree

To earn an Associate in Arts Degree with a major in Dance, students complete 27-39 specified units, plus general education degree requirements (minimum total = 60 units). This degree program provides training in four areas of technique: ballet, modern, jazz and tap. Integral parts of the curriculum are practical experience in concert performance and production work as well as a theoretical background in choreography and dance history and appreciation.

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

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC M01A</td>
<td>3.0</td>
</tr>
<tr>
<td>DANC M03</td>
<td>3.0</td>
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<tr>
<td>DANC M52</td>
<td>3.0</td>
</tr>
<tr>
<td>DANC M17, M51A or DANC M55</td>
<td>1.5 or 3.0</td>
</tr>
<tr>
<td>Musical Dance/Theater, Dance Performance or Ensemble Units from RECOMMENDED GROUPS</td>
<td>16.5-27.0</td>
</tr>
</tbody>
</table>

**TOTAL** 27.0-59.0

#### Recommended Groups: Complete ALL Units as Specified

**GROUP A** Select 4.5-6 Units from the Following:
- DANC M10A: Ballet I ........................................... 1.5
- DANC M10B: Ballet II ........................................... 1.5
- DANC M10C: Ballet III ........................................... 1.5
- DANC M10D: Ballet IV ........................................... 2.0
- DANC M40: Ballet Variations .................................... 2.0

**GROUP B** Select 3-4 Units from the Following:
- DANC M11A: Modern Jazz I ........................................... 1.5
- DANC M11B: Modern Jazz II ........................................... 1.5
- DANC M11C: Modern Jazz III ........................................... 1.5
- DANC M11D: Modern Jazz IV ........................................... 2.0
- DANC M43: Jazz Dance Roots ........................................... 2.0

**GROUP C** Select 4.5-6 Unit from the Following:
- DANC M12A: Modern Dance I ........................................... 1.5
- DANC M12B: Modern Dance II ........................................... 1.5
- DANC M12C: Modern Dance III ........................................... 2.0
- DANC M12D: Modern Dance IV ........................................... 2.0
- DANC M14A-D: Choreography, Modern Dance ................. 2.0

**GROUP D** Select 1.5-3 Units from the Following:
- DANC M13A: Tap I ........................................... 1.5
- DANC M13B: Tap II ........................................... 1.5
- DANC M13C: Tap III ........................................... 1.5
- DANC M13D: Tap IV ........................................... 2.0

**GROUP E** Select 3-6 Units from the Following:
- DANC M20A/B/C: Free Dance/Improvisation .................. 1.5
- DANC M30A/B: Ballroom Dance ........................................... 1.5
- DANC M31A/B: World Dance ........................................... 1.5
- DANC M32: Swing Dance ........................................... 1.5
- DANC M33: Western Line Dance ........................................... 1.5
- DANC M60A-Z: Topics in Dance (as offered) ............. 1.0 to 3.0
- DANC M80: Internship in Dance ........................................... 1.0 to 4.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Most universities require an audition for level placement in technique.

### Dance Courses

**DANC M01A – 3 Units**

**Dance Appreciation**

Prerequisite: None

Class Hours: 3 lecture

Examines dance through viewing dance performances and through lectures and discussions, focusing on the historical, cultural and artistic developments and factors that influence change in dance. Applies to Associate Degree. Transfer credit: CSU; UC. (IGETC AREA 3)

**DANC M03 – 3 Units**

**Dance History**

Prerequisite: None

Class Hours: 3 lecture

Introduces through a sweeping overview of tribal, ethnic, and folk-dance forms the wide-range activity of dance as it has existed throughout the world. Focuses on ballet from its origin in Renaissance Europe to the present as well as twentieth century modern and jazz dance, including the contemporary scene, which is international and eclectic. Applies to Associate Degree. Transfer credit: CSU; UC. (IGETC AREA 3)

**DANC M10A – 1.5 Units**

**Ballet I-Fundamentals**

Prerequisite: None

Class Hours: 1 lecture, 2 activity

Introduces basic ballet technique and terminology, including general principles of alignment, centering and posture. Requires exercises at the barre to develop flexibility, strength, control and coordination. Includes resilience and center practice of Port des Bras, simple adage and allegro movements. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

**DANC M10B – 1.5 Units**

**Ballet II-Beginning**

Prerequisite: DANC M10A

Class Hours: 1 lecture, 2 activity

Introduces new movements and terminology as part of the basic ballet technique, both at the barre and in center, combining basic movements into adage and allegro patterns. Stresses heightened technical skills. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC
DANC M10C — 1.5 Units
Ballet III-Intermediate
Prerequisite: DANC M10B
Class Hours: 1 lecture, 2 activity
Introduces knowledge and development of intermediate technique both at the barre and in center, concentrating on the discipline of ballet form and the physical abilities necessary to execute movements. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M10D — 2 Units
Ballet IV-Advanced
Prerequisite: DANC M10C
Class Hours: 1 lecture, 2 activity
Expands review of ballet, emphasizing analysis and application of kinesthetic principles to further develop skills, techniques, and physical capabilities. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M11A — 1.5 Units
Modern Jazz I-Fundamentals
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces basic movement skills of modern jazz technique, emphasizing understanding and appreciation of jazz as an artistic dance form. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M11B — 1.5 Units
Modern Jazz II-Beginning
Prerequisite: DANC M11A
Class Hours: 1 lecture, 2 activity
Develops basic skills of modern jazz technique, emphasizing compositional forms and rhythms that lead to understanding and appreciation of jazz as an artistic dance form. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M11C — 1.5 Units
Modern Jazz III-Intermediate
Prerequisite: DANC M11B
Class Hours: 1 lecture, 2 activity
Continues introduction of modern jazz, emphasizing style and form as well as increased technical and choreographic skills. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M11D — 2 Units
Modern Jazz IV-Advanced
Prerequisite: DANC M11C
Class Hours: 1 lecture, 3 activity
Offers advanced review of modern jazz, emphasizing performance for style and form as well as increased technical and choreographic skills. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M12A — 1.5 Units
Modern Dance I-Fundamentals
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces modern dance as an art form. Reviews the fundamental techniques that develop flexibility, strength, control, coordination, endurance and form as well as the basic principles, evaluation and application of dance composition. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M12B — 1.5 Units
Modern Dance II-Beginning
Prerequisite: DANC M12A
Class Hours: 1 lecture, 2 activity
Develops basic modern dance skills and techniques, including simple improvisation and composition as well as the understanding of the principles of alignment and motion. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M12C — 2 Units
Modern Dance III-Intermediate
Prerequisite: DANC M12B
Class Hours: 1 lecture, 3 activity
Expands appreciation of dance as a creative art form. Focuses on modern dance techniques, emphasizing increased flexibility, strength, and coordination. Reviews dance phrase combinations by integrating rhythm, design, dynamics and motivation. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M12D — 2 Units
Modern Dance IV-Advanced
Prerequisite: DANC M12C
Class Hours: 1 lecture, 5 activity
Continues exploration of modern dance technique, emphasizing performance, composition and choreography. May be taken four (4) times for credit. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M13A — 1.5 Units
Tap I-Fundamentals
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces some history of tap as well as basic tap techniques and elementary dances, routines and rhythm structures. Develops motor coordination and rhythm. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC

DANC M13B — 1.5 Units
Tap II-Beginning
Prerequisite: DANC M13A
Class Hours: 1 lecture, 2 activity
Expands tap dancing techniques, including music theory concepts and syncopated rhythms. Further develops motor coordination and rhythm and expands historical awareness. May be taken four (4) times for credit. **Applies to Associate Degree.** 
Transfer credit: CSU; UC
DANC M13C – 1.5 Units
Tap II-Intermediate
Prerequisite: DANC M13B
Recommended Preparation: DANC M11A and DANC M11B
Class Hours: 1 lecture, 2 activity
Builds on the basic tap vocabulary and techniques introduced and explored previously in levels I (fundamental) and II (beginning). Applies musical theory concepts to the syncopated rhythms of tap dance, providing further development of motor coordination and rhythm. Explores the fusion of tap with other dance techniques. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M13D – 2 Units
Tap IV-Advanced
Prerequisite: DANC M13C
Recommended Preparation: DANC M11C and DANC M11D
Class Hours: 1 lecture, 3 activity
Builds on the intermediate tap dance vocabulary and techniques presented in Tap III. Presents complicated rhythms and syncopations to develop a highly proficient degree of motor coordination and rhythm. Emphasizes the individual in choreographing for Tap Dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14A – 2 Units
Choreography, Modern Dance-Fundamentals
Prerequisite: DANC M12B
Class Hours: 1 lecture, 3 activity
Introduces basic principles and practical applications of dance composition. Focuses on forms of expression; develops space, time, and energy into dance; and integrates dance movement technique as a form of expression. Requires solo and small group choreography and improvisations. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14B – 2 Units
Choreography, Modern Dance-Beginning
Prerequisite: Intermediate modern dance class
Class Hours: 1 lecture, 3 activity
Explores dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and non-literal themes. Requires solo and small group choreography and improvisations. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14C – 2 Units
Choreography, Modern Dance-Intermediate
Prerequisite: Intermediate modern dance class
Class Hours: 1 lecture, 3 activity
Expands dance as a creative art form, combining movement with the use of music and sound. Requires substantial solo work performed in a concert setting. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M14D – 2 Units
Choreography, Modern Dance-Advanced
Prerequisite: Advanced dance class or equivalent
Class Hours: 1 lecture, 3 activity
Uses elements of space, time and energy to develop dance as an art form, working with literal and non-literal themes. Provides opportunity to choreograph a group dance for a concert piece. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M17 – 3 Units
Musical Dance Theatre
Prerequisite: None
Recommended Preparation: DANC M11A, DANC 11B
Class Hours: 9 lab
Introduces a compilation of dances choreographed for performance specific to the American musical in either a complete production of a single musical or as a revue of dance production numbers from two or more musicals. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20A – 1.5 Units
Free Dance/Improvisation I
Prerequisite: None
Recommended Preparation: Concurrent enrollment in modern dance
Class Hours: 1 lecture, 2 activity
Encourages joy of movement, allowing unique and creative expressions in dance. May be taken four (4) times for credit. (Same course as THA M17.) Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20B – 1.5 Units
Free Dance/Improvisation II
Prerequisite: DANC M20A
Class Hours: 1 lecture, 2 activity
Provides creative, free environment and encourages expressive dance movements for enjoyment, communication and performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M20C – 1.5 Units
Free Dance/Improvisation III
Prerequisite: A beginning dance class
Class Hours: 1 lecture, 2 activity
Encourages creation of appropriate movement responses to express ideas and feelings. Provides various stimulus situations to develop organic spontaneous dance responses. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M22A/B – 1 to 3 Units Each
Independent Studies in Dance
Prerequisite: A previous course in Dance
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of dance through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.
DANC M25 – 1.5 Units
Adaptive Dance
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces the basics of a variety of dance forms such as ballet, modern, jazz, tap, ballroom, and world dance including folk, line and square dance to students who are facing physical and cognitive challenges. Encourages responses to music, rhythm, and dance as an opportunity for self-expression of unique abilities and for the development of interpersonal relationships. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30A – 1.5 Units
Ballroom I
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces history, music and fundamental practices of ballroom dancing. Includes basic steps, variations and styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M30B – 1.5 Units
Ballroom II
Prerequisite: DANC M30A
Class Hours: 1 lecture, 2 activity
Expands expertise in ballroom dancing by reviewing basic steps and increasing styling techniques for the fox-trot, swing, waltz, cha-cha, tango, rumba, samba, mambo, polka and selected novelty dances. Requires attendance at out of class dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M31A – 1.5 Units
World Dance, Ethnic Folk Forms I
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Focuses on understanding and appreciation of ethnic dance skills. Includes experiences in Folk, Square, and Round dancing. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M31B – 1.5 Units
World Dance, Ethnic Folk Forms II
Prerequisite: DANC M31A
Class Hours: 1 lecture, 2 activity
Continues study of Folk, Square, and Ethnic dance skills. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M32 – 1.5 Units
Swing Dance
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces American Swing Dance in the 20th century, exploring dance vocabulary, dance courtesy, fundamentals of music related to dance and dance history. Includes vintage dance forms as well as current trends. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M33 – 1.5 Units
Western Line Dance
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces an overview of Western Line Dance from 1980 to the present, exploring movement theory, dance vocabulary, dance courtesy, fundamentals of music as they relate to dance, and history. Includes vintage dance forms as well as current trends. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M40 – 2 Units
Ballet Variations
Prerequisite: DANC M10B
Class Hours: 1 lecture, 3 activity
Continues development of technical skills with emphasis on developing artistic expression through exposure to classical and contemporary variations. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M43 – 2 Units
Jazz Dance Roots
Prerequisite: DANC M11C
Class Hours: 1 lecture, 3 activity
Explores the origins and influences of jazz and their effect on the styles and trends of the day. Reviews contributions from international dance companies and dance innovators, including Martha Graham, Jack Cole, Kathryn Dunham, Bob Fosse, Agnes DeMille and Jerome Robbins. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51A – 1.5 Units
Dance Performance/Production I
Prerequisite: Beginning dance class
Recommended Preparation: Concurrent enrollment in dance class
Class Hours: 1 lecture, 2 activity
Introduces and then applies basic elements of production (staging, lighting, publicity, make-up, costumes, set design and construction) through participation in a staged event/dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51B – 1.5 Units
Dance Performance/Production II
Prerequisite: DANC M51A
Recommended Preparation: Concurrent enrollment in dance class
Class Hours: 1 lecture, 2 activity
Requires practical involvement in the elements of dance production “behind the scenes” as well as on stage. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M51C – 1.5 Units
Dance Performance/Production III
Prerequisite: Beginning dance class
Recommended Preparation: Concurrent enrollment in another dance class
Class Hours: 1 lecture, 2 activity
Emphasizes practical experience of dance productions, concerts and demonstrations, emphasizing dance as a performing art. Reviews choreography, staging and the production elements of dance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

95
DANC M51D – 2 Units
Dance Performance/Production IV
Prerequisite: Intermediate dance class
Recommended Preparation: Concurrent enrollment in dance class
Class Hours: 1 lecture, 3 activity
Omits practical experience in the many phases of dance productions, concerts and demonstrations. Focuses on dance performance with some review of choreography and staging. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M52 – 3 Units
Children’s Theatre
Prerequisite: None
Recommended Preparation: DANC M20A or THA M17
Class Hours: 2 lecture, 4 activity
Omits practical experience in the rehearsal and performance of a children’s theatre production. Includes both dramatic and movement-based components. May be taken four (4) times for credit. (Same course as THA M52.) Applies to Associate Degree. Transfer credit: CSU

DANC M55 – 3 Units
Dance Ensemble
Prerequisite: None
Class Hours: 9 activity
Focuses on learning repertory choreographed by students, faculty and/or guest artists. Culminates in rehearsal and performance in a formal concert environment. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

DANC M60A-Z – 1 to 3 Units
Topics in Dance
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

DANC M60V – 3 Units
Viewing Dance
Prerequisite: None
Class Hours: 3 lecture
Views a variety of concert dances (live and video): ballet, modern, tap, jazz, and musicals. Encourages critical thinking and heightens appreciation of dance as art form. Choreographers could apply expanded viewpoints to future productions. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations

DANC M80 – 1 to 4 Units
Internship in Dance
Prerequisite: Completion or concurrent enrollment in a course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Design
See Courses in Art, Graphics, and Interior Design

Drafting
The Drafting Technology program prepares the student for careers related to mechanical drafting and design, engineering, structural and artistic architecture, and computer animation. Students will be trained in the use of computer-aided design (using AutoCAD), as well as conventional drafting machines and instruments. Advanced students will have the opportunity to take 3D and animation courses using the world-renowned computer software 3-D Studio Max. They will then learn to prepare animated scenes for rendering using special effect lighting and surface materials.

Career Opportunities
Drafter, Architectural Assistant, Construction Assistant, Construction Trades, Building Plan Reader, Civil Engineering Assistant
To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536.)

Dean
Rene Rodriguez, Phone (805) 378-1572

Faculty

Full-Time
Suni Piquet

Part-Time
Tommie Craft, Jamie Crowley, Sylvia Sullivan

Counselors
Edna Ingram, LeTrisha Mai, Danita Redd

Certificate Options in Drafting
Technology/CAD

Drafting Technology/CAD Certificate of Completion
To earn a Certificate of Completion in Drafting Technology/CAD, students complete 27 specified units.
### Drafting

**Required Courses**

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<th>Course Code</th>
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<td>Computer-Aided Drafting I</td>
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<tr>
<td>DRFT M02B</td>
<td>Computer-Aided Drafting II</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M03A</td>
<td>Architectural Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M03B</td>
<td>Architectural Drafting II</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M04</td>
<td>Architectural CAD</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M11</td>
<td>Building Codes</td>
<td>3.0</td>
</tr>
<tr>
<td>Units from One of the RECOMMENDED OPTIONS</td>
<td></td>
<td>9.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>27.0</strong></td>
</tr>
</tbody>
</table>

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

- **Architectural Option** (complete all specified units)
  - DRFT M08 | Energy Conservation Code | 3.0
  - DRFT M13 | Construction Materials     | 3.0
  - DRFT M20 | 3D Modeling                | 3.0

- **Civil Engineering Option** (complete all specified units)
  - DRFT M06 | Building Site Drafting      | 3.0
  - DRFT M13 | Construction Materials     | 3.0
  - GIS M01  | Geographic Information Systems | 3.0

**Sample Course Sequence**

#### Architectural Option:

**First Semester**
- DRFT M03A | 3.0
- DRFT M11  | 3.0
- CIS M17 if need experience using Windows or NT | 1.5

**Second Semester**
- DRFT M03B | 3.0
- DRFT M02A | 3.0

**Third Semester**
- DRFT M02B | 3.0
- DRFT M08  | 3.0
- DRFT M13  | 3.0

**Fourth Semester**
- DRFT M04  | 3.0
- DRFT M20  | 3.0

#### Civil Engineering Option:

**First Semester**
- DRFT M03A | 3.0
- DRFT M11  | 3.0
- CIS M17 if need experience using Windows or NT | 1.5

**Second Semester**
- DRFT M03B | 3.0
- DRFT M02A | 3.0

**Third Semester**
- DRFT M02B | 3.0
- DRFT M06  | 3.0
- DRFT M13  | 3.0

**Fourth Semester**
- DRFT M04  | 3.0
- GIS M01   | 3.0

---

**AutoCAD Certificate of Completion**

To earn a Certificate of Completion in AutoCAD, students complete 12 specified units.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT M01</td>
<td>Introduction to Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M02A</td>
<td>Computer-Aided Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M02B</td>
<td>Computer-Aided Drafting II</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M20</td>
<td>3D Modeling</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>12.0</strong></td>
</tr>
</tbody>
</table>

*NOTE: These courses must be taken in sequential order (one each semester) since after DRFT M01, each is the prerequisite for the next.*

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**Transfer Information**

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 865.378.1551). Transfer students interested in specializing in Drafting Technology/AutoCAD who wish to qualify for an Associate in Arts Degree could explore Engineering as a possible major.

For General Education Degree Requirements and Transfer Information, see p. 29.

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**Drafting Courses**

**DRFT M01 – 3 Units**

**Introduction to Drafting**

- **Prerequisite:** None
- **Class Hours:** 2 lecture, 3 lab

Introduces use and care of drafting equipment and instruments, lettering, theory of orthographic projection, pictorial drawings, sketches, and working drawings. Applies to the Associate Degree. Transfer credit: CSU

**DRFT M02A – 3 Units**

**Computer-Aided Drafting I**

- **Prerequisite:** DRFT M01
- **Recommended Preparation:** CIS M17 or experience using Microsoft Windows or NT
- **Class Hours:** 2 lecture, 3 lab

Introduces AutoCAD (Computer-Aided Design software). Explores CAD drawing and editing concepts, principles, and commands while preparing technical drawings. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC

**DRFT M02B – 3 Units**

**Computer-Aided Drafting II**

- **Prerequisite:** DRFT M02A
- **Class Hours:** 2 lecture, 3 lab

Introduces two-dimensional and three-dimensional drawings through exploration of intermediate and advanced functions. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC

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DRFT M03A – 3 Units  
Architectural Drafting I  
Prerequisite: None  
Class Hours: 2 lecture, 3 lab  
Introduces fundamentals of preparing architectural drawings, emphasizing use and care of drafting equipment and instruments, lettering, line work and dimensioning. Focuses on preparing various plan, elevation and sectional views as well as details, sketches, working drawings, orthographic and isometric drawings. Presents basic elements of building requirements and codes. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

DRFT M03B – 3 Units  
Architectural Drafting II  
Prerequisite: DRFT M03A  
Class Hours: 2 lecture, 3 lab  
Introduces preparation and interpretation of architectural drawings and specifications, emphasizing wood frame construction and application of local planning ordinances, uniform building codes and architectural graphic standards. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

DRFT M03C – 3 Units  
Architectural Drafting III  
Prerequisite: DRFT M03B  
Class Hours: 2 lecture, 3 lab  
Introduces preparation and interpretation of architectural drawings, emphasizing heavy timber, concrete, masonry, and steel construction. Applies to the Associate Degree. Transfer credit: CSU

DRFT M04 – 3 Units  
Architectural CAD  
Prerequisites: DRFT M02B and DRFT M03  
Class Hours: 2 lecture, 3 lab  
Introduces development of architectural drawings, using computer-aided drafting and three-dimensions for a walk-through effect. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

DRFT M06 – 3 Units  
Building Site Drafting  
Prerequisite: DRFT M03A  
Class Hours: 2 lecture, 3 lab  
Introduces civil engineering drafting, including survey notation, graphic translation of survey notes, grading, site planning and utilities. Applies to the Associate Degree. Transfer credit: CSU

DRFT M08 – 3 Units  
Energy Conservation Code  
Prerequisite: None  
Class Hours: 3 lecture  
Introduces requirements and necessary forms regarding Title 24 of the State Energy Code. Applies to Associate Degree.

DRFT M09 – 3 Units  
Fundamentals of Structural Design  
Prerequisites: MATH M01 and DRFT M01  
Class Hours: 3 lecture  
Analyzes and designs complete structural calculations for a residential, commercial and industrial buildings. Applies to Associate Degree. Transfer credit: CSU

DRFT M10 – 3 Units  
Construction Cost Estimating  
Prerequisites: MATH M01 and DRFT M01  
Class Hours: 3 lecture  
Introduces principles and practices for making quantity surveys and labor estimates on construction projects. Requires three (3) field trips. Applies to the Associate Degree. Transfer credit: CSU

DRFT M11 – 3 Units  
Building Codes  
Prerequisite: None  
Class Hours: 3 lecture  
Introduces building codes related to structural, plumbing, heating, air conditioning, and electrical components of buildings constructed in Southern California. Applies to Associate Degree.

DRFT M13 – 3 Units  
Construction Materials  
Prerequisite: None  
Class Hours: 3 lecture  
Explores use and application of building materials to the structural composition of modern residential, commercial and industrial buildings. Applies to Associate Degree.

DRFT M14 – 3 Units  
Construction Blueprint Reading  
Prerequisite: None  
Class Hours: 3 lecture  
Focuses on reading construction drawings for typical buildings, including wood frame, masonry, concrete and steel construction used in residential, commercial and industrial projects. Applies to the Associate Degree. Transfer credit: CSU

DRFT M20 – 3 Units  
3D Modeling (Computer Animation)  
Prerequisite: None  
Class Hours: 2 lecture, 3 lab  
Introduces 3D Studio Max Software, exploring 3D modeling and animation with spatial three-dimensional effects in a Windows NT networked environment. Explores creation, modeling, and modification of a fully mapped and rendered scene complete with lights, cameras, and backgrounds. Requires creation of a basic animation. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

DRFT M21 – 3 Units  
Technical Animation (Computer Animation)  
Prerequisite: DRFT M20  
Class Hours: 2 lecture, 3 lab  
Introduces advanced materials and environmental effects of advanced technical animations. Explores the use of motion controllers and track views for editing key frames, pivot points to link objects, inverse kinematics to create character animations, and special effects such as space warps, ripples, waves, wind and bombs. Requires creation of a fully mapped and rendered animation complete with lights, cameras, backgrounds, and special effects. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU.
Economics

The major in economics leads to careers in business or government and offers valuable preparation for various professions including law and journalism. The study of economics provides the opportunity to build a solid foundation for graduate study in either economics or administration.

Career Opportunities

Economist, Assessor, Financial Planner, Stock Broker, Securities Analyst, Management Trainee, Economic Development Coordinator

Many careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Peter Gucciaro, Robert Herman

Part-Time
Rex Edwards, Deborah Froman, Basil Ibeogbulam, Apollo Lupescu

Counselors

Susan Izuno, Michael Johnson

Transfer Information

Students planning to transfer need to consult with a counselor; prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Economics who wish to qualify for an Associate in Arts Degree could explore Business as a possible major.

For General Education Degree Requirements and Transfer Information, see p. 29.

Economics Courses

ECON M01 — 3 Units
Principles of Micro-Economics
Prerequisite: None
Class Hours: 3 lecture

Introduces issues of economic policy, especially those related to the efficient use of scarce resources. Develops a method of thinking by investigating and applying the principles of economic inquiry to the consumption, production, and distribution of resources. Applies to the Associate Degree. Transfer credit: CSU; UC: CAN: ECON 4. IGETC AREA 4
ECON M02 – 3 Units
Principles of Macro-Economics
Prerequisite: None
Class Hours: 3 lecture
Introduces issues of economic policy, related to levels of employment as well as prices and rate of economic growth. Expands application of principles of economic inquiry. Focuses on economic institutions, national income accounting, and policies that influence aggregate economic activity. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ECON 2, IGETC AREA 4

ECON M04 – 3 Units
Economic Development of the United States
Prerequisite: None
Class Hours: 3 lecture
Introduces the evolution of U.S. economic institutions as revealed by economic analyses and quantitative data as well as the application of economics to social change and economic problems. Applies to the Associate Degree. Transfer credit: CSU; UC

ECON M22A/B – 1 to 3 Units Each
Independent Studies in Internship in Economics
Prerequisite: A previous course in Economics
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of economics through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ECON M30 – 3 Units
Introduction to Business and Economics
Prerequisite: None
Recommended Prep: ENGL M02 or higher
Class Hours: 3 lecture
Examines basic concepts and functions of business and the application of economic principles to the operation of business. Explores supply and demand, global markets, ethics, entrepreneurship, management, human resources, marketing, accounting, finance, securities markets, and information technology through practical applications. (Same course as BUS M30.) Applies to the Associate Degree. Transfer credit: CSU; UC

ECON M60A-Z – 1 to 3 Units Each
Topics in Economics
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the Schedule of Classes.

Developed topics include:

ECON M60A – 3 Units
The USSR in Transition: The Economy
Prerequisite: None
Class Hours: 3 lecture
Explores economic reforms in the Soviet Union. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ECON M80 – 1 to 4 Units
Internship in Economics
Prerequisite: Completion or concurrent enrollment in a course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industrial supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Education

Education courses provide an introduction to teaching as a career, exploring the philosophical as well as some of the practical implications of the profession. The courses build a strong foundation for future teachers.

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

Dean
Victoria Borolussi, Phone (805) 378-1405

Faculty
Full-Time
Gwendolyn Alley, Tanya Burke
Counselor
Anitra Evans

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

For General Education Degree Requirements and Transfer Information, see p. 29.
Education Courses

EDU M02 – 3 Units
Introduction to Teaching
Prerequisite: None
Recommended Preparation: ENGL M01A
Class Hours: 3 lecture

Addresses career exploration, foundations of education, critical issues, and an introduction to literacy acquisition. Reviews standards for the teaching profession and conditions for effective learning. Course intended for volunteer tutors, paraprofessionals and those considering teaching as a profession. Applies to Associate Degree. Transfer credit. CSU, pending.

EDU M03 – 1-4 Units
Teaching Field Experience
Prerequisite: Completion of or concurrent enrollment in EDU M02
Class Hours: 3 to 12 lab hours

Provides opportunity to apply classroom theory in a public school setting with an assigned Field Experience Supervisor/Mentor Teacher (public school teacher). Develops fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills required in public schools. Students must meet safety and health clearance standards for public school, field experience placement. Applies to Associate Degree. Transfer credit. CSU, pending.

Electronics Technology

In today's world of high technology, many jobs and careers in business, industry, education and government require various degrees of familiarity with electronics, especially given the increased use of microcomputers in most areas. Even for those not pursuing a career in Electronics Technology it would prove beneficial to acquire some knowledge of electronics. This Electronics Technology program gives a foundation in electronics with an emphasis in communications and microcomputers.

Career Opportunities

Automobile Electronics Technician, Communications Technician, Electronics Assembly Supervisor, Electronics Maintenance Technician, Electronics Metrology Technician, Electronics Troubleshooter, Field Service Representative, Instrumentation Technician, Numerical Control Technician, Test Equipment Technician, Computer Repair, Computer Technician, Electronics Assembly, Electronics Sales, Electronics Technician, Microwave Technician, Robotics Technician

Many careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Sergio Monteiro

Part-Time
Mark Kopitz, Ben Mallard, Leonard Zakas, Patricia Zakas

Electronics Technology

Counselors
Edna Ingram, Danita Redd

Degree and Certificate Options in Electronics Technology (Occupational)

Associate in Science Degree
Electronics Technology Certificate of Achievement
To earn an Electronics Technology Certificate of Achievement and/or an Associate in Science Degree with a minor in Electronics Technology, students complete 23 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL M10/M10L*</td>
<td>4.0</td>
</tr>
<tr>
<td>EL M16/M16L</td>
<td>4.0</td>
</tr>
<tr>
<td>EL M17/M17L</td>
<td>4.0</td>
</tr>
<tr>
<td>EL M18</td>
<td>3.0</td>
</tr>
<tr>
<td>EL M21</td>
<td>2.0</td>
</tr>
<tr>
<td>EL M23</td>
<td>2.0</td>
</tr>
<tr>
<td>EL M25</td>
<td>2.0</td>
</tr>
<tr>
<td>EL M27</td>
<td>2.0</td>
</tr>
</tbody>
</table>

TOTAL: 23.0

*Students with no prior electronics experience should consider taking EL M01/M01L prior to or concurrent with EL M10/EL M10L.

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Sample Course Sequence

First Semester
EL M10/M10L                         4.0
EL M16/M16L                          4.0

Second Semester
EL M17/M17L                         4.0
EL M18                             3.0

Third Semester
EL M21                            2.0
EL M23                            2.0

Fourth Semester
EL M27                           2.0
EL M25                           2.0

Associate in Science Degree in Network Engineering (Occupational)

Network Engineering Certificate of Achievement
Network Engineering options offer a solid technical background that includes analog and digital electronics (EL Electronics Technology), and DOS and Windows (CIS: Computer Information Systems). To earn a Network Engineering Certificate of Achievement or an Associate in Science Degree with a major in Network Engineering, students complete 30 specified units; those seeking the degree also complete Moorpark College general education degree requirements (minimum total = 60 units).
Required Courses

- CIS M17.............. Intro to Windows .......................... 1.5
- CNSE M11........... Cisco Systems Computer Networking I .................. 1.5
- CNSE M20........... NetWare 5 Administration......................... 2.0
- CNSE M21........... NetWare 5 Advanced Administration .......... 2.0
- CNSE M23........... Intranet/NetWare: Integrating Windows NT ...... 2.0
- EL M10/M10L...... Passive Circuits/Lab .......................... 4.0
- EL M16/M16L...... Analog Circuits/Lab ............................ 4.0
- EL M17/M17L...... Digital Circuits/Lab ............................. 4.0
- EL M18............ PC Repair and Upgrade ................................. 3.0
- EL M21............ Microprocessors and Microcomputers ............. 2.0
- EL M23............ PSpice: Circuit Analysis ........................... 2.0
- EL M27............ Microcomputer Applications ....................... 2.0

TOTAL...........................................30

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Sample Course Sequence

First Semester

- CIS M17............................................. 1.0
- EL M10/M10L................................. 4.0
- EL M16/M16L................................. 4.0

Second Semester

- EL M17/M17L................................. 4.0
- EL M18........................................... 3.0

Third Semester

- EL M21........................................... 2.0
- EL M23........................................... 2.0
- CNSE M11.......................... 1.5
- CNSE M20.......................... 2.0

Fourth Semester

- EL M27........................................... 2.0
- CNSE M21.......................... 2.0
- CNSE M23.......................... 2.0

Electronics Technology Courses

EL M02 – 3 Units
Introduction to Microprocessors
Prerequisite: None
Class Hours: 3 lecture
Introduces operation and application of the microprocessor, including numbering systems and basic logic building blocks; partitioning and architecture; interfacing and interface devices; the TTY, CRT, keyboard, and cassette loader; and programming and microprocessor applications. Course stresses 8080 microprocessor. Applies to Associate Degree.

EL M08 – 1.5 Units
PC Hardware for Novices
Prerequisite: None
Class Hours: 2.5 lecture, 1.5 lab for 8 weeks
Introduces the IBM compatible personal computer and how its individual features and components work as part of the complete system. Requires work with PC components, the Internet and basic DOS operations. May require a four-hour weekend field trip. May be taken two (2) times for credit. Applies to Associate Degree.

EL M10 – 3 Units
Passive Circuits
Prerequisite: Previous experience in electronics or concurrent enrollment in EL M01/M01L
Corequisite: EL M10L
Class Hours: 3 lecture
Introduces main passive components of electronic circuits, including resistors, capacitors, and inductors. Reviews AC and DC circuits, noting their variation with temperature, current, and electronic environment as well as their reliability and manufacturing methods. Applies to Associate Degree.

EL M10L – 1 Unit
Passive Circuits Laboratory
Prerequisite: None
Corequisite: EL M10
Class Hours: 3 lab
Provides hands-on experience, measuring AC and DC circuits, including electrical potential and currents (magnitude and phase) as a function of frequency and environmental factors (temperature, current, voltage, humidity and aging) on passive devices. Applies to Associate Degree.

EL M16 – 3 Units
Analog Circuits
Prerequisite: None
Corequisites: EL M10/M10L, EL M16L or equivalent electronics work experience
Class Hours: 3 lecture
Analyzes active electronic devices such as diodes, transistors, FETs and op-amps. Reviews DB, gain, frequency response and feedback. Applies to Associate Degree.

EL M16L – 1 Unit
Analog Circuits Laboratory
Prerequisite: None
Corequisite: EL M16
Class Hours: 3 lab
Provides hands-on experience with building circuits through individual projects. Applies to Associate Degree.
EL M17 – 3 Units
Digital Circuits
Prerequisites: EL M01/M01L or equivalent electronics work experience
Corequisite: EL M17L
Class Hours: 3 lecture
Introduces main digital logic functions (AND, OR and other gates; Flip-flops; counters; and decoders) and their applications (stopwatches, frequency counters, and digital oscilloscopes). Applies to Associate Degree.

EL M17L – 1 Unit
Digital Circuits Laboratory
Prerequisites: EL M01/M01L or equivalent electronics work experience
Corequisite: EL M17
Class Hours: 3 laboratory
Provides hands-on experience building circuits through the design and construction of individual projects, such as digital clock, stopwatch, and hardware logic that control a microwave. Builds on individual needs. Applies to Associate Degree.

EL M18 – 3 Units
PC Repair and Upgrade
Prerequisite: EL M08 or equivalent experience
Class Hours: 2.5 lecture, 1.5 lab
Designed for those needing additional knowledge and skills to repair/upgrade personal computers. Introduces major operating systems and uses DOS commands to demonstrate basic PC operations. Reviews history of computing, types of processors, motherboards, cache, floppy drives, hard drives, video cards, monitors, modems, printers and scanners, internal operations, alternative operating systems, programming internet options and networking. Provides option to prepare for national A+ Computer Repair Certification exams. May be taken two (2) times for credit. Applies to Associate Degree.

EL M20 – 3 Units
Communication Electronics
Prerequisites: EL M16/M16L
Class Hours: 3 lecture
Introduces modern communication devices and systems, covering analog and digital communications, antennas, transmission lines, fiber optics and microwaves as well as various modulation and demodulation techniques. Applies to Associate Degree.

EL M20L – 1 Unit
Communication Electronics Laboratory
Prerequisites: EL M16/M16L
Corequisite: EL M20
Class Hours: 3 laboratory
Provides hands-on experience constructing, testing and troubleshooting principles of communication electronics. Applies to Associate Degree.

EL M21 – 2 Units
Microprocessors and Microcomputers
Prerequisites: EL M17/M17L or equivalent electronics work experience
Class Hours: 1 lecture, 3 lab
Introduces microprocessors and applications, including typical programming techniques, I/O functions and interface. Discusses the Intel (8086/88) line of microprocessors and implements simple programs. Applies to Associate Degree.

EL M22A/B – 0.5 to 3 Units Each
Independent Studies in Electronics
Prerequisite: A previous course in Electronics Technology
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of anthropology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.

EL M23 – 2 Units
PSpice: Circuit Analysis
Prerequisites: CIS M15 or CIS M17 and EL M10/M10L and EL M16/M16L or equivalent work experience
Class Hours: 1 lecture, 3 lab
Provides computer simulation methods in electronics utilizing PSpice. Covers the basics of creating the circuits using all the passive devices (resistors, capacitors, inductors, transistors, FETs, operational amplifiers, etc.). Emphasizes AC network analysis, including passive filters and Fourier analysis. May be taken four (4) times for credit. Applies to Associate Degree.

EL M24 – 2 Units
Diagnostics, Troubleshooting and Repair
Prerequisites: EL M16/M16L and EL M17/M17L
Class Hours: 1 lecture, 3 lab
Introduces basic procedures and methods used in troubleshooting typical electronic equipment. Emphasizes systematic approach applied to analog and digital circuits. Provides hands-on experience with troubleshooting principles. Applies to Associate Degree.

EL M25 – 2 Units
LabVIEW: Applications
Prerequisites: CIS M17 and EL M8 or EL M18
Class Hours: 1 lecture, 3 lab
Introduces object-oriented data acquisition and process-control system, emphasizing practical applications such as temperature control and sound digitization. Allows individual access to software. LabVIEW short for Laboratory Virtual Instrument Engineering Workbench. Applies to Associate Degree.

EL M27 – 2 Units
Microcomputer Applications
Prerequisites: EL M16/M16L and EL M21
Class Hours: 1 lecture, 3 lab
Introduces modern applications of microcomputers in science, engineering, and industry, focusing mainly on hardware but also some software. Includes I/O procedures for the serial and parallel ports, RS232C, IEEE-488, process control, measurement techniques, numeric control, and microprocessor development. Applies to Associate Degree.

EL M28 – 3 Units
Industrial Electronics
Prerequisites: EL M17/M17L and EL M21
Class Hours: 3 lecture
Introduces modern electronics in industry, covering electrical power systems, transformers, motors, actuators, and switches as well as various electronic circuits that control/actuate electromechanical devices such as power supplies, transducers, optoelectronic devices, computer control, and robotics. Applies to the Associate Degree. Transfer Credit: CSU.
EL M28L – 1 Unit
Industrial Electronics Laboratory
Prerequisite: Concurrent enrollment in EL M28
Class Hours: 3 lab
Provides hands-on experience with building, testing, and repairing modern industrial electronics circuits. Studies basic principles of process control through construction and operation of control electronics hardware. Applies to the Associate Degree. Transfer credit: CSU

EL M29 – 1 Unit
Industrial Seminar
Prerequisites: EL M16/M16L and EL M17/M17L
Class Hours: 1 lecture
Introduces various aspects of the electronics industry through series of guest lectures. Topics include recent advancements in electronics, job placement, resume writing, job interviews, and working in the industrial environment. Applies to Associate Degree.

EL M30 – 3 Units
Broadcast Engineering Certification
Prerequisites: EL M16/M16L and EL M17/M17L or equivalent electronics work experience
Class Hours: 3 lecture
Introduces aspects of electronics, communications, regulations and engineering technology to pass the certification exam in broadcast engineering. Certification issued to those who pass test. Applies to Associate Degree.

EL M31 – 3 Units
Telephone and Wire Communication Certification
Prerequisites: EL M16/M16L and EL M17/M17L or equivalent electronics work experience
Class Hours: 3 lecture
Introduces aspects of electronics, communications, regulations and engineering technology to pass the certification exam in non-radiating technology given by the National Association of Radio and Telecommunications Engineers. Certification issued to those who successfully complete course. Applies to Associate Degree.

EL M80 – 1 to 4 Units
Internship in Electronics
Prerequisite: Completion or concurrent enrollment in a course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance course work under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluation. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

EL M89A-Z – 0.5 to 3 Units Each
Institutes in Electronics
Prerequisite: None
Class Hours: As arranged
Short lecture series develops appropriate electronics abilities and skills, emphasizing specialized knowledge in a particular segment of electronics. Series only offered credit/no-credit. Applies to Associate Degree.

American Vacuum Society
Electronics students can receive technical information to solve electronics problems by using the technical information exchange of the American Vacuum Society (AVS) BBS. Call (805) 378-1400, ext. 1780 for the BBS telephone number. The BBS is on line 24 hours/day, 2400/1200 baud, N81.

Engineering
The field of engineering is a particularly broad one that offers several areas in which to specialize. The lower-division course work described below provides basic preparation for any of these choices.

Career Opportunities
Mechanical Engineer, Chemical Engineer, Civil Engineer, Electrical Engineer, Water Quality Engineer, Nuclear Engineer, Environmental Engineer, Sanitary Engineer, Process Engineer, Hydraulic Engineer, Project Engineer, Geotechnical Engineer, Systems Engineer, Computer Engineer, Stationary Engineer, Aerospace Engineer, Biomedical Engineer, Industrial Engineer, Manufacturing Engineer, Metallurgical Engineer, Mining Engineer, Naval Engineer, Petroleum Engineer, Plastics Engineer, Astronautical Engineer, Structural Engineer, Traffic Engineer, Electronic Systems Engineer, Automotive Engineer, Robotics Engineer, Artificial Intelligence Engineer, Military Pilot
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Fred Meyer

Part-Time
Robert Ayer, Hadi Darejeh, Michael Mitchell

Counselors
Edna Ingram, Letricia Mai

Degree and Certificate Options in Engineering

Associate in Science Degree in Engineering
To earn an Associate in Science Degree with a major in, students complete 46 specified units, plus general education degree requirements (minimum total = 60 units). 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:

104
Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM M01A</td>
<td>General Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td>ENGR M04</td>
<td>Engineering and Design/CAD</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGR M12</td>
<td>Engineering Materials</td>
<td>5.0</td>
</tr>
<tr>
<td>ENGR M16 or ENGR M20/M20L</td>
<td>Engineering Statics/Strength of Materials or Electrical Engineering Fundamentals/Tab</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH M25A</td>
<td>Calculus with Analytic Geometry I</td>
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</tr>
<tr>
<td>MATH M25B</td>
<td>Calculus with Analytic Geometry II</td>
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</tr>
<tr>
<td>MATH M25C</td>
<td>Calculus with Analytic Geometry III</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M20A/M20AL</td>
<td>Mechanics of Solids and Fluids/Lab</td>
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</tr>
<tr>
<td>PHYS M20B/M20BL</td>
<td>Electricity and Magnetism/Lab</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS 20C/20CL</td>
<td>Wave Motion, Heat, Optics, Modern Physics/Lab</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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*For General Education Degree Requirements and Transfer Information, see p. 29.*

Sample Course Sequence

First Semester

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<tr>
<td>MATH M25B</td>
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<td>PHYS M20A/M20AL</td>
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Third Semester

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<th>Units</th>
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<tr>
<td>MATH M25C</td>
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<td>PHYS M20B/M20BL</td>
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</table>

Fourth Semester

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<th>Course Name</th>
<th>Units</th>
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<tbody>
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</tr>
<tr>
<td>PHYS M20C/M20CL</td>
<td></td>
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</tr>
</tbody>
</table>

*This degree requires either ENGR M16 or ENGR M20/M20L*

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Engineering Courses

**ENGR M04 – 3 Units**  
Engineering and Design/CAD  
Prerequisite: DT M01 or one year of high school drafting  
Class Hours: 2 lecture, 3 lab  
Introduces engineering as a profession by exploring systematic design techniques, written communication, and makeup of the various engineering programs. Requires extensive use of computer-aided drafting software and completion of design project. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 2

**ENGR M12 – 3 Units**  
Engineering Materials  
Prerequisites: CHEM M01A and PHYS M20A/M20AL  
Class Hours: 3 lecture  
Introduces engineering properties of materials, applying basic principles of the atomic and crystal structure of solids to the study of properties as well as to the selection and use of engineering materials. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 4

**ENGR M16 – 4 Units**  
Engineering Statics and Strength of Materials  
Prerequisites: PHYS M20A/M20AL  
Class Hours: 4 lecture  
Covers vector algebra, equivalent force systems, free body diagrams and equilibrium, structural mechanics, behavior of deformable solids, stress and strain tension, compression, flexure, torsion, beams, columns, statically indeterminate problems, multiaxial stresses, and theories of strength. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 8

**ENGR M20 – 3 Units**  
Electrical Engineering Fundamentals  
Prerequisite: PHYS M20B  
Corequisites: ENGR M20L, MATH M35  
Class Hours: 3 lecture  
Introduces theory and analysis of electrical circuits, including the operational amplifier, circuit theorems, dc circuits, forced and natural responses of simple circuits, sinusoidal steady state analysis and the use of a standard computer-aided circuit analysis program. Reviews power, energy, impedance, phases, and frequency response. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGR 6 (ENGR M20 & M20L)

**ENGR M20L – 1 Unit**  
Electrical Engineering Fundamentals Laboratory  
Prerequisite: PHYS M20BL  
Corequisite: ENGR M20  
Class Hours: 3 lab  
Provides hands-on experience in passive and active electrical circuits, reinforcing electrical engineering concepts. Applies to the Associate Degree. Transfer credit: CSU; UC.

**ENGR M22A/B – 0.5 to 3 Units Each**  
Independent Studies in Engineering  
Prerequisite: A previous course in Engineering  
Class Hours: 0.5 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of engineering through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC. credit limitations.

**ENGR M80 – 1 to 4 Units**  
Internship in Engineering  
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.  
Class Hours: 5 to 20 lab as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.
Engineering Technology

With emphasis on practical skills, the Engineering Technology courses provide training for technicians, engineers and other employees who need to upgrade their skills to remain current in high technology areas. Additional courses will be developed in response to the needs of industry.

Career Opportunities

Laser Technician, Fiber Optic Technician, Fiber Optic Installer, Electro-Optic Technician, Research Technician, Electro-Optical Sales Specialist

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time

Clinton Harper

Part-Time

Hadi Darejeh

Counselor

Edna Ingram

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Bldg., 805.378-1551). Transfer students interested in specializing in Engineering Technology who wish to qualify for an Associate in Science Degree could explore Physics or Engineering as a possible major.

Engineering Technology Courses

ET M10 – 2 Units
Introduction to Lasers and Fiber Optics
Prerequisite: MATH M03 or two years of high school algebra
Class Hours: 1.5 lecture, 1.5 lab
Offers comprehensive introduction to theory, operation and applications of lasers, fiber optics and associated instrumentation. Emphasizes hands-on activities and practical applications. Applies to Associate Degree.

ET M20 – 2 Units
Introduction to Robotic Technology
Prerequisite: PHYS M10A or one year of high school physics
Class Hours: 1.5 lecture, 1.5 lab
Introduces robotic technology, emphasizing hands-on, practical industrial applications. Includes mechanical and electrical aspects of robot design, interfaces and integration, sensors, computer control and programming, application case studies, robot economics and future trends. Provides on-campus robotics lab. Reviews more advanced topics such as underwater robotics, robotic covers, robots in hazardous environments, machine vision, artificial intelligence, and medical applications. Applies to Associate Degree.

ET M80 – 1 to 4 Units
Internship in Engineering Technology
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU; credit limitations.

English

The study of English offers a basic understanding of writing skills and an appreciation of literature. This exploration of the possibilities of language in the human experience is a vital foundation for all learning. The more practical skills offered by a study English—effective reading, writing and thinking—are useful tools, applicable to all classes and careers. See a course sequence chart on the previous page.

Career Opportunities

Editor for House Publications, Copywriter, Journalist, Library Reference Worker, Television Writer, Technical Writer, Publicist, Researcher, Copy Editor, Program Developer, Civil Service Positions, Executive Assistant, Manager Trainee, Scenario Writer, Legal Aide, Report Writer, Proofreader, Novelist, Playwright, Biographer, Story Writer, Magazine Writer, Poet, Public Relations Worker

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

To Be Announced, Phone (805) 378-1443

Faculty

Full-Time

Barbara Baker, Jeffrey Baker, Gillian Dale, John Davie, Bona Dillon, Hugo Ekback, Norman Garber, Anne Kaischuen, Diana Lopez, Judith Ramos, Patricia Ross, Hart Schulz, Pamela Sheridan, Sydney Sims, Nils Slattum, Tracy Tennenhouse

Part-Time


Counselors

Anitra Evans, Susan Izumo, Michael Johnson
Sequence of English Courses

To determine the best starting point in this course sequence, participate in a Planning, Assessment, Student Orientation (PAS) session.

For details and assessment dates, call (805) 378-1427.

- ESL PROGRAM
  - ESL M10, M23, M24, M25, M26, M30, M31, M32, M33

- ENGL M03
  - WRITING SKILLS

- ENGL M02
  - INTRO TO COLLEGE WRITING
  - Meets the graduation requirements for AA or AS degrees

- ENGL M01A
  - ENGLISH COMPOSITION
  - Required for transfer to four-year colleges and universities

- ENGL M01B
  - LITERATURE, CRITICAL THINKING & COMPOSITION

- ENGL M01C
  - CRITICAL THINKING & COMPOSITION

Support courses for ENGL M02 and ENGL M01A

- ENGL M50
- ENGL M52
  - ACADEMIC READING

- ES M02, M03, M08, M23, M24, M33, M55
  - ESSENTIAL SKILLS COURSES

Either ENGL M01B or M01C satisfies critical thinking requirement for CSU and UC transfer (IGETC)

ADVANCED ENGLISH COURSES

- ENGL M05
  - Radio/Television Script Writing

- ENGL M10A/B
  - Creative Writing

- ENGL M11
  - Report and Technical Writing

- ENGL M13A/B
  - Major American Writers I & II

- ENGL M14
  - Study of Poetry

- ENGL M15A/B
  - Survey of English Literature I & II

- ENGL M17
  - Shakespeare

- ENGL M18
  - The Modern American Novel

- ENGL M19
  - Introduction to the Short Story

- ENGL M20
  - Study of Drama

- ENGL M21
  - Contemporary Novels

- ENGL M25
  - Play Writing

- ENGL M29A/B
  - Bible as Literature, Old & New Testaments

- ENGL M30/31
  - Masterpieces in World Literature I & II

- ENGL M33
  - Modern European Fiction

- ENGL M40
  - Children's Literature

- ENGL M43
  - American-Jewish Literature

- ENGL M44
  - Women in Literature

- ENGL M45
  - Hispanic-American Literature

- ENGL M46
  - African-American Literature

- ENGL M47
  - Literary Magazine Production
Deciding on Your First Moorpark College English Course

The English Self-Placement Guide, available from the Counseling Desk in the Administration Building, 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 make a counseling appointment (805.578-1428) or attend an Orientation Session (schedule available in current Schedule of Classes) to receive help making this important decision.

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.578-1551). Transfer students interested in specializing in English who wish to qualify for an Associate in Arts Degree could explore Liberal Studies as a possible major.

English Courses

ENGL M01A - 3 Units
English Composition
Prerequisite: ENGL M02 or completion of the assessment process.
Class Hours: 3 lecture
Emphasizes expository writing and research, demonstrating rhetorical organization, range of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 2; ENGL SEQ A (ENGL M02A+M02B). IGETC AREA IA.

ENGL M01AH - 3 Units
Honors: English Composition
Prerequisite: ENGL M02 with a grade of B or better or completion of the assessment process.
Class Hours: 3 lecture
Emphasizes expository writing and research, demonstrating rhetorical organization, range of diction, clear sentence and paragraph construction, and command of the conventions of English usage. Develops analytical and interpretive reading skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 2; ENGL SEQ A (ENGL M01A+M01B). IGETC AREA IA.

ENGL M01B - 3 Units
Literature: Critical Thinking/Composition
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Emphasizes critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 4; ENGL SEQ A (ENGL M01A+M01B). IGETC AREAS 1B, 3

ENGL M01BH - 3 Units
Honors Literature: Critical Thinking and Composition
Prerequisite: ENGL M01A with grade of B or better
Class Hours: 3 lecture
Emphasizes critical thinking and writing skills in close textual analysis of issues and themes in fiction, poetry, and drama as well as in non-fictional literature and literary criticism. Reviews deductive and inductive reasoning, recognition and avoidance of logical fallacies, and relationships between language and meaning. Emphasizes detailed critical analysis. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 4; ENGL SEQ A (ENGL M01A+M01B). IGETC AREA 1B

ENGL M01C - 3 Units
Critical Thinking and Composition
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 1B

ENGL M01CH - 3 Units
Honors: Critical Thinking and Composition
Prerequisite: ENGL M01A with a grade of B or better
Class Hours: 3 lecture
Develops work in advanced levels of critical thinking, reading, and writing. Focuses on the development of logical reasoning as well as analytical and argumentative writing skills. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 1B

ENGL M02 - 3 Units
Intro to College Writing
Prerequisite: None
Class Hours: 3 lecture
Introduces college-level writing, emphasizing clear central ideas, coherent development, reasoned conclusions, variety of sentence structures, and freedom from basic grammar and punctuation errors. Stresses college-level reading. Applies to Associate Degree.

ENGL M03 - 3 Units
Writing Skills
Prerequisite: None
Class Hours: 3 lecture; 2 lab
Involves intensive practice in developing ideas, making clear statements and organizing information at the level of the paragraph. Emphasizes grammar, spelling, vocabulary building, sentence structure and composing strategies for short writings. Requires word processing in a computer lab. May be taken two (2) times for credit. Does not apply toward a degree.
ENGL M05 – 3 Units
Radio-Television Script Writing
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces the fundamentals of script format, professional methods, and the ethics and restrictions involved in the broadcasting media. Includes the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. (Same course as RT M05.) Applies to the Associate Degree. Transfer credit: CSU

ENGL M10A – 3 Units
Creative Writing
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Workshop format. Concentrates on the techniques of writing fiction and poetry through the production of original works followed by discussion and analysis. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 6

ENGL M10B – 3 Units
Creative Writing
Prerequisite: ENGL M10A
Class Hours: 3 lecture
Introduces advanced study of literary forms, emphasizing prose and poetry through practice, discussion and analysis. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU; UC

ENGL M11 – 3 Units
Report and Technical Writing
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Provides extensive practice writing proposals, memoranda, letters, technical reports, and technical manuals. Demands complete and accurate writing, demonstrating situational analysis, appropriate structuring, careful research and documentation, and incorporation of data and graphics. Applies to the Associate Degree. Transfer credit: CSU

ENGL M13A – 3 Units
Major American Writers I
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces American writing from the colonial era to the end of the Civil War, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Bradstreet, Taylor, Franklin, Poe, Melville and Whitman. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 14; ENGL SEQ C (ENGL M13A+M15B). IGETC AREA 3

ENGL M13B – 3 Units
Major American Writers II
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces American writing from the post-Civil War period to the present, emphasizing works of major writers in their literary, historical and cultural contexts. Includes such authors as Twain, James, Hemingway, Faulkner and Wright. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 16; ENGL SEQ C (ENGL M13A+M13B). IGETC AREA 3

ENGL M14 – 3 Units
Study of Poetry
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces the study of poetry, emphasizing imagery, figurative language, symbolism, rhythm and diction. Examples drawn from American and British poetry. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M15A – 3 Units
Survey of English Literature I
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Surveys major works of British literature from the Anglo-Saxon period to the end of the 18th century in their literary, historical and cultural contexts. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 8; ENGL SEQ B (ENGL M15A+M15B). IGETC AREA 3

ENGL M15B – 3 Units
Survey of English Literature II
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Surveys major works of British literature from the beginning of the 19th century to the present in their literary, historical and cultural contexts. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 10; ENGL SEQ B (ENGL M15A+M15B). IGETC AREA 3

ENGL M17 – 3 Units
Shakespeare
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Surveys several plays, including romantic comedies, chronicles, tragedies, "dark" comedies, and romances. Includes lectures, critical papers, and discussions. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M18 – 3 Units
The Modern American Novel
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces representative novels by prominent American authors from the post-Civil War period to the present, emphasizing critical perspectives and major contributions as well as each work's relation to and reflection of its literary, historical and cultural backgrounds. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M19 – 3 Units
Introduction to Short Story
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces form and content of short stories, emphasizing critical reading and analysis of selected American and European literary examples. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3
ENGL M20 – 3 Units
Study of Drama
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces the study of drama in its historical, cultural, and biographical context, including examples from ancient Greek tragedy to the Theatre of the Absurd. Emphasizes critical analysis demonstrated through major essays. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: ENGL 2. IGETC AREA 3

ENGL M21 – 3 Units
Contemporary Novels
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Reviews post-World War II novels, American and foreign, emphasizing their relevance, innovation, style and literary value. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M22A/B – 1 to 3 Units Each
Independent Studies in English
Prerequisite: A previous course in English
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of English through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ENGL M25A – 3 Units
Play Writing
Prerequisite: None
Recommended Preparation: THA M02A, THA M15A, ENGL M01A
Class Hours: 3 lecture
Develops writing skills for the theatre with possible opportunity for production. (Same course as THA M21A.) Applies to the Associate Degree. Transfer credit: CSU

ENGL M25B – 3 Units
Play Writing
Prerequisite: ENGL M25A
Recommended Preparation: THA M02A, THA M15A, ENGL M01A
Class Hours: 3 lecture
Focuses on the development of advanced writing projects for the theater, with the possible opportunity for production. (Same course as THA M21B.) Applies to the Associate Degree. Transfer credit: CSU

ENGL M29A – 3 Units
Old Testament as Literature
Prerequisite: None
Class Hours: 3 lecture
Introduces form, theme and style of the Books of the Old Testament, including the thirty-nine books from Genesis to Malachi. Includes historical perspective of the Old Testament Apocrypha. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M29B – 3 Units
New Testament as Literature
Prerequisite: None
Class Hours: 3 lecture
Introduces form, theme and style of the Books of the New Testament, including nine of the twenty-seven books of the New Testament, from Matthew to Revelation. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M30 – 3 Units
Masterpieces of World Literature I
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Reviews representative authors from the time of Homer to the Renaissance, emphasizing selected Greek, Roman, Medieval and Renaissance masterpieces. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M31 – 3 Units
Masterpieces of World Literature II
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Reviews major literature from the Renaissance to the present, including selected masterpieces from America, Britain, France, Germany and Russia. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M33 – 3 Units
Modern European Fiction
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces major modern European fiction, including such authors as Dostoyevsky, Tolstoy, Flaubert, Camus, Hesse, Gogol, Gide, Babel, and Mann. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M40 – 3 Units
Children's Literature
Prerequisite: None
Recommended Preparation: ENGL M01A
Class Hours: 3 lecture
Introduces children’s literature, focusing on its literary aspects. Includes discussion and literary analysis of the specific features, historical development, basic genres and kinds (fairy tale, fantasy, picture book, adventure story, and contemporary realistic fiction) of children's literature. Covers classics from the golden age of children's literature (1846 to 1908), 20th century picture books, poetry, and contemporary books for elementary and middle grade readers. Applies to the Associate Degree. Transfer credit: CSU

ENGL M43 – 3 Units
American-Jewish Literature
Prerequisite: None
Recommended Preparation: ENGL M01A
Class Hours: 3 lecture
Introduces literature of American-Jewish authors with an emphasis on the 20th century. Discusses the works as literature and as a reflection of the Jewish experience in America. Includes works by such writers as Roth, Oates, Singer, Malamud, Finkel, Paley, Ozick, Goodman, Ginsberg, Rich, and others. Reviews essential literary terms and concepts necessary for meaningful discourse about literature. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3
ENGL M44 — 3 Units
Women in Literature
Prerequisite: ENGL M01A
Class Hours: 3 lecture
An in-depth approach to women and perspectives on women's experiences in literature through different lenses. Explores images of women and perspectives on women's experience works chosen from a variety of genres: song and poetry; diaries, letters and essays; short stories and novels; and drama and film. Includes male as well as female authors and works of different historical periods and countries. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M45 — 3 Units
Hispanic-American Literature
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Offers cross-cultural analytical examination of Hispanic-American literature, emphasizing the influence of culture on each author's perception. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M46 — 3 Units
African-American Literature
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces historical and critical analysis of African-American literature, emphasizing an understanding of the Black Experience as embodied in American writing. Includes readings from the 19th and 20th centuries. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

ENGL M47 — 2 Units
Literary Magazine Publication
Prerequisite: None
Corequisite: ENGL M47L
Recommended Preparation: ENGL M01A
Class Hours: 2 lecture
Provides instruction in editing and publication of Moorpark Review, a creative arts magazine, and other types of student writing projects. Includes reading, evaluating, editing and producing literary manuscripts for publication in a variety of formats. May be taken one (1) time for credit. Applies to the Associate Degree. Transfer credit: CSU

ENGL M47L — 1 Unit
Literary Magazine Publication Lab
Prerequisite: Completion of or concurrent enrollment in ENGL M47
Recommended Preparation: ENGL M01A
Class Hours: 3 lab
Provides practical experience in editing and producing literary manuscripts for publication in Moorpark Review, a creative arts magazine, and in other types of student writing projects in a variety of formats. May be taken two (2) times for credit. Applies to the Associate Degree. Transfer credit: CSU

ENGL M48 — 3 Units
Word Power
Prerequisite: None
Class Hours: 3 lecture
Develops listening, speaking, reading, and writing vocabularies by developing word analysis and vocabulary expansion skills. Includes study of Greek and Latin roots, prefixes, suffixes, synonyms, antonyms, diction, word origins, contextual clues, and college-level and professional vocabularies. Focuses on individual progress. Applies to the Associate Degree.

ENGL M50 — 3 Units
Academic Reading and Study Skills
Prerequisite: None
Class Hours: 3 lecture
Introduces academic reading skills, emphasizing comprehension, speed, study skills, vocabulary development, awareness of current events, goal setting, and time management. Applies to Associate Degree.

ENGL M52 — 3 Units
Advanced Academic Reading and Study Skills
Prerequisite: None
Class Hours: 3 lecture
Offers advanced instruction and practice in analyzing prose from various disciplines and difficulty levels. Emphasizes ability to recognize sophisticated prose structures, idea organization, and interrelationships of concepts. Reviews making inferences, drawing conclusions, critically evaluating prose as well as developing vocabulary building, summary and study skills. Applies to the Associate Degree. Transfer credit: CSU

ENGL M60A-Z — 1 to 3 Units Each
Topics in English
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

ENGL M60A — 3 Units
The Poetry of Chaucer
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Examines Chaucer's language and literary techniques through discussion and close reading of his major works, emphasizing "The Canterbury Tales" and "Troilus and Criseyde." Requires critical analysis. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ENGL M60W — 3 Units
Women in Medieval Literature
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces the historical, religious, and literary works of the Middle Ages with attention to their presentation of the nature and status of women. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.
**ENGL M80 — 1 to 4 Units**
**Internship in English**
Prerequisite: Completion of 4 units concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged

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

**ENGL M89A-Z — 0.5 to 3 Units Each**
**Institutes in English**
Prerequisite: None
Class Hours: As arranged

Series of special lectures and discussions on selected topics of interest in English. Offered credit/no-credit only. Applies to Associate Degree.

**ENGL M95 — 3 Units**
**Honors in English: Approaches to Literary Study**
Prerequisite: ENGL M01A with a grade B or better
Class Hours: 3 lecture

Introduces the aims and methods of literary scholarship and criticism, emphasizing both literary and critical theory. Includes the terms and concepts necessary for meaningful discussions of and written about fiction, poetry, and drama. Studies three or four literary texts from a variety of contemporary critical approaches, preparing students for upper-division university-level work. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications, and enrichment opportunities. Applies to Associate Degree.
Transfer credit: CSU; UC.
KIDS AREA 3

**English as a Second Language**

The English as a Second Language program prepares students for transfer-level courses and improves language facility in social and job situations. Being multi-lingual 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 Services Center (Campus Center, 805.378-1536). See course sequence chart on previous page.

**Dean**
To Be Announced, Phone (805) 378-1443

**Faculty**

**Full-Time**
Gillian Dale, Judith Ramos

**Part-Time**
Beth Batchelder, Stephen Bluestein, Patricia Della Cerna, Monika Savic

**Counselors**
Chuck Brinkman, Michael Johnson

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**Deciding on an ESL Course**

An English as a Second Language Assessment Test is available to help students determine which ESL courses are best for them. Consult the current semester's Schedule of Classes for the testing schedule or call the Assessment Office: (805) 378-1427. Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551). International Students needing information or help regarding residency rules and paperwork can contact the International Students Office: (805) 378-1414.

**English as a Second Language Courses**

**ESL M10 — 4 Units**
**Introduction to ESL**
Prerequisite: None
Class Hours: 4 lecture, 1 lab

Helps students from other countries adjust to daily life transactions, including social and work situations. Emphasizes skills and knowledge needed for everyday verbal and written communication. Requires an hour of individualized work in language lab each week. Does not apply toward a degree.

**ESL M23 — 4 Units**
**Fundamentals in Listening and Speaking**
Prerequisite: None
Class Hours: 4 lecture, 1 lab

Develops the listening and speaking skills of beginning students of English, emphasizing vocabulary acquisition, accurate pronunciation, and mastery of basic sentence structures. Requires participation in paired and small group conversations, word games, and class discussions. Includes responding to video clips, popular songs and radio news, lecture and note taking, role playing, and student oral presentations. Brief writings and reading and grammar study supplement oral language practice. May be taken three (3) times for credit. Does not apply toward a degree.

**ESL M24 — 4 Units**
**Listening and Conversation Practice**
Prerequisite: ESL M23
Class Hours: 4 lecture, 1 lab

Provides practice in intermediate level English speaking and listening skills, emphasizing pronunciation, vocabulary, American English speech patterns, sentence phrasing, syllabication, and idioms. Requires participation in paired, group, and class projects that improve comprehension and verbal expression, such as speeches, debates, and discussion of news clips. Includes reading, writing and grammar study to increase oral language proficiency. May be taken three (3) times for credit. Does not apply toward a degree.
Sequence of English as a Second Language (ESL) Courses

If English is not your first language, follow this sequence to develop proficiency in English. To determine the best level and classes for you, please take the ESL assessment at a Planning, Assessment, Student Orientation (PAS) session.

For details and assessment dates, call (805) 378-1427.

The 20-Series Courses Develop:
- Understanding spoken language
- Speaking English in various situations

The 30-Series Courses Develop:
- Understanding and interpreting readings in English
- Writing from paragraph to essay

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* These 0.5 to 1.0 unit Essential Skills (ES) classes support the ESL classes.

(See specific courses under English)
ESL M25 — 4 Units
Academic Communication
Prerequisite: ESL M24 or equivalent command of English listening and speaking skills
Class Hours: 4 lecture, 1 lab
Provides instruction in and practice of college-level academic listening and speaking skills, allowing effective comprehension needed for success in transfer-level academic college courses. Includes expansion of vocabulary-building, listening, and discussion skills, demonstrated through oral and written critiques and through individual and group activities. Includes practice with diverse presentations (live speakers, video, TV, drama, documentary, lecture and group discussion). Does not apply toward a degree.

ESL M26 — 3 Units
Accent Reduction / American English Pronunciation
Prerequisite: None
Class Hours: 3 lecture, 1 lab
Emphasizes minimizing accents and mastering American English pronunciation. Includes speech diagnosis, introduction to the American English language, dynamics of sound formation, phonetic alphabet usage, intonation, stress, interpretation of a range of spoken and printed materials, vocabulary acquisition, and the development of a lifelong spoken language improvement plan. Laboratory includes both teacher-supervised oral exercises and student practice of material on both audio and videotapes. Learning tapes model speech patterns, and blank tapes record speech production. Does not apply toward a degree.

ESL M30 — 4 Units
Reading and Writing Fundamentals
Prerequisite: ESL M23 or appropriate score on ESL assessment test
Class Hours: 4 lecture, 1 lab
Offers practice in beginning level English reading and composition skills to students whose native language is not English but who have gained some fluency in spoken English. Uses newspapers, grocery ads, magazines and beginning texts. Introduces basic English syntax and sentence structure, spelling, phonics, present/past/future tenses, as well as paragraph writing and revising. May be taken three (3) times for credit. Does not apply toward a degree.

ESL M31 — 4 Units
Practice/Application in Reading and Writing
Prerequisite: ESL M30 or appropriate score on ESL assessment test
Class Hours: 4 lecture, 1 lab
Offers practice in intermediate reading and writing to strengthen and improve English vocabulary, reading comprehension and writing. Requires readings at the college-level and compositions based on world events, readings and personal experience. May be taken three (3) times for credit. Does not apply toward a degree.

ESL M32 — 4 Units
Academic Reading and Writing
Prerequisite: ESL M31 or appropriate score on ESL assessment test
Class Hours: 4 lecture, 1 lab
Offers practice in advanced English reading and composition skills to strengthen vocabulary, comprehension and critical analysis of cross-cultural, college-level reading selections. Requires multi-paragraph essays and college essay-question responses. May be taken three (3) times for credit. Does not apply toward a degree.

ESL M33 — 3 Units
Intensive English
Prerequisite: ESL M32
Class Hours: 3 lecture
Provides the frameworks for and practice in expository writing. Includes discussion of brief varied readings (models) and presenting ideas in writing through diverse rhetorical types (classification, comparison-contrast, causal analysis). Introduces modes of critical thinking and writing (outline, summary, synthesis, and critique), including use of computer lab and one-to-one work with instructor. Introduces library and on-line research techniques. Applies to Associate Degree. Transfer credit: CSU; UC

ESL M41 — 4 Units
Effective Reading
Prerequisite: ESL M31 or ESL M32
Class Hours: 4 lecture, 1 lab
Designed for students whose native language is not English. Provides guidance and practice in reading for academic courses. Develops techniques to improve comprehension and speed and to increase vocabulary. Reviews and applies grammatical constructs needed for advanced material to reading selections. includes short written assignments. Applies to Associate Degree.

Environmental Science

Environmental Science is a multidisciplinary field covering the physical, biological, economical, and legal aspects of the environment.

Career Opportunities

Field Technician, Hazardous Waste Management, Drinking & Waste Water Laboratory Technician, Air Quality Enforcement, Environmental Testing and Auditing, Consulting Firms

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Muthenai Naseri

Part-Time
Kevin Gieschen, Dagmar Gloutak, Mohammad Khorasagian

Counselors
Michael Johnson, Letrisha Mai
### Degree Option in Environmental Studies

**Associate in Arts Degree in Environmental Studies**

To earn an Associate in Arts Degree with a major in Environmental Studies, students complete 37 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division coursework for advanced degrees in Environmental Studies offered by four-year institutions. Since the course work in environmental studies is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental studies. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH M02</td>
<td>Cultural Anthropology</td>
<td>3.0</td>
</tr>
<tr>
<td>CHEM M12</td>
<td>Introductory Chemistry I</td>
<td>5.0</td>
</tr>
<tr>
<td>ECON M01</td>
<td>Principles of Micro-Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENSC M01/M01L</td>
<td>Environmental Science/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>ENSC M02</td>
<td>Environmental and Human Interactions</td>
<td>4.0</td>
</tr>
<tr>
<td>GEOL M02</td>
<td>Physical Geology</td>
<td>3.0</td>
</tr>
<tr>
<td>GEOL M02L</td>
<td>Physical Geology Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>MATH M15</td>
<td>Introductory Statistics</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M16A</td>
<td>Applied Calculus I</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH M16B</td>
<td>Applied Calculus II</td>
<td>3.0</td>
</tr>
<tr>
<td>POLS M03</td>
<td>American Government and Politics</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>37.0</strong></td>
</tr>
</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

#### Sample Course Sequence

**First Semester**

- ECON M01 ........................................... 3.0
- ENSC M01/M01L ...................................... 4.0
- POLS M03 ........................................... 3.0

**Second Semester**

- ENSC M02 ........................................... 4.0
- MATH M15 ........................................... 5.0

**Third Semester**

- CHEM M12 ........................................... 5.0
- MATH M16A ........................................... 3.0

**Fourth Semester**

- ANTH M02 ........................................... 3.0
- GEOL M02 ........................................... 3.0
- GEOL M02L .......................................... 1.0
- MATH M16B ........................................... 3.0

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

### Degree Option in Environmental Science

**Associate in Science Degree in Environmental Science**

To earn an Associate in Science Degree with a major in Environmental Science, students complete 56 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division coursework for advanced degrees in Environmental Science offered by four-year institutions. Since the course work in environmental science is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in environmental science. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL M02A</td>
<td>General Biology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOL M02B</td>
<td>General Biology II</td>
<td>4.0</td>
</tr>
<tr>
<td>CHEM M01A</td>
<td>General Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td>CHEM M01B</td>
<td>General Chemistry II</td>
<td>6.0</td>
</tr>
<tr>
<td>ECON M01</td>
<td>Principles of Micro-Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>ENSC M01/M01L</td>
<td>Environmental Science/Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>ENSC M02</td>
<td>Environmental and Human Interactions</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH M25A</td>
<td>Calculus with Analytic Geometry I</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M25B</td>
<td>Calculus with Analytic Geometry II</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M25C</td>
<td>Calculus with Analytic Geometry III</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M20A/M20AL</td>
<td>Mechanics of Solids and Fluids/Lab</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M20B/M20BL</td>
<td>Electricity and Magnetism/Lab</td>
<td>5.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>56.0</strong></td>
</tr>
</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

#### Sample Course Sequence

**First Semester**

- CHEM M01A ........................................... 6.0
- ECON M01 ........................................... 3.0
- ENSC M01/M01L ...................................... 4.0

**Second Semester**

- CHEM M01B ........................................... 6.0
- ENSC M02 ........................................... 4.0
- MATH M25A ........................................... 5.0

**Third Semester**

- BIOL M02A ........................................... 4.0
- MATH M25B ........................................... 5.0
- PHYS M20A/M20AL ................................... 5.0

**Fourth Semester**

- BIOL M02B ........................................... 4.0
- MATH M25C ........................................... 5.0
- PHYS M20B/M20BL ................................... 5.0

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).
Environmental Science Courses

ENSC M01 – 3 Units
Environmental Science
Prerequisite: None
Corequisite: ENSC M01L
Class Hours: 3 lecture
Introduces the fundamental laws of physics and chemistry controlling the natural processes operating in the world. Emphasizes the interrelationships between humans, their environment and the impact of technology on the global environment. Discusses the existence, measurement and control of energy, air, water and noise pollution. (Physical Science credit) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

ENSC M01L – 1 Unit
Environmental Science Lab
Prerequisite: None
Corequisite: ENSC M01
Class Hours: 3 lab
Clariths environmental concepts presented in ENSC M01. Requires four field trips: utility plant, waste water treatment facility, recycling/recovery center and college nature center. Stresses scientific method, elements of statistics and sample, and the completion of a research-based oral presentation. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

ENSC M02 – 4 Units
Environment and Human Interactions
Prerequisite: None
Class Hours: 3 lecture, 3 lab
Introduces the basic concepts and toxicological terminology associated with urban environmental issues, including environmental health. Emphasizes the impact of world demography and population dynamics. Requires field trips. (Biological Science credit) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

ENSC M03 – 3 Units
Energy Resources and Conservation
Prerequisite: None
Class Hours: 3 lecture
Surveys current energy resources, physics of energy and environmental utilization, alternate methods of energy generation and various energy conservation methods. Emphasizes practical application relevant to today’s economy and technology. Applies to the Associate Degree. Transfer credit: CSU

ENSC M04 – 1.5 Units
Environmental Regulations
Prerequisite: None
Class Hours: 1.5 lecture
Introduces current laws and regulations governing air and water pollution, solid waste, hazardous material, and pesticides. Reviews federal, state, and local regulation as well as appropriate regulatory agencies. May be taken four (4) times for credit. Applies to the Associate Degree.
ENSC M05 – 1.5 Units
Environmental Sampling and Instrumentation
Prerequisite: None
Class Hours: 4.5 lab
Introduces instrumentation used to collect and monitor environmental field data, including hands-on operation, calibration, and basic maintenance of instruments. Includes sampling procedures and data collection from automatic recording devices. Applies to the Associate Degree. Transfer credit: CSU.

ENSC M06 – 3 Units
Water Science
Prerequisite: None
Class Hours: 3 lecture
Introduces basic physical, chemical, and biological properties of water as well as wastewater treatment properties, including coagulation, sedimentation, filtration, disinfection, anaerobic digestion, and softening. Emphasizes California Code of Regulations for water standards. Prepares students for California Department of Health Services Operator Certification Examinations, grades 1 & 2. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU.

ENSC M20 – 3 Units
Environmental Systems
Prerequisite: None
Class Hours: 2 lecture, 3 activity/lab
Introduces geographic and geologic concepts; soils (types, textures and structure); basic rock types; elements of weather and oceanic influences, including tides and currents. Provides first-hand experience in collecting, measuring, interpreting and reporting field data. Requires field trip to a selected environment (e.g., deserts of Death Valley or Baja, Mexico), plus 32 hours of pre- and post-trip lectures. Applies to Associate Degree. Transfer credit: CSU.

ENSC M22A/B – 0.5 to 3 Units Each
Independent Studies in Environmental Science
Prerequisite: A previous course in Environmental Science
Class Hours: 0.5 to 3 as arranged
 Allows an independent project (approved by instructor and dean) to expand knowledge of environmental science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU. UC credit limitations.

ENSC M60A-Z – 0.5 to 3 Units Each
Topics in Environmental Science
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

ENSC M60A – 1 Unit
The Desert Biome
Prerequisite: None
Class Hours: 3 lab
Introduces the desert biome, reviewing geographic features, adaptation of fauna and flora, and effect of human impact. Requires six-day field trip to selected deserts. Applies to Associate Degree. Transfer credit: CSU.

ENSC M60B – 1 Unit
The Urban Environment
Prerequisite: None
Class Hours: 3 lab
Examines the historical development, shapes, requirements, and contributions of cities to human culture. Requires field trips to three major metropolitan areas in California (Los Angeles, Santa Barbara and San Diego). Applies to Associate Degree. Transfer credit: CSU.

ENSC M60C – 1 Unit
The Redwoods
Prerequisite: None
Class Hours: 3 lab
Reviews world forests, especially the California Coast Redwood Forest. Requires six-day field trip to the Redwood National Park as well as pre- and post-trip preparation and evaluation. Applies to Associate Degree. Transfer credit: CSU.

ENSC M60D – 0.5 Unit
Microscale Chemistry Lab
Prerequisite: None
Class Hours: 1.5 lab
Provides hands-on experience with general and organic chemistry on microscale level. Lab activities explore physical properties (density, refraction index), solvent extraction, acid base titrations, and gas chromatography. May require field trips. Applies to Associate Degree. Transfer credit: CSU.

ENSC M60E – 0.5 Unit
Microscale Chemistry
Prerequisite: None
Class Hours: 0.5 lecture
Uses microscale strategies for demonstrations and experiments in general and organic chemistry such as those involving density, boiling point, acid-base titration, and soils organic matter. Emphasizes value of using microscale techniques to reduce pollution and waste disposal while increasing safety and facility utilization. Applies to Associate Degree. Transfer credit: CSU.

ENSC M80 – 1 to 4 Units
Internship in Environmental Science
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.


**Essential Skills**

Essential Skills classes offer specific information and techniques that can help improve student success in all college classes, in the job market, and in the society. These courses are graded credit/no-credit only. The units do not apply toward a degree. For more information, contact The Learning Center (TLC, L-222; 805, 378-1556). Also consider Learning Skills, Personal Growth and College Strategies classes.

**Dean**

To Be Announced, Phone (805) 378-1443

**Faculty**

**Part-Time**

Jeanette Hosek, Sandra Schulman

**Counselor**

Danita Redd

**Essential Skills Courses**

**ES M01 – 1 Unit**

**Library Success Skills**

Prerequisite: None
Class Hours: 1 lecture

Introduces basic library research skills, including use of the card catalog, various indexes, and basic reference sources as well as compilation of a bibliography. Offered credit/no-credit only. Does not apply toward a degree.

**ES M02 – 0.5 to 1.5 Units**

**Skills Development Laboratory - Reading**

Prerequisite: None
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing reading skills. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. Does not apply toward a degree.

**ES M03 – 0.5 to 1.5 Units**

**Skills Development Laboratory - Writing**

Prerequisite: None
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing writing skills. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. Does not apply toward a degree.

**ES M04 – 0.5 to 1.5 Units**

**Skills Development Laboratory - Mathematics**

Prerequisite: None
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing basic math and computing skills. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. Does not apply toward a degree.

**ES M05 – 0.5 to 1.5 Units**

**Skills Development Laboratory - Study Skills**

Prerequisite: None
Class Hours: 1.5 to 3.0 lab

Provides intensive work developing effective study skills. Reviews effective test-taking as well as test anxiety and stress reduction techniques. Includes teaching and tutorial assistance as well as use of multimedia materials and computer-aided instruction. Offered credit/no-credit only. May be taken four (4) times for credit. Does not apply toward a degree.

**ES M06 – 0.5 to 1.5 Units**

**American English Pronunciation**

Prerequisite: None
Class Hours: 1.5 to 3.0 lab

Provides intensive work to improve American English pronunciation. Reviews simplified augmented alphabet (44 sounds), spelling mastery, and vocabulary building. Students practice communication skills with peers and instructor. Offered credit/no-credit only. May be taken four (4) times for credit. Does not apply toward a degree.

**ES M08 – 1 Unit**

**Vocabulary Development**

Prerequisite: None
Class Hours: 1 lecture

Expands college-level vocabulary for better understanding of textbooks and other readings. Offered credit/no-credit only. May be taken two (2) times for credit. Does not apply toward a degree.

**ES M10 – 1 Unit**

**Pre Math 9**

Prerequisite: None
Class Hours: 1 lecture

Reviews arithmetic with positive whole numbers, including addition, subtraction, multiplication and division as well as place value, rounding and estimation, factoring and order of operations. Emphasizes solving real-world problems. Allows use of hand-held calculator. Prepares students for eventual success in MATH M09. Offered credit/no-credit only. May be taken two (2) times for credit. Does not apply toward a degree.

**ES M11 – 1 Unit**

**Pre Math 1**

Prerequisite: None
Class Hours: 1 lecture

Reviews arithmetic and pre-algebra topics needed for success in algebra, emphasizing arithmetic with fractions, decimals and signed numbers, percent, proportion and measurement. May include a brief introduction to algebra. Offered credit/no-credit only. May be taken two (2) times for credit. Does not apply toward a degree. NOTE: This course is not a prerequisite for MATH M01.

**ES M23 – 1 Unit**

**College Reading Skills**

Prerequisite: None
Class Hours: 1 lecture

Offers intensive group instruction to develop and improve college reading skills using textbooks. Offered credit/no-credit only. Does not apply toward a degree.
ES M24 — 1 Unit
Speed Reading Skills
Prerequisite: None
Class Hours: 1 lecture, 1 lab
Introduces speed reading techniques, using speed reading software in the campus Open Access Labs. Includes individualized needs assessment. Offered credit/no-credit only. Does not apply toward a degree.

ES M33 — 1 Unit
Grammar/Punctuation Review
Prerequisite: None
Class Hours: 1 lecture, 1 lab
Reviews rules and conventions of English grammar and punctuation, emphasizing the ability to write clear, concise, correct sentences and to join them coherently in paragraphs. Offered credit/no-credit only. Does not apply toward a degree.

ES M55 — 1 Unit
College Study Skills
Prerequisite: None
Class Hours: 1 lecture
Offers instruction to develop and improve college study skills, such as time management, note-taking and test-taking strategies. Offered credit/no-credit only. Does not apply toward a degree.

Exotic Animal Training and Management

This program offers preparation for students interested in entering the expanding animal care industry. The increasing importance of zoos and wildlife education to the efforts of conservation as well as the use of animals in various entertainment fields present many career options to graduates of this curriculum. Entry-level positions exist in zoos, oceanariums, animal parks, government facilities, and the entertainment field.

Career Opportunities

Zoo Keeper, Animal Trainer, Environmental Enrichment Technician, Conservation/Wildlife Educator, Humane Officer, Animal Handler, Veterinary Assistant, Kennel Worker, Animal Control Officer

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Brenda Shubert, Phone (805) 378-1515

Faculty

Full-Time
James Peddie, Gary Wilson

Part-Time
Beverly Critcher, Dorothy Hawkkinson, James Patterson, Kristin Romero, Cynthia Wilson, Brenda Woodhouse, Nancy Hollenbeck (Santa Barbara Zoo), Francine Wood (Los Angeles Zoo).

Counselor
Chuck Brinkman

America’s Teaching Zoo Staff
Michlynn Hines, Holly Mandelkow, Mara Rodriguez

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 staff or counselor for current information. Phone: (805) 378-1411.

Qualifying Requirements

One of the following must be completed before applying to the program:

a) High school graduation and GPA of 2.5 or
b) General Education Development (GED) with a score of 45 and a minimum of 12 units of college with a 2.25 GPA or

1. *Prerequisite courses for application to the EATM Program

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language/Rationality</td>
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<tr>
<td>ENGL 01A..................</td>
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<tr>
<td>Math Competency</td>
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<td>MATH 01 or higher:**</td>
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</tr>
<tr>
<td>Biological Science</td>
<td></td>
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<tr>
<td>ZOO 01 or BIO 01.........</td>
<td>5.0</td>
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<tr>
<td>Principles of Biology</td>
<td></td>
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<tr>
<td>Humanities or Communication</td>
<td></td>
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<tr>
<td>SPCH 01..................</td>
<td>3.0</td>
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<tr>
<td>Health Education</td>
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<tr>
<td>HED 05....................</td>
<td>3.0</td>
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<tr>
<td>Safety and First Aid.....</td>
<td></td>
</tr>
</tbody>
</table>

2. The following documents must be presented or sent to the EATM Program Office by January 31.

a) All official, sealed, high school transcripts and college transcripts documenting successful completion of the prerequisite coursework with a “C” or better
b) Completed EATM program application form

3. Upon completion of #1 and #2, all applicants who are residents of the United States, Canada and Mexico are required to attend one of the several Applicant Information Meetings scheduled throughout 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.

Required 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. These courses meet the remaining Moorpark College general education requirements for the EATM Associate in Science degree.
Required Courses

Physical Science/Intro to Chemistry course (or General Chemistry) ........................................ 5.0
American History/Institution, U.S. History or US Government ..................................................... 3.0
Fine/Performing Arts, Beginning Acting or Photography .................................................................... 3.0
Physical Education (Course of Choice) .................................................................................. 1.5
Animal Experience .................................................................................................................. 2.0

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. Example: Establish rapport with the public, effectively interacting and working as a member of a team.
- 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. Example: running to capture an escaped animal, shifting animal cages in overhead storage areas.
- Motor Skills - gross and fine motor abilities sufficient to provide safe and effective animal care. Examples: dexterity ranges from restraining a small bird or lizard to being able to stack bales of hay.
- Hearing - ability sufficient to monitor and assess animal behavior and health needs and to heed emergency signals. Example: animal behavioral changes are frequently accompanied by vocalization, must be able to recognize these changes, hear cries for help.
- Visual - ability sufficient for observation and visual assessment in well-lit and dimly lit areas. Examples: observe animal responses and changes in condition, do a positive cage count of animals in varying conditions.
- Tactile - ability sufficient for safe and humane handling of various size animal. Example: 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 includes travel by students to the Zoos in Santa Barbara and Los Angeles, California; an approximate radius of 45 miles from Moorpark. Students participate in field trips extending from one to several days in southern California and for one week in northern California. Additionally, students participate in one to two week internships primarily in the United States, but there are opportunities abroad.

Program Costs

Costs incurred by EATM students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, internship travel, field trips, tuition, books and living expenses.

Degree and Certificate Options in Exotic Animal Training and Management

Associate in Science Degree in EATM
Certificate of Achievement in EATM

EATM classes are only open to students enrolled in the EATM program by the Application and Enrollment Procedure discussed above. Students completing the program prerequisites, the general education requirements, and the required courses receive an Associate in Science degree in Exotic Animal Training and Management. Specialized elective options are also available. A Certificate of Achievement is awarded for the successful completion of the program prerequisites and the required core courses. To earn a Certificate of Achievement or an Associate in Science Degree with a major in EATM, students complete 64 specified units; those seeking the degree must also complete Moorpark College general education degree requirements.
Exotic Animal Training & Management

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANSC M02</td>
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<tr>
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<td>EATM M15</td>
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</tbody>
</table>

**TOTAL** 64.0

*For General Education Degree Requirements and Transfer Information, see p. 29.

*EATM program admission is not a prerequisite for the Animal Science courses. These Animal Science courses are required for successful completion of the EATM program and may be completed either during or prior to the program. Refer to ANSC Course Descriptions in this “List of Courses.”

**Sample Course Sequence**

*Animal Science courses may be taken prior to enrollment in the program.

**First Semester**
- ANSC M02*.......................... 2.0
- ANSC M07*.......................... 3.0
- ANSC M07L*......................... 0.5
- ANSC M08*.......................... 3.0
- EATM M01A.......................... 1.0
- EATM M01AL........................ 4.0
- EATM M02L.......................... 2.0
- EATM M15A.......................... 1.0
- EATM M15AL........................ 1.0

**Winter Interim**
- EATM M80........................... 1.0

**Second Semester**
- EATM M02........................... 2.0
- EATM M04........................... 3.0
- EATM M04L*......................... 0.5
- EATM M06........................... 3.0
- EATM M15B.......................... 1.0
- EATM M15BL........................ 1.0
- EATM M80........................... 0.5

**Summer Session**
- EATM M10........................... 2.0
- EATM M21A........................... 1.0
- EATM M21AL........................ 2.0
- EATM M15B.......................... 3.0

**Third Semester**
- EATM M21B........................... 1.0
- EATM M21BL........................ 2.0
- EATM M21B........................... 1.0
- EATM M23A........................... 4.0
- EATM M23AL........................ 1.0
- EATM M80........................... 3.0

**Fourth Semester**
- EATM M13B........................... 6.0
- EATM M16........................... 2.0
- EATM M80........................... 0.5

**Animal Behavior Management Elective Option**
- EATM M15P........................... 1.0
- EATM M02L (taken twice)........... 4.0

**Wildlife Education Elective Option**
- EATM M46........................... 3.0
- EATM M02L (taken twice)........... 4.0

**Specialized Elective Options**
The following 2 options provide additional preparation in a specialized area of the animal industry. These options are elective and are not required for the degree or certificate.

**Eiective Animal Behavior Management Option**
This option provides additional study in training and behavioral management of animals in captivity including zoo animals as well as animals used for entertainment or other animal training situations. Students are required to complete the core curriculum plus the following courses:
- EATM M21P......................... Animal Training Practicum 1.0
- EATM M02F (taken twice)......... 4.0

**Eiective Wildlife Education Option**
This option provides additional preparation in wildlife or conservation education for employment in private education firms, zoos, theme parks, and wildlife rehabilitation centers. Students are required to complete the core curriculum plus the following courses:
- EATM M46......................... Wildlife Education 3.0
- EATM M02L (taken twice)......... 4.0

**TOTAL units required for either the Elective Animal Behavior Management Option or the Elective Wildlife Education Option is 68 - 70 units.**
Exotic Animal Training and Management

Courses

EATM M01A – 1 Unit
Animal Care and Handling I
Prerequisite: Admission to EATM Program
Corequisites: EATM M01AL and ANSC M02
Class Hours: 1 lecture
Introduces basic zoo-keeping practices used in the husbandry of domestic and non-domestic animals. Includes safety, emergency, sanitation, and handling procedures as well as environmental enrichment, teamwork concepts, zoo handling, and record keeping. Formerly EATM M11A. Applies to the Associate Degree.

EATM M01AL – 4 Units
Animal Care and Handling I Lab
Prerequisite: Admission to EATM Program
Corequisite: EATM M01A and ANSC M02
Class Hours: 12 lab
Provides application of the theory and principles from EATM M01A to the care and handling of the America's Teaching Zoo animal collection. Develops essential zoo keeping skills through this “hands-on” approach. May be taken a maximum to two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU, pending.

EATM M01B – 1 Unit
Animal Care and Handling II
Prerequisite: EATM M01A
Corequisite: EATM M01BL and ANSC M03
Class Hours: 1 lecture
Introduces basic zoo-keeping practices used in the husbandry of domestic and non-domestic animals. Includes restraint, handling, enrichment, and identification methods. Discusses enclosure design, construction, maintenance, and problem-solving techniques as well as specialized care practices of select animal groups. Formerly EATM M11C. Applies to Associate Degree.

EATM M01BL – 4 Units
Animal Care and Handling II Lab
Prerequisite: EATM M01AL
Corequisite: EATM M01B
Class Hours: 12 lab
Provides application of the theory and principles from EATM M01B to the care and handling of the America’s Teaching Zoo animal collection. Develops essential zoo keeping skills through this “hands-on” approach. May be taken for a maximum of two (2) times for credit. Applies to Associate Degree.

EATM M02AL – 2 Units
Zoo Keeping Skills Lab
Prerequisite: Completion of or concurrent enrollment in EATM M01A and EATM M01AL.
Class Hours: 6 lab
Provides the practical application of zoo keeping techniques and additional skills practices in animal care and handling, through supervised experience in the zoo laboratory. Provides opportunity to practice public speaking by conducting tours and other presentations, performing zoo rounds, maintaining animal records, preparing diets, feeding zoo animals, cleaning, maintaining, practicing animal handling techniques and improving zoo enclosures and facilities. May be taken for a maximum of four (4) times for credit. Applies to Associate Degree.

EATM M13B – 6 Units
Animal Facility Operations
Prerequisite: EATM M13A
Class Hours: 2 lecture, 12 lab
Explores issues involving the operation of an animal facility, emphasizing how to evaluate workers, prepare a business plan and budget, and understand the system of state and federal regulations governing the care of captive wildlife. Reviews career options and job application strategies in the animal care field. Applies to Associate Degree.

EATM M13D – 6 Units
Animal Facility Operations
Prerequisite: EATM M13B
Class Hours: 2 lecture, 12 lab
Introduces advanced issues of managing an animal facility, including how to manage time, reduce job stress, maintain an animal record system, deal with visitors, transport animals, and prepare a grant proposal. Also reviews the animal rights movement, ethics, animal collection management, and zoo conservation efforts. Applies to Associate Degree.

EATM M15A – 1 Unit
Wildlife Education I
Prerequisite: Admission to EATM Program
Corequisite: EATM M15AL
Class Hours: 1 lecture
Instructs the student in the use of live animals for educational presentations in zoos and other situations. Includes public speaking, environmental education, interpretation techniques, and the handling of animals for presentations. Formerly part of EATM M15. Applies to Associate Degree.

EATM M15AL – 1 Unit
Wildlife Education I Lab
Prerequisite: Admission to EATM Program
Corequisite: EATM M15A
Class Hours: 3 lab
Provides the student with the opportunity to develop public speaking skills, interpretation techniques, and animal handling skills appropriate for educational presentations in zoos and other situations. Requires making presentations to both large and small audiences and conducting tours of the teaching zoo. May be taken for a maximum of two (2) times for credit. Applies to Associate Degree.

EATM M15B – 1 Unit
Wildlife Education II
Prerequisite: EATM M15A
Corequisite: EATM M15BL
Class Hours: 1 lecture
Reviews the use of live animals for educational presentations in zoos and other situations. Includes adapting presentations to different audiences, production techniques, public relations issues, and the use of trained animals for presentations. Formerly part of EATM M15. Applies to Associate Degree.
EATM M15BL – 1 Unit
Wildlife Education II Lab
Prerequisite: EATM M15AL
Corequisite: EATM M15B
Class Hours: 3 lab
Develops wildlife education skills, including interpretation and animal handling techniques. Requires the design and presentations of shows to a variety of audiences and the conducting of tours of the teaching zoo. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

EATM M16 – 2 Units
Production and Performance
Prerequisite: EATM M15B and EATM M15BL
Class Hours: 6 lab
Provides a range of supervised wildlife education production and performance activities involving presentations with live animals. Stresses performance rehearsing and animal handling in preparation for a public performance. Requires presentations to a variety of audiences in a variety of settings. Applies the basic elements of production (staging, publicity, script development, set design and construction) and performance (safety considerations, animal handling, and voice techniques). May be taken a maximum of four (4) times for credit. Applies to Associate Degree.

EATM M21A – 1 Unit
Animal Training I
Prerequisites: EATM M01B, ANSC M04 or PSY M12
Corequisite: EATM M21AL
Class Hours: 1 lecture
Introduces basic techniques of animal training, including applying operant conditioning theory, record keeping, and developing a training plan. Includes the history of animal training, reasons for training animals, factors affecting training success, shaping of new behaviors, and reinforcement schedules. Applies to Associate Degree.

EATM M21AL – 2 Units
Animal Training II Lab
Prerequisite: EATM M01BL, ANSC M04L or PSY M12L
Corequisite: EATM M21B
Class Hours: 6 lab
Develops 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. Formerly EATM M21L. Applies to Associate Degree.

EATM M21B – 1 Unit
Animal Training II
Prerequisite: EATM M21A
Corequisite: EATM M21BL
Class Hours: 1 lecture
Presents advanced techniques of animal training, including husbandry training, training groups of animals, dealing with aggression, and training for film work. Includes protected contact training, problem solving, and etiquette on a movie set. Applies to Associate Degree.

EATM M21BL – 2 Units
Animal Training II Lab
Prerequisite: EATM M21AL
Corequisite: EATM M21B
Class Hours: 6 lab
Develops skills needed to train husbandry behaviors through hands-on work with animals at the teaching zoo. Applies problem-solving techniques to behavioral problems. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

EATM M21P – 1 Unit
Animal Training Practicum
Prerequisite: EATM M04, EATM M11C and PSY M12
Corequisite: EATM M13 (A, B, C or D)
Class Hours: 3 lab
Offers hands-on experience training of animals. Requires team work as part of training one or more animals at America’s Teaching Zoo. Requires developing training plans, working cooperatively with co-trainers, and addressing training problems as necessary. May be taken (four) 4 times for credit. Applies to the Associate Degree. Transfer credit: CSU

EATM M22A/B – 1 to 3 Units Each
Independent Studies in Exotic Animal Training and Management
Prerequisite: A previous EATM course
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of exotic animal training and management through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

EATM M23A – 4 Units
Elementary Veterinary Procedures I
Prerequisite: EATM M11C, ANSC M03, ANSC M06
Corequisite: EATM M23AL
Class Hours: 4 lecture
Introduces the science of veterinary medicine as it applies to domestic and non-domestic animals, birds, and reptiles. Emphasizes a practical organ system by organ system approach to the recognition, diagnosis, treatment and nursing care as related to the various disease processes involved with these systems. May be taken one (1) time for credit. Applies to the Associate Degree. Transfer credit: CSU

EATM M23AL – 1 Unit
Elementary Veterinary Procedures Laboratory
Corequisite: EATM M23A
Class Hours: 3 lab
Provides practical application of the science of veterinary medicine as it applies to domestic and non-domestic animals, birds, and reptiles. Provides practice of veterinary procedures relative to a practical organ system by organ system approach to the diagnosis, treatment and nursing care as related to the various disease processes. May be taken one (1) time for credit. Applies to Associate Degree.
EATM M25B – 3 Units
Elementary Veterinary Procedures II
Prerequisite: EATM M23A and EATM 23AL
Class Hours: 3 lecture
Introduces laboratory diagnostic aids, nursing care for domestic and non-domestic animals, disease processes and mechanisms, reproduction and newborn care, and the process of death. Emphasizes practical approaches to the application of the material. May be taken one (1) time for credit. Applies to the Associate Degree. Transfer credit: CSU
EATM M46 – 3 Units
Wildlife Education
Prerequisite: EATM M15AL
Corequisite: EATM M15B
Class Hours: 2 lecture, 3 lab
Requires design, development and implementation of wildlife education programs for audiences of various ages, cultural orientations, and developmental levels. Involves gathering information on environmental and conservation issues and incorporating this material into educational presentations. May be taken two (2) times for credit. Applies to Associate Degree.

EATM M60 A-Z – 1 to 3 Units Each
Topics in Exotic Animal Training and Management
Prerequisites: To be determined
Class Hours: To be determined
Each course allows in-depth exploration of topics in this field. When offered, each course is announced in the semester’s Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU.

EATM M60Z – 1.5 Units
Animal Training for Zoo Professionals
Prerequisite: None
Class Hours: 1 lecture, 1.5 lab
Designed for zoo keepers and other zoo personnel. Provides instruction and hands-on experience in the basics of training zoo animals and techniques for utilizing trained behavior for educational purposes. May be taken a maximum of two (2) times for credit. Applies to Associate Degree.

EATM M80 – 1 to 4 Units
Internship in Exotic Animal Training and Management
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 30 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1551. May be taken four (4) times for credit. (Same course as WEXP M20). Applies to Associate Degree. Transfer credit: CSU, credit limitations.

French
A study of the French language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

Career Opportunities
Translator, Diplomatic Office, Tutor, Editor, Foreign-Exchange Trader, Foreign Clerk, Foreign Service Office.
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
To Be Announced, Phone (805) 378-1443

Faculty

Part-Time
Sami Dagher, Marie Agel, Adriene Tufenkjian

Counselors
Anitra Evans, Susan Izumo, Ofelia Romero-Motlagh

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in French who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

French Courses

FREN M01 – 4 Units
Elementary French I
Prerequisite: None
Class Hours: 4 lecture, 1 lab as arranged
Introduces the French language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC: CAN: FREN 2; FREN SEQ A (FREN M01-M02). RHIC Foreign Language, UC only

FREN M02 – 4 Units
Elementary French II
Prerequisite: FREN M01 or 2 years of high school French
Class Hours: 4 lecture, 1 lab as arranged
Expands basic principles of grammar and pronunciation, developing the ability to understand and to express French in oral and written form. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC: CAN: FREN 4; FREN SEQ A (FREN M01-M02). RHIC Foreign Language, UC only
FREN M03 – 4 Units
Intermediate French I
Prerequisite: FREN M02 or 3 years of high school French
Class Hours: 4 lecture, 1 lab as arranged
Expands study of basic grammar and composition, emphasizing ease of reading and mastery of speaking and writing. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: FREN 8, FREN SEQ B (FREN M03+M04). KGET AREA 3; Foreign Language—UC only

FREN M04 – 4 Units
Intermediate French II
Prerequisite: FREN M03 or 4 years of high school French
Class Hours: 4 lecture, 1 lab as arranged
Emphasizes grammar review, vocabulary development, oral and written expression, and study of representative literary works. Requires individualized work in language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: FREN 10, FREN SEQ B (FREN M03+M04). KGET AREA 3; Foreign Language—UC only

FREN M22A/B – 1 to 3 Units Each
Independent Studies in French
Prerequisite: A previous course in French
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of French through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations

FREN M31 – 3 Units
Beginning Conversational French
Prerequisite: None
Class Hours: 3 lecture
Provides basic understanding and use of French in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. Applies to Associate Degree.

FREN M31B – 3 Units
Intermediate Conversational French
Prerequisite: FREN M31A
Class Hours: 3 lecture
Expands introduction and use of French for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. Applies to Associate Degree.

FREN M60A-Z – 1 to 3 Units Each
Topics in French
Prerequisites: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

FREN M60A – 3 Units
Advanced Studies in French
Prerequisite: FREN M04
Class Hours: 3 lecture
Expands knowledge, potential and advanced use of French through individual and group writing, as well as through oral discussion based on a variety of written works. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

FREN M80 – 1 to 4 Units
Internship in French
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken four (4) times for credit. Same course as WEXP M20. Applies to Associate Degree. Transfer credit: CSU; credit limitations.

Geographic Information Systems

Geographic Information Systems is a new technology of computer mapping that records, stores and analyzes information about the features that make up the earth’s surface. This technology has application in many career fields including geological surveying, travel, and law enforcement. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Floyd Martin, Phone (805) 378-1459

Faculty
Full-Time
Andrea Ehrgott
Counselor
Chuck Brinkman

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Geographic Information Systems who wish to qualify for an Associate in Arts Degree could explore Geography as a possible major.
Geography

Geography is the study of place and space; it is the description of land, sea, and air, and the distribution of plant and animal life including humans and their activities. The most rapidly increasing area of employment for people trained in geography is planning, at all levels: local, regional, and national. A background in geography is an asset in education, travel, recreation, industry, and international commerce.

Career Opportunities


Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center; 805.378.1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Andrea Ehrigott

Part-Time
Monic Abdal-Gawad, June Anderson, Gilbert Dewart, K. Duret

Counselors
Chuck Brinkman, Susan Iwamoto

Degree Option in Geography

Associate in Science Degree
To earn an Associate in Science Degree with a major in Geography, students complete 24 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Geography offered by four-year institutions. Since the course work in geography is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in geography. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG M01.........</td>
<td>The Physical Environment</td>
</tr>
<tr>
<td>GEOG M01L.......</td>
<td>Physical Environment Lab</td>
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<tr>
<td>GEOG M02.........</td>
<td>Cultural Environment</td>
</tr>
<tr>
<td>GEOG M03.........</td>
<td>World Regional Geography</td>
</tr>
<tr>
<td>GEOG M05.........</td>
<td>Intro to Meteorology</td>
</tr>
<tr>
<td>GEOG M10.........</td>
<td>Geography of California</td>
</tr>
<tr>
<td>GIS M01.........</td>
<td>Intro to Mapping and GIS</td>
</tr>
<tr>
<td>MATH M15........</td>
<td>Introductory Statistics</td>
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<td><strong>TOTAL</strong>........</td>
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</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Geography Courses

GEOG M01 – 3 Units
Our Physical Environment
Prerequisite: None
Class Hours: 3 lecture
Introduces physical elements of weather, climate, landforms, vegetation, soils, hydrography, and the effects of the earth's interior structure. Emphasizes the interrelationships between people and their physical environment. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOG 2; GEOG 6 (GEOG M01+ M01L). IGETC AREA 5

GEOG M01L – 1 Unit
Physical Environment Lab
Prerequisite: Completion of or concurrent enrollment in GEOG M01
Class Hours: 3 lab
Introduces earth-sun relations as well as map and air photo reading and interpretation. Provides hands-on practice in landscape description, measurement and analysis. Requires written reports. Requires local field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOG 6 (GEOG M01 + M01L). IGETC AREA 5

GEOG M02 – 3 Units
Cultural Environment
Prerequisite: None
Class Hours: 3 lecture
Introduces basics of geography, including its objectives, main divisions, and basic principles. Emphasizes social and cultural relationships with the environment. Involves analysis of current world problems as well as urban and rural fieldwork. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOG 4. IGETC AREA 4

GEOG M03 – 3 Units
World Regional Geography
Prerequisite: None
Class Hours: 3 lecture
Surveys world geography, emphasizing the regions, people, and economic activities characteristic of the major political areas of the world. Explores how world affairs are affected by the way humans occupy the earth. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

ADD GEOG M03H
IGETC AREA 4
GEOG M04 – 3 Units
Resource Utilization
Prerequisite: None
Class Hours: 3 lecture
Introduces physical and cultural factors influencing the location of economic activities; analysis of the principal economic production systems involved with agriculture, foodstuffs, resources and industrialization; and contemporary problems of international economic power struggles. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

GEOG M05 – 3 Units
Introduction to Meteorology
Prerequisite: None
Class Hours: 3 lecture
Introduces meteorological phenomena, including atmospheric circulation and behavior, cloud precipitation, wind systems, storms, and air pollution. Focuses on interrelationships between land, ocean, and atmosphere as well as weather instruments and their roles in reporting general and aviation weather conditions. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

GEOG M05L – 1 Unit
Introduction to Meteorology Laboratory
Prerequisite: Completion of or concurrent enrollment in GEOG M05
Class Hours: 3 lab
Emphasizes hands-on experience with meteorological observation, cloud identification, instrumentation, interpretation of weather charts and data, weather system identification and analysis. Requires field trips. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

GEOG M06 – 2 Units
Map Use and Interpretation
Prerequisite: None
Class Hours: 2 lecture
Introduces map reading, analysis, and interpretation, including history and practical use of maps, map projections, and aerial photography. Applies to the Associate Degree. Transfer credit: CSU; UC.

GEOG M07 – 3 Units
The Human Impact
Prerequisite: None
Class Hours: 3 lecture
Introduces historical review of human modifications of the natural environment, including vegetation, animal life, soils, landforms, water, and atmosphere. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

GEOG M10 – 3 Units
Geography of California
Prerequisite: None
Class Hours: 3 lecture
Reviews human involvement with various California landscapes, including the state's historical settlement, resource utilization and physical environment. Requires field trips on local land use patterns. Applies to the Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

GEOG M22A/B – 0.5 to 3 Units Each
Independent Studies in Geography
Prerequisite: A previous course in geography
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of geography through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

GEOG M60A-M – 1 to 3 Units Each
Topics in Physical Geography
Prerequisite: Prior course in geography
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

GEOG M60A – 3 Units
Volcanism and Human Activity
Prerequisite: None
Class Hours: 3 lecture
Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

GEOG M60B – 3 Units
Glacial Landscapes
Prerequisite: None
Class Hours: 3 lecture
Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

GEOG M60C – 3 Units
Regional Geomorphology
Prerequisite: None
Class Hours: 3 lecture
Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

GEOG M60N-Z – 1 to 3 Units Each
Topics in Cultural Geography
Prerequisite: Prior course in Geography
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

GEOG M60N – 3 Units
Landscape Analysis
Prerequisite: None
Class Hours: 3 lecture
Introduces procedures of field examination and data collection in areas such as settlement patterns, population changes and land use. Reviews the observation, mapping and analysis of landscapes affected by human activity. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.
GEOG M80 — 1 to 4 Units
Internship in Geography
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WXP M20.) Applies to Associate Degree.
Transfer credit: CSU, credit limitations.

Geology

This program presents a study of the earth and its physical, chemical and biological forces at work.

Career Opportunities

Field Geologist, Mining Geologist, Engineering Geologist, Researcher, Consultant, Librarian, Park Naturalist, Geological Technician, Technical Writer/Editor, Laboratory Research Worker, Aerogeologist, Map Editor

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Roberta Harma

Part-Time
Moonee Abdel-Gawad, June Anderson, Terry Davis, Gilbert Dewart, Karen Savage, Gerald Simila

Counselors
Chuck Brinkman, Susan Izumo

Degree Option in Geology

Associate in Science Degree
To earn an Associate in Science Degree with a major in Geology, students complete 48 specified units, plus general education degree requirements (minimum total = 60 units). 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>CHEM M01B</td>
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<tr>
<td>GEOL M02</td>
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<tr>
<td>GEOL M02L</td>
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<tr>
<td>GEOL M03</td>
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<tr>
<td>MATH M10A/M10AL or MATH M20A/M20AL</td>
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<tr>
<td>PHYS M10A/M10AL or MATH M20A/M20AL</td>
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<tr>
<td>MATH M25A</td>
<td>5.0</td>
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<tr>
<td>MATH M25B</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M10B/M10BL or MATH M20B/M20BL</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL: 48.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Sample Course Sequence

First Semester

- CHEM M01A: General Chemistry I: 6.0
- GEOL M02: Physical Geology: 3.0
- GEOL M02L: Physical Geology Lab: 1.0

Second Semester

- CHEM M01B: General Chemistry II: 6.0
- MATH M15 or MATH M25C: 5.0

Third Semester

- GEOL M03: 3.0
- MATH M25A: 5.0
- PHYS M10A/M10AL or MATH M20A/M20AL: 5.0

Fourth Semester

- GEOL M04: 4.0
- MATH M25B: 5.0
- PHYS M10B/M10BL or MATH M20B/M20BL: 5.0

Geology Courses

GEOL M01 — 3 Units
Introductory Geology
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces the composition, structure, and modification of earth and its physical systems. Includes identifying common rocks, minerals, physical processes and geologic structures in the lab and in the field. Applies to the Associate Degree. Transfer credit: CSU; UC. KGETC AREA 5

GEOL M02 — 3 Units
Physical Geology
Prerequisite: None
Class Hours: 3 lecture
Introduces materials and structure of the earth, origin and development of land forms as well as the principles and processes of geology including erosion and sedimentation, volcanic, and earthquake activity. Focuses on global tectonics. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GEOL 2 (GEOL M02+M02L); CAN GEOL 6 (GEOL M02 only). KGETC AREA 5
GEOL M02L – 1 Unit
Physical Geology Lab
Prerequisite: None
Corequisite: GEOL M02
Class Hours: 3 lab
Provides hands-on experience in direct observation and scientific analysis of geologic data. Emphasizes mineral and rock formation and identification; topographic and geologic map interpretation; and laboratory and field observation and identification. Requires field trips. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU; UC; CAN: GEOL 2 (GEOL M02+M02L); IGETC AREA 5

GEOL M03 – 3 Units
Earth History
Prerequisite: None
Class Hours: 3 lecture
Introduces geologic history of the earth and evolution of life revealed by fossil records. Reviews elementary problems in paleontology, stratigraphy, and structure and geologic mapping. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU; UC; IGETC AREA 5.

GEOL M04 – 4 Units
Mineralogy
Prerequisites: GEOL M02, GEOL M02L and CHEM M12
Class Hours: 2 lecture, 6 lab
Introduces principles of rock-forming mineralogy, emphasizing crystallography, mineral chemistry, physical properties, occurrence, origin, and associations of common minerals. May require field trips. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU; UC.

GEOL M05 – 3 Units
The World Ocean
Prerequisite: None
Class Hours: 3 lecture
Introduces the geological, physical and chemical characteristics of the ocean. Reviews formation of the ocean basins, ocean currents, waves, tides, beaches, chemistry and marine pollution. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU; UC; IGETC AREA 5

GEOL M21 – 3 Units
Geology of California
Prerequisite: None
Class Hours: 3 lecture
Focuses on geologic provinces of California including topography, structure, geologic history, lithology and mineral resources. Requires field trips. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU; UC; IGETC AREA 5

GEOL M22A/B – 0.5 to 3 Units Each
Independent Studies in Geology
Prerequisite: A previous course in geology
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of geology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. 
<em>Applies to Associate Degree.</em> Transfer credit: CU; UC credit limitations.

GEOL M41 – 3 Units
Geology of the National Parks and Monuments
Prerequisite: None
Class Hours: 3 lecture
Introduces physical and historical geology of the national parks and monuments in western America. Requires field trips. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU

GEOL M51 – 1 to 3 Units
Field Geology
Prerequisite: A previous course in Geology
Class Hours: 3-9 lab
Reviews field studies and geologic processes exemplified in specific localities. May be taken two (2) times for credit. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU

GEOL M61 – 3 Units
Geologic Hazards
Prerequisite: None
Class Hours: 3 lecture
Introduces geologic hazards to environment, including landslides, earthquakes and floods. Emphasizes local conditions. May require field trips. 
<em>Applies to the Associate Degree.</em> Transfer credit: CU; UC

GEOL M80 – 1 to 4 Units
Internship in Geology
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. 
<em>Same course as WEXP M20. Applies to Associate Degree.</em> Transfer credit: CU, credit limitations.

German

A study of the German language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

Career Opportunities

Translator, Diplomatic Office, Tutor, Editor, Foreign-Exchange Trader, Foreign Clerk, Foreign Service Officer

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

To Be Announced, Phone (805) 378-1443

Faculty

Part-Time
Jane Chapman, Andrea Fuchs
Counselors
Anitra Evans, Susan Izumo, Ofelia Romero-Motlagh

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in German who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

German Courses

GERM M01 — 4 Units
Elementary German I
Prerequisite: None
Class Hours: 4 lecture, 1 lab as arranged
Introduces German language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 2; GERM SEQ A (GERM M01+M02). IGETC Foreign Language. UC only

GERM M02 — 4 Units
Elementary German II
Prerequisite: GERM M01 or 2 years of high school German
Class Hours: 4 lecture, 1 lab as arranged
Further explores German language and culture, emphasizing people and history, as well as speaking and writing proficiency. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 4; GERM SEQ A (GERM M01+M02). IGTC Foreign Language. UC only

GERM M03 — 4 Units
Intermediate German I
Prerequisite: GERM M02 or 3 years of high school German
Class Hours: 4 lecture, 1 lab as arranged
Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 8; GERM SEQ B (GERM M03+M04). IGTC AREA 3; Foreign Language. UC only

GERM M04 — 4 Units
Intermediate German II
Prerequisite: GERM M03 or 4 years of high school German
Class Hours: 4 lecture, 1 lab as arranged
Expands intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the language lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to the Associate Degree. Transfer credit: CSU; UC. CAN: GERM 10. IGTC AREA 3; Foreign Language. UC only

GERM M22A/B — 1 to 3 Units Each
Independent Studies in German
Prerequisite: A previous course in German
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of German through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations

GERM M31A — 3 Units
Beginning Conversational German
Prerequisite: None
Class Hours: 3 lecture
Provides basic understanding and use of German in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. Applies to the Associate Degree. Applies to Associate Degree.

GERM M31B — 3 Units
Intermediate Conversational German
Prerequisite: GERM M31A
Class Hours: 3 lecture
Expands introduction and use of German for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. Applies to the Associate Degree.

GERM M80 — 1 to 4 Units
Internship in German
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 578-1536. May be taken four (4) times for credit. (Same course as WEXP M20). Applies to Associate Degree. Transfer credit: CSU, credit limitations.
Graphics

The Graphics program is designed to prepare students for free-lance careers and/or entry-level employment in advertising agencies, printing and publishing firms; television and motion picture studios; advertising departments of large companies; commercial art studios; and desktop publishing, production art, graphics photography, electronic pre-press or offset printing and bindery operations. Students learn to draw, paint, plan, design; to think two- and three-dimensionally; and to satisfy art directors and clients.

Career Opportunities

Advertising Artist, Illustrator, Designer, Graphic Artist, Mural Artist, Type Designer, Graphic Arts Technician, Showcard Artist, Desktop Publisher, Production Artist, Process Camera Operator, Sign Painter, Silk Screen Artist, Sketch Artist, Title Designer, Stencil Maker, Commercial Artist, Paste-Up Camera Artist, Electronic Prepress, Stripper/Platemaker, Press Operator, Computer Technician

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
John Gryzwas-Gray, Svetlana Kasalovic, Sexton Stewart

Part-Time
Sol Dember, Nancy Haberman, Susan Gardner, Joseph Martin, Kerry Mele, Douglas Sutherland, Leland Swindel, Sueann Valentine-Wheeler

Counselors
Denice Avila, Don Henderson

Degree and Certificate Options in Graphics

(Occupational)

Associate in Science Degree in Graphics
To earn an Associate in Science Degree with a major in Graphics, students complete 33-40 specified units, plus general education degree requirements (minimum total = 60 units). This program prepares students for careers in the creative and print technology aspects of Graphics, providing three specialization options: Graphic Design, Print Technology and Desktop Publishing.

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

Required Courses Units
GR M10. Intro to Graphics 3.0
GR M20. Macintosh and IBM Operating Systems 3.0
GR M30. Production Art Techniques 3.0
Units from One of the RECOMMENDED OPTIONS 24.0-31.0
TOTAL 33.0-40.0

Recommended Options: Choose one of the following:

Graphic Design Option (complete all 32 specified units)
ART M04A. Color and Design 3.0
ART M12A. Drawing and Composition 3.0
GR M24A. Desktop Publishing I 3.0
GR M26. Computer-Assisted Illustration (Macintosh) 3.0
GR M27. Electronic and Digital Photography 3.0
GR M31. Graphic Design I 2.0
GR M32. Graphic Design II 3.0
GR M33. Advertising Design 2.0
GR M34. Lettering and Typography 2.0
GR M40. Beginning Illustration 3.0
GR M90. Portfolio 2.0
PHOT M01. Beginning Photography 3.0
OR

Print Technology Option
(complete all 24 specified units)
GR M24A. Desktop Publishing I 3.0
GR M24B. Desktop Publishing II 3.0
GR M25. Computer Publications Design (Macintosh) 3.0
GR M27. Electronic and Digital Photography 3.0
GR M71. Offset Printing I 3.0
GR M72. Offset Printing II 3.0
GR M75. Process Camera I 3.0
GR M85. Estimating and Scheduling 3.0
OR

Desktop Publishing Option
(complete all 31 specified units)
ART M04A. Color and Design 3.0
ART M12A. Drawing and Composition 3.0
CIS M60D. Webpage Design w/HTML 1.0
GR M24A. Desktop Publishing I 3.0
GR M24B. Desktop Publishing II 3.0
GR M25. Computer Publications Design (Macintosh) 3.0
GR M26. Computer-Assisted Illustration (Macintosh) 3.0
GR M27. Electronic and Digital Photography 3.0
GR M31. Graphic Design I 2.0
GR M34. Lettering and Typography 2.0
GR M70. Reproduction Process 2.0
GR M75. Process Camera I 3.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).

Associate in Science Degree in Computerized Composition
To earn an Associate in Science Degree with a major in Computerized Composition, students complete 25-32.5 specified units, plus general education degree requirements (minimum total = 60 units). This program prepares the students for various careers in the expanding computer graphics and composition industry. The curriculum emphasizes business, operational and technical skills for those students desiring to enter into sales, sales support or service for the computer graphics industry.

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

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS M15</td>
<td>Intro to the Personal Computer</td>
<td>1.5</td>
</tr>
<tr>
<td>CIS M16</td>
<td>Intro to Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M16L</td>
<td>CIS Introduction Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>GR M10</td>
<td>Intro to Graphics</td>
<td>3.0</td>
</tr>
<tr>
<td>Units from Recommended Options</td>
<td></td>
<td>16.5-24.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>25.0-32.5</strong></td>
</tr>
</tbody>
</table>

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

- **Sales (complete all 18 specified units)**
  - BUS M33 Intro to Business and Economics                         | 3.0   |
  - BUS M35 Sales Techniques                                         | 3.0   |
  - BUS M37 Marketing                                                 | 3.0   |
  - BUS M39 Business Communications                                  | 3.0   |
  - GR M30 Production Art Techniques                                  | 3.0   |
  - GR M75 Process Camera I                                            | 3.0   |

- **Application Specialist (complete all 16.5 specified units)**
  - BUS M39 Business Communication Techniques                        | 3.0   |
  - CIS M17 Intro to Windows                                           | 3.5   |
  - GR M24A Desktop Publishing I                                       | 3.0   |
  - GR M24B Desktop Publishing II                                      | 3.0   |
  - GR M71 Offset Printing I                                            | 3.0   |
  - GR M75 Process Camera I                                            | 3.0   |

- **Field Service Engineer (complete all 24 specified units)**
  - CS M01/M01L Intro to Computer Science/Lab                       | 3.0   |
  - CS M10A/M10AL Computer Programming with C/Lab                    | 4.0   |
  - EL M10/M10L Passive Circuits/Lab                                 | 4.0   |
  - EL M16/M16L Analog Circuits/Lab                                   | 4.0   |
  - EL M17/M17L Digital Circuits/Lab                                  | 4.0   |
  - EL M21 Microprocessors and Microcomputers                         | 2.0   |
  - EL M24 Diagnostics, Trouble Shooting & Repair                     | 2.0   |

*For General Education Degree Requirements and Transfer Information, see p. 29.*

#### Certificate of Achievement in Computer Graphics

To earn a Certificate of Achievement in Computer Graphics, students complete the 35 specified units.

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART M01C</td>
<td>Art History</td>
<td>3.0</td>
</tr>
<tr>
<td>ART M04A</td>
<td>Color and Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ART M12A</td>
<td>Drawing and Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M10</td>
<td>Intro to Graphics</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M20</td>
<td>Macintosh and IBM Operating Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>GR M23</td>
<td>Intro to Computer Graphics</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M25</td>
<td>Computer Publications Design (Macintosh)</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M26</td>
<td>Computer-Assisted Illustration (Macintosh)</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M27</td>
<td>Electronic and Digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M31</td>
<td>Graphic Design I</td>
<td>2.0</td>
</tr>
<tr>
<td>GR M70</td>
<td>Reproduction Process</td>
<td>2.0</td>
</tr>
<tr>
<td>PHOT M01A</td>
<td>Beginning Photography</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>33.0</strong></td>
</tr>
</tbody>
</table>

#### Certificate of Achievement in Desktop Publishing

To earn a Certificate of Achievement in Desktop Publishing, students complete 19 specified units.

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR M10</td>
<td>Intro to Graphics</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M20</td>
<td>Macintosh and IBM Operating Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>GR M24A</td>
<td>Desktop Publishing I</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M25</td>
<td>Computer Publications Design (Macintosh)</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M26</td>
<td>Computer-Assisted Illustration (Macintosh)</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M27</td>
<td>Electronic and Digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M31</td>
<td>Graphic Design I</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>19.0</strong></td>
</tr>
</tbody>
</table>

#### Certificate of Achievement in Print Technology

To earn a Certificate of Achievement students complete 32 specified units. This program prepares students for various occupations in the offset lithography industry, emphasizing basic and advanced skills in preparatory and production techniques.

#### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR M10</td>
<td>Intro to Graphics</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M20</td>
<td>Macintosh and IBM Operating Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>GR M23</td>
<td>Computer Graphics (Macintosh)</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M24A</td>
<td>Desktop Publishing I</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M24B</td>
<td>Desktop Publishing II</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M27</td>
<td>Electronic and digital Photography</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M30</td>
<td>Production Art Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M71</td>
<td>Offset Printing I</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M72</td>
<td>Offset Printing II</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M75</td>
<td>Process Camera I</td>
<td>3.0</td>
</tr>
<tr>
<td>GR M85</td>
<td>Estimating and Scheduling</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>32.0</strong></td>
</tr>
</tbody>
</table>

#### Graphics Courses

**GR 10 – 3 Units**

**Introduction to Graphics**

Prerequisite: None

Class Hours: 3 lecture

Introduces advertising, printing, and the history of graphics. Provides practical applications in design, desktop publishing, camera, and various printing processes. Reviews employment trends and opportunities. Field trips will be required. Applies to Associate Degree. Transfer credit: CSU

**GR M20 – 2 Units**

**Macintosh and IBM Operating Systems**

Prerequisite: None

Class Hours: 1 lecture, 3 lab

Introduces basic theory and entry-level skills on multiple computer publishing platforms. Emphasizes operating systems, typography, True Type/Postscript Levels, and printing to Postscript. Provides practical applications in creating text and bitmapped graphics using applicants of each operating system. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

**GR M22A/B – 1 to 3 Units Each**

**Independent Studies in Graphics**

Prerequisite: A previous course in Graphics

Class Hours: 1 to 3 as arranged

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

132
GR M23 – 3 Units
Introduction to Computer Graphics (Macintosh)
Prerequisite: Ncne
Class Hours: 2 lecture, 3 lab
Surveys computer graphics applications on the Macintosh Computer and introduces basic web design issues. Provides hands-on experience with Adobe Photoshop, Adobe Illustrator and QuarkXpress. Applies to Associate Degree.

GR M24A – 3 Units
Desktop Publishing I
Prerequisite: GR M20
Class Hours: 2 lecture, 3 lab
Introduces fundamentals and basic operating procedures of Adobe InDesign page layout and graphic software. Emphasizes practical application of InDesign on the PC platform including layout, typography and publication design. Requires creation of digital files for film output and camera-ready artwork for the reproduction process. Includes scanning graphic images for the printing process and PowerPoint presentations. Applies to Associate Degree.

GR M24B – 3 Units
Desktop Publishing II
Prerequisite: GR M24A
Class Hours: 2 lecture, 3 lab
Introduces advanced techniques in the production of commercial publications such as business packages, business forms, newsletters and product sheets. Emphasizes production variations and professional problem-solving skills. Includes basics of scanning, imaging to film, digital and off-press color, proofing techniques and special requirements for the printing processes. Applies to Associate Degree.

GR M25 – 3 Units
Computer Publications Design (Macintosh): Quark Express
Prerequisite: GR M23
Class Hours: 2 lecture, 3 lab
Introduces principles of publication design using Quark Xpress. Explores informational graphics and design alternatives, emphasizing effective and efficient communication of information. Covers software, type, graphic elements, screens, photographs, illustrations, templates, style sheets, spot color and process color separations. Requires production of newsletter and other publications. Applies to Associate Degree.

GR M26 – 3 Units
Computer-Assisted Illustration (Macintosh): Illustrator
Prerequisite: GR M23
Class Hours: 2 lecture, 3 lab
Introduces principles of design and computer illustration using Macintosh Computer and appropriate software. Emphasizes organization of visual material, including design concepts, typography, space, shape, line, and texture. Stresses creativity. Applies to Associate Degree.

GR M27 – 3 Units
Electronic and Digital Photography
Prerequisite: A course in the discipline
Class Hours: 2 lecture, 3 lab
Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken two (2) times for credit. (Same course as PHOT M06, formerly PHOT M601.) Applies to Associate Degree.

GR M30 – 3 Units
Production Art Techniques
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces mechanical and electronic applications of production art techniques for graphic reproduction. Emphasizes principles of design, including the creation of rough, comprehensive, camera-ready art and the use of overlay materials. Explores electronic methods of production art as well as digital and film color proofing techniques. Applies to Associate Degree. Transfer credit: CSU

GR M31 – 2 Units
Graphic Design I
Prerequisite: None
Class Hours: 1 lecture, 3 lab
Introduces conceptual, production, and visual design methods, emphasizing commercial art. Provides hands-on production experience. Applies to Associate Degree. Transfer credit: CSU

GR M32 – 3 Units
Graphic Design II
Prerequisite: completion of gr concurrent enrollment in GR M31
Class Hours: 2 lecture, 3 lab
Introduces basics of advertising and graphic design, reviewing trademark, ad, package, cover and poster design. Requires production projects. Applies to Associate Degree. Transfer credit: CSU

GR M33 – 2 Units
Advertising Design
Prerequisite: GR M32
Class Hours: 1 lecture, 3 lab
Introduces advertising layouts and their translation into camera-ready artwork, including rendering, type specifications and figure indication. Includes developing and executing comprehensive presentations, flat ads, packaging, posters and point-of-sale displays. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

GR M34 – 2 Units
Lettering and Typography
Prerequisite: completion of gr concurrent enrollment in GR M31
Class Hours: 1 lecture, 3 lab
Introduces basic lettering with pen and brush. Includes construction of letters in Gothic, Roman, Italic, Script, Text and Modern type, emphasizing character form and distribution essential for page layouts. Applies to Associate Degree. Transfer credit: CSU
GR M40 – 3 Units
Beginning Illustration
Prerequisite: Completion of or concurrent enrollment in ART M12A
Class Hours: 2 lecture, 3 lab
Introduces pen and ink, watercolor, collage and colored pencil techniques as principle means of self-expression. Analyzes topical themes and individual story lines as potential subject matter for weekly drawings. Applies to Associate Degree. Transfer credit: CSU

GR M41 – 3 Units
Intermediate Illustration
Prerequisite: GR M40
Class Hours: 2 lecture, 3 lab
Introduces advanced studies in pen and ink, watercolor washes and mixed media, exploring individual style appropriate to magazine, newspaper and book illustration. Applies to Associate Degree. Transfer credit: CSU

GR M42 – 3 Units
Advanced Illustration
Prerequisite: GR M41
Class Hours: 2 lecture, 3 lab
Emphasizes development of individual style through advanced illustration techniques. Requires individual projects. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

GR M50 – 3 Units
Airbrush Techniques for Advertising & Industry
Prerequisite: GR M10 or GR M40 or suitable portfolio
Class Hours: 2 lecture, 3 lab
Introduces airbrush techniques for advertising, commercial art and industrial use. Emphasizes preparing illustrations and retouching black and white photographs as well as appropriate equipment maintenance. Provides critique of all production assignments. Requires access to an airbrush for the duration of the class. Applies to Associate Degree.

GR M51 – 3 Units
Airbrush Techniques for Advertising & Industry (Advanced)
Prerequisite: GR M50
Class Hours: 2 lecture, 3 lab
Introduces advanced techniques and treatments for producing full color art illustrations and color photo retouching, using transparent dyes, transparent colors and opaque designer colors. Emphasizes practical tips for producing acceptable commercial and industrial illustrations. Provides classroom demonstrations and project critiques. Requires access to an airbrush for the duration of the class. Applies to Associate Degree.

GR M52 – 3 Units
Airbrush Painting
Prerequisite: GR M50
Class Hours: 2 lecture, 3 lab
Provides specialized training in a variety of common airbrush techniques in both black and white and color. Emphasizes commercial, industrial and high tech applications and presentations. Applies to Associate Degree.

GR M60A-Z – 1 to 3 Units Each
Topics in Graphics
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

GR M60A – 1 Unit
Airbrush Practice
Prerequisite: A previous airbrush course
Class Hours: 3 lab
May be taken four (4) times for credit.

GR M60B – 1 to 3 Units
Computer Graphics Practice
Prerequisites: GR M30 and GR M31 or GR M32
Class Hours: 3-9 lab as arranged
May be taken four (4) times for credit.

GR M60C – 3 Units
Creating Background Illustration Scenes for Animation
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces special techniques and use of color to produce final background scenes, using various subjects, effects, and media. Emphasizes special effects for television, movies and commercials. May be taken three (3) times for credit.

GR M70 – 2 Units
Reproduction Process
Prerequisites: GR M50 and GR M32
Class Hours: 1 lecture, 3 lab
Introduces advanced techniques in the operation of single and 2-color lithographic printing presses, emphasizing multi-color stripping, plate making and press operation. Uses PMS Color guides and color measurements with the densitometer. Includes pre-press color proofing techniques. Applies to Associate Degree.

GR M71 – 3 Units
Offset Printing I
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Provides theory and practice in small lithographic press operation and stripping/plate making procedures. Emphasizes operational functions of the printing units, inking units, dampening and delivery units as well as support preparation for stripping, impositioning and assembly; and selection, care and making of presensitive lithographic plates. Applies to Associate Degree. Transfer credit: CSU

GR M72 – 3 Units
Offset Printing II
Prerequisite: GR M71
Class Hours: 2 lecture, 3 lab
Emphasizes skills needed for entry-level positions within the printing industry, including stripping, platemaking, and press operation and adjustment. Applies to Associate Degree. Transfer credit: CSU
GR M73 – 2 Units
Screen Printing I
Prerequisite: None
Class Hours: 1 lecture, 3 lab
Introduces screen-printing and its artistic and commercial application. Includes preparation of various screen printing stencil methods, preparation and care of screens, and use of transparent and opaque inks. Applies to Associate Degree. Transfer credit: CSU

GR M74 – 2 Units
Screen Printing II
Prerequisite: GR M73
Class Hours: 1 lecture, 3 lab
Introduces advanced techniques for utilizing photo screen-printing singly or in combination with other stencil methods. Includes instruction and practice of the process camera and its application to screen-printing; basic line photography and contact printing; and single and multicolor printing and posterization techniques. Explores special printing on various surfaces. Applies to Associate Degree. Transfer credit: CSU

GR M75 – 3 Units
Process Camera I
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces characteristics of photographic materials and use of a gallery camera for the production of line negatives. Includes instruction and practice in darkroom techniques, use of filter, contact printing, color proofing, posterization techniques and the diffusion transfer process. Applies to Associate Degree. Transfer credit: CSU

GR M76 – 3 Units
Process Camera II
Prerequisite: GR M75
Class Hours: 2 lecture, 3 lab
Introduces advanced theory and practice on the gallery camera. Emphasizes halftone photography, including rescreening, duo-tones, dot manipulation techniques, and halftones for the PMT process. Applies to Associate Degree. Transfer credit: CSU

GR M80 – 1 to 4 Units Each
Internship in Graphics
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitation

GR M85 – 3 Units
Estimating and Scheduling
Prerequisites: GR M21 and GR M75 and GR M71
Class Hours: 3 lecture
Introduces establishing estimates and printing costs through price catalogs and budgeted hourly rates. Uses traditional and computer estimating software. Applies to Associate Degree. Transfer credit: CSU

GR M90 – 2 Units
Portfolio
Prerequisite: 6 units in Graphics program, including GR M75
Class Hours: 1 lecture, 3 lab
Develops professional presentation of artwork that demonstrates graphic design potential as well as variety of experience. Includes self-promotional concept, resume, and cover letter needed to secure employment. Applies to Associate Degree. Transfer credit: CSU

Health Education

The objective of the Health Education major is the development and education of students in preparation for professional careers in a variety of health fields. The curricula, based upon a foundation in the liberal arts and the natural and behavioral sciences, are directed to special preparation for the various activities in the specific health fields.

Career Opportunities

Athletic Trainer, Hospital Administrator, Health Education Teacher, Community Health Educator, Public Health Administrator, Health Officer, Fitness Instructor, School Health Coordinator, Health Research/Statistician

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
James Bittner, Don Brockett, Ronald Hallaran, Delbert Parker, Nancy Stewart

Part-Time
Leslie Daily, Katherine Holland-Dichter, Paul Keysaw, Vance Manakas, Paulette Matsu, Sandra Patterson, George Ragsdale

Counselors
Michael Johnson, Donna Proseke Allyn

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Health Education who wish to qualify for an Associate in Science Degree could explore Health Information Technology or Nursing Science as a possible major.
Health Education Courses

HED M01 – 2 Units
Health and Society
Prerequisite: None
Class Hours: 2 lecture
Introduces major health concepts that contribute to healthful living, including personal fitness, mental health, personal relationships, harmful substances, environmental health, communicable diseases, chronic and degenerative disease, reproduction and contraception, and consumer health. Applies to Associate Degree. Transfer credit: CSU; UC. (HED M01, M02 and M07 combined, maximum credit, one course.)

HED M02 – 2 Units
Women's Health
Prerequisite: None
Class Hours: 2 lecture
Focuses on nature and function of women's health in our society. Introduces major female health problems, emphasizing both the individual's and the community's role in understanding medical advances and implementing their effects. Applies to Associate Degree. Transfer credit: CSU; UC. (HED M01, M02 and M07 combined, maximum credit one course.)

HED M03 – 3 Units
Nutrition, Fitness and Stress Management
Prerequisite: None
Class Hours: 3 lecture
Offers an integrated approach to good health and physical fitness through the study of basic principles of exercise, nutrition and human behavior. Applies specific topics of current concern such as maintaining healthy weight, prevention of heart disease and stress management. Stresses incorporating healthful habits and techniques into one's daily life. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M05 – 3 Units
Safety and First Aid
Prerequisite: None
Class Hours: 3 lecture
Introduces procedures for assisting in emergency first aid situations. Successful course completion qualifies student for the American Red Cross Standard First Aid certificate and the Adult Cardiopulmonary Resuscitation Card (Adult CPR Card). Applies to Associate Degree. Transfer credit: CSU; UC

HED M06 – 3 Units
Prevention and Treatment of Athletic Injuries
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces basic concepts, skills and practices for the athletic trainer, including medical aspects of athletic training, athletic therapy, modalities, strength, conditioning, rehabilitation and diagnostic techniques. Provides hands-on experience responding to the athletically injured. Does NOT fulfill PE/Health requirement for Associate Degree. Applies to Associate Degree. Transfer credit: CSU; UC.

HED M07 – 3 Units
Personal Health
Prerequisite: 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 M10A – 0.5 Unit
Alcohol Awareness Seminar
Prerequisite: None
Class Hours: 0.5 lecture
Examines the physical, psychological and social effects of alcohol use and abuse including history, case studies, and treatment modes. Emphasizes local information and resources. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10B – 0.5 Unit
AIDS Seminar
Prerequisite: None
Class Hours: 0.5 lecture
Introduces full range of information on AIDS, including prevention, testing, counseling, support groups, and medical care. Uses speakers and film to enhance discussion. Reviews local services. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10C – 0.5 Unit
Women's Health Issues
Prerequisite: None
Class Hours: 0.5 lecture
Emphasizes importance of women's participation in own health care, since present decisions affect future health and wellness. Reviews specific health issues for discussion and application. Applies to Associate Degree. Transfer credit: CSU

HED M10D – 0.5 Unit
Weight Management
Prerequisite: None
Class Hours: 0.5 lecture
Examines causes and effects of being overweight, including physiological, social, and cultural issues. Emphasizes nutrition, exercise and lifestyle changes as means to weight management. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10E – 0.5 Unit
Athletic Injuries Seminar
Prerequisite: None
Class Hours: 0.5 lecture
Examines medical aspects of athletic injury management, including prevention, first-aid, treatment, evaluation and reconditioning. Applies to Associate Degree. Transfer credit: CSU
HED M10F – 0.5 Unit
Stress Management
Prerequisite: None
Class Hours: 0.5 lecture
Examines physical, emotional, cognitive, and behavioral aspects of stress, including sources, symptoms, physiology of the stress response, burnout, and effective coping strategies such as induction of the relaxation response. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10G – 0.5 Unit
Cardiopulmonary Resuscitation
Prerequisite: None
Class Hours: 0.5 lecture
Teaches proficiency in blocked airway management and basic cardiopulmonary resuscitation techniques in adult, child and infant situations. Procedures applicable to individuals with cardiovascular disease but also to those suffering from sudden death due to drowning, electrocution, sensitivity reaction, asphyxia, drug overdose, heart attack and anesthesia insidious in. Reviews early warning signs, risk factors and prevention of heart disease. May be taken four (4) times for credit. (Only 0.5 unit total may be applied to health requirement. Applies to Associate Degree. Transfer credit: CSU

HED M10H – 0.5 Unit
Domestic Violence / Issues and Information
Prerequisite: None
Class Hours: 0.5 lecture
Introduces definition of domestic violence and abuse, including review of behavioral characteristics of domestic violence, interplay of power and control in a relationship, cycle of violence, and social and legal resources available. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10K – 0.5 Unit
Smoking and Your Health
Prerequisite: None
Class Hours: 0.5 lecture
Examines the primary and secondary effects of tobacco use (smoking and chewing) and reviews ways to stop its use. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10M – 0.5 Unit
Healthful Eating
Prerequisite: None
Class Hours: 0.5 lecture
Examines basic elements of nutrition and offers techniques and strategies for healthy eating. Includes cooking demonstrations. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10N – 0.5 Unit
Men’s Health
Prerequisite: None
Class Hours: 0.5 lecture
Explores connections between the way men live their lives (exercise, nutrition, stress) and the quality of their health. Emphasizes need for men to participate in own health care, since present decisions affect future health and wellness. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10P – 0.5 Unit
Fitness for Life
Prerequisite: None
Class Hours: 0.5 lecture
Introduces key concepts in physical fitness, developing practical tools to assess personal levels of fitness and to create successful exercise programs in injury-free environments. Reviews consumer tips for health and fitness industry. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M10Q – 0.5 Unit
Health and Sexuality
Prerequisite: None
Class Hours: 0.5 lecture
Introduces health and human sexuality, including review of basic sexual anatomy, physiology of sexual response, sexually transmitted diseases, common impediments to healthy sexual functioning, sexual enhancement, and communication skills for achieving greater intimacy. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 7.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

HED M22A/B – 1 to 3 Units Each
Independent Studies in Health Education
Prerequisite: A previous course in Health Education
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of health education through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

HED M60A-Z – 0.5 to 3 Units Each
Topics in Health Education
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU
HED M80 – 1 to 4 Units
Internship in Health Education
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Health Sciences

A Health Science career represents excellent employment opportunities in the ever-expanding fields of health services and research.

The Learning Community Institute in Health Sciences
The Learning Community Institute in Health Sciences offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. This Institute offers a planned educational pathway that leads to a career or educational goal. See the Schedule of Classes for information on current offerings or call Clint Harper at (805) 378-1488 for more information.

Career Opportunities

Dentist, Environmental/Occupational and Public Health Care Administration, Health Information Technology, Health Science Technologies, Nurse Practitioner, Pharmacist, Physician, Physician Assistant, Physical Therapy, Occupational Therapy, Radiologic Technologist, Registered Nurse, Veterinarian

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Brenda Shubert, Phone (805) 378-1515

Faculty

Full-Time
Guadalupe Aldana, Patricia Burkard, Beatrice Epping, Carol Higashida, Kimberly Hoffman, Karen Jensen, Priscilla Lee, Linda Loiselle, Jo Ann Moore

Part-Time

Counselors
Frank Bianchino, Danita Redd

Clinical Joint Appointments
Meade Butler (Los Robles Regional Medical Center)
Karen Ruballo (Kaiser Permanente, Panorama City)
To Be Announced (Kaiser Permanente, Woodland Hills)
Terry Shabrok-far (Sierra Valley Hospital)
Michael Richardson (Holy Cross Medical Center)
Gisho Tatsutani (Providence St. Joseph Medical Center)

Associate in Science Degrees and Certificate Programs

Health Information Technology
Health Information Technology (HIT) is a regional associate degree program jointly offered by Moorpark College and Santa Barbara City College. Health Information Technology prepares you for a career working in health care and other settings where health information is used. Health Information Technologists (also referred to as medical record technicians) perform computer and manual technical and organizational activities with medical records: securing, analyzing, integrating and managing health care information.

The HIT Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEP), in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA).

Upon successful completion of the program and degree requirements you are eligible to graduate from Moorpark College with an Associate Degree in Health Information Technology and apply for writing the national qualifying exam for certification as a Registered Health Information Technician (RHIT), formerly known as Accredited Record Technician (ART).

Distance Learning

Courses in the Health Information Technology (HIT) program are offered through distance learning. Rather than attend a class at set times each week, students may meet in small study groups online in a chat room, at times convenient for the majority of the group members. A student facilitator, selected by the group, will moderate discussion sessions, in which course content, exercises and assignments will be discussed. Other learning activities will include required readings, audio/video tapes, computer activities, written exercises, exams, site visits and professional practice activities.

Qualifying Requirements
Qualify for MATH M03 - Intermediate Algebra or complete MATH M01 - Elementary Algebra; Complete ENGL M02 - Intro to College Writing or complete the English assessment process.

Enrollment Process
To begin the Health Information Technology Program, enroll in HIT 100-Introduction to Health Information Management. Registration is available online (http://online.secc.net), by mail, or on-site at Santa Barbara City College. Schedule an appointment with a health science counselor to plan your program of study. If you live outside the region, please send unofficial transcripts to a health science counselor for assistance in planning your program of study. To make a counseling appointment at Moorpark College, call (805) 378-1428.

Students must submit college applications to both Moorpark College and Santa Barbara City College.

Financial Aid
Financial aid collaboration agreements have been made between all the Community Colleges in the Tri-Counties Region (Cuesta, Allen Hancock, Santa Barbara, Ventura, Oxnard, Moorpark, College of the Canyons and Antelope Valley College). Students may meet financial aid eligibility requirements by combining the units taken at the participating colleges.
Program of Study

There is an online orientation session for each course. During this session the student will gain an understanding of the program of study, the course requirements, and become a member of a study group.

The course work required for the Associate in Science Degree in Health Information Technology at Moorpark College is as follows:

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL M01A English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>ANPH M01 Intro to Human Anatomy and Physiology (no lab required)</td>
<td>5.0</td>
</tr>
<tr>
<td>or ANAT M01 General Human Anatomy</td>
<td>4.0</td>
</tr>
<tr>
<td>and PHIO M01 Human Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>BUS M51 Introduction to Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Physical Science**

Course of Choice.............................................................................................................. 3.0

**Fine or Performing Arts**

Course of Choice.............................................................................................................. 3.0

**American History and Institutions**

Recommend: * History M05 ............................................................................................... 3.0

**Social Science**

Recommend: *Psychology M01 ......................................................................................... 3.0

(This course may be taken on campus or online)

**Communication & Analytical Thinking**

CIS M16 Intro to Information System............................................................................... 3.0

**PR and Health Information**

One course in Health (2 units)

One course in Physical Activity (1.5 units)..................................................................... 3.5

* These courses are part of the Health Science Institute (HSI). The HSI is a learning community presenting coordinated courses designed for students interested in a career in Health Care and taught with a Health Science focus. Please select courses in the Schedule of Classes designated as part of the Health Science Institute.

**Required Health Information Technology (HIT) and Health Science (HS) Courses in suggested sequence:**

These distance learning courses are offered through Moorpark College (HS courses *) and Santa Barbara City College (HIT courses **). Counselors will assist you in developing a full time schedule, which will include the above requirements.

**Required Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Year One</td>
<td>HIT 100** Introduction to Health Information System</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>HS M21* Introduction to US Health Care System</td>
<td>3.0</td>
</tr>
<tr>
<td>Spring Year One</td>
<td>HIT 220** Statistical Applications in Health Care</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HIT 230** Alternative Delivery System</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HS M19* Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>Fall Year Two</td>
<td>HIT 200** Clinical Classification Systems ICD-9-CM</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>HIT 240** Clinical Quality Assessment and Improvement</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HS M23* Pharmacology for Allied Health</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>HS M25* Basic Pathophysiology</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Spring Semester - Year Two**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 210** Clinical Classification Systems: CPT Coding</td>
<td>2.0</td>
</tr>
<tr>
<td>HIT 250** Data Quality Assessment and Reimbursement</td>
<td>3.0</td>
</tr>
<tr>
<td>HIT 275** Professional Direct. Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>HS M17** Health Care Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>*Offered by Moorpark College</td>
<td></td>
</tr>
<tr>
<td>**Offered by Santa Barbara City College</td>
<td></td>
</tr>
</tbody>
</table>

**Registration/Textbook**

Moorpark College Health Science course registration information is available online at [http://moorparkcollege.net](http://moorparkcollege.net). Click on Online Courses. Students can register by telephone with STAR registration or onsite. Health Science course textbooks are available at [http://www.moorparkcollege.net/books](http://www.moorparkcollege.net/books).

Santa Barbara City College Health Information Technology course registration and textbook ordering are available onsite, by mail, or online at [http://online.sbcc.net](http://online.sbcc.net).

**Continuing Education**

Individual Health Information Technology and Health Science courses may also be taken for continuing education (CEUs) or as a refresher.

**Certificate Programs in Health Information Technology**

**Medical Coding Specialist**

Medical Coding Specialist is a regional certificate program jointly offered by Moorpark College and Santa Barbara City College. This one-year certificate program prepares the graduate for a position as a coder in an acute care hospital, clinic, physician's office, long-term care facility and other health care settings. The Medical Coding Specialist Certificate of Completion, along with relevant work experience, qualifies the graduate for the national certification examination.

**Distance Learning**

Courses in the Medical Coding Program are offered through distance learning. The Distance Learning procedures are the same as the Health Information Technology degree program outlined above. A computer applications course, the only course in the program of study that is not offered online, may be taken at the local community college.

**Enrollment Process**

The Enrollment Process is the same for both the Health Information Technology degree and certificate programs, please refer to the Health Information Technology enrollment process, above.

Students must submit college applications to both Moorpark College and Santa Barbara City College.

**Orientation**

Online Orientation sessions for HIT and HS courses are offered each semester. The course requirements and study group assignments are made during the orientation session.

**Prerequisite:** Anatomy and Physiology (a lab is not required)
Program of Study

Required Courses

<table>
<thead>
<tr>
<th>Fall Semester - Year One</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 100**.................... Introduction to Health Information System</td>
<td>3.0</td>
</tr>
<tr>
<td>HIT 200**.................... Clinical Classification Systems ICD-9-CM</td>
<td>3.0</td>
</tr>
<tr>
<td>HIS M25*............................ Pharmacology for Allied Health</td>
<td>2.0</td>
</tr>
<tr>
<td>HS M19*........................... Basic Pathophysiology (Prerequisite)</td>
<td>3.0</td>
</tr>
<tr>
<td>CIS M28....................... Microsoft Office</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Spring Semester - Year Two

| HIT 205**.................... Advanced Clinical Classification System | 3.0 |
| HIT 210....................... Clinical Classification Systems: CPT Coding | 2.0 |
| HIT 250*...................... Data Quality Assessment and Reimbursement | 3.0 |
| HS M19*........................... Medical Terminology | 3.0 |

*Offered by Moorpark College
**Offered by Santa Barbara City College

Registration/Textbook

Moorpark College HS course registration information is available online at http://moorparkcollege.net.
Click on Online Courses. Students can register by telephone with STAR registration or onsite. HS textbooks are available at http://www.moorparkcollege.net/books.
Santa Barbara City College HIT Course registration and textbook ordering are available onsite, by mail, or online at http://online.sbcc.net.

Medical Reimbursement Specialist

Medical Reimbursement Specialist is a regional certificate program jointly offered by Moorpark College and Santa Barbara City College. This one-year certificate program prepares the graduate for a position as a coder or reimbursement specialist in an acute care hospital, clinic, physician's office, long-term care facility and other health care settings. The Medical Reimbursement Specialist Certificate of Completion, along with relevant work experience, qualifies the graduate for the national certification examination.

Distance Learning and Enrollment Processes

The distance learning, enrollment processes and orientation requirements are the same for both the Health Information Technology Degree and Certificates. Refer to the Health Information Technology section above regarding the distance learning and enrollment process.

Program of Study

Required Courses

<table>
<thead>
<tr>
<th>Fall Semester - Year One</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 100**................. Introduction to Health Information System</td>
<td>3.0</td>
</tr>
<tr>
<td>HIT 150**.................... Medical Insurance Billing</td>
<td>3.0</td>
</tr>
<tr>
<td>HIT 200**.................... Clinical Classification Systems ICD-9-CM</td>
<td>3.0</td>
</tr>
<tr>
<td>HS M21*............................ Introduction to US Health Care System</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Spring Semester - Year Two

| HIT 210**.................... Clinical Classification Systems: CPT Coding | 2.0 |
| HIT 250*...................... Data Quality Assessment and Reimbursement | 3.0 |
| HS M19*........................... Medical Terminology | 3.0 |
| CIS M28....................... Microsoft Office | 3.0 |
| ACCT 110*.................... Bookkeeping | 4.0 |

*Offered by Moorpark College
**Offered by Santa Barbara City College

Registration/Textbook

Moorpark College HS course registration information is available online at http://moorparkcollege.net. Click on Online Courses. Students can register by telephone with STAR registration or onsite. HS textbooks are available at http://www.moorparkcollege.net/books.
Santa Barbara City College HIT Course registration and textbook ordering are available onsite, by mail, or online at http://online.sbcc.net.

Nursing Science

The nationally accredited Associate Degree in Nursing (ADN) is intended to develop the necessary knowledge and skill basic to the function of registered nurses in the direct care of patients. The nursing program is accredited by the California State Board of Registered Nursing and by the National League of Nursing.

Application Procedure

The application period for receipt by the Nursing counselors of all applicant information and transcripts is September 1 - October 15 and February 1 - March 15.

Admission Requirements

STEP 1:
Qualifying Requirements: High school graduation or General Education Development (GED) Exam with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE).

STEP 2:
Prerequisites to Required Science Course

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH M01*........ Elementary Algebra or higher*</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM M12........... Intro to Chemistry or HIS Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOL M02A* or BIOL M01 General Biology or Principles of Biology</td>
<td>4.0</td>
</tr>
</tbody>
</table>

*Please note MATH M05 and BIOL M02A are required to transfer for the Bachelor of Science in Nursing Degree. BIOL M02A will be prerequisite to Microbiology in Spring 2002.

STEP 3:
Prerequisites Courses for Application to ADN Program

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>**ANAT M01 and ** PHSO M01 General Anatomy and Human Physiology OR</td>
<td>9.0</td>
</tr>
<tr>
<td>ANPH M01 and ANPH M01L Intro to Human Anatomy/Physiology and Lab</td>
<td>5.0</td>
</tr>
<tr>
<td>(For the AS Degree; this combined course may not be acceptable for transfer to some accepting institutions. MICR M1** Principles of Microbiology</td>
<td>5.0</td>
</tr>
<tr>
<td>HS M16A* Basic Skills for Health Care Provider or Current CNA</td>
<td>1.0</td>
</tr>
<tr>
<td>ENGL M01A** English Composition</td>
<td>3.0</td>
</tr>
</tbody>
</table>

All courses in the nursing major must be completed with a grade of "C" or better.

STEP 4:
Required general education courses

These courses must be taken prior to the last semester of the ADN Program. These courses are necessary to be eligible to take the Licensing Examination (NCLEX) to become an RN.
Required Courses

ENGL M01** ........ Freshman Composition ........................................ 3.0
PSY M01** ........ Introduction to Psychology ................................. 3.0
SPCH M01** ........ Introduction to Speech ........................................ 3.0
SOC M01 ** or ANTH M02
Intro to Sociology or Cultural Anthropology

Required general education courses

These courses are necessary for the Associate Degree and must be
completed prior to graduation.

Recommended Course

Fine or Performing Arts
Course of Choice ................................................................. 3.0

American History/Institutions

**HIST M05 ................................................................. 3.0

Humanities

**SPCH M01 or **HS M17 Health Care Ethics .................................. 3.0

Communication and Analytical Thinking

**ENGL M01B or PHIL M07 ..................................................... 3.0

Physical Science

CHM M01 (need for transfer to BSN ) or CHM M12 .......... 5.0 or 6.0

Physical Education
Course of choice ........................................................................ 1.5

**These courses are part of the Health Science Institute (HSI). The
HSI is a learning community presenting coordinated courses designed
for students interested in a career in health care and taught with a
Health Science focus. Please select courses in the Schedule of Classes
designated as part of the Health Science Institute.

Enrollment Process

• Upon meeting the qualifying requirements (Step 1) and the
Prerequisite Science Courses (Step 3) with a C or better and an
overall GPA of 2.5 or better, students may submit an application a
to a Nursing Counselor from September 1 to October 15 or February
15 to March 15 of each year. All official College and High School
transcripts must be submitted at the time of application.
• Because the program is impacted, there will be a random selection of
qualified applicants, a number will be assigned to each applicant,
and the applicant's name will be placed on a waiting list. Each
student's number will indicate his/her place in "LINE" to enter the
program. Applicants are admitted to the nursing program
by number order.
• There will be alternates selected for each admission class to serve
on standby for admission until the end of the first week of class.
If not admitted, these alternates will be first admissions into the
next class.
• The Health Science Department will contact applicants regarding
acceptance/admission.

Nursing Course Sequence

Required Courses

First Semester

NS M01A ........ Beginning Nursing Science I .................................. 2.0
NS M01AL ........ Beginning Clinical Nursing Lab I .............................. 2.0
NS M11A* ........ Skills Lab (elective) ............................................ (0.5)
NS M01B ........ Beginning Nursing Science II .................................. 2.0
NS M01BL ........ Beginning Clinical Nursing Lab II .............................. 2.0
NS M11B ........ Skills Lab (elective) .................................................. (0.5)

Second Semester

NS M02A ........ Maternal Child and Gynecological Nursing ............ 2.5
NS M02AL ........ Maternal Child & Gynec. Clinical Nursing Lab .... 2.5
NS M12A ........ Skills Lab (elective) ............................................ (0.5)
NS M02B ........ Intermediate Nursing Science I ............................... 2.5
NS M02BL ........ Intermediate Clinical Nursing Lab I .......................... 2.0
NS M12B ........ Skills Lab (elective) .................................................. (0.5)

Third Semester

NS M03A ........ Intermediate Nursing Science II ............................... 2.5
NS M03AL ........ Intermediate Clinical Nursing Lab I .......................... 2.5
NS M13A ........ Skills Lab (elective) ............................................ (0.5)
NS M03B ........ Gerontological Nursing/Community ....................... 1.25
NS M03BL ........ Gerontological Nursing/Comm Lab ......................... 1.25
NS M13B ........ Skills Lab (elective) .................................................. (0.5)

Fourth Semester

NS M04A ........ Advanced Nursing Science .................................. 2.5
NS M04AL ........ Advanced Clinical Nursing Lab ............................... 2.5
NS M14A ........ Skills Lab (elective) ............................................ (0.5)
NS M04B ........ Preparation for Professional Practice ....................... 1.5
NS M04BL ........ Preceptorship ....................................................... 2.5

Program Requirements

After students have been admitted, the following requirements must
be met:
• A Physical Exam documented on the Moorpark College Nursing
Health Appraisal form, which considers the student free from
communicable diseases and ability to function in a hospital setting.
• Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B,
Varicella
• Evidence of physical and emotional fitness upon admission
throughout the program is expected and is subject to the medical
opinion of the college physician and to the medical opinion or policy
of hospitals or agencies used as clinical sites.
• Current Cardiopulmonary Resuscitation (CPR) certification, renewable
every two years either HS IB or Red Cross Certificate CPR-G.
• Malpractice Insurance paid as part of registration fees.
• Fire Safety Card (Los Angeles County).

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 informa-
tion 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.

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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.

Performance Standards
In compliance with the 1990 American with Disabilities Act, the Health Sciences Department does not discriminate against qualified applicants with disabilities. These performance standards, reflected in specific nursing course/program objectives, are to assist each applicant in determining eligibility and the need for accommodations or modifications. The Nursing Faculty in conjunction with the community clinical facilities will determine, on an individual basis, whether the necessary accommodations or modifications can reasonably be made.

- **Critical Thinking** - ability sufficient for safe clinical judgment: calculating, reasoning, analyzing, prioritizing, synthesizing data. Examples: identify cause-effect relationships in clinical situations, develop nursing care plans.

- **Interpersonal** - in providing nursing care, the abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds: function effectively under stress. Example: Establish rapport with diverse clients and effectively interacting with colleagues as part of the health care team.

- **Communication** - abilities sufficient for effective verbal and written interactions. Examples: Explain diagnostic treatment procedures, health teaching, document and interpret actions and client responses.

- **Mobility** - physical abilities sufficient to move from room to room, maneuver in small spaces and reach overhead equipment. Examples: Move around clients' rooms, equipment/machines, workspaces, and diagnostic/treatment areas; administer emergency/CPR procedures.

- **Motor Skills** - gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate, move and use equipment/machines; lift, position and transfer clients.

- **Hearing** - ability sufficient to monitor and assess health needs. Examples: Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.

- **Visual** - ability sufficient for observation and visual assessment in well lit and dimly lit areas. Examples: Observe client responses and changes in condition.

- **Tactile** - ability sufficient for physical assessment and positioning. Examples: Perform palpation functions of physical examination and/or those related to intervention, e.g., insertion of needle, positioning.

Travel Expectations
The clinical sites extend from northern Ventura County to northwestern portions of the San Fernando Valley, within an approximate 40-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

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, others with Health Care credentials, transfer nursing students from accredited colleges and readmission applicants.

Candidates must schedule an appointment with the Nursing Counselor and complete the application for advanced placement. All advanced placement applicants must meet the ADN program prerequisites and course requirements.

Advanced placement applicant students are not accepted or readmitted into the last semester of the nursing program.

Graduate nurses lacking California licensure requirements may be admitted to complete any needed courses as specified by the California Board of Registered Nursing.

Transfer for Bachelor of Science Degree Nursing (BSN)

Students wishing to apply for admission to a Bachelor's Degree in Nursing program may:

- 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; BIOI M02A/2B; CHEM M01A/1B, M08, M09; ENGL M01A; MICRO M01; NTS M01; PHYS M10A/10AL, M10B/10BL; PSY M01A/01B, M07; SOC M01.

Continuing Education
Moorpark College has been approved by the Board of Registered Nursing as a Continuing Education Provider (number CEP 02811).

The Board of Registered Nursing recognizes academic courses for continuing education credit with one (1) academic semester unit equaling fifteen (15) continuing education hours. The course content must be relevant to the practice of nursing and related to the scientific knowledge or technical skills required for the practice of nursing or be related to direct and/or indirect client care at a level above that which is required for licensure. These courses are identified in the college catalog and schedule of classes as “Provider” approved by the California Board of Registered Nursing CEP 02811 and lists the number of contact hours for each course. Courses may be taken for credit/no credit or a letter grade. (Transcripts document proof of attendance). After completion of 12 units in residence at Moorpark College, students who hold a current California license as a Registered Nurse or a Radiologic Technologist and are presently enrolled and in good standing at Moorpark College may petition through the Nursing Counselor for units of credit through the appropriate Nursing program applicable toward an associate degree.
Radiologic Technology

The Associate Degree in Radiologic Technology (ADRT) is intended to develop the necessary knowledge and skill basic to the function of a Radiographer in performing diagnostic x-ray procedures in hospital or other health care settings.

The radiography program is accredited by the Joint Review Committee of Education in Radiologic Technology, and by the California Department of Health. Radiography students must complete or be enrolled in all general education and required Radiologic Technology courses to be eligible to take the California and National Licensing Exams administered during the last semester of the program.

Application Procedure
The application period for receipt of applicant information and transcripts by the counselors for Radiologic Technology is February 1 to March 15.

Admission Requirements

STEP 1:
Qualifying Requirements: High school graduation or General Education Development (GED) Exam with a score of 45 or successfully pass the California High School Proficiency Exam (CHSPE).

STEP 2:
Prerequisites to Required Science Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH M03: Elementary Algebra or higher</td>
<td>6.0</td>
</tr>
<tr>
<td>BIOL M01: Principles of Biology</td>
<td>6.0</td>
</tr>
</tbody>
</table>

STEP 3:
Prerequisites Courses for Application to the Radiologic Technology Program

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANAT M01</strong> and <strong>PHS0 M01</strong></td>
<td>6.0</td>
</tr>
<tr>
<td>General Anatomy and Human Physiology</td>
<td>6.0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ANPH M01 and ANPH M01L</td>
<td>5.0</td>
</tr>
<tr>
<td>Intro to Human Anatomy/Physiology and Lab</td>
<td></td>
</tr>
<tr>
<td>(For the AS Degree; this combined course may not be acceptable for transfer to some accepting institutions.)</td>
<td></td>
</tr>
<tr>
<td>MICR M1**</td>
<td>5.0</td>
</tr>
<tr>
<td>Principles of Microbiology</td>
<td></td>
</tr>
<tr>
<td>HS M16A</td>
<td>1.0</td>
</tr>
<tr>
<td>Basic Skills for Health Care Provider or</td>
<td></td>
</tr>
<tr>
<td>Current CNA</td>
<td></td>
</tr>
<tr>
<td>ENGL M01A**</td>
<td>3.0</td>
</tr>
<tr>
<td>English Composition</td>
<td></td>
</tr>
</tbody>
</table>

All courses in the nursing major must be completed with a grade of "C" or better.

STEP 4:
Required general education courses

These courses are necessary for the Associate Degree and must be completed prior to graduation.

Recommended Course

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine or Performing Arts</td>
<td>3.0</td>
</tr>
<tr>
<td>Course of choice</td>
<td></td>
</tr>
<tr>
<td>American History &amp; Institutions</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>History M05</strong></td>
<td></td>
</tr>
<tr>
<td>Social and Behavior Science</td>
<td>3.0</td>
</tr>
<tr>
<td>**PSY M01 or SOC M01 or **ANTH M02</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>3.0</td>
</tr>
<tr>
<td>**SPCH M01 or **HS M17 Health Care Ethics</td>
<td></td>
</tr>
</tbody>
</table>

Communication and Analytical Thinking ............................................ 3.0

**MATH M03 or **ENGL M01B or PHIL M07

Computer Literacy
CIS 15 Intro to Computer .............................................................. 1.5

Physical Education
Course of choice .................................................................................. 1.5

**These courses are part of the Health Science Institute (HSI). The HSI is a learning community presenting coordinated courses designed for students interested in a career in health care and taught with a Health Science focus. Please select courses in the Schedule of Classes designated as part of the Health Science Institute.

Enrollment Process

- Upon meeting the qualifying requirements (Step 1) and the Prerequisite Science Courses (Step 3) with a C or better and an overall GPA of 2.5 or better students may submit an Radiologic Technology application to a Health Science/Radiologic Technology counselor, from February 1 - March 15 of each year. All official College and High School transcripts must be submitted with the application.

- If the program is impacted, there will be a random selection of qualified applicants. Each applicant will be assigned a number and placed on a waiting list. Each applicant's number will indicate his/her place in "LINE" to enter the program. Applicants are admitted to the program by number order.

- There will be alternates selected for each admission class to serve on standby for admission until the end of the first week of class. If not admitted, these alternates will be first admissions into the next class.

- The Health Science Department will contact applicants regarding acceptance/admission.

- Admission may be denied to an applicant who has failed or withdrew 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.

Radiography Course Sequence

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>RADT M10</em> Intro to Radiologic Technology</td>
<td>1.5</td>
</tr>
<tr>
<td><em>RADT M10 L</em> Intro to Radiologic Technology Lab I</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Summer Session **

RADT M01A.................. Fundamentals of Radiographic Practice I ......... 3.0
RADT M01AL................. Fundamentals Clinical Lab I .................... 5.0
RADT M01B.................. Principles of Radiation Interaction and Radiographic Technique I .............. 3.0
RADT M11.................. Radiography Skills Lab I ......................... 1.0

**Fall Semester**

RADT M02A.................. Fundamentals of Radiographic Practice II .......... 3.0
RADT M02AL................. Fundamentals Clinical Lab II .................... 5.0
RADT M03B.................. Principles of Radiation 1 Protection and Radiographic Technique II ...................... 3.0
RADT M12.................. Radiography Skills Lab II ........................ 1.0

**Spring Semester**

RADT M04A.................. Fundamentals of Radiographic Practice III .......... 3.0
RADT M04AL................. Fundamentals Clinical Lab III .................... 5.0
RADT M05B.................. Principles of Radiation 2 Protection and Radiographic Technique III ...................... 3.0
RADT M13.................. Radiography Skills Lab III ........................ 1.0
**Summer Session #2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT M49</td>
<td>Radiographic Summer Practicum</td>
<td>4.5</td>
</tr>
<tr>
<td>RADT M15</td>
<td>Aneupuncture for Diagnostic Imaging</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT M03A</td>
<td>Intermediate Radiographic Practice</td>
<td>2.0</td>
</tr>
<tr>
<td>RADT M03A1</td>
<td>Intermediate Clinical Lab</td>
<td>8.0</td>
</tr>
<tr>
<td>RADT M03B</td>
<td>Radiographic Pathology</td>
<td>3.0</td>
</tr>
<tr>
<td>RADT M13</td>
<td>Radiography Skills Lab III</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT M04A</td>
<td>Advanced Radiographic Practice</td>
<td>3.0</td>
</tr>
<tr>
<td>RADT M04A1</td>
<td>Advanced Clinical Lab</td>
<td>8.0</td>
</tr>
<tr>
<td>RADT M14</td>
<td>Radiography Skills Lab III</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Program Requirements**

After students have been admitted, the following requirements must be met:

- **Interpersonal** - abilities sufficient to interact with individuals, families, and groups with diverse social, emotional, cultural, and intellectual backgrounds; function effectively under stress. Examples: Establish rapport with diverse clients and colleagues.

- **Communication** - abilities sufficient for effective verbal and written interactions. Examples: Explain radiologic diagnostic treatment procedures, positioning instructions, document and interpret actions and client responses.

- **Mobility** - physical abilities sufficient to move from room to room and maneuver in small spaces and reach overhead equipment. Examples: Move around X-Ray rooms, clients' rooms, x-ray equipment/machines, workspaces, and diagnostic/treatment areas; administer emergency/CPR procedures.

- **Motor Skills** - gross and fine motor abilities sufficient to provide safe and effective care. Examples: Calibrate equipment, move and use equipment/machines; lift, position and transfer clients.

- **Hearing** - ability sufficient to monitor and assess health needs. Examples: Hear monitor a. a. /arm, emergency signals, auscultatory sounds, cries for help.

- **Visual** - ability sufficient for observation and visual assessment in well lit and dimly lit areas. Examples: Observe client responses and changes in condition.

- **Tactile** - ability sufficient for physical assessment and positioning. Examples: Perform palpation functions for positioning and determining anatomical landmarks. Travel Expectations

The clinical sites extend from northern Ventura County to eastern most portions of the San Fernando Valley, within an approximate 40-mile radius from Moorpark College. Each student is responsible for his or her own transportation.

**Program Completion**

For successful completion of the Radiologic Technology program, a minimum grade of C (75%) is necessary in all courses required for the major.

**Program Costs**

Costs incurred by radiologic technology students include, but are not limited to: Physical examination, immunizations, uniforms, equipment, materials fees, radiation badge monitoring, Association dues, and examination application.

**Advanced Placement**

Opportunities for advanced placement based on space are available to Limited Permit X-Ray Technicians, transfer students from accredited colleges or programs, and readmission applicants. Limited Permit X-Ray Technicians may be admitted to Advanced Placement Level I Spring semester after passing the Radiologic Technology M01B Challenge Exam or successful completion of RADT M01B Fall semester. For others, there are several options available depending on the qualifications and needs of the applicant. Please review the Credit by Examination Policy discussed in the Academic Policies section of this catalog.
Transfer for Bachelor of Science Degree Radiography Technology (BSRT)

Students wishing to apply for admission to a program leading to a Bachelor's Degree in Radiologic Technology may do the following:

1. 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.

2. Satisfy the transferable lower-division science and general education requirements and apply to a BSRT program. Major requirements for upper-division standing at California State University, Northridge, are ANAT M01; BIOL M01; CHEM M12; MATH M07; PHYS M01; M10A/10AL, M10B/10BL.

Health Science: Certificate Programs

[Certificate Nurse Assistant]

The Certified Nurse Assistant (CNA) functions as an entry-level health care team member and provider of care. Upon completion of this one semester certification program, the student is eligible to complete the Certified Nurse Assistant examination. This program focuses on the responsibilities of the Certified Nurse Assistant as set forth in Title 22: California Code of Regulations, Division 5, Chapter 2.5

**Course** | **Units**
--- | ---
HS M16A | Basic Skills Lab/Health Care Provider | 1.0
HS M16B | Certified Nurse Assistant | 3.0
HS M16BL | Certified Nurse Assistant - Clinical Lab | 2.0

**Certified Nurse Assistant Program Requirements**

In order to enter the hospital setting in HS M16BL, the Certified Nurse Assistant Clinical Lab, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Nursing Health Appraisal form, which considers freedom from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B, Varicella
- Current Cardiopulmonary Resuscitation C certification, renewable every two years either HS 18 or Red Cross Certificate: CPR-C.
- Malpractice Insurance paid as part of registration fees.

[Certified Home Health Aide]

The Home Health Aide is an expansion of the educational preparation of the Certified Nurse Assistant. This health care role cares for a client in the home-care setting versus the acute and long-term setting. The clinical component is designed to prepare the CNA to function as an entry-level health care team member in a home health agency.

**Course** | **Units**
--- | ---
HS M16C | Home Health Aide (prerequisite CNA) | 1.5
HM M40 | Home Health Aide Clinical Lab | 0.5

**Certified Home Health Aide Program Requirements**

In order to enter the hospital setting in HS M16CL, the Home Health Aide Clinical Lab, the following requirements must be met:

- A Physical Exam documented on the Moorpark College Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B, Varicella
- Current Cardiopulmonary Resuscitation C certification, renewable every two years either HS 18 or Red Cross Certificate: CPR-C.
- Malpractice Insurance paid as part of registration fees.

Emergency Medical Technician I

The Emergency Medical Technician (EMT) functions as an entry-level emergency health care team member and provider of emergency care. Upon completion of this one semester certification program, the student is eligible for the state certification examination for EMT - 1, if all other state and age requirements are met at the time of exam.

**Course** | **Units**
--- | ---
HS M24 | Emergency Medical Technician I | 4.0
HM M24 | Emergency Medical Technician Lab | 1.0

**Emergency Medical Technician Program Requirements**

After students have enrolled the following requirements must be met:

- A Physical Exam documented on the Moorpark College Health Appraisal form, which considers the student free from communicable diseases and ability to function in a hospital setting.
- Proof of Immunity to Rubella, Mumps, Rubella, Hepatitis B, Varicella
- Current Cardiopulmonary Resuscitation C certification, renewable every two years either HS 18 or Red Cross Certificate: CPR-C.
- Malpractice Insurance paid as part of registration fees.

Pre-professional Programs

- Dental, Medical, Physical Therapy, Veterinary.
- Moorpark College offers courses which generally meet the basic education requirements for professional schools. These schools generally require a Bachelor's Degree for admission. Students are advised to determine and specify specific requirements for the professional school to which they expect to apply by consulting a counselor and the school catalog.

- The general lower-division course requirements for these schools commonly include: BIOL M02A, M02B; CHEM M01A, M01B; plus one year of organic chemistry; MATH M07, (MATH M25A/B recommended); PHYS M10A/10AL, M10B/10BL. For veterinary school the requirements are: BIOL M02A; CHEM M01A, M01B; ENGL M0 1A, M01B; MATH M15; PHYS M10A/M10AL; ZOO M01; (additional lower-division Chemistry after transfer), 8 units of Humanities/Social Sciences.

- The California dental schools are Loma Linda University; University of California: Los Angeles, San Francisco; University of Pacific; University of Southern California.

- The California medical schools are Loma Linda University; Stanford University; University of California: Davis, Irvine, Los Angeles, San Diego, San Francisco; University of Southern California.
• The California programs in Physical Therapy are California State University at Long Beach, Northridge and Sacramento which offer a Bachelor's Degree in Physical Therapy; and California State University Fresno which offers a combined 3+3 Masters/Masters Degree. The remaining offer an entry-level Masters Degree: UCSF jointly with San Francisco State, Loma Linda, California Osteopathic Medicine, Mount St. Mary's, Samuel Merrit, University of the Pacific.

• The California veterinary school is University of California, Davis.

Health Science Institute Paths
The Health Science Institute offers four paths to prepare for the major. Each path has a core of required courses.

Pre-professional Transfer Associate Degrees
These two paths are for the student who plans to meet the general education, math and science requirements for transfer for a bachelor degree preparatory to professional education.

PATH #1: Predentistry, Premedicine, Prepharmacy, Preveterinary Medicine.

PATH #2: Prenursing, Preoccupational Therapy, Prephysical Therapy, Preradiologic Technology

Career Transfer Associate Degrees
This path is for the student who plans to obtain the Associate Degree in Health Information Technology, Nursing or Radiologic Technology in preparation for transfer for the Bachelor's degree.

PATH #3: Associate Degree Nursing Science -Transfer, Associate Degree Radiologic Technology -Transfer, Associate Degree Health Information Technology

Non-transfer Career Degree
This path is for the student to complete the minimal requirement for the Associate Degree with no plans to transfer.

PATH #4: Associate Degree Nursing, Associate Degree Radiologic Technology, Associate Degree Health Information Technology

Important Notes for HSI Students:
• The total required units in each major is found by adding the units of the Path Core Courses to the additional units required in the particular major.
• Courses in the major may be used to fulfill many of the general education requirements. Please see a HSI counselor for advice on course selection and additional information.
• Course work, in addition to that shown in these associate degree programs, may be needed, based on the intended four-year transfer institution and the professional school's specific requirements.
• Additional upper division course work WILL be needed after transfer.
• THE A.A. OR A.S. DEGREE REQUIRES GENERAL EDUCATION UNITS IN ADDITION TO THE MAJOR UNITS.

• HSI Associate Degree Paths 1-4

HSI Path #1
Majors within this path: Pre-dentistry, Pre-medicine, Pre-pharmacy, Pre-veterinary Medicine.
Other related career paths: Osteopathic Medicine, Podiatric Medicine, Chiropractic Medicine, and Optometry.

Required Courses

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS M20....Introduction to Health Sciences</td>
<td>2.0</td>
</tr>
<tr>
<td>CHEM M01A....General Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td>CHEM M01B....General Chemistry II</td>
<td>6.0</td>
</tr>
<tr>
<td>BIOL M02A....General Biology I</td>
<td>4.0</td>
</tr>
<tr>
<td>BIOL M02B....General Biology II</td>
<td>4.0</td>
</tr>
<tr>
<td>ENGL M01A....English Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL M01C....Critical Thinking and Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>Units from One of the RECOMMENDED OPTIONS</td>
<td>18.0-28.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>46.0-56.0</td>
</tr>
</tbody>
</table>

Recommended Options: choose one of the following:

Pre-Dentistry AA Option (complete all 26 specified units)

<table>
<thead>
<tr>
<th>Pre-Dentistry AA Option (complete all 26 specified units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH M07........College Algebra and Trigonometry........ 5.0</td>
</tr>
<tr>
<td>MATH M15........Introductory Statistics.................... 5.0</td>
</tr>
<tr>
<td>MATH M16A........Applied Calculus I....................... 3.0</td>
</tr>
<tr>
<td>PHYS M10A........General Physics I......................... 4.0</td>
</tr>
<tr>
<td>PHYS M10AL.......General Physics I Laboratory........... 1.0</td>
</tr>
<tr>
<td>PHYS M10B........General Physics II....................... 4.0</td>
</tr>
<tr>
<td>PHYS M10BL.......General Physics II Laboratory........... 1.0</td>
</tr>
<tr>
<td>PSY M01A........Introduction to Psychology............... 3.0</td>
</tr>
<tr>
<td>OR</td>
</tr>
</tbody>
</table>

Pre-Medical/Pre-Pharmacy AA Option

Pre-Medical/Pre-Pharmacy AS Option

Pre-Veterinary Medicine AA Option

For General Education Degree Requirements and Transfer Information, see p. 29.
HSI Path #2
Majors within this path are Pre-Nursing Transfer, Pre-Occupational Therapy, Pre-Physical Therapy, Pre-Radiologic Technology Transfer. Other related career paths include Public Health, Dental Hygienist, Health Care Manager, Medical Records Technologist, Nutritionist, Physician Assistant, Human Performance/Sports Medicine.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS M20</td>
<td>2.0</td>
</tr>
<tr>
<td>BIOL M02A</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH M07</td>
<td>5.0</td>
</tr>
<tr>
<td>ANAT M01</td>
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<tr>
<td>PISO M01</td>
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<td>ENGL M01A</td>
<td>3.0</td>
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<tr>
<td>PSY M01A</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC M01* or ANTH M02</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Intro to Sociology or Cultural Anthropology

SCHM M01 or SCHM M02**

Intro to Speech or Elements of Public Speaking

Units from One of the RECOMMENDED OPTIONS: 10.0-35.0

TOTAL: 42.0-67.0

* Must be SOC M01 for the Pre-physical Therapy Option.
** Must be SCHM M02 for transfer to USC.

Recommended Options: Choose one of the following:

Pre-Nursing Transfer AS Option

(complete all 15 specified units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIGR M01</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM M12</td>
<td>5.0</td>
</tr>
<tr>
<td>CHEM M13</td>
<td>5.0</td>
</tr>
</tbody>
</table>

* For UCLA CHEM 1A & 1B may be substituted

OR

Pre-Occupational Therapy AA Option

(complete all 28-29 specified units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL M01B</td>
<td>3.0</td>
</tr>
<tr>
<td>ENGL M01C</td>
<td>3.0</td>
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<tr>
<td>CHEM M12</td>
<td>5.0</td>
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<tr>
<td>MATH M15</td>
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<tr>
<td>PHYS M01</td>
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<tr>
<td>PHYS M01L</td>
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<tr>
<td>PSY M01A</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY M08</td>
<td>3.0</td>
</tr>
</tbody>
</table>

One of the Following Art Classes: 2.0 or 3.0

ART M08A       | Beginning Ceramics (3 units)
ART M09A       | Ceramic Design (3 units)
ART M14A       | Silk-Screen-Serigraph Printmaking (2 units)
ART M23       | Beginning Stained Glass Design (3 units)

OR

Pre-Physical Therapy AA Option

(complete all 35 specified units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM M01A</td>
<td>6.0</td>
</tr>
<tr>
<td>CHEM M01B</td>
<td>6.0</td>
</tr>
<tr>
<td>MATH M07</td>
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</tr>
<tr>
<td>MATH M15</td>
<td>5.0</td>
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<tr>
<td>MATH M16</td>
<td>3.0</td>
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<tr>
<td>PHYS M10A</td>
<td>4.0</td>
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<td>1.0</td>
</tr>
<tr>
<td>PHYS M10B</td>
<td>4.0</td>
</tr>
<tr>
<td>PHYS M10BL</td>
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</tr>
</tbody>
</table>

OR

Pre-Radiologic Technology Transfer AA Option

(complete all 10 specified units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHYS M10A</td>
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<tr>
<td>PHYS M10AL</td>
<td>4.0</td>
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<tr>
<td>PHYS M10B</td>
<td>4.0</td>
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<tr>
<td>PHYS M10BL</td>
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</tbody>
</table>

HSI Path #3
Majors within this path are Nursing Science AS and Transfer, Radiologic Technology AS and Transfer.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MIGR M01</td>
<td>5.0</td>
</tr>
<tr>
<td>PSY M01A</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC M01 or ANTH M02</td>
<td>3.0</td>
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</tbody>
</table>

Intro to Sociology or Cultural Anthropology

SCHM M01: Introduction to Speech: 3.0

Units from One of the RECOMMENDED OPTIONS: 50.5-67.0

TOTAL: 77.5-94.0

* Most common transfer requirement, refer to transfer institution catalog.

Recommended Options: Choose one of the following:

Nursing Science AS and Transfer Option

(complete all specified units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MIGR M01</td>
<td>5.0</td>
</tr>
<tr>
<td>PSY M01A</td>
<td>3.0</td>
</tr>
<tr>
<td>SOC M01 or ANTH M02</td>
<td>3.0</td>
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</tbody>
</table>

Intro to Sociology or Cultural Anthropology

SCHM M01: Introduction to Speech: 3.0

Required Nursing Courses (see p. 141): 36.5

OR

Radiologic Technology AS and Transfer Option

(complete all units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS M10A</td>
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<tr>
<td>PHYS M10BL</td>
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<tr>
<td>PHYS M10BL</td>
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</tbody>
</table>

Required Radiologic Technology Courses (see p. 145): 57.0

For General Education Degree Requirements and Transfer Information, see p. 29.

HSI Path #4
Majors within this path are Health Information Technology, Nursing Science, Radiologic Technology.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MIGR M01</td>
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<tr>
<td>MATH M01</td>
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<tr>
<td>ANPH M01</td>
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<tr>
<td>ANPH M01L</td>
<td>2.0</td>
</tr>
<tr>
<td>ENGL M01A</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Units from One of the RECOMMENDED OPTIONS: 55.5-64.0

TOTAL: 69.5-78.0

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

**Nursing Science AS Option**
(complete all specified units)
- BIOL M01 .......... Principles Biology ................................. 5.0
- MICR M01 .......... Principles of Microbiology ......................... 5.0
- PSY M01A ............ Introduction to Psychology ....................... 3.0
- SOC M01 or ANTH M02 .................................................. 3.0
- Intro to Sociology or Cultural Anthropology
- SPCH M01 ............ Introduction to Speech .......................... 3.0
- Required Nursing Science Courses (see p. 141) ..................... 36.5
OR

**Radiologic Technology AS and Transfer Option**
(complete all units)
- PHYS M05/M05L or PHSC M01/M01L ..................................... 4.0
- Radiation Physics/Lab or Principles of Physical Sciences/Lab
- HS M19 .......... Medical Terminology .................................. 3.0
- Required Radiologic Technology Courses (see p. 145) ............... 57.0

For General Education Degree Requirements and Transfer Information, see p. 29.

**Health Science Courses**

**HS M14 – 3 Units**
**Spanish for Health Care Professionals**
Prerequisite: None
Recommended Preparation: SPAN M01
Class Hours: 3 lecture
Provides those in the health sciences with entry-level communication skills needed to provide care for Spanish-speaking clients. Provides practice of conversational skills based on different themes related to providing health care. (Same course as SPAN M14). Applies to Associate Degree.

**HS M15 – 3 Units**
**Pharmacology**
Prerequisite: None
Class Hours: 3 lecture
Introduces mechanisms and uses of currently available drugs, establishing foundation for understanding future developments in drug therapy and for administering drugs more efficiently and safely. Applies drug information and mathematical calculations in clinical setting. Repeatably to monitor constantly changing pharmaceutical approaches and resultant practical implications. May be taken four (4) times for credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**HS M16A – 1 Unit**
**Basic Skills for the Health Care Provider**
Prerequisite: None
Class Hours: 0.5 lecture, 2 lab
Introduces basic client care skills for entering a career in Health Care Industry or for providing home care. Focuses on principles/practices of safe and effective care in evolving multicultural environment. Integrates communication, caring, safety, documentation, ethics, and legal accountability with effective client care. May be taken two (2) times for credit. Applies to Associate Degree.

**HS M16B – 3 Units**
**Certified Nurse Assistant**
Prerequisites: Current Cardiopulmonary Resuscitation C Certification or HS M18 and HS M16A; Recent health examination including medical history and physical examination; PPD skin test or chest x-ray; written medical verification of absence of potentially harmful health condition.
Class Hours: 3 lecture
Prepares students for certification by the State of California as an entry-level, health-care team member, focusing on responsibilities of the Certified Nurse Assistant set forth in Title 22: California Code of Regulations, Division 5, Chapter 2.5. Includes professionalism; ethics; confidentiality; communication and interpersonal skills; infection control; safety and emergency procedures; body mechanics; medical and surgical asepsis; weights and measurements; and basic patient care skills and procedures. Applies to Associate Degree.

**HS M16BL – 2 Units**
**Certified Nursing Assistant Clinical Lab**
Prerequisites: HS M16A; Recent health examination including medical history and physical examination; PPD skin test or chest x-ray; written medical verification of absence of potentially harmful health condition.
Corequisite: HS M16B
Class Hours: 6.5 lab
Prepares students for certification by the State of California as an entry-level-health-care team member. Focuses on the role and responsibilities of the Certified Nurse Assistant set forth in Title 22: California Code of Regulation, Division 5, Chapter 2.5. Includes practical application of professionalism; ethics; confidentiality; communication and interpersonal skills; infection control; safety and emergency procedures; body mechanics; medical and surgical asepsis; weights and measurements; and basic patient care skills and procedures. Applies to Associate Degree.

**HS M16C – 1.5 Units**
**Home Health Aide**
Prerequisite: HS 16B and HS 16BL or Certified Nurse Assistant
Corequisite: HS 16CL
Class Hours: 1.5 lecture
Expands the educational preparation of the Certified Nursing Assistant (CNA) from the acute and long-term care settings into the home care setting. Prepares the CNA to function as an entry-level health care team member in a home health agency. Applies to the Associate Degree.

**HS M16CL – 0.5 Unit**
**Home Health Aide Clinical Lab**
Prerequisites: HS 16B and HS 16BL; Recent health examination including medical history and physical examination; PPD skin test or chest x-ray; written medical verification of absence of potentially harmful health condition.
Corequisite: HS M16C
Class Hours: 1.5 lab
Expands the educational preparation of the Certified Nursing Assistant (CNA) from the acute and long-term care settings into the home care setting. Prepares the CNA to function as an entry-level health care team member in a home health agency. Applies to the Associate Degree.
HS M17 – 3 Units
Health Care Ethics
Prerequisite: None
Class Hours: 3 lecture
Introduces theoretical and applied ethics relating to problems in medicine, health care and the human life sciences. Includes examination of foundational moral principles and theories. Explores confidentiality, ethical conflict, and moral dilemmas through case studies. (Same course as PHIL M17.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree.

HS M18 – 0.5 Unit
CPR-C for Health Science
Prerequisite: Admission to Health Science Program or a health care professional.
Class Hours: 0.5 lecture
Provides basic Cardiopulmonary Resuscitation techniques of single person, two person, child and infant resuscitation. Covers basic techniques to relieve obstructed airway in adult, child and infant; standards required by hospitals related to emergency resuscitation procedures; and orientation to crash cart medications and protocol. Only offered credit/no-credit. May be taken four (4) times for credit. Fulfills general education health requirement for the associate degree in nursing and radiologic technology. Applies to Associate Degree.

HS M19 – 3 Units
Medical Terminology
Prerequisite: None
Class Hours: 3 lecture
Assists those preparing for a career in the health care industry to understand and communicate medical information, focusing on the language of medicine and the building of medical words via a study of word components. Emphasizes many of the basic words, prefixes, and suffixes upon which medical words are built. Includes medical terms related to anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics and common abbreviations. Applies to Associate Degree. Transfer credit: CSU

HS M20 – 2 Units
Introduction to Health Science
Prerequisite: None
Class Hours: 2 lecture
Reviews current status of health care industry and employment opportunities, emphasizing strategies for success as well as preparation, admission and completion of a Health Science education. Includes individual assessment of aptitude and career interest. Applies to Associate Degree. Transfer credit: CSU

HS M21 – 3 Units
Introduction to the U.S. Health Care System
Prerequisite: None
Class Hours: 3 lecture
Introduces central concepts related to health care regulation, economics, politics, health care marketplace and legislative reform, integrated delivery and managed care. Includes the evolution of managed care and integrated delivery systems, legislative and regulatory influences, economic influences, health care financing, public policy process, alternative health care and social culture, health care reform and managed care. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

HS M23 – 2 Units
Pharmacology for Allied Health Professional
Prerequisite: None
Class Hours: 2 lecture
Introduces pharmacology, providing the knowledge of basic pharmacological terminology and concepts, administration, and common generic and trade name medications. Applies to Associate Degree. Transfer credit: CSU

HS M24 – 4 Units
Emergency Medical Technician I
Prerequisites: Current certification as Basic Life Support provider and HS M19 or Medical Terminology course. May be taken concurrently.
Corequisite: HS M24L.
Class Hours: 4 lecture
Focuses on rendering pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer. Includes anatomy, physiology, patient assessment, and emergency care. Successful completion of this course and HS M24L allows taking of the state certification examination for EMT-I (provided all other state requirements are met and the student is at least 18 years of age at the time of examination). Applies to Associate Degree.

HS M24L – 1 Unit
Emergency Medical Technician I Laboratory
Prerequisites: Current certification as Basic Life Support provider and HS M19 or Medical Terminology course.
Corequisite: HS M24.
Class Hours: 3 lab
Focuses on rendering pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured or during inter-facility transfer by application of theory of patient assessment, and emergency care presented in HS M24: EMT-I. Offers skills training and clinical experience in an emergency room and on an emergency vehicle. Successful completion of this course and HS M24 allows taking the state certification examination for EMT-I (provided all other state requirements are met and the student is at least 18 years of age at the time of examination). Applies to Associate Degree.

HS M25 – 3 Units
Basic Pathophysiology
Prerequisites: ANTH M01/M01L or ANAT M01 and PH1O M01 and High School Chemistry or CHEM M12 or CHEM M01A
Class Hours: 3 lecture
Introduces fundamentals of pathophysiology, focusing on physiologic changes and altered functions resulting from disease processes. Reviews principles from anatomy, physiology, and chemistry as foundation for study of basic disease process concepts, body systems, etiology, and pathogenesis of various disorders. Explores diagnostic procedures, preventative measures, and current therapeutic regimes. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU
HS M60A – 1.5 Units
Holistic Health Care Practice
Prerequisite: None
Class Hours: 1.5 lecture
Explores health care practices that complement the Western/allopathic mode of health care. Includes relaxation therapy, meditation, guided imagery, therapeutic touch, Reiki Level 1, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver, and all health care professionals. (Same course as NS M60A.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU.

HS M60B – 1.5 Units
Basic Cardiac Dysrhythmia Interpretation
Prerequisite: None
Class Hours: 1.5 lecture
Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. Focuses on the systematic approach to identify dysrhythmias and to classify them according to site of origin and prognosis. (Same course as NS M60B.) Applies to Associate Degree. Transfer credit: CSU.

HS M80 – 1 to 4 Units
Internship in Health Sciences
Prerequisite: Completion of 48 concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Extends classroom activities to a supervised, on the job learning experience directly connected to educational and/or occupational goals. Provides direct supervision of a health sciences faculty supervisor as well as a health care industry supervisor. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. Health Science Internships are available in the following health care settings: acute care, community health and ambulatory care. To take this course, contact the Internship Office. Call (905) 378-1556. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Nursing Science Courses

NS M01A – 2 Units
Beginning Nursing Science I
Prerequisite: Admission to Moorpark College ADN Program
Corequisite: NS M1AL
Class Hours: 2 lecture
Reviews basic nursing skills and principles, emphasizing cultural diversity awareness as well as growth and development concepts. Includes client assessment, diagnosis, and intervention and evaluation, including identification of client's universal self-care requisites: air, water, food, elimination and activity as well as social, safety and normalcy patterns. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU.

NS M01AL – 2 Units
Beginning Clinical Nursing Laboratory I
Prerequisite: Admission to Moorpark College ADN Program
Corequisite: NS M01A
Class Hours: 6 clinical
Provides hands-on application of basic nursing skills and principles in the care of geriatric clients. Requires two clinical days per week. First clinical day learning nursing skills in lab, second day applying skills in extended care facility. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU.

NS M01B – 2 Units
Beginning Nursing Science II
Prerequisite: NS M01A NS M01AL
Corequisite: NS M01BL
Class Hours: 2 lecture
Focuses on identifying universal self-care requisites: air, water, food, elimination, medication administration, social safety, and normalcy throughout the life span. Focuses on nursing process and Orem's Self Care Model to implement nursing care for clients with selected health deviations that affect the endocrine, cardiac and respiratory systems. Emphasizes assessing clients, determining nursing diagnoses, and providing interventions through the modes of acting, teaching, guiding and supporting (with follow-up evaluation). Concurrent clinical practices provided. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU.

NS M01BL – 2 Units
Beginning Clinical Nursing Laboratory II
Prerequisite: NS M01AL
Corequisite: NS M01B
Class Hours: 6.5 lab
Applies the nursing process concept and skills identified in NS M01B in a clinical setting. Requires 3 clinical days per week. First week will be in the skills lab; the last 6 weeks move to acute-care and ambulatory-care setting. In the hospital, expects the patient care student as well as daily journal on assigned clients. Provides assignments prior to clinical to prepare for competent client care. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU.

NS M02A – 2.5 Units
Maternal Child and Gynecological Nursing
Prerequisite: NS M01A/M01AL and NS M01B/M01BL
Corequisite: NS M02AL
Class Hours: 2.5 lecture
Introduces childbearing, emphasizing pregnancy/complications, fetal development, labor and delivery, postpartum and newborn periods, pediatrics and women's health. Involves identification of requisites and self-care deficits including health deviations related to women, infants and children as well as the planning, implementing, and evaluation of nursing actions. Uses concepts from Orem's model. Integrates nutrition, pharmacology, and legal/ethical and bio-psycho-social-spiritual concerns with preventive, supportive, rehabilitative nursing. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU.
Health Sciences

NS M02AL – 2.5 Units
Maternal Child and Gynecological Clinical Nursing Laboratory
Prerequisites: NS M01A/M01AL and NS M01B/M01BL
Corequisite: NS M02A
Class Hours: 7.5 clinical
Provides application of nursing process as well as maternal, child and gynecological concepts and skills to the obstetrical, pediatric and gynecological client in acute care, outpatient and community setting. Lab may be day, evening or combination. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M02B – 2.5 Units
Intermediate Nursing Science I
Prerequisites: NS M01A/M01AL and NS M01B/M01BL
Corequisite: NS M02BBL
Class Hours: 2.5 lecture
Focuses on Orem's Self Care Model and the interaction of the self-care agency, the nursing agency, and other health care team members to meet the client's self-care demands. Emphasizes selected adult, geriatric, and pediatric self-care deficits requiring intermittent nursing actions related to health promotion and deviations: gastrointestinal, fluid and electrolyte, peripheral vascular, musculoskeletal, sensory, physical integrity, and hematological. Incorporates diagnostic measures, medical therapeutic modalities, pharmacology and medication administration, nutrition cultural, spiritual and mental health concepts. Addresses legal and ethical considerations, growth and development as related to the client's therapeutic self-care demands. Concurrent clinical practice will be provided. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M02BL – 2 Units
Intermediate Clinical Nursing Laboratory I
Prerequisites: NS M02A, NS M02AL
Corequisite: NS M02B
Class Hours: 6.5
Applies the nursing process, concepts and skills identified in NS M02B to the care of 203 patients through this intermediate clinical laboratory. The clinical experience is two 6.5-hour rotations in an acute care facility; may be a day or evening combination. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M02C – 2 Units
Vocational Nursing Pathway
Prerequisite: Successful completion of two semesters of a registered nursing program, including a course with a clinical laboratory in Maternal/Child Nursing.
Corequisite: NS M02CL
Class Hours: 2 lecture
Emphasizes the role of the Vocational Nurse as the provider of care, manager of care and the member within the discipline of nursing. Upon completion of this course NS M02C, NS M02CL, and the following courses: HS M15, HS M16B, HS M19, HS M25, NTS M01, PSY M01, PSY M07, and 2 semesters of a registered nursing program which must include a course with a clinical laboratory in Maternal/Child Nursing with a C or better the eligibility requirements for the Vocational Nurse Examination (NCLEX-PN) are met. Applies to Associate Degree.

NS M02CL – 8 Units
Vocational Nursing Pathway Laboratory
Prerequisites: HS M16A, HS M16B, NS M01AL, NS M01BL, NS M02AL, NS M02BL
Corequisite: NS M02C
Class Hours: 24 lab
Provides practice as a vocational nurse in the clinical setting as provider of care, manager of care and member within the discipline of nursing. Focuses on safety, nursing process, clinical skills, and medication administration. Applies to Associate Degree.

NS M03A – 2.5 Units
Intermediate Nursing Science II
Prerequisites: NS M02A/M02AL and NS M02B/M02BL
Corequisite: NS M03AL
Class Hours: 2.5 lecture
Stresses the self-care concept of nursing, the nursing process, and the interaction of the nursing agency and the self-care agency to meet the client's self-care demands. Focuses on selected adult/geriatric, and pediatric clients with health deviations and self-care deficits related to advanced nutritional alterations, alterations in sensory/motor, alterations in elimination (renal), and human functioning. Utilizes diagnostic measures, medical therapeutic modalities, pharmacology, and medication administration, nutrition, cultural, spiritual, and mental health concepts. Also addresses the role of the professional nurse in the health care delivery system, client education, and ethical considerations as related to the client's therapeutic self-care demands. Develops critical thinking and problem solving skills. Emphasizes patient care management. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M03AL – 2.5 Units
Intermediate Nursing Science Laboratory II
Prerequisites: NS M02A/M02AL and NS M02B/M02BL
Corequisite: NS M03A
Class Hours: 7.5 clinical
Provides application of nursing process and intermediate concepts and skills in an acute care facility. Applies critical thinking and problem-solving skills and refines communication and interpersonal relationship skills. Focuses on patient care management. Labs may be day, evening or combination. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M03B – 1.25 Units
Gerontological Nursing in the Community
Prerequisites: NS M03A/M03AL
Corequisite: NS M03BL
Class Hours: 1.25 lecture
Focuses on the application of the nursing process to the client, family and groups with psychosocial self-care deficits across the adult-elder lifespan. Emphasizes chronic mental and physical deficits impacting the adult-elder population. Includes human responses to these deficits and intervention modes (wholly compensatory, partially compensatory, and educative/supportive) relative to the client and caregivers. Applies to Associate Degree. Transfer credit: CSU.
NS M03BL - 1.25 Units
Gerontological Nursing in the Community Laboratory
Prerequisites: NS M03A/M03AL
Corequisite: NS M03B
Class Hours: 3.5 clinical
Provides hands-on application of nursing process, nursing concepts and skills to adult psychiatric and gerontological clients. Clinical hours include both day and evening rotations. Clinical settings include acute care, community health, and hospice. Applies to Associate Degree. Transfer credit: CSU

NS M03C - 1.25 Units
Psychiatric Nursing
Prerequisite: NS M03A/M03AL
Corequisite: NS M03CL
Class Hours: 1.25 lecture
Focuses on the application of the nursing process to the client, family and groups with psychosocial self-care deficits across the lifespan. Emphasizes chronic mental and physical deficits impacting the adult-elder population. Includes human responses to these deficits and intervention models (wholly compensatory, partially compensatory, and educative/supportive) relative to the client and caregivers. Applies to Associate Degree. Transfer credit: CSU; pending.

NS M03CL - 1.25 Units
Psychiatric Nursing Lab
Prerequisite: NS M03A/M03AL
Corequisite: NS M03C
Class Hours: 3.5 clinical
Provides practical application of the nursing process, nursing concepts and skills to psychiatric clients across the lifespan. Clinical hours include day and evening combination rotation. Applies to Associate Degree. Transfer credit: CSU; pending.

NS M04A - 2.5 Units
Advanced Nursing Science
Prerequisites: NS M03A/M03AL and NS M03B/M03BL
Corequisite: NS M04AL
Class Hours: 2.5 lecture
Focuses on the application of the nursing process to the client with complex health deviations involving multiple organ systems. Utilizes holistic approach of viewing client's health functions (organic, psychological, and social) throughout the life cycle. Emphasizes importance of compensatory, partially compensatory, and educative supportive practices. Also emphasizes nursing judgment reflective of critical thinking, sound decision-making, leadership skills, collaboration, and careful application of theory. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M04BL - 1.5 Units
Preparation for Professional Practice - Preceptorship Laboratory
Prerequisites: NS M03A/M03AL, NS M03B/M03BL, NS M04A/M04AL
Corequisite: NS M04BL
Class Hours: 1.5 lecture
Bases transition from student to staff nurse. Focuses on the health care delivery systems and the practice of nursing. Includes legal and ethical issues, professional organizations, reality shock, conflict resolution and current issues confronting nurses. Presents principles concerning delivery of nursing care, leadership and professionalism relevant to current nursing practice. Fulfills General Education health requirement for associate degree in nursing. Applies to Associate Degree. Transfer credit: CSU

NS M04B - 2.5 Units
Preparation for Professional Practice - Preceptorship Laboratory
Prerequisites: NS M04A/M04AL
Corequisite: NS M04B
Class Hours: 7.5 laboratory
Provides clinical opportunities to participate as a team leader/care manager and/or primary nurse in an acute care setting. Requires care to a group of clients focusing on management of patient care and application of professional nursing skills, utilizing a Registered Nurse as a Preceptor. Labs may be days, evenings, or nights and any day of the week, including weekends. Fulfills General Education health requirement for associate degree in nursing. Applies to Associate Degree. Transfer credit: CSU

NS M11A - 0.5 Unit
Nursing Skills Laboratory
Prerequisite: None
Class Hours: 1.5 lab as arranged
Provides application of theory from NS M01A through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M11A - 0.5 Unit
Nursing Skills Laboratory
Prerequisite: None
Class Hours: 1.5 lab as arranged
Provides application of theory from NS M01B through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M12A - 0.5 Unit
Nursing Skills Laboratory
Prerequisite: None
Class Hours: 1.5 lab as arranged
Provides application of theory from NS M02A through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

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NS M12B – 0.5 Unit
Nursing Skills Laboratory
Prerequisite: None
Class Hours: 1.5 lab as arranged
Provides application of theory from NS M02B through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M13A – 0.5 Unit
Nursing Skills Laboratory
Prerequisites: NS M02B/M02BL
Class Hours: 1.5 lab
Provides practical application of theory from NS M03A through simulated clinical experiences. Focuses on Intravenous Therapy, including IVPB administration. Includes test taking, critical thinking, and communication skills as well as hands-on exposure to computers. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M13B – 0.5 Unit
Nursing Skills Laboratory
Prerequisites: NS M02B/M02BL
Class Hours: 1.5 lab
Provides practical application of theory from NS M03B through simulated clinical experiences in a beginning Gerontological Nursing Community lab. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M14A – 0.5 Unit
Nursing Skills Laboratory
Prerequisite: None
Class Hours: 1.5 lab as arranged
Provides application of theory from NS M04A through simulated clinical experience, computer-assisted instruction, audio-visual aids, case study discussions, and individualized instruction. Open-lab structure allows individually arranged lab hours. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU

NS M22A/B – 0.5 to 3 Units Each
Independent Studies in Nursing
Prerequisite: A previous course in Nursing Science
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of nursing through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

NS M49 – 4 Units
Nursing Practicum
Prerequisites: Successful completion of second semester of accredited Nursing Program; meeting all hospital requirements; written verification of skills proficiency
Class Hours: 20 work experience
Eight-week Summer Intersession course. Provides intermediate nursing student a paid practicum cooperatively planned by employing agency and nursing faculty. Focuses on realistic work experience in concentrated time period. Includes class discussion of issues related to practicum. May be taken two (2) times for credit. Only offered credit/no-credit. Applies to Associate Degree. Transfer credit: CSU

NS M50 – 4 Units
Graduate Nurse Internship
Prerequisites: Documented NCLEX completion or RN license; certification of 5 successful IV procedures; current CPR-C and malpractice insurance; meeting all clinical facility requirements
Class Hours: 20 hours
Eight week paid internship, cooperatively planned by employing agency and nursing faculty. Interns selected through application process. Provides new graduate supported transition to realistic patient assignment. Offers clinical orientation and review of issues related to work setting, including legal liability, risk management, and physical assessment. Contact Health Sciences Department for more information. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU

NS M51 – 3 Units
Home Health Nursing
Prerequisite: Registered Nurse License
Class Hours: 3 lecture, 9 clinical lab
Assists Registered Nurse to successful transition into Home Health Nursing. Addresses challenges of home care setting through classroom and clinical experiences. Provides Registered Nurse preceptor from selected home health agency as clinical mentor. Clinical days/times arranged between student and preceptor. May be taken two (2) times for credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

NS M60A-Z – 1 to 3 Units Each
Topics in Nursing Science
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes. Applies to Associate Degree.

NS M60A – 1.5 Units
Holistic Health Care Practice
Prerequisite: None
Class Hours: 1.5 lecture
Explores health care practices that compliment the Western/allopathic mode of health care. Includes relaxation therapy, meditation, guided imagery, therapeutic touch, Reiki Level I, and use of herbs for treatment of most common ailments. Designed for the layperson, the lay caregiver, and all health care professionals. (Same course as HS M60A.) Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 22.5 contact hours. Applies to Associate Degree. Transfer credit: CSU

NS M60B – 1.5 Units
Basic Cardiac Dysrhythmia Interpretation
Prerequisite: None
Class Hours: 1.5 lecture
Introduces the skills necessary to interpret basic cardiac dysrhythmias and to intervene in their treatment. Focuses on the systematic approach to identify dysrhythmias and to classify them according to site of origin and prognosis. (Same course as HS M60B.) Applies to Associate Degree. Transfer credit: CSU.

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NS M60C – 2 Units  
*Labor and Delivery Room Nursing*
Prerequisite: Registered Nurse or Licensed Vocational Nurse  
Class Hours: 2 lecture  
Provides program of study for Registered Nurses and Licensed Vocational Nurses interested in advanced nursing practice in Labor and Delivery. Focuses on application of the nursing process using a systematic approach and critical thinking skills necessary to ensure a safe labor and delivery. May be taken once (1) time for credit. *Applies to Associate Degree*

NS M78 – 4 Units  
*Introduction to Operating Room Nursing*  
Prerequisites: Registered Nurse (CA license) or NS M02A/M02AL and NS M02B/M02BL  
Class Hours: 3 lecture, 4 lab  
Designed for Registered Nurse and second-year nursing student. Introduces scrub and circulating roles of OR Nurse, focusing on preoperative client. Combines lecture and lab practice through a clinical preceptorship. May be taken two (2) times for credit. Only offered credit/no-credit. *Provider approved by the California Board of Registered Nursing. Provider number GEP2811 for 60 contact hours. Applies to Associate Degree. Transfer Credit: CSU*

NS M79 – 4 Units  
*Intermediate Operating Room Nursing*  
Prerequisite: NS M78  
Class Hours: 1.5 lecture, 8 lab  
Provides basic competencies in perioperative nursing in both scrub and circulation roles. Focuses on surgical specialties, including general, gynecology, neurology, orthopedic, urology, and vascular. Includes use of laparoscopy, laser and other complex surgical equipment. Emphasizes preoperative assessment and planning, intraoperative implementation and postoperative evaluation. *Applies to Associate Degree. Transfer Credit: CSU*

**Radiologic Technology Courses**

RADT M01A – 3 Units  
*Fundamentals of Radiographic Practice I*  
Prerequisites: RADT M10/M10L  
Corequisites: RADT M01AL, RADT M01B, RADT M11  
Class Hours: 3 lecture  
Focuses on routine radiographic positioning and procedures of the cardiopulmonary system, the bony thorax, the abdominal cavity, upper extremities, lower extremities and related joints. Includes radiographic film critique for technical and positioning errors. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M01AL – 5 Units  
*Fundamentals Clinical Lab I*  
Prerequisites: RADT M10/M10L  
Corequisites: RADT M01A, RADT M01B, RADT M11  
Class Hours: 16 lab  
Provides practical application of radiographic theory and skills in x-ray department of pre-assigned clinical affiliate. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M01B – 3 Units  
*Principles of Radiation Interaction and Radiographic Technique I*  
Prerequisites: RADT M10/M10L  
Corequisites: RADT M01A/M01AL, RADT M11  
Class Hours: 3 lecture  
Introduces function and manipulation of equipment and technical factors used in the production of x-rays and in imaging systems used within radiology. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M02A – 3 Units  
*Fundamentals of Radiographic Practice II*  
Prerequisites: RADT M01A/M01AL and RADT M01B  
Corequisites: RADT M02AL, RADT M02B, RADT M12  
Class Hours: 3 lecture  
Focuses on radiographic procedure and positioning information of the complete spinal column as well as the contrast studies of the urinary and gastrointestinal tracts. Includes special attention to invasive vascular procedures of these two tracts as well. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M02AL – 5 Units  
*Fundamentals Clinical Lab II*  
Prerequisites: RADT M01A/M01AL and RADT M01B  
Corequisites: RADT M02A, RADT M02B, RADT M12  
Class Hours: 16 lab  
Provides practical application theory and skills in x-ray department of pre-assigned clinical affiliate. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M02B – 3 Units  
*Principles of Radiation Protection, Radiobiology and Radiographic Technique II*  
Prerequisites: RADT M01A/M01AL and RADT M01B  
Corequisites: RADT M02A/M02AL, RADT M12  
Class Hours: 3 lecture  
Introduces basic principles of radiation protection and radiobiology. Includes problem solving, quality assurance, transformers and rectification. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M03A – 2 Units  
*Intermediate Radiographic Practice*  
Prerequisites: RADT M02A/M02AL, RADT M02B and RADT M49  
Corequisites: RADT M03AL, RADT M03B, RADT M13  
Class Hours: 2 lecture  
Introduces intermediate radiographic positioning, focusing first on detailed radiography of the cranium and facial bone area. Then reviews cerebral angiography, mammography, lymphangiography, and cine/cardio-angiography. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

RADT M03AL – 8 Units  
*Intermediate Clinical Lab*  
Prerequisites: RADT M02A/M02AL, RADT M02B and RADT M49  
Corequisites: RADT M03A, RADT M03B and RADT M13  
Class Hours: 24 lab  
Provides practical application of intermediate theory and skills in x-ray department of pre-assigned clinical affiliate. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*
### RADT M03B – 3 Units
#### Radiographic Pathology
Prerequisites: RADT M02A/M02AL, RADT M02B and RADT M49
Corequisites: RADT M03A/M03AL and RADT M13
Class Hours: 3 lecture
Introduces advanced radiography for various types of disease processes. Incorporates previous clinical experience with new information as base for further clinical practice. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M04A – 3 Units
#### Advanced Radiographic Practice
Prerequisites: RADT M03A/M03AL and RADT M03B
Corequisites: RADT M04AL and RADT M14
Class Hours: 3 lecture
Introduces advanced imaging specializations, including last segment of invasive studies, especially in heart/vascular area. May be taken two (2) times for credit. Fulfills the General Education Health Requirement for Associate Degree in Radiologic Technology. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M04AL – 8 Units
#### Advanced Clinical Laboratory
Prerequisites: RADT M03A/M03AL and RADT M03B
Corequisites: RADT M04A and RADT M14
Class Hours: 24 lab
Introduces advanced clinical practice coordinated with rotation in computer tomography, magnetic resonance, ultrasound and special procedures on an observational basis. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M05 – 2 Units
#### Cross-Sectional Imaging
Prerequisite: RADT M04A and RADT M04AL
Class Hours: 2 lecture
An introduction to cross-sectional anatomy for diagnostic imaging using CT and MRI. An overview of this course includes cross-sectional anatomy of head, spine, thorax, abdomen, pelvis, upper and lower extremity joints. This course prepares students for courses in CT, MRI and Ultrasound. *Applies to Associate Degree.*

### RADT M10 – 1.5 Units
#### Introduction to Radiologic Technology
Prerequisites: Admission to the Moorpark College Radiography Program, ANPH M01 and PHSO M05/M05L or ANPH M01 and PHSO M05/M05L
Corequisite: RADT M10L and HIS M16
Class Hours: 1.5 lecture
Introduces entry-level information to begin clinical practice to diverse client population in a radiography department. Emphasizes radiation protection, equipment manipulation and safety, and darkroom processing, infection control, and career options in Radiology. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M10L – 1.5 Units
#### Introduction to Radiologic Technology Skills Lab
Prerequisites: Admission to the Moorpark College Radiography Program; ANPH M01 and PHSO M05/M05L
Corequisite: RADT M10 and HIS M16
Class Hours: 4.5 lab (4 lab for first 4 weeks, 30 lab for last 2 weeks in Radiology Department)
Permits new radiography students to participate in a simulated radiography department setting in the on-campus Radiography skills lab. Provides instruction and practice in darkroom procedures, equipment manipulation, basic patient body positions, and radiation protection procedure in campus skills lab. Concludes with 60 hours of clinical practicum orientation in hospital setting during last two weeks. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M11 – 1 Unit
#### Radiography Skills Lab I
Prerequisite: RADT M10
Corequisites: RADT M01A/M01AL and RADT M01B
Class Hours: 3 lab
Provides practical application of theory from RADT M01A through simulated clinical experiences in a radiography skills lab. Includes positioning “mock patient” and making actual radiographs with x-ray phantom. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M12 – 1 Unit
#### Radiologic Technology Skills Lab II
Prerequisite: RADT M11
Corequisites: RADT M02A/M02AL and RADT M02B
Class Hours: 3 lab
Provides practical application of theory from RADT M02A through simulated experiences in a radiography skills lab. Includes positioning “mock patient” and making actual radiographs with x-ray phantom. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M13 – 1 Unit
#### Radiography Skills Lab III
Prerequisite: RADT M12
Corequisites: RADT M03A/M03AL and RADT M03B
Class Hours: 3 lab
Provides practical application of theory from RADT M03A through simulated experiences in a radiography skills lab. Includes positioning “mock patient” and making actual radiographs with x-ray phantom. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*

### RADT M14 – 1 Unit
#### Radiographic Film Critique Skills Lab
Prerequisite: RADT M13
Corequisites: RADT M04A/M04AL
Class Hours: 3 lab
Provides clinical film critique to integrate clinical practice and classroom education. Evaluates technical errors on radiographs and reviews strategies for avoiding future errors. May be taken two (2) times for credit. *Applies to Associate Degree. Transfer credit: CSU*
RADT M15 – 1 Unit
Venipuncture for Diagnostic Imaging
Prerequisite: Certified Radiologic Technologist or RADT M02A
Class Hours: 0.5 lecture, 1.5 lab
Provides practice of basic venipuncture techniques in upper extremity for the sole administration of contrast materials. Successfully completing course and then performing 10 venipunctures at clinical site under direct supervision of physician complies with state regulations for earning certification to perform venipuncture. Applies to Associate Degree.

RADT M22A/B – 1 to 3 Units Each
Independent Studies in Radiography
Prerequisite: A previous course in Radiologic Technology
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of radiologic technology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

RADT M49 – 4.5 Units
Radiographic Practicum
Prerequisites: RADT M02A/M02AL and RADT M02B
Class Hours: 20 work experience
Nine-week Summer Intersession course. Provides clinical experience in a pre-assigned clinical affiliate. Focuses on improvement of clinical skills. Requires completion of all specified radiographic examinations. Only offered credit/no-credit. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

Hebrew
A study of the Hebrew language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, libraries, and the publishing business.

Career Opportunities
Translator, Diplomatic Officer, Editor, Foreign-Exchange Trader, Foreign Clerk, Foreign Service Officer
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
To Be Announced, Phone (805) 378-1443

Faculty
Part Time Faculty
Margarit Lish

Counselors
Anitra Evans, Susan Izumo, Ofelia Romero-Motlagh

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Hebrew who wish to qualify for an Associate in Arts Degree could explore International Studies, Jewish Studies or Liberal Studies as a possible major.

Hebrew Courses
HEB M01 – 4 Units
Elementary Hebrew I
Prerequisite: None
Class Hours: 4 lecture, 1 lab as arranged
Introduces Hebrew language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Provider approved by the California Board of Registered Nursing. Provider number CSP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. ISA: Foreign language, UC only

HEB M02 – 4 Units
Elementary Hebrew II
Prerequisite: HEB M01
Class Hours: 4 lecture, 1 lab as arranged
Further explores Hebrew language and culture, emphasizing people and history as well as speaking and writing proficiency. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

HEB M31A – 3 Units
Beginning Conversational Hebrew
Prerequisite: None
Class Hours: 3 lecture
Emphasizes vocabulary essentials, conversational patterns and pronunciation, including proficiency in practical aspects of using the language (Ulpan). Requires readings on history and customs of modern Israel. May be taken two (2) times for credit. Applies to Associate Degree.

HEB M80 – 1 to 4 Units
Internship in Hebrew
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.
History

History is an evolving record of human emotion, human aspiration, human frustration, and human success. Historians deal with the goals, fears, interests, opinions, and prejudices of people in the past. What made people the way they were? What is the impact of their thought and action on people today and what is their impact on people tomorrow? As a study of people, history offers both a necessary understanding of one’s place in the human experience, and the conceptual framework for a lifelong avocation.

Career Opportunities

Lobbyist, Historian, Politician, Law Clerk, Diplomat, Publicist, Advertising, Journalist, Editor, Archivist, Program Development, Library Reference Worker, Communication Specialist, Management Trainee, Researcher, Museum Librarian, Marketing Researcher, Pollster, Writer -- Fiction and Non-Fiction

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Daniel Brown, Nenagh Brown, Cecile Copsey, Gerald Fecht, Joseph Gonzalez, Ranford Hopkins, Tomas Sanchez

Part-Time
Jennifer Beal, Chris Beam, Stephen Beluris, Susan Bennion, Scott Cameron, Lisa deFruga, Rene Fraser, Igor Kotler, Bruce Loynd, James Morrison, John Pendleton, Leslie Smithers

Counselors
Anitra Evans, Susan Izumo, Michael Johnson, Pam Kennedy Luna

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in History who wish to qualify for an Associate in Arts Degree could explore Social Science, International Studies or Liberal Studies as a possible major.

History Courses

HIST M01A – 3 Units
An Introduction to Western Civilization
Prerequisite: None
Class Hours: 3 lecture
Introduces important events and developments in Western civilization from prehistory through the sixteenth century. Focuses on ideas, institutions, and contributions. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: HIST 2; HIST SEQ A (HIST M01A+M01B), IGETC AREA 3, 4

HIST M01B – 3 Units
An Introduction to Western Civilization
Prerequisite: None
Class Hours: 3 lecture
Introduces important events and developments in Western civilization from the seventeenth century to modern times. Focuses on ideas and institutions. (HIST M01A not prerequisite). Applies to Associate Degree. Transfer credit: CSU; UC. CAN: HIST 4; HIST SEQ A (HIST M01A + M01B). IGETC AREA 3, 4

HIST M02 – 3 Units
From Freedom to Civil Rights
Prerequisite: None
Class Hours: 3 lecture
Surveys the efforts of African Americans in the 20th century to gain equal political, social, and economic opportunity. Emphasizes the movement for civil rights, including its radicalization in the late 1960s. Includes the evolution of the African American community, the beginnings of Black cultural nationalism and the contributions of African Americans to the development of the United States. Transfer credit: CSU, UC. IGETC AREA 4

HIST M03 – 3 Units
African American History
Prerequisite: None
Class Hours: 3 lecture
Analyzes history of the African American experience from the Atlantic slave trade (16th century) to the present. Focuses on the political, social and economic trials and contributions of African Americans in US development. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M04 – 3 Units
History of the Southwest
Prerequisite: None
Class Hours: 3 lecture
Introduces history of the Chico (pre-Columbian to present), emphasizing the Mexican settlement of the American Southwest as well as the development and contributions of the Chico to that area. (Same course as CHST M04.) Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M05 – 3 Units
United States History
Prerequisite: None
Class Hours: 3 lecture
Introduces the historical development of institutions and values that shape present-day America through thematic problems approach. Reviews democratic government, the use of nature; work; political and social reform; discrimination based on sex, race, and nationality, and individual and group contributions. Applies to Associate Degree. Transfer credit: CSU; UC. (HIST M05, M07A and M07B combined receive maximum credit as 3 courses). IGETC AREA 4
HIST M05H – 3 Units
Honors: United States History
Prerequisite: None
Class Hours: 3 lecture

Provides honors work in the historical development of institutions and values that shape present-day America through thematic/problems approach. Reviews democratic government; the use of nature; work: political and social reform; discrimination based on sex, race, and nationality; and individual and group contributions. Partially satisfies the Title V United States History, constitution, and American Ideals requirement. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC. (HIST M05, M07A and M07B combined receive maximum credit as 2 courses). IGETC AREA 4

HIST M06 – 3 Units
History of the American Indian
Prerequisite: None
Class Hours: 3 lecture

Introduces indigenous peoples of the Western Hemisphere from pre-Columbian times to present. Reviews places and cultures of North America, emphasizing association of those with mixed ancestry to mainstream Anglo-America. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M07A – 3 Units
Social and Political History of the United States
Prerequisite: None
Class Hours: 3 lecture

Introduces creation and development of American Society to 1865, analyzing impact of individuals and groups. Explores colonial foundation of American cultural heritage; growth of US political party system; women and social reform; the institution of and movement to abolish slavery; and the Civil War, including its causes and repercussions. Applies to Associate Degree. Transfer credit: CSU; UC HIST M05, M07A M07B combined receive maximum credit as 2 courses. CAN: HIST 8; HIST SEQ B (HIST M01A + M01B). IGETC AREA 4

HIST M07B – 3 Units
Social and Political History of the United States
Prerequisite: None
Class Hours: 3 lecture

Introduces creation and development of American Society to 1865, analyzing impact of individuals and groups. Explores colonial foundation of American cultural heritage; growth of US political party system; women and social reform; the institution of and movement to abolish slavery; and the Civil War, including its causes and repercussions. Applies to Associate Degree. Transfer credit: CSU; UC HIST M05, M07A M07B combined receive maximum credit as 2 courses. CAN: HIST 8; HIST SEQ B (HIST M01A + M01B). IGETC AREA 4

HIST M08 – 3 Units
History of California
Prerequisite: None
Class Hours: 3 lecture

Introduces political, social and cultural developments and events of Indian, Spanish, and Mexican/American periods of California history since 1849. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M09 – 3 Units
Latin American History
Prerequisite: None
Class Hours: 3 lecture

Introduces development of cultural, economic, and political factors in the various Latin American nations, emphasizing relationships with contemporary United States. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M10 – 3 Units
African History
Prerequisite: None
Class Hours: 3 lecture

Introduces development of social, economic and political aspects of indigenous cultures and the colonial experience. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M12 – 3 Units
History of American Women
Prerequisite: None
Class Hours: 3 lecture

Introduces roles of women in the historical development of the United States since the 17th century, examining famous and obscure women and the boundaries and changes they faced. Contrasts myth and reality for Euro-Americans and ethnic minorities. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M14 – 3 Units
Ethnicity and Gender in American History
Prerequisite: None
Class Hours: 3 lecture

Surveys experiences of Native Americans, Latinos, Asian-Americans, African-Americans, and women throughout American history, assessing their accomplishments, the persistence of stereotypes, and the continuity and change in the position of these different groups. Analyzes historical documents, films, and literature. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M15 – 3 Units
Asia Civilization I
Prerequisite: None
Class Hours: 5 lecture

Provides overview of civilizations and individuals that provided key contributions to the history of Asia. Covers the earliest written records to 1600, including selected topics from the ancient, classical, medieval and early modern periods. Emphasizes India and China but references all areas of monsoon Asia, including Japan, Korea, South East Asia and the Central steppes. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4

HIST M16 – 3 Units
Asia Civilization II
Prerequisite: None
Class Hours: 3 lecture

Provides overview of civilizations and individuals that provided key contributions to the history of Asia. Covers the arrival of the West to the present (1600 to 2000), including selected topics from the late traditional period, the era of imperialism and the modern world. Emphasizes China, India and Japan but references all areas of monsoon Asia, including Korea, Indochina and other South East Asian countries. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 4
HIST M20A – 3 Units
World History I
Prerequisite: None
Class Hours: 3 lecture
Introduces major civilizations of Asia, Europe, Africa and the Americas from pre-history through 1500, covering each civilization's religions and cultural achievements as well as its political, economic and social structures. Applies to Associate Degree. Transfer credit: CSU; UC. CAN Number HIST 14; HIST SEQ C (HIST M20A & HIST M20B). IGETC AREA 3, 4

HIST M20B – 3 Units
World History II
Prerequisite: None
Class Hours: 3 lecture
Introduces major civilizations of Asia, Europe, Africa and the Americas from 1500 to the present, covering each civilization's religions and cultural achievements as well as its political, economic and social structures. (HIST M20A not prerequisite). Applies to Associate Degree. Transfer credit: CSU; UC. CAN Number HIST 16; HIST SEQ C (HIST M20A & HIST M20B). IGETC AREA 3, 4

HIST M22A/B – 0.5 to 3 Units Each
Independent Studies in History
Prerequisite: A previous course in History
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of history through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

HIST M60A-Z – 1 to 3 Units Each
Topics in History
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

HIST M60A – 3 Units
The Holocaust in Historical Perspective
Prerequisite: None
Class Hours: 3 lecture
Chronicles the attempt to annihilate various so-called “undesirable” groups by Adolf Hitler and his National Socialist cohorts during World War I. Examines rise of Hitler and Nazism, the resultant attempt to eradicate Jews, Roma, Jehovah’s Witnesses, Socialists, et al.; and implications for today. Applies to the Associate Degree. Transfer credit: CSU; UC

HIST M60C – 3 Units
World War II - The World at War
Prerequisite: A previous course in History
Class Hours: 3 lecture
Analyses World War II as the most cataclysmic and important event in our time, noting its continuing effect on contemporary society. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60D – 3 Units
World War I - The Great War
Prerequisite: A previous course in History
Class Hours: 3 lecture
Analyses World War I, still regarded as “The Great War” by Europeans, noting its significance as the catalyst for the rest of the 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60E – 3 Units
Modern England
Prerequisite: A previous course in History
Class Hours: 3 lecture
Examines England from its age of greatness to its more recent times of decline. Emphasizes Victorian England, industrial revolution, World Wars, welfare state, and Anglo-American partnership. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60F – 3 Units
The World Since 1945
Prerequisite: A previous course in History
Class Hours: 3 lecture
Expands review of Western civilization beyond World War II, emphasizing individuals, events, contributions and relationships. Applies to the Associate Degree. Transfer credit: CSU; UC

HIST M60G – 3 Units
Modern Germany
Prerequisite: A previous course in History
Class Hours: 3 lecture
Introduces political and cultural history of Germany during the last 100 years, emphasizing creation and structure of the German Empire, World War I, the Weimar Republic, Hitler and National Socialism, World War II, and the division of Germany since 1945. Applies to the Associate Degree. Transfer credit: CSU; UC

HIST M60H – 3 Units
History of the Jewish People
Prerequisite: None
Class Hours: 3 lecture
Traces great ages and ideas of the Jewish people, emphasizing the character and nature of contemporary Jewish experience. Reviews time, depth and geographical span of Jewish history and the significance of moving through many cultures and lands. Applies to the Associate Degree. Transfer credit: CSU; UC

HIST M60R – 3 Units
Modern Russia
Prerequisite: None
Class Hours: 3 lecture
Introduces political and cultural history of Russia in the 20th century. Reviews World War I, Lenin and the Communist Revolution of 1917, Stalin's domestic and foreign policies, World War II, the Cold War, and present East-West relations. Applies to Associate Degree. Transfer credit: CSU; UC
HIST M608 – 3 Units
Modern Jewish History
Prerequisite: None
Class Hours: 3 lecture
Reviews the Jewish people in modern Western civilization, including experiences and treatment within various countries, movements within and between countries, rise of anti-Semitism in Russia, impact of two World Wars, the Holocaust, and assimilation and survival of contemporary Jewry. Applies to Associate Degree. Transfer credit: CSU; UC

HIST M60T – 3 Units
Historic Site Evaluation
Prerequisite: A previous or concurrent course in History
Class Hours: 3 lecture
Introduces methodology of historic site evaluation and interpretation, including on-site evaluation of federal, state, and local historic sites, buildings, museums and parks. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

HIST M60V – 3 Units
The Vietnam War
Prerequisite: None
Class Hours: 3 lecture
Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HUM M60V and PSY M60V.) Applies to Associate Degree. Transfer credit: CSU; UC

HIST M80 – 1 to 4 Units
Internship in History
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Humanities

Humanities courses are specially designed to offer a broad-based understanding of literature, history, philosophy, art and contemporary issues and trends. Such an understanding often enhances the collaborative work skills valued in most careers. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
To Be Announced, Phone (805) 378-1443

Faculty

Full-Time
John Davie, Hugo Elbracht, Judy Farrell, Gerald Focht, Carole Ginet, Anne Kaischnick, Linda Moore, Nils Slattum

Counselors
Anitra Evans, Don Henderson, Michael Johnson

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Humanities who wish to qualify for an Associate in Arts Degree could explore Liberal Studies or Social Science as a possible major.

Humanities Courses

HUM M01 – 6 Units
The Individual and Society
Prerequisite: None
Class Hours: 6 lecture
Team-taught interdisciplinary course. Analyzes history and social issues through accomplishments of people who have shaped civilization and its institutions. Explores individual and collective responsibility to preserve and improve society. Emphasizes use and improvement of writing skills. Applies to Associate Degree. Transfer credit: CSU

HUM M02 – 6 Units
The Individual and the Arts
Prerequisite: None
Class Hours: 6 lecture
Team-taught interdisciplinary course. Examines nature of creativity through an analysis of major art forms and of the interrelationships of art, artists and society. Develops awareness of and appreciation for diversity among people and the arts. Emphasizes use and improvement of writing skills. Applies to Associate Degree. Transfer credit: CSU

HUM M03 – 3 Units
History of Cinema I
Prerequisite: None
Class Hours: 3 lecture
Introduces historical and critical survey of world cinema from its beginnings to World War II. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

HUM M04 – 3 Units
History of Cinema II
Prerequisite: None
Class Hours: 3 lecture
Introduces historical and critical survey of world cinema from World War II to the present. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- one course if combined with HUM M06. IGETC AREA 3

HUM M05 – 3 Units
Contemporary Foreign Film
Prerequisite: None
Class Hours: 3 lecture
Introduces contemporary foreign cinema, focusing on works of important directors and their varying production systems. Reviews genres, themes, and styles of various national cinemas. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 3

160
HUM M06  3 Units
Contemporary Film
Prerequisite: None
Class Hours: 3 lecture
Analyzes works of contemporary American filmmakers, examining special themes, filming techniques and notable genres, including comedy, epic and psychological drama. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- one course if combined with HUM M04. IGETC AREA 3

HUM M10A  3 Units
Ethics, Culture and the Arts: The Roots of Humanities
Prerequisite: None
Class Hours: 3 lecture
Introduces human cultural heritage from the earliest times to approximately 1000, emphasizing major ideas of several periods of Western civilization. Examines literature, philosophy, music, painting, architecture, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC. IGTEC AREA 3

HUM M10B  3 Units
Ethics, Culture and the Arts: Humanities and the Modern World
Prerequisite: None
Class Hours: 3 lecture
Introduces human cultural heritage from 1000 to the present, emphasizing major ideas of several periods of Western civilization from the Renaissance to the modern world. Examines literature, philosophy, music, painting, architecture, and sculpture of each era. Highlights ethical choices and aesthetic responses possible within each period. Applies to Associate Degree. Transfer credit: CSU; UC. IGTEC AREA 3

HUM M12  3 Units
Spanish Civilization
Prerequisite: None
Class Hours: 3 lecture
Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th-century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as SPAN M12.) Applies to Associate Degree. Transfer credit: CSU; UC.

HUM M18  3 Units
Images of Women in Film
Prerequisite: None
Class Hours: 3 lecture
Introduces psychological survey of stereotypes of women seen through roles, myths and special personalities in motion pictures. Considers visions of individual filmmakers, audience demands, censorship and cultural movements. Contrasts cinematic image with the actual image of women, exploring the impact of the media on reality. Applies to Associate Degree. Transfer credit: CSU; UC. IGTEC AREA 3

HUM M19  3 Units
Women in Contemporary Society
Prerequisite: None
Class Hours: 3 lecture
Examines concerns, conflicts and rewards of women as their roles and opportunities change within society. Uses lecture, discussions, films and reading to explore fulfillment of individual potential. Applies to Associate Degree. Transfer credit: CSU; UC. IGTEC AREA 4

HUM M22A/B  1 to 3 Units Each
Independent Studies in Humanities
Prerequisite: A previous course in Humanities
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of humanities through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

HUM M42  3 Units
Business and Society
Prerequisite: None
Class Hours: 3 lecture
Explores management's role in contemporary society and the inter-relationships among business, government, and society. Addresses the economic, social, ethical, and technological factors that affect business. Helps managers develop the framework, tools, and procedures that enable businesses to become responsible citizens. (Same course as BUS M42.) Applies to Associate Degree. Transfer credit: CSU

HUM M60A-Z  1 to 6 Units Each
Topics in the Humanities
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

HUM M60A  1.5 Units
The Reel View: The Fifties
Prerequisite: None
Class Hours: 1.5 lecture
Studies content and form of cinema of the fifties, comparing "reel" images with societal realities and values. Applies to Associate Degree. Transfer credit: CSU; UC.

HUM M60B  1.5 Units
The Reel View: The Sixties
Prerequisite: None
Class Hours: 1.5 lecture
Studies content and form of cinema of the sixties, comparing "reel" images with societal realities and values. Applies to Associate Degree. Transfer credit: CSU; UC.
HUM M60E – 3 Units
America in Perspective
Prerequisite: None
Class Hours: 3 lecture
Explores economic, political, diplomatic/military, and social developments shaping the United States since 1876. Provides topical rather than chronological approach to history. Applies to Associate Degree. Transfer credit: CSU; UC

HUM M60I – 1.5 Units
The Reel View of Real Life (The Documentary)
Prerequisite: None
Class Hours: 1.5 lecture
Analyzes selected documentary films, comparing content and styles of individual filmmakers. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

HUM M60J – 3 Units
Humanities through the Arts
Prerequisite: None
Class Hours: 3 lecture
Surveys the human condition as seen through film, drama, music, literature, painting, sculpture, and architecture, emphasizing history, techniques, meaning and evaluation of individual works of Western art. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

HUM M60V – 3 Units
The Vietnam War
Prerequisite: None
Class Hours: 3 lecture
Examines circumstances leading to the American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and PSY M60V.) Applies to Associate Degree. Transfer credit: CSU; UC

HUM M80 – 1 to 4 Units
Internship in Humanities
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Interior Design

The Interior Design Program has been developed to prepare students for numerous careers in Interior Design and related areas including Residential and Commercial design. Training equips students with the tools necessary for various aspects of the Design field.

Career Opportunities

Residential Designer, Commercial Designer, Product Designer, Window Treatment Designer, Model Home Designer, Textile Designer, Customer Service Representative, Home Furnishings Editor and/or Writer, Home Fashions Coordinator, Merchandise Manager, Home Economist, Construction Executive, Health Care Facility Designer, Showroom Manager, Designer for the Disabled, Color Consultant, Furniture Buyer, Lighting Consultant, Display Specialist, Environmental Designer, Wall Covering Designer, Space Planner, Set Designer, Wholesale Buyer, Instructor, Researcher, Museum Curator, Urban Planner, Land Planner, City Planner

To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Judith Gerhart, Phone (805) 378-1402

Faculty

Full-Time
Tim Stewart

Part-Time
Sharon Anderson, Anna Frise, Toni Johnston, Otila Meinhart

Counselors
Denise Avila, Susan Izumo

Degree and Certificate Options in Interior Design (Occupational)

Associate in Science Degree in Interior Design
Certificate of Achievement in Interior Design

The Interior Design program has been developed to prepare students for numerous careers in Residential and Commercial Interior Design. Students will receive training necessary to prepare for the work force. To earn an Interior Design Certificate of Achievement or an Associate in Science Degree with a major in Interior Design, students complete 30 specified units; those seeking the degree must also complete general education degree requirements (minimum total = 60 units).

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART M02</td>
<td>Art Appreciation</td>
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</tr>
<tr>
<td>ART M04A</td>
<td>Color and Design</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS M32</td>
<td>Small Business Management</td>
<td>3.0</td>
</tr>
<tr>
<td>DRFT M03A</td>
<td>Architectural Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M05</td>
<td>Beginning Interior Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M06</td>
<td>Materials and Installations</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M07</td>
<td>Space Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M08</td>
<td>Advanced Interior Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M09</td>
<td>Presentation and Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M31</td>
<td>Textiles</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**TOTAL** | | **30.0** |

For General Education Degree Requirements and Transfer Information, see p. 29.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).
# Sample Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
</tr>
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<tbody>
<tr>
<td>ART M02</td>
</tr>
<tr>
<td>DRFT M03A</td>
</tr>
<tr>
<td>ID M05</td>
</tr>
<tr>
<td>ID M06</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART M04A</td>
</tr>
<tr>
<td>ID M31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS M32</td>
</tr>
<tr>
<td>ID M07</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID M08</td>
</tr>
<tr>
<td>ID M09</td>
</tr>
</tbody>
</table>

### Interior Design Certificates of Completion

To earn a Certificate of Completion in Interior Design, students complete 16.5-18 specified units, selecting an area of specialization: Space Planning, Kitchen/Bath Design, Health Occupations or Decorative Textiles. Developing a portfolio for work with clients, program graduates are ready to enter the workforce as competent, resourceful designers.

Choose one of the specified certificate options noted below:

### Space Planning Certificate

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT M02A Computer Aided Drafting I</td>
<td>3.0</td>
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<tr>
<td>DRFT M03A Architectural Drafting I</td>
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</tr>
<tr>
<td>ID M05 Beginning Interior Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M07 Space Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M60C Lighting for Interior Spaces</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60G Barrier Free Design</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60H Residential Design</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60I Commercial Design</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL 18.0**

### Kitchen/Bath Design Certificate

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT M03A Architectural Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M05 Beginning Interior Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M06 Materials and Installation</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M07 Space Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M60C Lighting for Interior Spaces</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60G Barrier Free Design</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60I Kitchen/Bath Design</td>
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</table>

**TOTAL 16.5**

### Health Care Design Certificate

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DRFT M03A Architectural Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M05 Beginning Interior Design</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M06 Materials &amp; Installation</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M31 Textiles</td>
<td>3.0</td>
</tr>
<tr>
<td>ID M60C Lighting for Interior Spaces</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60D Feng Shui</td>
<td>0.5</td>
</tr>
<tr>
<td>ID M60G Barrier Free Design</td>
<td>1.5</td>
</tr>
<tr>
<td>ID M60K Designing for Health Care Industry</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**TOTAL 17.0**

### Interior Design Courses

**ID M05 – 3 Units**

**Beginning Interior Design**

*Prerequisite: None*

*Class Hours: 3 lecture*

Introduces principles and elements of design and color applied to residential buildings including materials, organization, and arrangement related to living needs. Requires field trips. Reviews employment opportunities. 

*Applies to Associate Degree. Transfer credit: CSU*

**ID M06 – 3 Units**

**Materials and Installations**

*Prerequisite: None*

*Class Hours: 3 lecture*

Introduces materials and installation processes of residential and commercial design. Emphasizes procurement, pricing, and manufacturer's specifications. 

*Applies to Associate Degree. Transfer credit: CSU*

**ID M07 – 3 Units**

**Space Planning**

*Prerequisite: None*

*Class Hours: 2 lecture, 3 lab*

Introduces management of space related to three-dimensional functional adequacy, task management, human behavior, social interaction, and traffic and workflow. Includes technical consideration such as lighting and power, storage, noise control, computers and code requirements, and barrier-free design. Requires practical lab projects. 

*Applies to Associate Degree. Transfer credit: CSU*

**ID M08 – 3 Units**

**Advanced Interior Design**

*Prerequisite: None*

*Recommended Preparation: ID M05 and DRFT M03A*

*Class Hours: 3 lecture*

Provides advanced application of interior design principles and elements. Explores interior environments that meet functional, aesthetic, psychological, and emotional requirements of the inhabitants. Refines skills in using the design process to solve problems. 

*Applies to Associate Degree. Transfer credit: CSU*

**ID M09 – 3 Units**

**Presentation and Practices**

*Prerequisites: None*

*Recommended Preparation: ID M05, ID M06, ID M08*

*Class Hours: 3 lecture*

Presents a survey of the management of an interior design business through the development of a portfolio, verbal and visual presentation strategies, and the application of business practices and problem-solving techniques in interior design. 

*Applies to Associate Degree. Transfer credit: CSU*

**ID M10 – 3 Units**

**History of Furniture**

*Prerequisite: None*

*Class Hours: 3 lecture*

Exploring the dominant characteristics of historical styles for interior furnishings, decorative arts, and architecture from antiquity to the present. Emphasizes style development as it relates to social, economic, and political influences. 

*Applies to Associate Degree. Transfer credit: CSU*
ID M22A/B – 1 to 3 Units Each
Independent Studies in Interior Design
Prerequisite: A previous course in Interior Design
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of interior design through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 5 units. Applies to Associate Degree. Transfer credit: CSU.

ID M31 – 3 Units
Textiles
Prerequisite: None
Class Hours: 3 lecture
Introduces care of textile fibers, including construction, characteristics, finishes, and uses. Requires development of 25 decorative textile techniques. Applies to Associate Degree. Transfer credit: CSU; UC.

ID M32 – 3 Units
Interior Design Practicum
Prerequisites: Completion of 15 units (C grade or better)
Recommended Preparation: concurrent enrollment in ID M9
Class Hours: 1 lecture, 10 lab
Provides practical work experience in a residential or commercial interior design firm. Requires weekly class sessions and ten hours of work per week under direction of Interior Design Supervisor. Applies to Associate Degree. Transfer credit: CSU.

ID M60A-Z – 0.5 to 3 Units Each
Topics in Interior Design
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

ID M60A – 1.5 Units
Decorative Textiles - Hand Painting on Silk
Prerequisite: None
Class Hours: 1.5 lecture
Introduces techniques of hand painting on silk for home furnishings, art and accessories. Reviews contemporary decorative textiles, including ethnic textile techniques. Requires class projects. Applies to Associate Degree. Transfer Credit: CSU.

ID M60B – 1.5 Units
Faux Finishes
Prerequisite: None
Class Hours: 1.5 lecture
Provides hands-on learning, using “Faux Finishing” techniques, including how to simulate wood, marble, stone, brick and fabric. Requires creation of sample boards for all techniques. Applies to Associate Degree. Transfer Credit: CSU.

ID M60C – 1.5 Units
Lighting for Interior Spaces
Prerequisite: None
Class Hours: 1.5 lecture
Includes lighting basics, illumination requirements, sources of light, symbol requirements for floor plans and lighting as a source of art. Focuses on lighting design specifications. Applies to Associate Degree. Transfer Credit: CSU.

ID M60D – 0.5 Unit
Feng Shui
Prerequisite: None
Class Hours: 0.5 lecture
Introduces Feng Shui, traditional Chinese technique that ensures harmony between design and surroundings. Applies to both residential and commercial settings. Requires practical application of Feng Shui guidelines in class projects. Applies to Associate Degree. Transfer Credit: CSU.

ID M60E – 1.5 Units
Window Treatment Design
Prerequisite: None
Class Hours: 1.5 lecture
Introduces window treatment design, including fabric requirements, window function, hardware requirements, window measuring, and proper window treatment specification. Emphasizes proper workplace procedure and professional expectations. May be taken two (2) times for credit. Applies to Associate Degree. Transfer Credit: CSU.

ID M60G – 1.5 Units
Barrier Free Design
Prerequisite: None
Recommended Preparation: ID M05
Class Hours: 1 lecture, 1.5 lab
Introduces barrier free codes governing residential spaces and public institutions. Requires designing of barrier free projects, following California’s regulations. Applies to Associate Degree. Transfer Credit: CSU.

ID M60H – 1.5 Units
Residential Design
Prerequisite: None
Recommended Preparation: ID M05 and ID M07
Class Hours: 1 lecture, 1.5 lab
Develops professional portfolio reflecting advanced design work. Requires completing an interior design project for actual residential client from the community. Applies to Associate Degree. Transfer Credit: CSU.

ID M60I – 1.5 Units
Commercial Design
Prerequisite: None
Recommended Preparation: ID M05 and ID M07
Class Hours: 1 lecture, 1.5 lab
Develops professional portfolio reflecting advanced design work. Requires completing an interior design project for actual commercial client from the community. Applies to Associate Degree. Transfer Credit: CSU.
Interior Design

ID M60J – 1.5 Units
Kitchen and Bath Design
Pre requisite: None
Recommended Preparation: ID M05
Class Hours: 1 lecture, 1.5 lab
Introduces kitchen and bath design, including space requirements, the work triangle, and cabinet and hardware construction and specification. Reviews surface material selection and function, floor plans and project documentation. Applies to Associate Degree. Transfer Credit: CSU

ID M60K – 1.5 Units
Designing for Health Care Industry
Pre requisite: ID M05
Recommended Preparation: ID M60C, ID M60G
Class Hours: 1 lecture, 1.5 lab
Develops professional portfolio reflecting advanced design work. Requires completing an interior design project for primary care facility. Reviews surface material selection and function, floor plans and project documentation. Applies to Associate Degree. Transfer Credit: CSU

ID M80 – 1 to 4 Units
Internship in Interior Design
Pre requisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1556. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations

International and Intercultural Studies

The major in International Studies is based upon the idea that the past 20 years have seen a series of significant changes in some of the fundamental ways in which nations have traditionally dealt with one another. There has been a shift away from the older politics of conflict and competition toward the recognition that economic and developmental strategies require international planning and management. Nations are beginning to realize that their destinies are mingled in a way, and to a degree, that is unprecedented. The major is designed to permit students to function in this new environment with an understanding and perspective that would be beneficial in the global job market. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1556).

Dean
Al Nordquist, Phone (805) 378-1445

Faculty
Counselor
Chuck Brinkman

Degree Option in International Studies

Associate in Arts Degree
To earn an Associate in Arts Degree with a major in International Studies, students complete 30-32 specified units, plus complete the Moorpark College general education degree requirements (minimum total = 60 units). The program allows students to select an area of specialization as noted below.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH M22</td>
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<tr>
<td>ECON M01</td>
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<tr>
<td>ENGL M31</td>
<td>3.0</td>
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<td>GEOG M03</td>
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<tr>
<td>HIST M01B or M60F</td>
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<td>POLS M02</td>
<td>3.0</td>
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<td>POLS M03</td>
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<td>POLS M04</td>
<td>3.0</td>
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<tr>
<td>Units from RECOMMENDED GROUPS</td>
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</tr>
</tbody>
</table>

TOTAL: 30.0-32.0

Recommended Groups: Choose Group A, B, C or D:

- **Group A:** Select Two of the Following 3-Unit Courses
- **Business - Economics**
  - BUS M30: Intro to Business and Economics
  - BUS M31: Introduction to Management
  - BUS M37: Marketing
  - ECON M02: Principles of Macro-Economics

- **Group B:** Select Two of the Following 3-Unit Courses
- **Culture and Politics**
  - HIST M07B: Social/Political History of the United States
  - HIST M09: Latin American History
  - HIST M10: African History
  - HIST M16: Asian Civilization I
  - HIST M60E: Modern England
  - HIST M60F: The World Since 1945
  - HIST M60G: Modern Germany
  - HIST M60R: Modern Russia
  - PHIL M11: Survey of World Religions: West
  - PHIL M12: Survey of World Religions: East
  - SOC M01: Intro to Sociology

- **Group C:** Complete Two Courses of the Same Language from the Foreign Languages Offered

- **Group D:** Select Two of the Following Courses
- **Environmental Studies**
  - ENSC M02: Environment and Human Interactions (4 units)
  - ENSC M03: Energy Resources and Conservation (3 units)
  - GEOG M01: Our Physical Environment (5 units)
  - GEOG M07: The Human Impact (3 units)

For General Education Degree Requirements and Transfer Information, see p. 29.

NOTE: Moorpark College Study Abroad program may be substituted for 3 units in any of the above areas.

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of the support services available in the Transfer Center (Admin. Bldg., 805.378-1551).
Internships
See Courses in Work Experience
Visit the Career Services Center in the Campus Center

Italian
A study of the Italian language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

Career Opportunities
Translator, Diplomatic Officer, Tutor, Editor, Foreign-Exchange Trader. Foreign Clerk, Foreign Service Officer
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1536).

Dean
To Be Announced, Phone (805) 378-1443

Faculty

Part-Time
Damiano Marano, David Pardess

Counselors
Anitra Evans, Susan Izumo, Ofelia Romero-Motlagh

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Italian who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

Italian Courses

ITAL M01 – 4 Units
Elementary Italian I
Prerequisite: None
Class Hours: 4 lecture, 1 lab as arranged
Introduces Italian language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: ITAL 2. ITAL SEQ A (ITAL M01+M02). *HSC Foreign Language, UC only

ITAL M02 – 4 Units
Elementary Italian II
Prerequisite: ITAL M01 or 2 years of high school Italian with equivalent fluency
Class Hours: 4 lecture, 1 lab as arranged
Further develops proficiency of oral and written forms of Italian. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: Foreign Language, UC only

ITAL M03 – 4 Units
Intermediate Italian I
Prerequisite: ITAL M02
Class Hours: 4 lecture, 1 lab as arranged
Reviews grammar basics and expands vocabulary and writing proficiency. Explores culture and civilization through literature. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC.

ITAL M22A/B – 1 to 3 Units Each
Independent Studies in Italian
Prerequisite: A previous course in
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of Italian through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

ITAL M31A – 3 Units
Beginning Conversational Italian
Prerequisites: None
Class Hours: 3 lecture
Provides basic understanding and use of Italian in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. Applies to Associate Degree.

ITAL M31B – 3 Units
Intermediate Conversational Italian
Prerequisite: ITAL M31A
Class Hours: 3 lecture
Expands introduction and use of Italian for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. Applies to Associate Degree.

ITAL M31C – 3 Units
Advanced Conversational Italian
Prerequisite: ITAL M31B
Class Hours: 3 lecture
Emphasizes correct oral communication for students with an Italian-speaking background. Requires oral presentation and discussion based on Italian music, art, literature and architecture. Applies to Associate Degree.
Italian M80 — 1 to 4 Units
Internship in Italian
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Japanese
A study of the Japanese language provides specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

Career Opportunities
Translator, Diplomatic Officer, Tutor, Editor, Foreign-Exchange Trader, Foreign Clerk, Foreign Service Officer
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
To Be Announced, Phone (805) 378-1443

Faculty
Part-Time
Naoko Hall, Paul Jonokuchi
Counselors
Anita Evans, Susan Izumo, Ofelia Romero-Motlagh

Transfer Information
Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg., 805.378-1551). Transfer students interested in specializing in Japanese who wish to qualify for an Associate in Arts Degree could explore International Studies or Liberal Studies as a possible major.

Japanese Courses
JAPN M01 — 4 Units
Elementary Japanese I
Prerequisite: None
Class Hours: 4 lecture, 1 lab as arranged
Introduces Japanese language, culture, history and people, emphasizing speaking, reading, and writing skills. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC. Foreign Language, UC only.

JAPN M02 — 4 Units
Elementary Japanese II
Prerequisite: JAPN M01
Class Hours: 4 lecture, 1 lab as arranged
Further explores Japanese language and culture, emphasizing people and history as well as speaking and writing proficiency. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC. Foreign Language, UC only.

JAPN M03 — 4 Units
Intermediate Japanese I
Prerequisite: JAPN M02
Class Hours: 4 lecture, 1 lab as arranged
Continues study of grammar, oral and written composition, customs and culture. Includes reading of intermediate-level texts. Requires individualized work in lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC. KGET AREA 3; Foreign Language, UC only.

JAPN M22A/B — 1 to 3 Units Each
Independent Studies in Japanese
Prerequisite: A previous course in Japanese
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of Japanese through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU, UC credit limitations.

JAPN M31A — 3 Units
Beginning Conversational Japanese
Prerequisite: None
Class Hours: 3 lecture
Provides basic understanding and use of Japanese in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. Applies to Associate Degree.

JAPN M31B — 3 Units
Intermediate Conversational Japanese
Prerequisite: JAPN M31A
Class Hours: 3 lecture
Reviews fundamentals of grammar, structure and vocabulary of Japanese language, emphasizing listening comprehension and oral communication. Gradually introduces the Japanese writing system. Includes review of various aspects of Japanese culture. May be taken two (2) times for credit. Applies to Associate Degree.
JAPN M80 — 1 to 4 Units
Internship in Japanese
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Jewish Studies
The Jewish Studies Program provides an understanding of the rich cultural and historical heritage of Jewish civilization in a multi-disciplinary, academic context.

Dean
Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Dan Brown

Part-Time
Sidney Adler, Jerry Caplan, Igor Kosler, Marganit Lish

Counselors
Frank Bianchino, Olfelia Romero-Motlagh

Jewish Studies Degree Program

Associate in Arts Degree
To earn an Associate in Arts Degree with a major in Jewish Studies, students complete 25-26 specified units, plus complete general education degree requirements (minimum total = 60 units).

Required Courses Units
ENGL M43 ............. American-Jewish Literature ................... 3.0
HEB M01 ............. Elementary Hebrew (or higher level) ................ 4.0
HIST M60A .......... Holocaust in Historical Perspective .................. 3.0
HIST M60H .......... History of the Jewish People .................. 3.0
PHIL M02 .......... Values and Society .................. 3.0
SOC M08 .......... Ethnicity, Class and Gender .................. 3.0
Units from List of RECOMMENDED COURSES .................. 6.0-7.0
TOTAL Core Units .................. 25.0-26.0

Recommended Courses: choose two of the following:

ANTH M07 .......... Peoples and Cultures of the World .................. 3.0
ENGL M29A .......... Old Testament as Literature .................. 3.0
HEB M02 .......... Elementary Hebrew II .................. 4.0
HEB M31A .......... Beginning Conversational Hebrew .................. 3.0
HIST M60S .......... Modern Jewish History .................. 3.0
PHIL M11 .......... Survey of World Religions-West .................. 3.0
POLIS M60C .......... Politics in the Middle East .................. 3.0

For General Education Degree Requirements and Transfer Information, see p. 29.

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

Journalism
The Journalism major program has a two-fold purpose: to provide preparation for careers in newspaper and magazine editorial work, television and radio news, or public relations, and to provide a study of the media of mass communications for those students who feel it would contribute to their liberal education. An internship program in connection with local print media is available.

Career Opportunities
Reporter, Feature Writer, Copy Editor, Editorial Assistant, Make-up Editor, Photographer, Lay-out Worker, Advertising Assistant, Writer, Publicity Director, Technical Writer, Proofreader, Stringer, Production Assistant

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

Dean
Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
Bona Dillon, John Grzywacz-Gray, Al Miller

Part-Time
Robin Hagey, Mike Hoffman, Chuck Whitten

Counselors
Denise Avila, Don Henderson

Degree Option in Journalism (Occupational)

Associate in Science Degree in Journalism
To earn an Associate in Science Degree with a major in Journalism, students complete 27-30 specified units, plus general education degree requirements (minimum total = 60 units). This program provides preparation for entry-level positions in two major areas: Print Journalism and Broadcast Journalism.

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

Required Courses Units
JOUR M01 .......... Media and Society .................. 3.0
JOUR M02 .......... Writing and Reporting for the Media .................. 3.0
JOUR M03 .......... Advanced News/Feature Writing .................. 3.0
Units from One of the Recommended Options .................. 18.0-21.0
TOTAL .................. 27.0-30.0

Recommended Options: Choose one of the following:

Print Journalism Option (complete all 18 specified units)
JOUR M08 .......... Basic Photo-Journalism .................. 3.0
JOUR M10A .......... Newspaper Staff .................. 3.0
JOUR M10C .......... Newspaper Production .................. 3.0
JOUR M14 .......... Intro to Public Relations .................. 3.0
GR M25 .......... Computer Publications Design (Macintosh) .................. 3.0
BUS M38 .......... Advertising .................. 3.0
OR
Broadcast Journalism Option (complete all 21 specified units)
RT M02A........... Broadcast Studio Operations.......................... 3.0
RT M02B........... Electronic Field Production/Post Prod. ............. 3.0
RT M05.............. Radio/Television Script Writing.................... 3.0
RT M07A........... Radio Production Workshop............................ 3.0
RT M07B........... Advanced Radio Production......................... 3.0
RT M08.............. Voice and Diction........................................ 3.0
RT M12.............. Broadcast Journalism................................. 3.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Journalism Courses

JOUR M01 — 3 Units
Media and Society
Prerequisite: None
Class Hours: 3 lecture
Surveys history and nature of print and electronic media in America, examining social, political and cultural implications. (Same course as RT M01). Applies to Associate Degree. Transfer credit: CSU; UC: CAN; JOUR 4; IGETC AREA 4

JOUR M02 — 3 Units
Writing and Reporting for the Media
Prerequisite: None
Class Hours: 3 lecture
Introduces reporting and writing for the media. Focuses on information gathering, interviewing and writing for print and broadcast media. Emphasizes news reporting, including the basics of feature writing, journalism law and ethics. Applies to Associate Degree. Transfer credit: CSU; CAN: JOUR 2

JOUR M03 — 3 Units
Advanced News/Feature Writing
Prerequisite: None
Class Hours: 3 lecture
Focuses on writing feature articles used in magazines and newspapers. Emphasizes techniques for gathering material. Provides practical experience through writing for school newspaper. Applies to Associate Degree. Transfer credit: CSU

JOUR M04 — 3 Units
Magazine Article Writing
Prerequisite: None
Class Hours: 3 lecture
Introduces writing feature articles, reviews, and editorials suitable for magazine publication. Includes editing practice and use of illustrative materials. Applies to Associate Degree. Transfer credit: CSU

JOUR M08 — 3 Units
Basic Photo-Journalism
Prerequisite: PHOT M01A or suitable portfolio
Class Hours: 2 lecture, 3 lab
Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. May be taken two (2) times for credit. (Same course as PHOT M08). Applies to Associate Degree. Transfer credit: CSU

JOUR M09 — 3 Units
Copy Editing and Make-up
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Analyzes structure and effectiveness of written materials. Reviews rewriting, error correction, proofreading, headline writing, news and picture evaluation, and page design. Provides opportunity to work on campus newspaper. Applies to Associate Degree. Transfer credit: CSU

JOUR M10A — 3 Units
Newspaper Staff
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Emphasizes content and presentation of the college newspaper, including news, features, opinion articles, photos, graphics and advertising. Refines investigative and multi-source writing skills. Applies to Associate Degree. Transfer credit: CSU

JOUR M10B — 3 Units
Newspaper Editorial Staff
Prerequisite: None
Class Hours: 1 lecture, 6 lab
Emphasizes writing, copy editing, headline writing, and page layout for pre-production of the college newspaper. Explores various aspects of editorial roles and responsibilities. Applies to Associate Degree. Transfer credit: CSU

JOUR M10C — 3 Units
Newspaper Production
Prerequisite: None
Recommended Preparation: GR 20 and GR 23
Class Hours: 1 lecture, 6 lab
Provides hands-on experience in the pagination and production of the college newspaper. Provides hands-on learning through electronic assembly of the newspaper using computers, scanners and other related equipment. Includes techniques in electronic assembly for both print and web production. May be taken two (2) times for credit. Applies to Associate Degree.

JOUR M11 — 3 Units
Magazine Editing
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces analysis, development, composition and layout of magazines or similar publications, emphasizing the coordination of feature stories and related articles with attractive pictorial displays. Also reviews graphic arts as related to magazine production. Applies to Associate Degree. Transfer credit: CSU

JOUR M12 — 3 Units
Broadcast Journalism
Prerequisite: None
Class Hours: 3 lecture
Provides advanced practice in preparation of radio and television newscasts. Develops interviewing skills. Includes writing original news copy as well as editing and rewriting wire service copy for on-air purposes. Requires use of remote recording equipment. (Same course as RT M12). Applies to Associate Degree. Transfer credit: CSU
JOUR M14 – 3 Units
Introduction to Public Relations
Prerequisite: None
Class Hours: 3 lecture
Introduces origins of public relations, including key definitions, processes, and audiences. Reviews public relations in businesses, associations, volunteer agencies, and educational institutions. Includes how to write, prepare and submit release to video/audio and print media. Applies to Associate Degree. Transfer credit: CSU

JOUR M22A/B – 1 to 3 Units Each
Independent Studies in Journalism
Prerequisite: A previous course in journalism
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of journalism through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.

JOUR M60A-Z – 1 to 6 Units Each
Topics in Journalism
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU.

JOUR M80 – 1 to 4 Units
Internship in Journalism
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Laser/Electro-Optics Technology
See Courses in Engineering Technology and Physics

Law Enforcement
See Courses in Criminal Justice

Learning Skills
A wide range of learning skills and assistive technology courses are provided for students with specially identified needs. To make an appointment to assess your specific needs, call (805) 378-1461.
Learning Skills Courses

LS M01 – 0.5 to 3.0 Units
Assessment of Learning Skills
Prerequisite: None
Class Hours: 1.5 to 3 lecture
Provides assessment for learning disabilities by a specially trained staff. Introduces specialized techniques, materials, texts, and audio-visual equipment to support academic instruction for students with special learning styles. *Does not apply toward a degree.*

LS M02 – 3 Units
Basic Writing Skills
Prerequisite: None
Corequisite: LS M02L
Class Hours: 3 lecture
Develops basic writing skills, creative thinking, and intellectual capabilities. Covers basic grammar, usage, and correct sentence structure, enabling students to write sentences, paragraphs, and short essays. May be taken three (3) times for credit. *Does not apply toward a degree.*

LS M02L – 0.5 Unit
Writing Skills Laboratory
Prerequisite: None
Corequisite: LS M02
Class Hours: 1.5 lab
Introduces computer word processing to develop writing skills. Reviews proofreading tools and assistive technology to enhance the writing process. Provides opportunity to practice and reinforce concepts and strategies taught in LS M02. May be taken two (2) times for credit. *Does not apply toward a degree.*

LS M03 – 3 Units
Study Skills
Prerequisite: None
Class Hours: 3 lecture
Introduces fundamental principles of study skills. Includes time management, reading and study strategies, memory improvement, test taking, note taking, scholarship search techniques, and research strategies for writing term papers. May be taken two (2) times for credit. *Does not apply toward a degree.*

LS M04 – 3 Units
Reading and Reasoning
Prerequisite: None
Corequisite: LS M04L
Class Hours: 3 lecture
Develops essential reading skills. Includes critical thinking skills, inferential comprehension, problem-solving activities and vocabulary development. May be taken four (4) times for credit. *Does not apply toward a degree.*

LS M04L – 0.5 Unit
Reading Skills Laboratory
Prerequisite: None
Corequisite: LS M04
Class Hours: 1.5 lab
Develops mastery of reading comprehension skills and vocabulary through the use of computer-based instruction. Provides practice and reinforcement of reading strategies taught in LS M04 - Reading and Reasoning. May be taken four (4) times for credit. *Does not apply toward a degree.*

LS M07 – 3 Units
Basic Math Skills
Prerequisite: None
Class Hours: 3 lecture
Develops the ability to perform arithmetic computation and to develop mathematical skills needed for pre-algebra and algebra courses. May be taken two (2) times for credit. *Does not apply toward a degree.*

LS M08 – 3 Units
Spelling Improvement
Prerequisite: None
Class Hours: 3 lecture
Develops spelling efficiency and competence. Provides spelling practice through conversations and written themes. *Does not apply toward a degree.*

LS M09 – 3 Units
Personal Development
Prerequisite: None
Class Hours: 3 lecture
Develops personal management skills in a small group setting. Explores issues relevant to the disabled population, such as coping with becoming disabled, building interpersonal skills through acquiring appropriate communication techniques, developing strategies for setting and following through on goals. Stress management, wellness issues and career exploration. Stress management, assertiveness training and risk taking skills are emphasized. May be taken two (2) times for credit. *Does not apply toward a degree.*

LS M12 – 1 to 3 Units Each
Tutoring Methods
Prerequisite: None
Class Hours: 1 to 3 lecture
Introduces tutors to techniques for addressing special learning problems. May be taken four (4) times for credit. *Applies to Associate Degree.*

LS M13 – 3 Units
Strategies for Positive Self Esteem
Prerequisite: None
Class Hours: 3 lecture
Introduces a ten-step model to increase positive self-esteem, including strategies for letting go of past negative experiences, developing appreciation of self and others, and setting goals. *Does not apply toward a degree.*
Learning Skills

LS M14 – 0.5 to 1.5 Units
Computer-Aided Instruction/Learning Skills
Prerequisite: None
Class Hours: 1.5 to 4.5 lab as arranged
Provides opportunity to develop academic skills through the use of computer-based instruction. May be taken four (4) times for credit. Does not apply toward a degree.

LS M20 – 0.5 to 1.5 Units
Assessment of Learning Skills/Lab
Prerequisite: None
Class Hours: 1.5 to 4.5 lab as arranged
Open lab for students with disabilities. Provides tutoring by specially trained staff. Emphasizes techniques, materials, tests, and audio-visual equipment to assess skills and to support academic instruction. Focuses on special learning styles. May be taken four (4) times for credit. Only offered credit/no-credit. Does not apply toward a degree.

Liberal Studies

Liberal Studies is designed primarily for students seeking the multiple subjects (elementary) teaching credential, not for those intending to teach in a public junior or senior high school. However, since the completion of the Liberal Studies major automatically satisfies the General Education requirements, many students who have undecided or undeclared majors often pursue Liberal Studies as their stated major for their Associate Degree.

The Learning Community Institute in Liberal Arts
The Learning Community Institute in Liberal Arts offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. This Institute offers a planned educational pathway that leads to a career or educational goal. See the Schedule of Classes for information on current offerings or call Linda McDill at (805) 378-1400, ext. 1659 for more information.

Dean
Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty
Counselors
Anitra Evans, Pam Kennedy Luna, Ofelia Romero-Motlagh

Degree Option in Liberal Studies
Associate in Science Degree in Liberal Studies
To earn an Associate in Science Degree with a major in Liberal Studies, students complete a minimum of 60 specified units that parallel general education degree requirements. Although the basic requirements within this major are common to all campuses in the California State University system, specific course requirements will vary from campus to campus. It is best to explore your options as soon as possible with a counselor to maximize your efforts on campus. Call (805) 378-1428 for a counseling appointment.

Major Requirements for Advanced Standing at California State University, Northridge:
Select one course from each category enumerated below:
1. Freshman Composition: ENGL M01A
2. Critical Reasoning: ENGL M01C, PHIL M05 or PHIL M07
3. Speech Communication: SPCH M01 or M07
4. Introduction to Literature: ENGL M01B, M13A, M13B, M15A, M15B, M30, M31, M45 or M46
5. Foreign Language: Any intermediate-level (3) foreign language course
6. Mathematics: MATH M10 and MATH M210L after transfer
7. Biology: BIOL M01
8. Physical Science: CHEM M12, PHSC M01/M01L or FYS M01/M01L
9. World Geography: GEOG M02
10. Roots of European Society & Culture: HIST M01A or M01B
11. African, Asian and Latin American Society & Culture: HIST M09, M10, M15 or M16
12. U.S. History: HIST M03 or M07A
14. California History & Geography: GEOG M10 or HIST M08
15. Philosophy: PHIL M01 or M06
16. Ethics, Values, and Religion: PHIL M02, M04, M11 or M12
17. Visual & Performing Arts: ART M01A, ART M01B, MUS M08, MUS M09A, MUS M09B, THA M01 or THA M04
18. Child Development: CD M02 or PSY M04

Major requirements for advanced standing at California Lutheran University:
1. ENGL M01A and M01B
2. THA M02A
3. SP&M M01 and M02
4. MATH M10 or M13
5. BIOL M01
6. PHSC M01, M01L
7. GEOL M02, M02L
8. POLS M03
9. GEOG M01
10. PSY M01A
11. PHIL M02
12. MUS M01
13. NT S M04
14. Additional lower-division requirements after transfer

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Major requirements for advanced standing at San Diego State University:

Foreign Language Requirement: Competency is required in one foreign language, equivalent to that which is normally attained through three consecutive courses of college study.

1. ENGL M01A
2. ENGL M01C
3. SPCH M01
4. ENGL M01B or M30 or M31
5. MATH M10*
6. BIOL M01
7. One course from AST M01; CHEM M12; GEOG M01, M05; PHSC M01/M01L; PHYS M01, M10A/M10AL
8. The course selected for either #6 or #7 must include a lab
9. ANTH M02 or GEOG M02
10. PSY M01
11. HIST M03, M04, M05, M06, M07A or M07B, M12; POLS M03.
12. PHIL M01 or M02
13. HIST M01A, M20A or M20B
14. MUS M01*
15. One course from ART M01A, M01B, M02; THA M01

*These courses are prerequisites for admission into the SDSU Multiple Subjects Credential program. Students seeking admission into the SDSU credential program must complete these courses with grades of "C", "CR" or higher no more than five years prior to admission to the program. A 12-unit upper-division specialization is required at SDSU.

Grade Point Requirements: Although the required GPA for graduating with a B.A. in Liberal Studies is a 2.0, the minimum overall GPA for all course work for admission to the SDSU Multiple Subjects Credential program is a 2.64 or better. It is recommended that students strive for the 3.0 GPA above a 2.64 while working toward the Liberal Studies degree.

Mathematics

The Mathematics degree program offers training in both pure and applied mathematics, leading to careers in research, education, business, industry, and government. Many areas, such as the physical and social sciences, engineering, economics, and business, are dependent upon the use of applied mathematics in developing solutions to practical problems. See course sequence chart on next page.

Career Opportunities


Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center. (Campus Center, 805.378-1536.)

Dean

Rene Rodriguez, phone (805) 378-1572.

Faculty

Full-Time

Phil Abramoff, Christine Aguilera, Beverly Barker, Alberto Beron, Christine Cole, Kathryn Fink, Keith Hilmer, David Kay, Mary LaBarge, Fred Meyer, Charles Molnar, Diana Nguyen, Mahyad Rahmati, Deborah Ritchie, Benjamin Rode, Fred Schaal, Robert Stephens, Arthur Szywelcz, Roger Walters, David Weinstein, Gretie Wygant

Part-Time


Counselors

Edna Ingram, Letriasha Mai, Danita Redd

Degree Option in Mathematics

Associate in Arts Degree

To earn an Associate in Science Arts Degree with a major in Mathematics, students complete 35 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division course work for advanced degrees in Mathematics offered by four-year institutions. Since the course work in mathematics is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in mathematics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS M10A/M10AL</td>
<td>4.0</td>
</tr>
<tr>
<td>MATH M25A</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M25B</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M25C</td>
<td>5.0</td>
</tr>
<tr>
<td>MATH M31</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH M35</td>
<td>3.0</td>
</tr>
<tr>
<td>PHYS M20A/M20AL</td>
<td>5.0</td>
</tr>
<tr>
<td>PHYS M20B/M20BL</td>
<td>5.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>35.0</td>
</tr>
</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

Sample Course Sequence:

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CS M10A/M10AL</td>
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<tr>
<td>MATH M25A</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH M25B</td>
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</tr>
<tr>
<td>PHYS M20A/M20AL</td>
<td>5.0</td>
</tr>
</tbody>
</table>

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Sequence of Mathematics Courses

Need help in selecting a math course?

1. Attend a Planning, Assessment, Student Orientation (PAS) session.
2. Read the Mathematics Self-Placement Guide available in the Assessment and Counseling offices.

ALL CLASSES BELOW THIS LINE ARE CSU AND UC TRANSFERABLE

- MATH M14 FINITE MATH
- MATH M05 COLLEGE ALGEBRA
- MATH M07 COL. ALGEBRA + TRIGONOMETRY
- MATH M15 INTRO STATISTICS
- MATH M13 MATHEMATICAL IDEAS
- MATH M10 MATH ELEM., TEACHERS

Support course for MATH M09 (May not be offered every semester)

Support course for students with learning disabilities

Support course for MATH M01 (May not be offered every semester)

Meets the competency requirement for graduation with AA or AS degrees

You may take MATH M02 and MATH M03 concurrently. MATH M02 is recommended for students who (1) plan to teach K-12 or (2) plan to take MATH M06

Meets a general education requirement for the Associate Degree

MATH M05 and MATH M06 MAY be taken concurrently.

MATH M07 is equivalent to MATH M05 + MATH M06

Check with your transfer institution to determine which of these courses fulfill your general education and/or major requirements.

IMPORTANT NOTE: All transferable math courses (below dotted line) have prerequisites. You will not be permitted to enroll in a transferable course unless you have satisfied its prerequisite.
Third Semester
MATH M25C ......................................................... 5.0
MATH M31 ........................................................... 3.0
PHYS M20B/M20BL .............................................. 5.0
Fourth Semester
MATH M35 .......................................................... 3.0

Deciding on Your First Moorpark College Math Course

The Math Self-Placement Guide, available from the Counseling Desk in the Administration Building, helps students decide the best entry-level Math course to take, given their individual needs and abilities. Effective placement saves students time and money as they progress through their academic career. Students can make a counseling appointment (805.378-1428) or attend an Orientation Session (schedule available in current Schedule of Classes) to receive help making this important decision.

Mathematics Courses

MATH M01 – 5 Units
Elementary Algebra
Prerequisite: None
Recommended Preparation: MATH M09
Class Hours: 5 lecture

Briefly reviews arithmetic, including integers, fractions and decimals. Covers linear equations and inequalities, including graphing, systems of linear equations, polynomials, rational expressions, integer exponents, square roots and radical expressions, and quadratic equations and the quadratic formula. Applies to Associate Degree.

MATH M01S – 1 Unit
Elementary Algebra Discussion Session
Prerequisite: None
Corequisite: MATH M01
Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to core material of MATH M01. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. Does not apply toward a degree.

MATH M02 – 3 Units
Fundamentals of Geometry
Recommended Preparation: MATH M01; MATH M03 may be taken concurrently.
Class Hours: 3 lecture

Concentrates on definitions and properties of lines, segments, planes, rays, angles, triangles, circles and polygons, congruence and similarity of triangles, coordinate systems, areas, volumes, space geometry, triangle trigonometry and methods of proof. Does not apply toward a degree.

MATH M03 – 5 Units
Intermediate Algebra
Prerequisite: None
Recommended Preparation: MATH M01
Class Hours: 5 lecture

Reviews elementary algebra, including factoring, rational expressions, linear equations and inequalities. Covers functions and graphs, quadratic equations, determinants, and Cramer’s Rule, exponents and radicals, complex numbers, exponential and logarithmic functions. Applies to Associate Degree.

MATH M03S – 1 Unit
Intermediate Algebra Discussion Session
Prerequisite: None
Corequisite: MATH M03
Class Hours: 1 lecture

Provides additional discussion and problem solving as supplements to the core material of MATH M03. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. Applies to Associate Degree.

MATH M05 – 3 Units
College Algebra
Prerequisite: MATH M03; MATH M06 may be taken concurrently.
Class Hours: 3 lecture

Covers polynomial functions, rational functions, theory of equations, logarithmic and exponential functions, complex numbers, mathematical induction, sequences and series, binomial theorem, and matrices and determinants. Completing MATH M05 and MATH M06 is same as completing MATH M07. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- 4 units if combined with MATH M07. CAN: MATH 10; IGETC AREA 2

MATH M06 – 3 Units
Trigonometry
Prerequisite: MATH M05; MATH M05 may be taken concurrently.
Class Hours: 3 lecture

Covers functions, trigonometric functions, solutions of triangles, radian measure, analytic trigonometry, trigonometric identities and equations, composite angle identities, inverse trigonometric functions, complex numbers and polar equations, and logarithms. Completing MATH M05 and MATH M06 is same as completing MATH M07. Applies to Associate Degree. Transfer credit: CSU. CAN: MATH 8

MATH M07 – 5 Units
College Algebra and Trigonometry
Prerequisite: MATH M03
Class Hours: 5 lecture

Integrates college algebra and trigonometry. Recommended if entering MATH M25ABC sequence. Includes basic algebraic concepts, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, exponential and logarithmic functions, trigonometric functions, analytical trigonometry, systems of equations and inequalities, and sequences and series. Taking MATH M5, M6, M7 receives maximum credit of 6 units. Completing MATH M7 is same as completing both MATH M05 and MATH M06. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- 4 units if combined with MATH M05 maximum credit allowed is one course/4 units. CAN: MATH 16; IGETC AREA 2
MATH M07S – 1 Unit
College Algebra and Trigonometry Discussion Session
Prerequisite: MATH M03
Corequisite: MATH M07
Class Hours: 1 lecture
Provides additional discussion and problem solving as supplements to the core material of MATH M07. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. Applies to Associate Degree.

MATH M09 – 3 Units
Pre-Algebra
Prerequisite: None
Recommended Preparation: 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. Emphasizes problem solving and practical applications on topics such as percent, proportion, and measurement. Includes introduction to basic algebra. Does not apply toward a degree.

MATH M09S – 1 Unit
Pre-Algebra Discussion Session
Prerequisite: None
Corequisite: MATH M09
Class Hours: 1 lecture
Provides additional discussion and problem solving as supplements to the core material of MATH M09. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. Does not apply toward a degree.

MATH M10 – 3 Units
Mathematics for Elementary Teachers
Prerequisites: MATH M03
Class Hours: 3 lecture
Covers language of sets; systems of numeration; nature of numbers and the fundamentals of operations; domain of integers; and fields of rational, real and complex numbers. Satisfies credential requirements for elementary and junior high teachers and/or general education option under basic studies. Not open to majors in physical sciences or mathematics. Applies to Associate Degree. Transfer credit: CSU; UC: CAN: MATH 4

MATH M13 – 3 Units
Mathematical Ideas
Prerequisite: MATH M03
Class Hours: 3 lecture
Introduces liberal arts students to the nature of mathematics, the character and origin of different subject fields in mathematics and the application of mathematics to several disciplines. Includes topics in logic, voting theory, management science including circuits, probability, statistics, growth and geometry and related applications such as the traveling salesman problem, fair division, symmetry in nature, and population growth. Applies to Associate Degree. Transfer credit: CSU; UC: CAN: MATH 2

MATH M14 – 3 Units
Finite Mathematics
Prerequisite: MATH M03
Class Hours: 3 lecture
Introduces matrices, linear inequalities and linear programming, mathematics of finance, and probability distributions and applications to linear programs for business, managerial, social or behavioral science students. Applies to Associate Degree. Transfer credit: CSU; UC: CAN: MATH 12; IGETC AREA 2

MATH M15 – 5 Units
Introductory Statistics
Prerequisite: MATH M03
Class Hours: 5 lecture
Explores nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, and special topics. Provides problem solving techniques. Applies to Associate Degree. Transfer credit: CSU; UC: CAN: STAT 2; IGETC AREA 2

MATH M15H – 5 Units
Honors: Introductory Statistics
Prerequisite: MATH M03 with a grade of B or better.
Class Hours: 5 lecture
Provides honors work studying the nature of statistical methods, including the description of sample data, probability, theoretical frequency distributions, sampling, estimation, testing hypothesis, and special topics. Provides problem-solving techniques. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC: CAN: STAT 2; IGETC AREA 2

MATH M15S – 1 Unit
Introductory Statistics Discussion Session
Prerequisite: MATH M03
Corequisite: MATH M15
Class Hours: 1 lecture
Provides additional discussion and problem solving as supplements to the core material of MATH M15. May review history of mathematics and provide opportunities to use computer in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. Applies to Associate Degree.

MATH M16A – 3 Units
Applied Calculus I
Prerequisites: MATH M05 or MATH M07
Class Hours: 3 lecture
Reviews college algebra and then studies limits, continuity and differentiation. Applies differential calculus to problems in business, economics, social and biological sciences. Introduces anti-differentiation. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- one course if combined with MATH M25A. CAN: MATH 30, MATH SEQ D (MATH M16A+M16B); IGETC AREA 2
MATH M16B – 3 Units
Applied Calculus II
Prerequisite: 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 maximum credit allowed – one course if combined with MATH M25B. CAN: MATH 32, MATH SEQ D (MATH M16A+M16B); IGETC AREA 2

MATH M20 – 3 Units
Introduction to Numerical Methods
Prerequisite: MATH M16A or MATH M25A
Recommended Preparation: High level computer programming class or familiarity with graphing calculator.
Class Hours: 3 lecture
Covers error analysis, power series calculation of functions; roots of equations; non-linear simultaneous equations, matrices, determinants; linear simultaneous equations, numerical integration; and interpolation and curve fitting. Provides practical computer applications. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M21 – 3 Units
Discrete Mathematics
Prerequisite: MATH M25A
Recommended Preparation: CS M10A/M10AL
Class Hours: 3 lecture
Covers elements of discrete mathematics, which have application to computer science. Topics include logic, sets, functions, relations, mathematical induction, recurrence relations, graphs, trees, discrete probability, and Boolean algebra. Transfer credit: CSU; UC; IGETC AREA 2

MATH M22 A/B – 0.5 to 3 Units Each
Independent Studies in Mathematics
Prerequisite: A previous course in Mathematics
Class Hours: 0.5 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of mathematics through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

MATH M25A – 5 Units
Calculus with Analytic Geometry I
Prerequisites: MATH M05 and MATH M06 or MATH M07
Class Hours: 5 lecture
Reviews college algebra, the real number system, elements of analytic geometry and functions; limits, continuity, differentiation, and integration of algebraic functions with applications; differentiation and integration of elementary transcendental functions with applications; and solutions of first order, separable differential equations with applications. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed – one course if combined with MATH M16A. CAN: MATH 1B, MATH SEQ A (MATH M25A+M25B); SEQ B (MATH M25A + M25B + M25C); IGETC AREA 2

MATH M25AS – 1 Unit
Calculus with Analytic Geometry I Discussion Session
Prerequisites: MATH M05 and MATH M06 or MATH M07
Corequisite: MATH M25A
Class Hours: 1 lecture
Reviews problems pertinent to material covered in Calculus. May include reading, writing, and the use of computers to solve calculus problems. Only offered credit/no-credit. May be taken two (2) times for credit. Applies to Associate Degree.

MATH M25B – 5 Units
Calculus with Analytic Geometry II
Prerequisite: MATH M25A or MATH M16B
Class Hours: 5 lecture
Covers differentiation and integration of logarithmic and exponential functions; inverse trigonometric and hyperbolic functions; techniques of integration; improper integrals and L'Hopital's Rule; sequences, series, and Taylor's Theorem; and analytical geometry including conic sections, translations, rotations, and applications of integration and differentiation. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed – one course if combined with MATH M16B. CAN: MATH 20, MATH SEQ A (MATH M25A + M25B), SEQ B (MATH M25A + M25B + M25C); IGETC AREA 2

MATH M25BS – 1 Unit
Calculus with Analytic Geometry II Discussion Session
Prerequisite: MATH M25A or MATH M16B
Corequisite: MATH M25B
Class Hours: 1 lecture
Provides additional discussion and problem solving as supplements to the core material of MATH M25B. May review history of mathematics and provide opportunities to use computers in solving problems. Only offered credit/no-credit. May be taken two (2) times for credit. Applies to Associate Degree.

MATH M25C – 5 Units
Calculus with Analytic Geometry III
Prerequisite: MATH M25B
Class Hours: 5 lecture
Covers vectors in plane and in three dimensional space, dot and cross products, spherical and cylindrical functions of several variables, partial differentiation, gradients, Lagrange multipliers, multiple integrals and their applications, vector calculus with line and surface integrals, Green's Stokes, and Divergence Theorems and applications. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 22, MATH SEQ B (MATH M25A + M25B + M25C).

MATH M30 – 3 Units
Introduction to Modern Algebra
Prerequisite: MATH M25B
Class Hours: 3 lecture
Introduces logic and proofs, set theory, relations and mappings, properties of integers, and algebraic structures. Applies to Associate Degree. Transfer credit: CSU; UC

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Mathematics

MATH M31 – 3 Units
Introduction to Linear Algebra
Prerequisite: MATH M25B
Class Hours: 3 lecture
Includes vectors, vector spaces, matrices, systems of linear equations, dimension, determinants, eigen values, and linear transformations. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 26

MATH M33 – 3 Units
Introduction to Analysis
Prerequisite: MATH M25C
Class Hours: 3 lecture
Studies elements of real analysis and set theory, emphasizing thorough understanding of the basic concepts of set theory, algebra and topology of real numbers, limits, and continuity. Applies to Associate Degree. Transfer credit: CSU; UC

MATH M35 – 3 Units
Applied Differential Equations
Prerequisite: MATH M25B
Class Hours: 3 lecture
Studies such items as linear differential equations, equations with constant coefficients, parameter variations, systems of linear equations, first order differential equations, and existence and uniqueness of solutions. Emphasizes applications to physics and engineering as well as an introduction to Fourier series and partial differential equations. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MATH 24

MATH M80 – 1 to 4 Units
Internship in Math
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1586. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

MATH M89A-Z – 0.5 to 3 Units Each
Institutes in Mathematics
Prerequisites: To be determined
Class Hours: As arranged
Series of special lectures and discussions on selected topics of interest in mathematics. Provided as needed. Series only offered credit/no-credit. Applies to Associate Degree.

Microbiology
See Courses in Biological Sciences

Multimedia

This program is an interdisciplinary program that will 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.

The Learning Community Institute in Multimedia
The Learning Community Institute in Multimedia offers students the opportunity to connect solid academic learning experiences to real-life career applications through internships and career information incorporated into the courses. The Institute offers students a planned educational pathway, leading to a career or educational goal. See the Schedule of Classes for information on current offerings or call John Gray at (805) 378-1400, ext. 1875 for more information.

Career Opportunities

Producer, Business/Marketing Specialist, Project Director, Interactive Writer, General Creative Director, Entertainment/ Education-Specialist, Game Designer/Writer, Fine Arts Specialist, Graphic Artist for computer/ web-based applications, Animator, Video & Film Producer, Sound Designer, Technician, General Technical Director, Software Engineer, Web Programmer, Web Master

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
John Greywacz-Gray, Svetlana Kasalovic
Part-Time
Dan Restuccio, Tim Samoff

Counselors
Denice Avila, Don Henderson

Certificate Options in Multimedia

Multimedia Certificate
To earn a Certificate in Multimedia students complete 31-43 specified units. The program offers several options for students: Visual Design, WWW Design, Multimedia Business, Multimedia Communications, Multimedia Broadcast and Multimedia Animation.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MM M01</td>
<td>Introduction to Multimedia</td>
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</tr>
<tr>
<td>MM M02</td>
<td>Visual Design for Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>MM M03</td>
<td>Audio &amp; Motion Graphics for Multimedia</td>
<td>3.0</td>
</tr>
<tr>
<td>MM M04</td>
<td>Multimedia Design</td>
<td>3.0</td>
</tr>
<tr>
<td>MM M05</td>
<td>Multimedia Production</td>
<td>3.0</td>
</tr>
<tr>
<td>MM M06</td>
<td>Multimedia Entrepreneurship</td>
<td>3.0</td>
</tr>
<tr>
<td>MM M80</td>
<td>Internship in Multimedia</td>
<td>1.0-4.0</td>
</tr>
</tbody>
</table>

Units from One of the RECOMMENDED OPTIONS 12.0-21.0

TOTAL 31.0-43.0
**Multimedia**

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

### Visual Design Option (complete 15 specified units)
- ART M12A Drawing and Composition ........................................... 3.0
- ART M04A Color and Design ....................................................... 3.0
- PHOT M01A Beginning Photography ............................................. 3.0
- Six Units from the Following Courses ....................................... 6.0
  - ART M01C Art History (3 units)
  - ART M13A Life Drawing (5 units)
  - GR M31 Graphic Design I (2 units)
  - GR M32 Graphic Design II (2 units)
  - GR M34 Lettering and Typography (2 units)
  - GR M40 Beginning Illustration (3 units)

### WWW Design Option (complete 12 specified units)
- ART M12A Drawing and Composition ........................................... 3.0
- ART M04A Color and Design ....................................................... 3.0
- Six Units from the Following Courses ....................................... 6.0
  - CIS M50 Intro to Local Area Networks (3 units)
  - CIS M52 Intro to Microsoft Windows NT (3 units)
  - CIS M60C Internet & WWW I (1 unit)
  - CIS M30 Web Page Design I (1.5 units)
  - CS M03 Comp. Hardware & Systems Software (3 units)
  - CS M10A/M10AL Programming with C/Lab (4 units)
  - CS M10B/M10BL Object Programming with C+/+Lab (4 units)
  - CS M10J/M10JL... Java Fundamentals/Lab (4 units)

### Multimedia Business Option (complete 15 specified units)
- BUS M30 Intro to Business and Economics .................................. 3.0
- BUS M31 Intro to Management .................................................... 3.0
- BUS M32 Small Business Management ........................................ 3.0
- BUS M33 or BUS M34 Business Law or Legal Environment of Business 3.0
  - BUS M37 Marketing ............................................................... 3.0

### Multimedia Communications Option (complete 18 specified units)
- JOUR M01 Media and Society ..................................................... 3.0
- HUM M04 History of Cinema II .................................................. 3.0
- SPCH M01 Introduction to Speech .............................................. 3.0
- RT M05 Radio/Television Script Writing ...................................... 3.0
- Six Units from the Following Courses ...................................... 6.0
  - T1A M01 Intro to the Theatre (3 units)
  - DANC M12A Modern Dance I (1.5 units)
  - GR M20 Mac/IBM Operating Systems (2 units)
  - GR M23 Intro to Comp. Graphics/Macintosh (3 units)
  - PHOT M01A Beginning Photography (3 units)
  - RT M02A Broadcast Studio Operations (3 units)
  - RT M02B Electronic Field Production/Post (3 units)
  - RT M07A Radio Production Workshop (3 units)

### Multimedia Animation Option (complete 21 specified units)
- ART M12A Drawing and Composition ........................................... 3
- ART M04A Color and Design ....................................................... 3
- PHOT M01A Beginning Photography ............................................. 3
- THA M09 Acting for Film and TV ............................................... 3
- DANC M12A Modern Dance I-Fundamentals .................................. 1.5
- DANC M12B Modern Dance II-Beginning ....................................... 1.5
- DRFT M20 3D Modeling (Computer Animation) .............................. 3
- DRFT M21 Technical/Computer Animation .................................... 3

### Multimedia Courses

**MM M01 – 3 Units**

**Introduction to Multimedia**

Prerequisite: None
Class Hours: 3 lecture
Explores multimedia industry, including the commercial, artistic, and technical aspects of development teams, occupational opportunities, new directions in multimedia, required competencies, and evaluation of multimedia's and visual literacy's influence on culture. Includes nonlinear writing. Applies to Associate Degree. Transfer credit: CSU

**MM M02 – 3 Units**

**Visual Design for Multimedia**

Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces principles of design, including line, shape/form, space, size/scale, texture/pattern, orientation, light, volume, perspective, typography and color. Applies principles in a series of progressive projects. Develops aesthetic and artistic abilities using traditional and computer art tools. Applies to Associate Degree. Transfer credit: CSU

**MM M03 – 3 Units**

**Audio and Motion Graphics for Multimedia**

Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces fundamentals of audio and video production. Includes creating, editing or retooling existing sound and video files for multimedia projects as well as providing camera work, lighting, sound development, editing and storyboarding for interactive media. Requires multimedia presentations. Applies to Associate Degree. Transfer credit: CSU

**MM M04 – 3 Units**

**Multimedia Design**

Prerequisite: None
Recommended preparation: MM M03 and ENGL M02 or completion of English assessment process
Class Hours: 2 lecture, 3 lab
First course in two-course sequence (with MM M05). Writing intensive. Emphasizes collaborative work to design full-scale, multimedia product such as an online tutorial, interactive game or informative kiosk program. Builds on established skills, moving from concept formation to formative evaluation as part of a teacher-guided production team. Minims real-world project, requiring ideas, story boards, projects, reports, scripts, appropriate research and rapid prototypes. Applies to Associate Degree. Transfer credit: CSU

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**MM M05 – 3 Units**  
Multimedia Production  
Prerequisite: MM M04  
Class Hours: 2 lecture, 3 lab

Second course in two-course sequence (with MM M04). Writing intensive. Emphasizes collaborative work to produce full-scale, multimedia product previously designed as part of production team. Builds on existing work, production and evaluation. Considers delivery platforms and media requirements, including documentation and/or instruction manuals. Applies to Associate Degree. Transfer credit: CSU

**MM M06 – 3 Units**  
Multimedia Entrepreneurship  
Prerequisite: None  
Class Hours: 2 lecture, 3 lab

Introduces entrepreneurial opportunities and flexible careers in multimedia industry. Covers how to contact and communicate with prospective clients, design and develop a resume/portfolio and cover letter; and prepare and use project schedules for multimedia production/applications. Emphasizes effective oral communication as well as written in various forms (hard copy, disk-based, and online). Applies to Associate Degree. Transfer credit: CSU

**MM M60A-Z – 0.5 to 1 Unit Each**  
Topics in Multimedia  
Prerequisite: A previous college course in the discipline  
Corequisite: To be determined  
Class Hours: 0.5 to 3 lab as arranged for the 2-4 weeks

Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU.

**MM M80 – 1 to 4 Units**  
Internship in Multimedia  
Prerequisite: Completion of 3 concurrent enrollment in one course in the discipline.  
Class Hours: 5 to 20 lab as arranged.

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

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**Music**

The Moorpark College Music Department offers a wide variety of classes designed for both the aspiring professional musician who wishes to continue studies at the university level, and the knowledgeable amateur eager to understand and appreciate the important role music occupies in this society.

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**Career Opportunities**

Accompanist, Arranger/Orchestrator, Church Musician, Copyist, Editor; Instructor/Tutor/Coach, Librettist/Lyricist, Performer, Publisher, Salesperson, Composer, Conductor/Music Director, Instrument Repair Person, Music Librarian, Musicologist/Researcher, Music Business Administrator, Public Relations/Agent, Radio Announcer/Disc Jockey

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1536).

**Dean**

Nabil Abu-Ghazaleh, Phone (805) 378-1408

**Faculty**

*Full-Time*

Orbie Ingersoll, Dolly E. Kessner, James J. Song, James Stemen, Joan Thompson

*Part-Time*


**Counselors**

Denise Avila, Don Henderson

---

**Degree and Certificate Options in Music**

**Associate in Arts Degree in Music**

To earn an Associate in Arts Degree with a major in Music, students complete 40-41 specified units, plus general education degree requirements (minimum total = 60 units). This program is designed for students interested in specializing in music education leading to transfer to most universities and/or a professional career in music. Specialized options are provided in Instrumental Music, Keyboard Music, Music Theory and Composition and Vocal Music.

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M02A</td>
<td>Diatonic Harmony</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02AL</td>
<td>Aural Skills I</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M02B</td>
<td>Chromatic Harmony</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02BL</td>
<td>Aural Skills II</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M02C</td>
<td>Musical Analysis</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02CL</td>
<td>Aural Skills III</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M02D</td>
<td>Tonal Counterpoint</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02DL</td>
<td>Aural Skills IV</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M25C/D</td>
<td>Class Piano</td>
<td>1.5/1.5</td>
</tr>
<tr>
<td>MUS M29</td>
<td>Repertoire (taken twice)</td>
<td>1.0/1.0</td>
</tr>
<tr>
<td>MUS M30</td>
<td>Applied Music (taken twice)</td>
<td>2.5/2.5</td>
</tr>
</tbody>
</table>

Total (minimum) 40.0-41.0
Recommended Options: Choose one of the following:

**Instrumental Music Option (complete specified units)**

One ensemble course each semester for 4 semesters ........................................... 8.0
- MUS M15 ....... Moorpark Community Orchestra (2 units)
- MUS M18 ....... Jazz Ensemble (2 units)
- MUS M19 ....... Chamber Ensembles (2 units)
- MUS M21 ....... Wind Ensemble (2 units)
Two units (minimum) from the following: ......................................................... 2.0
- MUS M14 ....... Instrumental Technique (2 units)
- MUS M25A/B ...... Class Piano (1.5 units each)

**Keyboard Music Option (complete specified units)**

MUS M25A/B ...... Class Piano (1.5 units each) ........................................... 3.0
One ensemble course each semester for 4 semesters ........................................ 8.0
- MUS M19 ....... Chamber Ensembles (2 units)
- MUS M20 ....... Piano Ensemble (2 units)

**Music Theory & Composition Option (complete specified units)**

One ensemble course each semester for 4 semesters ........................................ 8.0
- Ensemble choice based on student’s specialization (2 units each)
Two units (minimum) from the following: ......................................................... 2.0
- MUS M14 ....... Instrumental Technique (2 units)
- MUS M25A/B ...... Class Piano (1.5 units each)

**Vocal Music Specialization**

One ensemble course each semester for 4 semesters ........................................ 9.0
- MUS M10 ....... Concert Choir (2 units)
- MUS M16 ....... Opera Theatre (2 units)
- MUS M17 ....... Summer Music Theatre (3 units)
- MUS M60D ....... Los Robles Master Chorale (2 units)
Two units (minimum) from the following: ......................................................... 2.0
- MUS M13A/B ...... Vocal Technique (2 units each)
- MUS M13C/D ...... Advanced Vocal Technique (2 units each)
- MUS M25A/B ...... Class Piano (1.5 units each)

For General Education Degree Requirements and Transfer information, see p. 29.

**Certificate of Achievement in Music**

To earn a Certificate of Achievement in Music, students complete 30-32 specified units. This program is designed to provide the student with the basic training, knowledge and conducting skills necessary for accepting a position as a church or community choral director.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M01 ....... Fundamentals of Music</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02 ....... Diatonic Harmony</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02A ....... Aural Skills I</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M02B ....... Chromatic Harmony</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M02BL ....... Aural Skills II</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M09A ....... Music History and Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>Units from One of the RECOMMENDED OPTIONS</td>
<td>14.0-16.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>30.0-32.0</strong></td>
</tr>
</tbody>
</table>

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

**Choral Conducting Option (complete specified units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M10 ....... Concert Choir</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M13A/B ....... Fundamentals of Vocal Technique I-II</td>
<td>2.0/2.0</td>
</tr>
<tr>
<td>MUS M25A/B ...... Class Piano</td>
<td>1.5/1.5</td>
</tr>
<tr>
<td>MUS M27 ....... Choral Conducting</td>
<td></td>
</tr>
<tr>
<td>MUS M60D ....... Los Robles Master Chorale</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M60E ....... Choral Conducting Seminar</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Instrumental Conducting Option (complete specified units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M09B ....... Music History and Literature</td>
<td>3.0</td>
</tr>
<tr>
<td>MUS M19 ....... Chamber Ensembles</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M21 ....... Wind Ensemble</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M22/A/B ....... Independent Studies in Music</td>
<td>1.0/1.0</td>
</tr>
<tr>
<td>MUS M25A/B ...... Class Piano</td>
<td>1.5/1.5</td>
</tr>
<tr>
<td>MUS M28 ....... Instrumental Conducting</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Vocal Performance Option (Complete 15 specified units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS M10 ....... Concert Choir</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M13A/B ....... Fundamentals of Vocal Technique I-II</td>
<td>2.0/2.0</td>
</tr>
<tr>
<td>MUS M13C/D ....... Advanced Vocal Development I-II</td>
<td>2.0/2.0</td>
</tr>
<tr>
<td>MUS M16 ....... Opera Theatre</td>
<td>2.0</td>
</tr>
<tr>
<td>MUS M25A/B ...... Class Piano</td>
<td>1.5/1.5</td>
</tr>
</tbody>
</table>

**Music Courses**

**MUS M01 — 3 Units**

**Fundamentals of Music**

Prerequisite: None

Class Hours: 3 lecture

Introduces music theory, notation, intervals, scales, triads, sight singing, and dictation for those with little or no musical experience. Applies to Associate Degree. Transfer credit: CSU; UC. (No credit for MUS M01 if taken after MUS M02A; K/ETC AREA 3)

**MUS M02A — 3 Units**

**Diatonic Harmony**

Prerequisite: MUS M01 or consent of instructor

Corequisite: MUS M02AL

Class Hours: 3 lecture

Studies diatonic harmonic vocabulary, four-part chorale writing and voice leading, figured bass, harmonic progression, melodic invention and harmonization and non-harmonic tones. Applies to Associate Degree. Transfer credit: CSU; UC.

**MUS M02AL — 2 Units**

**Aural Skills I**

Prerequisite: None

Corequisite: MUS M02A

Class Hours: 1 lecture, 3 lab

Includes sight-singing, as well as rhythmic, melodic, and diatonic harmonic dictation to correlate to harmonic vocabulary of MUS M02A. Makes extensive use of Music Learning Center. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 2.

**MUS M02B — 3 Units**

**Chromatic Harmony**

Prerequisite: MUS M02A

Corequisite: MUS M02BL

Class Hours: 3 lecture

Emphasizes pivot-chord modulation. Studies chromatic harmonic vocabulary, foreign-key modulation, keyboard and instrumental styles, and composition. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: MUS 4.
MUS M02BL — 2 Units
Aural Skills II
Prerequisite: MUS M02AL
Corequisite: MUS M02B
Class Hours: 1 lecture, 3 lab
Develops aural skills introduced in MUS M02B: sight-singing in solfege, rhythmic clapping, and dictation (rhythmic, melodic, and harmonic), which use the diatonic harmonic vocabulary. Gradually adds chromatic harmonic vocabulary to all aspects of aural skills as the theoretical concept is clarified. Emphasizes computer-aided instruction in the Music Learning Center. May be taken 2 times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02C — 3 Units
Musical Analysis
Prerequisite: MUS M02B
Corequisite: MUS M02CL
Class Hours: 3 lecture
Analyzes musical form and harmonic problems while surveying musical literature from the Baroque to the 20th century. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02CL — 2 Units
Aural Skills III
Prerequisite: MUS M02BL
Corequisite: MUS M02C
Class Hours: 1 lecture, 3 lab
Emphasizes individualized work in Music Learning Center. Includes complex drill in all areas of musicianship. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02D — 3 Units
Tonal Counterpoint
Prerequisite: MUS M02B
Corequisite: MUS M02CL
Class Hours: 3 lecture
Introduces analysis and composition of 18th century contrapuntal forms in the style of J.S. Bach. Requires composition of a two-part invention and a three-part fugue. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M02DL — 2 Units
Aural Skills IV
Prerequisite: MUS M02BL
Corequisite: MUS M02D
Class Hours: 1 lecture, 3 lab
Continuation of MUS M02BL, emphasizing individual work in the Music Learning Center to strengthen weaker areas of aural skills. Focuses on two-voice melodic dictation, speed drill of intervals, and dictation of the soprano and bass factors of a harmonic progression. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M04 — 3 Units
Survey of World Music
Prerequisite: None
Class Hours: 3 lecture
Surveys selected world music traditions, examining style, performance practices, and cultural context. Reviews the range and diversity of musical expression in a variety of world cultures, Western and Non-Western, expanding appreciation. Requires field trips and concert attendance. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

MUS M04H — 3 Units
Honors: Survey of World Music
Prerequisite: None
Class Hours: 3 lecture
Provides honors work that surveys selected world music traditions, examining style, performance practice, and cultural context. Reviews the range and diversity of musical expression in a variety of world cultures, Western and Non-Western, expanding appreciation. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Requires field trips and concert attendance. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

MUS M08 — 3 Units
Music Appreciation
Prerequisite: None
Class Hours: 3 lecture
Introduces history of music, emphasizing understanding and enjoyment. Investigates basic elements of music, including structure of musical compositions as well as orchestral instrumentation. Focuses on styles, characteristics and composers representative of historic periods. Uses directed listening. Not recommended for Music majors. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

MUS M09A — 3 Units
Music History and Literature
Prerequisite: 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; IGETC AREA 3

MUS M09B — 3 Units
Music History and Literature
Prerequisite: None
Class Hours: 3 lecture
Studies changing styles, techniques, and forms of music from the middle of the 18th century to the present, emphasizing artistic philosophy of each period. Analyzes style and form of representative works. Requires listening and analysis outside of classroom. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3
MUS M10 – 2 Units
Concert Choir
Prerequisite: None
Class Hours: 1 lecture, 3 lab
Singing organization. Teaches choral music selected from the Renaissance, Baroque, Classical, Romantic, and Modern Periods. Includes performing in on-campus concerts, high school assembly programs, community college choral festivals, and other community events. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M12 – 2 Units
Vocal Ensemble
Prerequisite: Audition
Class Hours: 1 lecture, 3 lab
Select group of singers known as Renaissance Singers. Studies and performs suitable choral music from all periods. Presents Spring Ensemble, specializing in performance of Renaissance music, including English and Italian madrigals, French chansons, German Lieder, and sacred motets. Ensemble appears in English Tudor costumes and makes numerous appearances at concerts, festivals, assemblies programs, Renaissance Pleasure Faires, and other community events. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13A – 2 Units
Fundamentals of Vocal Technique I
Prerequisite: None
Class Hours: 1 lecture, 3 lab
Begins development of vocal potential to correct faulty singing and to lay foundation for proper vocal production. Emphasizes vocal exercises as well as material sung in Italian, English and German. Designed for both majors and non-majors. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13B – 2 Units
Fundamentals of Vocal Technique II
Prerequisite: MUS M13A
Class Hours: 1 lecture, 3 lab
Expands vocal development through advanced vocal exercises and the introduction of advanced material, including art songs, opera and oratorio literature. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13C – 2 Units
Advanced Vocal Development I
Prerequisite: MUS M13B
Class Hours: 1 lecture, 3 lab
Continues development of a proper vocal production. Includes English, Italian, German, French art songs and more demanding opera and oratorio literature. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M13D – 2 Units
Advanced Vocal Development II
Prerequisite: MUS M13C
Class Hours: 1 lecture, 3 lab
Further expands vocal development through study and performance. Includes more challenging material, emphasizing operatic and oratorio literature as well as more difficult art songs. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M14 – 2 Units
Fundamentals of Instrumental Technique
Prerequisite: None
Class Hours: 1 lecture, 3 lab
Introduces basic techniques and proper maintenance of orchestral instruments. Focuses on musical vocabulary, emphasizing effective participation in an ensemble. Successful course completion may lead to membership in college orchestra and/or concert ensembles. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M15 – 1 to 2 Units
Moorpark Community Orchestra
Prerequisites: Ability to read music and proficiency on orchestral instrument
Class Hours: 0.5 to 1 lecture; 1.5 to 3 lab
Moorpark Community Orchestra. Provides rehearsals and public performances for instrumentalists. Focuses on standard orchestral repertoire, ranging from chamber music to symphonies covering Renaissance to modern periods. Requires performances. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M16 – 2 Units
Opera Theatre
Prerequisite: MUS M13C
Class Hours: 1 lecture, 3 lab
Introduces song literature from musical theatre, focusing on the study and performance of operas and musicals in excerpts or as complete productions. Designed for singers with proven ability and interest in drama. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M17 – 3 Units
Summer Music Theatre
Prerequisite: Audition
Class Hours: 144 lab total
Prepares complete musical theatre work from rehearsal to community performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M18 – 2 Units
Jazz Ensemble
Prerequisite: Ability to play a musical instrument appropriate to Jazz Ensemble (piano, percussion, sax, trumpet, guitar, bass guitar, or electronic instruments)
Class Hours: 1 lecture, 3 lab
Requires reading, preparing and performing music arranged for jazz ensemble and big band. Includes rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M19 – 2 Units
Chamber Ensembles
Prerequisite: Ability to play a musical instrument and to read music notation
Class Hours: 1 lecture, 3 lab
Requires study, rehearsal and performance of chamber music literature from Renaissance to the 20th century. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

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MUS M20 — 2 Units  
**Piano Ensemble**  
Prerequisite: MUS M25B  
Class Hours: 1 lecture, 3 lab  
Covers piano literature for one piano/four hands and for two pianos/four hands. May be taken four (4) times for credit. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M21 — 2 Units  
**Wind Ensemble**  
Prerequisite: Ability to perform on a standard band instrument  
Class Hours: 1 lecture, 3 lab  
Provides rehearsals and public performances for wind and percussion instrumentalists, focusing on a standard wind ensemble and symphonic band repertoire. May be taken four (4) times for credit. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M22A/B — 1 to 3 Units Each  
**Independent Studies in Music**  
Prerequisite: A previous course in Music  
Class Hours: 1 to 3 as arranged  
Allows an independent project (approved by instructor and dean) to expand knowledge of music through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. *Applies to Associate Degree*. Transfer credit: CSU; UC. CAN MUS 22.

MUS M25A — 1-5 Units  
**Class Piano — Beginning**  
Prerequisite: None  
Class Hours: 3 lecture/lab  
Introduces fundamentals of piano playing, music reading, technique, improvisation, scales, chords, and simple piano literature. Requires little or no prior piano experience. *Applies to Associate Degree*. Transfer credit: CSU; UC. CAN MUS 24

MUS M25B — 1-5 Units  
**Class Piano — Intermediate**  
Prerequisite: MUS M25A  
Class Hours: 3 lecture/lab  
Enhances music reading and technique skills, exploring chords and scales. Focuses on greater independence of hands. *Applies to Associate Degree*. Transfer credit: CSU; UC. CAN MUS 24

MUS M25C — 1-5 Units  
**Class Piano — Advanced**  
Prerequisite: MUS M25B  
Class Hours: 3 lecture/lab  
Continues emphasis on greater independence of hands as well as music reading and technique skills. Includes overview and study of “teaching” pieces of important composers. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M25D — 1-5 Units  
**Class Piano — Inter/Adv**  
Prerequisite: MUS M25C  
Class Hours: 3 lecture/lab  
Continues emphasis on greater independence of hands as well as music reading and technique skills. Includes overview and study of intermediate to advanced pieces of major composers. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M27 — 2 Units  
**Choral Conducting**  
Prerequisite: None  
Class Hours: 2 lecture, 1 lab  
Introduces basic conducting techniques, including the 2/4, 3/4, 4/4, 6/4, 6/8, 3/8, 2/8 and subdivided beat patterns. Includes perusal of video recording to assist learning. Provides live and prepared cassette recordings for conducting practice. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M28 — 2 Units  
**Instrumental Conducting**  
Prerequisite: MUS M01  
Class Hours: 1 lecture, 3 lab  
Studies basic conducting techniques of various instrumental organizations, exploring instrumental literature as well as style, performance and interpretation. May be taken two (2) times for credit. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M29 — 1 Unit  
**Repertoire Class**  
Prerequisite: Acceptance into MUS M30  
Corequisite: MUS M30  
Class Hours: 1 lecture  
Requires performance of musical literature studied in MUS M30. Provides critique by instructor and class. May be taken four (4) times for credit. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M30A-G — 2.5 to 3 Units Each  
**Applied Music Instruction - Woodwind/Brass/Strings/ Piano/Classical Guitar/Percussion/Voice**  
Prerequisite: Performance at college level to be accepted into MUS 30 Applied Music Program. Audition based on repertoire standards published by Music Department.  
Corequisites: 1) Repertoire Class - MUS M29; 2) Music Theory - MUS M02A/M02AL, M02B/M02BL, M02C/M02CL, or M02D/M02DL  
Performance Ensemble - MUS M10, M15, M16, M18, M19, M20, M21, M60D, M60G, M60P, or M60V  
Class Hours: 0.5 to 1 lecture, 6 lab  
Provides individual instruction through private lesson (half-hour or hour as arranged). Requires six hours of on campus practice per week. May be taken four (4) times for credit. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M32 — 2 Units  
**Class Guitar**  
Prerequisite: None  
Class Hours: 1 lecture, 3 lab  
Introduces basic skills required to play simple melodies and first position chords on both acoustic and electric guitars. May be taken four (4) times for credit. *Applies to Associate Degree*. Transfer credit: CSU; UC

MUS M60A-Z — 1 to 3 Units Each  
**Topics in Music**  
Prerequisite: To be determined  
Class Hours: To be determined  
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.
Developed topics include:

MUS M60A – 1 to 2 Units
Intermediate Orchestral Techniques
Prerequisite: MUS M15
Class Hours: 3.5 to 1 lecture; 1.5 to 3 lab
Emphasizes rehearsal disciplines and responsibilities (bowing, fingering, and dynamics). May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60B – 3 Units
Intermediate Studies in Music Theory
Prerequisite: MUS M02A
Class Hours: 3 lecture
Emphasizes special intermediate studies in music theory and analysis. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60C – 5 Units
Advanced Studies in Music Theory
Prerequisites MUS M02A and MUS M02B
Class Hours: 3 lecture
Offers advanced study in harmonic analysis, counterpoint, and form. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60D – 2 Units
Los Robles Master Chorale
Prerequisite: Audition
Class Hours: 1 lecture, 3 lab
Performance group designed for experienced singer. Emphasizes choral works of master composers from the Renaissance, Baroque, Classic, Romantic, and Modern Periods that are suitable for the large ensemble. Requires audition and performances. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60E – 3 Units
Choral Conducting Seminar
Prerequisite: MUS M27
Class Hours: 5 lecture
Addresses problems facing the choral director. Focuses on understanding the historical background of choral conducting, the director’s role as interpreter, the selection of appropriate choral materials, the stylistic differences of choral music from various periods, the efficient use of rehearsal techniques, and of conducting the performance. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60F – 2 Units
Advanced Orchestral Techniques
Prerequisite: MUS M60A
Class Hours: 1 lecture, 3 lab
Emphasizes interpretation of rhythm and phrasing. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60G – 2 Units
Advanced Chamber Music
Prerequisite: MUS M19
Class Hours: 1 lecture, 3 lab
Continues instruction in the performance of small ensemble instrumental music. Studies graded literature for various instrumental combinations for rehearsal and performance. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60J – 2 Units
Intermediate Jazz Performance
Prerequisite: MUS M18
Class Hours: 4 lecture/lab
Emphasizes improvisational techniques as well as rehearsal disciplines and responsibilities (i.e., fingerings, dynamics, ensemble techniques, various jazz styles, etc.). Requires rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60K – 2 Units
Advanced Jazz Performance
Prerequisite: MUS M60J
Class Hours: 4 lecture/lab
Further emphasizes jazz performance styles as well as rehearsal disciplines and responsibilities. Requires rehearsal for and performance at scheduled concerts. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60P – 2 Units
Advanced Choral Performance
Prerequisite: Audition
Class Hours: 1 lecture, 3 lab
Requires strong note-reading abilities and voice skills. Includes performance of advanced choral literature. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60T – 2 Units
Masterworks Abroad
Prerequisite: Audition
Class Hours: 6 lab
Combines preparatory rehearsals on campus with concert performances, seminars, lectures, and related cultural activities on tour abroad. Designed for experienced singers. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M60V – 2 Units
Advanced Concert Choir
Prerequisites: Satisfactory completion of MUS M10 and MUS M60P or equivalent work; audition required
Class Hours: 1 lecture, 3 lab
Choral organization. Focuses on refinement of choral singing, emphasizing intonation, tonal quality, tonal blend and balance, textual articulation, interpretation, and stage presence. May be taken four (4) times for credit. **Applies to Associate Degree. Transfer credit:** CSU; UC

MUS M80 – 1 to 4 Units
Internship in Music
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the internship office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) **Applies to Associate Degree. Transfer credit:** CSU, credit limitations.
Nursing Science

See Courses in Health Sciences

Nutritional Science

The Nutritional Science program is designed to meet the needs of all health conscious persons. The program particularly addresses itself to those aspiring to careers in health and fitness related professions and teaching to those interested in promoting personal wellness. For some, this program may lead to entry into the dietetics/nutrition program at a four-year college or university.

Career Opportunities

Diet Aide, Diet Program Lecturer, Dietitian/Nutritionist, Food Services Manager, Nutrition Advisor

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Part-Time
Annette Besinfield, Maureen Frank, Linda Kushner, Linda Vickers

Counselors
Frank Bianchino, Danita Redd

Nutritional Science Courses

NTS M01 – 3 Units
Nutrition
Prerequisite: None
Class Hours: 3 lecture
Introduces nutrients as well as their sources, assimilation, functions and requirements. Includes evaluation of current national and international problems with nutritional information presented in mass media. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- one course if combined with NTS M03 and PHSO M02.
CAN: FCS 2

NTS M03 – 3 Units
Current Issues in Nutrition
Prerequisite: NTS M1
Class Hours: 3 lecture
Focuses on contemporary nutrition concerns, including nutrition and stress, body image, wellness, nutrient supplements, energy balance and eating disorders. Includes review of career options in health care fields. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed -- one course if combined with NTS M01 and PHSO M02.

NTS M22A/B – 1 to 3 Units Each
Independent Studies in Nutritional Science
Prerequisite: A previous course in Nutritional Science
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of nutritional science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.

NTS M80 – 1 to 4 Units
Internship in Nutritional Science
Prerequisite: Completion of or concurrent enrollment in one course in the discipline
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

NTS M89A-Z – 0.5 to 3 Units Each
Institutes in Nutritional Science
Prerequisite: None
Class Hours: As arranged
Special series of short courses focusing on particular aspects of Nutritional Science not covered in general offerings. Provides opportunity for specialized study. Series only offered credit/no-credit. Applies to Associate Degree.

Office Skills

See Courses in Computer Information Systems

Parenting

See Courses in Child Development

Personal Growth

Counseling Services provides personal growth classes that emphasize career development. Also consider courses under College Strategies.

Dean

Fabienne McPhail-Naples, Phone (805) 378-1448

Faculty

Full-Time
Donna Peske Allyn, Denice Avila, Anita Evans, Frank Bianchino, Chuck Brinkman, Donald Henderson, Edna Ingram, Mike Johnson, Letisha Mai, Danita R. Redd, Ofelia Romero-Motlagh

Part-Time
Yvette Cruzalegui
**Personal Growth Courses**

**PG M01 – 1 Unit**  
**Student Success**  
Prerequisite: None  
Class Hours: 1 lecture  
Introduces learning techniques and adaptable attitudes and skills that promote academic success. Reviews how to identify personal obstacles to academic success. Focuses on time management, avoiding procrastination, setting goals, managing stress, concentrating, adjusting to college, identifying the problems of addiction, and achieving successful relationships. Introduces campus resources. Applies to Associate Degree.  
Transfer credit: CSU

**PG M02 – 3 Units**  
**Career Development**  
Prerequisite: None  
Class Hours: 3 lecture  
Introduces self-assessment techniques and instruments that help identify interests and skills needed to set educational goals and explore career options. Reviews decision-making strategies, labor market trends, interviewing skills, resume writing, and application completion and job search techniques. Applies to Associate Degree.  
Transfer credit: CSU

**PG M02A – 1.5 Units**  
**Career Development + Choosing a Major**  
Prerequisite: None  
Class Hours: 3 lecture for 8 weeks  
First half of PG M02. Introduces self-assessment techniques and instruments designed to establish realistic academic goals. Explores career research to determine major. Reviews labor market trends and decision-making strategies. (PG M02A and M02B equals PG M02). Applies to Associate Degree.  
Transfer credit: CSU (PG M02A+M02B)

**PG M02B – 1.5 Units**  
**Career Development + Job Search**  
Prerequisite: None  
Class Hours: 1.5 lecture  
Second half of PG M02. Reviews traditional job search methods. Requires practice of interview skills through role-playing and production of resume and cover letter. Emphasizes job search as a pro-active self-marketing process. (PG M02A and M02B = PG M02). Applies to Associate Degree.  
Transfer credit: CSU (PG M02A+M02B)

**PG M03 – 0.5 Unit**  
**Orientation**  
Prerequisite: None  
Class Hours: 0.5 lecture  
The Planning, Assessment and Student Orientation (PAS). Involves assessments and materials to assist with placement decisions. Introduces College's programs and services. Includes educational planning with a counselor. Reviews availability of Counseling Workshops. Only offered credit/no-credit. Applies to Associate Degree.

**Philosophy**

The study of philosophy provides students with the unique opportunity to carefully analyze and thoughtfully respond to the fundamental ideas and basic concerns present in the human experience. It requires the constructive re-experiencing of these problems and doubts in one's own life. The goal is to examine ourselves, our culture, and our world with the aims of criticizing and contributing toward a reformation of self and world. The program also develops analytical, critical writing skills that are an excellent preparation for professional and other careers.

**Career Opportunities**

Social Worker, Lawyer, Public Administrator, Urban Planner, Management Trainer, Project Director

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1536).

**Dean**

Al Nordquist, Phone (805) 378-1445

**Faculty**

**Full-Time**

Janice Daurio, Victor Fontaine, Elton Hall
**Part-Time**
John Birmingham, Jerold Caplan, Vladimir Kalugin, Ron Mc Canny, Ron Remsburg, Michael Rosenthal, Hal Taylor, Doug Thiel

**Counselors**
Danita Jarrow, Anita Evans, Susan Izuyo

**Degree Option in Philosophy**

**Associate in Arts Degree in Philosophy**
To earn an Associate in Arts Degree with a major in Philosophy, students complete 21 specified units, plus general education degree requirements (minimum total = 60 units). This program is also designed for students intending to major in philosophy, religious studies, interdisciplinary studies or related fields at a 4-year institution.

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<td>PHIL M02 or PHIL M04</td>
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<td>Values and Society or Values and Environment</td>
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<td>Classical Mind or Modern Mind</td>
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**Recommended Courses:** Choose Two Additional PHIL Courses

For General Education Degree Requirements and Transfer Information, see p. 29.

**Philosophy Courses**

**PHIL M01 – 3 Units**
**Introduction to Philosophy**
Prerequisite: None
Class Hours: 3 lecture

Systematically explores the concepts of knowledge, reality, and value, including review of epistemology, metaphysics, ethics, aesthetics, political philosophy, and philosophy of religion. Introduces idealism, realism, skepticism, materialism, and relativism. **Applies to Associate Degree.** Transfer credit: CSU; UC; CAN: PHIL 2; IGETC AREA 3

**PHIL M02 – 3 Units**
**Values and Society**
Prerequisite: None
Class Hours: 3 lecture

Introduces philosophy of ethics by exploring basic questions: What is good? What is right? How should I live? What are my obligations to others? Are morals relative? Does free will exist? Reviews ideas and arguments of philosophers concerning these and related issues. Encourages individual application of ideas presented. **Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours.** **Applies to Associate Degree.** Transfer credit: CSU; UC; CAN: PHIL 4; IGETC AREA 3

**PHIL M03 – 3 Units**
**Social and Political Philosophy**
Prerequisite: None
Class Hours: 3 lecture

Introduces philosophical foundations of social and political thought. Emphasizes view of people when following individual rules, as group members within social roles, and as participants in legal relationships within political institutions. Demonstrates importance of philosophical assumptions about such collective human nature by clarifying differences and connections between these perspectives. **Applies to Associate Degree.** Transfer credit: CSU; UC; IGETC AREA 3

**PHIL M04 – 3 Units**
**Values and the Environment**
Prerequisite: None
Class Hours: 3 lecture

Introduces ethics by exploring basic questions about the environment and its nonhuman inhabitants: Do animals have rights? Do humans have obligations to nonhuman entities, including earth? Explores anthropocentrism, ecocentrism, ecofeminism and multicultural perspectives of humankind and nature. Reviews ideas and arguments of philosophers concerning these and related issues. Encourages individual application of ideas presented. **Applies to Associate Degree.** Transfer credit: CSU; UC; IGETC AREA 3

**PHIL M05 – 3 Units**
**Critical Thinking and Analytic Writing**
Prerequisite: ENGL M01A
Class Hours: 3 lecture

Introduces critical reasoning, including analysis and synthesis, inductions and deduction, and identification of assumptions and perspectives. Emphasizes oral and written analysis and argumentation, clarifying fact, belief and value and identifying and avoiding common fallacies of thought, logic and language. Expands development of critical reading, analytic writing and the relation of writing to critical thinking beyond level achieved in ENGL M01A. **Applies to Associate Degree.** Transfer credit: CSU; UC; IGETC AREA 1B

**PHIL M06 – 3 Units**
**Introduction to Non-Western Philosophy**
Prerequisite: None
Class Hours: 3 lecture

Systematically explores concepts of human knowledge, reality and thought as found in non-western traditions. Examines theoretical and practical concepts, including issues of free will, skepticism, dogmatism, materialism, epistemology, metaphysics and aesthetics. Directly corresponds to introduction provided by PHIL M01 but with a non-western emphasis. **Applies to Associate Degree.** Transfer credit: CSU; UC; IGETC AREA 3

**PHIL M07 – 3 Units**
**Introduction to Logic**
Prerequisite: None
Class Hours: 3 lecture

Explores deductive and inductive thought processes, emphasizing definition, verification, validity, forms of argument and of fallacious reasoning, and application of various areas of inquiry. **Applies to Associate Degree.** Transfer credit: CSU; UC; CAN: PHIL 6; IGETC AREA 3
PHIL M09 – 3 Units
Symbolic Logic
Prerequisite: None
Class Hours: 3 lecture
Introduces symbolic logic, including the logic of connectives and quantifiers. Includes truth functional composition, consistency trees, derivations, and quantifications. Applies to Associate Degree. Transfer credit: CSU; UC

PHIL M10 – 3 Units
Mythology
Prerequisite: None
Recommended Preparation: ENGL M01A
Class Hours: 3 lecture
Explores nature and content of various mythologies, including Greek and Roman, Egyptian and Scandinavian, as well as surveys of Middle Eastern and Indian mythology and the myths of archaic peoples. Examines myths and their discourse, highlighting use of myth in literature, art, and society. Discusses use of myth and mythic language in contemporary thought. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

PHIL M11 – 3 Units
Survey of World Religions: West
Prerequisite: None
Class Hours: 3 lecture
Systematically introduces major ideas of the world’s western religious traditions, including Judaism, Christianity, and Islam. Explores cultural and historical contexts in which each religion arose as well as recent offshoots of these traditions. Views each religion from the standpoint of its proponents. Emphasizes main similarities and differences exhibited within these traditions. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

PHIL M12 – 3 Units
Survey of World Religions: East
Prerequisite: None
Class Hours: 3 lecture
Systematically introduces major ideas of the world’s eastern religious traditions, including Hinduism, Zoroastrianism, Buddhism, Jainism, Sikhism, Taoism, Confucianism and Shinto. Explores cultural and historical contexts in which these religions arose. Views each religion from the standpoint of its proponents. Emphasizes main similarities and differences exhibited within these traditions. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

PHIL M13 – 3 Units
The Classical Mind
Prerequisite: None
Recommended Preparation: ENGL M01A
Class Hours: 3 lecture
Surveys ancient and medieval philosophy up to the Renaissance, emphasizing the development of central philosophical themes. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

PHIL M14 – 3 Units
The Modern Mind
Prerequisite: None
Recommended Preparation: ENGL M01A
Class Hours: 3 lecture
Surveys modern philosophy since the Renaissance, emphasizing the development of themes in contemporary philosophy. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 3

PHIL M17 – 3 Units
Health Care Ethics
Prerequisite: None
Class Hours: 3 lecture
Introduces theoretical and applied ethics relating to problems in medicine, health care, and the human life sciences. Includes examination of foundational moral principles and theories. Explores confidentiality, ethical conflict, and moral dilemmas through case studies. Same course as HS M17. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

PHIL M22A/B – 1 to 3 Units Each
Independent Studies in Philosophy
Prerequisite: A previous course in Philosophy
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of philosophy through research, lab work, or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

PHIL M60A-Z – 0.5 to 3 Units Each
Topics in Philosophy
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes.

Developed topics include:

PHIL M60A – 1 Unit
Philosophy of Nonviolence
Prerequisite: None
Class Hours: 1 lecture
Explores theory and practice of nonviolence as both a political strategy and a philosophical approach to life. Reviews classical and contemporary texts, including works by Gandhi, Camus, and Thoreau. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.
PHIL M80 – 1 to 4 Units
Internship in Philosophy
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office. Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, UC; IGETC AREA 3.

PHIL M95 – 3 Units
Honors in Philosophy: Ethics and Technology
Prerequisite: PHIL M01, or M02, or M04
Class Hours: 3 lecture
Investigates the moral issues and implications raised by recent developments of modern technology and provides a theoretical framework for moral reflection and judgment. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU, UC; IGETC AREA 3

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.

Career Opportunities

Portrait Photographer, Aerial Photographer, Still Photographer, Photograph Restorer, Photograph Printer, Photojournalist, Audio-Visual Designer, Corporation Photographer, Photo Finishing Specialist, Slide Program Producer/Director, Fine Art Photographer, Editorial Photographer

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean
Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
John Grzywacz-Gray

Part-Time
Steve Gallis, Amani Fliers, Randy Hanson, James Parker, William Short, Al Winn

Counselors
Denice Avila, Don Henderson

Degree and Certificate Options in Photography (Occupational)

Associate in Science Degree in Photography
Certificate of Achievement in Photography
To earn a Certificate of Achievement and/or an Associate in Science Degree with a major in Photography, students complete 27 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<td>ART M01C</td>
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<td>PHOT M01B</td>
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<tr>
<td>PHOT M02</td>
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<tr>
<td>PHOT M04</td>
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<tr>
<td>PHOT M06</td>
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<tr>
<td>PHOT M08</td>
<td>3.0</td>
</tr>
</tbody>
</table>

TOTAL 27.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Associate in Science Degree in Photo-Journalism
To earn an Associate in Science Degree with a major in Photo-Journalism, students complete 27 specified units, plus general education degree requirements (minimum total = 60 units). This program is designed for the student seeking a professional career in newspaper or magazine photography. Students completing this program will be prepared as entry-level photographers on newspapers, magazines or as freelance photographers.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</table>

TOTAL 27.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Certificate of Achievement in Photo-Journalism
To earn a Certificate of Achievement in Photo-Journalism, students complete 25 specified units:

Required Courses

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<td>PHOT M04</td>
<td>3.0</td>
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<tr>
<td>PHOT M09</td>
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</table>

TOTAL 25.0
Photography Courses

PHOT M01A – 3 Units
Beginning Photography
Prerequisites: None
Class Hours: 2 lecture, 3 lab
Explores photographic techniques as a means of creative expression. Introduces photographic theory, including camera operation, exposure, developing and printing. Applies to Associate Degree. Transfer credit: CSU; UC: CAN: ART 18

PHOT M01B – 3 Units
Intermediate Photography
Prerequisite: PHOT M01A or suitable portfolio
Class Hours: 2 lecture, 3 lab
Explores variety of traditional techniques in black and white, including high contrast images, solarization, posterization, gum bichromate printing and cyanotypes. Reviews film sensitivity testing, developer density parameters, paper and paper developer characteristics, archival processing, the use of medium format cameras, and introduction to the view camera. Emphasizes creativity. Applies to Associate Degree. Transfer credit: CSU; UC

PHOT M02 – 3 Units
History of Photography
Prerequisites: None
Class Hours: 3 lecture
Surveys history of photography from Daguerre to contemporary images. Explores genres and theories begun in past but which intensify and clarify current work. Applies to Associate Degree. Transfer credit: CSU; UC 198; IGETC ART 3

PHOT M03 – 3 Units
Basic Color
Prerequisite: PHOT M01B or suitable portfolio
Class Hours: 2 lecture, 3 lab
Introduces principles of color photography. Develops expressive visual statements. Reviews processing of transparency materials, emphasizing creative special effects achieved through unique lighting, filters and camera techniques. Encourages experimentation. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

PHOT M04 – 3 Units
Advanced Photography
Prerequisite: PHOT M03 or suitable portfolio
Class Hours: 2 lecture, 3 lab
Refines technical and aesthetic understanding in black and white and/or color photography. Includes zone system, basic densitometry, expansion and compaction development, the view camera, artificial light technique, and portfolio development. Intensifies personal statement through major individual projects. Applies to Associate Degree. Transfer credit: CSU

PHOT M06 – 3 Units
Electronic and Digital Photography
Prerequisite: One course in the discipline
Class Hours: 2 lecture; 3 lab
Focuses on Adobe Photoshop for photography, computer graphics, illustration and graphic design. Includes appropriate techniques for scanning negatives, transparencies, reflective materials, type effects, color correction, selection techniques, special effects, channel calculations, adjustment layers, output devices and clipping paths/groups. Clarifies relationship between traditional film-based photography and digital techniques. May be taken two (2) times for credit. Formerly PHOT M601. (Same course as GR M27.) Applies to Associate Degree.

PHOT M08 – 3 Units
Basic Photo-Journalism
Prerequisite: PHOT M01A or suitable portfolio
Class Hours: 2 lecture, 3 lab
Introduces aspects of photography applicable to mass communication, broadcast and print journalism. Concentrates on translating ideas to images for reproduction in magazines and newspapers and as book illustrations. Includes special effects, use of camera and light as creative tools, and basic motion picture techniques. May be taken two (2) times for credit. (Same course as JOUR M08.) Applies to Associate Degree. Transfer credit: CSU

PHOT M09 – 4 Units
Reporter Staff Photography
Prerequisite: PHOT M08 or suitable portfolio
Class Hours: 1 lecture, 9 lab
Introduces campus newspaper photographers to all phases of press photography: news, feature, illustration, portrait, sports, and advertising. Uses aesthetic and technical skill to communicate visually. May be taken two (2) times for credit. Applies to Associate Degree. Transfer credit: CSU

PHOT M22A/B – 1 to 3 Units Each
Independent Studies in Photography
Prerequisite: A previous course in Photography
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of photography through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU.

PHOT M60A-Z – 1 to 3 Units Each
Topics in Photography
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

PHOT M60A – 1 Unit
Field Studies in Photography
Prerequisites: None
Class Hours: 0.5 lecture, 1.5 lab
Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. Applies to Associate Degree.
PHOT M60B – 2 Units  
Field Studies in Photography  
Prerequisites: None  
Class Hours: 1 lecture, 3 lab  
Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. Applies to Associate Degree.

M60C – 3 Units  
Field Studies in Photography  
Prerequisites: None  
Class Hours: 1 lecture, 6 lab  
Concentrates on solving photographic problems of specific location, working in either black and white or color. May be taken four (4) times for credit. Applies to Associate Degree.

PHOT M60D – 1 Unit  
Laboratory Practice  
Prerequisites: None  
Class Hours: 0.5 lecture, 1.5 lab  
Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. Applies to Associate Degree.

PHOT M60E – 2 Units  
Laboratory Practice  
Prerequisites: None  
Class Hours: 0.5 lecture, 4.5 lab  
Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. Applies to Associate Degree.

PHOT M60F – 3 Units  
Laboratory Practice  
Prerequisites: None  
Class Hours: 1 lecture, 6 lab  
Offers instructor-supervised lab work for beginning, intermediate and advanced students. May be taken four (4) times for credit. Applies to Associate Degree.

PHOT M80 – 1 to 4 Units  
Internship in Photography  
Prerequisite: Completion of 3 or concurrent enrollment in one course in the discipline.  
Class Hours: 5 to 20 lab as arranged  
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Physical Education

Physical Education classes offer students an opportunity to enrich their education with emphasis on improved individual physical well being as well as professional career options.

Career Opportunities

Athlete, Recreation Specialist, Camp Counselor, Community Center Leader, Playground Director, Recreation Leader, Referee, Industrial Recreation Leader, Racquet Club Manager, Fitness Specialist

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time

James Bittner, Donald Green, Ronald Halleran, John Keever, MoDean McCullough, Gilbert Mendoza, Delbert Parker, Sherry Ruter, Nancy Stewart, Willard Thurston

Part-Time


Counselors

Michael Johnson, Donna Proskay ALLYN

Degree Option in Physical Education

Associate in Arts Degree in Human Performance  
To earn an Associate in Arts Degree with a major in Human Performance, students complete 32.5 specified units, plus general education degree requirements (minimum total = 60 units). This pre-professional program is designed to prepare students for transfer to bachelor's degree programs in Physical Education, Physical Therapy, Athletic Training, Coaching and Fitness Management.

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

Required Courses  

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<tr>
<td>PE M91</td>
<td>Foundations of Fitness</td>
<td>3.0</td>
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<tr>
<td>HED M01</td>
<td>Health and Society</td>
<td>2.0</td>
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<tr>
<td>HED M05</td>
<td>Safety and First Aid</td>
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<tr>
<td>HED M06</td>
<td>Prevention/Treatment of Athletic Injuries</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY M01A</td>
<td>Introduction to Psychology</td>
<td>1.0</td>
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<tr>
<td>ANAT M01</td>
<td>General Anatomy</td>
<td>4.0</td>
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<tr>
<td>PHIS M01</td>
<td>Human Physiology</td>
<td>5.0</td>
</tr>
<tr>
<td>NUTR M01</td>
<td>Nutrition</td>
<td>3.0</td>
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Total minimum units required in major area  

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
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<td>32.5</td>
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</table>

Recommended Courses: Choose three 1.5-unit courses, one from each area: Team, Individual and Cardiovascular.

TEAM: PE M23C/D (Basketball); PE M24C/D (Basketball); PE M25C/D (Football); PE M27C/D (Soccer); PE M28C/D (Softball); PE M29C/D (Track); PE M30A/C/D (Volleyball) or any College Athletics activity (PE M62 to PE M79).

INDIVIDUAL: PE M02B (Free Weights); PE M06A/C/D (Golf); PE M08 (Power Lifting); PE M11A/C/D (Tennis); PE M38 (Wrestling) or any dance activity class (see DANC).
Physical Education

CARDIOVASCULAR: PE M01A (Walking); PE M03A (Running); PE M04 (Aerobics); PE M07 (Step-Aerobics); PE M12 (Extreme Aerobic Mix); or PE M15 (Cardio Kick Boxing)

For General Education Degree Requirements and Transfer Information, see p. 29.

A General Note on Transferability of Physical Education Courses*

An Associate Degree requires one or more PE/Dance activity classes for a minimum of 1.5 units total. Any combination of P.E. activity courses of a particular kind (e.g., body conditioning, golf, tennis, etc.) may be taken a total of four (4) times. Students planning to take more than 4 units of Physical Education activity courses should consult a counselor. The California State University (CSU) system accepts all PE courses for comparable semester credit, but the University of California (UC) system will only accept a total of four (4) units of credit. This UC transfer status limitation is indicated below by the asterisk.*

Physical Education Courses

INDIVIDUAL SPORTS ACTIVITIES

PE M01A – 1 to 1.5 Units
Walking for Fitness
Prerequisite: None
Class Hours: .5 or 1 lecture; 1.5 or 2 activity
Provides exercise and fitness training, emphasizing cardiovascular conditioning to improve muscle tone. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M02A – 0.5 to 1.5 Units
Body Conditioning/Fitness Lab
Prerequisite: None
Class Hours: 0.25 to 1 lecture; 1.5 to 2 activity
Emphasizes cardiovascular fitness, strength, muscle endurance and flexibility. Allows individual scheduling of required lab hours. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M02B – 1 to 1.5 Units
Body Conditioning/Free Weights
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces overall body conditioning. Emphasizes improving the cardiovascular system, enhancing flexibility, and increasing muscular strength. Includes jogging, stretching, and specific free weight exercises. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M03A – 1 to 1.5 Units
Running for Fitness and Conditioning
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Emphasizes improved physical health and cardiovascular fitness through running and overall conditioning. Includes endurance training with a gradual increase in distance. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M03B – 1 to 1.5 Units
Sprinting for Fitness and Conditioning
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Uses sprinting to improve physical fitness and general health. Emphasizes maximum speed performance and enhanced cardiovascular efficiency. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M04 – 1 to 1.5 Units
Body Conditioning through Rhythmics/Aerobics
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces series of simple but vigorous dances that improve circulation, respiration, digestion, agility, flexibility, coordination and rhythm as well as endurance and strength. Includes supervised practice. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M05 – 1.5 Units
Bowling
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Introduces rules, etiquette, safety and techniques of bowling. Meets off campus. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M06A – 1 to 1.5 Units
Beginning Golf
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces basic rules and skills needed for playing golf. Includes development of skills and analysis of technique. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M06C – 1 to 1.5 Units
Intermediate Golf
Prerequisite: PE M06A
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Expands golfing skills through more extensive review of techniques and increased practice. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M06D – 1 to 1.5 Units
Advanced Golf
Prerequisite: PE M06C
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Studies bio-mechanical principles of golf as preparation for golf competition. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M07 – 1 to 1.5 Unit
Step-Aerobics
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops proficiency in step-aerobic skills and improved cardiovascular efficiency. Works every major muscle group in the lower body while strengthening and conditioning the upper body. Uses adjustable step platform to accommodate varying fitness and impact levels. Applies to Associate Degree. Transfer credit: CSU; UC*
PE M08 – 1 to 1.5 Units
Power Lifting/Free Weights
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces weight training and conditioning to build strength, power, and bulk. Focuses on the development of upper body strength, rehabilitation and strengthening of knee joints, and refinement of power lifting for the lower body. Emphasizes quickness, coordination, balance and speed through competitive drills and routines. Applies to Associate Degree. Transfer credit: CSU; UC

PE M10 – 1 to 1.5 Units
Shaping and Toning
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Provides improvement of the cardiovascular system, enhanced flexibility and increased muscular strength. Includes cardiovascular/aerobic conditioning, stretching exercises and specific free weight exercises to strengthen the entire body. May be taken for a maximum of 4 times. Applies to Associate Degree. Transfer credit: CSU; UC

PE M11A – 1 to 1.5 Units
Beginning Tennis I
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces beginning tennis skills, including etiquette, rules, and basic techniques. Applies to Associate Degree. Transfer credit: CSU; UC

PE M11C – 1 to 1.5 Units
Intermediate Tennis
Prerequisite: PE M11A
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Expands strategies, rules and techniques of tennis, emphasizing both singles and doubles play. Applies to Associate Degree. Transfer credit: CSU; UC

PE M11D – 1 to 1.5 Units
Advanced Tennis
Prerequisite: PE M11C
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Expands experienced player’s individual techniques. Reviews rules and strategies for both singles and doubles play. Emphasizes tournament play. Applies to Associate Degree. Transfer credit: CSU; UC

PE M12 – 1 to 1.5 Units
Extreme Aerobic Mix
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops a high level of cardiovascular efficiency. Promotes strength and flexibility through a variety of high-energy activities. Utilizes aerobic dance, funk, hip-hop, step, cardio kickboxing, and plyometrics to achieve a high level of conditioning and coordination. May be taken for a maximum of 4 times. Applies to Associate Degree. Transfer credit: CSU; UC

PE M13 – 2 Units
Hiking and Backpacking
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Uses lecture, field study and experience to introduce sport of hiking and backpacking. Covers conditioning, skills, information and resources. Emphasizes safety procedures. Requires field trips. Applies to Associate Degree. Transfer credit: CSU; UC

PE M14 – 3 Units
Pep Squad
Prerequisite: None
Class Hours: 1 lecture, 6 lab
Provides training and practice techniques necessary to be a cheerleader. Applies to Associate Degree. Transfer credit: CSU; UC

PE M15 – 1 to 1.5 Units
Cardio Kick Boxing
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Offers a comprehensive and balanced program that develops proficiency in cardio kickboxing skills as well as physical and general health. Works every major muscle group in the upper and lower body, varying movements and speed to accommodate the fitness level of all students. Applies to Associate Degree. Transfer credit: CSU; UC

PE M19A – 0.25 Unit
Golf Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC

PE M19B – 0.25 Unit
Tennis Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC

PE M19C – 0.25 Unit
Field Hockey Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC
PE M19D — 0.25 Unit
Soccer Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M19E — 0.25 Unit
Basketball Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M19F — 0.25 Unit
Hiking Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M19G — 0.25 Unit
Wrestling Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M19H — 0.25 Unit
Volleyball Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M19I — 0.25 Unit
Self Defense/Assault Clinic
Prerequisite: None
Recommended Preparation: Prior background and previous experience in the sport.
Class Hours: 0.2 lecture; 0.3 lab
Provides an intense skill-building clinic for those already familiar with the sport. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M19J — 0.25 Unit
Stretching Clinic
Prerequisite: None
Class Hours: 0.2 lecture; 0.3 lab
Introduces stretching techniques. Develops each individual’s stretching program to increase and maintain flexibility. May be taken for a maximum of four (4) times. Applies to Associate Degree. Transfer credit: CSU; UC.*

PE M22A/B — 1 to 3 Units Each
Independent Studies in Physical Education
Prerequisite: A previous course in Physical Education
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of physical education through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

TEAM ACTIVITIES
PE M21 — 1 to 1.5 Units
Field Hockey
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces fundamentals of field hockey, including individual skills (passing, receiving and dribbling) as well as offensive and defensive tactics and team strategy. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M23C — 1 to 1.5 Units
Intermediate Baseball
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops advanced skills and strategies for baseball. Emphasizes skills levels for use in games. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M23D — 1 to 1.5 Units
Advanced Baseball
Prerequisite: PE M23C
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops advanced skills in baseball, emphasizing methods and styles of play. Requires participation in full baseball program. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M24C — 1 to 1.5 Units
Intermediate Basketball
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops intermediate techniques and strategies in basketball. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M24D — 1 to 2 Units
Advanced Basketball
Prerequisite: PE M24C or varsity high school experience
Class Hours: 0.5 to 1.5 lecture; 1.5 to 2.5 activity
Introduces advanced skills and techniques in basketball. Uses game experience to develop different styles and formats of play. Develops cardiovascular fitness. Applies to Associate Degree. Transfer credit: CSU; UC*
Physical Education

PE M25A – 1 to 1.5 Units
Beginning Football
Prerequisite: None
Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity
Develops beginning skills in football and reviews the history of the sport. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M25C – 1 to 1.5 Units
Intermediate Football
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops intermediate skills in football. Introduces theory behind different styles of play. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M25D – 1 to 1.5 Units
Advanced Football
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces advanced techniques, emphasizing both the offensive and defensive passing game. Includes conditioning and speed improvement. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M26 – 1 to 1.5 Units
Team Sports
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces basic rules, techniques and strategies of various seasonal team sports, including soccer, softball, football and basketball. Provides practice in each sport. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M27A – 1 to 1.5 Units
Beginning Soccer
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops skills, rules, techniques and strategies of soccer. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M27C – 1 to 1.5 Units
Intermediate Soccer
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops intermediate skills and strategies of soccer. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M27D – 1 to 1.5 Units
Advanced Soccer
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops advanced skills and strategies. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M28A – 1 to 1.5 Units
Beginning Softball
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces basic skills and strategies of fast-pitch softball. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M28C – 1 to 1.5 Units
Intermediate Softball
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops intermediate skills and strategies of fast-pitch softball. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M28D – 1 to 1.5 Units
Advanced Softball
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Develops advanced skills and strategies. Requires participation. Co-educational. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M29C – 1 to 1.5 Units
Intermediate Track
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces intermediate techniques and strategies in track and field. Prepares for a competitive season, emphasizing skills needed for proficiency. Required of varsity track candidates. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M29D – 1 to 1.5 Units
Advanced Track
Prerequisite: PE M29C
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Practices advanced skills and strategies of track and field for a competitive season. Required of all varsity track candidates. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M30A – 1 to 1.5 Units
Beginning Volleyball I
Prerequisite: None
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Introduces basic rules and techniques of power volleyball. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M30C – 1 to 1.5 Units
Intermediate Volleyball
Prerequisite: PE M30A
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Provides practice of the fundamental skills and strategies of volleyball, allowing two and three-player games. Requires participation. Applies to Associate Degree. Transfer credit: CSU; UC*
PE M30D – 1 to 1.5 Units
Advanced Volleyball
Prerequisite: PE M30C
Class Hours: 0.5 or 1 lecture; 1.5 or 2 activity
Continuous skills development for the advanced player, allowing two and three-player volleyball. Requires participation. Applies to Associate Degree. Transfer credit: CSU; UC*

COMBATIVE /SELF-DEFENSE ACTIVITIES
PE M36A – 2 Units
Analysis of Sexual Assault and Self-Defense
Prerequisite: None
Class Hours: 2 lecture, 1 activity
Reviews issues of personal assault and rape, reviewing readings and physical responses. Introduces self-defense techniques. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M38 – 1 to 1.5 Units
Wrestling
Prerequisite: None
Class Hours: 0.5 or 1 lecture, 1.5 or 2 activity
Introduces the basic skills of wrestling, including takedowns, rides, escapes and tills. Applies to Associate Degree. Transfer credit: CSU; UC*

INTERCOLLEGIATE ATHLETICS
(Passing a physical exam required for participation)
PE M62 – 3 Units
Golf - Women
Prerequisite: None
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M64 – 3 Units
Soccer-Men
Prerequisite: None
Recommended Preparation: Understanding of soccer skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M55 – 3 Units
Soccer-Women
Prerequisite: None
Recommended Preparation: Understanding of soccer skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M66 – 3 Units
Baseball-Men
Prerequisite: None
Recommended Preparation: Understanding of baseball skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M67 – 3 Units
Basketball-Men
Prerequisite: None
Recommended Preparation: Understanding of basketball skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M68 – 3 Units
Basketball-Women
Prerequisite: None
Recommended Preparation: Understanding of basketball skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M69 – 3 Units
Cross Country-Men
Prerequisite: None
Recommended Preparation: Understanding of cross country skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M70 – 3 Units
Cross Country-Women
Prerequisite: None
Recommended Preparation: Understanding of cross country skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*
Physical Education

PE M71 – 3 Units
Football-Men
Prerequisite: None
Recommended Preparation: Understanding of football skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M72 – 3 Units
Golf - Men
Prerequisite: None
Class Hours: 1 lecture, 9 activity
Varsity sports are highly competitive and require an advanced degree of skill. Students engaged in varsity sports should expect to compete against other institutions, travel, and put in additional hours beyond the normal activity load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M73 – 3 Units
Softball-Women
Prerequisite: None
Recommended Preparation: Understanding of softball skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M74 – 3 Units
Tennis-Men
Prerequisite: None
Recommended Preparation: Understanding of tennis skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M75 – 3 Units
Tennis-Women
Prerequisite: None
Recommended Preparation: Understanding of tennis skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M76 – 3 Units
Track-Men
Prerequisite: None
Recommended Preparation: Understanding of track skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M77 – 3 Units
Track-Women
Prerequisite: None
Recommended Preparation: Understanding of track skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M78 – 3 Units
Volleyball-Women
Prerequisite: None
Recommended Preparation: Understanding of volleyball skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M79 – 3 Units
Wrestling-Men
Prerequisite: None
Recommended Preparation: Understanding of wrestling skills, rules, and strategies.
Class Hours: 1 lecture, 9 activity
Highly competitive. Requires advanced skills, travel, and competition against other institutions. Demands time beyond normal load. May be taken three (3) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC*

PE M80 – 1 to 4 Units
Internship in Physical Education
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 activity as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.
INSTRUCTIONAL

PE M90 – 2 Units
Introduction to Human Performance and Physical Education
Prerequisite: None
Class Hours: 2 lecture
Introduces aims, objectives and contemporary issues of Physical Education and Human Performance. Requires projects and fieldwork. Does NOT fulfill general education PE requirement. Applies to Associate Degree. Transfer credit: CSU, UC.

PE M91 – 3 Units
Foundations of Fitness
Prerequisite: None
Class Hours: 2 lecture, 3 activity
Introduces physiological principles and other factors for the development and maintenance of optimal physical fitness. Requires observation and assistance in campus Fitness Laboratory. Does NOT fulfill general education PE requirement. Applies to Associate Degree. Transfer credit: CSU, UC*

ADAPTIVE

PE M20 – 1.5 Units
Adapted Physical Education
Prerequisite: None
Class Hours: 1 lecture, 2 activity
Meets special needs of students unable to participate in regular physical education activity classes. Provides individualized adapted fitness program. Requires evaluation by college physician to determine appropriate physical activity for each participant. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC*

Physical Science

Physical Science courses prepare students for a diversity of professions requiring an understanding of the fundamentals of the physical sciences. Such professions include teaching science at the secondary level, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

Career Opportunities

Astronomer, Teacher, Patent Lawyer, Oceanographer

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Clinton Harper, Ron Wallingford

Part Time
Paul Coleman

Counselors
Edna Ingram, Danita Redd

Physical Science Courses

PHSC M01 – 3 Units
Principles of Physical Science
Prerequisite: MATH M03
Class Hours: 3 lecture
Introduces facts, principles and laws from physics and chemistry. Includes motion, force, energy, wave motion, electricity and magnetism, light, atomic structure, chemical bonding and chemical reaction rates, and equilibrium. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations — no credit if taken after a college course in Astronomy, Chemistry, Geology or Physics; IGETC AREA 5

PHSC M01L – 1 Unit
Principles of Physical Science Laboratory
Prerequisite: Completion of or concurrent enrollment in: PHSC M01
Class Hours: 3 lab
Provides hands-on experience with fundamental concepts from physics and chemistry. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 5

PHSC M22A/B – 0.5 to 3 Units Each
Independent Studies in Physical Science
Prerequisite: A previous course in Physical Science
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of physical science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

PHSC M80 – 1 to 4 Units
Internship in Physical Science
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Physics

The strong emphasis in physics on fundamental concepts and problem solving makes it one of the most versatile majors available. The Physics major provides the basis for careers in applied physics and in interdisciplinary areas such as astronomy, biophysics, environmental science, oceanography, and scientific instrumentation.

Career Opportunities

Laser Specialist, Seismologist, Researcher, Oceanographer, Geochemist, Weather Forecaster, Astronomer, Medical Technologist, Biomedical Engineer, Plasma Physicist, Fusion Engineer, Nuclear Physicist, Physical Chemist, Statistician, Chemical Physicist
Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805-378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Faculty

Full-Time
Balazs Becht, Clinton Harper, Fred Meyer, Ron Wallingford

Part-Time
Paul Coleman, Hadi Daeje, Philip Kutch, Youssef Kohanzadeh, Joseph McNeill

Counselors
Edna Ingram, Letrisa Mai, Danita Redd

Degree Options in Physics

Associate in Science Degree in Physics
To earn an Associate in Science Degree with a major in Physics, students complete 45-50 specified units, plus general education degree requirements (minimum total = 60 units). These major requirements optimize preparation for upper-division coursework for advanced degrees in Physics offered by four-year institutions. Since the course work is sequential, students may spend less time earning an Associate and/or Bachelor's Degree by deferring some of the university general education requirements until their junior and senior years and by giving priority to the requirements for a major in physics. In addition, earning this degree suggests an achievement of technical skills that may be helpful in seeking immediate employment.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CHEM M01A</td>
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<tr>
<td>MATH M25A</td>
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<tr>
<td>MATH M25B</td>
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<tr>
<td>MATH M25C</td>
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<tr>
<td>PHYS M20A/20AL</td>
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<tr>
<td>PHYS M20C/20CL</td>
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</table>

Wave Motion, Heat, Optics & Modern Physics/Lab

Units from One of the RECOMMENDED OPTIONS: 9.0-14.0

TOTAL: 45.0-50.0

Recommended Options: Choose one of the following.

Physics Option (complete 9 specified units)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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OR

Applied Physics Option (complete 14 specified units)

<table>
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<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>MATH M35</td>
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Electro-Optics Option (complete 14 specified units)

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<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>MATH M25B</td>
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<tr>
<td>PHYS M20A/M20AL</td>
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For General Education Degree Requirements and Transfer Information, see p. 29.

Sample Course Sequences

Physics Option

First Semester

<table>
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<tr>
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Second Semester

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Third Semester

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Fourth Semester

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Applied Physics Option

First Semester

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Second Semester

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Third Semester

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Fourth Semester

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Electro-Optics Option

First Semester

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Second Semester

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Third Semester

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Fourth Semester

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<td>PHYS M20C/M20CL</td>
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</table>
Physics Courses

**PHYS M01 — 3 Units**  
**Descriptive Physics**  
Prerequisite: None  
Class Hours: 3 lecture  
Introduces basic concepts of physics, using everyday examples. Includes classical mechanics; properties of matter, heat, sound, electricity and magnetism; light, atomic and nuclear physics; relativity; and astrophysics. Designed for non-science majors. Requires little math. 
 Applies to Associate Degree. Transfer credit: CSU; UC. (No credit if taken after PHYS M10A or PHYS M20A.)  IGETC AREA 5

**PHYS M01L — 1 Unit**  
**Descriptive Physics Laboratory**  
Prerequisite: Completion of or concurrent in enrollment in PHYS M01  
Class Hours: 3 lab  
Provides hands-on experience with elements of classical and modern physics for non-science majors. Covers mechanics, electricity and wave motion as well as heat, light, and atomic and nuclear physics. Applies to Associate Degree. Transfer credit: CSU; UC.  IGETC AREA 5

**PHYS M05 — 3 Units**  
**Radiation Physics**  
Prerequisite: MATH M01  
Corequisite: PHYS M05L  
Class Hours: 3 lecture  
Introduces mechanics, electricity, magnetism and atomic physics, emphasizing fundamentals of x-ray production. Primarily designed for Radiologic Technology majors. Applies to Associate Degree. Transfer credit: CSU

**PHYS M05L — 1 Unit**  
**Radiation Physics Laboratory**  
Prerequisite: MATH M01  
Corequisite: PHYS M05  
Class Hours: 3 lab  
Provides hands-on experience applying principles of mechanics, electricity, and magnetism as well as atomic and x-ray physics. Applies to Associate Degree. Transfer credit: CSU

**PHYS M10A — 4 Units**  
**General Physics I**  
Prerequisite: MATH M06 or MATH M07  
Class Hours: 4 lecture  
Introduces mechanics of solids and fluids, heat, and wave motion. Designed for non-majors who need a non-calculus physics course. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 2 (PHYS M10A + M10AL); IGETC AREA 5

**PHYS M10AL — 1 Unit**  
**General Physics I Laboratory**  
Prerequisite: MATH M06 or MATH M07  
Corequisite: PHYS M10A  
Class Hours: 3 lab  
Provides hands-on experience with classical mechanics and heat and wave motion. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 2 (PHYS M10A + M10AL).  IGETC AREA 5

**PHYS M10B — 4 Units**  
**General Physics II**  
Prerequisite: PHYS M10A  
Class Hours: 4 lecture  
Introduces electricity, magnetism, optics and modern physics. Designed for non-majors, requiring non-calculus based physics course. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 4 (PHYS M10B + M10BL).  IGETC AREA 5

**PHYS M10BL — 1 Unit**  
**General Physics II Laboratory**  
Prerequisite: PHYS M10A/M10AL  
Corequisite: PHYS M10B  
Class Hours: 3 lab  
Provides hands-on experience with electricity, magnetism, optics and modern physics. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 4 (PHYS M10B + M10BL).  IGETC AREA 5

**PHYS M20A — 4 Units**  
**Mechanics of Solids and Fluids**  
Prerequisites: MATH M25A and PHYS M10A or one year of high school physics  
Corequisite: MATH M25B  
Class Hours: 4 lecture  
Introduces statics and dynamics of particles and rigid bodies, hydrostatics and hydrodynamics. Designed for majors in physics, engineering, mathematics, chemistry, computer science and biology. Requires use of calculus. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 8 (PHYS M20A or M20AL); PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL).  IGETC AREA 5

**PHYS M20AL — 1 Unit**  
**Mechanics of Solids and Fluids Laboratory**  
Prerequisites: MATH M25A and PHYS M10A  
Corequisites: MATH M25B, PHYS M20A  
Class Hours: 3 lab  
Provides hands-on experience with dynamics of particles and rigid bodies, hydrostatics, and hydrodynamics. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 8 (PHYS M20A + M20AL).  IGETC AREA 5

**PHYS M20B — 4 Units**  
**Electricity and Magnetism**  
Prerequisites: MATH M25B and PHYS M20A  
Corequisite: MATH M25C  
Class Hours: 4 lecture  
Introduces electricity, magnetism and electronic devices, emphasizing field theory. Includes electric and magnetic fields; Coulomb’s Law; Gauss’ Law; Faraday’s Law; Ampere’s Law; Biot-Savart Law; Ohm’s Law; and A.C. and D.C. circuits. Requires calculus applications. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 12 (PHYS M20B + M20BL); PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL).  IGETC AREA 5
PHYS M20BL – 1 Unit
Electricity and Magnetism Laboratory
Prerequisites: MATH M25B and PHYS M20A/M20AL
Corequisites: MATH M25C, PHYS M20B
Class Hours: 3 lab
Provides hands-on experience in field theory, emphasizing electronic measurements, A.C./D.C. circuits, and basic active analog circuits and devices. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 12 (PHYS M20B + M20BL). IGETC AREA 5

PHYS M20C – 4 Units
Wave Motion, Heat, Optics and Modern Physics
Prerequisites: MATH M25C and PHYS M20B
Class Hours: 4 lecture
Introduces wave motion (sound and light), physical and isometrical optics, thermodynamics, and selected topics in quantum mechanics and special relativity. Demonstrates problem solving with calculus and differential equations. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 30C (PHYS M20C + M20CL). PHYS SEQ B (PHYS M20A, M20AL + M20B, M20BL + M20C, M20CL)

PHYS M20CL – 1 Unit
Wave Motion, Heat, Optics and Modern Physics Laboratory
Prerequisites: MATH M25C and PHYS M20B/M20BL
Corequisite: PHYS M20C
Class Hours: 3 lab
Provides hands-on experience with wave motion, heat, optics and modern physics. Stresses fundamental principles and use of modern lab instrumentation. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. CAN: PHYS 30C (PHYS M20C + M20CL)

PHYS M22A/B – 0.5 to 3 Units Each
Independent Studies in Physics
Prerequisite: A previous course in Physics
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of physics through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

PHYS M80 – 1 to 4 Units
Internship in Physics
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1556. May be taken four (4) times for credit. (Same course as WXP M80.) Applies to Associate Degree. Transfer credit: CSU; credit limitations.
POLS M02 – 3 Units
Comparative Government
Prerequisites: None
Class Hours: 3 lecture
Examines political culture, recruitment and articulation of public interest, political institutions, and sources/content of public policy for various governments. Draws examples from Eastern and Western Europe and Asia as well as from pre-industrial societies. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

POLS M03 – 3 Units
American Government and Politics
Prerequisites: None
Class Hours: 3 lecture
Introduces principles and problems of American Government and its political process, emphasizing national government. Satisfies Title V United States Constitution requirement as well as California state and local government requirement. Applies to Associate Degree. Transfer credit: CSU; UC; CAN: GOVT 2; IGETC AREA 4

POLS M04 – 3 Units
International Relations
Prerequisites: None
Class Hours: 3 lecture
Explores relationships between sovereign units, emphasizing international organization, theoretical proposals toward and possibilities for world peace, mechanics of politics among nations, and formation of American foreign policy. Focuses on relationship between domestic and foreign politics and the cultural origins of policy. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

POLS M07 – 3 Units
Minority Groups
Prerequisites: None
Class Hours: 3 lecture
Introduces political problems often faced by racial and ethnic minorities in the United States, emphasizing the impact and consequences of racism, discrimination and sexism. Explores political process as a vehicle for improving majority-minority relations and for maintaining social equilibrium. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M08 – 3 Units
Political Patterns in the U.S.
Prerequisites: None
Class Hours: 3 lecture
Introduces fundamental principles of U.S. Government, focusing on the state and local governments of the Southwest. Emphasizes the legislative process, political parties, pressure groups, local implementation policies and the political participation of Mexican-Americans. (Same course as CHST M08). Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

POLS M22A/B – 1 to 3 Units Each
Independent Studies in Political Science
Prerequisite: A previous course in Political Science
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of political science through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

Development topics include:
POLS M108 Election Campaign Strategies

POLS M60A-Z – 1 to 3 Units Each
Topics in Political Science
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

POLS M60C – 3 Units
Politics in the Middle East
Prerequisites: None
Class Hours: 3 lecture
Explores political developments and changes in the Middle East, emphasizing the Arab states, Israel, Iran and Turkey. Reviews the rich historical background of region, including cultural contributions and political conflicts before the 20th century, as well as current political processes, economic developments, and major problems. Applies to Associate Degree. Transfer credit: CSU; UC

POLS M80 – 1 to 4 Units
Internship in Political Science
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitation.

Psychology

A major in psychology provides a study of the behavior of individuals and groups in contemporary society. The graduate in this major is prepared for positions in research and teaching, counseling, and service in clinical settings. The major also provides a background for graduate study in the field of psychology and related specialties.

Career Opportunities

Psychologist, Urban Renewal Specialist, Personnel Assistant, Social Insurance Representative, Veterans Claims, Examiner, Rehabilitation Counselor, Social Service Analyst, Employee Relations Specialist, Employee Development Specialist, Recreation Specialist, Social Worker, Family Counselor, Mental Health Officer, Program Analyst, Sales Personnel, Advertising Executive, Probation Officer

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Al Nordquist, Phone (805) 378-1445
Faculty

**Full-Time**
Frank Bianchino, Judith Farrell, Carole Ginet, Lynn Meschan, Steven Pollock, Sally Ponce-O'Rourke, Carol Woodward

**Part-Time**
Andrew Ainsworth, Dan Baldwin, Bobbie Berg, Deena Case-Pall, Pat Devita-Vossi, Ednecie Dorian, John Dueppen, Holly Hartson, Michelle LaBrie, John Lenahan, Jason Miller, Joseph Murdoc, Debra Richards, Norma Runyan, Corie Skolnick, Johnny Wen, Jacqueline Williams

Counselors
Chuck Brinkman, Anita Evans, Michael Johnson, Pam Kennedy Luna, Ofelia Romero-Motlagh

Psychology Courses

**PSY M01 – 3 Units**
**Introduction to Psychology**
Prerequisite: None
Class Hours: 3 lecture

Introduces the areas of history and systems, research methodology, biological bases of behavior, sensation and perception, motivation and emotion, learning and memory, cognition and intelligence, personality, stress and health psychology, behavior disorders (psychopathology) and treatments, human sexuality, life span development, and social and environmental psychology. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

**PSY M01H – 3 Units**
Honors: Introduction to Psychology
Prerequisite: None
Class Hours: 3 lecture

Provides honors work to introduce the areas of history and systems, research methodology, biological bases of behavior, sensation and perception, motivation and emotion, learning and memory, cognition and intelligence, personality, stress and health psychology, behavior disorders (psychopathology) and treatments, human sexuality, life span development, and social and environmental psychology. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC; CAN: PSY 2; IGETC AREA 4

**PSY M02 – 3 Units**
**Introduction to Behavioral Neuroscience**
Prerequisite: PSY M01
Class Hours: 3 lecture

Introduces neuropsychological bases for basic brain-behavior concepts including structure and function of the nervous system, neural conduction and synaptic transmission, psychopharmacology, structure of the nervous system, brain lateralization, neuroplasticity, sensation and perception, internal body states, sexual behavior, emotional behavior, sleep and biological rhythms, biology of learning and memory, and psychopathological disorders. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 5

**PSY M03 – 3 Units**
**Psychology of Interpersonal Relationships**
Prerequisite: None
Class Hours: 3 lecture

Introduces psychological principles involved in human relationships. Combines experiential and theoretical approaches to increase awareness, understanding, and decision-making. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

**PSY M04 – 3 Units**
**Child Psychology**
Prerequisite: None
Class Hours: 3 lecture

Focuses on the basic principles of developmental psychology, exploring the personal, societal, and cultural forces important from birth to puberty. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

**PSY M05 – 3 Units**
**Social Psychology**
Prerequisite: None
Class Hours: 3 lecture

Introduces social relationships, emphasizing interpersonal attraction; person perception; long-term relationships; pro-social behavior; attitude formation and changes; and the nature of prejudice, aggression, and conformity. (Same course as SOC M05). Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

**PSY M06 – 3 Units**
**Introduction to Behavioral Research Methods**
Prerequisite: PSY M01
Class Hours: 3 lecture

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental and single-participant research designs; and research ethics. Requires research study and manuscript using APA guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC

**PSY M07 – 3 Units**
**Developmental Psychology (Life Span)**
Prerequisite: None
Class Hours: 3 lecture

Introduces physical, emotional, cognitive, social and cultural aspects of development from conception to death. Emphasizes normative behaviors and developmental stages over the life span. Reviews developmental theories and contemporary issues. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed, one course if combined with CD M30; IGETC AREA 4
PSY M08 – 3 Units
Abnormal Psychology
Prerequisite: None
Class Hours: 3 lecture
Surveys field of abnormal behavior by reviewing patterns, causes, and history of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies; and prevention of behavioral disorders. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

PSY M09 – 3 Units
Introduction to Gerontology
Prerequisite: None
Class Hours: 3 lecture
Introduces physical, psychological, sociological, and economic aspects of aging, applying theories to current issues and problems facing the older population. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

PSY M10 – 3 Units
Dying and Death
Prerequisite: None
Class Hours: 3 lecture
Explores issues and decisions concerned with dying and death over the life span, including historical and cross-cultural perspectives, death socialization, medical ethics and the health-care system, legal issues and after-life concerns. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

PSY M11 – 3 Units
Psychology of Assertive Communication
Prerequisite: None
Class Hours: 3 lecture
Introduces open, honest, direct communication and behavior, emphasizing perceptions and emotions, verbal and non-verbal communication, defense mechanisms, and conflict resolution. Examines problem areas and alternate behaviors, exploring how to express anger, change behavior, make requests, say “No,” cope with criticism and resolve conflict. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU

PSY M12 – 3 Units
Animal Behavior
Prerequisite: None
Corequisite: PSY M12L or ANSC M04L
Class Hours: 3 lecture
Introduces the study of animal behavior, emphasizing learning theory. Focuses on classical and operant conditioning. Applies concepts of ethology and behavior modification to the maintenance and training of animals in captivity. (Same course as ANSC M04). Applies to Associate Degree. Transfer credit: CSU

PSY M12L – 0.5 Unit
Animal Behavior Lab
Prerequisite: None
Corequisite: PSY M12 or ANSC M04
Class Hours: 1.5 lab
Reinforces behavior modification and observational research through hands-on experience. Requires each student train a rat and conduct an observational research project on captive animals. (Same course as ANSC M04L). Applies to Associate Degree. Transfer credit: CSU

PSY M13 – 3 Units
Human Sexuality
Prerequisite: None
Class Hours: 3 lecture
Explores psychological, biological, and sociological aspects of human sexual behavior, including sexual values, roles and lifestyles. Includes contraception, pregnancy, sexually transmitted diseases, sexual dysfunctions and treatments. Presents course content in an explicit, open, scientific and thoughtful manner. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

PSY M14 – 3 Units
Cross-Cultural Psychology
Prerequisite: None
Class Hours: 3 lecture
Explores the impact of cultural and social influences on the psychological development of ethnic groups by integrating traditional theoretical approaches and current cross-cultural research and theory in the study of Latinos, Asian-Americans, African-Americans and Native Americans. Reviews definitions of culture, ethnic group demographics; family and gender roles; collectivism and individualism; research methodologies; identity formation and ethnicity, stereotypes, prejudice and discrimination; cognition and intelligence; language, bilingualism and non-verbal communication; psychosocial stressors; behavioral disorders, clinical assessment and cross-cultural counseling techniques; and improving intercultural interactions. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

PSY M15 – 3 Units
Crime and Criminal Behavior
Prerequisite: None
Class Hours: 3 lecture
Introduces the factors, concepts and theories, and characteristics associated with criminal behavior, crime and victimology. (Same course as SOC M15). Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

PSY M16 – 3 Units
Personality Theories
Prerequisite: None
Class Hours: 3 lecture
Reviews the major concepts and methods of personality theories and how they relate to the development and formation of personality. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4
PSY M17 – 3 Units
Psychology of Leisure, Recreation, and Sport
Prerequisite: None
Class Hours: 3 lecture
Introduces the topical areas of the psychology of leisure, recreation, and sport including history and foundations of the field, research methods, psychobiology of activity; uses activity for physical and mental health; activities across the life span; and the role of motivation, learning, information processing, attention, memory, and emotion in activity. Applies to Associate Degree. Transfer credit: CSU; UC.

PSY M18 – 3 Units
Educational Psychology
Prerequisite: None
Class Hours: 3 lecture
Explores and synthesizes basic psychological issues and theories involved in learning, instruction, and evaluation. Introduces student learning processes influenced by cognition, development, motivation, and individual differences; instructional methods for teaching subjects such as reading, writing, science, and mathematics; instruction of learning and thinking strategies; and assessment techniques for evaluating student performance. Applies to Associate Degree. Transfer credit: CSU; UC.

PSY M22A/B – 1 to 3 Units Each
Independent Studies in Psychology
Prerequisite: A previous course in Psychology
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of psychology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

PSY M30 – 3 Units
Psychological Aspects of Aging
Prerequisite: None
Class Hours: 3 lecture
Explores psychodynamic behaviors over the life span, focusing on the development and psychological needs of the aging adult as well as others' responses to these needs. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC maximum credit allowed, one course if combined with PSY M90.

PSY M60A-Z – 0.5 to 3 Units Each
Topics in Psychology
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester's Schedule of Classes.

Developed topics include:

PSY M60A – 1 Unit
Biofeedback: Theory and Technique
Prerequisite: None
Class Hours: 1 lecture
Introduces theory, research, and practical applications of biofeedback. Provides academic discussion as well as practical training on biofeedback equipment. Only offered credit/no-credit. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 15 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

PSY M60C – 3 Units
Altered States of Consciousness
Prerequisite: None
Class Hours: 3 lecture
Discusses the meaning of consciousness and related concepts. Topics include introspection; split-brain research; daydreaming and stream of consciousness; and altered states of sleep and dreaming, hypnosis, meditation, and drugs. Applies to Associate Degree. Transfer credit: CSU

PSY M60V – 3 Units
The Vietnam War
Prerequisite: None
Class Hours: 3 lecture
Examines circumstances leading to American involvement in Vietnam, the war itself, and the resulting consequences. Uses literature and film to explore historic, psychological and pop-cultural perspectives. (Same course as HIST M60V and HUM M60V). Applies to Associate Degree. Transfer credit: CSU; UC.

PSY M80 – 1 to 4 Units
Internship in Psychology
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Radio/Television

This major is designed for students who plan professional or academic careers in educational or commercial radio or television. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.
Career Opportunities

Account Executive, Actor, Anchor (News), Announcer, Assistant Director, Art Director, Audio/Video Engineer, Camera Operator, Executive Producer, Floor Manager, Lighting Director, Lighting Assistant, Media-Librarian, News Director, News Writer, Reporter, Advertising Copy Writer, Makeup Specialist, ITV Specialist, Program Manager, Publicity/Promotion Assistant, Public Relations Assistant, Property Master, Radio-Television Director, Operations Manager, Technical Director, Traffic Director, Research Specialist, Teleplay Writer, Videotape Editor, Station Manager/General Manager, Advertising Sales Director/Manager

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
Bona Dillon, Al Miller, Les Wieder

Part-Time
Nicole Cheney, Liam O'Brien, Richard Studebaker, Chuck Whitten, Thomas Witt

Counselors
Denice Avilla, Don Henderson, Michael Johnson

Degree Option in Radio/Television

(Occupational)

Associate in Science Degree in Radio/Television

To earn an Associate in Science Degree with a major in Radio/Television, students complete 27 specified units, plus general education degree requirements (minimum total = 60 units). This program's varied curriculum provides introductory knowledge of broadcasting. Emphasis is possible through introductory specialization in such fields as broadcast journalism, production techniques, and advertising/sales.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT M01</td>
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<td>3.0</td>
</tr>
<tr>
<td>RT M07A</td>
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Choose 9 units from the following 3-Unit Courses:

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<tr>
<td>RT M09</td>
<td>3.0</td>
</tr>
<tr>
<td>RT M12</td>
<td>3.0</td>
</tr>
</tbody>
</table>

TOTAL: 27.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Radio/Television Courses

RT M01 - 3 Units
Media and Society
Prerequisite: None
Class Hours: 3 lecture
Surveys history and nature of print and electronic media in America, examining social, political and cultural implications. (Same course as JOUR M01). Applies to Associate Degree. Transfer credit: CSU; UC. CAN: JOURN 4; IGETC AREA 4

RT M02A - 3 Units
Broadcast Studio Operations
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces basic equipment and operations of broadcast studio and control room. Emphasizes studio production, including lighting, camera operation, switchers/fader operation, graphics, videotape and audio operations. Reviews practical applications of program patterns, studio procedures, and ancillary activities such as floor management. Applies to Associate Degree. Transfer credit: CSU

RT M02B - 3 Units
Electronic Field Production/Post Production
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces use and operation of remote television and editing equipment. Emphasizes lighting, audio, and graphics. Requires field productions as well as extensive post-production activities. Applies to Associate Degree. Transfer credit: CSU

RT M03A - 3 Units
Television Production Workshop
Prerequisite: RT M02B
Class Hours: 2 lecture, 3 lab
Introduces intermediate-level work in production, including camera work, technical direction and lighting. Emphasizes creation of new program concepts and types. Requires producing an experimental TV program. Applies to Associate Degree. Transfer credit: CSU

RT M03B - 3 Units
Television Directing and Editing
Prerequisite: RT M03A
Class Hours: 2 lecture, 3 lab
Introduces advanced directing and editing skills appropriate for creating advanced level TV/video productions. Emphasis on integration of studio and field production elements and extensive post-production activities. Requires producing variety of television programs. Applies to Associate Degree. Transfer credit: CSU

RT M05 - 3 Units
Radio-Television Script Writing
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces the fundamentals of script format, professional methods, and ethics and restrictions involved in the broadcasting media. Includes the preparation and analysis of dramatic scripts, program formats, public service announcements, local news, commercials, continuity, discussion programs, special events, talks and interviews. (Same course as ENGL M05). Applies to Associate Degree. Transfer credit: CSU
Radio/Television

RT M07A – 3 Units
Radio Production Workshop
Prerequisite: Completion of or concurrent enrollment in RT M01
Class Hours: 2 lecture, 3 lab
Integrates various radio broadcasting functions, including announcing, acting, disc jockeying, basic writing, program direction and production, advertising, radio interviewing, and station operations. Applies to Associate Degree. Transfer credit: CSU

RT M07B – 3 Units
Advanced Radio Production
Prerequisite: RT M07A
Class Hours: 2 lecture, 3 lab
Prepares advanced students for entry-level positions as a radio announcer and/or newscaster at a radio station. Introduces various background skills needed as a radio personality, including working with and developing music formats and editing, re-writing, and gathering news. Provides practical preparation for entry-level positions outside the top 20 radio markets, including creation of audion tape and resume. Transfer credit: CSU

RT M08 – 3 Units
Voice and Diction
Prerequisite: None
Class Hours: 3 lecture
Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as THA M03 and SPCH M03). Transfer credit: CSU, UC. CAN: DRAM 6

RT M09 – 3 Units
Acting for Film and TV
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces techniques pertinent to film and television acting, including blocking, movement, rapid line learning, and use of microphones. Includes performance in student-directed films and television shows. May be taken four (4) times for credit. (Same course as THA M09). Applies to Associate Degree. Transfer credit: CSU; UC

RT M12 – 3 Units
Broadcast Journalism
Prerequisite: None
Class Hours: 3 lecture
Provides advanced practice in preparation of radio and television newscasts. Develops interviewing skills. Includes writing original news copy and editing and rewriting wire service copy for on-air purposes. Requires use of remote recording equipment. (Same course as JOUR M12). Applies to Associate Degree. Transfer credit: CSU

RT M22A/B – 1 to 3 Units Each
Independent Studies in Radio/Television
Prerequisite: A previous course in Radio/Television
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of radio/television through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU

RT M60A-Z – 1 to 3 Units Each
Topics in Radio/Television
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU.

RT M80 – 1 to 4 Units
Internship in Radio/Television
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20). Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Reading
See Courses in English and Essential Skills

Radiologic Technology
See Courses in Health Sciences

Recreation

Dean
Al Nordquist, Phone (805) 378-1445

Faculty

Part-Time
Dennis Gass

Counselors
Donna Proskie Allyn, Michael Johnson

Recreation Courses

REC M01 – 3 Units
Programs and Leadership
Prerequisites: None
Class Hours: 3 lecture
Introduces the philosophies, organization, promotion and leadership of various types of recreation programs, agencies and organizations, emphasizing effective leadership techniques and program services. Applies to Associate Degree. Transfer credit: CSU; UC pending
Science and Technology

Science and Technology courses introduce a variety of significant topics and experiments in the pure and applied sciences. The purpose of each class is to increase interest in science and technology and to foster exploration of challenging careers. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Floyd Martin, Phone (805) 378-1459

Science and Technology Courses

TECH M01A/B – 0.5 to 2 Units Each
Introduction to High Technology
Prerequisites: None
Class Hours: 0.25 to 1 lecture; 0.75 to 3 lab
Introduces high technology subjects appropriate to and taught by various college departments. Topics selected to meet established needs and interests. Each course may be taken for a maximum of four (4) units. Applies to Associate Degree.

Social Sciences

A major in Social Sciences explores a broad spectrum courses that introduce the socio-cultural, economic, and political aspects of society. Completing this major satisfies much of the required liberal studies background for students who are planning to teach.

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Counselors
Anitra Evans, Michael Johnson

Degree Option in Social Science

Associate in Arts Degree Social Science
To earn an Associate in Social Science Degree with a major in Social Science, students complete 21 specified units, plus general education degree requirements (minimum total = 60 units). Students can specialize in either Geography, History, Philosophy or Political Science.

Required Courses

<table>
<thead>
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<th>Units</th>
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<tr>
<td>12.0</td>
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<tr>
<td>6.0</td>
<td>Units from Area B</td>
</tr>
<tr>
<td>3.0</td>
<td>Units from Area C</td>
</tr>
<tr>
<td>21.0</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

AREA A: Choose one 3-unit course from EACH of the following:
- Geography: M02, M03, M04, or M07
- Any History Course, except M22, M60 series, or M80
- Philosophy: M01, M02, M03, M04, M06
- Political Science: M01, M02, URBN M01A

AREA B: Choose two 3-unit courses from one of the following, except M22A/B, the M60 series or M80:
- Geography, except GEOG M01, GEOG M05
- History
- Philosophy
- Political Science Courses, including URBN M01A, M01B.

AREA C: Choose one 3-unit course from one of the options below:
1. One 3-unit course from Area B, except M22, M60 series or M80; be certain course is outside of your degree emphasis. OR
2. One 3-unit course from one of the following choices:
   - Anthropology: ANTH M02, M04
   - Psychology: PSY M01, M05, M07, M14
   - Sociology: SOC M01, M02, M05, M06, M08

For General Education Degree Requirements and Transfer Information, see p. 29.

Sign Language

Dean

To Be Announced, Phone (805) 378-1443

Faculty

Part-Time
Marilyn Carpenter

Counselors
Anitra Evans, Susan Izumo, Ofelia Romero-Molagh

Sign Language Courses

SL M01 – 3 Units
Beginning American Sign Language I
Prerequisite: None
Class Hours: 3 lecture
Introduces fundamentals of American Sign Language, including basic vocabulary and finger spelling. Emphasizes grammatical structure and comprehension. Explores deaf culture. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC; IGERTC Foreign Language—UC only

SL M02 – 3 Units
Beginning American Sign Language II
Prerequisite: SL M01
Class Hours: 3 lecture
Continues study of American Sign Language, emphasizing comprehension, grammar, expression and vocabulary. Introduces basic anatomy of the ear and audiometry. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU, UC

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Sociology

Sociology offers much to the student who is eager to understand the web and rhythm of human behavior. From intimate, personal, and family relationships to international cooperation activities; from marginality, deviance and crime to recreation, religion and medicine; few disciplines have such broad scope and relevance.

Career Opportunities

Metropolitan Development Representative, Model Cities Representative, Public Relations Consultant, Employment Counselor, Interviewer/Researcher, Urban Renewal Representative, Correctional Counselor, Industrial Sociologist, Disability Insurance Trainee, Personnel Management Specialist, Youth Counselor, Statistician, Criminologist, Social Worker, Case Worker, Counselor, Population Analyst, Probation Officer, Recreation Specialist, Claims Examiner

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1530).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Cynthia Barnett, Carole Ginet, Linda McDill

Part-Time
Diane Brabant, Joan Evans, Teresa Madden, Daniel Vieira

Counselors
Anitra Evans, Michael Johnson, Pam Kennedy Luna, Ofelia Romero-Mollagh

Sociology Courses

SOC M01 – 3 Units
Introduction to Sociology
Prerequisite: None
Class Hours: 3 lecture
Analyzes major theoretical constructs involving human interactions, cultural origins, community organization, collective behavior, social change, institutional growth, and social movements. Applies to Associate Degree. Transfer credit: CSU; UC; CAN: SOC 2; IGETC AREA 4

SOC M02 – 3 Units
Social Problems
Prerequisite: None
Class Hours: 3 lecture
Analyzes causes and consequences of social problems confronting contemporary US society, including inter-group conflict, sexism, racism, ageism, sexual deviance, poverty, crime, delinquency, substance abuse, cults (religious, political, psychological), terrorism, health and environmental degradation by examining methodology skills and resources applied to solving social problems. Provider approved by the California Board of Registered Nursing, Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; CAN: SOC 4; IGETC AREA 4

SOC M03 – 3 Units
Sociological Analysis
Prerequisite: SOC M01
Class Hours: 3 lecture
Examines basic concepts supporting the scientific analysis of society and social institutions. Studies conceptualization, operationalization, hypothesis construction, sampling and sampling designs. Requires collection and analysis of field data. Applies to Associate Degree. Transfer credit: CSU; UC

SOC M04 – 3 Units
Intimacy, Relationships and Commitment
Prerequisite: None
Class Hours: 3 lecture
Examines theoretical, historical, cross-cultural, sociological and personal perspectives of committed relationships, reviewing various perspectives on marriage and the family. Considers sex roles, socialization, sexuality, the single life, marriage, parenting, dual-career families; and conflict in relationships, separation, divorce, remarriage, and alternative choices. Provider approved by the California Board of Registered Nursing, Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; CAN: PSC 12; IGETC AREA 4

SOC M05 – 3 Units
Social Psychology
Prerequisite: None
Class Hours: 3 lecture
Introduces social relationships, emphasizing interpersonal attraction; person perception; long-term relationships; pro-social behavior; attitude formation and change; and the nature of prejudice, aggression, and conformity. (Same course as PSY M05). Provider approved by the California Board of Registered Nursing, Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

SOC M06 – 3 Units
The Chicano in Contemporary Society
Prerequisite: None
Class Hours: 3 lecture
Explores the socioeconomic and political problems confronting the Chicano, emphasizing proposed solutions, similarities with other groups and the effects of social institutions on ethnic communities. (Same course as GHST M01). Applies to Associate Degree. Transfer credit: CSU; UC

SOC M07 – 3 Units
Women in American Society
Prerequisite: None
Class Hours: 3 lecture
Investigates similarities and differences in women's experiences and roles in shaping American culture. Focuses on gendered ethnicity and the contributions of Anglo, African-American, Native American and Latino women. Examines feminism and other sociological theories and methodologies regarding gender. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

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Sociology

SOC M08 – 3 Units
Ethnicity, Class, and Gender
Prerequisite: None
Class Hours: 3 lecture
Examines discrimination and inequality within a society that values equality, freedom, and justice. Explores the diversity in American society and the nature of relationships among racial and ethnic groups. Reviews the variety of experiences within each group, paying close attention to how the racial and ethnic experience varies between males and females. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 45 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

SOC M15 – 3 Units
Crime and Criminal Behavior
Prerequisite: None
Class Hours: 3 lecture
Introduces the factors, concepts and theories, and characteristics associated with criminal behavior, crime, and victimology. (Same course as PSY M15). Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

SOC M16 – 3 Units
Sociology of Deviant Behavior
Prerequisite: None
Class Hours: 3 lecture
Examines the various perspectives, theories, and forms of sociological deviance, such as: alcohol and drug use, sexual, criminal, mental, religious, and suicidal. Applies to Associate Degree. Transfer credit: CSU; UC; IGETC AREA 4

SOC M17 – 3 Units
Sociology of Delinquency
Prerequisite: None
Class Hours: 3 lecture
Introduces the sociological study of delinquency in society, focusing on definitions and forms of delinquency; measurement and theories and delinquency; roles of family, school, youth culture, violence, gangs, and drugs on delinquency; and correctional options for juvenile delinquents. Applies to Associate Degree. Transfer credit: CSU.

SOC M22A/B – 1 to 3 Units Each
Independent Studies in Sociology
Prerequisite: A previous course in Sociology
Class Hours: 1 to 3 as arranged
Allows an independent project (arranged by instructor and dean) to expand knowledge of sociology through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

SOC M60A-Z – 0.5 to 3 Units Each
Topics in Sociology
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specified topic not covered in general offerings. When offered, each course is announced in the Schedule of Classes.

Developed topics include:

SOC M60A – 3 Units
Sociological Field Methods
Prerequisite: Completion or concurrent enrollment in SOC M01 or SOC M02
Class Hours: 1 lecture, 6 lab
Expands knowledge of sociological theory through classroom and on-site involvement within governmental and/or social agencies. Transfer credit: CSU; UC credit limitations.

SOC M80 – 1 to 4 Units
Internship in Sociology
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU; UC; credit limitations

SOC M95 – 3 Units
Honors in Sociology: Social Inequality - Privilege and Poverty
Prerequisite: One college-level course in Sociology with a grade of B or better.
Class Hours: 3 lecture
Investigates the unequal distribution of wealth, power, and prestige in societies. Compares and contrasts various types of stratification systems (caste, estate, and class) throughout the world, focusing on meaning, causes and consequences of social inequality in America. Examines who gets what and why in society. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Applies to Associate Degree. Transfer credit: CSU; UC; IGEC AREA 4

Spanish

A study of the Spanish language prepares specialists to work in areas such as anthropology, economics, political science, literature, and sociology. While teaching is the principle area of employment, other careers may be found in interpreting, translating, research, diplomacy, library services, and the publishing business.

Career Opportunities

Bilingual Administrative Assistant, Bilingual Public Relation Officer, Bilingual Receptionist, Diplomatic Office, Editor, Flight Attendant, Foreign Service Officer, International Exchange Trader, International Sales Representative, Journalist, Translator, Travel Agent, Tutor

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

Dean
To Be Announced, Phone (805) 378-1443
Faculty

Full-Time
Grace Bodhaine, Raquel Olivera, Helga Winkler

Part-Time
Victoria Albright, Celia Alexander, Maria Brack, Diane Davis, Judith Krieger, Daminio Marrano, David Pardee, Eva Ramirez, Renee Rosenberg, Ilyra Sover, Eduard Thron, Marla Zachaschel

Counselors
Anita Evans, Susan Izumo, Ofelia Romero-Motlagh

Degree Option in Spanish

Associate in Arts Degree in Spanish
To earn an Associate in Arts Degree with a major in Spanish, students complete 22-23 specified units, plus general education degree requirements (minimum total = 60 units).

Required Courses

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<td>SPAN M02* or SPAN M06</td>
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Units from List of RECOMMENDED COURSES: 6.0-7.0

TOTAL: 22.0-23.0

*If a student's mastery of Spanish places him/her out of SPAN M01 through SPAN M04, then special arrangements can be made to use SPAN M22A/B (Independent Studies) to meet the requirements for the major; talk with a Spanish professor and/or a counselor to initiate this option.

Recommended Courses: Choose two more courses, one from Group A and one from Group B:

GROUP A
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<td>CHST M02</td>
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<tr>
<td>Chicano Culture</td>
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<td>CHST M03</td>
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<td>History of the Southwest</td>
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<td>CHST M08</td>
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<tr>
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Spanish Courses

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<tr>
<td>Elementary Spanish I</td>
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</table>

Prerequisite: None
Class Hours: 4 lecture, 1 lab as arranged
Introduces Spanish language, culture, history and people, emphasizing speaking, understanding, reading and writing skills. Requires individualized work in the lab each week. Provides accuracy by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPAN 2 SPAN SEQU A (SPAN M01 + M02); IGETC Foreign Language - UC only

<table>
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<tr>
<td>Elementary Spanish</td>
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</tbody>
</table>

Prerequisite: None
Class Hours: 2 lecture; 0.5 lab as arranged
SPAN M01A covers first half of SPAN M01. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing Spanish. Requires individualized work in the lab each week. Cannot receive credit for SPAN M01A/B sequence and SPAN M01. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC Foreign Language - UC only with SPAN M01B

<table>
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Prerequisite: SPAN M01A or one year of high school Spanish
Class Hours: 2 lecture; 0.5 lab as arranged
SPAN M01B covers second half of SPAN M01. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking, reading and writing. Requires individualized work in the lab each week. Cannot receive credit for SPAN M01A/B sequence and SPAN M01. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC Foreign Language - UC only with SPAN M01A

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SPAN M02 – 4 Units
Elementary Spanish II
Prerequisite: SPAN M01 or two years of high school Spanish (C or better)
Class Hours: 4 lecture; 1 lab as arranged
Further explores Spanish language and culture, emphasizing people and history as well as speaking, reading and writing proficiency. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC (SPAN M02 + M06 combined: Maximum credit one course). CAN: SPAN 4; SPAN SEQ A (SPAN M01 + M02).

SPAN M02A – 2 Units
Elementary Spanish 2A
Prerequisite: SPAN M01 or SPAN M01A/B or two years high school Spanish
Class Hours: 2 lecture, 0.5 lab as arranged
Covers first half of SPAN M02. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing Spanish. Requires individualized work in the lab each week. Cannot receive credit for SPAN M02A/B sequence and SPAN M02. Applies to Associate Degree. Transfer credit: CSU; UC pending.

SPAN M02B – 2 Units
Elementary Spanish 2B
Prerequisite: SPAN M02A or two years of high school Spanish
Class Hours: 2 lecture, 0.5 lab as arranged.
Covers the second half of SPAN M02. Introduces Spanish language and culture, emphasizing skills and knowledge necessary for speaking and writing. Requires individualized work in the lab each week. Cannot receive credit for SPAN M02A/B sequence and SPAN M02. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations. IGETC AREA 3; foreign language – UC only.

SPAN M03 – 4 Units
Intermediate Spanish I
Prerequisite: SPAN M02 or three years of high school Spanish Class Hours: 4 lecture, 1 lab as arranged
Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPAN 8; SPAN SEQ B (SPAN M03 + M04). IGETC AREA 3; foreign language – UC only.

SPAN M03H – 4 Units
Honors: Intermediate Spanish I
Prerequisite: SPAN M02 or three years of high school Spanish with a grade of B or better
Class Hours: 4 lecture, 1 lab as arranged
Provides honors work in Spanish literature. Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPAN 8; SPAN SEQ B (SPAN M03 + M04). IGETC AREA 3.

SPAN M04 – 4 Units
Intermediate Spanish II
Prerequisite: SPAN M03 or four years of high school Spanish
Class Hours: 4 lecture, 1 lab as arranged
Expands review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPAN 10; SPAN SEQ B (SPAN M03 + M04). IGETC AREA 3; foreign language – UC only.

SPAN M04H – 4 Units
Honors: Intermediate Spanish II
Prerequisite: SPAN M03 or four years of high school Spanish with a grade of B or better
Class Hours: 4 lecture, 1 lab as arranged
Provides honors work in Spanish literature. Offers intensive review of basic grammar, including extension and refinement of fundamentals and increased proficiency in reading, writing, and speaking skills. Focuses on culture through study of selected literature and contemporary society. Requires individualized work in the lab each week. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: SPAN 10; SPAN SEQ B (SPAN M03 + M04). IGETC AREA 3.

SPAN M05 – 4 Units
Spanish for Spanish Speakers I
Prerequisite: None
Recommended preparation: Native ability to use Spanish in everyday conversation
Class Hours: 4 lecture; 1 lab as arranged
Reviews basic grammatical concepts as well as linguistic and cultural matters of interest for native speakers of Spanish. Enriches expression and comprehension. Explores standard vs. vernacular usage, cross-language interference, and awareness of Spanish-speaking cultures. Requires individualized work in the lab each week. SPAN M05 parallels SPAN M01 for native speakers. Provider approved by the California Board of Registered Nursing. Provider number CEP2811 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC. IGTC AREA Foreign Language – UC only.
SPAN M06 – 4 Units
Spanish for Spanish Speakers II
Prerequisite: None
Recommended preparation: Native ability to use Spanish in everyday conversation
Class Hours: 4 lecture; 1 lab as arranged
Reviews grammatical constructs of Spanish, emphasizing linguistic and cultural concerns. Reinforces oral and written expression and comprehension, reviewing standard vs. vernacular usage, cross-language interference, and cultural awareness of the Spanish-speaking world through study of literature. Requires individualized work in the lab each week. SPAN M06 parallels SPAN M02 for native speakers. Provider approved by the California Board of Registered Nursing. Provider number GBP2311 for 60 contact hours. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M12 – 3 Units
Spanish Civilization
Prerequisite: None
Class Hours: 3 lecture
Introduces history, culture, and civilization of Spain through a review of major events and landmarks. Emphasizes 20th century Spanish politics, culture, and society, focusing on contemporary developments reflected in literature, art, film, and music. (Same course as HUM M12). Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M14 – 3 Units
Spanish for Health Care Professionals
Prerequisite: None
Recommended Preparation: SPAN M01
Class Hours: 3 lecture
Provides those in the health sciences with entry-level communication skills needed to provide care for Spanish speaking clients. Provides practice of conversational skills based on different themes related to providing health care. (Same course as HS M14). Applies to Associate Degree.

SPAN M22A/B – 1 to 3 Units Each
Independent Studies in Spanish
Prerequisite: A previous course in Spanish
Class Hours: 1 to 3 as arranged
Allows an Independent project (approved by instructor and dean) to expand knowledge of Spanish through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

SPAN M31A – 3 Units
Elementary Conversational Spanish
Prerequisite: None
Class Hours: 3 lecture
Provides basic understanding and use of Spanish in practical situations, emphasizing elementary grammar and principles of usage for non-native speakers. May be taken two (2) times for credit. Applies to Associate Degree.

SPAN M31B – 3 Units
Elementary Conversational Spanish
Prerequisite: SPAN M31A
Class Hours: 3 lecture
Expands introduction and use of Spanish for non-native speakers, emphasizing intermediate grammar and principles of usage. May be taken two (2) times for credit. Applies to Associate Degree.

SPAN M31C – 3 Units
Elementary Conversational Spanish
Prerequisite: SPAN M31B
Class Hours: 3 lecture
Develops oral skills in Spanish to the advanced level for non-native speakers. Includes study of grammar and usage. Applies to Associate Degree.

SPAN M32 – 3 Units
Spanish for Public Employees
Prerequisite: None
Class Hours: 3 lecture
Introduces basic communication skills for public employees functioning in bilingual situations. Emphasizes practical and instructional vocabulary. Adaptable to needs of students job demands. Applies to Associate Degree.

SPAN M41 – 3 Units
Intermediate Conversational Spanish
Prerequisite: SPAN M2
Class Hours: 3 lecture
Develops oral skills while reviewing grammar and building vocabulary for intermediate non-native speakers. Discusses a variety of topics in Spanish. May be taken concurrently with SPAN M03 or SPAN M04. Applies to Associate Degree. Transfer credit: CSU; UC

SPAN M80 – 1 to 4 Units
Internship in Spanish
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 578-1536. May be taken four (4) times for credit. (Same course as WEXP M20.) Applies to Associate Degree. Transfer credit: CSU, UC; credit limitations.

SPAN M95 – 3 Units
Honors in Spanish: Readings in Hispanic Literature
Prerequisite: SPAN M02 (grade B or better) or two years of high school Spanish (grade B or better)
Recommended: Completion of SPAN M03 (grade B or better) or three years of high school Spanish (grade B or better)
Class Hours: 3 lecture
Introduces modern Hispanic/ Spanish and Latin American literary texts and their historical, cultural, and theoretical contexts. Emphasizes critical reading and oral and written analysis of the literary works. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Course taught in Spanish. Applies to Associate Degree. Transfer credit: CSU, UC; IGETC AREA 3
Speech

Speech

Speech is one of the most fundamental skills any student can acquire. Oral communication competence is the most highly prized and sought after skills in the professional world, and an indispensable requirement for succeeding in all academic disciplines. The Speech Department offers both theoretical and practical classes. The Department’s award-winning Forensics Team puts these skills into action each semester.

Career Opportunities

Lawyer, Politician, Management Trainee, Speech Therapist, Linguist, Lecturer, Sales

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
Charlene Arnold, Stephen Doyle, Jill McCall, Rolland Petrello, James Wyman

Part-Time
Barbara Anderson, Roberta Burnette, Marjorie Berg, Rita Gonzales, Cal Liedtke, Drew Lobenstein, John Matteson, Karen Peck

Counselors
Denise Avila, Anita Evans, Michael Johnson

Degree Option in Speech Communication

Associate in Arts Degree in Speech
To earn an Associate in Arts Degree with a major in Speech, students complete 28 specified units, plus general education degree requirements (minimum total = 60 units). These courses parallel the undergraduate coursework students will need for a bachelor’s degree in speech at a four-year institution.

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

Required Courses

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Recommended Courses: Choose at least 8 units

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<td>SPCH M56</td>
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For General Education Degree Requirements and Transfer Information, see p. 29.

Speech Courses

SPCH M01 – 3 Units
Introduction to Speech
Prerequisite: None
Class Hours: 3 lecture

Introduces basic communication theory, appropriate delivery skills, common organizational patterns, and thorough research techniques of effective oral communication. Includes practical training in feedback and listening skills. Applies to Associate Degree. Transfer credit: CSU; UC. IGETC AREA 1C – CSU only

SPCH M02 – 3 Units
Advanced Public Speaking
Prerequisite: SPCH M01
Class Hours: 3 lecture

Introduces principles of public speaking and analysis of public discourse, emphasizing audience adaptation. Requires presentations of various persuasive speeches and situations. Applies to Associate Degree. Transfer credit: CSU; UC

SPCH M03 – 3 Units
Voice and Diction
Prerequisite: None
Class Hours: 3 lecture

Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as RT M08 and THA M05). Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 6

SPCH M04 – 3 Units
Interpersonal Communications
Prerequisite: None
Class Hours: 3 lecture

Introduces dynamic of one-on-one communication, focusing on experience, behavior, and rules governing interpersonal contexts such as friendships, families, and work relationships. Studies language, perception, non-verbal cues, listening, and status and roles. Includes conflict resolution, problem-solving techniques, and assertiveness skills. Applies to Associate Degree. Transfer credit: CSU; UC

SPCH M05 – 3 Units
Oral Interpretation of Literature
Prerequisite: None
Class Hours: 3 lecture

Blends speech and acting, introducing literary interpretation and performance techniques. Requires evaluation, analysis and performance of selections from major genres of literature (prose, poetry and drama). Applies to Associate Degree. Transfer credit: CSU; UC
Speech

SPCH M06 – 3 Units
Small Group Communication
Prerequisite: None
Class Hours: 3 lecture
Introduces dynamics of group discussion, including group problem solving, participation, leadership, decision making, working in study groups, panel-forum, and symposium assignments. Includes practice and presentations. **Applies to Associate Degree. Transfer credit: CSU; UC**

SPCH M07 – 3 Units
Argumentation and Debate
Prerequisite: None
Class Hours: 3 lecture
Introduces theory, methodology, and practice of critical listening, critical thinking and oral argument, including training in propositions, methods of analysis, stock issue policy analysis, evidence and proof, and cross-examination considerations. Examines types of debatable propositions, effective listening and note taking, research methodology, and delivery skills. Practices team and debate formats on class-selected topics and issues. Requires final. **Applies to Associate Degree. Transfer credit: CSU; UC**

SPCH M10A/B/C/D – 2 Units Each
Forensics
Prerequisite: None
Class Hours: 1 lecture, 3 lab
Provides training, rehearsal, practice and performance necessary to succeed as a competitive speech team. Emphasizes argumentation and debate, informative and persuasive speaking, and impromptu and extemporaneous speaking. Involves research and one-on-one interactive training. Requires participation in interscholastic competition or community speakers’ bureau. **Applies to Associate Degree. Transfer credit: CSU**

SPCH M16 – 3 Units
Readers’ Theatre
Prerequisite: None
Class Hours: 3 lecture
Introduces concepts and practices of oral interpretation of literature. Requires supervised performances in readers’ theatre before community and college audiences. (Same course as THA M16). **Applies to Associate Degree. Transfer credit: CSU; UC**

SPCH M22A/B – 1 to 3 Units Each
Independent Studies in Speech
Prerequisite: A previous course in speech
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of speech through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. **Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.**

SPCH M25 – 3 Units
Introduction to Rhetorical Criticism
Prerequisite: ENGL M01A
Class Hours: 3 lecture
Introduces principles of reasoning and rhetoric and their application to the analysis and evaluation of public discourse. Examines rhetorical strategies, quality of argument and support, use of language, awareness of fallacies, and audience expectations. Requires effective thinking, writing, and speaking. **Applies to Associate Degree. Transfer credit: CSU; UC. KGET AREA 1B**

SPCH M56 – 3 Units
Business and Professional Speech
Prerequisite: 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, and organizational structure. Builds on individual needs and interests. (Same course as BUS M56) **Applies to Associate Degree. Transfer credit: CSU**

SPCH M80 – 1 to 4 Units
Internship in Speech
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1556. May be taken four (4) times for credit. (Same course as WEXP M20.) **Applies to Associate Degree. Transfer credit: CSU, credit limitations.**

Study Skills
See Courses in College Strategies, Essential Skills, Learning Skills and Personal Growth
Visit The Learning Center (TLC) in the Library

Television
See Courses in Radio/Television

Theatre Arts
Theatre Arts is a complex discipline that offers theoretical training and hands-on experience for students interested in careers in acting, directing, costume, light, set and makeup design, technical theatre and play writing. Theatre Arts also helps all students enrich their appreciation of varying forms of art and enhances their abilities in communication and self-expression.
Career Opportunities

Actor/Actress, Director, Playwright, Stage Manager, Designer (Set, Lights, Costume, makeup), Theatre Technician (Lights, Sound, Rigging, Stage Hand)

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378.1536).

Dean

Nabil Abu-Ghazaleh, Phone (805) 378-1408

Faculty

Full-Time
Katherine Lewis, Les Wieder

Part-Time
Eric Augustzting, Paulette Brimic-Cox, Nancy Giacomini, Roy Howell, Cal Liedtke, John Loprieno, Kyra Oser

Counselors
Denice Avila, Susan Izumo

Degree and Certificate Options in Theatre Arts

Associate in Arts Degree in Acting
Certificate of Achievement in Acting
To earn a Certificate of Achievement and/or an Associate in Arts Degree with a major in Acting, students complete 33.5 specified units; those seeking the degree also complete general education degree requirements (minimum total = 60 units).

Required Courses

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<tr>
<td>THA M20</td>
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<tr>
<td>THA M24</td>
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For General Education Degree Requirements and Transfer Information, see p. 29.

Required Courses

<table>
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<th>Course</th>
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<tr>
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</tbody>
</table>

For General Education Degree Requirements and Transfer Information, see p. 29.

Theatre Arts Courses

THA M01 – 3 Units
Introduction to the Theatre
Prerequisite: None
Class Hours: 3 lecture
Introduces theatre as an art form, emphasizing appreciation of its historical roots and its dramatic and cultural significance. Develops critical thinking and writing skills pertinent to the analysis of dramatic performances. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAMA 18. IGETC AREA 3

THA M02A – 3.5 Units
Beginning Acting
Prerequisites: None
Class Hours: 2 lecture, 4.5 lab
Introduces the art of acting, emphasizing exercises that develop individual insight, technique, and concentration. Focuses on improvisation. Includes some scene work. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 8
THA M02B - 3.5 Units
Intermediate Acting
Prerequisite: THA M02A or equivalent level of skill
Class Hours: 2 lecture, 4.5 lab
Introduces more intermediate acting techniques, emphasizing characterization through exercises in pantomime and improvisation. Includes practical experience with scenes from plays and work with stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02C - 3.5 Units
Advanced Acting I
Prerequisite: THA M02B or equivalent level of skill
Class Hours: 2 lecture, 4.5 lab
Introduces advanced acting techniques and characterization, refining timing, sense memory, and vocal styles. Requires performance in a variety of scenes from plays. Continues work with stage movement. Applies to Associate Degree. Transfer credit: CSU; UC

THA M02D - 3.5 Units
Advanced Acting II
Prerequisite: THA M02C or equivalent level of skill
Class Hours: 2 lecture, 4.5 lab
Further expands characterization, emphasizing timing, vocal styles and sense memory. Requires performance in a variety of scenes from plays. Applies to Associate Degree. Transfer credit: CSU; UC

THA M03 - 3 Units
Voice and Diction
Prerequisite: None
Class Hours: 3 lecture
Introduces theory and practice of voice control, emphasizing correct pronunciation, breathing control techniques, and regional and foreign dialects. Especially useful for those in theatre, forensics and broadcasting. May be taken two (2) times for credit. (Same course as RT M08 and SPCH M03). Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 6

THA M04 - 3 Units
History of the Theatre
Prerequisite: None
Class Hours: 3 lecture
Traces history of theatrical development from its earliest inception to the present. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 13

THA M09 - 3 Units
Acting for Film and TV
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces techniques pertinent to film and television acting, including blocking, movement, rapid line learning, and use of microphones. Includes performance in student-directed films and television shows. May be taken four (4) times for credit. (Same course as RT M09). Applies to Associate Degree. Transfer credit: CSU; UC

THA M10 - 3 Units
Production and Performance
Prerequisite: None
Class Hours: 9 lab
Provides credit for range of supervised activities relative to Moorpark College Theatre Arts productions. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

THA M11 - 3 Units
Theatre Production: Technical
Prerequisite: None
Class Hours: 9 lab
Provides supervised technical theatre assignments in support of a college production staged for public performance. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

THA M14 - 1.5 Units
Improvisational Comedy
Prerequisite: THA M02B
Class Hours: 0.5 lecture, 3 lab
Introduces improvisational and ensemble acting skills. Requires development of solo and group comedic material from improvisation and a public performance of developed material. Requires field trips. May be taken two (2) times for credit. Applies to Associate Degree.

THA M15A - 3 Units
Beginning Stage Direction
Prerequisite: THA M01 or THA M02A or THA M20
Class Hours: 2 lecture, 3 lab
Introduces art and craft of stage direction, including historical review. Includes practical experience directing scenes by major playwrights. Often coordinates activities with THA M02B/C/D. Applies to Associate Degree. Transfer credit: CSU; UC

THA M15B - 3 Units
Intermediate Stage Direction
Prerequisite: THA M15A
Class Hours: 2 lecture, 3 lab
Continues study of the art and craft of stage direction, including practical experience through student productions. Coordinates activities with THA M02A/B/C. Applies to Associate Degree. Transfer credit: CSU; UC. CAN: DRAM 13

THA M16 - 3 Units
Readers Theatre
Prerequisite: None
Class Hours: 3 lecture
Introduces concepts and practices of oral interpretation of literature. Requires supervised performances in readers' theatre before community and college audiences. (Same course as SPCH M16). Applies to Associate Degree. Transfer credit: CSU; UC
THA M17 – 1.5 Units
Free Dance/Improvisation I
Prerequisite: None
Recommended Preparation: Concurrent enrollment in a modern dance course
Class Hours: 1 lecture, 2 lab
Encourages joy of movement, allowing unique and creative expressions in dance. May be taken 4 times for credit. (Same course as DANC M20A). Applies to Associate Degree. Transfer credit: CSU; UC

THA M18 – 1.5 Units
Auditioning Techniques
Prerequisite: None
Recommended Preparation: THA M02A or THA M09/RT M09
Class Hours: 5 lecture, 3 lab
Provides training in various forms of audition for theatre, film, television and television commercials. Exercises in cold reading, and exercises that feature the improvised dramatization of interview situations will be emphasized. Includes instruction in the business aspects of being a working actor: preparing a resume, creating self promotional materials, seeking an agent, interviewing with industry professionals and interacting with other actors in audition situations. Requires field trips. May be taken two (2) times for credit. Applies to Associate Degree.

THA M20 – 3 Units
Stagecrafts
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces theory and practice of set construction, emphasizing lighting and audio operations, painting, costume, makeup, and special effects. Provides hands-on practice in all areas of performing arts production. May be taken four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU, UC

THA M21A – 3 Units
Play Writing
Prerequisite: None
Recommended Preparation: THA M02A, THA M15A, ENGL M01A
Class Hours: 3 lecture
Develops writing skills for the theatre with possible opportunity for production. (Same course as ENGL M25A). Applies to Associate Degree. Transfer credit: CSU

THA M21B – 3 Units
Play Writing
Prerequisite: THA M25A
Recommended Preparation: THA M02A, THA M15A, ENGL M01A
Class Hours: 3 lecture
Focuses on the development of advanced writing projects for the theatre with the possible opportunity for production. (Same course as ENGL M25B). Applies to Associate Degree. Transfer credit: CSU

THA M22A/B – 1 to 3 Units Each
Independent Studies in Theatre
Prerequisite: A previous course in Theatre Arts
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of theatre arts through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

THA M23A – 3 Units
Lighting Design I
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces the study of composition, control and instrumentation in theatrical lighting as well as the aesthetics of color, distribution, intensity and movement of light to create mood, time, location, and visibility. Emphasizes hanging, focusing and identifying stagelighting equipment as well as understanding the principles that underlie their design. Includes the basics of electricity. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

THA M23B – 3 Units
Lighting Design II
Prerequisite: THA M23A
Class Hours: 2 lecture, 3 lab
Focuses on the design aspect of stage lighting, developing a complete light plot and working schedule for a full-length play. Emphasizes projection and special effects. Includes practical application of computer software for lighting design and light plots. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU; UC

THA M24 – 3 Units
Theatrical Costume and Makeup
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces fundamentals of theatrical costume design and construction as well as the design and application of theatrical makeup. Applies to Associate Degree. Transfer credit: CSU; UC

THA M25A – 3 Units
Scenic Design I
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces stage scenery as an interpretive and collaborative art. Develops floor plans and drawing techniques, builds models, reviews drafting conventions, and executes painting and rendering techniques that are unique in designing for the stage. Provides hands-on experience through work on actual productions. Applies to Associate Degree. Transfer credit: CSU

THA M25B – 3 Units
Scenic Design II
Prerequisite: THA M25A
Class Hours: 3 lecture, 2 lab
Explores advanced elements of scene design, emphasizing creative and investigative work. Provides practical applications ranging from simplified drawings/paintings to more sophisticated concepts to demonstrate an understanding of design principles. Provides opportunity to design elements for actual productions. Introduces 3-D scenic studio programs, such as Vira Walk Through Pro. Applies to Associate Degree. Transfer credit: CSU, UC

THA M26 – 3 Units
Scene Painting/Rendering
Prerequisite: None
Class Hours: 2 lecture, 3 lab
Introduces special painting techniques to transform scenery into an acting space into an appropriate and visually pleasing dramatic environment. Applies to Associate Degree. Transfer credit: CSU; UC
Theatre Arts

THA M52 – 3 Units
Children’s Theatre
Prerequisite: None
Recommended Preparation: DANC M20A or THA M17
Class Hours: 2 lecture, 4 activity
Offers practical experience in the rehearsal and performance of a children’s theatre production. Includes both dramatic and movement-based components. May be taken four (4) times for credit. (Same course as DANC M52). Applies to Associate Degree. Transfer credit: CSU

THA M80 – 1 to 4 Units Each
Internship in Theatre Arts
Prerequisite: Completion of or concurrent enrollment in one course in the discipline.
Class Hours: 5 to 20 lab as arranged
Provides on-the-job learning to enhance coursework under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Some meetings and workshops may be required as part of the course. To take this course, contact the Internship Office: Call (805) 378-1556. May be taken four (4) times for credit. (Same course as WEXP M20). Applies to Associate Degree. Transfer credit: CSU, credit limitations.

Urban Studies

This interdisciplinary program focuses on problems that stem from the complexities and pressures of the urban environment in a highly industrialized society. The degree may lead to employment in governmental or voluntary agencies concerned with planning and providing human services. Some students may wish to enter graduate study in such professional fields as city planning, public administration, social welfare, or law.

Career Opportunities

City Planner, Public Administration, City Manager, Urban Economist, Recreation Specialist, Urban Historian, Elected Official, Law Enforcement, Urban Design and Redevelopment, Substance Abuse Specialist, Traffic Analyst, Community Relations

Most careers require additional degrees. To explore specific career options, check the software and online resources available in the Career Services Center (Campus Center, 805.378-1556).

Dean

Al Nordquist, Phone (805) 378-1445

Faculty

Full-Time
Jack Miller

Counselors
Anitra Evans, Michael Johnson

Transfer Information

Students planning to transfer need to consult with a counselor, prepare a Student Education Plan, and take advantage of support services available in the Transfer Center (Admin. Bldg, 805.378-1551). Transfer students interested in specializing in Urban Studies who wish to qualify for an Associate in Arts Degree could explore Social Sciences or International Studies as a possible major.

Urban Studies Courses

URBN M01A – 3 Units
Contemporary Urban Issues
Prerequisite: None
Class Hours: 3 lecture
Introduces study of urban areas and politics, focusing on political responses to changes in social organizations occurring as a consequence of population concentration and subsequent political, social and economic patterns and behaviors. Considers structural constraints (national-local and state-local relations) that limit local governments and the distribution of and response to political influence. Satisfies Title V United States Constitution requirement and the CA state and local government requirement. Applies to Associate Degree. Transfer credit: CSU; UC. RGETC AREA 4

URBN M01B – 3 Units
Contemporary Urban Issues
Prerequisite: None
Class Hours: 3 lecture
Introduces ecological effects of urban growth; governmental structure and financing; cooperation and conflict between federal, state and local governmental bodies; housing; law enforcement; education; racial conflict; land use and urban renewal. Includes field research and library study. Applies to Associate Degree. Transfer credit: CSU; UC

URBN M22A/B – 1 to 3 Units Each
Independent Studies in Selected Urban Issues
Prerequisite: A previous course in Urban Studies
Class Hours: 1 to 3 as arranged
Allows an independent project (approved by instructor and dean) to expand knowledge of urban studies through research, lab work or field trips. Includes one-on-one work with instructor. May be taken for a maximum of 6 units. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.

URBN M60A-Z – 1 to 3 Units Each
Topics in Urban Studies
Prerequisite: To be determined
Class Hours: To be determined
Each course deals with a specific topic not covered in general offerings. When offered, each course is announced in the semester’s Schedule of Classes. Applies to Associate Degree. Transfer credit: CSU; UC credit limitations.
Recommended Courses: Choose at least 8 units
CHST M03............ Chicana Issues/La Mujer ......................... 3.0
CD M05.............. Equity Issues in ECE ............................ 3.0
HED M02............. Women’s Health .................................... 2.0
HED M10C.......... Women’s Health Issues ............................ 0.5
HED M10E............ Stress Management ............................. 0.5
HED M10H.......... Domestic Violence/Issues and Information .... 0.5
HED M10J......... Date Rape/Self Defense .............................. 0.5
HIST M14.......... Ethnicity and Gender in American History .... 3.0
PSY M13............. Human Sexuality ................................. 3.0
SOC M07............. Women in American Society .................... 3.0
SOC M08............. Ethnicity, Class, and Gender .................... 3.0

For General Education Degree Requirements and Transfer Information, see p. 29.

Work Experience and Internships

The Moorpark College Career Services Center coordinates the Work Experience and Internship Program, offering students two basic routes for receiving credit for on-the-job learning: General and Occupational Work Experience. These opportunities are provided in compliance with Title V Cooperative Work Experience Education regulations to ensure an effective learning experience for the students involved. The Center helps connect students to work experience opportunities made available through local business and industry, but students can also turn an existing job into a part of the program, if the work experience involves new or expanded learning. Contact the Career Services Center (located in Campus Center) with any questions: (805) 378-1536.

Basic Definitions and Guidelines

General Work Experience provides on-the-job learning that develops effective work habits, attitudes, and behaviors that are applicable in most work environments. This emphasis builds on core competencies needed for career success and advancement that were initially identified in the Secretary’s Commission on Acquiring Necessary Skills (SCANS) for the workplace and encourages the exploration of establishing an effective career/educational goal. Students sign-up for WEXP M10 to receive credit for their work, earning up to 5 units, with a 3-unit maximum enrollment per semester.*

Occupational Work Experience connects actual classroom learning to targeted work experience opportunities in a field related to a student’s stated educational major or career goal. Typically, students would sign-up for WEXP M20 to receive credit for this occupational work experience. Some programs (Child Development, EATM, Multimedia, for example) have developed specialized relationships with area businesses, so coordinate Internships under the M80 course designation. These “internships” are closely related to the completion of department-specified course work and are advised by a faculty member in the discipline. With either option, the student’s work experience is matched to identified interests and training needs. In total, students can earn a total of 16 units, with a 4-unit maximum per semester.*
Requirements: To take advantage of the Work Experience and Internship Program, a student needs to be enrolled in at least seven units each semester, but that total can include the work experience course itself. The type of on-the-job learning being pursued (general, occupational, internship) determines how many total units can be earned in any given semester. Students must complete 60 hours of unpaid work or 75 hours of paid work for every unit earned. Students are matched to appropriate jobs and faculty supervisors through the Career Services Center. In total, students can earn up to a total of 16 units, with a 4-unit maximum per semester.

*An Exception for One Semester: Over the summer (or over any one semester), students can earn more than the maximum units of work experience typically allowed any given semester. This exception requires that the student has completed at least seven units of college credit, is enrolled at the next semester of classes, and is taking no more than one class in addition to the work experience course during the current semester. If those special requirements are met, a student can earn a maximum of 6 units of general work experience or 8 units of occupational work experience in one semester. The same hours of unpaid vs. paid work is required to earn a unit.

Support Courses: The primary goal of the Work Experience and Internship Program is to maximize on-the-job learning for participating students. However, to truly be effective in a chosen field, students also need to develop techniques and skills that will help them search for jobs most effectively and to get the jobs they seek. To address these ongoing needs, several short, half-unit courses have been developed focusing on career trends, resume writing, and interviewing strategies.

Dean
Victoria Bortolussi, Phone (805) 378-1405

Work Experience Courses

WEXP M10 – 1 to 3 Units
Programs and Leadership
Prerequisites: None
Corequisite: Enrollment in at least 7 college units, including this course
Class Hours: 5 - 20 lab as arranged
Develops effective work habits and attitudes under direct supervision of faculty and industry supervisors in a position that is not directly related to student's stated occupational goal. Both supervisors provide feedback and written evaluations. Requires orientation session, consultations with faculty supervisor, some exploration of related career options, and a research paper/project. Requires 60 hours unpaid work or 75 hours paid work for each unit earned. Maximum total of 6 units. Only offered credit/no-credit. Applies to Associate Degree. To take this course, contact the Career Services Center: Call (805) 378-1536.

WEXP M11 – 0.5 Unit
Effective Interviews
Prerequisite: None
Class Hours: 0.5 lecture
Provides job interviewing information and practice in specific and/or general career areas. Includes current interviewing styles, sample questions and legal parameters. Reviews appropriate dress, demeanor, and response. Applies to Associate Degree. Transfer credit: CSU

WEXP M12 – 0.5 Unit
Professional Resumes
Prerequisite: None
Class Hours: 0.5 lecture
Provides resume and cover letter writing information and practice in specific and/or general career areas according to contemporary trends in hiring. Includes functional, chronological, and combination resume styles as well as print and electronic formats. Requires the development of personal resumes and cover letters. Applies to Associate Degree. Transfer credit: CSU

WEXP M13 – 0.5 Unit
Job Search Electronically
Prerequisite: None
Class Hours: 0.5 lecture
Explores online job searching techniques, including discovering the most effective job listing sites, how to research companies, where to post resumes, and how to submit application and resume online. Applies to Associate Degree. Transfer credit: CSU

WEXP M14 – 0.5 Unit
Work and Career Trends
Prerequisite: None
Class Hours: 0.5 lecture
Explores the impact of new technologies, globalization, and the information economy on the work world, investigating emerging jobs and job skills needed within this changing market. Reviews labor data to anticipate job growth areas. Emphasizes identifying and upgrading job skills needed to effectively meet the ever-changing workforce demands. Applies to Associate Degree. Transfer credit: CSU

WEXP M15

WEXP M20 – 1 to 8 Units Each
Occupational Work Experience (Internship)
Prerequisite: None
Corequisite: Enrollment in at least 7 college units, inclusive of this course
Class Hours: 5 – 40 lab
Provides on-the-job learning related to a career interest or major under the direct supervision of faculty and industry supervisors. Both supervisors provide feedback and written evaluations. Requires attending an orientation, developing three evaluated learning objectives, writing a summary report, and maintaining signed verification of worked hours. Also requires meeting at least twice with faculty advisor, who visits the work site, supervises the occupational work experience, and awards a grade. Requires 60 hours unpaid work or 75 hours paid work for each unit earned. May be taken a maximum of 4 times, not to exceed 16 units in combination with any other work experience/internship courses. (Same course as each discipline's M80.) Applies to Associate Degree. Transfer credit CSU, credit limitations. To take this course, contact the Career Services Center: Call (805) 378-1536.

WEXP M30

Zoology

See Courses in Biological Sciences
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Using Campus Services

Moorpark College is a partner in every student's educational pursuit. If students succeed, we succeed. One of our main objectives in this partnership is to provide access to all the rules and regulations regarding course work as well as to all the special services that can help students do the best they can in their classes. To meet this objective, there are many Campus Services available. Moorpark College encourages all students to take advantage of all we have to offer.

Matriculation

Matriculation Aims for Student Success
The primary goal of Matriculation is to help each student achieve academic success. To accomplish this goal, the College and the student must work together to generate a Student Education Plan and to define the various processes and activities that will lead to academic success. The many services across campus provide the follow-up materials and contacts students would need to meet their academic goals. This basic partnership agreement includes responsibilities for both the college and the individual student.

College Responsibilities
1. Provide an admissions and records process that will enable the college to collect state required information on students.
2. Provide an assessment process using multiple measures to determine students' academic readiness in English, Reading, Math, and English as a Second Language.
3. Provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.
4. Provide counseling services to assist students in course selection, development of an individual student education plan, and use of campus support services.
5. Provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk.
6. Establish an Early Alert process to monitor a student's progress and provide necessary assistance toward meeting educational goals.
7. Provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

Student Responsibilities
1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in assessment, orientation, counseling/advisement services and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward stated educational goals.

Matriculation Exemption Policy
The Ventura County Community College District encourages all students who apply to fully participate in each college's matriculation program. At a minimum, each student must participate in the admissions and the follow-up components of matriculation. A student, however, may be exempt from the assessment, orientation, and/or counseling/advisement component of matriculation if one or more of the following exemption criteria are met.

Exemption Criteria for Assessment, Orientation & Counseling/Advisement
- A student who holds an associate (or higher) degree from a regionally accredited institution.
- A student who has completed fewer than 15 units and whose educational goal is either:
  1) To update job skills for advancement in current job/career
  2) To maintain a certificate or license (e.g., nursing)
  3) To pursue intellectual, or cultural or development
- A student who is concurrently enrolled at two or more of the District campuses only needs to receive the matriculation services at one of the colleges; to be exempt from the testing portion of assessment, appropriate results from a recently taken district-approved assessment process must be provided.

Filing Exemption Status
A student who wants to decline or postpone one of the matriculation components must complete a "Matriculation Verification" form. These forms can be found in the Counseling Office (Administration Bldg.). Questions regarding matriculation, student education plans and exemption criteria can be answered by any counselor or matriculation specialist. To make an appointment with a counselor, call (805) 378-1428. Call the Matriculation Office at (805) 378-1549.

Assessments
Moorpark College offers assessments to help students determine the best starting point in English or Math, given their past experience and abilities. Additional assessments are available for students for whom English is not their native language, so appropriate courses in reading, writing, listening and speaking as well as courses in pronunciation and accent reduction can be pursued. These assessments are available on a regular basis, and scheduled test dates are available in each semester's Schedule of Classes. Special testing sessions are typically available for re-entry students. Some diagnostic assessments regarding learning styles are available in The Learning Center (TLC, L-222). For general information, contact the Assessment Office (A-139; 805-378-1427).

Orientation
Orientation provides general information regarding Moorpark College's services and programs as well as each student's rights and responsibilities. Students also learn about transfer and degree requirements, vocational programs and student services. Other topics include:
- Placement advice
- Academic expectations
- Moorpark College's facilities
- Investigation and resolution of student complaints/problems
- Tips on achieving academic success

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Using Campus Services

Early Alert
About five weeks into each full-length semester, many students who are having academic difficulty are notified, hearing that it would be wise to confer with their instructor and/or seek additional assistance or direction. The notifications are prepared by faculty based on classroom performance. The intention is for this "Early Alert" to help students realize that some modifications are needed in their work, if they are hoping to achieve academic success. Early Alert highlights the services available on campus that can help students successfully complete the semester.

Counseling Services
Counseling services are available on a day and evening basis to Moorpark College students. Through a coordinated guidance program, counselors assist students with academic planning and also in career and personal matters. Although any counselor can help any student, students often develop a working relationship with a particular counselor, since consistent contact and follow-up can maximize the counseling efforts. In addition, most counselors have a specified connection to specific majors as noted in "The List of Courses." For more specific information than what is provided below, stop by Counseling (Admin. Bldg., 805.378.1428) or call to make a counseling appointment (805.378.1428).

Specialized Courses
- Counselors offer Personal Growth (PG) classes that aid students in academic, personal, and social adjustment as well as provide guidance in career development.
- Faculty from across the disciplines, including counselors, offer College Strategies (COL) classes that provide students with insight into their own learning styles and patterns and develop effective individualized learning strategies.

Academic Counseling
Accurate information about program requirements and course prerequisites is essential for planning courses of study. Counselors serve as valuable resource people in helping select appropriate classes, since they stay aware of any changes that may affect completion of majors, general education and/or transfer requirements. Counselors can help students select the best combination of courses to meet the lower division transfer requirements at the eventual transfer institution. Meeting regularly with a counselor helps ensure progress toward achieving an Associate Degree or Certificate of Achievement (see list of options in Planning the Future section).

If a student has not selected a major field of study, they are encouraged to meet with a counselor to develop an educational plan and to identify a major. Counselors also provide help interpreting assessment results.

Students may arrange for academic advising through the Counseling Office in the Administration Building. It is advisable to call for a counseling appointment. Students who stop by for immediate help with an academic question. There is usually a counselor available at the counseling desk to help those students who stop by for immediate help with an academic question. Call (805) 378-1428 for the drop-by schedule.

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

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

Personal Counseling
Getting the maximum benefit out of going to college sometimes involves complications that influence all aspects of life, not just the academic arena. Students are encouraged to come to the counseling area where a professional counselor will be able to assist with any non-academic concerns. The services of a licensed psychologist are also available to students on an appointment-only basis through the Student Health Center (Admin. Bldg., 805.378-1415). Paying the student health fee entitles students to these specialized services.

Learning Resources
Learning Resources at Moorpark College are the focal point of campus-wide instructional support efforts. These services are distributed across the campus. The location and phone number for each service is noted below. Moorpark College encourages each student to take full advantage of these instructional support opportunities, since they often can help raise levels of academic success.

ACCESS

Accessibility Coordination Center and Educational Support Services (formerly DSP&S)
Moorpark College provides support services for all eligible students with special needs. Students with learning disabilities, attention deficit/hyperactivity disorder, psychological disabilities, vision, health, hearing, speech, acquired brain injury, or other documented disabilities, can find the services they require through ACCESS (formerly DSP&S, Disabled Student Program and Services, Learning Diagnostic: Center and High Tech Center). Through ACCESS, students are assured of complete accessibility to the Moorpark College curriculum and facilities.

The ACCESS Center is located in the building to the right of the Campus Center. For more information, contact ACCESS by phone (805) 378-1461; TDD (805) 378-1461; Fax: (805) 378-1594. The Assistive Computer Technology Lab (ACF-Lab) is located in AA-132, or call (805) 378-1547.

Appropriate Accommodations
Elevators, ramps, handrails, and automatic doors assure physical accessibility to all buildings. Reasonable and appropriate academic accommodations assure equal accessibility, for all students, to the college curriculum and programs. Moorpark College is fully compliant with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. Students with questions or concerns regarding accessibility can contact ACCESS directly at (805) 378-1461. The Moorpark College 504 Facilitator, Nabil Abu-Ghazaleh, Dean of Student Learning, can be reached at (805) 378-1468.

For students experiencing difficulty with an academic program, ACCESS has a team of Learning Disability Specialists and technicians that can provide complete diagnostic testing to determine the presence of specific learning disabilities. Testing results are discussed with the student and accommodations and study strategies are then suggested.

Through ACCESS, Learning Skills Classes in personal and scholastic development, writing, reading, and math (below collegiate level) are offered to assist students needing additional preparation for college-level coursework. These courses are available to all Moorpark College students.
The ACCESS Assistive Computer Technology Lab (ACT-Lab) provides computer access and instruction for students with special needs. Assistive hardware devices, software, and specialized courses are available. These include speech recognition dictation, screen enlargement, print magnification, screen reader, and scan and read (text to speech) systems. A variety of input devices to accommodate the needs of students with physical limitations are provided. The ACT-Lab offers a variety of computer classes available to all Moorpark College students as well as individualized computer-aided instruction to help develop skills in reading, critical thinking, vocabulary development, grammar and usage, spelling, and mathematics. Multimedia reference materials and Internet access are available to assist ACCESS students in research. (ACT-Lab formerly High Tech Center)

**Services Available through ACCESS**
- ASL Interpreters and Real-time Captioning
- Specialized Tutoring
- Note Taking
- Classroom Accommodations
- Testing Accommodations
- Registration Assistance
- Readers and Scribes
- Accessible Parking
- Alternate Media Formats
- Academic & Career Advisement
- Assistive equipment
- Texts-on-Tape
- Computer Access and Training

**The Language Lab**
Moorpark College offers coursework in Spanish, French, German, Hebrew, Italian, Japanese and English as a Second Language. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (L-205) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. Help is available from qualified staff members. For more information, call (805) 378-1400, ext. 1671.

**The Learning Center (TLC)**
The Learning Center (formerly called CLAS, the Center for Learning Assistance Services) is located on the second floor of the Library (L-222) and provides academic support services for Moorpark College students. Its main services fall into three categories: Essential Skills, Academic Skills Materials and Tutorials. For more information than what is provided below, call (805) 378-1556. TLC is open weekdays, several nights a week and on Saturdays—call for specific hours.

**Essential Skills**
Small group and individualized instruction are provided through Essential Skills (ES) and College Strategies (COL) courses. Diagnostic assessment, advisement, and specialized assistance are provided, and multimedia and computer-aided instructional techniques and materials are used. Courses are offered in reading, writing, math, study skills, and American-English pronunciation. The main College Strategies course (COL M01) helps students take control of their own learning. Check each semester’s Schedule of Classes for the specific times for these courses.

**Academic Skills Materials**
Course-related materials for supplemental use are available in multimedia format including videos, tapes, and computers.

**Tutorials/Supplemental Instruction**
This service offers one-on-one, small group, and course-related tutoring by qualified student tutors at no charge. The tutors are well-qualified student peers who have been identified by their professors for their mastery of the course material and have been appropriately trained to meet the demands of one-on-one and small group tutorials.

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

**The Collection**
The library collection includes approximately 65,000 books, more than 350 periodical subscriptions, and 249 periodical titles on microfilm. Also available are audio-cassettes, video tapes, phonograph records and compact discs. The library reference collection includes traditional research materials and also such resources as pamphlet files, college catalogs, an extensive collection of career and scholarship information, several computerized subject indexes to periodical articles and numerous other computer-driven resources available on workstations in the reference area. Interlibrary loan service is available to borrow materials owned by other libraries. Professional librarians are on duty to assist students with research projects and to provide instruction in the use of library resources.

**Other Services**
Individual study carrels, a group-study room, and an Open Access Lab (28 computer terminals) are provided for student use. This lab provides free student access to word processing software and to the Internet. Printing is charged at ten cents a page. The library has coin-operated photocopiers and microfilm reader/printers. Library materials may be checked out to registered Moorpark College students, faculty, and staff. The loan period for most materials is two weeks. Items on reserve for courses are available at the library circulation desk and may be requested by instructor’s last name.

**The Moorpark College Library Hours**
The Library is open weekdays, most evenings and on Saturdays. Check the Schedule of Classes or call (805) 378-1450 to verify current hours.

**Availability of Other Library Resources**
The libraries at Moorpark, Oxnard and Ventura College are available to any student enrolled at any of these three colleges that comprise the Ventura County Community College District. An appropriate college identification card may be used at each college library to check out materials. In addition, the Total Interlibrary Exchange (TIE) and the Black-Gold Exchange Systems permit a student to request materials from any members of the systems, greatly increasing students’ access to library resources.

**Open Access Computer Labs**
The Kavli Science Center (LIC, the Life Science, Math and Computer Studies Building) houses a 48-station open access lab for student use. Any enrolled student can work here on projects for class, whether those involve prescribed assignments by each instructor utilizing special software or more generic activities such as conducting Internet research or word processing. A smaller open access lab annex is also available in the Library, providing an additional 28 stations. The LIC Open Access Lab is open Monday through Sunday (specific hours are listed in the Schedule of Classes). The Open Access Lab Annex available in the Library is open for the same hours of operation as the Library. Printing is available in both locations for a small fee. For more information or to verify hours, call (805) 378-1400, ext. 1735.

**Use of the Internet While on Campus**
Be careful and responsible when accessing the Internet through the Moorpark College Open Access Labs. The access is provided to enable students to complete educational pursuits in conjunction with class assignments and general research.
Using Campus Services

It is expected that all campus internet users will act in an ethical and lawful manner. All users need to adhere to the following rules:

1. Comply with the guidelines for acceptable use of networks or services which are accessed.
2. Do not attempt to gain access to resources which require specialized authorization. The College will not assume financial responsibility for unauthorized internet-related expenditures.
3. Do not make any harassing, inflammatory or profane remarks using the Internet.
4. Do not create a personal link to any Moorpark College home page, and do not represent the College in any personal pages.
5. Do not install software or use unapproved software.
6. Do not violate any federal or state laws, including copyright laws.
7. When downloading information from the Internet, do not store that data on the hard drive—any data found there will be deleted.

Privacy on the Internet
Be aware that any electronic mail sent or received over the Internet is not truly private. The College reserves the right to monitor and access any information sent or received via the college-provided access to the Internet.

General Responsibility
Through the Internet, Moorpark College provides access to public and private networks and sites, which furnish electronic mail, information services, bulletin boards, conferences, etc. Be advised that the College does not assume any responsibility for the contents of any of these outside networks.

Other Campus Computer Labs
Technology Building Computer Labs (T-210 and T-212) offer access to students taking specified courses that require work on the computer as an integral part of the course. For example, students learning HTML and web design in a CIS class have homework that mandates the use of computers in order to complete course assignments. These labs are open and available for course-specific student work. Faculty members will clarify locations and times and projects for their students. For more information about these labs, call the Division Office at (805) 378-1572.

The Classroom Lab on the second floor of the Library (L-218) is a facility where faculty can take their classes for specific computer-based lessons. This may happen on a regular basis for a class (every other Friday, for example) or it may be once a semester when internet research tools are being introduced. Faculty will alert their students about any such special arrangements throughout the semester. For more information about access and use of this lab, call (805) 378-1400, ext. 1755.

The Assistive Computer Technology Lab (ACT-Lab, AA-132) uses assistive computer technology to give students with varying physical and learning abilities educational access to computers. For example, special hardware and software provide computer access for blind and deaf students. Special skills development software is also available for students with acquired brain and learning disabilities. Individualized and small class instruction is also provided. For more information, call (805) 378-1547.

Support Services

CalWORKS Services
Special services, including registration, course and career planning, are provided for those students receiving CalWORKS assistance. Students who are parents (single or married) working less than 100 hours a month and meeting county income limits can be eligible to receive book awards, cash aid, and childcare aid while going to college. Those already receiving aid and those wishing to determine their eligibility need to visit the Career Services Center to talk with a CalWORKS specialist. For more information, call (805) 378-1536.

Career Services Center
Career Services Center, located in the Campus Center, provides computerized career exploration and assessments, helps with developing resumes and cover letters, and posts job and internships opportunities. Stop by to explore a range of career options and determine a realistic pathway to achieving career goals. The Career Services Center is open week days and at least one evening. Appointments are available. Call (805) 378-1536 for more information or to verify hours.

Child Development Center
The Moorpark College Child Development Center is a nationally accredited developmentally appropriate program with a curriculum designed for children from the ages of 2 years 9 months to 5 years old. This facility is located on campus in the Applied Arts Building (AA-142). The Center provides care for children of registered students, staff/faculty and community. Space is limited.

For a fee, schedules may be arranged for a minimum of 2 half-day sessions to a maximum of 5 half-day sessions. Arrangements can be made for extended care in the early morning, after lunch time and in the early afternoon. Because space is very limited, students need to complete an application well in advance of each current semester. For more information, call (805) 378-1401.

Extended Opportunity Program and Services (EOPS)
Moorpark College conducts an EOPS Program that offers two basic types of assistance to students from low-income families: (1) financial assistance in the form of grants and loans, including summer grants and short-term emergency loans, and (2) educational support services. The EOPS Program is staffed with a coordinator, a counselor, a secretary, a recruiter, and peer advisors, all of whom are dedicated to the program’s goals: motivating economically and socially disadvantaged students to pursue higher education at Moorpark College and assisting them in transferring to a four-year college or university.

EOPS Support Services
- Academic Advisement & Assessment
- Counseling
- Educational Plans
- Early Registration
- Book Vouchers
- Photo I.D.’s
- Tutoring Referrals
- Job Placement Referrals
- Health Services Referrals
- Transfer Assistance
- EOPS Scholarship
- Open Computer Lab
- Calculators and Recorders

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EOPS Eligibility Criteria
1. Be a California resident.
2. Be a full-time student.
3. Have completed no more than 70 units of college course work.
4. Meet EOPS income criteria in one of the following ways:
   - **If unemployed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "A"). To be eligible to receive a BOGW "A" waiver, a student, at the time of enrollment, must be a recipient of TANF/CAL WORKS (Temporary Assistance to Needy Families) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance; or have a certificate from the California Department of Veteran Affairs stating eligibility for Deceased/Disabled Veteran's Department Fee Waiver.
   - **If employed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "B"). To be eligible to receive a BOGW "B," a student's total family income for last year, including taxable and nontaxable income, cannot exceed $12,360 for a family of 1; $16,590 for a family of 2; $20,820 for a family of 3; or $25,050 for a family of 4. Families larger than 4, add $4,230 for each additional dependent.
5. Meet only one of the following EOPS educational conditions:
   - Non-high school graduate.
   - High School G.P.A. below 2.50
   - Been previously enrolled in remedial courses
   - Not eligible to enroll in MATH M03
   - Not eligible to enroll in ENGL M02
   - First generation college student
   - Member of an underrepresented group

EOPS Application Procedure
1. Apply for a Board of Governor’s Fee Waiver (BOGW) and/or apply for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center (Student Services Building).
2. Apply for the EOPS Program by filling out the EOPS application and student mutual contract.
3. Make an appointment to see an EOPS counselor.
4. Provide proof of family income. A copy of Federal Income Tax return is required in order to document parent’s taxable income. If any income is derived from non-taxable income, a verification form or statement is required.

Maintaining Eligibility
In order to remain eligible for the EOPS program, each EOPS student must be making normal progress towards a goal, certificate, or degree as determined by the college, with a satisfactory average of a "C" or better for each semester. EACH EOPS STUDENT IS REQUIRED TO MEET THREE TIMES PER SEMESTER WITH HIS/HER EOPS COUNSELOR FOR ACADEMIC ADVISEMENT AND PLANNING.

For further information about the EOPS Program or its other services, such as the CARE academic support services program or EOPS-sponsored campus tours, call (805) 378-1464.

Financial Aid
Moorpark College believes that no student should be denied access to the educational experience because of lack of funds. Financial Aid's basic goal is to make funds available to students in need in an equitable manner, following closely regulated state and federal laws.

Eligibility
Eligibility for financial aid is determined by a Department of Education-approved system which calculates the difference between the ability of students and their families to provide for their financial needs and the amount required to meet educational expenses while attending college.

The policy of the Ventura County Community College District is in compliance with the provisions of the Civil Rights Act of 1964 in Title IX of the Educational Amendments of 1998, emphasizing that no financial aid applicant will be discriminated against on the basis of race, religion, color, national origin, marital status, age, sex, or physical impairment.

For some programs, financial aid eligibility requires a minimum of six (6) units of enrollment each semester. Continued eligibility requires successful completion of contracted units with a cumulative grade point average of 2.0 or above. Refer to the Financial Aid Satisfactory Academic Progress Standard located in the Financial Aid Office (Student Services Building). Students interested in applying for financial aid should visit the Financial Aid Office to obtain an application and detailed instructions. For more information or to make an appointment, call (805) 378-1462.

Types of Aid Available
- **GRANTS** are awarded to students who meet specific eligibility requirements. Grants are available in varying amounts of assistance and do not call for repayment. The grant programs are the Pell Grant, the Supplemental Education Opportunity Grant (SEOG), and the Cal-Grant which is funded and awarded by the State.
- **LOANS** for which students may qualify through Moorpark College are incorporated as part of the regular financial aid package. The loans bear a variable interest capped at 8.25 percent on the unpaid balance. No interest is charged and no payment is required on some loans until six months after the borrower ceases to be a full-time student. Repayment of loans may be scheduled over a 10-year period.
- **WORK STUDY** offers a limited number of part-time jobs on and off campus to students who qualify on the basis of need. Under this program, students are assigned work on campus which is often in the nature of on-the-job training; the pay for the work is a portion of each student's financial aid packages.

Health Services
The Student Health Center, located in the Administration Building, is dedicated to helping each student realize and maintain the highest degree of physical, social, and emotional health possible. The student health fee gives students full access to a registered nurse daily and during evening hours as well as to specialized health services. The registered nurse provides health counseling and referral, various health screenings, and immunizations. The Self-Care Center provides over the counter medication and self-care information for immediate needs. Confidential and non-punitive help is available as well for health problems resulting from drug-use and other addictive behaviors. For more information than what is provided below, call (805) 378-1413.
Using Campus Services

Specialty Health Services Provided by Appointment:
- General Practitioner
- Psychologist
- Women’s Clinic
- Dermatologist

Accidents and Insurance
College-related student accidents need to be reported within 72 hours of occurrence. It is the student’s responsibility to report the accident to an instructor, college trainer, or directly to the Student Health Center. All student accident reports and insurance claims are processed through the Health Center. A Health Office Assistant will help students complete accident and insurance claims and will answer any questions. Optional Health Insurance and Optional Dental Insurance applications are available. Ask for details at the Student Health Center (in the Administration Building).

Crisis Intervention Team
The Student Health Center Coordinator takes the lead in providing crisis management help across campus when needed. The rest of the team are faculty, staff, and administrators trained in crisis intervention strategies. It is not often that such an emergency or trauma occurs on campus (serious accidents, classmates’ death in accidence, etc.), but when it does the class as a whole or individuals within the class would be expected to need special help to work through the experience. Moorpark College is committed to providing such assistance. If there is an emergency or traumatic situation, call the Student Health Center (805.378-1413) or in the evening or on weekends, call Campus Police (805.378-1455) or the Extended Campus Office (cell # 805.657-8837).

International Student Support Services
Moorpark College is authorized by the Immigration and Naturalization Service to admit international students. The purpose of the International Student Office is to assist international students while they are in the United States. International students are encouraged to visit, e-mail or telephone the office with any questions and concerns. The Office is located in the Administration Building (A-162). For more information than what is provided below, call (804) 378-1414 or e-mail: mrauchhuss@vcccd.net.

The International Student Office offers assistance in the following areas:
- Admission & Registration
- Campus Activities
- Immigration Regulation and Documentation
- Community Activities
- Employment
- Personal Concerns
- Housing
- Health Insurance
- Liaison between Student & Faculty
- Orientations

Scholarships
The Moorpark College Scholarship Office is provided in conjunction with Student Activities. This Office maintains a list of scholarships available for returning and transferring students, providing the necessary application materials. Scholarships are advertised on a specified bulletin board inside the Campus Center. Eligibility for scholarships depends on a number of criteria, including but not limited to scholastic achievement, financial need, and field of study. All students are encouraged to check scholarship opportunities. For more information, call (805) 378-1494.

Transfer Center
Moorpark College offers assistance to those students who wish to transfer to four-year colleges and universities as well as to those who need to identify a major. A main activity sponsored by the Transfer Center is the scheduling of regular tours to four-year universities such as UCLA, UC San Diego, San Diego State, UCSB, Cal Poly San Luis Obispo, and CSUN. An annual spring tour is taken to northern California to visit UC Berkeley, UC Davis, San Francisco State, and San Jose State. The tours are little or no cost to students.

Other Transfer Center Activities
- Scheduling and coordination of all four-year representatives’ visits including Transfer Days;
- Workshops offered throughout the year on a variety of topics related to transfer, careers, and college success;
- Assistance with university admissions and financial aid paperwork;
- Assistance with reference materials including catalogs, articulation agreements, campus videos, and computerized career information;
- Monthly publication of a campus calendar that indicates planned activities, university representative visits, and important deadlines;
- Clarification of and assistance with guaranteed transfer agreements with CSUN, CSUCI, UC Riverside, UC Santa Cruz, CSU San Bernardino, and UC Davis.

The Moorpark College Transfer Center can assist students seeking an advanced degree in a smooth and successful transition to a four-year college or university. The Transfer Center can also help students uncertain about their educational plans see the opportunities available through the pursuit of higher education. For more information, call (805) 378-1551.

ASSIST: A Link to Transfer Information
ASSIST is a computerized transfer information system that can be accessed online from any computer, including those available for use in the Transfer Center. This system reports how course credits earned at one California college or university can be applied when transferred to another. As the official repository of articulation for California’s public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer in California. Questions about ASSIST or how it works can be answered in the Transfer Center (Admin. Bldg). Stop by for a virtual tour. ASSIST can be accessed online at www.assist.org.

Women’s Center
The Mary Baird Women’s Center, located upstairs in the Library Building (L-241), is a place for students (women and men—all welcome) to meet people and take advantage of the services and support available. It is a place to study, relax or buy a snack. A library of books, magazines, and pamphlets on a wide variety of women’s issues are available.

The Center sponsors various activities throughout the semester, such as noontime lectures and discussions as well as special evening presentations. In addition, the staff can offer referrals to other campus and community services. A Family Law Clinic and a General Law Clinic are also offered on a regular basis, by appointment. For more information, call (805) 378-1492.

Meeting Practical Concerns
Bookstore
The Moorpark College Raider Bookstore, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. Used texts can be purchased at considerable savings. Students may return books for refunds, provided they follow a clearly
specified policy which is well publicized. There are book buy-back periods offered each semester when books in usable condition may be sold back by students. The bookstore also stocks a variety of goods and sundries most used by college students. Each semester's Schedule of Classes specifies the Bookstore's exact hours of operation and the dates of special buy-back time periods. For further information, call (805) 378-1436.

Business Office
Any business transaction that students need to complete regarding enrollment and registration of classes takes place through the Business Office (Admin. Bldg.). Such transactions include paying fees, paying for and picking up parking permits, and paying parking tickets. For official business, students often need to show a Driver's License (or other acceptable picture ID). Students can also report any problems with vending or game machines, buy postage stamps and make change. For further information, call (805) 378-1437.

Cafeteria/The Food Court
The Cafeteria/Food Court (Campus Center) is a great place to meet friends or relax between classes. Students regularly stop by for breakfast, a hot lunch, or refreshment breaks. The relaxed atmosphere provides a gathering place between classes. When the Food Court is closed, vending machine items are still available in the Campus Center as well as in other buildings across campus. A food service truck (Food for Thought) is frequently open for business near the library. Each semester's hours are provided in the Schedule of Classes. For more information about the Food Court and all its services, call (805) 378-1439.

Problems, Complaints, Grievances
Moorpark College is committed to meeting the needs of every student and that includes helping to resolve any class or campus-related problems that surface. The Student Conduct Code and the Student Grievance Policy detail the official steps and process to be followed. Basically, if the problem or conflict is not extreme, it is often best to try and solve it directly with those involved. For example, if you are surprised by a grade for a class, talk with the teacher for clarification. If that does not resolve the problem, contact the appropriate Dean. If the problem still persists or cannot be reached appropriate people to talk with, call the Office of Student Learning at (805) 378-1403. In the evening or on weekends, contact the Extended Campus Office at (805) 378-1406. Student Policies are provided in the Student Rights and Responsibilities Section of this Catalog.

If the problem is more extreme in nature -- discrimination, sexual assault, sexual harassment -- it would be better for students to start by contacting the Office of Student Learning (805) 378-1405 or one of the Sexual Harassment Intake Facilitators as listed on p. 233. If it is an emergency, call 911 directly or contact the Campus Police emergency number, (ext. 1600) from any on-campus phone.

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

Grades By Phone or Internet
Grades are available by phone approximately four weeks after the end of each semester. For phone retrieval, call (805) 384-8200. Students can also access their academic records, including seeing grade reports and printing unofficial transcripts. To log on, go to www.moorparkcollege.net, and click on the WebSTAR icon.

Lost and Found
Leave a book in a classroom? Drop a pen or earring? If an item's been lost (or found) check at the switchboard in the Administration Building. It serves as a collection point for lost and found items. The Administration Building is typically open most week nights until at least 9:00 pm and on Saturday mornings. Students can talk to the operator directly about what items have been found by calling (805) 378-1400, and then pressing "0."

Parking
Parking Permits are required to park on campus. Semester permits can be purchased through the Business Office. Day use passes are $1 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, M and PA. Even with a student permit, be careful not to park at red curbs, in handicapped spaces or in staff lots. Parking tickets are issued. One general parking ticket ($25) is almost equal to the cost of a semester parking permit ($30).

Public Transportation
The VISTA bus service operates throughout the Conejo Valley with daily stops at Moorpark College. This is an affordable and convenient way to travel to and from the campus. Discounted student bus passes may be purchased at the Business Office, phone (805) 378-1437. Bus schedules are available inside the Campus Center student lounge. To call VISTA directly, call 1-800-438-1112.

Website
The Moorpark College website posts every schedule and catalog, as well as many faculty and department home pages. Students can also access their academic records online and find links to various offices and services. Log on at www.moorparkcollege.net.

Advertising/Poster Regulations
All flyers, posters, and advertisements that are posted on the Moorpark College campus must be stamped for approval by the Student Activities Office. Once approved, the items may be posted on the campus for a maximum of 30 days. Dated material advertising a certain event needs to be removed after the event has occurred. Unfortunately, the Student Activities Office cannot provide tacks, tape or staplers, so be certain to bring appropriate supplies if posting materials on campus. Also, do not use duct tape or heavy shipping tape as it leaves a residue and is difficult to remove. Advertisements may not be placed on glass or painted surfaces, the exterior of buildings, vehicles, or on sidewalks. Moorpark College appreciates everyone's cooperation in adhering to this policy. For more information or to secure approval of materials, call the Student Activities Office at (805) 378-1434.

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

Sale of Wares or Services on Campus
The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the College or the President's designee. This policy applies to all students, staff and citizens. For further information, call Auxiliary Services at (805) 378-1551.
Student Rights and Responsibilities

CAMPUS AND DISTRICT POLICIES

Privacy Rights Governing Student Records
The colleges in the Ventura County Community College District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law.

Right of Access
Any currently enrolled or former student has a right of access to any or all student records relating to the student: maintained by this District. The editing or withholding of such records is prohibited except as provided by law.

Requests for access shall be in writing, addressed to the Executive Vice President, Student Learning at the college of attendance. Requests by students to inspect and review records shall be granted no later than 15 days following the date of request. The inspections and review shall occur during regular school hours. The Executive Vice President, Student Learning shall notify the student of the location of all official records which have been requested and provide personnel to interpret records where appropriate.

Student records are maintained in a manner to ensure privacy of all such records and the colleges in this district shall not, except as authorized, permit any access to or release of any information therein.

Access to student records may be permitted to any person for whom the student has executed written consent specifying the records to be released and identifying the party to whom the records may be released. Information concerning a student shall be furnished in compliance with a lawfully issued subpoena. The College shall make a reasonable effort to notify the student in advance of such compliance if lawfully possible within the requirements of the judicial order. Students may request copies of records for review. A fee of $5 will be charged.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College or District in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College or District has contracted (such as an attorney, auditor, or collection agent); a person serving as the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory Information
The colleges in this District maintain directory information which may be released: student’s name, address, telephone number, and place of birth, major field of study, class schedule, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public and private school attended by the student.

Students may indicate that directory information shall not be released by providing written notification to the Executive Vice President, Student Learning at the college of attendance at the time of enrollment or earlier if the activity occurs prior to the opening of school.

Challenge
Any student may file a written request with the President of the college or the designee to remove student records which the student alleges to be: (1) inaccurate, (2) an unsustained conclusion of inference, (3) a conclusion or inference outside of the observer’s areas of competence, (4) not based on personal observations of the named person with the time and place of the observation noted.

Students filing a written request shall be provided a hearing and receive, in writing, a decision either sustaining or denying the allegations. Allegations which have been denied by the college may be further appealed to the Chancellor of the Ventura County Community College District or his designee. Allegations which have been denied by the Chancellor may be further appealed to the Governing Board of the Ventura County Community College District who shall meet with the student, within 30 days of receipt of such appeal, to determine whether to sustain or deny the allegations. All decisions of the Governing Board shall be final.

Statement of Nondiscrimination
The Ventura County Community College District and its three colleges -- Moorpark College, Oxnard College, and Ventura College -- are committed to providing an equal opportunity for admissions, student financing, student support facilities and activities, and employment regardless of race, color, religion, sex, national origin, handicap, age, marital status or Vietnam veteran status, in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. Eva Conrad, Moorpark College's Title IX Facilitator, can be reached at (805) 378-1403. Nabil Abu-Ghazaleh, 504 Coordinator, can be reached at (805) 378-1406.

Maintaining an Environment of Mutual Respect
Moorpark College takes all steps necessary to provide a positive educational and employment environment that encourages the full range of equal educational opportunities noted above. The College actively seeks to educate staff members and students on the deleterious effects of expressions of hatred or contempt based on race, color, national or ethnic origin, age, gender, religion, sexual orientation or physical or mental ability. A more detailed review of expected respectful behavior is provided in the Student Conduct Code.

To better ensure appropriate, respectful behavior across campus, the College will take immediate, appropriate steps to investigate complaints of discrimination in order to eliminate current discrimination and to prevent further discrimination. The College prohibits retaliation against any individual who files a complaint or who participates in a discrimination or discriminatory harassment inquiry. If you feel you have experienced discrimination at Moorpark College, initiate the Complaint Procedure outlined in the Sexual Harassment Policy later in this section. If you have any questions on how to proceed with your concerns or complaints, contact the Office of Student Learning at (805) 378-1403.
Equal Opportunity Act
The Ventura County Community College District subscribes to and promotes the principles and implementation of Equal Opportunity and Affirmative Action.

Pursuant to the provisions of Assembly Bill 803, the Governing Board has adopted a policy and procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, or physical or mental disability. Both the policy and the procedure apply to students, employees, and applicants.

Inquiries regarding these laws and regulations, and the corresponding Board policies may be directed to the District Affirmative Action Officer – c/o District Office, 355 Skyway Drive, Camarillo, California 93010, phone: (805) 384-8300.

Sexual Harassment Complaint Procedure
I. Introduction
It is the Policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited, regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any person found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any student or employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

II. Complaint Procedure
Any student, employee, job applicant, or contractor who believes he/she has been harassed should direct his/her concerns to either of the following:

- Sexual Intake Facilitators at Moorpark College:
  Denice Avila, Counseling, (805) 378-1417
  Melinda Bailey, Office of Student Learning, (805) 378-1400, x.1613
  Candace Peyton, Transfer Center, (805) 378-1551
  Patti Ross, Extended Campus/English, (805) 378-1400, x. 1704
- Vice Chancellor of Human Resources, Ventura County Community College District: Marion Boenheim – (805) 384-8308.

Anyone who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the work place may direct the complaint or complainant to either Sexual Harassment Intake Facilitators at Moorpark College or to the Vice Chancellor of Human Resources at the District Office.

III. Investigative Procedure
The Sexual Harassment Intake Facilitator or Vice Chancellor of Human Resources will initiate a sexual harassment investigation that shall include, but may not be limited to:

- Interviews with 1) the complainant; 2) the alleged harasser; and 3) any other persons the investigator has reason to believe have relevant knowledge concerning the complaint.
- Review of the factual information gathered during the investigation to determine whether the alleged conduct occurred and whether such conduct constitutes harassment under this policy, based on the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incident(s) occurred.
- Using the District Reporting Form as a guide, the Intake Facilitator will prepare a written report setting forth the results of the investigation. The findings shall be reported to the Vice Chancellor of Human Resources.
- Final disposition shall be reported back to the complainant and the alleged harasser in a timely manner and will also be filed with the State Chancellor's office in Sacramento.

IV. Remedial Action
- If it has been determined that a violation of this policy has occurred, prompt and effective corrective action shall be taken.
- Reasonable steps shall be taken to protect the complainant from further harassment and/or retaliation.

V. The Definition of Sexual Harassment
Sexual Harassment has been defined by the Equal Employment Opportunity Commission Guidelines (29 C.F.R. 1604.11) and the California Education Code (212.5), and also includes unwelcome sexual advances, requests for sexual favors, or any other visual, telecommunication, verbal or physical conduct of a sexual nature made by someone from or in a work or education setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include but are not limited to:

- Verbal: repeated sexual innuendos or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
Rights and Responsibilities

- Physical: unwanted physical contact including touching, interference with an individual’s normal work movement, such as blocking; or assault.

VI. Additional State and Federal Procedures
In addition to the District’s procedure for reporting sexual or other prohibited types of harassment, both the State of California and the federal government have established processes by which student and employee claims of sexual harassment may be reported.

Department of Fair Employment and Housing
1-800-884-1684.

Equal Employment Opportunity Commission
(213) 894-1600.

Chancellor’s Office of the California Community Colleges
(916) 445-8752.

California Department of Education
(916) 657-2451.

Department of Education
(415) 556-4275.

If you feel you are a victim of sexual harassment, please report the incident immediately. Keep records to track dates, places, times, witnesses, and the nature of the harassment.

A FINAL PRECAUTION
Consensual sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed unwise. Although such relationships may be appropriate in other settings, they are not appropriate when they occur between members of the teaching staff and students or between a supervisor and an employee.

Student Rights & Responsibilities

I. Associated Students
The Governing Board of the Ventura County Community College District recognizes the need for and authorizes the operations of the Associated Students in accordance with Education Code sections 10701 to 10705, inclusive.

II. Privileges of Student Organizations
A. To use the name of one of the colleges or to use college facilities for regular meetings or special events, student organizations must be chartered by the Associated Students.
B. Recognized student organizations shall not use District facilities for the purpose of planning or implementing off-campus political or social events, nor use the name of the colleges in conducting such off-campus events, unless authorized by the Associated Students.
C. A chartered student organization shall have a faculty advisor who shall be chosen by the members of that organization and approved by the Executive Vice President, Student Learning. Institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor.
D. Chartered student organizations shall be open to all students without respect to race, creed or national origin.

III. Off-Campus Affiliations
Any organization (whether official or unofficial) of students on the college campuses which, in its constitution or method of operation, vests control of its policies in an off-campus organization, shall not be recognized as an official college organization and shall not be allowed to use the facilities of the District.

IV. Advocacy and Free Expression
A. Purpose. The primary purpose of a college is the advancement and dissemination of knowledge. Free inquiry and expression are indispensable to the attainment of this purpose. The colleges of the Ventura County Community College District have the responsibility to establish and maintain general conditions conducive to an orderly and open examination of ideas and issues relevant to the primary purpose referred to above.
B. Registered Students. Students of the Ventura County Community College District have the right of free expression and advocacy and may exercise this right within the framework outlined below:
1. The cause or issue being advocated is legal.
2. That the District’s outside speaker policy is observed.
3. That college rules regulating time, place, and manner, developed by a student/faculty/administrator committee at each college and approved by the college President or his designated representative are respected.
4. That if, in the judgment of the President of the college or his designated representative, an activity or event is disruptive or incompatible with the educational objective of the college, he may order individual students or chartered student organizations, to discontinue the activity or event pending due process by either college and/or civil agencies. Due process is defined by a student/faculty/administrator committee at each college and approved by the college President.
C. Non-Students. The colleges of the Ventura County Community College District are provided for the purposes commonly ascribed to higher education. Non-students who wish to pursue these purposes at one of the colleges of the District are encouraged to enroll as registered students. However, in regard to any event or activity that takes place on one of the college campuses of the Ventura County Community College District, non-students are governed by the same rules that apply to registered students.
D. Maintenance of Order. It shall be the policy of the Governing Board of the Ventura County Community College District to cooperate with all established governmental agencies in the maintenance of order and about its properties. This cooperation shall in no way infringe upon or limit the use of these properties for the purposes historically and legally reserved for them. The President of the Board, as appropriate, shall convene a special meeting for the purpose of taking proper action to support the District and college administrations in carrying out the policy referred to in this section.

V. Dress Code
The dress of persons appearing on the campuses of the Ventura County Community College District shall comply with generally accepted standards of hygiene and good taste. Clothing that is worn shall be such as to avoid interference with the educational responsibilities of the District, or with any other approved activities taking place within the District’s jurisdiction.

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

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by Education Code sections and board policy with regard to fund raising activities (EC 76062), examination of instruction materials (EC 78904, 78905), or other activities sanctioned by federal, state and local regulations.

VII. Notices & Posters
Student and other college developed posters and flyers may be distributed or displayed as follows:

Any posters, flyers or other materials which advertise instructional programs, student activities or any other events that can be CLEARLY IDENTIFIED as having Moorpark College sponsorship may be circulated and posted without bearing the “approved for posting” stamp.

VIII. Use of College Facilities
A. The purpose of these policies is to assure the full effective use and enjoyment of the facilities of the college campus as an educational institution. Orderly procedures are necessary to promote the use of facilities by students and college personnel, to conserve and protect facilities for educational use and to prevent interference with college functions.

B. Available college facilities may be used and shall be reserved in advance for meetings and other events related to their purpose by:

1. chartered student organizations
2. certificated personnel
3. organizations of college employees
4. the associated students
5. groups of ten or more students
6. community organizations and groups under the Civic Center Act. (Education Code, 16551-16556).

C. Reservation of college facilities shall be made in the Office of Auxiliary Services a reasonable time in advance of the event to arrange a schedule. Reservations will be granted in the order of application, unless considerations of format, room size or equitable distribution of special facilities will require adjustments. Student groups should also seek approval from the Advisor to Student Activities.

D. The college may make reasonable charges for the use of college facilities by community groups in accordance with the civic center charges as published by the Ventura County Community College District.

E. Outdoor Meetings and Events
1. Students and college personnel may gather at reasonable places and times on the campus consistent with the orderly conduct of college affairs and the free flow of traffic. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes and study facilities and harm to property are prohibited.

2. The campus center patio is available as a discussion area. The Executive Vice President, Student Learning may approve other areas if unusual circumstances require.

3. Voice amplification will be permitted in the above areas between 11:30 a.m. and 12:30 p.m. on Fridays. Voice amplification equipment will be provided by the college upon request and without charge. No other voice amplification equipment may be used. The Executive Vice President, Student Learning may arrange for voice amplification at other times or places on the campus if unusual circumstances require it to implement the purposes of these regulations. The volume and direction of voice amplification will be adjusted to reach no farther than the audience present. Specific stipulations have been established by the Moorpark College Academic Senate.

F. Tables
1. Student organization and groups cited may maintain a table in the following areas: foyer of the campus center, patios of the campus center or mall
2. Tables shall be staffed at all times. The name of the sponsoring organization shall be displayed at each table.
3. Tables shall be furnished by the Associated Students. Posters shall be attached to the tables.
4. Tables may be used to distribute and exhibit, free of charge, non-commercial announcements, statements and materials and for fund raising. Distributing or soliciting by means of accosting individuals or by shouting is prohibited.

Student Grievance
I. Purpose
Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community.

A grievance may be initiated by a student whenever the student believes that she or he has been subject to unjust actions or denied normal rights as stipulated in college regulations and in the State Education and Administrative Codes. A grievance may be initiated by a student against any other student or employee of the college.

II. Definition
A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

III. Procedures
A. Informal Processes
When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved
student should discuss the problem with the Executive Vice President, Student Learning (for all other college programs and services).

B. Formal Processes

If the aggrieved student believes that the informal consultation processes mentioned in III.A. have failed, the procedures and rules described below must be followed by both the student and the college. This process represents the formal grievance procedure of the college. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance.

Resolution of grievances may not abrogate state or federal laws and applicable Governing Board rules and policies.

1. A college Grievance Committee shall be established by the College President at the opening of each academic year. This committee shall be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only.

A formal grievance must be filed with the Executive Vice President, Student Learning within 90 calendar days of the final event in a sequence of events if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.

2. A formal grievance exists when the Executive Vice President, Student Learning receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.

3. The Executive Vice President, Student Learning will verify the completeness of the written charge and present the charge to the Grievance Committee within ten working days of receipt.

4. The Grievance Committee will review the charges made (Section B.2.) within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) the reasonable cause for a hearing exists. This action must take place within five working days.

5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the Grievance Committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (Section B.4.).

6. Formal hearing procedures:
   a. A hearing will be called by the chairperson within fifteen working days of receipt of the President's request (Section B.5.).
   b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
   c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
   d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
   e. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Grievance Committee members shall be present.
   f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
   g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings on fact and limit investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
   h. The committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
      (1) concur with the committee's recommendation.
      (2) not concur with the committee's recommendation.
      (3) take alternative action.
      (4) state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
   i. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District.
   j. If he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.
   k. Records of all proceedings shall be maintained by the college President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in employee's personnel records will only be made in compliance with board/state/federal laws, rules, regulations and contracts.
Sexual Assault
California Education Code Section 67585 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the District's regulations prohibiting sexual assault have been violated, the District will pursue strong disciplinary actions including suspension or dismissal from the college.

Ventura County Community College District is committed to providing prompt, compassionate services to those individuals who are sexually assaulted, as well as follow-up services, if needed.

Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus

I. Introduction
Education Code Section 67585 requires that the governing board of each community college district adopt and implement clear, consistent, and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

II. Definitions
For the purpose of the legislation, the following definitions are offered:

1. “Specific population” and “specific victim” include students, faculty and staff.

2. “Sexual assault” is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including “date” or “acquaintance rape”), forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery or threat of sexual assault.

3. “On campus” is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.

4. “Official college sponsored events” include, but are not limited to, all classes off campus, field trips, or any event on the college calendar.

5. “Victim” of sexual assault is generally referred to here as being female, but could also include a male.

III. College Policy
Moorpark College exercises care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus.

The Ventura County Community College District Code of Student Conduct prohibits sexual assaults, as do California criminal statutes.

The Board of Trustees commits the college to taking prudent action to prevent sexual assaults from occurring and to ensure that students, faculty and staff are not adversely affected for having brought forward a charge of rape or other forms of sexual assault. Where there is cause to believe the college's regulations prohibiting sexual assault have been violated, Moorpark College will pursue strong disciplinary actions which include the possibility of suspension or dismissal from the college.

In addition, a student, faculty, or staff member charged with sexual assault can be prosecuted under California criminal statutes in addition to being disciplined under the Code of Student Conduct or Education Code, as applicable. Even if prosecution does not take place, the campus may pursue disciplinary action.

The Board of Trustees is also committed to providing prompt, compassionate services to those individuals who are sexually assaulted and to provide follow-up services as needed.

IV. Guidelines, Procedures and Personnel Responsible for Responding to a Sexual Assault Incident
The INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will provide a secure setting for the victim. (This could be an unoccupied office or classroom, a well-lighted area or, ideally, the Student Health Services Office.) The Campus Police Office and the HEALTH SERVICES COORDINATOR should be notified, if possible.

The involved college personnel should then:

1. Listen to the victim's needs.
2. Assess the situation. Determine the seriousness of the victim's injuries; call "911" if injuries are severe and transportation is needed by ambulance to a hospital.
3. Ask the victim what she/he wants to do. A consent form (available in English or Spanish) may be completed by the victim for any of the following options:
   a) Does the victim want to be taken to a hospital or private doctor's office? Does the victim want to contact a friend or family member? If the victim does not want to contact anyone, a campus police officer may take the victim to the hospital. If possible, a female should accompany the victim if the officer is male.
   b) Does the victim want to have the Ventura County Coalition Against Domestic and Sexual Violence contacted? The mission of the Coalition is to coordinate and implement services to the victim of sexual assault.
   c) Does the victim want to report the incident to police? NOTE: If the victim is younger than 18, the sexual assault must be reported to the police. If the victim is 18 years or older, it is the victim's decision whether or not to involve the police. (California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

If the victim of a sexual assault decides to involve the police, the CAMPUS POLICE LIEUTENANT will notify the appropriate police department and may request an officer of like gender of the victim for the report. The officer will take a police report, transport, accompany or meet the victim at an appropriate medical facility for the evidentiary examination, may conduct a follow-up interview, and may transport the victim home with consent.

The COORDINATOR OF HEALTH SERVICES will notify the parent, guardian, spouse or friend, if appropriate and with the consent of the victim.
Upon consent of the victim, the COORDINATOR OF HEALTH SERVICES may arrange for college personnel or a RASAC advocate to accompany the victim, if appropriate, through hospital procedures and encounters with law enforcement agencies.

The CAMPUS POLICE LIEUTENANT will complete a confidential incident report and keep records of the incident for statistical purposes.

As early as possible in the process outlined above, the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING or the administrator on duty at the college should be notified. That individual should go to the victim’s location and assist in the administration of these procedures, as well as notifying other campus and/or District officials, as appropriate.

IN THE EVENT THE SEXUAL ASSAULT 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 OCCURS AT AN OFF-CAMPUS EVENT and i. is not possible to contact the CAMPUS POLICE, then the INDIVIDUAL INITIALLY NOTIFIED will contact the LOCAL LAW ENFORCEMENT AUTHORITY if the victim is under 18 years old (if 18 or over, if the victim wishes).

FOLLOW UP PROCEDURES BY COLLEGE STAFF:
The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING and the CAMPUS POLICE LIEUTENANT will do a follow-up interview with the victim to inform her/him of the legal options available for filing a civil suit or a criminal action. If she/he wants to pursue criminal action, the appropriate police department will conduct the follow-up criminal investigation.

The COORDINATOR OF HEALTH SERVICES will provide the victim with information on the treatment and counseling of sexual assault and provide referrals for appropriate assistance such as the COLLEGE PSYCHOLOGIST (or alternative counseling services) and the COLLEGE PHYSICIAN. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will explain disciplinary procedures and actions available. The ASSOCIATE VICE CHANCELLOR OF PERSONNEL SERVICES, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will be responsible for ensuring that all follow-up procedures are completed.

V. Legal Reporting Requirements and Procedures
The reporting of rape and other forms of sexual assault follows the same procedures as the reporting of any crime. No special information is required, but the report needs to include certain standard information such as where the incident occurred, to whom (identified by name and age) and exactly what happened.

Once a victim of sexual assault has chosen to notify authorities about the assault and chooses to pursue prosecution, a medical-legal examination should be performed as soon after the assault as possible and within hours for evidence.

VI. List of Campus Services and Personnel Available to Assist with Incidents of Sexual Assault.
Campus Police, ext 1455; Campus Health Center, ext 1413; Extended Campus Office, ext 1406.

VII. Procedures for Ongoing Case Management
Follow-up intervention may be provided with the victim’s consent and as needed by the COLLEGE PSYCHOLOGIST for psychological counseling.

The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will track the victim’s academic progress and will assist, when requested, by arranging academic counseling, tutoring, and other services deemed appropriate. ACADEMIC COUNSELORS may assist with developing an education plan. The EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING or VICE CHANCELLOR OF PERSONNEL SERVICES will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING will keep the COLLEGE PRESIDENT informed.

The following individuals may also be contacted, as appropriate, on a need-to-know basis by the aforementioned administrators: Coordinator, Disabled Student Services, Division Directors, Instructors, Chancellor, Vice Chancellor, Personnel Services, Public Information Officer.

VIII. Procedures to Guarantee Confidentiality
In all associations with the public, the media, family and friends of the victim, and in accordance with the Family Rights and Privacy Act and the Buckley Amendment, the name of the victim and/or specific details of the assault will be released only when essential to the health and safety of the individual assaulted or that of other members of the campus community. The PUBLIC INFORMATION OFFICER will be kept informed and will interface with the media, general public, students and staff. Other campus personnel dealing with the incident should refer any inquiries to the public information office.

In addition, and in full accordance with Chapter 593 of the Education Code, no person, persons, agency or organization permitted access to student records (including security records about incidents involving the college’s students) shall permit access to any information obtained from those records by any other person, persons, agency or organization without the written consent of the students involved.

However, the victim of any sexual assault which is the basis of any disciplinary action taken by the community college shall be permitted access to that information in compliance with the Buckley Amendment. Access to this information shall consist of a notice of the results of any disciplinary action taken by the college and the results of any appeal. This information shall be provided to the victim within three days following the said disciplinary action or appeal.

IX. Information Regarding Other Options
Criminal Actions: Once an incident of sexual assault has been reported to the appropriate police department by college personnel, it is up to the police department to collect information, including the legal/medical exam, and to investigate the matter. The information is then turned over to the District Attorney’s office to determine if criminal prosecution is appropriate. The District Attorney’s office has the ultimate responsibility to determine whether the incident is a criminal offense and to bring it before the courts for punitive action against the assailant. Punitive consequences can include fines, probation and incarceration. If there is not sufficient evidence for the case to be passed on to the District Attorney, the police may decide to initiate an investigation to gather the necessary information which could lead to a prosecution.

Civil Actions: If the victim of the sexual assault decides that she/he wants to pursue a civil action for damages against the perpetrator, then the victim should consult with an attorney for the civil legal action. The District Attorney’s office is reluctant to refer to any particular civil attorney, but the Ventura County Coalition Against Domestic and Sexual Violence has a complete referral list of local attorneys with whom they have had experience. In addition, the names of attorneys may be obtained through the Ventura County Bar Association.
Rights and Responsibilities

Disciplinary Process through the College: Various forms of discipline may be imposed on a student who is guilty of misconduct ranging from reprimand, probation, suspension, to expulsion. The student disciplinary procedures of the college are described in the catalog. They are initiated by the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING. Faculty and staff are subject to the college's disciplinary action policies.

Mediation Services: Mediation between any of the "specific population" involved in a sexual assault incident at the college is available and may be arranged through the EXECUTIVE VICE PRESIDENT OF STUDENT LEARNING.

Academic Assistance Alternatives: Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, receiving a grade of, "Incomplete" or "Withdrawal"; or assistance in transferring.

Harassment Restraining Order: Under California law (section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, CA 93009.

Student Conduct Code

Standards of Student Conduct (E.C.S. 66300)

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like members of the academic community, the students are expected to conduct themselves in accordance with the standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the State Education and Administrative Codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policy and procedure.

Disciplinary action may be imposed upon a student by an instructor, an administrator or the Governing Board for proven misconduct or actual violation of specified college rules and state regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus or at a college-sponsored activity within the procedures specified in this document. The Executive Vice President, Student Learning shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. Violation of college rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community, or a campus visitor.
8. Disorderly, lewd, indecent, or offensive conduct.
9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
10. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
11. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.
12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the college President or his/her designated representatives or members of the law enforcement agencies, as police officers); any instrument or weapon of any kind, commonly known as blackjack, sling shot, fire bomb, billy club, sand club, sandbag, metal knuckles; any dirk, dagger, firearm (loaded or unloaded), as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches, any switchblade longer than two inches, any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item used to threaten bodily harm.

Student Conduct: Disciplinary Action

Student conduct must conform to the Student Rules of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. WARNING* -- Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. REPRIMAND* -- Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.

*Note: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
3. DISCIPLINARY PROBATION — Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

4. RESTITUTION — Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5. SUMMARY SUSPENSION — A summary suspension is for the purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to ensure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The college President, Executive Vice President, Student Learning, or other staff member designated by the President may summarily suspend a student when he or she deems it necessary for the safety and welfare of the college.

6. DISCIPLINARY SUSPENSION — Disciplinary suspension follows a hearing based on due process. It shall be invoked by the college President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

7. EXPULSION — An expulsion is a long term or permanent denial of all campus privileges including class attendance. The Governing Board may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, and has been found to have willfully disrupted the orderly operation of the campus.

Student Conduct: Due Process

A. Preliminary Action

1. The Executive Vice President, Student Learning shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.

2. The Executive Vice President, Student Learning shall confer with the student for the purpose of advising the student of the charge, possible sanctions imposed upon him/her and his/her rights under college regulations, state and federal laws.

3. The Executive Vice President, Student Learning may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Executive Vice President, Student Learning shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.

4. At this point, the Executive Vice President, Student Learning may take any of the following actions:
   a. Dismiss the charge for lack of merit.
   b. Issue a warning or letter of reprimand.
   c. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
   d. Recommend expulsion.
   e. Remand the case to a Student Conduct Hearing.

5. At this time, if the student does not accept the Executive Vice President, Student Learning’s decision, the Executive Vice President, Student Learning shall arrange for the meeting of the Student Conduct Hearing Committee, following the procedures outlined in Sections B and C of this document.

B. Composition of Student Conduct Hearing Committee

1. The Student Conduct Hearing Committee, hereafter referred to as the Hearing Committee, shall be set up as follows:
   a. One student, one faculty member, and one administrator (other than the Executive Vice President, Student Learning and his/her immediate staff). These persons are appointed by the college President.
   b. The President shall designate the chairperson of the Hearing Committee.
   c. A minimum of one committee shall be selected annually.
   d. Upon notification of the committee composition, each party is allowed one preemptive challenge, excluding the chairperson.
   e. A quorum shall consist of all three members of the committee.
   f. The chairperson will allow any proposed member of the committee to decline participation in the hearing.

C. Formal Hearing Procedures

1. A hearing will be called by the chairperson within fifteen working days of the receipt of the Executive Vice President, Student Learning’s request.

2. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.

3. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.

4. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.

5. The accused person and/or representative may be present as well as the aggrieved person and/or his/her representative. No other persons except scheduled single witnesses and the Hearing Committee members shall be present.

6. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.

7. The Hearing Committee shall judge the relevancy and weight of testimony and evidence. It shall make a recommendation for disposition of the charge to the college President. Actions in this procedure shall be completed within five working days.
8. The Hearing Committee shall submit its findings of fact and recommend action to both parties and to the President of the college. Upon receipt of the findings and recommendations, the President of the college shall:
   a. concur with the committee's recommendation.
   b. not concur with the committee's recommendation.
   c. take alternative action.
   d. state in writing the reasons for the action taken on the committee's recommendations. The President shall act within ten working days.

9. If either party does not agree with the decision of the college President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he/she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.

Drug Free Campus Policy

Standards of Conduct
A student enrolling in Moorpark College assumes an obligation to conduct him/herself in a manner compatible with the college's function as an educational institution.

Student conduct at Moorpark College must conform to established rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following:

Possession, use or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus sponsored college activity (except for legally prescribed for personal use).

Any act, defined as a felony or misdemeanor under the laws of the State of California or which violates adopted college rules or regulations.

Section 10603 of the Education Code provides: "The governing board of any school district may make and enforce all rules and regulations needful for the government and discipline of the schools under its charge. Any governing board shall enforce the provisions of this section by suspending, or if necessary, expelling a pupil who refuses or neglects to obey any such rules or regulations."

The Dangers of Drug Use
Drug and alcohol use produces a range of negative effects, ranging from decreased performance and poor judgment to serious conditions, including damage to the development of an unborn fetus. Physical and psychological addiction to these substances is a very real risk. For more specific information, visit the Student Health Center (Admin. Bldg., 805-378-1413) to pick up a wealth of pamphlets, or to make an appointment with a health professional.

If you or someone you know has a problem with drug or alcohol use, confidential and non-punitive help is available through the Student Health Center (Admin. Bldg., 805-378-1413), including referrals to the College Psychologist and/or to community resources. Moorpark College can provide the information and assistance needed to help students make healthy, positive decisions.

Penalties for Campus Drug Use Warning
The College is required by federal law to take disciplinary action up to and including suspension or expulsion from school for students convicted of a campus drug offense.

Students who have been convicted of certain drug-related Federal or State offenses may have their eligibility for Federal benefits, including financial aid, suspended. Students with three or more drug-related convictions may permanently lose eligibility for Federal financial aid.

State and Federal penalties apply to anyone convicted of the manufacture, distribution, dispensation, possession or use of controlled substances.

Misdemeanor convictions for campus drug use can result in a fine and incarceration of up to a year in a County jail. Relatively few drug-related infractions may be considered misdemeanor offenses, however. Most drug use convictions are defined as felony acts.

Felony convictions for campus drug use can result in a substantial fine and a lengthy jail sentence in state prison. Convictions for manufacturing or possession for sale or use of substances are felony offenses.

Moorpark College is committed to being a drug-free campus. Remember confidential and non-punitive help is also available in the Student Health Center.

VCCCD Smoking Policy
In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official District or College function, in all District vehicles, in all District buildings, and within five feet of the exit or entrance of any building. Individual colleges may adopt a more restrictive policy.

Smoking on the Moorpark College Campus
A. In the interest of the health and welfare of students, employees and the public, smoking is ONLY permitted in designated smoking areas.

1. The outside area just north of the Library
2. The picnic tables southwest of the Music Building*
3. The far northeast corner of the patio behind SSC Building*
4. Southeast exterior corner of the "F" Trailers
5. Grass area behind Trailer 2
6. Designated area near Griffin Stadium
7. Southeast corner of cul-de-sac entrance to EATM compound

These designated areas will be clearly marked as "Smoking Areas" and are noted on campus maps – see inside back cover. *Appropriate weather protection will be provided at areas 2 and 3.

B. All other smoking in and on Moorpark College facilities is expressly prohibited. Furthermore, smoking is not allowed in College owned vehicles.

C. Violators shall be subject to appropriate disciplinary action - see Student Conduct Code.

D. Questions regarding this policy shall be directed to the President or his/her designee.
The College Community

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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.net.

College Organization

Office of President
President/Vice Chancellor of Educational Outreach
Dr. James Walker .................................................. (805) 378-1407
  Staff: Connie Bosso and Jeanne Bailey

Office of Student Learning
Executive Vice President, Student Learning
Dr. Eya E. Conrad .................................................. (805) 378-1403
  Staff: Melinda Bailey, Karin Leyba, Lisa Putnam

Deans of Student Learning/Office Staff
Nabil Abu-Ghazaleh .............................................. (805) 378-1408
  Staff: Sally Hemele, Yolanda Kiernan
Victoria Bortolussi .............................................. (805) 378-1405
  Staff: Kim Goth, Art Preston
To Be Announced .............................................. (805) 378-1443
  Staff: Kelly Kastad, Yolanda Kiernan
Judith A. Gerhart .............................................. (805) 378-1402
  Staff: Patty Pulido, Charlotte Wakenhut
Floyd Martin ..................................................... (805) 378-1459
  Staff: Tina Arredondo, Hilda Ruiz, Peggy Spellman
Alvyn Nordquist ................................................ (805) 378-1445
  Staff: Raylene Biren, Diane Cistabile, Nikki Reddy,
  Maureen Solheim
Rene Rodriguez ................................................ (805) 378-1572
  Staff: LaDonna Righetti, Hilda Ruiz, Peggy Spellman
Brenda Shubert ................................................. (805) 378-1515
  Staff: Dominga Chavez
Fabienne McPhail-Naples ................................... (805) 378-1448
  Staff: Teri Lara

Office of College Services
Dr. Ruth Hemmig, Vice President ......................... (805) 378-1412
  Staff: Louise Christener, Allam Elhussini
  Fiscal Services: Clint Ragan, Magda Tucker

Auxiliary Services
David Leyba, Director ........................................ (805) 378-1550
  Staff: Leanne Colvin
  Bookstore: Steve Grimm, Manager
  Food Services: Bud Bailey, Supervisor
  Publications: Reggie Burrier, Kerry Mehle

Maintenance and Operations
Jim Ferguson, Director ........................................ (805) 378-1454
  Staff: Debby Tailili
  Custodial: Vergil Pasual, Supervisor
  Grounds: Mark Dombrowski, Supervisor
  Maintenance: Jack Rager, Supervisor
  Operations: Scott Colvin, Supervisor

Human Resources (District)
Gwen Chater .................................................... (805) 378-1404
The College Community

Organization of Departments and Programs

**Coordinators**

ACCESS (Disabled Student Services) .......................... Patricia Ewins  
Athletics ................................................................. John Keever  
Child Care/Child Development ............................. Linda A. Cravens  
Extended Opportunity Program Services ............... Paul K. Pasgon  
Health Science ....................................................... Karen Jensen  
Health Services .................................................... Sharon L. Manakas  

**Department Chairs**

Behavioral Sciences ............................................ Steven J. Pollock  
Chemistry/Environmental/Earth Sciences .................. Richard Kurtik  
Child Dev/Criminal Justice/Interior Design ............ Linda Cravens  
CIS/CS/Drafting ..................................................... Mary Mills  
CS/CNSE .............................................................. Martin Cheilen  
Counseling ......................................................... Edna Ingram  
EATM ................................................................. Jim Peddie  
History and Institutions ..................................... Robert Herman  
Language Arts ...................................................... Sydney Sims  
Library Sciences .................................................. Ed Tennen  
Life Sciences ...................................................... Larry Miller  
Mathematics ......................................................... David Kay  
Modern Languages and ESL ................................. Judy Ramos  
Music/Dance ......................................................... Dolly Kessner  
Physical Education ............................................... Del Parker  
Physics/Astronomy/Engineering ............................ Clint Harper  
Theatre Arts/Speech ............................................ Jim Wyman  
Visual and Communication Arts ......................... Sexton Stewart  

Title IX Representative ........................................ Eva Conrad  
Title V Facilitator (Affirmative Action) ............... Sally Ponce-O’Rourke  
504 Facilitator (Handicapped) ............................. Nabil Abu-Ghazaleh

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) 378-1407. 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.net/foundation.

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

**District Organization**

Ventura County Community College District  
333 Skyway Drive, Camarillo, California 93010  
Phone: (805) 384-8300. Website: www.vcccd.net

Moorpark College is one of three colleges within the Ventura County Community College District. Together, Moorpark, Oxnard, and Ventura Colleges address the educational needs of the County, balancing curriculum and services to best maximize the District’s resources.

**Governing Board**

Robert Gonzalez ............................ President, Ojai/Santa Paula/Camarillo Area  
Dr. Norman J. Nagel .............................. Vice President, Conejo Area  
Arturo Hernandez ................................. Member, Oxnard, Port Hueneme Area  
Dr. Allan Jacobs ................................. Member, Simi, Moorpark Area  
John Tallman .................................. Member, Greater Ventura/North Oxnard Area  
Becky Lawson .................................. Student Trustee

**District Administrators**

Dr. Philip Westin ........................................... Chancellor  
Michael Gregoryk ........................................ Deputy Chancellor
Academic Personnel

(Date) indicates year of employment at Moorpark College. Faculty rank determined by Moorpark College Academic Senate.

Abramoff, Phil (2001)
Instructor, Mathematics
B.S., Marquette University;
M.A., M.S., Michigan State University

Dean, Student Learning
B.S., M.S., University of California, San Diego;
M.A., University of California, Los Angeles

Aguilera, Christine S. Ruiz (1972)
Professor, Mathematics/Computer Science
B.A., University of California, Irvine;
M.A., University of California, San Diego;
M.S., University of California, Los Angeles

Aiken, Kirk (1969)
Professor, Art
B.A., University of Southern California;
M.A., California State University, Los Angeles

Aldana, Guadalupe del C. (1991)
Professor, Radiologic Technology
A.A., Los Angeles City College;
B.S., California State University, Northridge

Allyn, Donna Prosko (1988)
Professor, Counselor
A.A., Windward Community College, Hawaii;
B.S., M.Ed., University of Hawaii;
Ph.D., University of California, Los Angeles

Almeida-Bowin, Kristi (2001)
Instructor, Child Development
A.A., Antelope Valley Community College; B.A.,
M.S., California State University Northridge

Arnold, Charlene (1986)
Professor, Speech
B.A., M.A., California State University, Northridge

Avila, Denice C. (1997)
Assistant Professor, Counseling
B.A., San Jose State University;
M.A., California State University, Northridge

Baker, Barbara (1976)
Professor, English/Reading
B.A., San Diego State University;
M.A., California State University, Los Angeles

Baker, Jeffrey (2000)
Instructor, English
M.A., Ph.D., Purdue University; B.A. Indiana
University of Pennsylvania

Baker, John R. (1990)
Professor, Anthropology
B.A., Pepperdine University;
Ph.D., Universität Hamburg

Barker, Beverly J. (1989)
Professor, Mathematics
B.A., Pomona College;
M.S., California State University, Northridge

Barnett, Cynthia (1992)
Professor, Sociology
B.A., M.A., Bowling Green State University

Becht, Balazs (1983)
Professor, Astronomy/Physics
B.S., M.S., California State University, Northridge

Bennett, Lori (1996)
Associate Professor, Business
B.A., University of Southern California;
M.B.A., University of Chicago

Berg, Eugene (1970)
Professor, Chemistry
A.B., University of California, Los Angeles;
M.S., California State University, Long Beach;
Ph.D., University of California, Los Angeles

Berney, Daniel E. (1997)
Assistant Professor, Dance
B.A., University of California, Santa Barbara;
M.F.A., University of California, Irvine

Beron, Alberto (1971)
Professor, Mathematics
B.S., M.A., California State University, Los Angeles

Bianchino, Francis S. (1977)
Professor, Psychology and Counselor
B.A., St. Francis College;
M.S., St. John's University;
Ph.D., U.S. International University

Bittner, James L. (1979)
Professor, Physical Education/Health Education
B.A., Mt. Union College;
M.A., Western State College;
M.A., California Lutheran College

Bodhaine, Grace C. (1991)
Professor, Spanish
B.A., M.A., California State University, Northridge;
C.Phil., University of California, Los Angeles

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Professor, Dean - Student Learning
B.A., M.A., University of Southern California;
Ph.D., University of California, Santa Barbara

Bridgeman, Gerald (1969)
Professor, Political Science
A.B., M.A., University of California, Berkeley

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B.A., University of California, Santa Barbara
M.S., California State University, Northridge

Brockett, Don (1970)
Professor, Health Education
B.A., M.A., Fresno State University;
Ed.D., Brigham Young University

Brown, Daniel R. (1986)
Professor, History
B.A., Ball State University;
M.A., Colorado State University

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M.A., Ohio State University

Burkard, Patricia (1996)
Associate Professor, Nursing
A.A., Riverside City College
B.S., M.S., California State University, Fresno

Burke, Tanya (1967)
Professor, Computer Information Systems
B.S., M.S., Western Michigan University

Professor, Counselor
B.S., M.S., University of Arizona

Chetlen, Martin W. (1999)
Instructor, Computer Science
B.S., City College of the City University of
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B.A., University of California, San Diego
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Professor, Computer Information Systems
B.A., Cornell College;
M.A.E., California Lutheran College

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Executive Vice President, Student Learning
B.A., University of South Alabama;
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B.A., University of California, Berkeley;
M.A., University of California, Los Angeles

Professor, Child Development
B.A., University of California, Santa Barbara;
M.A., California State University, Northridge

D’Attile, Sherry (1990)
Professor, Learning Disabilities
B.A., California State University, Northridge;
M.S., California Lutheran University

Dale, Gillian M. (1988)
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B.A., Mount Holyoke College;
M.A., University of Southern California
The College Community

Daunio, Janice (1996)
Professor, Philosophy
B.A., Hunter College, New York
M.A., Claremont Graduate School
M.A., Mount Saint Mary's College;
Ph.D., Claremont Graduate School

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Professor, English/Humanities
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Dillon, Bona L. (1989)
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Professor, Learning Resources Coordinator
B.A., M.A., California State University, Long Beach

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Instructor, Geography
B.A., M.A., California State University, Northridge

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Professor, Nursing
B.S., College of Saint Teresa;
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Instructor, Counselor
B.A., University of Oregon;
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Instructor, Coordinator,
ACCESS (Disabled Students Program)
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Professor, Psychology
A.A., Ventura College;
B.A., M.A., California State University, Northridge

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Professor, History/Humanities/Marketing
A.A., Los Angeles Valley College;
A.B., M.S., Ph.D., University of Southern California

Feingold, Janice C. (1989)
Professor, Business
B.A., University of California, Davis;
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Professor, Mathematics
B.A., University of California, Santa Cruz;
M.A., University of Oregon

Professor, Philosophy
B.A., M.A., Ph.D., University of Fribourg;
M.A., M.B.A., University of California, Los Angeles

Franke, Deanna R. (1994)
Professor, Chemistry
B.S., California Lutheran University;
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Garber, Norman (1986)
Professor, English
B.A., University of Connecticut;
M.A., Ph.B., University of California, Santa Barbara

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Instructor, CSNE
B.S., California State University, Los Angeles

Dean, Student Learning
B.S., M.Ed., De Paul University;
Ed.D., Nova University

Ginet, Carole (1968)
Professor, Sociology/Humanities/Psychology
A.B., University of California, Berkeley;
M.S., University of Southern California

Gonzalez, Joseph (1971)
Professor, History
B.A., M.A., Ph.D., California State University, Northridge;
M.A., California Lutheran University

Green, Donald R (1997)
Assistant Professor, Physical Education
B.A., California Lutheran University;
M.A., California Lutheran University

Grzywacz-Gray, John M. (1971)
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Moorpark College is appreciative of the many professionals who teach for us part-time. Their dedication, time and expertise allow the College to offer its curriculum at a full range of times, locations and scheduling patterns. Many also bring with them current experience from business and industry that enriches the classroom experience. These valuable individuals are acknowledged in the “List of Courses” under the discipline designation in which they teach. They can be contacted through the appropriate Division Office.
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Professor, Computer Information Systems/Information Systems
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APPLICATION FOR ADMISSION INSTRUCTIONS

NOTE: If you have attended Moorpark, Oxnard, or Ventura College anytime since 1990, you do not need to complete a new application for admission. However, please notify the Records office in writing of any change to your name, address, or phone number.

1. Use a ball point pen only to complete the Application for Admission.
2. The code numbers needed to complete questions 6, 13, 15, and 16 are listed below.
3. Answer all questions on both the Application for Admission and Statement of Residence. Make sure that at least two years of legal residence have been provided. Incomplete applications cannot be processed and will be returned to you.
4. Sign and date the application and statement of residence.
5. Return the application to Moorpark College Records Office, 7075 Campus Rd, Moorpark, CA 93021 or Fax (805) 378-1583.
6. Questions regarding the Application for Admission, residency requirements or registration procedures should be directed to the Records Office at (805) 378-1429.

REMEMBER: An application for admission must be on file before registration can take place.

Question 6 – States
1 Alabama
2 Alaska
3 Arizona
4 Arkansas
5 California
6 Colorado
7 Connecticut
8 Delaware
9 District of Columbia
10 Florida
11 Georgia
12 Hawaii
13 Idaho
14 Illinois
15 Indiana
16 Iowa
17 Kansas
18 Kentucky
19 Louisiana
20 Maine
21 Maryland
22 Massachusetts
23 Michigan
24 Minnesota
25 Mississippi
26 Missouri
27 Montana
28 Nebraska
29 Nevada
30 New Hampshire
31 New Jersey
32 New Mexico
33 New York
34 North Carolina
35 North Dakota
36 Ohio
37 Oklahoma
38 Oregon
39 Pennsylvania
40 Rhode Island
41 South Carolina
42 South Dakota
43 Tennessee
44 Texas
45 Utah
46 Vermont
47 Virginia
48 Washington
49 West Virginia
50 Wisconsin
51 Wyoming
If not U.S., list country

Question 13 – High Schools
193008 Agoura
560324 Agoura
560325 Aliso
561611 Camarillo
563174 Channel Islands
563012 Fillmore
563884 Hueneme
563410 La Reina
563325 Moorpark
563374 Newbury Park
563407 Nordhoff
563013 Oak Park
563454 Oxnard
563476 Rio Mesa
563500 Royal
564536 Santa Clara
563577 Santa Paula
563616 Simi Valley
564486 St. Bonaventure
563700 Thousand Oaks
563782 Ventura
564833 Villanova
563011 Westlake

Question 16

Question 17

California State University and Colleges
196260 CSU, Chico
436820 CSU, Dominguez Hills
437600 CSU, Fresno
437610 CSU, Fullerton
196280 CSU, Hayward
196290 CSU, Humboldt
196310 CSU, Long Beach
196310 CSU, Los Angeles
196700 CSU, Northridge
196910 Cal Poly, Pomona
346760 CSU, Sacramento
346780 CSU, San Bernardino
346790 CSU, San Diego
346820 CSU, San Francisco
346870 CSU, San Jose
346900 CSU, San Marcos
436145 Cal Poly, San Luis Obispo
436910 CSU, Simonota
567860 CSU, Stanislaus
Community Colleges
435213 Allan Hancock College
345023 American River College
196300 Antelope Valley Comm. College
155503 Bakersfield College
345074 Barstow College
404115 Butte College
445765 Cabrillo College
415054 Canyons College
415045 Canyons College
415054 College of Alameda
215005 College of Marin
415151 College of San Mateo
195176 College of the Canyons
345025 College of the Desert
125140 College of the Redwoods
545071 College of the Sequoias
472500 College of the Sequoias
555505 Columbia College
195160 Contra Costa College
345124 Cosumnes River College
563211 Crafton Hills College
456800 Cuesta College
372550 Cuyamaca College
301810 Cypress College
345184 De Anza College
302250 Diablo Valley College
195217 East Los Angeles College
195235 El Camino College
435035 Evergreen Valley College
352056 Feather River College
352077 Foothill College
195240 Pierce City College
302420 Fullerton College
343253 Galen College
195267 Glendale Community College
393556 Golden West College
372565 Grand Valley State University
275129 Hartnell Community College
125100 Imperial Valley College
215301 Indian Valley College
305800 Irvine Valley College
307300 Kings River College/Sacramento City College
307300 Lakeland College
195450 Lane College
307300 Los Angeles Harbor College
307300 Los Angeles Mission College
415240 Los Angeles Pierce College
195350 Los Angeles Southwest College
195350 Los Angeles Trade-Technical College
195350 Los Angeles Valley College
195350 Los Medanos College
125140 Mendocino College
454755 MiraCosta College
195075 Mt. San Antonio College
373070 Mt. San Antonio College
195300 Mt. San Antonio College
435035 Mira Costa College
195300 Orange Coast College
305800 Orange Coast College
305800 Orange Coast College
305800 Orange Coast College

355555 Palo Verde College
376542 Palomar College
195575 Pasadena City College
543964 Porterville College
355525 Pima College
195558 Rio Hondo College
335073 Riverside Community College
345740 Sacramento City College
308570 San Bernardino Valley College
376693 San Diego City College
305800 San Diego Mesa College
195075 San Diego Miramar College
395670 San Joaquin Delta College
345600 San Jose City College
415240 Santa Barbara City College
195350 Santa Monica College
415070 Santa Rosa Junior College
456665 Shasta College
315700 Sierra College
415111 Skyline College
546825 Solano Community College
375807 Southwest College
195580 Taft College
565741 Ventura College
565740 Victor Valley College
195910 West Hills College
195957 West Los Angeles College
435960 West Valley College
585925 Yuba College

Independent Colleges and Universities
586120 Cal Lutheran University
196335 California Lutheran University
198904 University of Southern California
Moorpark College
Ventura County Community College District
Application For Admission

(USE BALL POINT PEN ONLY. PLEASE COMPLETE REVERSE SIDE OF THIS FORM.)

1. I am applying for the: [ ] Spring Semester [ ] Summer Session [ ] Fall Semester
2. Social Security Number: ____________________________
   (If Available)
3. Name: ____________________________
   Last Name __________ First Name __________ Middle Initial __________
4. Previous Last Name (if you attended under another name):
5. Date of Birth: _______ / _______ / _______
6. State Birthplace: [ ] California [ ] Other (see page 85 for state codes) ______
7. Sex: [ ] Male [ ] Female
8. Address: ____________________________________________
   (Number and Street)
   ____________________________________________
   City: ____________________________________________
   State: ____________________________________________
9. City/State: ____________________________________________
10. Zip Code: ____________________________
11. Day Phone (include area code): ________ - ________ - ________
12. Evening Phone (include area code): ________ - ________ - ________
13. Last High School Attended (use H.S. code on page 85): ______
   Name: ____________________________
   City: ____________________________
   State: ____________________________
14. High School Graduation or Date Last Attended: _______ / _______
15. Proposed Major (use code on page 85): ______
16. Last College Attended (use code on page 85): ______
   Name: ____________________________
   City: ____________________________
   State: ____________________________
   Degree Earned: [ ] AA/AS [ ] Bachelor or Higher
17. California Driver's License Number: ____________________________
18. Ethnic Survey:
   [ ] Cambodian [ ] Vietnamese [ ] Other Asian [ ] Black, Non-Hispanic
   [ ] Filipino [ ] Hispanic [ ] Mexican, Mex.-Amer., Chicano
   [ ] Central American [ ] South American [ ] Other Hispanic
   [ ] American Indian, Alaskan Native [ ] Other Non-White [ ] Pacific Islander
   [ ] Guamanian [ ] Hawaiian [ ] Samoan [ ] White
   [ ] Unknown [ ] Decline to state
19. Primary Language [ ] English [ ] Not English
20. Citizenship Status: [ ] U.S. Citizen [ ] NOT a U.S. Citizen
   [ ] Permanent Resident (Immigrant) Visa [ ] Temporary Resident/Amnesty
   [ ] Refugee/Asylee [ ] Student Visa (F-1 or M-1) [ ] Other Visa or Visa type
   [ ] Unknown
21. Student Academic Level. (Please indicate your education status at the beginning of the semester for which you are applying. Mark the highest level of education attained.)
   [ ] NOT a High School graduate:
      [ ] Not a graduate of, and no longer enrolled in high school
      [ ] Special admit student currently enrolled in high school
      [ ] Currently enrolled in Adult School
   [ ] High School graduate without a college degree:
      [ ] Received High School diploma
      [ ] Passed the GED, or received a High School Certificate of Equivalency/Completion
      [ ] Foreign Secondary School Diploma/Certificate of Graduation
   [ ] College Degree:
      [ ] Received an Associate Degree
      [ ] Received a Bachelor Degree or higher
      [ ] Unknown:
         [ ] Unknown
      Date of the highest level of education attained:
   [ ] Month [ ] Year
22. Student Enrollment Status: (Mark one)
   [ ] First-time student. A student enrolled in any college for the first time.
   [ ] First-time transfer student. A student enrolled at this college for the first time and who has transferred form another college after earning credit.
   [ ] Returning student. A student who has previously attended this college, transferred to another college, and has now returned to this college.
   [ ] Special admissions student. A student who is currently enrolled in K-10 or a senior high school student currently enrolled in 11-12.
23. Student Educational Goal: (Select your highest priority)
   [ ] Obtain a bachelor's degree after completing an associate's degree
   [ ] Obtain a bachelor's degree without completing an associate's degree
   [ ] Obtain a two year associate's degree without transfer
   [ ] Obtain a two year vocational degree without transfer
   [ ] Earn a vocational certificate without transfer
   [ ] Discover/formulate career interests, plans, goals
   [ ] Prepare for new career (acquire job skills)
   [ ] Advance in current job/career (update job skills)
   [ ] Maintain certificate or license (e.g. Nursing, Real Estate)
   [ ] Educational development (intellectual, cultural)
   [ ] Improve basic skills in English, reading or math
   [ ] Complete credits for high school diploma or GED
   [ ] Undecided on goal
Declaration of Legal Residence
All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees
ALL APPLICANTS MUST COMPLETE THIS SECTION

NOTICE TO STUDENTS: If additional information is needed to determine your residence status, you will be required to complete a supplemental residence questionnaire and/or to present evidence in accordance with Education Code Sections 68040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California Residence lies with the student. Failure to present such proof will result in a classification of non-resident.

SOCIAL SECURITY NUMBER ___________________ TODAY’S DATE ___________________
NAME (Print full legal name. DO NOT use nicknames, initials, or abbreviations)
Last _______ First _______ Middle _______
Age _______ Birthdate _______ Birthplace _______

RESIDENCE ADDRESS (Legal / permanent address. DO NOT use P.O. Box Number)
Number / Street __________________ City _______ State _______ Zip _______
I have lived at this address since ___________ (if less than 2 years, show previous address below)
Number / Street __________________ City _______ State _______ Zip _______
Number / Street __________________ City _______ State _______ Zip _______
When did your present stay in California begin? ___________________ ___________________ 

Yes □ No □
Are you a United States Citizen?

□ □ If you are not a United States citizen, have you been admitted to the U.S. as a resident alien?
If yes, give date admitted ___________ and Alien Registration Number _______
If no, list visa type (example: B-2, Visitor visa - dependent), duration of status, and country of citizenship:
Visa type _______ Duration of Status _______ Country of Citizenship _______

Verification of visa status is required. Students must present proof of status ⭐

□ □ Have you or (if under 19 and unmarried) your parents filed California State Income Tax last year?
If not in California, in what state did you last file state taxes? ______ For what year(s) _______

□ □ Registered to vote in a state other than California?
If yes, where & when _______

□ □ Petitioned for divorce in a state other than California?
If yes, where & when _______

□ □ Attended an out-of-state institution as a resident of that other state?
If yes, where & when _______

□ □ Declared nonresidence for California State Income Tax purposes? If yes where & when _______

□ □ Are you on active military duty?
If yes, what date did your tour begin in California? (month/day/year) _______
State of legal residence on military records: _______

□ □ Are you a dependent of an active duty military person?
If yes, when did your sponsor’s tour begin in California? (month/day/year) _______

□ □ Have you been discharged from active military duty within the last year?
If yes, submit copy of DD-214 _______

To be completed by all unmarried students under 19

Name of Father (If living) _______ Name of Mother (If living) _______
Name of Legal Guardian _______
Legal Address (number & street, city, state, zip) _______ Dates (month / year) _______
Father _______ From _______ To _______
Mother _______ From _______ To _______
Guardian _______ From _______ To _______

If less than 2 years, give previous address(es) for past 2 years.
Relationship _______ St. & No. _______ City _______ State _______ Zip _______ Fr. _______ To _______
Relationship _______ St. & No. _______ City _______ State _______ Zip _______ Fr. _______ To _______

I certify under penalty of perjury that the information on this application is correct and I understand that falsification of failure to report change in residence may result in my dismissal.
Student Signature _______ Date _______